

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

6662

**Course Number: New Course OCCT ~~XXX~~ Hand and Upper Extremity Conditions Lab
Degree Plan MSOT**

State the requested change and reason. A memo may be attached if more space is necessary.

For further information see attachments:

MSOT Proposed Degree Plan Catalog Changes

MSOT DEGREE PLAN TABLE

Circle the number that corresponds to the requested change. Degree plan changes are on the second page.

Change to a Course		Dept./School	College Academic	Deans	COUNCIL ³				Provost	President
					TEC	UGEC	UUAC	GRAD		
1.	Title (description unchanged)	A	A	A		I			I	I
2.	Description (not affecting content)	A	A	A		I			I	I
3.	Course term(s)	A	I	A		I			I	I
4.	Content (substantive change)	A	A	A		I			A	I
5.	Number of hours (lecture, lab, contact)	A	A	A		A			A	I
6.	Course number within the hundred	A	A	I		I			I	I
7.	Course number beyond the hundred	A	A	A		A			A	I
8.	Prerequisites	A	A	A		I			I	I
9.	Course fee(s)	A	--	A		--			A	I
10.	From U to G <i>or</i> G to U	A	A	A		A			A	I
11.	Cross list with another department: U or G level	A	A	A		A			A	I
12.	Department of record	A	A	A		A			A	I
13.	Open or close a course	A	A	A		A			A	I
14.	New course — See website for application and process. This change includes combining or splitting a course(s).	A	A	A		A			A	I

Note: When an academic unit does not have a council, the UGEC and/or UUAC will serve as its academic council, depending on the nature of the issue.

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

		COUNCIL ³							President	Faculty	Provost	GRAD	UUAC	UGEC	TEC	Deans	College Academic	Dept./School	Change to a Degree Plan	
1.	University Requirements — Change in approved course content ⁶	A	A	A				A			A									--
3.	University Requirements — Add or drop a course from a menu within the University Requirements ⁶	A	--	--				A			A									--
4.	University Requirements — Change hours within a menu on the University Requirements chart ⁶	A	A	A				A			A									--
5.	Major — Revision of major ^{4,5}	A	A	A				A			A									--
6.	Major — Adopt or change admission requirements	A	A	A				A			A									--
7.	Major — Add ^{4,5}	A	A	A				A			A									I
8.	Major — Discontinue (proposed by the department or college)	A	A	A				A			A									I
9.	Major — Discontinue (proposed by the Provost)	See below.																		
10.	GPA — Revise major or cumulative requirement	A	A	A				A			A									--
11.	Minor — Revise course selection	A	A	A				I			I									--
12.	Minor — Add	A	A	A				A			A									--
13.	Minor — Discontinue (proposed by the department or college)	A	A	A				A			A									--
14.	Minor — Discontinue (proposed by the Provost)	See below.																		
15.	Degree — Add	A	A	A				A			A									I
16.	Degree — Discontinue (proposed by the department or college)	A	A	A				A			A									I
17.	Degree — Discontinue (proposed by the Provost)	See below.																		
18.	Any change to a graduate degree program	A	A	A				A			A									--

		COUNCIL ³							President	Faculty	Graduate	UUAC	TEC	Dean	Department	Provost	Provost-Proposed Change	
1.	Major/Graduate Program — Discontinue (proposed by the Provost)	A	R	R				A			A							I
2.	Minor — Discontinue (proposed by the Provost)	A	R	R				A			A							--
3.	Degree — Discontinue (proposed by the Provost)	A	R	R				A			A							I

Approval Chart for Curriculum Changes

A = Approve I= Information Item¹ R= Advise & Respond²

					COUNCIL ³					
	Change to the Catalog Information	Dept./School	College Academic	Deans	UGEC	UUAC	GRAD	Provost	Faculty	President
1.	General requirements for graduation including course requirements that are common to all majors for all degrees ⁷	--	--	--	A			A	A	A
2.	Admission requirements	--	--	--	A			A	A	A
3.	Policies governing academic probation and suspension	--	--	--	A			A	A	A
4.	Requirements for graduating with honors	--	--	--	A			A	A	A

¹ Councils may request additional information about "Information" items. These items are approved as "Consent Agenda."

² The Dean and Department should respond to the Provost's recommendation to close a program in writing. Advise & Respond (R) requires that the voting body should receive the written responses at least one week prior to the vote.

³ All courses that meet University Requirements for general education must go through UGEC. Courses or degrees offered only to students seeking teacher certification must go through the Teacher Education Council. All undergraduate changes must go before the UUAC. All graduate degree plan changes must go through the Graduate Council.

⁴ A minimum of 30 hours is required for a major. A maximum is specified for each degree (e.g., BA, BS). The university minimum for elective hours is 6, unless the requirements of external accrediting bodies make it impossible.

⁵ Program or course changes that apply to any major that includes Teacher Certification will be reviewed by the college, the Teacher Education Council (TEC), and then the UUAC.

⁶ Courses that satisfy ACU's University Requirements (General Education) will normally have lower-level numbering, be free of prerequisites and co-requisites, appeal to more than one or two majors, and "not narrowly focus on those skills, techniques, and procedures specific to a particular occupation or profession" (SACS 2.7.3). Departments may request exceptions to the first three criteria.

⁷ The UUAC approved the clarification that "general requirements for graduation" means the enumerated items in the "General Requirements for Bachelor's Degrees" section of the catalog.

Revised 8-26-19

Department/School Chair(s)	
<i>Signature</i>	<i>Approval date</i>
<i>Signature</i>	<i>Approval date</i>

See email
confirmation

College Academic Council(s)	
	3-24-2020
<i>Signature</i>	<i>Approval date</i>
<i>Signature</i>	<i>Approval date</i>

Dean(s)	
	3-24-2020
<i>Signature</i>	<i>Approval date</i>
<i>Signature</i>	<i>Approval date</i>

Teacher Education Council	
<i>Chair's signature</i>	<i>Approval date</i>

General Education Council	
<i>Chair's signature</i>	<i>Approval date</i>

Undergraduate Academic Council	
<i>Chair's signature</i>	<i>Approval date</i>

Graduate Council	
<i>Chair's signature</i>	<i>Approval date</i>

Provost	
<i>Signature</i>	<i>Approval date</i>

Faculty	
<i>Chair of faculty senate</i>	<i>Approval date</i>

President	
<i>Signature</i>	<i>Approval date</i>

Application for a New Course v10.7

The addition of this proposed course, **OCCT 662 Hand and Upper Extremity Conditions Lab** is part of a comprehensive plan to improve the delivery of accreditation standard based content in the MSOT degree and align this degree with the OTD degree proposed to begin Fall 2021.

For further information see attachments:
MSOT Proposed Degree Plan Catalog Changes
MSOT DEGREE PLAN TABLE

Application for a New Course v10.7

Discard instructional pages A-C before submitting application

Course ID (<i>Subject and Number</i>)	OCCT 662
---	----------

I. Systems and Catalog Information Complete each item.

1	Course Developer	Department of Occupational Therapy
2	Course Instructor	Donna Walls
3	Course Title	Hand and Upper Extremity Conditions Lab
4	Course Abbreviation for Banner if title is more than 30 characters	
5	College	College of Education and Human Services
6	Department or School	Occupational Therapy
7	Number of Credit Hours	2
8a.	Number of contact hours – lecture	0
8b.	Number of contact hours – lab/activity	2
9	Is the course for a fixed or variable number of credit hours?	Fixed
10	Explanation for variable credit	
11	Is the course repeatable for additional credit?	No
12	Maximum total number of credit hours a student can earn for this course	2
13	What type of course is this? (Select one option. Please see Schedule Type definitions on Page C.)	☐ Traditional lecture ☒ Traditional lab ☐ Traditional lecture/lab ☐ Experiential Learning ☐ Seminar ☐ Studio ☐ Thesis ☐ Dissertation
14	Number of faculty workload hours	2

15	Grade Mode	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	15
17	Catalog Description (50 words or less)	Application of assessment, evaluation, and intervention skills for common conditions of the shoulder, elbow, wrist and hand that limit occupation . Learn use of therapeutic modalities. Fabricate commonly used orthoses.
18	List any prerequisites (course/s, test scores, class standing, major, etc.)	
19	List any corequisites (these <i>must</i> be taken at the same time; note that a single requirement cannot be both a prerequisite <i>and</i> a corequisite)	OCCT 661 Hand and Upper Extremity Conditions
20	If the course is cross-listed, specify the Course ID(s)	
21	Does this course require any additional student course fees?	☒ No ☐ Yes If yes, attach a completed "Request to Add or Change Course Fees" form. Describe in section IV-8.
22a	Will the course be offered in fall terms?	☐ No ☒ Yes If yes: all years
22b	Will the course be offered in spring terms?	☒ No ☐ Yes If yes: all, even, or odd years?
22c	Will the course be offered in summer terms?	☒ No ☐ Yes If yes: all, even, or odd years?
23	First semester this course will be offered under new Course ID. <i>May not be earlier than the coming fall semester.</i>	Fall 2021
24	Is this course required for a degree/s?	☐ No ☒ Yes If yes, attach a revised degree plan(s) reflecting the placement of the new course.

25	Should the addition of this course be retroactively applied to the degree plan it supports? <i>This is rare, and rationale should explain compelling extenuating circumstances.</i>	☒ No ☐ Yes If yes, provide rationale:
26	Has this course been offered as a Special Topics course? <i>New courses are not required to be taught as Special Topics courses prior to approval.</i>	☒ No ☐ Yes If yes, provide course ID, term, and enrollment:
27	List any courses in which the content overlaps the proposed course. (Course ID and Name) <i>Attach a statement from the instructor/dept chair of the existing course justifying the new offering in Section IV-D.</i>	

II. Curriculum

- A. Explain effect on degree plans. If the addition of the course alters degree requirements, submit a separate Approval Chart for Curriculum Change to update the degree plan.

The addition of this course is a part of action based on the program faculty's annual evaluation process.

- B. Justify the addition of this course to the current curriculum, explaining the gap it meets.

The addition of this course allows more effective and efficient address of occupational therapy program accreditation standards.

III. Course Design

- A. Audience and Course Goal
1. Describe the intended audience, including prerequisite skills.
 2. State the overarching course goal(s) in performance terms.

This course is designed as part of advanced instruction in occupational therapy practice provided in the MSOT program. MSOT students will enroll in this course their fourth semester. Focus is primarily hands on training in therapeutic techniques for occupational therapy intervention for the hand and upper extremity.

The overarching goal of the course is skill in applying effective occupational therapy evaluation and intervention for the hand and upper extremity.

- B. Student Learning Outcomes and Measurements

	Student Learning Outcome	Measurement
1	Assess the need for orthotics, and design, fabricate, apply, fit, and train in orthoses and devices used to enhance occupational performance and participation. Train in the safe and effective use of prosthetic devices.	Orthosis fabrication in lab: 1. Volar Wrist Orthosis 2. Functional Position Orthosis 3. CMC Orthosis 4. Thumb Spica Orthosis 5. Dynamic Orthosis Orthosis Final
2	Demonstrate knowledge and use of the safe and effective application of superficial thermal agents, deep thermal agents, electrotherapeutic agents, and mechanical devices as a preparatory measure to improve occupational performance. This must include indications, contraindications, and precautions.	Clinic Visit and Skills Check-off, Modality Assignment

3. Text and Resources

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

Jacobs, M., & Austin, N. (2014). *Orthotic intervention for the hand and upper extremity: Splinting principles and process* (2nd ed.). Baltimore, MD: Lippincott Williams & Wilkins.
ISBN-13: 978-1451145304

IV. Supporting Documentation

Required of all applications	
1	Approval Chart for Curriculum Changes
2	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
3	Instructional Design — The syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center letter.
4	Library — Submit new course application and syllabus to the Library dean's office. Attach the Library's memo.
Attach if applicable	

5	Content Overlap — Include one document for each course you listed in Section I-27. Attach statement from instructor/dept chair of existing course justifying the new offering.
6	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.
7	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.
8	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.
9	Justification — Attach any documents to which you refer in Section II-B.

Hand and Upper Extremity Conditions Lab Syllabus



College of Education and Human Services

Department of Occupational Therapy

OCCT 662 Hand and Upper Extremity Conditions Lab

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.

Course Scripture:

Ecclesiastes 9:10 *"Whatever your hand finds to do, do it with all of your might."*

Credit Hours

2 hours (lab)

Instructor

Donna Walls, OTD, OTR, CHT

Office: Hardin Admin Building Room 315

djw14d@acu.edu

Appointment for office visits are welcomed

Class time and location

Fall 2021

1662 Campus Court

(You will be notified of your assigned lab time)

About the Students

OCCT 661 is a graduate course in the Master of Science in Occupational Therapy degree. An appreciation for the creation of the detailed physiological and anatomical structures of the upper extremity will be discussed throughout the class sessions.

Co-requisite

Students must be concurrently enrolled in OCCT 661 and have satisfactorily completed all courses in the MSOT curriculum sequence that occur prior to this semester.

Course Content**Course Description**

Application of assessment, evaluation, and intervention skills for common conditions of the shoulder, elbow, wrist and hand that limit **occupation**. Learn use of therapeutic modalities. Fabricate commonly used orthoses. Lab

Teaching/Learning Methods

Readings

Guided Discussion

Hands on skill training

Required Texts:**Lab:**

Jacobs, M., & Austin, N. (2014). *Orthotic intervention for the hand and upper extremity: Splinting principles and process* (2nd ed.). Baltimore, MD: Lippincott Williams & Wilkins. ISBN-13: 978-1451145304

Splint Kit:

You will be required to have a splint material kit for lab. These can be purchased in the OT office.

Competencies and Measurements:

ACOTE	SLOs	Instructional Methods	Assessment
B.4.12	Assess the need for orthotics, and design, fabricate, apply, fit, and train in orthoses and devices used to enhance occupational performance and participation. Train in the safe and effective use of prosthetic devices.	Orthosis Fabrication Lab, Readings	Orthosis fabrication in lab: 1. Volar Wrist Orthosis 2. Functional Position Orthosis 3. CMC Orthosis 4. Thumb Spica Orthosis 5. Dynamic Orthosis Orthosis Final
B.4.17	Demonstrate knowledge and use of the safe and effective application of superficial thermal agents, deep thermal agents, electrotherapeutic agents, and mechanical devices as a preparatory measure to improve occupational performance. This must include indications, contraindications, and precautions.	Lecture, Lab, Readings	Clinic Visit and Skills Check-off, Modality Assignment

Course Schedule

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

Session/Date	Lab Topic and readings
Week 1	Anatomy Review Review of ROM and MMT principles
Week 2	Hand/UE evaluation Ch. 4
Week 3	Shoulder and elbow assessment
Week 4	Wrist Assessment Orthosis fabrication principles Finger orthosis J & A pp. 10-25

Week 5	Sensory testing, provocative testing for nerve injuries, peripheral nerve anatomy review Pgs.: 78-80 Bring 3 different colored markers to lab
Week 6	Orthosis fabrication: Volar wrist J & A pp. 177-181
Week 7	Orthosis fabrication: Functional position orthosis J & A pp. 197-203
Week 8	Orthosis fabrication: CMC orthosis J & A 167-169
Week 9/10 (FW I for Peds)	Lab schedule with vary this week due to FW I schedule Orthosis fabrication: Thumb Spica J & A pp. 191- 193
Week 11	Dynamic Orthosis PIP extension assist J & A pp. 228-229
Week 12	Orthosis Final
Week 13	HSU Cadaver Anatomy Review
Week 14	Modalities
Week 15	Modalities Meet at Hendrick Center for Rehab.
Week 16	Modalities Assignment due

Grades:

Functional Position Orthosis	20%
CMC Orthosis	20%
Thumb Spica Orthosis	20%
Modalities Assignment	20%
Orthosis Final	20%

Grade Criteria

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

F	59 or below	500-599
----------	--------------------	----------------

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 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. See Academic Integrity and Honesty Policy for details of what constitutes academic dishonesty and resultant disciplinary actions.

<https://www.acu.edu/community/offices/administrative/office-of-theprovost/academic-integrity-policy/overview.html>

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%20Policy)

Assignments: Assignments are to be turned in on time. Failure to turn in an assignment will result in an automatic deduction of 10% of the max points. Each day thereafter the assignment is late will result in a deduction another 10% further points. If an assignment is more than 3 days late a zero will be recorded.

ABILENE CHRISTIAN UNIVERSITY

LIBRARY

MEMORANDUM

DATE: March 24, 2020
TO: Dr. Catherine Candler
FROM: Mark McCallon, Associate Dean for Library Resources
RE: Course Application for OCCT 662 - Hand and Upper Extremity Conditions Lab

After reviewing the course application and syllabus, the library can adequately support the proposed course. Thank you for letting us examine the course proposal.

Professor Donna Walls
Admin Building 315
(325)674-6524
djw14d@acu.edu

February 27, 2020

Re: Review of OCCT662

Dear Professor Walls,

Thank you for submitting the application for course *OCCT662: Hand and Upper Extremity Conditions Lab*. I have reviewed it based on the ACU New Course Application Guidelines. I find the syllabus to be meeting all the requirements except a few items that I want to bring to your attention:

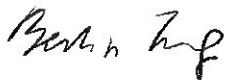
- Some information is included as placeholders for the time being, including meeting time and place, which is fine. Please remember to add them when such information becomes available.
- The page for academic honesty should be:
<https://www.acu.edu/community/offices/administrative/office-of-the-provost/academic-integrity-policy/overview.html>

You can choose to add these items yourself. There is no further need to send it back to Adams Center for review.

Please note that this letter is not meant to be a final approval in the course application process. Your department chair and members of the council may have questions or comments of their own.

If you have any questions, please feel free to let me know. Please also let me know if we can be of any help in the design and facilitation of this course.

Sincerely,



Director of Instructional Design, Adams Center