**Curriculum Statement:** The Penn State Occupational Therapy Assistant curriculum model integrates the following throughout all courses: Code of Ethics, OT/OTA role delineation, standards of practice, practice guidelines, continuous quality improvement, elements of clinical documentation, and professional behaviors.

**Instructor Responsibility:** The class instructor is responsible for preparing and disseminating the course syllabus and outlines that adhere to the "Standards for the Education of the Occupational Therapy Assistant", and preparing the students to assume roles as occupational therapy assistants. The class instructor is responsible for coming prepared to class, attending class, facilitating learning within the class, serving as a resource within one's capacity to advance student learning, modeling professional behaviors, values and beliefs, and promoting self-directed student learning. The course instructor reserves the right to modify this syllabus and the learning activities to meet the learning needs of the students and the objectives of the course. Students will be notified of any such modification in writing.

**ADA/Accommodations:** The Penn State Office for Disability Services (ODS) offers many kinds of services for students with disabilities. Each campus has a representative for matters concerning accommodation. If at any time, a student has a documented disability requiring an accommodation; it is the responsibility of the student to seek out the campus representative to make this need known. The contact person at the Shenango Campus is the Director of the Learning Center.

**Student Responsibilities:** The following OTA Program Attendance Policy statements is in compliance with Senate Policy 42-27: Students are responsible for attending all classes, labs, field trips, fieldwork, and scheduled learning activities associated with OTA program courses. Students are responsible for obtaining the information presented in class and during all scheduled learning exchanges. They are responsible for active participation in class discussions and learning activities associated with the course. They are to complete all assignments, tests, and exams as stated in the course syllabus and must submit them as scheduled. All assignments, tests, exams, and scheduled learning activities must be completed to obtain a passing grade in the course. Students are responsible for arranging for transportation to and from fieldwork and for abiding by the policies and procedures of the fieldwork site. They are responsible for providing proof of specific insurance, security clearance, and health status required by the fieldwork site. Information regarding policies, procedures, and rules for the University the OT program, and fieldwork sites can be found in the O.T. Fieldwork and Program Manual, the O.T. Policies and Procedures manual, site specific fieldwork policy and rules guidelines, Undergraduate Student Handbook, and throughout the Penn State web pages.
In accordance with university policy, all students are expected to act with civility and personal integrity; respect other students’ dignity, rights, and property and help create and maintain an environment in which all can succeed through the fruits of their own efforts. An environment of academic integrity is requisite to the respect for self and others and a civil community. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another person’s work as one’s own, using Internet sources without citation, fabrication of field data or citation, ‘ghosting’ stealing examinations, tampering with the academic work of another student, facilitating other students’ acts of academic dishonesty etc. Students charged with breach of academic integrity will receive due process, and if the charge is found valid academic sanctions may range from F for the assignment to F for the course. The Senate Policy 49-20 on academic integrity from which the above statement is drawn is available at http://www.psu.edu/ufs/policies. From this location select academic integrity from the left hand menu.

In addition, students are responsible for adhering to the AOTA Code of Ethics, for abiding by the PSU Policies and Rules for Students, and for demonstrating civility during classroom, lab, field trip, fieldwork, and other learning exchanges associated with the course. Depending upon the severity as determined by the O.T. faculty, violations of the Code of Ethics, PSU Policy, and or norms for classroom civility will result in removal from the learning exchange and in a failing grade for the course. In consultation with the campus CEO and DAA such violations can result in removal from the 2OTCC Program. Students are responsible for familiarizing themselves with all PSU Policies and O.T. program policies and rules and are responsible for abiding by them, particularly those related to academic integrity, attendance, and professional responsibilities and conduct.

**Professional Behaviors:** Students will receive the *Ability Based Assessment of Professional Behaviors* to understand behaviors expected as a professional and the scoring system that will be utilized during the second and third semesters. Students will rate themselves and are encouraged to discuss the rating and any questions they have concerning professional behavior with their faculty advisor.