

Distance Learning
M.H.S. in Occupational
Therapy
Student Manual

UF | College of Public Health
& Health Professions
UNIVERSITY *of* FLORIDA

Department of
Occupational Therapy

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**2009 Distance Learning M.H.S. in Occupational Therapy
Student Manual
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I. Overview

The Distance Learning Master's of Health Science (MHS) in Occupational Therapy program is designed to improve the knowledge and skills of working occupational therapists for practice in the complex and challenging health care system. The goal of the MHS degree curriculum is to prepare occupational therapy professionals to respond to emerging practice areas, assume leadership roles, and function more independently in a comprehensive occupational therapy practice.

This 36-credit, non-thesis program is designed to be completed in six semesters at one course per semester for a total of six on-line courses. Students complete coursework and interact with instructors and classmates through a distance education format and are required to come to the UF campus for a Professional Development Seminar as part of the Professional Development course. A written Comprehensive Examination is required. Upon successful completion of the program, students are awarded the Master's of Health Science (MHS) in Occupational Therapy.

Upon completion of the program, graduates will have demonstrated competency in:

- Application of theoretical foundations of occupational therapy practice with an emphasis on constructs of occupation and neurobehavioral infrastructure for human occupation in their area of specialized service delivery.
- Application of advanced knowledge and skills in leadership, healthcare management, consultation, and independent practice to their current work setting.
- Application of a broadened understanding of the US health care system, international health care systems, public policy issues, a public health perspective, and relevant issues and trends to occupational therapy service delivery.
- Application of theory, strategy, and technology for intervention and promotion of health, safety, and independence for selected client populations.
- Application of concepts of evidence based practice and rehabilitation outcomes to their area of specialization in occupational therapy practice.
- Application of their expertise in a self-selected area of professional growth and articulation of the supporting evidence related to this topic.

Upon completion of the Introduction of Public Health for the Health Professions course, students will be able to:

- Discuss the strengths and weaknesses of the structure of the public health system in the United States
- Describe the five core areas of public health
- Relate public health principles and methods to clinical psychology, audiology, occupational therapy, physical therapy, and speech and language professions, as well as research in rehabilitation sciences, health services research and epidemiology.
- Identify resources for monitoring health conditions of disciplinary concern at the community level
- Describe how health is measured and compared across regions or populations
- Specify how public health interventions are created, implemented, and evaluated
- Describe how the safety of the environment is ascertained and improved

II. Student Information

The University of Florida

Welcome fellow Gator! As a student of the University of Florida, you join over 45,000 students enrolled in Florida's largest and oldest State University. The University of Florida is a public, land-grant research university, one of the most comprehensive in the United States; it encompasses virtually all academic and professional disciplines. UF is a member of the Association of American Universities which was founded in 1900 by a group of fourteen universities offering the Doctorate of Philosophy degree. The AAU currently consists of sixty-one universities and serves to assist in developing national policy positions on issues that relate to academic research along with graduate and professional education. The faculty and staff at the University of Florida are dedicated to the common pursuit of the University's threefold mission: education, research, and service.

The UF Community

Although you are not taking classes on campus or living in the Gainesville area, you are just as much a part of this university as the typical student. You have full student privileges including use of the library (many online features are available) and e-mail through GatorLink. It is students like you, willing to take part in an innovative educational program, who make this university so great. So be proud to wear your orange and blue!

Gator 1 Card

The Gator 1 Card is the official University of Florida picture ID card. It is required for ALL STUDENTS and is necessary to fully access the UF libraries online as well as to participate in on-campus activities. The Gator 1 Card has your UF ID number, an eight-digit number that identifies you to the University of Florida. Please keep this number secure.

You may obtain a Gator 1 Card by sending the OT Department a check for \$15.00 made out to "University of Florida" and a 3x5, 4x6, or larger color photograph, with the requestor's head at least 2 inches in size or larger (from top of head to chin) is required. Print the requestor's name and UFID on the reverse side of the photo - do not use a liquid ink pen such as a roller ball or soft tip. Professional color head/neck photos are acceptable in 5x7, 8x10, or larger sizes. All photos will be returned. Passport-size photos are not acceptable as they are too small to allow creation of the digital image used to produce your Gator 1 card. Items that obscure any physical features are not permitted in the photo. These include but are not limited to: hats, scarves, sunglasses, bandanas, sweatbands, and golf visors. Head coverings worn for religious reasons, such as Muslim headdress, are acceptable.

Send check and photo to:

Beth Price, Program Coordinator
Distance Learning Master's
Department of Occupational Therapy
P.O. Box 100164
Gainesville, FL 32610

More information about Gator 1 Cards may be found at:
http://www.gator1card.ufl.edu/Gator1C_info.asp.

Integrated Student Information System (ISIS)

ISIS is the “Hub” of student access to your records for grades, financial aid, transcripts, etc. It is located at www.isis.ufl.edu. Once you are registered as a UF student, you automatically receive a default personal identification number (PIN) that you can use to access ISIS. Your default PIN is your MMDD of birth (4 digits). For example, 0312 is for a birthday of March 12. It is recommended that you change this PIN to a 4-digit number only you know, such as a familiar number that you will remember (i.e. your ATM PIN).

GatorLink Account

GatorLink is both a computer ID and a suite of services that allow access to a variety of UF campus computing resources. Every student, faculty and staff member is encouraged to get a GatorLink ID. Free services, including a free mailbox (your GatorLink username@ufl.edu), free dialup quota and web space are available to students, faculty and staff. Other campus services require a GatorLink sign on to *authenticate your identity* and there are also some fee-based services.

All students must have a GatorLink account with a username and password to access online classes. To set up a GatorLink account, you must be registered as a University of Florida student.

To sign up for Gatorlink:

1. Go to www.gatorlink.ufl.edu.
2. Follow the directions to “Create a New Account”
3. Once you have created your GatorLink Username and Password WRITE THEM DOWN and DO NOT FORGET THEM! You will use this information to login to WebCT for your courses.

**If you forget your GatorLink password, you can have it reset over the phone.
The phone number is 352-392-4357.

Using the UF Libraries

Once you have set up your GatorLink account and obtained a Gator 1 Card, you will have full online access to the UF Libraries. The main library for the Department of Occupational Therapy is the Health Science Center Library www.library.health.ufl.edu. A link for Distance Learning is on the main library home page. Many online journals you will use in your classes will be available through the UF libraries. Information on accessing library resources from home, finding electronic journals and searching through online databases is available. Nita Ferree, Liaison Librarian to the Department of Occupational Therapy, is also available to answer questions at nita@library.health.ufl.edu. Links to tutorials to assist you in using the library effectively and efficiently are located in Unit 1 of every course in the program.

Minimum computer requirements

Please see the OT Distance Learning website <http://otdlm.php.ufl.edu> for minimum computer requirements. All of the computer content we design for this program will be able to run on a computer that meets the University of Florida minimum requirements.

Connection Speed

Broadband internet connectivity, such as DSL or cable, is strongly recommended for the best experience. The minimum connection device that will be supported is a 56k modem, however, some features of our courses, such as the streaming videos, will be difficult to use with such limited bandwidth. If no type of broadband connectivity is available for your residence, you might consider seeking other locations in your area to connect to the internet, such as coffee shops, bookstores, libraries, colleges/schools, or other hotspots.

Browser Support

The web browser is your interface to the E-Learning system, so it is critical that you are using a supported browser and the browser settings are properly tuned. The most common browser used on Windows systems is Internet Explorer (IE). Other browsers that work with the E-Learning system include Netscape and Mozilla, with Safari proving to be a reliable browser choice for the Mac. To check whether you have a supported browser version and to learn how to configure your browser for the E-Learning system, visit <http://www.webct.com/tuneup>. Even though the E-Learning system claims it supports the AOL browser, AOL is not always reliable.

III. Registration

How to Register for Classes

Registration forms and instructions will be available on the WebCT course site approximately 2 weeks prior to the registration deadline. You will need to download and print out the forms, fill them out completely and fax or mail with your payment prior to the registration deadline. Registration will not be completed until *full payment* for classes is received. Beth Price is available to assist you. Contact her via phone 352-273-6131 or email zprice@php.ufl.edu.

Registration Deadlines

Registration deadlines are strictly adhered to. Remember that registration is not complete until tuition payment has been received.

Non-Degree Registration

Non-degree registration is used in the following circumstance:

Special Program Registration - Programs sponsored by the University of Florida.

In the Distance Learning Program for the Master of Health Science Degree in Occupational Therapy, this would apply to an occupational therapist who wishes to take one of the courses in the program but does not intend to enroll in the program and pursue a master's degree. Approval from the Program Director is required for registration for this purpose.

A completed Immunization form must be submitted to the Student Health Care Center prior to registration.

IV. Course Materials

Textbooks

Required textbooks are posted on the OT Distance Learning website <http://otdlm.php.ufl.edu> under the Current Student section approximately one month prior to the start of classes.

Obtaining Course Materials

You may be able to purchase textbooks through a local bookstore, the publisher, a local college or university bookstore, or you can also order online at such book sellers as www.amazon.com, www.barnesandnoble.com/, www.buy.com/, or a similar company.

While the majority of course materials are on the course website, additional course materials (i.e. videotapes, journal articles, etc.) may be shipped to your home as needed.

V. Financial Information

Payment

Tuition is \$1525 per semester for in-state residents and \$3050 per for out-of-state residents. This does not include textbooks, but does include additional course materials.

You must return your course registration, tuition form, and payment to the OT Department so that they are received by the deadline on the form. If paying by credit card (Visa, MasterCard, or American Express only), you will need to mail the form or call our office with your credit card information as we can no longer accept credit card information by fax. Debit cards are not accepted. If applying by check, be sure your check is made payable to the "University of Florida", and write your UF ID number on the check.

Returned checks and declined credit cards may result in your withdrawal from the course. We will attempt to give you 24 hours to rectify the situation, but registration deadlines will be strictly enforced.

Tuition Receipts

A receipt will be sent to your permanent address following completion of registration.

Withdrawal/Refund Policy

In order to receive full or partial refunds and a "W" symbol as a final grade, a written request to withdraw must be provided. Written notification of withdrawal from a course should be e-mailed to epugh@phttp.ufl.edu or sent to:

Emily S. Pugh, Program Director
University of Florida
Department of Occupational Therapy
Distance Learning Master's Program
P.O. Box 100164
Gainesville, FL 32610

Please see the academic calendar for dates and deadlines for withdrawals. The academic calendar is available on the main UF website at <http://calendar.ufl.edu/>. In the upper right corner, click on Academic Calendar.

Financial Aid

Financial aid/scholarships are not available through the Department of Occupational Therapy for distance learning students. However, students are advised to seek out private loans, scholarships and tuition reimbursement. VA Educational Benefits may also be used for those who qualify. There is currently no mechanism in place for fee deferment in the Distance Learning Master's program. Therefore, all students receiving financial awards must do so on a reimbursement basis. The program's registration deadlines must be observed and cannot be dependent on receipt of financial aid. If the registration deadline cannot be met, students may postpone their registration until the following semester.

You may contact the Assistant Director for Student Financial Affairs, Mike Menefee, at (352) 273-6202 or mmenefee@ufl.edu or visit the website: <http://www.sfa.ufl.edu/>

Fieldwork Educator Discounts

Discounts on tuition will be given to students who supervise University of Florida occupational therapy Fieldwork II students. Please contact the Distance Learning Program Coordinator for details.

Military and Veterans Partial Scholarships

Partial scholarships will be given to students who are currently members of the US Military Services and veterans. Please contact the Distance Learning Program Coordinator for details.

VI. Classes on the Internet

Accessing e-Learning

e-Learning is the course management system used by the Distance Learning M.H.S. in OT program. Program courses may be accessed via <http://lss.at.ufl.edu/>. You will need to login using your GatorLink username and password.

e-Learning Email

The primary mode of communication in this program is through e-Learning email; *therefore it is imperative that you check your e-Learning email daily*. You are also asked to correspond with the instructor using your e-Learning email. The e-Learning system does have a tool to forward incoming emails to an address of your choice. However, because e-Learning is a closed system, you must enter the course to initiate or respond to all emails received.

Discussion Forums

Discussion Forums are focused discussions that occur over time (i.e., asynchronously) rather than in “real time” (synchronously) with a group of classmates. Typically, you will be in a discussion group with 10-12 other students. The instructor will post a question or topic and you will enter your response to it on the discussion board. You will read what your classmates have written about the topic and respond to something they wrote.

You will respond to these questions in the Discussion area of your e-Learning course. In order to participate in the “discussion” you must also make responses to other students.

Participation in all discussion forums is required and must occur in the week or time period that they are assigned. Discussions are time-limited so you must participate promptly. Please note that you are expected to respond thoughtfully during each discussion topic.

Your instructor will be able to review the discussions and provide you feedback regarding your performance as a participant. Here is a typical format for grading participation in a discussion forum (Powers, 1999):

Topical: Entry relevant to the current subject matter.

Concise: Message is contained within a single screen.

Provocative: Entry prompts others to reply.

Substantial: Message asks a question that prompts more discussion, provides an answer which makes others explore, or explains/expands a concept.

Timely: Reply is entered in a timely manner that maintains discussion.

Logical: Entry clear, supported by facts and valid inferences.

Grammar: Entry grammatically correct.

Review Discussion postings frequently, if not daily. You are responsible for additional information posted on the Discussion Forum. This is an important communication tool for exchange of information and is a handy way for the instructor to provide you with timely information about something that is going on in the course. Monitor this regularly.

Readings and Presentations

Complete all readings and view all presentations during the week that they are assigned. Unless otherwise noted, all presentations will be on the e-Learning course. You can play presentations directly from the course links, including streaming video and audio presentations. Just as in an on-campus class, once the semester ends, video and audio presentations are no longer available.

Assignments

You will submit all assignments using e-Learning. *We strongly recommend you organize and save all written work for each course into one file for future reference. It should be a useful tool when preparing for the Comprehensive Examination and may be a resource for your clinical practice in the future. It is good practice to backup your work regularly.*

Weekly Online Chats

Once a week you will be required to participate in a one-hour chat with your instructor and classmates. Chat times will be posted in your course syllabus and may vary each semester depending upon the needs of the participants.

During the chat, please keep personal comments to a minimum as this is a time to ask questions regarding class assignments or course content. You are welcome to use other designated chat rooms for personal communication at other times.

Small Group Chats

You and your classmates may interact in a chat room on your own, aside from the Weekly National Chats with the instructor. You collaborate with the other participants in your group to establish a schedule for the chats and meet in the chat room as needed. There are several different rooms from which you may select.

Streaming Video

Most course units will be accompanied by streaming videos of your instructor or expert presenters. You will need to download Real Player® from www.real.com (the basic model is available at no cost) to watch the videos. Please be aware that the quality of the videos may vary depending on the speed of your Internet connection.

Course Evaluations (Surveys)

You will be asked to evaluate the course, instructor, and program each semester. These course evaluations are strictly anonymous so we encourage you to be honest in your responses. Information gathered from the course evaluations will be used to modify future classes. Course evaluations will be announced at least 2 days prior to availability and may be accessed by clicking on "Surveys".

Technical Problems

If you experience technical difficulties while using the discussion, chat, or uploading/downloading assignments, please contact the IT Specialist, Jason Rogers via e-mail (jhodge@php.ufl.edu) or toll free (866) 878-3297 from 9am – 7pm EST. Support for basic e-Learning functions is also provided by the UF Computing Help Desk from 8am-5pm EST Mon-Fri and 6:00pm-10:00pm EST Sun-Thurs at (352) 392-HELP or helpdesk@ufl.edu.

Additional information and online manuals/tutorials may be found on UF's e-Learning Support Services website <http://lss.at.ufl.edu/>.

Weekly Schedule

The electronic week begins on Sunday at 12:01 A.M and ends on Saturday at midnight. This is based on your local time zone and will be used for determining the promptness of your assignments. However, carefully check the syllabus of each course for assignment due dates as they may vary. Days of the week are:

Day 1 Sunday
Day 2 Monday
Day 3 Tuesday
Day 4 Wednesday
Day 5 Thursday
Day 6 Friday
Day 7 Saturday

Weekly Assignment Due Dates

The "school week" begins each Sunday at midnight and ends the following Saturday at 11:59 PM ET. Weekly assignments are due on Sunday, the next day after the school week ends, by 10:00 PM ET unless otherwise noted in the course unit.

VII. Course Policies

Instructor Response Time

Instructors normally check messages once per day and respond within 24 hours. Feedback on assignments is usually provided within seven days of receipt.

University Honor Code and Academic Honesty Policy

In this distance learning program we are particularly sensitive to students submitting independent work and to using complete and accurate referencing in complying with the University of Florida Rules – 6CI-4.017 The Student Honor Code as follows.

All students are required to abide by the Student Honor Code, which has been accepted by the University. Each student is required to subscribe to the Code upon registration each semester by signing the following pledge, which is contained on the "Course Request Registration Form":

I understand that the University of Florida expects its students to be honest in all of their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action, up to and including expulsion from the University. We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity. On all work submitted for credit by UF students, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

*The above statement must be included on all assignments.

Student Rights and Responsibilities, including the Standard of Ethical conduct and Academic Honesty Guidelines are available at <http://www.dso.ufl.edu/studentguide/studentrights.php#ethicalconduct>

The UF Student Honor Code is available at <http://itl.chem.ufl.edu/honor.html>.

A student must always submit work that represents his or her original words or ideas. If this is not the case, the relevant source must be cited using APA format. Words or ideas that are not your own require citations and include, but are not limited to, hardcopy or electronic publication, and identifiable verbal and visual communication.

Academic dishonesty in the online environment would include representing words and ideas as your own when they were taken from the work of someone else. It could also include: having a tutor or friend complete all or part of your assignment; having a reviewer make revisions in your assignment; copying work previously submitted from another student. *It is important to read, understand and abide by the Student Honor Code.*

Student Grievance Procedure

DEFINITION

A grievance is defined as dissatisfaction occurring when a student believes that any decision, act, or condition affecting him or her is illegal, unjust, or creates unnecessary hardship. Such grievances may concern, but are not limited to, the following: academic problems (excluding grades, except when there is an allegation of illegal discrimination or where a grade penalty has been imposed without proper authority); mistreatment by any university employee; wrongful assessment of fees, records and registration errors; student employment and discrimination because of race, national origin, sex, marital status, religion, age, or disability.

GRIEVANCE PROCEDURE

Prior to invoking the procedures described below, the student is strongly encouraged to discuss his or her grievance with the person(s) alleged to have caused the grievance. The discussion should be held as soon as the student first becomes aware of the act or condition that is the basis of the grievance. Additionally, or in the alternative, the student may wish to present his or her grievance in writing to the person(s) alleged to have caused the grievance. In either case, the person alleged to have caused the grievance must respond to the student either orally or in writing.

INITIAL REVIEW

If a student decides not to present his or her grievance to the person(s) alleged to have caused the grievance, or if the student is not satisfied with the response, he or she may present the grievance in writing to the next level supervisor. The next level supervisor should conduct an informal investigation as warranted to resolve any factual disputes. Upon the student's request, the supervisor shall appoint a fact-finding panel of no more than three persons to conduct an investigation. The supervisor must state the terms and conditions of the investigation in a memorandum appointing the fact-finding panel. A fact-finding panel appointed hereunder shall have no authority to make recommendations or impose final action. The panel shall be limited to determining and presenting facts to the supervisor.

The supervisor's disposition of the grievance shall be reported to the student in writing and shall inform the student of the right to seek review by the appropriate Vice President. The supervisor's response should be transmitted to the student within 10 business days from the date the written grievance was received. If the disposition extends beyond the 10 business days the supervisor should inform the student of the delay and the expected response date.

Additional assistance and information concerning the names, office locations, and telephone numbers for the contact persons may be obtained from the Dean of Students Office, P202 Peabody Hall.

GRIEVANCE APPEAL PROCEDURE

Any student who is not satisfied with the response after the initial review may present the grievance in writing, together with the supervisor's written response to the grievance within five business days of receipt thereof to the appropriate Vice President.

The Vice President to contact is in bold followed by the nature of the grievance.

Vice President for Academic Affairs
Academic Problems
Library
Academic Progress
Registrar's Office

Vice President for Student Affairs
Housing
Student Employment
Racial Discrimination
Sex Discrimination
Sexual Harassment
Marital Status Discrimination
National Origin Discrimination
Disability Discrimination
Religious Discrimination
Age Discrimination

Vice President for Administrative Affairs
Payment and Assessment of Fees
University Police Department
Traffic and Parking

Vice President for Health Affairs
Student Health Services

The Vice President's action will be limited to a review of the basis for the supervisor's disposition and will not involve a de novo factual investigation. Notwithstanding the above, the Vice President may, but is not required to, direct that further facts be gathered or that additional remedial action be taken. The Vice President's action shall constitute final agency action.

Program Security: Referencing of Lectures in the DLM Program

Streaming video lectures in the DLM courses are not for release to anyone except the person enrolled in the class and therefore are not published works. You cite them as you would an unpublished manuscript. See APA manual 5th Ed: p. 263 Section E. Unpublished Work and Publications of Limited Circulation, Item 59 Unpublished manuscript not submitted for publication.

Suggested citation for a steaming video: Heilman, K.M. (2004). Apraxia. Streaming video: Retrieved June 21, 2006, Neuroscience of Human Occupation Course Web site. Unpublished presentation. University of Florida, Gainesville, FL.

For articles retrieved via the VPN, you would use the style on p. 271 in Section I. Electronic Media, Item 71 Internet articles based on a print source. If it is the electronic form of the printed article, you would cite: Meador, K.J., Loring, D.W., Lee, K., Hughes, M., Lee, G., Nichols, M. & Heilman, K.M. (1999). Cerebral lateralization: relationship of language and ideomotor praxis. [Electronic version]. *Neurology*. 1999 Dec. 10; 53 (9): 2028-31.

If the online version has been changed from the printed version, then you cite: Meador, K.J., Loring, D.W., Lee, K., Hughes, M., Lee, G., Nichols, M. & Heilman, K.M. (1999). Cerebral lateralization: relationship of language and ideomotor praxis. *Neurology*. 1999 Dec. 10; 53 (9): 2028-31. Retrieved June 23, 2006, from <http://journals.apa.org/articles.html>.

TO MAINTAIN THE SECURITY AND INTEGRITY OF THE DLM PROGRAM AND TO PROTECT THE INTERESTS OF ENROLLED STUDENTS, THE MATERIALS IN THIS DISTANCE LEARNING PROGRAM ARE ACCESSIBLE ONLY TO STUDENTS ENROLLED IN THE PROGRAM.

Class Attendance Policy

Students are expected to comply with the schedule of assignments and activities. To be in attendance in an online class, you must send messages and engage in dialogue and discussion. Attendance via logging into the chat or discussion does not constitute participation. Participation requires that you contribute to the discussion. Instructors monitor discussions to determine the quality and quantity of participation.

Late Assignments

Assignments must be submitted on or before their due date. Assignments will be accepted up to three (3) days late. An automatic 10% reduction in total points earned will be calculated. No incomplete grades "I" are given. UF server problems are not an excuse for late papers. If you are unable to connect to the UF server you should send a copy of the assignment to the instructor via fax (352)273-6042 or to their alternative email address only if the UF server is down. You must then submit your assignment through e-Learning as soon as possible.

Make-up Policy

If you are unable to meet the time frame for submission of exams or other work, you must make prior arrangements with the Course Instructor. Failure to do this will result in a zero grade for that test or assignment. It is important to post Discussion Forum assignments in a timely manner because your classmates need your information and feedback to complete their assignments. You must discuss prioritization of submissions with your individual instructor.

Accommodations for Students with Disabilities

Students requesting accommodations must first register with the Dean of Students Office. For information visit <http://www.dso.ufl.edu/drc/>. The Dean of Students Office will provide documentation to the student, who must then provide this documentation to the Instructor when requesting accommodation.

University Policies and Procedures

These documents are available in the UF Student Guide available at <http://www.dso.ufl.edu/studentguide/>.

VIII. Demeanor for Distance Learning

Class Demeanor

Students are expected to interact in a professional demeanor with classmates, faculty and staff, to be prompt in attending Internet meetings, to be patient in on-line interactions, and to follow through on their individual contributions to group assignments. While it is anticipated that professional occupational therapists will behave with tact and courtesy online, we adopted the following guidelines for Internet etiquette.

Netiquette

The golden rule for communicating online is similar to the one our parents and elementary school teachers taught us: Be human. Imagine how you would feel in the other person's shoes. Don't deliberately hurt someone's feelings. These rules still apply in cyberspace. In the real world we can see the facial expressions, gestures, and tone of voice. We do not have that luxury online. It is very easy to misinterpret the other person's meaning. Be very cognizant of how you communicate to your faculty and peers online.

Discussion Forum

The Discussion Forum is a medium where all the students and faculty who have access to the class can communicate with each other. Discussion Forums will be read by everyone else in the class. You will be responding to questions posted by the instructor. This is also an appropriate place to ask for clarification of the reading materials or ask why a treatment was prescribed in the clinical area. If you have a question related to something you read, chances are someone else in the class does also.

Email

The private email within e-Learning allows you to communicate one-on-one with another person enrolled in the class or the instructor. No one except the person sending and the person receiving can see the email contents. Personal matters that you need to convey to the instructor or requests for an appointment are best sent via email.

Flaming

Flaming is expressing a strongly held (usually negative) opinion without holding back any emotion. Tact is not its objective. Flaming is not allowed by the online class. Writing comments such as "I think the test was terrible", or "None of your test questions related to anything that was in the readings" is considered flaming.

If you are angry or upset related to something in the class, make an appointment to discuss this with the instructor in a telephone conference. Students who are disrespectful of faculty in email or discussion forum will be denied access to the course until the matter is resolved.

Yelling

USING ALL CAPITAL LETTERS in your writing is considered yelling online. It can be very annoying and is not appropriate. Please make sure your Caps Lock is off. If there is a member of the class with low vision, however, be aware that use of capital letters may be an accommodation. Respond to this student in kind, utilizing the same font as the student uses.

Disruptive Behaviors

Flaming, yelling, and inappropriate comments in the discussion forum and/or email are all considered disruptive behaviors online. Disruptive students will be counseled by the instructor in a telephone meeting. If no resolution is reached, the student will be referred to Emily Pugh, Distance Learning Program Director. Students who are disruptive online will be denied access to the online course until the situation is resolved.

IX. Academic Progress

Grades

Grades may be accessed on the WebCT course website by clicking on “My Grades”. You can access your final semester grade on ISIS (www.isis.ufl.edu). The grading scale adopted by the University of Florida Department of Occupational Therapy and placed in use on May 14, 2002 is as follows:

93 – 100	A
90 – 92	A-
87 – 89	B+
83 – 86	B
80 – 82	B-
77 – 79	C+
73 – 76	C
70 – 72	C-
67 – 69	D+
63 – 66	D
60 – 62	D-
Below 60	E

It is expected that all graduate students will maintain a 3.0 (B average) or above at all times.

Exams

Due to the nature of graduate study, most classes will evaluate your progress using projects, papers, and your online participation (i.e. chats, discussion). In the case that exams will be administered (i.e. multiple-choice, essay), you will be given instructions on using the e-Learning quiz function with a time limit for answering each question.

For more information regarding your comprehensive written examination, please see section XI of this manual.

X. Professional Development Project

Project Overview

Throughout the program, students are directed to apply what they are learning in their coursework to their individual clinical work settings. This practical application is most fully realized in the capstone Professional Development project in the last semester of the student's program in which the student selects a specialty topic, reviews the clinical evidence related to that topic and designs, conducts, and evaluates a learning experience that will enhance their clinical expertise.

Professional Development Seminar

Students will convene at UF in Gainesville, Florida during their last semester of enrollment as part of the requirements for the capstone Professional Development course. In this Seminar, they will meet face-to-face with faculty and classmates, present their professional development projects, engage in small group discussion, and exchange ideas and establish professional liaisons. The Seminar will be held on campus during the one to three days prior to the commencement ceremonies. If attendance on campus is impossible or creates a severe hardship for a student, the DLM Program Director, Course Instructor and Technical Specialist will collaborate with the student to arrange attendance via the Internet. Unless an emergent situation arises unexpectedly, the student must contact the Program Director and Course Instructor to obtain permission no later than the first week of the final semester of the program.

XI. Graduation

Comprehensive Written Examination

The Comprehensive Examination will be comprised of a written examination with questions that reflect synthesis of the content of the first five courses. Questions will be solicited from the instructors of each of the courses. *Student files that contain written assignments from each class will serve as valuable resources when preparing for the examination.*

Students will sit for the Comprehensive Examination in the 12th week of the 5th semester of the program, within six months of the date the degree is to be awarded. The student will select an exam administrator (proctor) who will be approved by the Program Director and who will be present to proctor the Comprehensive Examination.

The proctor will receive the examination electronically from the Program Director, provide a secure environment for the student's Comprehensive Examination, be present for the entire examination period, and observe the student as he or she transmits the completed exam. The proctor will verify this process by signature on the Comprehensive Examination Administrator Authorization Form and send this form to the Program Director. The student's Supervisory Committee will assess student performance.

Upon successful completion of the Comprehensive Examination, students will proceed to the final course in their program, the Professional Development course. Any student who does not successfully complete the Comprehensive Examination will be counseled regarding their performance and be permitted to enroll in the Professional Development course but must complete the Comprehensive Exam by the midterm of the last semester.

Degree Application

You must submit a degree application to the Registrar's office during the semester in which you graduate and by the deadline indicated by the University's academic calendar (see ISIS). You may download a current degree application form from the OT Distance Learning website. You may fax your completed degree application to (352) 273-6042.

Be sure to mark "Master of Health Science" under the Graduate School heading. If you graduate during Summer commencement, you should indicate Summer C as the term for which you are applying.

Students are sent graduation information by the Registrar's office based on receipt of the degree applications.

Miscellaneous

There may be a limit to the number of guests you may have attend your graduation. Make your reservations early! Hotels fill up to capacity in Gainesville and surrounding towns. You will be notified where the graduation will be held during your last semester.

Bellsouth's yellow page website has useful information regarding local hotels, restaurants, etc., and includes maps and directions (www.yp.bellsouth.com). Another source is the

Business Directory of the Gainesville Chamber of Commerce online at www.gainesvillechamber.com.

XII. Faculty and Staff

Faculty (with Teaching Area)

Joanne J. Foss, PhD, OTR/L

Clinical Assistant Professor
Director of Professional Programs, Department of Occupational Therapy
Entry Level Master's - Director
Neuroscience of Human Occupation
Professional Development
jfoss@phhp.ufl.edu

William C. Mann, PhD, OTR/L

Chair, Department of Occupational Therapy
Distinguished Professor
Assistive Technology and Occupational Performance
Leadership and Independent Practice
Trends and Issues in Health Care
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Matthew Press, MHS, OTR/L, ATP

Adjunct Instructor
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Associate In
Director, Distance Learning Master's Program, Department of Occupational Therapy
Leadership and Independent Practice
Trends and Issues in Health Care
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Craig Velozo, PhD, OTR/L

Professor
Associate Chair, Department of Occupational Therapy
Evidence Based Practice
Trends and Issues in Health Care
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Kay F. Walker, PhD, OTR/L

Professor Emeritus
Neuroscience of Human Occupation
Evidence Based Practice

Staff

Jason Rogers

Coordinator, Computer Applications
jhodge@php.ufl.edu

Beth Price

Program Coordinator, Distance Learning Master's Program
zprice@php.ufl.edu

XIII. Expert Presenters

Sandra Adams, PhD, OTR
Special Projects Director
Center for Prevention and Early Intervention
Florida State University
Tallahassee, Florida
Trends and Issues in Health Care

Anna M. Barrett, MD
Assistant Professor
Division of Neurology/Medicine
Department of Behavioral Science
Pennsylvania State University
Hershey, Pennsylvania
Neuroscience of Human Occupation

Katie Beaver, MS
Associate Director, Center for Assistive Technology
University of Buffalo
Buffalo, New York
Assistive Technology and Occupational Performance

Roxanna Bendixen, PhD, MPH, OTR/L
Research Assistant and Doctoral Candidate
University of Florida
Gainesville, FL
Trends and Issues in Health Care

Marina Cecchini, MPA
Director, Shands Rehab Hospital and Shands at Vista
Gainesville, Florida
Leadership and Independent Practice

Helen Cohen, EdD, OTR
Associate Professor
Baylor College of Medicine
Associate Director, Center for Balance Disorders
Baylor University
Houston, Texas
Neuroscience of Human Occupation

R. Paul Duncan, PhD
Professor and Director
PhD Program in Health Services Research
University of Florida
Gainesville, Florida
Trends and Issues in Health Care

Robert G. Frank, PhD
Provost and Professor
Kent State University
Kent, Ohio
Trends and Issues in Health Care

Lois Gold, OTR/L
Director/Owner, Occupational Therapy at Center for Pediatric Therapy, Inc.
Miami, Florida
Leadership and Independent Practice

Kenneth M. Heilman, MD
Distinguished Professor
Department of Neurology
University of Florida
Gainesville, Florida
Neuroscience of Human Occupation

Evelyn Jaffe, MPH, OTR, FAOTA
Adjunct Assistant Professor
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Samuel Merritt College
Oakland, California
Leadership and Independent Practice

James Lenker, MS, OTR/L, ATP
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Buffalo, New York
Assistive Technology and Occupational Performance

Christiana M. Leonard, PhD
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University of Florida
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Neuroscience of Human Occupation

Cindy Mathena, PhD, OTR/L
Assistant Professor
University of St. Augustine for the Health Sciences
St. Augustine, Florida
Assistive Technology and Occupational Performance

Maria de Mello, PhD, OTC
Professor
Faculdade de Ciencias Medicas de Minas Gerais
Belo Horizonte, MG, Brazil
President, Interdisciplinary Center for Aging Studies
Trends and Issues in Health Care

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Occupational Therapy Program
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Fort Lauderdale, Florida
Neuroscience of Human Occupation

Sue Mistrett, MEd
Center for Assistive Technology
University of Buffalo
Buffalo, New York
Assistive Technology and Occupational Performance

Ahmad Mohit, MD
Director, Division of Health Promotion and Prevention
World Health Organization
Regional Office for the Eastern Mediterranean
Cairo, Egypt
Trends and Issues in Health Care

Allen H. Neims, MD, PhD
Professor
Departments of Pharmacology and Therapeutics and Pediatrics
University of Florida
Gainesville, Florida
Trends and Issues in Health Care

Christina Oddo, MS, OTR/L
University of Buffalo
Buffalo, New York
Assistive Technology and Occupational Performance

Michael Pizzi, MS, OTR/L, CHES, FAOTA
Private Practice
New York, New York
Trends and Issues in Health Care

Angela Scoggin, PhD, OTR
Associate Professor
Occupational Therapy Program
University of Texas - Pan-American
Edinburgh, Texas
Trends and Issues in Health Care

Orit Shechtman, PhD, OTR
Assistant Professor
Department of Occupational Therapy
University of Florida
Gainesville, Florida
Neuroscience of Human Occupation

XIV. Contact Information

Program Director: Emily S. Pugh, MA, OTR/L, LHRM

Phone: (352) 273-6096

Fax: (352) 273-6042

Email: epugh@phhp.ufl.edu

Contact the **Program Director** for concerns about:

- Overall Academic Progress
- Program Curriculum
- Changes to Your Program of Study
- Concerns Unresolved with Instructor or Staff
- Professional Development Project
- Comprehensive Written Examination
- Obtaining Grades for Comprehensive Exams

Program Coordinator: Beth Price

Phone: (352) 273-6131

Fax: (352) 273-6042

Email: zprice@phhp.ufl.edu

Contact the **Program Coordinator** for concerns about:

- Academic Calendar
- Registration/Tuition Payments
- Program Policies
- Receipts for Payment
- Fieldwork Educator Discounts
- Military/Veteran Partial Scholarships
- Requests for Refunds/Withdrawals
- Tuition Reimbursement Letters
- Grade Verification/Course Completion Letters
- Obtaining Course Materials
- Graduation
- Change in Personal Information (Address, Phone Number, E-mail)

Information Technology Specialist: Jason Rogers

Phone: (352) 273-6020

Fax: (352) 273-6042

Email: jhodge@phhp.ufl.edu

Contact the **Information Technology Specialist** for concerns about:

- Accessing WebCT
- Participating in Discussions and Chats
- Downloading/Uploading Assignments
- Any Other Computer-Related Problems

Course Instructor: Department of Occupational Therapy Faculty

Contact the **Course Instructor** via e-mail for concerns about:

- Academic Progress Within a Course
- Course Grades, Exams, Quizzes
- Incompletes
- Questions About Course Material Content
- Arrange to Make Up Work or an Unavoidable Absence

University of Florida Registrar (www.registrar.ufl.edu)

PO BOX 114000, 201 Criser Hall

Gainesville, FL 32611-4000

Phone: (352) 392-1365

Contact the **Registrar** for:

- Obtaining a Transcript
- Confirm Receipt of Degree Application
- Commencement Information
- Change in Your Address

Student Financial Affairs: Mike Menefee, Assistant Director

PO BOX 114025

Gainesville, FL 32611

Phone: (352) 273-6202

Email: mmenefee@sfa.ufl.edu

Contact **Student Financial Affairs** for:

- Financial Aid/Scholarship Information

XV. Schedule of Courses *

OTH 6907 Professional Development (6 credits)*

The evidence-based design, implementation, and reporting of an independent project related to the student's practice specialty with an emphasis on outcome evaluation. Participation in a 1 to 3-day on-campus seminar is required.

Fall 2009

OTH 6720 Trends and Issues in Health Care (6 credits)

Contemporary trends and issues in the US and international health care systems; health care management; federal, state and professional regulation; public policy; public health perspectives; cultural diversity; intervention within the social and behavioral contexts of families, communities, cultures, and systems; telehealth; and ethics. Focus is upon the effects of these issues and trends on occupational therapy service delivery.

Spring 2010

OTH 6763 Evidence Based Practice (6 credits)

Concepts and strategies for assessment of practice outcomes and program evaluation. Public health; disability classifications; epidemiology and national health care and rehabilitation databases.

Summer 2010

OTH 6707 Leadership and Independent Practice (6 credits)

Leadership development, communication and counseling in the workplace; using a systems theoretical approach to healthcare management and policy; developing an independent practice; principles and practice for consultation; client and professional advocacy; business entrepreneurship; with an emphasis on sound, ethical business practices.

Fall 2010

OTH 6106 Assistive Technology and Occupational Performance (6 credits)

Contemporary theory and application of technology and strategies to support health and the performance of daily occupations. Emphasis on assistive devices, environmental modifications, and universal and architectural design to foster independent living and for risk/injury reduction; lifestyle and health consulting; ergonomics; transportation; student/worker/retiree role enhancement; and reducing barriers to employment and service access.

Spring 2011

OTH 6008 Neuroscience of Human Occupation (6 credits)

In this course, occupational science and related theories of occupation are addressed. Contemporary concepts and findings regarding human brain function that support human occupation are emphasized including sensory, motor and cognitive processes.

* Classes rotate each semester in the same order (e.g. Summer 2009 *Neuroscience of Human Occupation* will be offered to those who have not completed it). Beginning Fall 2003 *Professional Development* will be offered each semester for students completing the program.

XV. 2009-2010 Academic Calendar

To access complete academic calendars, please visit the website of the UF Registrar's Office at <http://www.registrar.ufl.edu/>

Fall 2009

August 2, 2009	Application Deadline
August 21, 2009	Fee payments due in full/ Registration
August 24, 2009	Classes begin
December 18, 2009	Classes end
December 18-19, 2009	Commencement

Spring 2010

December 15, 2010	Application Deadline
January 4, 2010	Fee payments due in full/ Registration
January 5, 2010	Classes begin
April 29, 2010	Classes end
April 29-30, May 1-2, 2010	Commencement

SUMMER C 2010

April 18, 2010	Application Deadline
May 7, 2010	Fee payments due in full/ Registration
May 10, 2010	Classes begin
August 7, 2010	Classes end
August 8, 2010	Commencement