

**LAREDO COMMUNITY COLLEGE  
GENERAL COURSE SYLLABUS  
Fall 2013**

INSTRUCTOR:	Jodie M. Valls, OTR, MOT
DEPARTMENT:	Occupational Therapy Assistant
PHONE NUMBER/EXTENSION:	(956) 721-5347
E-MAIL ADDRESS:	jmvalls@laredo.edu
CAMPUS/OFFICE LOCATION: OFFICE HOURS:	Ruben Garcia Allied Health Center Room 129B Monday and Wednesday 9:30 - Noon Tuesday and Thursday 9:30 – Noon, Thursday iPass 11:00-Noon Also by appointment
COURSE TITLE:	Workplace Skills for the OTA
COURSE NUMBER:	OTHA 2430
COURSE LEVEL:	Advanced
CONTACT HOURS (RANGE FOR STATE INFORMATION):	64-128
LAB:	Lab Recommended
TEXTBOOKS/MATERIALS:	Flemming-Castaldy, R. (2010). <i>National ota certification exam review &amp; study guide, 2nd edition</i> . Illinois:Therapy-Ed. ISBN: 978-0-9843393-2-7. Johnson, C., De Angelis, T., & Lorch, A. (2002). <i>The cota examination review guide, 2<sup>nd</sup> edi</i> . Philadelphia, PA: FA Davis. ISBN: 978-0-80360-844-3 Occupational Therapy Knowledge Exam (OTKE) – National Board for Certification in Occupational Therapy Education (NBCOT). Cost \$50 National Board for Certification in Occupational Therapy Education (NBCOT) 100 question examination. Cost \$35 each, maximum purchase not to exceed 3. NBCOT Exam Registration \$540 ECPTOTE License Application \$140 Therapy Ed Course \$135
CORE or NON-CORE Course:	Non-Core
COURSE DESCRIPTION:	A course designed to complement Level II fieldwork by creating a discussion forum addressing events, skills, knowledge, and/or behaviors related to the practice environment. Application of didactic coursework to practice.
END-OF-COURSE OUTCOMES:	Upon completion of this course, the student should be able to: 1. Practice resource management. 2. Prioritize treatment interventions supported by evidence-based research. 3. Communicate with supervisors, peers, clients, and other professionals. 4. Prepare an application for certification and licensure. 5. Practice techniques to increase employment marketability.
COURSE OBJECTIVES OR EXEMPLARY OBJECTIVES:	B.7.3. Demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration under state laws. B.7.4. Demonstrate knowledge of various reimbursement systems (e.g., federal, state, third party, private payer) and documentation requirements that affect the practice of occupational therapy. B.7.6. Participate in the documentation of ongoing processes for quality improvement and implement program changes as needed to ensure quality of services. B.7.7. Identify strategies for effective, competency-based legal and

	<p>ethical supervision of nonprofessional personnel.</p> <p>B.7.8. Describe the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator.</p> <p>B.8.3. Use professional literature to make evidence-based practice decisions in collaboration with the occupational therapist.</p> <p>B.9.13. Demonstrate professional advocacy by participating in organizations or agencies promoting the profession (e.g., AOTA, state occupational therapy associations, advocacy organizations).</p>
<p>GENERAL EDUCATION COMPETENCIES:</p>	<p>Laredo Community College has identified four college-level general education competencies. They are:</p> <ol style="list-style-type: none"> <li>1. <b><u>Communication:</u></b> LCC students develop and express ideas through effective written, oral, and visual communication for various academic and professional contexts.  <b><u>Expected Outcomes:</u></b> <ol style="list-style-type: none"> <li>A. The student uses relevant content that conveys understanding.</li> <li>B. The student uses disciplinary conventions for organizing content and presenting content.</li> <li>C. The student uses communication tools appropriately and skillfully for academic and professional contexts.</li> </ol> </li> <li>2. <b><u>Critical Thinking:</u></b> LCC students use inquiry and analysis, evaluation and synthesis of information, and innovation and creative thinking.  <b><u>Expected Outcomes:</u></b> <ol style="list-style-type: none"> <li>A. Students pose vital questions and identify problems, formulating them clearly and precisely.</li> <li>B. Students consider alternative viewpoints, recognize and assess assumptions, and identify possible consequences.</li> <li>C. Students develop well-reasoned conclusions and solutions.</li> <li>D. Students apply creative ideas or approaches to achieve solutions or complete projects.</li> </ol> </li> <li>3. <b><u>Empirical and Quantitative Skills:</u></b> LCC students apply scientific and mathematical concepts to analyze and solve problems to investigate hypotheses.  <b><u>Expected Outcomes:</u></b> <ol style="list-style-type: none"> <li>A. Students identify problems or hypotheses and related quantitative components.</li> <li>B. Students select appropriate quantitative approaches to analyze and solve problems and investigate hypotheses.</li> <li>C. Students correctly apply quantitative approaches to analyze and solve problems and investigate hypotheses.</li> <li>D. Students summarize and reflect on their learning experiences.</li> </ol> </li> <li>4. <b><u>Teamwork:</u></b> LCC students consider different points of view and work effectively with others to support a shared purpose or goal.  <b><u>Expected Outcomes:</u></b> <ol style="list-style-type: none"> <li>A. The student makes a quality contribution to the Team Activity.</li> <li>B. The student treats fellow team members courteously with respect.</li> <li>C. The student models personal attributes that contribute teamwork.</li> </ol> </li> </ol>
<p>QUALITY ENHANCEMENT PLAN (QEP)</p> <p>Reading: Gateway to Learning</p>	<p>The QEP is a long-term institutional commitment designed to improve student learning. The improvement of reading and reading comprehension was selected by the students, faculty, staff, and administration of LCC as the focus of our QEP. The diverse reading</p>

	materials assigned in this course should help you to improve your basic reading and reading comprehension skills necessary to succeed in college.
SCANS COMPETENCIES:	Refer to attachment.
SCANS ASSESSMENT:	<p>1. Critical Thinking: the ability to question logically; identify, generate, and evaluate elements of logical argument; recognize and differentiate facts, appropriate or faulty inferences, an assumptions; and distinguish relevant from irrelevant information. Will be graded as a component of the required analysis of case studies and the mock examinations.</p> <p>2. Communication: the ability to communicate effectively (i.e. verbal communication, nonverbal communication, reading, writing, and listening) for varied audiences and purposes. Reading and writing skills will be graded as components within the communication section of the Fieldwork Performance Evaluation and the Marketability Portfolio.</p> <p>3. Problem-Solving: the ability to recognize and define problems, analyze data, develop and implement solutions, and evaluate outcomes. Will be graded as a component of the required analysis of case studies and the mock examinations.</p> <p>4. Interpersonal Skills: the ability to interact effectively with patients, families, colleagues, and other health care professionals, and the community and the community in a culturally aware manner. 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.</p> <p>5. Responsibility: the ability to be accountable for the outcomes of personal and professional actions and to follow through on commitments that encompass the profession within the scope of work, community, and social responsibilities. 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.</p> <p>6. Professionalism: the ability to exhibit appropriate professional conduct and to represent the profession effectively while promoting the growth/development of the Occupational Therapy profession. 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.</p> <p>7. Use of Constructive Feedback: the ability to seek out and identify high-quality sources of feedback, reflect on and integrate the feedback, and provide meaningful feedback to others. 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.</p> <p>8. Effective Use of Time and Resources: the ability to manage time and resources effectively to obtain the maximum possible benefit. 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.</p> <p>9. Stress Management: the ability to identify sources of stress and to</p>

	<p>develop and implement effective coping behaviors; this applies for interactions for: self, patients/clients and their families, members of the health care team and in work life scenarios. 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.</p> <p>10.Commitment to Learning: the ability to self-directed learning to include the identification of needs and sources of learning; and to continually seek and apply new knowledge, behaviors, and skills.</p> <p>Adapted from May W., Kontney, L., Iglarsh, A. Professional Behaviors for the 21st century 2009-2010. Retrieved from <a href="http://www.marquette.edu/physical-therapy/documents/ProfessionalBehaviors.pdf">http://www.marquette.edu/physical-therapy/documents/ProfessionalBehaviors.pdf</a>.</p>								
TEACHING STRATEGIES/METHODS OF INSTRUCTION:	Lecture, demonstration, discussions, chapter review, quizzes, tests, case studies, group assignments, online simulated exams and in-services.								
OUTCOMES ASSESSMENT:	Online simulated exams, national certification simulated exams, assignment completion, in-services and additional assignments will measure the student’s achievement of the specific learning objectives identified for the course. See note in Methods and Criteria component for stipulations regarding comprehensive final exam.								
EXTERNAL ASSESSMENTS:	Students enrolled in this course may be randomly selected to participate in external assessments to determine educational gains. You may be asked to provide assignments which may be included in course portfolios and used for evaluation of General Education Competencies. In addition, you may be selected to participate in the completion of surveys and/or be selected to take tests which will gauge your overall improvement in reading, writing, critical thinking, and mathematics. These activities are designed to collectively monitor your overall progress as a higher education student.								
METHODS AND CRITERIA FOR EVALUATION:	<table> <tr> <td>Comprehensive NBCOT Examination:</td> <td>75%</td> </tr> <tr> <td>Credentialing Assignments/Mock Exams:</td> <td>15%</td> </tr> <tr> <td>Canvas Assignments:</td> <td>10 %</td> </tr> <tr> <td>Total:</td> <td>100%</td> </tr> </table> <p><b>Note:</b>  <b>(1) The student must complete all assignments in order to receive credit for the course. If any of these assignments are not completed, the student will receive an “I” – Incomplete” grade for the semester and will not be allowed to progress in the OTA program. The student who receives an “I” has 60-90 days to submit all missing required assignments to the instructor in order for the student to earn a grade for the course.</b></p>	Comprehensive NBCOT Examination:	75%	Credentialing Assignments/Mock Exams:	15%	Canvas Assignments:	10 %	Total:	100%
Comprehensive NBCOT Examination:	75%								
Credentialing Assignments/Mock Exams:	15%								
Canvas Assignments:	10 %								
Total:	100%								

(2) The Capstone course grade score requires successful completion of a comprehensive licensure-based examination with a grade of 75% or higher in order for the student to pass this course. Three opportunities will be granted for successful completion. Any student attaining a score less than 75% in the comprehensive licensure-based examination in this Capstone course will be unable to graduate from the OTA program. See student handbook for readmission criteria.

GRADING SCALE:	<p>A ..... Excellent, 100-90%</p> <p>B ..... Good, 89-80%</p> <p>C ..... Average, 79-75%</p> <p>D ..... Poor, 75-60%</p> <p>F ..... Fail, 59% or below</p> <p>F_ ..... Failure, Non-Participatory</p> <p>I ..... Incomplete</p>
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

	<p>W ..... Withdrawal  NC ..... No Credit  NC_ ..... No Credit, Non-Participatory  NC_DV .. No Credit, Developmental  NCDV ... No Credit, Developmental, Non-Participatory  P ..... Pass  NP ..... No Pass  AU ..... Audit</p> <p>Students must access the Semester Progress Report and Final Grades through PASPort (<a href="http://passport.laredo.edu">http://passport.laredo.edu</a>).</p> <p>Instructors will notify students of the window of availability for grades.</p>
<p><b>ATTENDANCE REGULATIONS:</b></p> <p>Office of the Registrar</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus - Memorial Hall Room 103 or call (956) 721-5887</li> <li>• South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109</li> </ul> <p>Enrollment and Registration Services Center</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus - Memorial Hall Room 125 or call (956) 721-5109 or 5421</li> <li>• South Campus – Billy Hall Student Center Room 113 or call (956) 794-4109</li> </ul> <p>Financial Aid Center</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus – Building P-24 or call (956) 721-5361.</li> <li>• South Campus – Billy Hall Student Center Room 123 or call (956) 794-4361.</li> </ul> <p>Health Services Center</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus – Building P-4 or call (956) 721-5189.</li> <li>• South Campus – Billy Hall Student Center Room 208 or call (956) 794-4189.</li> </ul>	<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 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.</p> <p>Students who do not intend to remain enrolled after attending at least one class day <b>must</b> initiate a drop request from any or all classes by submitting a drop slip to the Enrollment and Registration Services Center or through PASPort. <b>Responsibility for class attendance rests with the student. Regular and punctual attendance is expected.</b></p> <p>It is advised that a student contact Financial Aid Center at either campus prior to dropping a course.</p> <p><b>Absence From Final Examinations:</b>  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 "I" 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. The instructor will submit a Grade Change Form to change the previously submitted incomplete grade to an "F" if the student does not meet the 4 month deadline.</p> <p><b>Other Policies (LCC and State-Wide):</b></p> <p>A. <b>3-peat</b>—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.</p> <p>B. <b>6 W's</b>—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.</p>

	<p><b>C. Finishing on time</b>—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.</p> <p><b>D. Bacterial Meningitis Vaccination Requirement effective Spring 2012.</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• All new or transfer students under age 30.</li> <li>• All returning students under the age of 30, who have experienced a break in enrollment of at least one fall or spring term.</li> <li>• Students enrolled in online courses that physically attend classes or come to campus within the semester.</li> </ul> <p>Vaccination records must be submitted to LCC’s Campus Nurse at the Health Services Center.</p>
<p><b>SPECIAL SERVICES CENTER:</b></p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus - Building P-41</li> <li>• South Campus – Billy Hall Student Center, Room 21</li> </ul> <p>Fort McIntosh and South Campus Phone Number: (956) 721-5137</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, call or visit the Special Services Center.</p> <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 her courses.</p>
<p><b>GRADE APPEAL:</b></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</p>

	<p>for Instruction.</p> <p>Students have two weeks (10 working days) after a final course 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>Office of Dean of Student Affairs</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus – Memorial Hall Room 212</li> <li>• Phone Number: (956) 721-5417</li> </ul>	<p style="text-align: center;"><b>Code of Student Conduct &amp; Discipline</b></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 LCC’s website at <a href="http://www.laredo.edu">www.laredo.edu</a> (Student Life/Student Handbook/Student Rights and Responsibilities) and the Office of the 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;"><b>Student Misconduct</b></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 are located at LCC’s website at <a href="http://www.laredo.edu">www.laredo.edu</a> (Student Life/Student Handbook/Student Rights and Responsibilities).</p> <p style="text-align: center;"><b>Use of Personal Electronic Devices</b></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> <p style="text-align: center;"><b>Academic Dishonesty</b></p> <p>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</p>

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.

**For additional information please refer to the:  
Student Policies - LCC Policy Manual**

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 website at [www.laredo.edu](http://www.laredo.edu) (About LCC/Manual of Policy).



<p>EMERGENCY PROCEDURES:</p> <p>IN CASE OF EMERGENCY,</p> <p>From an LCC phone, dial 111.</p> <p>From a Cell phone, dial 911.</p> <p>LCC Campus Police Offices</p> <ul style="list-style-type: none"> <li>• Fort McIntosh Campus – Building P-64 Room 102</li> <li>• South Campus – Henry Cuellar Protective Services Center Room 130</li> </ul>	<p><b>LCC Alert System:</b> 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 <a href="http://www.laredo.edu/lccalert">www.laredo.edu/lccalert</a>.</p> <p><b>Emergencies:</b> In case of an emergency, contact Campus Police. Campus Police will then dispatch a police officer to the site and alert emergency personnel. If it is determined that a notification needs to be sent out after an emergency is reported, the notification will provide information on what to do.</p> <p>When a person calls 111 or 911, Campus Police strongly encourages the caller to provide the following information: name, the location from where they are calling, the location of the emergency, and the type of emergency. The caller is to remain on the phone with the dispatcher until emergency responders arrive.</p>
<p>DISCLAIMER:</p>	<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 made available to you electronically.</p>

The updated official version of the LCC Catalog is the on-line catalog and can be found at [www.laredo.edu](http://www.laredo.edu) (Admission/College Catalog).

### ADDITIONAL COURSE INFORMATION

<p>Marketability Assignment</p>	<p>The purpose of this assignment is to develop a professional portfolio to increase employment marketability. Maintaining a professional portfolio will allow for the student to have easy accessibility to records of goals, growth, achievement, service competencies and professional attributes developed over time and in collaboration with others. This assignment is due on <b>October 18, 2013</b>.</p> <p>Contents of the portfolio will include the following items and in the following order. Specifically ordered documents will facilitate the grading process. Once returned, feel free to organize it any way you choose.</p> <p>Your portfolio should reflect professionalism. For the sake of this project, use an affordable portfolio organizer; do not spend a lot of money on one. Once you graduate, I would recommend you upgrade to something more professional looking such as a more appropriate portfolio organizer available at office supply stores.</p> <table border="1" data-bbox="581 1619 1450 1925"> <thead> <tr> <th></th> <th>Criteria for Portfolio</th> <th>Points</th> </tr> </thead> <tbody> <tr> <td></td> <td>A copy of transcripts up to this point. These can be located in the PasPort student portal and may be unofficial. (You will replace these with official documents once you graduate.) Your current GPA should be readily accessible and highlighted.</td> <td>10</td> </tr> <tr> <td></td> <td>A copy of your current CPR certification.</td> <td>10</td> </tr> <tr> <td></td> <td>A copy of your current immunizations. Anything we have a copy of on file is what is to be included.</td> <td>10</td> </tr> <tr> <td></td> <td>Copies or originals of continuing education or certifications relative to health care. Also scholarship awards or</td> <td>Bonus</td> </tr> </tbody> </table>		Criteria for Portfolio	Points		A copy of transcripts up to this point. These can be located in the PasPort student portal and may be unofficial. (You will replace these with official documents once you graduate.) Your current GPA should be readily accessible and highlighted.	10		A copy of your current CPR certification.	10		A copy of your current immunizations. Anything we have a copy of on file is what is to be included.	10		Copies or originals of continuing education or certifications relative to health care. Also scholarship awards or	Bonus
	Criteria for Portfolio	Points														
	A copy of transcripts up to this point. These can be located in the PasPort student portal and may be unofficial. (You will replace these with official documents once you graduate.) Your current GPA should be readily accessible and highlighted.	10														
	A copy of your current CPR certification.	10														
	A copy of your current immunizations. Anything we have a copy of on file is what is to be included.	10														
	Copies or originals of continuing education or certifications relative to health care. Also scholarship awards or	Bonus														

		achievement awards you may have received.	
		Description/explanation of special projects or community service events you have participated in the community. Preferably related to health care.	10
		An original version of your resume printed on resume paper, not plain white paper.	100
		An original example of a cover letter tailored to some job that you want – imaginary or real.	100
		A copy of an application and pricing for professional liability insurance through <a href="http://www.hpsso.com">www.hpsso.com</a> or any other professional liability insurance companies you research.	10
		A neatly completed employment application. Typed, not written. (Blank templates can be found on the internet.)	20
		A copy of the letter that you would send to your interviewer, thanking them for the opportunity to apply with their organization. These typically are handwritten on thank you notes.	20
		<b>TOTAL POINTS</b>	<b>/300</b>
Simulation Exams	<p>Students will be given a specific category to select for all in-class and off-campus testing. At the bottom of the page you will select the number of questions to be given. After completion of all clinical examinations do the following:</p> <ol style="list-style-type: none"> <li>1. Print the score sheet results</li> <li>2. Print the individual evaluation results</li> <li>3. Review the action detail. Go over each of your incorrect answers and determine whether you understand why that answer is correct. Bring any questions you might have about those you do not understand to class the Friday after the last day you can take the exam.</li> <li>4. Score sheet and individual results are due in class the same day unless an off-campus assignment is given.</li> <li>5. Grades will be based on the number of correct responses out of the total number of questions.</li> <li>6. You will need to obtain a minimum of a 50 to progress to the next exam. If you do not score the minimum, you will need to do remediation and retake exams.</li> <li>7. Keep in mind that as your skills improve so should your scores. If your scores do not improve, you are not sufficiently reviewing the material.</li> </ol>		
OTKE	<p>Students are required to take two OTKE exams to assist with analyzing students' performance related to the validated domain and task statements for entry-level practice. The student is responsible for the cost of the exam. Each exam is \$25 for a total of \$50 and is the responsibility of the student. The exam will be given on September 27, 2013. The student will receive a score showing their overall scaled score and scores across each of the major domain areas of the exam. This information will help identify strengths and weaknesses of the student. The exams are 100 questions and must be completed within two hours.</p> <p>*Payment for the OTKE exams is due September 6, 2013. A total of \$50 is due. No exceptions will be made.</p>		
Case Studies	<p>This assignment requires the student to interact via Canvas. Frequently check and maintain your Canvas for updates and postings. Students are expected to expand their experiences by fully participating in the discussions.</p> <p>Students will be divided into groups for each case study. You will work together via Canvas to answer the case study questions. Answers should be insightful, professional, and based on evidence. Do not forget to cite references in APA format. The four case studies will be posted on:</p> <ol style="list-style-type: none"> <li>1. 09/27/13</li> <li>2. 10/25/13</li> <li>3. 11/22/13</li> </ol>		

	<p>4. 12/09/13</p> <p>Your responses should be posted prior to the introduction of a new case study. In other words, the due date is the day before I post the new case study. The format should be professional, paying attention to grammar, spelling, punctuation and word usage.</p> <p>All three postings should:</p> <ul style="list-style-type: none"> <li>•Be grammatically correct and error free (25 pts).</li> <li>Must include all requested information and must be in APA format (25pts)</li> <li>•Responses must contain 120 words or more in length (25 pts)</li> <li>•Contain quality content with examples that are relevant, professional and reflect depth of thought (25 pts)</li> </ul> <p>Grading: 100 points per posting. Late postings will result in a grade of zero for that posting.</p>
NBCOT Exams	<p>Students are required to take a comprehensive final exam. Students must pass the exam in order to graduate. The exam will consist of 100 questions and you will have 2 hours to complete the exam. This exam may be taken no more than three times. Each exam costs <b>\$35</b> and is <b>the responsibility of the student at the time of the exam</b>. The exams will be done in the computer lab classroom on campus. The scoring of the test is scaled (300-600 scoring range with a 450 pass point.) The score is displayed immediately after the test ends. Print your scores for proof of your achievement and submit them to me. It is recommended that you achieve your best score on the Slack exams prior to taking this exam.</p> <p><b><i>**Payment for the exam is October 4, 2013. If possible, please bring cash.</i></b></p> <p><b><u>Exam schedule:</u></b>  <b>1<sup>st</sup> attempt: November 8, 2013</b>  <b>2<sup>nd</sup> attempt: November 22, 2013</b>  <b>3rd attempt: December 9, 2013</b></p> <p><b>All students are required to take the exams on the scheduled dates. If the student does not pass the attempt, they must take the next exam. Students are allowed a maximum of three (3) attempts. Should the student fail the third attempt, they will not be allowed to graduate from the OTA program.</b>  <b>The final passing exam score, (not to exceed 3 attempts) is due by <i>December 9, 2013.</i></b></p> <p><b><u><i>The score of this assignment is worth 75% of the overall grade. The student who does not pass on the third attempt will fail the course.</i></u></b></p>

Laredo Community College  
 Course Calendar  
 Course Number and Course Name  
 Semester, Year – Instructor Name

<b>Date Week</b>	<b>Brief Description of Topic</b>	<b>Assignments/Examinations/ Activities with Brief Description</b>	<b>Chapters/Reading Materials</b>
Week 1 08/30/13	Online Simulation – Peds Exam Prep Strategies	Online Simulation Exam Case Studies Exam Prep Strategies	Related previous text book related to theme and areas requiring remediation
Week 2 09/06/13	Online Simulation – Adult/Elders Exam Prep Strategies	<b>OTKE Money Due \$50</b> Online Simulation Exam Case Studies Exam Prep Strategies	Related previous text book related to theme and areas requiring remediation
Week 3 09/13/13	Online Simulation – Mental Health Exam Prep Strategies	Online Simulation Exam Case Studies Exam Prep Strategies	Related previous text book related to theme and areas requiring remediation
Week 4 09/20/13	Online Simulation – Management and Ethics Exam Prep Strategies	Online Simulation Exam Case Studies Exam Prep Strategies	Related previous text book related to theme and areas requiring remediation
Week 5 09/27/13	<b>Case Study #1 Due OTKE</b>	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 6 10/04/13	Online Simulation – 100 questions	<b>NBCOT Money Due \$35</b> Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 7 10/11/13	Online Simulation – 100 questions	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 8 10/18/13	<b>Marketability Project Due</b> Online Simulation – 125 questions	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 9 10/25/13	<b>Case Study #2 Due</b> Online Simulation – 125 questions	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 10 11/01/13	TOTA Conference NBCOT Study Session	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 11 11/08/13	<b>NBCOT Attempt 1</b>	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 12 11/15/13	Online Simulation – 150 questions	<b>NBCOT Money Due \$35</b> Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 13 11/22/13	<b>Case study #3 Due NBCOT Attempt 2</b> Online Simulation - 175 questions	Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 14 11/29/13	<b>HOLIDAY</b>	<b>HOLIDAY</b>	<b>HOLIDAY</b>
Week 15 12/06/13 12/07/13	<b>Therapy Ed Course</b> (Saturday)	<b>NBCOT Money Due \$35</b> Online Simulation Exam Case Studies	Related previous text book related to theme and areas requiring remediation
Week 16	<b>Case Study #4 Due</b>	<b>NBCOT Exam Money Due \$540</b>	

Laredo Community College  
 Course Calendar  
 Course Number and Course Name  
 Semester, Year – Instructor Name

Date Week	Brief Description of Topic	Assignments/Examinations/ Activities with Brief Description	Chapters/Reading Materials
12/09/13 12/10/13	<b>NBCOT Attempt 3</b> NBCOT & ECPTOTE Registration	<b>ECPTOTE License Fee Due \$140</b>	

\* Schedule is subject to change.

## 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.*

### **Foundation Skills**

**Basic Skills: Reads, writes, performs arithmetic and mathematical operations, listens and speaks.**

- F1. **Reading:** Locates, understands, and interprets written information in prose and in documents such as manuals, graphs, and schedules.
- F2. **Writing:** Communicates thoughts, ideas, information, and messages in writing; and creates documents such as letters, directions, manuals, reports, graphs, and flowcharts.
- F3. **Arithmetic:** Performs basic computations and approaches practical problems by choosing appropriately from a variety of mathematical techniques.
- F4. **Listening:** Receives, attends to, interprets, and responds to verbal messages and other cues.
- F5. **Speaking:** Organizes ideas and communicates orally.

**Thinking Skills: Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons.**

- F6. **Creative Thinking:** Generates new ideas.
- F7. **Decision Making:** Specific goals and constraints, generates alternatives, considers risks, and evaluates and chooses best alternative.
- F8. **Problem Solving:** Recognizes problems and devises and implements plan of action.
- F9. **Seeing Things in the Mind's Eye:** Organizes and processes symbols, pictures, graphs, objects, and other information.
- F10. **Knowing How To Learn:** Uses efficient learning techniques to acquire and apply new knowledge and skills.
- F11. **Reasoning:** Discovers a rule or principle underlying the relationship between two or more objects and applies it when solving a problem.

**Personal Qualities: Displays responsibility, self-esteem, sociability, self-management, integrity, and honesty.**

- F12. **Responsibility:** Exerts a high level of effort and perseveres toward goal attainment.
- F13. **Self-Esteem:** Believes in own self-worth and maintains a positive view of self.
- F14. **Sociability:** Demonstrates understanding, friendliness, adaptability, empathy, and politeness in group settings.
- F15. **Self-Management:** Assesses self accurately; sets personal goals, monitors progress, and exhibits self-control.
- F16. **Integrity/Honesty:** Chooses ethical course of action.

### **Workplace Competencies**

#### **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.

LAREDO COMMUNITY COLLEGE  
COURSE SYLLABUS  
STUDENT ACKNOWLEDGEMENT FORM

I have read and understood the information and requirements of the course syllabus for

OTHA 2430, Fall 2013.

Course & Number                  Semester

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Palomino ID

\_\_\_\_\_  
Date

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

Student Signature \_\_\_\_\_

Faculty Name Jodie M. Valls  
(Please Print)