

**LAREDO COMMUNITY COLLEGE
GENERAL COURSE SYLLABUS**

INSTRUCTOR:	Ramoncita Montemayor, C.O.T.A., B.S.H.C.S.
DEPARTMENT:	Occupational Therapy Assistant
PHONE NUMBER/EXTENSION and EMAIL ADDRESS:	(956) 721-5261 rmontemayor7271@students.laredo.edu
OFFICE LOCATION: OFFICE HOURS:	Monday/Wednesday: 8:00 am -12:00 pm Wednesday: IPASS 9:00 am -10:00 am Tuesday/Thursdays: 7:30 am - 8:30 am Also by Appointment
COURSE TITLE:	Clinical I - Pediatrics
COURSE NUMBER:	OTHA 1261
COURSE LEVEL:	Introductory
CONTACT HOURS (RANGE FOR STATE INFORMATION):	96-192 range
LAB:	Recommended
TEXTBOOKS:	<p>Required:</p> <ol style="list-style-type: none"> Gateley, C.A. & Borcharding, S. (2012). <i>Documentation manual for occupational therapy writing soap notes, 3rdedi.</i> Thorofare, NJ:Slack Inc. ISBN: 978-1-55642-971-2 Kasar, J. &Clar, E. N. (2000). <i>Developing professional behaviors.</i> Thorofare, NJ:Slack Inc. ISBN: 978-1-55642-316-1 <p>Recommended:</p> <ol style="list-style-type: none"> AOTA (2008). <i>Occupational therapy practice framework: domain and process, 2nd edi.</i> Bethesda, MD: AOTA. ISBN: 978-1-56900-265-0
CORE or NON-CORE Course:	Non-Core
COURSE DESCRIPTION:	A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.
END-OF-COURSE OUTCOMES:	<p>Upon completion of the course, the student should be able to (may include):</p> <ol style="list-style-type: none"> As outlined in the learning plan, apply theory, concepts, and skills involving specialized materials, tools, equipment, procedures, regulations, laws, and interactions within and among political, economic, environmental, social, and legal systems associated with the occupation and the business/industry. Demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills, and appropriate written and verbal communication skills using the terminology of the occupation and the business/industry.

<p>COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:</p>	<p>After studying the material presented in texts, practical experience, on-line and other resources, the student will (may include):</p> <ol style="list-style-type: none"> 1. (B.2.3.) Articulate to consumers, potential employers, colleagues, third-party payers, regulatory boards, policymakers, other audiences, and the general public both the unique nature of occupation as viewed by the profession of occupational therapy and the value of occupation support performance, participation, health, and well-being. 2. (B.2.8.) Use sound judgment in regard to safety of self and others and adhere to safety regulations throughout the occupational therapy process as appropriate to the setting and scope of practice. 3. (B.3.1.) Describe basic feature of the theories that underlie the practice of occupational therapy. 4. (B.3.2.) Describe basic features of models of practice and frames of reference that are used in occupational therapy. 5. (B.4.2.) Administer selected assessments using appropriate procedures and protocols (including standardized formats) and use occupation for the purpose of assessment. 6. (B.4.4.) Gather and share data for the purpose of evaluating clients(s)' occupational performance in activities of daily living (ADLs), instrumental activities of daily living (IADLs), education, work, play, rest, sleep, leisure, and social participation.. Evaluation of occupational performance includes: the occupational profile, including participation in activities that are meaningful and necessary for the client to carry out roles in home, work, and community. 7. (B.4.10., B.5.32.) Document occupational therapy services to ensure accountability of service provision and to meet standards for reimbursement of services, adhering to the requirement of applicable facility, local, state, federal, and reimbursement agencies. Documentation must effectively communicate the need and rationale for occupational therapy services. 8. (B.5.7.) Demonstrate therapeutic use of self, including one's personality, insights, perceptions, and judgments, as part of the therapeutic process in both individual and group interaction 9. (B.5.20.) Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.
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SCANS COMPETENCIES:	Refer to attachment										
SCANS ASSESSMENT:	Reading and writing skills will be graded as components of required abstracts and examinations; speaking and listening will be graded as a component of oral reporting; thinking skills will be graded as a component of the required analysis of case studies; personal qualities and work place competencies will include respect of others and attendance including punctuality and will be a component of personal counseling sessions as needed; computer usage is required in the course with assignments to be turned in which will be reflected in their grade.										
TEACHING STRATEGIES METHODS OF INSTRUCTION:	Practical experience and demonstration, individual and group assignments and professional behavior.										
OUTCOMES ASSESSMENT:	Web based assignments (documentation, presentation, discussion), and results of Clinical Instructor and Students Self Assessment will measure the student's achievement of the specific learning objectives identified for the course.										
METHODS AND CRITERIA FOR EVALUATION:	<table> <tr> <td>Professionalism</td> <td>10%</td> </tr> <tr> <td>BB Assignments</td> <td>20%</td> </tr> <tr> <td>Clinic Assignments</td> <td>20%</td> </tr> <tr> <td>Level I FW Student Evaluation</td> <td>50%</td> </tr> <tr> <td>Total</td> <td>100%</td> </tr> </table>	Professionalism	10%	BB Assignments	20%	Clinic Assignments	20%	Level I FW Student Evaluation	50%	Total	100%
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GRADING SCALE:	<p>A = 100-90% B = 89-80% C = 79-70% D = 69-60% F= 59% or below NC= No credit (for developmental courses) P = Pass NP = No Pass AU = Audit</p> <p>Students must access the Semester Progress Report and Final grades through PasPort (http://passport.laredo.edu).</p> <p>Instructors will notify students of the window of availability for grades.</p>										
ATTENDANCE REGULATIONS:	<p>ATTENDANCE REGULATIONS</p> <p>Attendance will be taken up until the official census date, which is the first 11 class days during the fall and spring semester, and for the first three days during the summer sessions. Students who attend at least one day of class leading up to the census date will be officially enrolled in the course, and faculty members will drop any students who have not attended at least</p>										

one class day. Once the official census date for the semester or session has passed, no formal attendance will be required except for programs where the respective accreditation agency requires attendance records.

Students who do not intend to remain enrolled after attending at least one class day **must** initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Center or through PASPort. **Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.**

It is advised that a student contact Financial Aid Location: P-24 at (956) 721-5361 prior to dropping a course.

Absence From Final Examinations:

A student who is absent from a final examination receives a grade of "0" for the examination and a grade of "F" for the course. Any students authorized to be absent from a final examination receive a grade of F* on their transcript until they take the final examination. Such students must take the final exam within four months. Final exams cannot be re-taken.

Other Policies (LCC and State-Wide):

A. **3-peat**—If a student signs up for a class for a third time, even if he/she dropped or failed it before, the State will not provide funding for that student and the student will be required to pay an additional fee.

B. **6 W's**—Beginning Fall 2007, students cannot drop more than 6 classes throughout their college career. Any subsequent drops will become F's. The rule includes credits earned at all Texas colleges/universities, and W's will carry over when transferring to other institutions.

C. **Finishing on time**—The State expects students to graduate on time. Students who obtain 90 or more credit hours at a Community College are no longer eligible for financial aid.

D. Bacterial Meningitis Vaccination Requirement effective Spring 2012.

- Per Texas State Law (SB 1107), students who meet the criteria below, must provide proper documentation that they have received the bacterial meningitis vaccination within the last five years and at least 10 calendar days before the beginning of the semester.
- All new or transfer students under age 30.
- All returning students under the age of 30, who have

	<p>experienced a break in enrollment of at least one fall or spring term.</p> <ul style="list-style-type: none"> • Students enrolled in online courses that physically attend classes or come to campus within the semester.
<p>SPECIAL SERVICES CENTER:</p>	<p>A student with disabilities, including learning disabilities, who wishes to request special accommodations in this class should notify the Special Services Center. The request should be made early in the semester so that appropriate arrangements may be made. In accordance with Federal Law, a student requesting accommodations must provide documentation of his/her disability to the Special Services Counselor. For additional information, visit the Special Services Center at:</p> <ul style="list-style-type: none"> • Special Services Center Location: P-41 Phone Number: 956-721-5137 • South Campus – Billy Hall Student Center Room 121 or call 794-4137. <p>The student who needs note-taking and/or test-taking accommodations must notify the faculty member prior to the first exam.</p> <p>A pregnant student is required to meet all course/ program outcomes, including attendance.</p> <p>There may be contaminants present in clinical area(s) that could adversely affect a fetus. It is advisable for the student to contact her obstetrician, once pregnancy has been confirmed, to ensure that there are no medical concerns/limitations to continuing their courses.</p>
<p>GRADE APPEAL:</p>	<p>A student who wishes to question the final grade earned in a course or class activity should first discuss the situation with the instructor who issued the grade. If the issue is not resolved, the student should contact the appropriate Department Chairperson to request a review of the grade.</p> <p>If the student is not satisfied with the Department Chairperson's decision, the student may contact the appropriate Dean of Instruction for assistance related to the grade appeal. Established departmental procedures will be utilized to resolve student grade appeals. After all other avenues have been exhausted, the student may request a review of the grade by the Vice-President for Instruction. Student grades are an academic matter; therefore, there is no further appeal beyond the Office of the Vice-President for Instruction.</p> <p>Students have two weeks (10 working days) after a final course</p>

	<p>grade is issued to appeal it. Students have one week (five working days) after an activity grade is issued to appeal it. Exceptions require the approval of the Vice-President for Instruction.</p>
<p>CLASSROOM ETIQUETTE:</p>	<p style="text-align: center;">Code of Student Conduct & Discipline</p> <p>Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college, copies of which shall be available to each student for review at the Office of Dean of Student Affairs. Laredo Community College will hold each student responsible for compliance with these policies, rules, and regulations. The student is responsible for obtaining published materials to update the items in this Code. Students are also expected to comply with all federal, state, and local laws. This principle extends to conduct off campus which is likely to have an adverse effect on Laredo Community College or on the educational process.</p> <p style="text-align: center;">Student Misconduct</p> <p>Each student is expected to conduct him/herself in a manner consistent with the college's functions as an educational institution. Specific examples of misconduct and the disciplinary process is located at www.laredo.edu (go to Student Information, then Student Handbook).</p> <p style="text-align: center;">Use of Personal Electronic Devices</p> <p>The use of an electronic device shall not interfere with the instructional, administrative, student activities, public service, and other authorized activities on College District premises. Unless prior authorization is obtained from the instructor or respective College District official, the use of an electronic device is expressly prohibited in classrooms, laboratories, clinical settings, and designated quiet areas on College District premises. Certain violations of this policy may be excused in the case of emergencies or other extenuating circumstances provided that prior approval is obtained from the instructor or respective College District official.</p> <p>The use of electronic equipment capable of capturing still or moving images in any location where individuals may reasonably expect a right to privacy is not authorized on College District premises. Noncompliance with these provisions shall be considered a violation of Board adopted policy and shall warrant appropriate disciplinary action.</p>

Academic Dishonesty

The College expects all students to engage in all academic pursuits in a manner that is beyond reproach. Students will be expected to maintain complete honesty and integrity in their experiences in the classroom. Any student found guilty of dishonesty in their academic work is subject to disciplinary action.

(1) The College and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, the following:

A. **Scholastic dishonesty** includes, but is not limited to, cheating on academic work, plagiarism, and collusion.

B. **Cheating on academic work includes:**

a. Copying from another student's test paper or other academic work.

b. Using, during a test, materials not authorized by the person giving the test.

c. Collaborating, without authority, with another student during an examination or in preparing academic work.

d. Knowingly using, buying, selling, stealing, transporting, or soliciting, in whole or part, the contents of an unadministered test.

e. Substitution for another student, or permitting another student to substitute for oneself, to take a test or prepare other academic work.

f. Bribing another person to obtain an unadministered test or information about an unadministered test.

C. **Plagiarism** means the appropriation of another's work and the unacknowledged incorporation of that work in one's own written work offered for credit.

D. **Collusion** means the unauthorized collaboration with another person in preparing written work offered for credit.

(2) Procedures for discipline due to academic dishonesty shall be the same as in student disciplinary actions, except that all academic dishonesty actions shall be first considered and reviewed by the faculty member. If the student does not accept the decision of the faculty member, he/she may appeal the decision to the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction. If the student does not accept the decision of the appropriate Department Chairperson, Dean of Instruction, or the Vice President for Instruction, the student may then follow the normal disciplinary appeal procedures for a review of the decision.

	<p>For additional information please refer to the: Student Policies - LCC Policy Manual</p> <p>The LCC Policy Manual is available online and includes all Federal, State, and Local Policies applicable to the college. Students may access the LCC Policy Manual through LCC's Web Page (www.laredo.edu) - Homepage, select-Campus Information, select - Manual of Policy.</p>
EMERGENCY PROCEDURES:	<p>LCC Alert System: Safety and security for LCC is paramount. When an emergency arises, LCC will provide students with information as rapidly and as efficiently as possible. Students must register for the LCC Alert system at www.laredo.edu/lccalert.</p> <p>Fire: Upon activation of the alarm, you will quietly and calmly exit the building from the nearest exit. Once everyone has gathered, at a predetermined or arranged site, a roll call shall be taken to ensure everyone is out of the building. If the building is on fire, no one should be near it to allow firefighting equipment and emergency vehicles to access the building. Additionally, the building(s) may have chemicals, paints, or aerosol cans may have explosions that could be dangerous to anyone near the building.</p> <p>No one should re-enter the building until an "All Clear" has been given. The "All Clear" shall be determined by a senior campus official in cooperation with the incident commander from the responding agency.</p> <p>PLEASE NOTE: The Science buildings do contain several types of biological and chemical agents. Some of these agents are stored in large quantities, while some are considered dangerous to human health through contact to skin or if fumes are inhaled. The building signage should be placed to warn responding emergency personnel if they should put on SCBA or wear "HAZ-MAT" suits in lieu of or over turnout gear.</p> <p><u>Injury, Person Down, Illness, Stalking or Theft:</u> Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and/or the campus nurse (Main 721-5189; South 794-4189) to alert emergency personnel. Give the location of the person and briefly describe the person's condition. If the person is not breathing or does not have a pulse, call 9-911 to alert the City of Laredo emergency services.</p> <p>For serious injury, illness, heart attack etc., call 111 from any Campus phone or 911 from your personal cell phone. A back up call should be made to the Campus Police and the Campus</p>

	<p>Nurse. They may be able to arrive on the scene quicker than the EMT's and City police. When placing an emergency call, be sure to give instructions to the nearest entrance to the building, thus saving time for emergency personnel.</p> <p>Assault: Call the Campus Police (Main 721-5303; South 794-4303 or 111 Emergency) and 9-911 to alert the City of Laredo emergency services. For any possible threats to life or property from criminal acts call Campus Police. Please remember that after hours they operate on a limited staff basis.</p>
DISCLAIMER:	<p>Every attempt has been made to make the contents of this syllabus informative and accurate. Content of the syllabus is subject to revision and change in the event of extenuating circumstances. Changes will be distributed to you in writing.</p>

The updated official version of the LCC Catalog is the on-line catalog and can be found at www.laredo.edu.

OTHA 1261 Clinical Rotations Pediatrics
COURSE SCHEDULE

*Schedule is subject to change

<i>Date Week</i>	<i>Brief Description of Topic</i>	<i>Assignments/Examinations/ Activities with Brief Description</i>	<i>Chapters/ Reading</i>
Facility 1 Week 1 2/11– 17/13	Ch. 1: Professionalism Ch. 2: Guiding Ethics	DB initial post due Wednesday 11:59 pm 2/13/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Kasar (2002) Ch.1-3 Pg.3-25
Week 2 2/18– 24/13	Ch. 3: Developmental Framework	DB initial post due Wednesday 11:59 pm 2/20/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch. 4-5 Pg. 29-53
Week 3 2/25 – 3/3/13	Ch. 4: Dependability Ch. 5: Professional Presentation	DB initial post due Wednesday 11:59 pm 2/27/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch. 6 Pg. 55-62
Week 4 3/4 – 10/13	Ch. 6: Initiative	2 SOAP Notes & Rubrics, Screen/Evaluation; FWE and Fieldsite Eval (Due 3/8/13) DB initial post due Sunday 11:59 pm 3/10/13	Ch. 7 Pg. 65-73
Facility 2 Week 1 3/11 – 17/13	Ch. 7: Empathy	DB initial post due Wednesday 11:59 pm 3/20/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch. 8-9 Pg. 79-88
Week 2 3/18 – 24/12	Ch. 8: Cooperation Ch. 9: Organization	DB initial post due Wednesday 11:59 pm 3/20/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch.11 Pg. 104-116
Week 3 3/25 – 31/13	Ch.11: Supervisory Process	DB initial post due Wednesday 11:59 pm 3/27/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch.12-13 Pg. 120-141
Week 4 4/1 – 7/13	Ch. 12: Verbal Communication Ch. 13: Written Communication	2 SOAP Notes, Rubrics, Screen/Evaluation; FWE and Fieldsite Eval (Due 4/5/13) DB initial post due Wednesday 11:59 pm 4/3/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch. 14 Pg. 145-153
Facility 3 Week 1 4/8 – 14/13	Ch. 14: Professional Development Instrument and Clinical Application	DB initial post due Wednesday 11:59 pm 4/10/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch. 15 Pg.157-162
Week 2 4/15 – 21/13	Ch. 15: Learning And Teaching Approaches	DB initial post due Wednesday 11:59 pm 4/17/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	Ch. 16 Pg.166-172
Week 3 4/22– 28/13	Ch. 16: Continuing Education	DB initial post due Wednesday 11:59 pm 4/24/13 DB Responses (1) due Thursday-Sunday by 11:59 pm	
Week 4 4/29 – 5/5/13	Clinical Reflection Summary (Assignment)	2 SOAP Notes & Rubrics, Screen/Evaluation; FWE and Fieldsite Eval (Due 5/3/13) DB initial post due Wednesday 11:59 pm 5/1/13	
Week 5/6 – 10/13	ALL PAPERWORK DUE BY NOON ON MONDAY MAY 6, 2013	NO INCOMPLETE PAPERWORK WILL BE ACCEPTED	

LAREDO COMMUNITY COLLEGE
COURSE SYLLABUS
STUDENT ACKNOWLEDGEMENT

I have read and understand the information and requirements of the syllabus for

OTHA 1261 M01

Student Name

Palomino ID

Date

Admission into and/or graduation from the program does not guarantee employment, any particular salary level, and/or passage on any licensure examinations.

Student Signature: _____

Faculty Name : Ramoncita B. Montemayor

SCANS COMPETENCIES

ENCLOSURE

The Secretary's Commission on Achieving Necessary Skills (SCANS) has identified foundation skills and workplace competencies for students. Foundation Skills are defined in three areas: basic skills, thinking skills, and personal qualities. Basic Skills includes Reading, Writing, Arithmetic and Mathematical Operations, Listening, and Speaking effectively. Thinking Skills include a worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively. Personal Qualities include a worker must display responsibility, self esteem, sociability, self management, integrity, and honest. Work Place Competencies include resources, interpersonal skills, information, systems, and technology.

Resources.

- C1. **Allocates Time:** Selects relevant, goal-related activities, ranks them in order of importance, allocates time to activities, and understands, prepares, and follows schedules.
- C2. **Allocates Money:** Uses or prepares budgets, including making cost and revenue forecasts, keeps detailed records to track budget performance, and makes appropriate adjustments.
- C3. **Allocates Material and Facility Resources:** Acquires, stores, and distributes materials, supplies, parts, equipment, space, or final products in order to make the best use of them.
- C4. **Allocates Human Resources:** Assesses knowledge and skills and distributes work accordingly, evaluates performance, and provides feedback.

Interpersonal

- C5. **Participates as a member of a team:** Works cooperatively with others and contributes to group with ideas, suggestions, and effort.
- C6. **Teach Others New Skills:** Helps others to learn.
- C7. **Serves Clients/Customers:** Works and communicates with clients and customers to satisfy their expectations.
- C8. **Exercises Leadership:** Communicates thoughts, feelings, and ideas to justify a position, encourages, persuades, convinces, or otherwise motivates an individual or groups: including responsibly challenging existing procedures, policies, or authority.
- C9. **Negotiates to Arrive at a Decision:** Works toward an agreement that may involve exchanging specific resources or resolving divergent interests.
- C10. **Works with Cultural Diversity:** Works well with men and women and with a variety of ethnic, social, or educational backgrounds.

Information

- C11. **Acquires and Evaluates Information:** Identifies need for data, obtains it from existing sources or creates it, and evaluates its relevance and accuracy.
- C12. **Organizes and Maintains Information:** Organizes, processes, and maintains written or computerized reports and other forms of information in a systematic fashion.
- C13. **Interprets and Communicates Information:** Selects and analyzes information and communicates the results to others using oral, written, graphic, pictorial, or multi-media methods.
- C14. **Uses Computers to Process Information:** Employs computers to acquire, organize, analyze, and communicate information.

Systems

- C15. **Understands Systems:** Knows how social, organizational, and technological systems work and operates effectively within them.
- C16. **Monitors and Corrects Performance:** Distinguishes trends, predicts impact of actions on system operations, diagnoses deviations in the function of a system/organization, and takes necessary action to correct performance.
- C17. **Improves and Designs Systems:** Makes suggestions to modify existing systems to improve products or services, and develops new or alternative systems.

Technology

- C18. **Selects Technology:** Judges which set of procedures, tools, or machines, including computers and their programs will produce the desired results.
- C19. **Applies Technology to Task:** Understands the overall intent and the proper procedures for setting up and operating machines, including computers and their programming systems.
- C20. **Maintains and Troubleshoots Technology:** Prevents, identifies, or solves problems in machines, computers, and other technologies.