



**Master of Science in Occupational Therapy
Class of 2028
Graduate Student Handbook**



**University of New England
Westbrook College of Health Professions
Occupational Therapy Department
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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](#) and contains all the policies and procedures for occupational therapy (OT) graduate students. This handbook is updated annually. 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 most recent version of the UNE Student Handbook 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. UNE MSOT program was most recently accredited in 2024/2025 with a 10-year accreditation.

The courses within the curriculum address the Accreditation Council for Occupational Therapy Education's 2023 standards.

ACOTE is located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. 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.

Vision Statement: Enriching life for ALL individuals and society through meaningful engagement in everyday activities.

Foundational Pillars			
Inclusive and Equitable Professional Community	Evidence-Based, Client-Centered, and Innovative Practice	Universally Recognized with Valued Excellence	Occupational Justice and Advocacy
Creates a supportive environment fostering belonging, collaboration, networking, and continuous learning for all professionals to enhance growth and development.	Delivers high-quality and skilled care using latest research, focusing on individual client needs and goals while encouraging innovative approaches to enhance treatment outcomes.	Establishes occupational therapy's importance across various settings, demonstrating its unique value in improving individuals' quality of life and functional abilities.	Promotes education, advocacy, accessibility, and the right for ALL to engage in meaningful occupations through collaboration with consumers, other professionals, and policymakers.

PHILOSOPHY

PHILOSOPHICAL BASE OF OCCUPATIONAL THERAPY

Throughout the curriculum, the UNE MSOT program integrates a common philosophy of the profession guided by AOTA's Philosophical Base of Occupational Therapy (AOTA, 2025). Occupations are the everyday activities that give purpose and meaning to individuals, families, communities, and populations. Occupational therapists recognize that all people have an inherent need and right to engage in meaningful occupations throughout their lives. Occupational engagement is the dynamic interaction of factors intrinsic of individuals and the diverse contexts and environments in which the occupation occurs. The profession blends both art and science to address the full scope of human experience and supports engagement in meaningful occupations that promote, restore, and maintain health and wellbeing.

PHILOSOPHY OF TEACHING

The UNE MSOT program is guided and informed by the AOTA Philosophy of Occupational Therapy Education (2018). We align 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. The UNE MSOT program values adult learners as self-motivated individuals who bring meaningful experiences to their education. We honor the diverse backgrounds and perspectives of our students and encourage them to connect their lived experiences with the curriculum.

To achieve this philosophy, the UNE MSOT program draws from and designs its curriculum based on the following adult learning principles (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

UNE MSOT scaffolds a variety of learning methods, activities and assessment measures to aid students in the development of the following skills:

- professional and clinical reasoning,
- critical thinking,
- cultural humility,
- the integration of professional values, theories, evidence, ethics, and therapeutic skills.

Through this approach, 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.

CURRICULUM DESIGN



The curriculum progresses from foundational concepts to mental health, then children and youth, and finally adults and older adults. Each content area emphasizes the application of biopsychosocial knowledge across diverse abilities and conditions when working with individuals, families, caregivers, and groups. Level I Fieldwork is integrated into the second, third, and fourth semesters through seminar-based learning and one-week faculty-led community and simulation experiences focused on mental health, pediatrics, and adult practice. These experiences allow students to engage with clients, demonstrate developing skills, and apply course concepts in practice settings. Research and scholarship coursework further supports engagement with contemporary evidence and the development of evidence-based practice skills. Interprofessional learning is embedded throughout the curriculum to prepare students for collaborative, dynamic practice environments. After four academic semesters, students complete two full-time Level II Fieldwork experiences, returning for a one-week period prior to graduation to consolidate knowledge and prepare for entry into the profession.

The curriculum is structured around six themes, grounded in the understanding that occupational engagement is central to human health and well-being. 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.

DEPARTMENT CURRICULAR OUTCOMES FOR EACH THEME

Through the transformative power of occupation, UNE OT graduates collaborate with people, communities, and populations to navigate a journey toward improved health and wellness. Upon completion of the program, students will demonstrate the following outcomes in each curricular theme:

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

	Course Title	Credits
Summer 1	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
	<i>Total Summer 1</i>	<i>16</i>
Fall 1	OTR521: Biopsychosocial Dimensions of Mental Health & Wellness	3
	OTR 521L: OT Interventions in Mental Health & Wellness	2
	OTR 528: Fieldwork Seminar Mental Health	1
	OTR640/640L: Neuro-Occupation and Lab	3
	OTR 650: Leadership and Advocacy for Everyday Practice	2
	OTR 628: Evidence-Based Research Seminar	3
	<i>Total Fall 1</i>	<i>15</i>
Spring 1	OTR 621: Health Care Management & Delivery	3
	OTR 611: Biopsychosocial Dimensions of Children & Youth	3
	OTR 611L: OT Interventions with Children & Youth	2
	OTR 610: Integrative Practice with Children & Youth	3
	OTR 619: Research Methods & Design	3
	OTR 605: Fieldwork Seminar Pediatrics	1
	<i>Total Spring 1</i>	<i>15</i>
Summer 2	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 with Adults	2
	OTR 630: Essentials for Practice	3
	<i>Total Summer 2</i>	<i>15</i>
Fall 2	Level II Fieldwork A - 12 Weeks	6
	<i>Total Fall 2</i>	<i>6</i>
Spring 2	Level II Fieldwork B - 12 weeks	6
	<i>Total Spring 2</i>	<i>6</i>
	Total MSOT Credits	73

CLINICAL EDUCATION (FIELDWORK EXPERIENCE)

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

Fieldwork experiences are an essential component of the MSOT curriculum, allowing students to integrate academic knowledge into clinical practice and develop their professional identities. Across Level I and Level II placements, students work with clients across the lifespan and with a range of psychosocial and physical needs in diverse practice settings.

Level I Fieldwork	Level I fieldwork occurs concurrently with academic coursework and is designed to enrich didactic learning through guided observation and participation in selected aspects of the occupational therapy process. These experiences may take place in simulated environments, with standardized patients, during faculty-led site visits, or in community settings. Students may be supervised by occupational therapy practitioners, faculty, or other qualified professionals. Completion of all Level I fieldwork rotations is required for progression in the program.
Level II Fieldwork	Level II fieldwork occurs after the completion of the first full year of didactic coursework and is designed to prepare students for entry-level practice. Students complete two full-time, 12-week Level II fieldwork rotations. Placements may occur in a variety of practice settings, and the two experiences must be distinctly different from one another. Throughout their Level II fieldwork experiences, students are supervised by a licensed occupational therapist with a minimum of one year of professional practice. Students gain experience working with diverse client populations, diagnoses, and practice areas.

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

Students may be required to travel for Level II fieldwork placements. They are responsible for arranging and covering the costs of transportation, housing, personal liability insurance (college plan), health insurance, all University-required documentation, and maintaining appropriate ethical and professional conduct. Students anticipating travel are encouraged to consult with Financial Aid to discuss potential costs as part of their loan planning.

TECHNICAL STANDARDS

The following abilities and skills are necessary to engage in the UNE Occupational Therapy Department.

Standards	Observation
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 & 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

PROGRAM RELATED EXPENSES

Students may incur a variety of expenses associated with coursework, fieldwork preparation, and professional development. These costs include American Occupational Therapy Association membership fees,* course project-related material costs, and fieldwork readiness and health-related documentation fees. While many course-related expenses fall within departmental budgets, some projects may involve out-of-pocket costs at the student’s discretion. Students are encouraged to review the expenses outlined below and plan accordingly when planning personal financials.

Required Cost	Amount	Timeline
AOTA Membership	\$78/year	Summer (Year 1, Year 2, Year 3)
Course Projects	While the Department provides budgeted funds for these activities, students may choose to enhance their projects beyond what the budget covers. In those cases, any additional costs incurred are the responsibility of the student. <i>Level 1 Community Experience Group Project, Therapeutic Resources Project, Mental Health Resource Project, Adaptive Projects Expo, Park Danforth Wellness Fair</i>	Fall (Year 1) Spring (Year 1) Summer (Year 2)
Fieldwork Requirements	Required <ul style="list-style-type: none"> - Maine DOE Fingerprinting (\$70) - AHA-BLS (CPR) Certification (\$75-130) - Universal Criminal Background Check (\$56) - EXXAT Approve Access Fee (\$70) - <i>Students are responsible for completing all required health documentation, including physical exams and vaccinations, which are typically covered by most health insurance plans.</i> <p><i>Some fieldwork sites may also require additional testing, such as TB screening, site-specific background checks, universal drug screening, respirator FIT testing, or vaccinations (e.g., Flu/COVID), though these requirements are infrequent.</i></p>	Spring (Year 1) Spring (Year 1) Fall (Year 1) Fall (Year 1 and 2)

**Students may also incur optional expenses related to professional development, such as membership in state occupational therapy associations (e.g., MEOTA) and registration or travel for local, regional, or national conferences. These opportunities are encouraged but not required, and any associated costs are the responsibility of the student.*

UNE Graduate Students can apply for [Individual Grant Funding](#) each academic year to be reimbursed for costs associated with professional development. Please review the link above

for more information and contact Graduate and Professional Student Affairs (GAPSA) with any questions. GAPSA is located on the Portland Campus for Health Sciences in Proctor Hall room 02.

POLICIES, PROCEDURES, AND ETHICS

The Department of Occupational Therapy, the Westbrook College of Health Professions (WCHP), and the University of New England are committed to providing a high-quality educational experience that aligns with the accreditation standards set by the Accreditation Council for Occupational Therapy Education (ACOTE). To support this commitment, the program maintains policies and procedures that ensure students receive the learning experience necessary to develop the competencies required for professional practice.

In addition to the departmental policies outlined in this section, students are expected to be familiar with the following documents and will be held accountable for the expectations detailed within each. Furthermore, students are expected to uphold the American Occupational Therapy Association Code of Ethics as a foundational component of their academic and professional conduct.

Document	Key Topics
UNE Student Handbook	Provides students with essential information, policies, procedures, and resources that outline the expectations, standards, and operational guidelines for participating in the University community.
American Occupational Therapy Code of Ethics	Outlines the profession’s core values, ethical principles, and enforceable standards of conduct that guide occupational therapy personnel in making responsible, client-centered, and morally grounded decisions across all areas of practice.
Westbrook College of Health Professions (WCHP) Progression Policies	Defines the academic standards, grade requirements, and professional expectations students must meet to remain in good standing, continue in their program, and progress toward graduation.
Institutional AI Policy	Provides the overarching framework for AI use at UNE.
AI Acceptable Use Policy	Establishes expectations for the responsible, ethical, and secure use of artificial intelligence tools by all members of the University community, emphasizing protection of sensitive information and compliance with standards overseen by the AI Governance Committee as AI technologies continue to evolve.

ATTENDANCE AND PARTICIPATION POLICY *(adopted by Faculty May 2024):*

As members of a graduate professional education program, the OT Department expects students to model professional behaviors through attendance and active participation in all scheduled course activities. This expectation is in alignment with our departmental professionalism statement shown below. We have developed an ACOTE accredited curriculum including specific content for each course. Any missed content is the student's responsibility to ensure course competency is met.

Students are expected to plan for appointments, time off, family celebrations around their course schedule.

- Students are responsible for notifying faculty, in writing, in advance of missed coursework and are responsible for making arrangements to make up missed material. Additionally, planned absences must be reported to the department through the [Planned Absence Report Form](#) a minimum of 2 weeks prior to the absence. This form is accessible through the OT SharePoint, which aids in departmental tracking.
- Absences resulting in missed graded in-class activities (e.g. presentations, facilitated discussions, journal club) may be subject to point deductions based on course assignment and/or grading rubrics, as per the late assignment policy.
- Faculty may require students to complete additional work to ensure the student has acquired the necessary course content if any part of a class is missed.
- If course participation is factored into a course grade, absences may result in an overall lower grade.
- Faculty recognize that absences may occur for major unplanned events (e.g. death in the family, emergency health conditions, mandatory military service commitment) as such will work with course faculty to determine how to make up missed work.
- If a student experiences a situation requiring an extended absence, they must contact the Program Director to establish a plan of action.
- Faculty should be notified in advance in the case of illness. Absence and make up work will be handled on a case by case basis.
- Students in good standing who have the opportunity to attend AOTA/MEOTA or related professional events are expected to collaborate with faculty on a plan to make up missed work. If travel is necessary, one missed day before and after the published conference dates is permitted.
- Students who are consistently late or absent for class, including lab practicals or examinations, may be referred to their advisor and/or the Student Development Committee (SDC) and are subject to delayed progression or program dismissal due to inability to achieve ACOTE standards and content competency.

DRESS CODE *(adopted by Faculty November 2025):*

While clothing can be a form of personal expression, it is also highly context dependent. Graduate students in the Occupational Therapy program represent both the profession and the University of New England when engaging with the community. Professional attire influences how patients, families, and other healthcare professionals perceive you, and it can also be important for hygiene and safety. Therefore, students are expected to dress in a manner that is appropriate to the setting and reflects the standards of the OT profession as outlined below.

If your religious or cultural beliefs do not align with the descriptions outlined below, please discuss with your advisor or program director.

If you are experiencing financial barriers to obtaining clothing that meets program requirements, we encourage you to seek assistance from Graduate and Professional Student Affairs located in Proctor Hall 02.

- **Group and community events outside of UNE:** unless otherwise advised by the faculty leading the event, students are expected to wear navy embroidered polo (provided by UNE OT Dept), UNE name tag, bottoms that fall at or below the knee and are free of tears and rips (no leggings) and closed-toe shoes. If needed, students may wear long sleeves under their polo or a UNE embroidered sweatshirt or long-sleeve top over their polo.
- **During professional events at UNE:** students are expected to wear business casual attire (collared shirts, blouses, sweaters, slacks, khakis, skirts, or dresses that fall at or below the knees) and a UNE name tag.
- **During Gross Anatomy labs and ISIC/SIM experiences:** students are expected to wear scrubs, closed-toed shoes with socks, hair pulled back, limited jewelry, and a UNE name tag.
- **During lab courses:** students are expected to wear closed-toed shoes, bottoms that fall at or below the knees and are free of rips and tears, and shirts that fully cover the torso and allow for freedom of movement and full range of motion when working with peers.
- **During lecture courses:** students are encouraged to express their personal style while wearing attire that provides adequate coverage to support a comfortable and respectful learning environment (*undergarments or private body areas do not show, clothing is not excessively tight/sheer/revealing*).
- **During level II fieldwork:** students are expected to adhere to the dress code policy outlined by their fieldwork site.

Regardless of the setting, all clothing should be free of tears, holes, stains, and logos or language that include profanity, violence, discrimination, or illegal activity.

Faculty and staff may provide feedback to support your development and to ensure that expectations are met. Students who continue to require input will receive a warning, be asked to leave the classroom, lab, or community event, or be asked to change into clothing that meets the expectations outlined above. Students who receive feedback and still do not adhere to the dress code policy will be referred to the Program Director.

INTELLECTUAL INTEGRITY POLICY (*adopted by Faculty January 2025*):

In the Occupational Therapy Department, each course instructor will indicate how and if the use of generative AI will be allowed in assignments. Generative AI is a form of artificial intelligence (AI) trained on a huge amount of text and data so that it can generate responses to a wide variety of prompts. These programs can produce text, images, audio, code or other formats. These programs are rapidly changing and evolving and require careful consideration and evaluation. These tools come with limitations, therefore the [UNE Library Guideline to AI Use](#) illustrates cautions and citation statements to address these limitations.

In an effort to uphold the ethics and integrity of the profession, the use of generative AI should not be used by students to replace independent thought and clinical reasoning in any circumstance. It is vital that OT students understand that using generative AI may impact their ability to prepare for and demonstrate knowledge and/or clinical reasoning skills when assessed in formats where generative AI is not available (i.e. practical examinations, skills checks, rounding, fieldwork, community experiences, and NBCOT examination). If the use of generative AI to replace independent thought and clinical reasoning is suspected, students may be required to conduct an alternative assessment to demonstrate competency in the skills/knowledge area being assessed. Intellectual integrity violations will follow the steps outlined in the [WCHP's academic integrity policy](#).

LATE ASSIGNMENT POLICY *(adopted by Faculty January 2024):*

Students are responsible for ensuring the correct assignment/document is submitted to Brightspace before the due date/time to ensure the assignment is completed and time-stamped accurately.

Late submissions of assignments do not align with the department's technical standards related to time management and organizational skills. Timely submission of assignments conveys a readiness for professional roles and responsibilities in the classroom and in future practice. If an assignment is submitted late, students are allowed ONE opportunity in each course to submit a late assignment within 24 business hours of the due date, with the understanding that they will only receive a maximum score of up to 50% of the available points on the assignment. For example, if the missed due date is Friday at 5 pm, late assignments will be accepted until Monday at 5 pm. It is the responsibility of the student and not the faculty to be aware of deadlines and late/missing assignments. Any assignments turned in after 24 business hours from the original deadline will not be accepted and will receive a "0". Any subsequent late assignments will automatically receive a score of zero. Students are expected to communicate any extenuating circumstances (illness, emergency, family circumstance, etc.) that may impact the timely submission of assignments in advance of the due date. Those situations will be handled on a case-by-case basis. Technical difficulties (i.e. computer updates/crashes) that are not associated with a UNE-wide outage or technical challenge do not constitute an extenuating.

PROFESSIONALISM POLICY

"Professionalism in occupational therapy practice is a dynamic sophistication, exemplified by a combination of an individual's personal skill set, knowledge, behaviors, and attitudes, and the adoption of the moral and ethical values of the profession and society." (Deluliis, 2017).

As your sense of belonging to the occupational therapy community builds, you will engage in ways of being and doing that will enable you to become the practitioner you strive to be. As a reflection of the moral and ethical values of the profession, the UNE OT Department views professionalism as embodying the ways of being and doing that are associated with inclusion, humility, engagement, preparedness, responsiveness, humanity, and curiosity. Below is a list of what these constructs might look like in your everyday life as a student and ultimately as a

practitioner. This is not an exhaustive list but one that will serve as a guide as you navigate this program and beyond. Each operational definition has associated values that come directly from the AOTA Code of Ethics document as well as several suggested by Peloquin (2007) to support you in making the link between your professional development and the moral and ethical values of the profession. You will also be introduced to the Technical Standards document by your faculty advisor. Both the technical standards and these professional constructs are intended to support your professional development and will be reviewed with you every semester.

Code of Ethics: Altruism, Equality, Freedom, Justice, Dignity, Truth, Prudence

Peloquin Constructs (2007): Courage, Imagination, Resilience, Integrity, and Mindfulness

Professional Construct	Operational Definition	Links to AOTA Code of Ethics & Peloquin
Engagement	Being an active contributor to the learning process including but not limited to: <ul style="list-style-type: none"> ● initiating participation in class discussions and activities ● demonstrating a willingness to take risks in the educational process by asking questions ● deepening knowledge by learning from faculty and peers, and clients ● sustaining participation for the duration of the learning activity ● taking steps to further your understanding and relationship to the course content and overall understanding of the role of OT across all settings ● taking the initiative to monitor your academic progress (regularly monitoring grades in the grade book) 	Courage Altruism Freedom Imagination Resilience Mindfulness
Humility	Demonstrates an openness to learn, invites growth, welcomes feedback, and recognizes that we all simultaneously embody strengths that can be honored and areas for improvement that can be addressed.	Courage Resilience Integrity Truth
Inclusion	Engages in practices and language in the classroom and during all OT-related activities that seek to provide equal access to those who otherwise might be excluded or marginalized.	Equality Justice Dignity Prudence

		Courage
Preparedness	<p>Engages in practices that enable the student to meet the demands of the learning environment both in and out of the classroom including but not limited to:</p> <ul style="list-style-type: none"> engaging with all assigned learning activities (readings, videos, podcasts, etc.) before the learning activity begins having learning materials available (books, worksheets, etc.) during all learning activities having all assignments completed and submitted on time (graded/ungraded formative assignments, summative assignments, skills checks, and practical exams). 	<p>Truth Prudence Integrity</p>
Responsiveness	<p>Enhances communication with peers and faculty by engaging in the following practices:</p> <ul style="list-style-type: none"> Checking email regularly (see more information in the Professional Communication section following this table). Taking the initiative to reach out with any academic concerns or other concerns that might impact your academic experience/success. 	<p>Freedom Integrity</p>
Humanity	<p>Recognition that we (faculty, peers, clients) are human, have feelings, make mistakes, and have the capacity to learn and grow. Words that we embrace in the UNE OT Department and that reflect our collective humanity include but are not limited to:</p> <ul style="list-style-type: none"> respect integrity honesty authenticity ethical compassionate forgiving 	<p>Truth Dignity Altruism Prudence Equality Freedom</p>
Curiosity	<p>Occupational therapy practice begins with and is sustained by curiosity. Wondering about the lived experience of others and ourselves, wondering about the nature of how things work, wondering about the relationships between people, their environments, and occupations are the cornerstones of informed and effective practice. These ‘wonderings’ form the basis of both the art of what we do as well as the science of what we do in terms of engagement in research and evidence-based practice. Curiosity sustains our practice and promotes lifelong learning.</p>	<p>Imagination Courage Freedom Resilience</p>

PROGRESSION POLICY

See Academic Progression, Advising and Student Status.

REMEDIATION POLICY *(adopted by Faculty May 2025):*

Faculty will identify summative assignments and practical exams in their individual course syllabi. All summative and practical assignments are eligible for remediation and re-grading for a maximum of 80% of points available. The course faculty will determine the nature and format of the remediation as well as the deadline for completing the remediation. All other coursework is considered formative, and will not be eligible for regrading, but faculty may require that a student revise or re-do work to facilitate learning.

Faculty can identify on their course syllabi any practical or summative assessment that is considered to be a “gateway” for progression in the MSOT curriculum. **A “gateway” assessment is considered so necessary for progression that students must earn 80% or better on all gateway assessments to pass the associated course.** As provided in detail below, students who do not achieve 80% or better on any gateway assessment after allowable remediation attempts will not pass the course and may not continue in the MSOT curriculum until successfully repeating the failed course.

1. **Definition of Formative Assessment** - Any assignment (graded or ungraded) intended to monitor student learning and provide ongoing feedback to improve understanding of concepts addressed within a course.
 - a. If a student earns below 80% on a formative assessment, Grade earned stands. Faculty may require that the student repeat an assessment to facilitate learning, however no grade change will occur. Formative assessments cannot be gateway assignments.
2. **Definition of Summative Assessment** - Any assignment intended to assess knowledge and learning across multiple concepts within a course (e.g. midterm/final exam, cumulative project or paper)
 - a. If a student earns below an 80% on a summative assessment, the student is required to repeat that assessment (details of which are within the purview of faculty) and, for non-gateway assessments, is allowed one (1) remediation attempt for re-grading purposes. The deadline for completion of the remediation will be determined by the faculty. If a student receives an 80% or above on the remediation, the student will receive a score of 80% for the assignment. If a student does not score 80% or higher on the remediation attempt, the higher of the two attempt scores will be the final grade for this assessment.
 - b. If the summative assessment is designated as a gateway assessment, students are allowed a maximum of two (2) remediation attempts after the initial attempt. If a student does not score 80% or better on any remediation attempts for the gateway assessment, students cannot proceed in the MSOT curriculum until a successful repeat of the associated course, even if the course final grade is above 80%.

3. **Practicals:** Practical exams are opportunities for students to demonstrate and integrate skills necessary for entry-level OT practice. If not successful on the first attempt of a practical, students are allowed a maximum of one (1) remediation attempt. If the practical is designated as a gateway practical, students are allowed a maximum of two (2) remediation attempts. The stipulations of the remediation attempts are as follows:

Attempt and Result	Stipulation
Achieve 80% or better on initial practical	Student receives the grade earned.
Student scores below 80% on initial practical	<p>Students must repeat the practical exam and achieve a score of 80% or higher within 2 weeks of the first attempt. If a student receives above 80 on the remediation, the student will receive a score of 80% for the practical.</p> <p><i>Students and faculty are highly encouraged to meet and review any available feedback to integrate into the second attempt.</i></p>
Student scores 80% or above on remediation of practical	Student will receive an 80% on the practical.
Student scores below 80% on remediation of practical	<p>If it is not a gateway practical and the student does not score an 80% on the remediation attempt, the higher of the 2 scores will be the final grade for the practical.</p> <p>If it is a gateway practical and a student does not score an 80% or better on the remediation, students will be allowed a second attempt at remediation.</p> <p>If students fail the second remediation attempt on a gateway practical exam, students cannot proceed in the MSOT curriculum until successful repeat of the associated course even if course final grade is above 80%.</p>

This remediation policy is intended to support student success across the OT curriculum. In the event a student demonstrates a pattern of multiple remediations in one course/across courses or does not complete remediation work as directed by faculty, they will be referred to the Student Development Committee for continued academic and/or professional support.

As per WCHP academic progression policies, all students must achieve an 80% or better in all coursework, as well as a cumulative and term GPA at or above a 3.0. Students are responsible for monitoring their gradebook in Brightspace and initiating communication with faculty when assessments and/or overall course grade fall below an 80%.

SOCIAL NETWORKING POLICY (*adopted by Faculty May 2025*):

As healthcare professionals, students need to consider the following social network guidelines to ensure compliance with HIPAA and FERPA regulations. These guidelines are also in place to help facilitate the integration of professional skills and practices into students' everyday routines as healthcare providers.

1. Students should consider what they post on any social networking site at any time. As a rule of thumb, students have to assume that any information they post on any social network, including LinkedIn, is public. This means that family, friends, classmates, any university officials, faculty and staff, clinicians & practitioners, employers, clients, clients' families, and all others may see students' postings. For example, many potential employers go to these sites to see what the employees and applicants have posted and often determine if they are interested in having the applicant as an employee. If students do not want any of these parties to read the information they post, then students should not post it. Students can consider Googling their name to discover what is in cyberspace that others can see about them. Students are advised to consider all privacy settings when engaging on social media networks.
2. Names of instructors and supervisors and comments and criticism about classes/sites or information about what is happening at classes/sites are not appropriate on public social network sites.
3. Students should not ask faculty and faculty should not ask students to follow them on social media networks, including LinkedIn, while students are currently enrolled in the program. Likewise, students should not ask the fieldwork educator or clients to follow them on social media networks while on fieldwork. If students and others mutually decide to do this after graduation, this is the students' personal choice.
4. It is advised that students leave their cell phone in the car, in a closed personal bag, or in the office (when at a fieldwork site) when participating in learning experiences related to the program so that students are not tempted to pull it out while attending to class, patients, clients, caregivers, fieldwork educators, etc.
5. Using a cell phone when participating in a classroom or clinical learning experience can result in significant concerns about a student's ability to perform in a professional manner and could have negative consequences if the educator feels it's a hindrance to a student's ability to meet performance standards.
6. When speaking with peers while visiting various sites for specific classes and while on Level I Fieldwork and Level II Fieldwork, students must also recognize they cannot share any patient information, or anything considered Protected Health Information on social networking sites.
7. It is a HIPAA violation for students to mention a client/patient with enough information that the client/patient could be identified, even if students avoid Protected Health Information. The consequences for violations are severe (i.e. loss of license, failure of fieldwork placement, etc). Students should not mention clients/patients on social networking sites.

8. Students should not put posts or photos on social networks about any fieldwork experiences (including location, clients, diagnosis, treatment, fieldwork educators, and staff, etc.). This holds true even if the site posts a picture of students and the clients on their organization's webpage. Students are welcome to provide the link to that page, but do not repost those pictures on students' personal social media pages.
9. If there are any questions or students are unsure of something regarding social networking while on fieldwork, discuss the issues directly with the fieldwork educator or Academic Fieldwork Coordinator before acting. Otherwise, students can discuss questions with the Program Director.

The intent of this policy is to prepare OT practitioners for professional practice. Violations of this policy could result in disciplinary action during your time at UNE.

Adapted from: Occupational Therapy Program, College of Health Sciences, the University of Texas at El Paso, Policy on Social Networking (Last reviewed by OT Department: April 2025)

TESTING POLICY AND PROCEDURE (adopted by Faculty May 2020):

Exam Rules and Guidelines for OT Students to ensure 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 are 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.

ACADEMIC PROGRESSION, ADVISING, AND STUDENT STATUS

The University outlines academic progression expectations in both the [UNE Student Handbook](#) and [WCHP Graduate Progression Policy](#), with additional departmental guidelines provided below.

Information on Academic Misconduct Policies, Procedures, and Progression Appeals for Students Section H of the UNE Student Handbook. If a decision is made by the OT Student Development Committee and upheld by the Program Director regarding a change in academic progression (Dismissal or Deceleration), students should follow procedures in Section H of the UNE Student Handbook. If a student wishes to appeal a decision regarding academic progression, they must do so by submitting an academic appeal to the WCHP Dean's office within 7 business days of being notified of the change in academic progression. Full details of the process can be found in the UNE Student Handbook (see link above). Please contact [Student Affairs](#) on the Portland Campus for more information about this process.

OCCUPATIONAL THERAPY PROGRESSION POLICY

In alignment with the [WCHP Graduate Progression Policy](#), in addition to meeting the general academic and professional expectations set by the University of New England and the Westbrook College of Health Professions, students enrolled in the MSOT program must meet the following OT-specific academic progression standards:

1. **Grade Standards:** Students must maintain a minimum GPA of 3.0 (both cumulative and per semester). Additionally, a minimum course grade of B- or a "Pass" in any Pass/Fail course is required for individual OT program courses. It is important to note that a B- equates to a 2.75 GPA, and while earning a B- meets the grade standard for an individual course, the semester and cumulative GPA must remain above a 3.0. Falling below these standards may result in referral to the Student Development Committee (SOC) for review. Upon review, one of the following could result:
 - Program-specific monitoring
 - Placement on departmental probation
 - Delay in the student's progression
 - Additional requirements from the Student Development Committee (SDC)
 - Dismissal from programStudents on probation who are unable to return to good standing within the time frame specified by their program may be subject to dismissal from that program.
2. **Course Repetition Policy:** When it is determined appropriate by the SDC and Program Director for a student to repeat a course after a course failure, students must earn a minimum grade of B- or "Pass" in the repeated course. Failure to meet this standard on a repeated course after one attempt will ordinarily result in dismissal from the MSOT program.
3. **Incompletes:** The designation of an Incomplete ("I") at the end of a term does not meet pre-requisite minimum grades standards for subsequent course-work. If an incomplete

grade is not converted to a successful grade, then the student will be unable to progress to the next semester.

4. Graduation GPA Requirement: To graduate, students must have a cumulative GPA of 3.0 or "Pass" in all Pass/Fail courses.

ADVISING

OT Students are expected to meet individually with their advisor a minimum of one time each semester, and optional group advising is offered once a semester. Advisors and students will review and discuss the Technical Standards during advising in each semester of the MSOT Program. Advisors are available for additional advising as needed. Advising sessions are an excellent opportunity for students to be mentored by faculty, to develop goals as occupational therapy students, to share their successes and challenges, and to receive academic and professional guidance.

ENHANCED ADVISING

Support for both academic and professional behavior concerns is generally handled at the advising level and may involve additional faculty as needed. Enhanced advising is offered when students need regular meetings with their advisor to meet technical and academic standards. Students may be referred to the Student Development Committee (SDC) for additional skill support when any of the following conditions apply:

- student is not meeting two or more technical standards (see technical standards above)
- student is not meeting academic standards in one or more classes
- faculty determines a professional development plan (PDP) is needed
- faculty is not noting progress in a specific technical or academic standard
- faculty notes problems in a technical or academic standard for more than one semester
- faculty notes repetitive problems in meeting technical or academic standards

STUDENT DEVELOPMENT COMMITTEE (SDC)

The purpose of the SDC is to provide additional support to students who are not meeting academic or technical standards. The SDC is made up of faculty members that support student education and learning while upholding the integrity of the OT program. The SDC typically meets at the mid- and endpoint of each semester and as needed.

Once a student is referred to the SDC, the SDC will discuss the student's situation and determine if the student needs to meet with the SDC. If so, the student will receive an email from the Chair of the SDC outlining the reasons and associated technical standard, and/or Ethical Principle/Standard of Conduct that require development. There may be instances where a student is asked to meet with the SDC and the SDC recommends enhanced advising rather than skill support or probationary status. When warranted, the student will be asked to complete a draft of a PDP using the department's PDP Template and Instructions. The SDC will meet with the student to review their situation and work with the student in refining their PDP. After meeting with the SDC, a student is required to resubmit their PDP to the SDC within 48 hours. Once the professional development plan is approved by the SDC, the SDC will recommend student status of *skill support* or *probation* to the Program Director. The Program Director will issue a letter to the student regarding their status and also outlining expectations

of the student. Once a student is on a professional development plan, the SDC may recommend a return to *skill support* or *good standing* as appropriate.

<i>Good Standing</i>	Good standing requires that the student receives a 3.0 cumulative and per semester GPA and meet all departmental Technical Standards. Students are evaluated for both academic and technical standards by faculty on an ongoing basis and at mid and end point of each semester.
<i>Skill Support Status</i>	Skill support status requires that the student professional development plan is approved by the SDC. Students will meet with the SDC to report on progress a minimum of mid-term and the conclusion of the semester. If the student does not meet the agreed upon plan in the identified time frame, they will be placed on probationary status.
<i>Probationary Status</i>	Probationary status requires that the student develop a professional development plan that is approved by the SDC. For students currently on probation, collaborative meetings with the SDC are required to revisit the established professional development plan to clarify expectations. The student will meet with their advisor and the SDC to report on progress.

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 OT Program Director (PD). 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 typically granted for a period not to exceed one year. The petition form is available through the [UNE Registrar's Office SharePoint Site](#).

WITHDRAWAL

Students wishing to withdraw for any circumstance must complete the required University Withdrawal Form through [UNE Registrar's Office SharePoint Site](#). Official withdrawal also requires approval by the Program Director. Prior to moving forward with a withdrawal please make an appointment to meet with the OT 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](#).

GRADUATION REQUIREMENTS

To be eligible for graduation from the University of New England's Master of Science in Occupational Therapy program, students must successfully complete all required academic coursework as outlined. The OT Program Progression Policy, outlines requirements for meeting the minimum grade requirement and maintaining the minimum 3.0 cumulative GPA. Students must also complete all Level II Fieldwork experiences and demonstrate the competencies necessary for entry-level practice.

In addition to departmental and college standards, students are required to meet all University Registrar graduation requirements, which include filing a Graduation Application via UNE Compass for the term in which they will complete their degree requirements. The Registrar specifies that all students must submit this application using the "Application to Graduate" link in UNE Compass by the published deadlines, and failure to do so may delay degree conferral. UNE awards degrees three times annually—August 31, December 31, and at the May Commencement ceremony—and delays in submitting the application or receiving final grades may postpone the conferral date. Students are also responsible for any additional Registrar processes outlined in the Graduation FAQ, such as completing degree audits or resolving transcript-related documentation.

STUDENT FILES AND PERSONAL IDENTIFIABLE INFORMATION

The Department faculty and staff will ensure 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 regarding student performance be placed in the electronic student file. All faculty and staff are responsible for ensuring 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 Brightspace and U-Online, is also protected congruent with University and federal/state policies (e.g. FERPA).

EXPECATATIONS FOR PROFESSIONALISM

PROFESSIONAL COMMUNICATION

As a program, the OT department seeks to utilize gender neutral language in all communication to create a more inclusive community. Students are responsible for conducting themselves professionally, including 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.

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.

PROFESSIONAL WRITING

All OT writing assignments will be completed using the most recent edition of the Publication Manual of the American Psychological Association (APA) format and profession-specific writing according to AOTA professional standards unless otherwise indicated by course faculty. **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 1). 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 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 becomes the property of the faculty research advisor. With the student's permission, the student's name will remain as author 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.

APPROPRIATE USE OF CLASS TIME

The purpose of class time is to promote new learning. Therefore, assignments and take-home quizzes are intended to be completed outside of class time to demonstrate comprehension of material. Students should not be completing course assignments/assessments or submitting during scheduled class times. An exception is when faculty has instructed students to do so, such as an in-class assignment. If it is discovered via Brightspace, email, or other communication that an assignment or assessment was completed or submitted during regularly scheduled course time, the grade for that assignment will be an automatic zero. This violation of student expectations eliminates the assignments eligibility to fall under the remediation policy.

As for email communication, please refrain from accessing email during class time. You are welcome to utilize breaks for reading and sending emails as needed.

CARE OF ENVIRONMENT

COMMUNITY CORNER

Your UNE ID card gives you access to the OT lab on a specific schedule each semester, including the community corner. This space provides community connection and resiliency resources. As members of this shared space, all parties agree to:



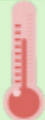
Use supplies thoughtfully: Items in the Community Corner and fridge are intended for student personal use and will be restocked monthly. Please take what you need and leave what you don't, in the spirit of supporting your peers.



Respect occasional private use of the lab: In rare situations, the OT Department may need the space for a private meeting during community hours. If signage indicates a meeting is in progress, we agree to return at another time.



Use kitchen appliances safely: Students are welcome to use the microwave, kettle, and fridge. The oven may only be used when a faculty or staff member is present.



Leave building systems to Facilities: Room temperature and the blower system are monitored by UNE Facilities. We agree not to adjust or tamper with these controls.



Care for the space and clean up after ourselves: We agree to leave the room as we found it by washing, drying, and putting away dishes, erasing whiteboards, closing windows, turning off lights, and tidying up before we go.



Maintain intended student-only access: This space is for OT students with ID swipe access during scheduled hours. We agree not to unlock or prop open the OT Lab door.



Use classroom technology only with staff present: Equipment such as the video camera, TV monitor, server stack, keyboard, and mouse may only be used when a faculty or staff member is present.



Respect locked storage areas: The OT storage closet will remain locked except for classroom use with faculty or staff supervision.



Preserve class project supplies: To ensure adequate materials for coursework, we agree not to use or remove supplies from the large craft cart for 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. Ensuring that the room has been straightened up, windows closed, and that the laboratory door is locked when exiting the room.

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 professional staff.

OFFICE ASSISTANCE AND EQUIPMENT USE

The Occupational Therapy department has professional staff members to support the daily operations of the OT program, located in the Occupational Therapy Department Office in Proctor Hall, Room 320 & 321. 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 professional staff members. Photocopiers are in the library for students' personal use. Student Organization needs should be directed to their faculty advisor and GAPSA.

TECHNOLOGY REQUIREMENTS

All students are required to have their own laptop computers or a similar device (e.g. tablet) with the capability of accessing Brightspace, 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

During orientation week, students will be instructed to run a test of the Respondus program on their devices. Students are responsible for making their device compatible with this program or, if needed, acquiring temporary use of university loaner laptop through advanced registration system for all exams.

Recommendation:

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)

ASSOCIATIONS & SCHOLARSHIPS

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION (AOTA)

The American Occupational Therapy Association (AOTA) is the national professional organization that represents occupational therapy practitioners and students in the United States. Founded in 1917, AOTA leads the profession through advocacy, education, research, and the promotion of evidence-based practice.

The Department of Occupational Therapy requires [student membership](#) in the American Occupational Therapy Association. Support for reimbursement of membership fees may be accessible 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 March/April 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 peers and professionals.

SOCIETY FOR THE STUDY OF OCCUPATION (SSO)

The Society for the Study of Occupation (SSO) is a professional organization dedicated to advancing the scientific study of occupation, which is the core concept in occupational science, a discipline closely linked to occupational therapy. SSO promotes research, education, and scholarship around how people engage in meaningful activities (or "occupations") in daily life. It provides a forum for scholars, practitioners, and students to explore the role of occupation in health, well-being, and participation in society. Membership for students is optional, and provides students with access to reduced conference fees, eligibility for student scholarships, grants, and awards offered by SSO.

WORLD FEDERATION OF OCCUPATIONAL THERAPISTS (WFOT)

The World Federation of Occupational Therapists (WFOT) is the global organization for promoting and supporting occupational therapy (OT). Established in 1952, it represents OT associations from more than 100 countries and works to advance the profession internationally. Membership for students is optional and provides access to opportunities for international networking and collaboration, and participation in global conferences and events.

STATE OF MAINE OCCUPATIONAL THERAPY ASSOCIATION (MEOTA) OR YOUR HOME STATE ASSOCIATION

The Maine Occupational Therapy Association (MEOTA) is a professional organization dedicated to promoting and supporting the field of occupational therapy (OT) across the state of Maine. Its mission is to advance the profession and advocate for OT practitioners through education, collaboration, and policy engagement.

We recommend students become members of MEOTA or their own state association.

UNE STUDENT OT ASSOCIATION (UNESOTA)

Membership in the UNE Student Occupational Therapy Association (UNESOTA) is also 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.

COALITION OF OCCUPATIONAL THERAPY ADVOCATES FOR DIVERSITY (COTAD)

Students are also invited to join the UNE Chapter of the Coalition of Occupational Therapy Advocates for Diversity (COTAD) whose mission is to empower occupational therapy leaders to engage in practices that promote community and belong, anti-racism, and anti-oppression for a transformative occupational therapy profession.

PI THETA EPSILON, ALPHA PSI CHAPTER (PTE)

The University of New England Alpha Psi Chapter of PTE is part of the National PTE Honor Society. Students in the top 35% of their class receive letters inviting them to join in the Fall semester. The chapter engages in projects to promote scholarship and advocacy. Over three hundred students have been inducted into the Alpha Psi Chapter since its 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 (AOTF), 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. Departmental and College funding support may include conference fees, travel and food.

Criteria for Student Funding <i>Attendance at local, regional, national, or international conference.</i>	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. Students 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. Students must indicate other sources of funding that have been applied for (i.e. Student Government Association, Office of Sponsored Research, Department, IPEC mini-grant).
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 returning from the conference, the student must have adhered to program's professional standards, provide proof of attendance, and submit a Travel Expense Voucher form with a copy of all receipts within the allotted timeframe 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 applying 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.

CERTIFICATION & LICENSURE

NATIONAL BOARD FOR CERTIFICATION IN OCCUPATIONAL THERAPY

Occupational therapy students must pass the NBCOT examination to practice as an occupational therapist. Please refer to the [NBCOT](#) website to determine eligibility.

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. Students are required to submit official college transcripts and application in a timely manner and to notify the testing service if they do not receive information. The student is responsible for all fees and required documentation.

Felony convictions, professional licensure revocation, or other findings of negligence, malpractice, recklessness, or willful misconduct may impact a candidate’s eligibility to sit for the NBCOT national certification examination. Individuals with a criminal record or documented illegal, unethical, or incompetent behavior may also jeopardize their ability to obtain certification or state licensure to practice as an occupational therapist.

APPLICATION FOR STATE LICENSURE

Occupational therapy practitioners must apply for licensure to practice in each 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.

CAMPUS SAFETY AND PARKING

The University of New England's [Emergency Preparedness and Response](#) department prioritizes the well-being of the community by continually evaluating and implementing new policies, protocols, and technologies to improve campus safety. Through resources like the [Rave Guardian app](#) and comprehensive emergency procedures, the university ensures that students and staff are well-informed and prepared to act effectively during any crisis.

EMERGENCY REPORTING

- To report a crime in progress dial 911 or dial 366 from any campus phone or (207) 283-0176 from off-campus.
- To report a non-emergency event call (207) 602-2298.

EMERGENCY NOTIFICATIONS

UNE uses Rave Mobile Safety, an emergency notification service that provides faculty, professional staff, and students with timely information and instructions during emergencies or other urgent situations that may directly affect their well-being.

This platform allows us to stay connected with the UNE community and provide critical information in real time during emergency situations on campus or in the surrounding communities. Included in the platform is the Rave Guardian mobile app for smartphones, available for download on the [App Store](#) and [Google Play](#).

Within the Rave Guardian app, you can:

- Make emergency calls to 911, based on your current location
- Call UNE Safety and Security to request assistance
- Reach out to campus resources (Counseling Center, Student Health, Title IX, etc.) by phone or access information from the UNE website
- Create a personalized safety timer to alert friends, family, or Safety and Security in the event of an issue

To ensure you receive these important messages sign into [UNE Compass](#) account and click on the main menu in the upper left-hand corner. Click on “My Self-Service,” “General Services,” “Personal Information,” and then go to the “Phone Number” section. Here you will have options to enter three different alert phone numbers: UNE Alert1, UNE Alert2 and UNE Alert3. We encourage you to list your cell phone number as UNE Alert1 and then two secondary numbers if you would like. Please do not put the alert information under “Emergency Contact” as that is not the correct section for emergency notification alerts.

EVACUATION PROCEDURE

- Immediate evacuation is required whenever a fire alarm sounds—day or night.
- Individuals should know all available exit routes in advance.
- Fire drills occur regularly in-residence halls and academic/administrative buildings.
- Evacuation during alarms is mandatory for all students, staff, visitors, and guests.

FIRE SAFETY

Protocol

- Activate the fire alarm while exiting.
- From a safe location, call 911.
- State that you are calling from UNE and provide:
 - Building name
 - Floor and room number
 - Type of fire (chemical, electrical, etc.)
- Notify UNE Safety & Security (Ext. 366 or 207-283-0176).
- Proceed to the designated muster area posted on office signage.
- Individuals who cannot use stairs should wait in the nearest stairwell area of refuge.
- Do not attempt to extinguish fires unless trained and appropriate equipment is nearby.
- All fires, even if extinguished, must be reported to local fire departments and UNE Safety & Security.

Equipment

- UNE provides fire extinguishers, smoke detectors, heat detectors, sprinkler systems, and alarms.
 - Tampering with fire safety equipment (including false alarms) is strictly prohibited and may result in fines, disciplinary action and criminal charges.

Safety Violations

Violations include:

- Failing to evacuate during alarms or when directed by university personnel.
- Tampering with any fire safety devices (alarms, extinguishers, sprinkler heads, detectors).
- Creating fire hazards in non-laboratory areas (e.g., burning candles/incense; possession or use of fireworks, chemicals, compressed gases, or other explosive materials).

Common Muster Locations for OT Department

If Located:	Proceed to Muster Location:
Blewett Hall	Lawn area by Ludcke Hall
Proctor 300 Hallway (OT Department offices)	Lawn area between Hersey Hall and College Street

MEDICAL EMERGENCY PROTOCOL (University-Wide)

- Stay calm; call 911 immediately from any campus phone.
- Ensure the scene is safe before approaching the individual.
- Provide first aid only if trained.
- Notify UNE Campus Security: Ext. 366 or (207) 283-0176.
- Keep phone lines open for possible follow-up from dispatchers.
- Assign someone to meet emergency responders if possible.
- Do not move a person with suspected spinal injury unless CPR is needed.

PARKING ON CAMPUS

To park on any University of New England property, all students, faculty, and staff must display a [valid parking permit](#) purchased through the [online Permit Store](#).

During snow events, specific lot closures go into effect—typically at 9 p.m. or 11 p.m.—to allow for plowing, and notifications are sent via email 24 hours in advance. Failure to comply with these regulations can lead to fines, vehicle booting, or towing, though appeals may be submitted for "genuine, urgent, and verifiable" emergencies.

SHELTER-IN-PLACE/LOCKDOWN

In serious ongoing emergencies:

- UNE Safety & Security will send text, email, and/or phone alerts instructing community members to shelter in place or lockdown.
- Community members must update contact information to ensure receipt of alerts.

UNE SAFETY AND SECURITY

- Security officers provide 24-7 patrol and dispatch coverage on the Biddeford and Portland Campuses
- Routine patrol and incident response
- Crime prevention
- Emergency response
- Educational programs (e.g., Active Threat, MOAB, Self Defense)
- Physical security management (electronic access, ID cards, CCTV, panic buttons, etc.)
- Athletic event support
- Provide courtesy and medical escorts
- Safe Ride operation
- Unlock buildings/rooms (if authorized)
- Manage seized, lost, and found property

Office of Safety and Security
Security Building
716 Stevens Avenue
Portland, ME 04103
(207) 602-2298

COMMUNICABLE DISEASE

In alignment with the [UNE Student Handbook](#), the department is committed to providing a safe working, living, and learning environment for faculty, staff, and students. Communicable disease protocols are designed to minimize the risk of transmission within the university community.

Students and employees diagnosed with communicable diseases are not restricted from university participation unless they pose a significant public health risk, such as in cases of acute meningitis, influenza or other serious respiratory illnesses, known or suspected tuberculosis, vaccine-preventable viral illnesses (including measles, mumps, rubella, and pertussis), viral conjunctivitis, MRSA skin infections, or emerging infections of unknown severity.

Any student experiencing symptoms such as fever, rash, cough, severe headache, shaking chills, or pinkeye should seek evaluation from UNE Student Health or an appropriate healthcare provider. If a condition with potential public health implications is suspected or confirmed, UNE Student Health must be notified. Students may be temporarily removed from clinical activities pending evaluation and must receive clearance from UNE Student Health before returning to clinical duties.

When an outbreak or high-risk infection occurs, the Vice President for Clinical Affairs oversees UNE's response, which may include following Maine CDC and federal guidelines, submitting reportable cases as required, and convening an Infectious Disease Committee. All information shared while managing communicable disease cases must comply with FERPA and HIPAA regulations.

All UNE labs and practice settings are required to follow the UNE Safety Manual, Chapter 8: Bloodborne Pathogens Exposure Control Plan, including proper decontamination procedures for equipment and surfaces exposed to blood or bodily fluids.

Material Safety Data Sheets (MSDS) are maintained for all chemicals and hazardous materials used in the department and can be accessed via QR codes posted in the Occupational Therapy lab. These documents outline safe handling, storage, hazards, and required protective measures; faculty, staff, and students are expected to review MSDS information before using any materials and adhere to all safety protocols.

All students are required to complete assigned compliance training modules in Brightspace by the designated deadlines.

The Director of the UNE Student Health Center provides administrative oversight for communicable disease procedures and may be contacted at (207) 602-2358 on the Biddeford Campus or (207) 221-4242 on the Portland Campus.

ADDITIONAL RESOURCES

In addition to the linked resources below, the [UNE OT Sharepoint](#) is a primary resource for students and is updated regularly by faculty and staff. This page includes information about department events, news, student organizations, community events, scholarships and badge opportunities, job and fellowship opportunities, national and state organizations, policies and more!

CAREER ADVISING

Hersey Hall – Room 110
(207)221-4237

The [Career Advising Center](#) supports students in achieving their academic and career goals by offering guidance on exploring career paths, preparing for internships and employment, and understanding academic requirements. Professional advisors assist with career readiness and helping students connect their studies with future opportunities.

CENTER FOR EXCELLENCE IN TEACHING AND LEARNING (CETL)

The [Center for Excellence in Teaching and Learning \(CETL\)](#) at UNE serves as a dynamic resource that supports and advances innovative, evidence-based, student-centered teaching and learning for all university educators. CETL has created a series of short videos designed to help students navigate key features of Brightspace. These resources can be added to your course and are intended to support students in setting up and using essential tools. The full playlist is available here, along with individual videos:

1. [Setting up the Notification tool in Brightspace](#)
2. [A walk-through of the Calendar tool](#)
3. [Setting up your email in Brightspace so your Brightspace email is forwarded to your UNE email](#)
4. [60 seconds on the Brightspace Search Topic tool](#)

GRADUATE AND PROFESSIONAL STUDENT AFFAIRS (GAPSA)

Proctor Hall – 02
(207)221-4212

The [Office of Graduate and Professional Student Affairs](#) supports students in maintaining a balanced, engaged, and healthy graduate-school experience. The department helps students navigate the demands of academic programs while promoting wellbeing, community connection, and meaningful involvement in campus life. GAPSA provides opportunities to join academic and professional organizations, participate in intramural sports, and engage in outdoor recreation activities across Maine. It also collaborates with the Finley Recreation Center to offer wellness programming, fitness resources, health education, and campus-wide activities such as intramurals, outdoor adventure trips, and wellness challenges. Through these

services, Graduate and Professional Student Affairs fosters an active, vibrant, and supportive environment for graduate and professional students.

LIBRARY SERVICES

Josephine Abplanalp Library
(207)602-3000

[UNE Library Services](#) supports the academic success of students by providing access to extensive scholarly resources, including research databases, books and e-books, journals, films, and interlibrary loan services. The libraries offer research help through chat, email, Zoom, phone, and in-person assistance, as well as information-literacy instruction and subject-specific guidance. Students also have access to comfortable study spaces, computer workstations, printing and scanning equipment, and 24/7 study areas. These services foster inquiry, lifelong learning, and a vibrant, supportive learning environment.

REGISTRAR

Hersey Hall – Room 108
(207) 221-4200

[Sharepoint Site](#)

The [University Registrar's Office](#) maintains all student academic records and provides essential services related to registration, course scheduling, transcripts, degree verification, academic policies, and graduation processing. The office also supports students and faculty with access to the academic catalog, course offerings, enrollment documentation, and personal information updates. Staff are available on both the Biddeford and Portland campuses to assist with questions related to grades, degree audits, and general registrar services.

STUDENT ACCESS CENTER (SAC)

Linnell Hall – First Floor
(207) 221-4650

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)

Proctor Hall – Room 102
(207) 221-4247

The [Student Academic Success Center](#) (SASC) offers comprehensive academic support services designed to enhance students' learning, skill development, and overall academic achievement, and all students are strongly encouraged to take full advantage of these resources throughout their program.

STUDENT COUNSELING SERVICES

Linnel Hall – Second Floor
(207) 602-2549

The [Student Counseling Center](#) offers confidential, no-cost mental health support for UNE students, including counseling for concerns such as stress, anxiety, depression, adjustment issues, and other personal challenges. Appointments are available in person on both campuses, with telehealth options as needed, and urgent same-day support is offered for crises. Services are not billed to insurance and are kept separate from academic records.

STUDENT HEALTH CENTER

Linnel Hall
(207)221-4242

[Student Health Services](#) provides comprehensive, student-centered medical care on both campuses, including treatment for illness and injury, physical exams, immunizations, gynecological care, and referrals for mental health support. Services are holistic, appointment-based, and available to all matriculated UNE students, with health forms and records accessible through the secure online patient portal

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APPENDICES

Appendix 1: Consent and Release for Photography and Videography Project

REQUIRED



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 ("Materials").
2. 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 Materials, with or without mention of my name, and 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 any and all claims, demands, rights, promises, damages and liabilities arising out of or in connection with the use or distribution of said Materials.

I understand that all such Materials, in whatever medium, shall remain the property of UNE. I am granting this authorization voluntarily and I understand that I may revoke my consent in writing, at any time by delivering a signed letter to such affect to the Office of Communications at UNE. I further understand that if I submit such a revocation, it shall take effect from the date of receipt for future uses of the Materials but cannot retract Materials already in use or distributed. The notification must be sent via certified mail to: Office of Communications, 716 Stevens Avenue, Portland, ME 04103.

This form must be completed online by the end of orientation week:

<https://form.jotform.com/251244632976058>

Appendix 2: Student Nametag, allergies, and dietary preferences
REQUIRED



Sample name tag



Your desired name tag details, allergies, and dietary preferences must be [entered online in this form](#) by the end of orientation week.

INFORMED CONSENT FOR TEACHING AND LEARNING ACTIVITIES

Physical Contact:

All members of the UNE MSOT community respect students' autonomy and right to make informed decisions about their bodies. As an occupational therapy student, I will be expected to engage in reciprocal therapeutic partnerships with peers and community members/clients where I will be touched and expected to touch others as I learn essential skills, including, but not limited to, the ability 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. I acknowledge that engaging in these therapeutic partnerships is essential to understanding skills related to the OT process and the patient/client experience. Additionally, I am expected to demonstrate respectful, collaborative verbal and non-verbal communication with peers, with faculty and staff, and with community members. I understand that I may withdraw consent to being touched through direct communication within the therapeutic partnership and with faculty. If consent is withdrawn, I will be responsible for demonstrating competency with the skill being assessed.

I understand, however, that touching others is essential to learning how to assess and treat patients or clients. If I have any concern with engaging in touching others, I should raise that concern with the Student Access Center to determine if I am eligible for an accommodation and to determine if a reasonable accommodation is possible. I understand that an accommodation cannot fundamentally alter the nature of the academic activity and/or the technical standards of the program and that learning to perform physical examinations is an academic requirement and a technical standard of the program.

Classroom considerations:

To encourage free expression and honest exchanges of ideas and experiences in the classroom, all students and faculty present will maintain confidentiality of personal information shared during class and, further, will not discuss any comments made during class in any way that can result in the identification of the speaker or other participants in the class. I understand that resharing information that was intended to remain confidential within the classroom can result in that information entering the cyberworld or other "public" information domains where deleting it will be extremely difficult if not impossible. I commit to creating a safe environment to share experiences so others can grow and learn. I also understand that I have the choice to not share my experiences. Finally, I understand that the confidentiality expected is not intended to and does not interfere with anyone's ability to report harassing or discriminatory behavior to faculty, UNE's Senior Director of the Office of Title IX and Civil Rights Compliance, or any applicable government agency.

Content in the MSOT curriculum and clinical experiences may be activating, and it is incumbent upon me to self-advocate by being aware of upcoming content, temporarily stepping away to gather myself if needed, seek support if needed from faculty/staff, and reengage with the curriculum. I understand that as a future occupational therapy practitioner, activating topics may come up in practice on a regular basis. I understand that if I am activated by specific curricular content, I can seek support, available through student support services, so that I can maximize my ability to engage in the curriculum and ultimately serve my clients effectively in my future practice as an occupational therapist. I understand that it is important to consider the impact that I could have on others when sharing experiences and will seek to use good judgment when sharing my experiences within the context of all students learning how to receive and process difficult subjects.

INFORMED CONSENT FOR 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 1). 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.

I understand that I am not allowed to video or audio record occupational therapy classes, including labs, unless approved as part of an accommodation approved through the Student Access Center. 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, I am expected to follow the facility's policies and procedures for obtaining informed consent. In the absence of facility policies and procedures regarding informed consent, I 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.

Printed Name: _____

Signature: _____

Date: _____

Graduating Class of: 2028

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: _____

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 Graduate 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, guidelines and technical standards 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: 2028