



## Walters State Community College Course Syllabus

### Course Information

**Course Number and Name:** OTAP 1220 OT Documentation w Level IA

**Section ID:** 81381.202380

**Semester and Year:** Fall 2023

**Credit Hours:** 2

**Start Date:** August 21, 2023

**End Date:** December 08, 2023

**Course Format:** CON - Conventional Methodology

**Catalog Course Description:** Course introduces concepts and strategies for OT documentation and includes a Level I Fieldwork experience. Fieldwork experience includes opportunities for documentation practice, directed client observation, and participation in delivery of OT services as appropriate for assigned setting. Prerequisite(s): BIOL 2010/2011, BIOL 2020/2021. **As needed**

**Meeting Details:** R; 09:00AM - 11:00AM; GRNV 246

**Course Drop Deadline:** October 27, 2023

### Instructor Information

**Name:** Jennifer Lawson

**Role:** Associate Professor, Academic Fieldwork Coordinator

**Office Location:** WSGC2 289

**Office Hours:** Mondays, by appointment

**Office Phone:** 423-798-7972

**Email:** Jennifer.Lawson@ws.edu

**Supervisor Name:** Courtney Boren

**Supervisor Phone:** 423-798-8183

**Secretary Name:** Dawn Woodley

**Secretary Phone:** 423-798-8187

**Name:** Courtney Boren

**Office Location:** WSGC2 291

**Office Hours:** Mondays and Thursdays 10-12, 1-3

**Office Phone:** 423-798-8183

**Email:** Courtney.Boren@ws.edu

**Supervisor Name:** Sheila Williams

**Supervisor Phone:** 423-585-6992

## Required Textbook(s) and Materials

**OTA's Guide to Documentation: Writing SOAP Notes, Fourth Edition**

**ISBN:** 978-1-63091-296-3

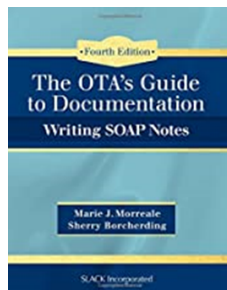
**Authors:** Marie J Morreale, OTR/L CHT; Sherry Borcharding, MA OTR/L

**Publisher:** Slack

**Publication Date:** 2017

**Edition:** Fourth

**Additional Information**



**International Clinical Educators Learning Center**

**Subtitle:** Video Library- Password: ws2017

**Additional Information**

<https://videos.icelearningcenter.com/waltersstatecommunitycollege>

## Student Learning Outcomes/Objectives

- 1. Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner.
- 2. Recommend to the occupational therapist the need for termination of occupational therapy services when stated outcomes have been achieved or it has been determined that they cannot be achieved. Assist with developing a summary of occupational therapy.

- 3. Document occupational therapy services to ensure accountability of service provisions and to meet standards for reimbursement of services. Documentation must effectively communicate the need and rationale for occupational therapy services and must be appropriate to the context in which the service is delivered.
- 4. Describe the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator.
- 5. Engage in the consultative process with persons, groups, programs, organizations, or communities in collaboration with inter- and intraprofessional colleagues. (2018 ACOTE B.4.19; Fieldwork Assignment 3, Documenting the Occupational Therapy Process PWPT, ICE Videos)
- 6. Documentation must effectively communicate the need and rationale for occupational therapy services. (2018 ACOTE B.4.29; Midterm and Final)

## Academic Program Standards/Policies/Accreditation Information

### Level IA Fieldwork Objectives

1. Document occupational therapy services to ensure accountability of service provisions and to meet standards for reimbursement of services. Documentation must effectively communicate the need and rationale for occupational therapy services and must be appropriate to the context in which the service is delivered. (ACOTE B.4.10)
2. Effectively interact through written, oral, and nonverbal communication with the client, family, significant others, colleagues, other health providers, and the public in a professionally acceptable manner. (ACOTE B.5.20)
3. Understand when and how to use the consultative process with specific consumers or consumer groups as directed by an occupational therapist. (ACOTE B.5.26)
4. Recommend to the occupational therapist the need for termination of occupational therapy services when stated outcomes have been achieved or it has been determined that they cannot be achieved. Assist with developing a summary of occupational therapy. (ACOTE B.5.31)
5. Describe the ongoing professional responsibility for providing fieldwork education and the criteria for becoming a fieldwork educator. (ACOTE B.7.8)
6. Articulate emerging understanding of psychosocial factors and their impact on occupational performance. (ACOTE C.1.3)

## Course Objectives

1. Effectively communicate in the clinical setting through written, oral, and nonverbal interactions.
2. Demonstrate effective documentation and communication skills that articulate service provisions, meet reimbursements standards, and convey rationale for services rendered.
3. Recognize the need for therapy termination based on achievement of goal or lack thereof and provide recommendation to occupational therapist.

## Relationship to Curriculum Design

- Offered within the introductory foundational courses – “What is Occupational Therapy”  
Foundational skills and information about occupation, the profession and practice settings.
- This course introduces students to the basics of OT documentation, reimbursement and the SOAP note writing process. Documentation assignments focus on learning to write client centered SOAP notes based on the concept of the PEO model. The student completes these assignments in preparation for submission of the Level 1 fieldwork assignments, which reflect the same PEO, client centered focus in the clinical setting. This course primarily addresses the “Occupation” and highlights the “Person” of the PEO model in the SOAP note writing process.
- Students will complete a one-week fieldwork experience as well as stated lecture and documentation coursework. Fieldwork Level I A explores **professionalism** in both writing and presence as well as directed **client observation** and interactions. The combination of the semester co-requisites coupled with this Fieldwork Level I A design develops understanding and application of the basic tenets of occupational therapy. Students will explore these tenets on site and discuss them during the lecture component of the fieldwork curriculum.
- Course components are foundational, and will be built upon, explored, and applied in the subsequent OT Documentation and Fieldwork Level I B course in the following semester. This course most closely relates to Bloom’s Taxonomy levels of Remember, Understand, and Apply.
- Curricular Threads: Discovering occupational beings across the lifespan, promoting occupational performance, and Developing the professional

## Instructional Approach and Methods

In-person, Thursdays 9am-11am

Level I A Fieldwork Rotation, On-Site, October 2nd-6th, 2023

# Assessment, Evaluation and Testing Procedures

Lecture, assigned readings and demonstration

In-class work

Documentation Assignments

Fieldwork Assignments and Evaluation

Documentation Testing

Fieldwork Presentation

## Grading Scale

A	930-1000
B	850-929
C	750-849
D	749-651 is failing
F	650 and below is failing

## Assignments

Grade Item	Description	#	Score	Total (each)score
Assignments	Written demonstration of applied knowledge of topics	4	25	100
Fieldwork Manual Quiz	Demonstrate knowledge of the fieldwork component of program	1	5	5
Fieldwork Presentation	Demonstrate ability to communicate professionally, orally	1	100	100
Mid-Term Exam	Demonstrate ability to communicate professionally, in writing	1	150	150
Final Exam	Demonstrate ability to communicate professionally, in writing	1	150	150
Fieldwork Written Assignments	Demonstration and sharing of knowledge about the OT process as applied to physical and psychosocial concerns.	3	100	300
Fieldwork Evaluation	Clinical Instructor's critical evaluation of student performance during FW experience.	1	155	155

Student Evaluation of Use of critical evaluation skills of fieldwork experience.	1	40	40
Fieldwork Experience			
<b>TOTAL</b>		13	1000

## Class Participation

Refer to course participation and attendance policy in OTA Handbook.

## Online/Web-Enhanced Course Supplementary Information

Students are required to have Microsoft Teams, eLearn, and Remind for communication and participation in this course.

## Academic Honesty

Faculty expect all students to refrain from acts of academic misconduct including but not limited to:

1. Plagiarism - refers to using another person's ideas or writing without giving proper credit to the original source. Indulging in this type of conduct will subject the student to disciplinary sanctions, which may be imposed through the regular institutional procedures of Walters State Community College as outlined in the Student Handbook. Plagiarism will result in a grade of "0" for the paper/exam/presentation. Student Conduct and Disciplinary Sanctions contained in the college Catalog/Student Handbook apply (see policy 04:18:02 Disciplinary Sanctions).

Plagiarism includes, but is not limited to the following:

- a. Using cut/paste tool from original document with no references given.
  - b. Copying another student's work and submitting it as one's own.
  - c. Forging or otherwise altering signatures.
  - d. Giving or falsifying academic documents or materials.
2. Cheating - construed as attempting to deceive or mislead which includes, but is not limited to the following:
    - a. Utilizing old tests, projects, notes or written papers.
    - b. Providing unauthorized information to a fellow student about exam content.
    - c. Receiving unauthorized aid from any source with quizzes, examinations, or other assignments.
    - d. Seeking information in an unacceptable manner during/preceding an exam or other assigned work (cheat sheet, verbal exchange, looking at another person's paper or

- electronic device, utilizing headphones, using textbook when the test/quiz is not an open book test/quiz, using textbook test bank etc.).
- e. Consulting with a classmate or others when taking a computerized test.
  - f. Disregarding other specific policies and procedures outlined for a particular class.
  - g. Utilizing unapproved technology/electronic equipment during testing (i.e.: mobile devices such as cell phones, smart devices, or tablets, etc.).
  - h. Using the same Internet Protocol network address (IP address) as another student for testing without approval from the course faculty.
3. The use of any generative artificial intelligence (AI) tool, such as OpenAI's ChatGPT, Google's Bard, or any other pre-trained language model (commonly referred to as "chatbot"), must be cited for any assignment where it has been used and may not be used unless specifically allowed by your instructor. Please see your instructor or the course policies within the syllabus if you have questions.

## Student Resources

### TUTORING SERVICES

Students in need of tutoring assistance are encouraged to contact the Office of Student Tutoring located as follows:

- Morristown Campus - Student Services Building Room L107 - (423) 585-6920
- Niswonger Campus - GRNV 226 - (423) 798-7982
- Sevierville Campus - MMH Room 210 - (865) 286-2787
- Claiborne Campus - Room 123A - (423) 851-4761

Specific tutoring assistance in mathematics and writing is available in-person and online as follows:

- Morristown Campus - English Learning Lab - HUM 120 - (423) 585-6970

[Walters State English Learning Lab \(opens in new window\)](https://www.walters.edu/academics/humanities/writing-lab)  
[ws.edu/academics/humanities/writing-lab](https://www.walters.edu/academics/humanities/writing-lab)

- Morristown Campus - Mathematics Lab - MBSS 222 - (423) 585-6872

[Walters State Mathematics Learning Lab \(opens in new window\)](https://www.walters.edu/academics/mathematics/learning-lab)  
[ws.edu/academics/mathematics/learning-lab](https://www.walters.edu/academics/mathematics/learning-lab)

### TECHNOLOGY SUPPORT

Students who need assistance with computing and technology issues should contact the IET Helpdesk by phone at Morristown: (423) 318-2742; Niswonger: (423) 798-8186; or Sevierville: (865) 286-2789 or on-line access.

[Walters State Helpdesk \(opens in new window\)](#)

[helpdesk.ws.edu](http://helpdesk.ws.edu)

## **STUDENTS WITH DISABILITIES SUPPORT SERVICES**

Students with disabilities must register with Student Support Services each semester in the Student Services Building, Room U134 (phone (423) 585-6892) if they need any special facilities, services, or consideration.

[Walters State Student Support Services \(opens in new window\)](#)

[ws.edu/student-services/disability/](http://ws.edu/student-services/disability/)

## **SUICIDE PREVENTION STATEMENT**

Walters State is committed to and cares about all students. Support services are available for any person at Walters State who is experiencing feelings of being overwhelmed, hopelessness, depression, thinking about dying by suicide, or is otherwise in need of assistance. For immediate help, contact the National Suicide Prevention Lifeline by calling or texting 9-8-8 or the Trevor Lifeline at 1-866-488-7386. Veterans may also contact the Veterans Crisis Line at 1-800-273-8255 (press 1) or Text 838255.

Walters State has a relationship in place with the following community agencies to provide services (may include crisis referral services, prevention screenings, etc.):

- Cherokee Health Systems 423-586-5032
- Frontier Health 423-467-3600

# **College Policies**

## **STUDENTS HANDBOOK AS OFFICIAL GOVERNING DOCUMENT**

This class is governed by the policies and procedures stated in the current Walters State Community College Student Handbook. All students attending Walters State Community College, regardless of the time, location, or format of the class, must abide by the rules and regulations outlined in the current Walters State Catalog/Student Handbook and the current Walters State Timetable of Classes.

[Walters State Catalog \(opens in new window\)](#)

[catalog.ws.edu/](http://catalog.ws.edu/)

[Walters State Timetable of Classes \(opens in new window\)](#)  
[ws.edu/admissions/registration/](http://ws.edu/admissions/registration/)

## **PURPOSE, LIMITATIONS AND MODIFICATION OF SYLLABUS**

This syllabus sets forth the expectations for the course content, work, and grading as well as expectations for student performance and conduct. The syllabus does not constitute a contract between the student and the instructor or the College. The information contained here is subject to change at any time. The instructor reserves the right to modify this syllabus at any time with written notification to the students. Though changes are possible, it is expected that the course will be conducted as described in this syllabus for the semester/year specified in the Course Information section of the syllabus. This syllabus is only valid for the semester/year specified and course requirements are not guaranteed for future semesters.

## **COURSE GROUND RULES**

- Students must attend the first day of on-ground class or contact the instructor prior to the first class. Failure to do this may result in being dropped from the class. Excessive absences may substantially lower the course grade.
- Regular class attendance is a student's obligation for any course regardless of format. (See the Walters State Catalog/Student Handbook). If a student misses class, it is his or her responsibility to contact the instructor regarding missed assignments and/or activities and to be prepared for the next class assignment.
- Students enrolled in web courses must follow the course attendance policy defined for online attendance during the first week of class and throughout the term. Failure to do this may result in being dropped from the class during week one OR may result in the accrual of absences which may negatively impact the student's grade in the course.
- Students who have not paid fees on time and/or are not correctly registered for this class and whose names do not appear on official class rolls generated by the Walters State student information system (MyWS) will not be allowed to remain in class or receive credit for this course.
- Electronic devices must not disrupt the instructional process or college-sponsored academic activity. Use of electronic devices is prohibited unless use of the device is relevant to the activity and use is sanctioned by the faculty member in charge. Electronic devices that are not relevant to the activity or sanctioned by the faculty member in charge should be set so that they will not produce an audible sound during classroom instruction or other college-sponsored academic activity.

## **FINANCIAL AID**

Students receiving any type of financial aid or scholarship should contact the Financial Aid Office before making any changes to their schedule. Schedule changes without prior approval may result in

loss of award for the current term and future terms.

All forms of student Financial Aid may be jeopardized or lost due to the lack of Satisfactory Academic Progress in one or multiple courses. Lack of Satisfactory Academic Progress may negatively impact a student's degree/certificate completion pace and further jeopardize Financial Aid eligibility.

## **CANCELLATION OF CLASSES AND ACADEMIC CONTINUITY**

For information related to the cancellation of classes due to inclement weather or other events, please check the Senators Emergency Text system or the college's Web site at:

[Walters State Homepage \(opens in new window\)](https://www.waltersstate.edu/home/)  
[ws.edu/home/](https://www.waltersstate.edu/home/)

[Walters State Facebook page \(opens in new window\)](https://www.facebook.com/WaltersState/)  
<https://www.facebook.com/WaltersState/>

[Walters State Twitter page \(opens in new window\)](https://twitter.com/waltersstate)  
<https://twitter.com/waltersstate>

or call the college's student information line, 1-800-225-4770, option 1; the Sevier County Campus, (865) 774-5800, option 7; the Niswonger Campus (423) 798-7940, option 7; or the Claiborne County Campus, 423-636-6200, option 7. Also, please monitor local TV and radio stations for further announcements.

When an event or disaster interrupts the scheduled operations of the college and the ability to proceed with the academic course activities as planned, the college and your instructor may alter the course plan outlined in the syllabus. Should an event occur, students should refer to their course e-Learn pages and/or class materials previously delivered to receive guidance from their instructor. Students should continue to monitor the official college channels of communication listed in the above paragraph. If you would like to sign up for the Senators Emergency Text system, please go to the following Web site:

[Senator Emergency Text System \(opens in new window\)](https://www.waltersstate.edu/set/)  
[ws.edu/set/](https://www.waltersstate.edu/set/)

Dual Enrollment students attending on a high school campus should refer to the high school inclement weather cancellations.

## **LEARNING MANAGEMENT SYSTEM**

Brightspace (commonly known as eLearn or D2L) is the college's Learning Management System (LMS).

Brightspace is committed to accessibility by "deliver[ing] a learning experience that meets the needs of all people, regardless of age or ability." [Brightspace Accessibility Standard \(opens in new window\)](#)

Brightspace is also committed to guarding student data and privacy. [Brightspace Privacy Policy \(opens in new window\)](#).