

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

M E M O R A N D U M

DATE: 19:15
TO: Dr. Hope Martin
FROM: Mark McCallon, Associate Dean for Library Services
RE: New Course Proposal, OCCT 791 – Professional Preparation

The library has examined the course proposal and is able to support the proposed course. Please contact your librarian liaison, Mark McCallon (mccallonn@acu.edu), if additional library resources are needed to support the proposed course. Thank you.

ACU Syllabus Checklist

Revised on July 15, 2014 based on ACU New Course Application v10.5.

Course Title and Number

OCCT 791: Professional

Reviewer

David Christianson

Developer

Hope Martin

About the course

- ☒ Course number and title
- ☒ Credit hours
- ☒ Semester and year
- ☒ Meeting time and place
- ☒ Prerequisites/co-requisites

About the instructor(s)

- ☒ Name and title or rank
- ☒ Office location
- ☒ Contact information
- ☐ Office hours/contact expectations

Mission statements

- ☒ ACU mission statement
- ☒ College mission statement
- ☒ Department mission statement
- ☐ Personal mission statement (optional)

Unique Christian Perspective

- ☐ Description of how learning and Christian faith are integrated in the course

Course Content

- ☐ Catalog description

- ☐ Intended audience
- ☐ Outline of topics

Teaching/Learning Methods and Format of Class Sessions

- ☐ Description of the types of activities students should expect in the course

Materials

- ☐ Required and optional materials, including textbooks, etc.

Learning Objectives/Competencies

- ☒ Specific competencies stated in measurable terms
- ☒ Assignments or instruments that will be used to assess the competencies.

Assessment/Grading Criteria

- ☒ Complete and accurate details of factors and elements that will comprise the final grade
- ☒ Weight or point value of all graded elements
- ☒ Grading scale with clear expectations for grades
- ☐ Extra credit opportunities (optional)

University Policies

- ☒ Special needs policy -ADA
- ☒ Academic integrity policy (recommended)
- ☒ Title IX policy (recommended)

Course Policies

Expectations and consequences regarding:

- ☒ Participation
- ☒ Attendance and tardiness
- ☐ Course specific academic integrity policy (optional)

Calendar

(Note: Calendar is not required for Course Application, but it must be included in all syllabi distributed to students.)

- ☒ Exam dates
- ☒ Assignments
- ☒ Due dates and other deadlines (and late assignment/exam policy)
- ☒ Schedule of readings and topics
- ☒ Statement to reserve the right to modify the calendar as necessary

Any comments?

Be sure to include some description of office hours and contact expectations for the various faculty.
Be sure to include a description of how Christian faith and practice will be included in the discussions to take place in the course.

Submit

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Monday, November 16, 2015

Abilene Christian University

Re: OCCT 791 Application

Dear Hope,

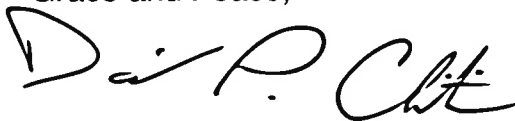
The Adams Center for Teaching and Learning has completed the review OCCT 791: Professional Preparation. The syllabus was reviewed based on the ACU Syllabus Guidelines. The syllabus proposed meets or exceeds most of the expectations described in these guidelines.

Please address the following before submitting the syllabus to the academic Council.

- Be sure to include some description of office hours and contact expectations for the various faculty.
- Be sure to include a description of how Christian faith and practice will be included in the discussions to take place in the course..

There is no need to return the syllabus to the Adams Center for further review. Of course, if you would like to discuss this suggestion or any other aspect of your syllabus or instructional strategies, please contact me and we will schedule a time as soon as possible. We are here to serve you as you help prepare students for Christian service and leadership throughout the world.

Grace and Peace,

A handwritten signature in black ink, appearing to read "David Christianson". The signature is fluid and cursive, with the first name "David" being the most prominent part.

David Christianson
Instructional Designer
Adams Center for Teaching and Learning
Abilene Christian University

Application for a New Course v10.5

Instructions:

Sequence:

- Consult with the Registrar's Office to discuss the degree plan and course number.
- Complete the New Course Application
- Create the course Syllabus – *See the associated Syllabus Checklist*
- Submit both paper and electronic versions of the Application and Syllabus to the Adams Center
- *Adams Center schedules review appointment within ten days of receipt of all items*
- Meet with Adams Center Instructional Design team
- Make any necessary changes to application / syllabus
- Obtain the Library Review
- Obtain Preliminary Approval Signatures (Department Chair, Deans)
- Gather all attachments to application
- Submit to College Academic Council
- Submit to Teacher Education Council (if applicable)
- Submit to UGEC/UUAC/Grad Council (as required)

The course developer completes this application with supporting documentation (Section IV) and approval signatures of department chair and college dean (Section V) before the new course is reviewed by any academic council. **If the course is to be cross-listed, be certain to obtain signatures from all participating departments.**

Application for a New Course v10.5

Course ID <i>Subject and Number</i>	OCCT 791
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Hope Martin, OTR, PhD, CHT
2	Course Teacher	Hope Martin, OTR, PhD, CHT Catherine Candler, OTR, PhD, BCP Donna Walls, OTR, MS, CHT
3	Course Title	Professional Preparation
4	Course Abbreviation (if title is over 30 characters)	
5	College	Education and Human Services
6	Department	Occupational Therapy
7	Number of Credit Hours	2
8	Is the course Fixed Credit or Variable Credit?	Fixed
9	Is the course repeatable?	Yes
10	Maximum number of times course may be repeated	1
11	Maximum number of hours credit	2
12	Explanation for variable credit	
13a	Course contact hours - LEC	2
13b	Course contact hours - Lab	
13c	Course contact hours - Practicum	
13d	Course contact hours - Seminar	
13e	Course contact hours - Studio	
13f	Course contact hours - Online	
13g	Course contact hours - Colloquium	
13h	Course contact hours – Field Experience	
13j	Course contact hours - Internship	
13k	Course contact hours - Research	
13m	Course contact hours - Workshop	
13n	Course contact hours – Other (specify)	
14	Instructor Workload	2
15	Grade Mode (check all appropriate):	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	25
17	Catalog Description (50 words or less)	This course is intended to be a preparation course for the second Fieldwork Level II in the curriculum and for the NBCOT Certification Exam. This course also includes developing a professional development plan with an advisor as the student transitions from the Level II Fieldwork experience into employment.

18	List any prerequisites (course/s, test scores, class standing, major, etc.)	ACU MSOT Curriculum
19	List any co-requisites	
20	If the course is cross listed, specify the Course ID(s) MUST have signature in Section V off all Department Chairs	
21	Does this course have any special student costs? Yes/No <i>Attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>	
22a	How often will it be offered? Fall	0
22b	How often will it be offered? Spring	1
22c	How often will it be offered? Summer	1
23	Frequency? All, odd, or even years?	All
24	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	1 hour to be taught in Spring 1 hour to be taught in Summer
25	List course/s that should be deleted, include the last semester for course/s being deleted <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	
26	Is this course required for a degree/s? Yes/No <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	Yes
27	Should the addition of this course be retroactively applied to the degree plan it supports? Yes/no and explain	No. This course was included in the original degree plan previously approved
28	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught. (Note: New courses are NOT required to be taught as Special Topics courses prior to being approved. However, courses may be taught once as Special Topics before it is proposed. See the Course Descriptions section of the Catalog for details.)</i>	No
29	List any courses in which content overlaps the proposed course. (Course ID and Name) <i>Attach statement from instructor/dept chair of existing course justifying the</i>	

	<i>new offering in Section IV-D.</i>	
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II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	This course meets Standards B.9.4 and B.9.6 of the Education Standards for the American Council for the Accreditation of OT Education (ACOTE). Standard B.9.4 – Students will discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards. Standard B.9.6 - Students will discuss and evaluate personal and professional abilities and competencies as they relate to job responsibilities.
2	Justification State the justification for adding this course to the current curriculum. Represent the need.	This course is part of the new Occupational Therapy program.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	Graduate MSOT Students
2	State the overarching course goal(s) in performance terms.	This course also includes developing a professional development plan with an advisor as the student transitions from the Level II Fieldwork experience into employment.

2. Competencies and Measurements

ACOTE	SLO's	Assignment
B.9.4.	Students will discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards.	Professional Development Plan with advisor after taking OTKE
B.9.6.	Students will discuss and evaluate personal and professional abilities and competencies as they relate to job responsibilities.	Professional Development Plan with advisor after taking OTKE

3. Text and Resources

1. Give the full publication information of the textbook/s and other required resources and outside readings.
2. For **combined undergraduate/graduate** courses, make two lists:

- a. full publication information; label **Undergraduate**.
- b. full publication information; label **Graduate**. Indicate number of pages required.

Required Texts and Readings

National Occupational Therapy Certification Exam: Review & Study Guide 7th Edition

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Dean of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the Library report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
4	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
5	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
6	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
7	Justification — Attach all documents referred to in Section II-2
8	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
9	Provide documentation for all additional attachments here

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Course Number and Name _____

Primary Department

Department Chair

Date



Dean of the College

12.01.2015

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI. Actions *Place all actions on one page.*

Course ID: _____

Course Title: _____

1. College Academic Council: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒ Denied ☐ Bruce Scott 12.01.2015
College Dean or Director Date

Approved ☐ Denied ☐ _____
College Dean or Director Date

2. Graduate Council: (for graduate level courses)

Approved ☐ Denied ☐ _____
Dean of Graduate School Date

3. Teacher Education Council: (when applicable)

Approved ☐ Denied ☐ _____
TEC Chair Date

4. University General Education Council: (when applicable)

Approved ☐ Denied ☐ _____
Provost's designee Date

5. University Undergraduate Academic Council: (*undergraduate level courses*)

Approved ☐ Denied ☐ _____
Vice Provost Date

6. Academic Provost: (for all courses)

Approved ☐ Denied ☐ _____
Provost Date

7. President of the University: (for all courses)

Approved ☐ Denied ☐ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

OCCT 791 Professional Preparation



College of Education and Human Services

Department of Occupational Therapy

OCCT 791 Professional Preparation

General Course Information

Mission Statements

University Mission Statement: The mission of Abilene Christian University is to educate its students for Christian service and leadership throughout the world.

College of Education & Human Services Mission Statement: To equip students for global ministry through exemplary practice and service in education and human services.

Department of Master of Science in Occupational Therapy Mission Statement: To prepare occupational therapy students to think and act critically, missionally, and globally in Christian service and leadership throughout their respective communities.

Statement of Faith and Learning

In this course the students will prepare for the national certification exam, reflect on their first Fieldwork Level II experiences with their assigned advisors, and develop a professional development. In the one on one advising appointment time will be allotted to discuss with their advisor how they see their faith impacting and preparing them for their work as an occupational therapist (See session V).

Credit Hours

2 total

1 credit hour is taken Spring 2016

1 credit hour is taken Summer 2016

Instructors and Contact Information – Please arrange to contact professors via email for available office hours.

Hope Martin, OTR, PhD, CHT
Administration Building, Room 204D
325-674-2474
Ham13a@acu.edu

Catherine Candler, OTR, PhD, BPC
Administration Building, Room 204C
325-674-6523
Cfc15a@acu.edu

Donna Walls, OTR, MS, CHT
Administration Building, Room 204B
325-674-6524
Djw14d@acu.edu

Class time and location

See Course Schedule below for class times. Location is Administration Building, Room 317

About the Students

OCCT 791 is a graduate course in Master of Science in Occupational Therapy degree

Prerequisites

ACU MSOT Curriculum

Course Content**Course Description**

This course is intended to be a preparation course for the second Fieldwork Level II in the curriculum and for the NBCOT Certification Exam. This course also includes

developing a professional development plan with an advisor as the student transitions from the Level II Fieldwork experience into employment.

Course Objectives

ACOTE	SLO's
B.9.4	Students will discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards.
B.9.6	Students will discuss and evaluate personal and professional abilities and competencies as they relate to job responsibilities.

Required Text

National Occupational Therapy Certification Exam: Review & Study Guide 7th Edition

Competencies and Measurements

ACOTE	SLO's	Assignment
B.9.4.	Students will discuss strategies for ongoing professional development to ensure that practice is consistent with current and accepted standards.	Professional Development Plan with advisor after taking OTKE
B.9.6.	Students will discuss and evaluate personal and professional abilities and competencies as they relate to job responsibilities.	Professional Development Plan with advisor after taking OTKE

Course Schedule

**** Please note: This schedule is tentative and is subject to change**

Date	Topic	Assignment	Percent of Grade
Session I: Monday, April 4, 2106 9am-12pm	Reflection Class Session on FW Level II	Focused Reflection Assignment	10%
Session II: Monday, April 11 9am-12pm	Occupational Therapy Knowledge Exam- OTKE	Take OTKE Occupational Therapy Knowledge Exam	15%
Sessions III and IV: Monday, April 18 9am-12pm Wednesday, April	Reflect on OTKE experience in groups with assigned advisor	Begin writing personal Professional Development Plan	15%

20 9am-12pm		with provided template	
Session V: Arrange 1 hour with advisor	Professional Development Plan	Meet with Advisor one on one; Be prepared to discuss how your faith impacts your vision for your professional development plan	20%
Go out on second FW Level II	FW Level II	FW Level II	FW Level II
August 2, 2016 8am-6pm	Therapy Ed Exam Preparation Course		20% attendance
August 3, 2016 8am-6pm	Therapy Ed Exam Preparation Course		20% attendance

Grade Criteria

Grade	Percent	Point Range
A	100-90	900-1000
B	89-80	800-899
C	79-70	700-799
D	69-60	600-699
F	59-0	599-0

Course Policies

ADA Compliance

The ACU Student Disability Services Office (a part of Alpha Academic Services) facilitates disability accommodations in cooperation with instructors. In order to be eligible for accommodations, you must be registered with Disability Services and a separate request must be made for each class in which accommodations are needed. Call extension 2667 for an appointment with the Director of Disability Services.

Attendance

As stated in the ACU Course Catalogue, class attendance is expected. Attendance is imperative for development of understanding and meeting course objectives; therefore, attendance will be recorded. Zeros will be recorded for any quiz, exam or assignment due during or completed in class when a student is absent (only exception: see University Sponsored Events). A student who notifies the instructor when he/she is ill or foresees an absence (NOT University sanctioned) is not

excused from the class without appropriate documentation (i.e. physician documentation).

University Sponsored Absences

It is the student's responsibility to:

1. Arrange to take tests, labs etc. more than 48 hours PRIOR TO THE UNIVERSITY SPONSORED ABSENCE.
2. CHECK before returning to class to determine if an in-class assignment was assigned during University sponsored absence.

Attire and Professionalism

At all class meetings, attire should be comfortable, but in good taste and reflecting professional demeanor. Hats/caps, for males or females, are not to be worn during any test, quiz or other evaluation period.

Academic Integrity

University Policy for Academic Integrity and Honesty:

1. Academic Integrity is defined as academic work completed as assigned for each class by the individual or group responsible for the work. Academic work includes but is not limited to reading assignments, assessments and examinations, attendance at required out-of-class activities, written or oral presentations, laboratory experiments and research.
2. See Academic Integrity and Honesty Policy for details of what constitutes academic dishonesty and resultant disciplinary actions.

www.acu.edu/campusoffices/provost

Cell Phones, Calculators and other Electronic Devices

1. Unless being utilized for academic purposes as instructed by the professor, to prevent disruption of classes, all cell phones must be turned to the OFF or vibrate (w/out sound) setting and put away during class time. No cell phone is to be answered inside the classroom or in close proximity to the classroom door – be courteous with usage just outside the class.
2. With the possibility that sensitive information can be accessed, students are not to leave their phones in sight during examinations. Likewise, students are cautioned that inappropriate use of a cell phone outside of the classroom shall be construed as cheating and result in associated penalties.

Sexual Harassment

Harassment will not be tolerated at Abilene Christian University. As a Christian community, Abilene Christian University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore it is the purpose of this policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the ACU community, including trustees, faculty, staff, students, and volunteers at Abilene Christian University. For a more in-depth

look at the university's anti-harassment policy, full definition of harassment, and procedure for reporting, visit:
[www.acu.edu/campusoffices/studentlife/judicial/For Students/Harassment_Policy](http://www.acu.edu/campusoffices/studentlife/judicial/For%20Students/Harassment_Policy)