

**Columbia
University
Bulletin**

The Faculty of Medicine
Programs in Occupational Therapy
2013-2014

**To communicate with the
Program**

ADDRESS INQUIRES TO :
Columbia University
Programs in Occupational Therapy
Neurological Institute, 8th floor
710 West 168th Street
New York, NY 10032

TELEPHONE
212-305-5267
FAX:
212-305-4569

EMAIL:
mh15@columbia.edu



Limitations of Bulletin

This bulletin is intended to provide information to guide Columbia University students. While every effort has been made to ensure the accuracy of the information contained herein, accuracy cannot be absolutely guaranteed, and anyone who needs to rely on any particular matter is advised to verify it independently. The contents of this bulletin are subject to change, and the Programs reserve the right to depart without notice from any policy or procedure referred to in this bulletin, or to revise and amend this bulletin in whole or in part at anytime. This bulletin is not intended to and should not be regarded as a contract between the University and any student or other person.

TABLE OF CONTENTS

ADMINISTRATION AND FACULTY	4
HISTORY	8
PROGRAMS IN OCCUPATIONAL THERAPY	9
ADMISSION PROCEDURES	11
ACCEPTANCE FEE	11
HEALTH EXAMINATION AND LIABILITY	11
INTERNATIONAL STUDENTS	12
MASTER OF SCIENCE DEGREE (PROFESSIONAL / ENTRY-LEVEL)	13
ADMISSION REQUIREMENTS AND PROCEDURE FOR THE PROFESSIONAL (MS) PROGRAM	14
THREE-TWO PROGRAMS	15
TRANSFER POLICY	16
DEGREE REQUIREMENTS	16
PROGRAM OF STUDY	17
COURSES OF INSTRUCTION	19
OUTLINE OF THE FULL TIME PROFESSIONAL PROGRAM: M.S. Degree	28
OUTLINE OF THE 3-YEAR OPTION PROFESSIONAL PROGRAM: M.S. Degree	29
CLINICAL SITES FOR FIELDWORK EDUCATION.....	31
DUAL DEGREE: MASTER OF SCIENCE IN OCCUPATIONAL THERAPY/ MASTER OF PUBLIC HEALTH.....	35
ENTRY LEVEL (PROFESSIONAL) MS/MPH Program	35
ADMISSION REQUIREMENTS FOR THE DUAL DEGREE PROGRAM	36
DEGREE REQUIREMENTS	36
OUTLINE OF THE PROGRAM	37
DOCTOR OF EDUCATION IN MOVEMENT SCIENCE AND OCCUPATIONAL THERAPY	40
ADMISSION PROCEDURES	41
DEGREE REQUIREMENTS	41
COURSES OF INSTUCTION	42
ACADEMIC STANDARDS FOR OCCUPATIONAL THERAPY.....	44
GRADES AND CREDIT	44
ACADEMIC AND CLINICAL INTEGRITY	46
ESSENTIAL FUNCTIONS FOR OCCUPATIONAL THERAPY STUDENTS	47
REGISTRATION AND EXPENSES	47
REGISTRATION	47
AUDITING COURSES	48
FEES.....	48
ESTIMATED EXPENSES	50
HOUSING	54
ON-CAMPUS HOUSING	54
APPLICATION OR RENEWAL OF APPLICATION FOR A DEGREE	54
TRANSCRIPTS AND CERTIFICATION	55

FINANCIAL AID.....	55
TYPES OF ASSISTANCE	56
OTHER SOURCES OF AID	57
STUDENT EMPLOYMENT	59
STUDENT LIFE	59
OFFICIAL REGULATIONS	64
CAMPUS SAFETY AND SECURITY	68
CAMPUS MAPS	68
COLUMBIA UNIVERSITY MEDICAL CENTER	68
MORNINGSIDE CAMPUS	68
ACADEMIC CALENDAR, 2012-2013	68



COLUMBIA UNIVERSITY MEDICAL CENTER

ADMINISTRATION AND FACULTY

UNIVERSITY / CUMC ADMINISTRATION

Lee C. Bollinger President of the University

John H. Coatsworth, Ph.D. Provost of the University

Lee Goldman, M.D. Executive Vice President for Health and Biomedical Sciences
Dean of the Faculties of Health Sciences and Medicine

Ronald E. Drusin, M.D. Associate Dean for Education, CUMC

Martha Hooven, Vice Dean of Administration, CUMC

Anne Taylor, MD Vice Dean of Academic Affairs, CUMC

Tonya Anderson, Director of Student Administrative Services, CUMC

Tania Kent-James, Director of Housing, CUMC

DEPARTMENT OF REHABILITATION AND REGENERATIVE MEDICINE

Joel Stein, M.D. Chair, Department of Rehabilitation and Regenerative Medicine

Janet Falk-Kessler, Ed.D. Director, Programs in Occupational Therapy

Glen Gillen, Ed.D. Associate Director, Programs in Occupational Therapy

ADMINISTRATIVE STAFF, PROGRAMS IN OCCUPATIONAL THERAPY

Gina Frassetto, RN. Director of Administrative Services

Brenda Spivey-Nieves Administrative Aide

Marilyn Harper Administrative Aide

Ellen Morris Secretary

Terri Wells Receptionist

STUDENT FINANCIAL SERVICES

Ellen Spilker, Executive Director

Office of Student Financial Services

Black Building, 1-139

FACULTY MEMBERS

Jackie Brown

Instructor in Clinical Occupational Therapy
B.S., Cornell
M.S., Columbia

Todd Bryson

Instructor in Clinical Occupational Therapy
B.S., SUNY Buffalo
M.A., NYU

Danielle N. Butin

Instructor in Clinical Occupational Therapy
B.S., NYU;
M.P.H., Columbia

Christine C. Chen

Associate Professor of
Occupational Therapy
B.A. National Taiwan U.
M.A. UMass, Amhearst
M.S., Tufts
Sc.D. Boston

Cheryl Colangelo

Instructor in Clinical Occupational Therapy
B.A., New Rochelle;
M.S., Columbia

Catherine Duffy

Instructor in Clinical Occupational Therapy
B.S., SUNY Buffalo

Robert Evander

Instructor in Clinical Occupational Therapy
B.S., University of Chicago;
M.S., Nebraska;
Ph.D., Columbia

Janet Falk-Kessler

Associate Professor of Occupational
Therapy
B.S., Pennsylvania;
M.A., Ed.M., & Ed.D., Columbia

Matt Ganulin

Instructor in Clinical Occupational Therapy
B.S., Adelphi
M.S., Touro

Susan Gelb

Instructor in Clinical Occupational Therapy
B.S., Boston

Daniel Geller

Instructor in Clinical Occupational Therapy
B.A. Kenyon
M.S. Columbia

Glen Gillen

Associate Professor of Occupational
Therapy
B.S. & M.P.A., NYU;
Ed.D. Columbia

Sharon Gutman

Associate Professor of Occupational
Therapy
B.A., Arcadia
Post-bac OT Certificate, Thomas Jefferson
M.S. & PhD, NYU

Robin Kahan-Berman

Instructor in Clinical Occupational Therapy
B.S. Tufts
Ed.M. Harvard

Leslie Kane

Clinical Instructor in Occupational Therapy
B.S., SUNY Buffalo;
M.A., Columbia

Julie Kern

Clinical Instructor in Occupational Therapy
B.A. Kenyon
M.S. Columbia

Susan Maksomski

Instructor in Clinical Occupational Therapy
BS Quinnipiac

Batsheva Meisels

Instructor in Clinical Occupational Therapy
B.A., Stern
M.A., NYU

Pamela A. Miller

Associate in Occupational Therapy
B.S., Utica;
M.A., NYU

Patricia Miller

Special Research Scientist
B.A., NYU
Med, EdD Columbia

Dawn Nilsen

Assistant Professor of
Occupational Therapy
B.A., NYU
M.S., New York Medical College
M.Ed., Ed.D., Columbia

Emily Raphael-Greenfield

Assistant Professor of
Occupational Therapy
B.A., Bennington;
M.A., NYU;
M.S. & EdD, Columbia

Patricia Ryan

Instructor in Clinical Occupational
Therapy
B.A., Iona;
M.A., NYU

Sabrina Salvant

Assistant Professor of
Occupational Therapy
B.S., Cornell
MS, MPH, & EdD, Columbia

Phyllis Mirenberg Simon

Associate in Occupational Therapy
B.S., Binghamton
M.S., Columbia

Jeffrey Tomlinson

Clinical Instructor in Occupational
Therapy
B.S., Downstate;
M.S.W., Hunter

Debra Tupe

Assistant Professor of
Occupational Therapy
B.A., Stony Brook;
M.S., Columbia;
M.P.H., N.Y Medical College
PhD, Temple

Joan Wagner

Clinical Instructor in Occupational
Therapy
B.A., Linfield M.S., Columbia

ADDITIONAL TEACHING STAFF
(this roster is subject to change)

Nancy Donahue, OTR/L

B.A. Loyola
M.S. Columbia

Lauren Fass, OTR/L

B.S., Maryland
M.S. Columbia

Antonieta C. Jauregui, OTR/L

B.S. University of Chile

Joan Jeffri

B.F.A. Boston

Debra Krasinski, PhD, PT

Assistant Professor in Clinical Physical
Therapy
B.S., Texas Health Science Center
M.S., Texas Woman's
PhD, NYU

Sarah Land OTR/L

B.A., Colby College
M.S. Columbia

Christine Laviano, OTR/L

B.S., Boston
M.A., Teachers College/Columbia

Sarah Land, OTR/L

B.A. Colby
M.S., Columbia

Roberta Lopez, OTR/L

B.S., M.S., D'Youville

Paula McCreedy, OTR/L

B.A. & B.S., Puget Sound
M.Ed., New Orleans

Frank Porcu

B.F.A., Pratt Institute
M.F.A., The New York Academy of Art

Jennifer Vasquez/L

B.A., Manhattanville
M.S., NYU

COLUMBIA UNIVERSITY MEDICAL CENTER

The Programs in Occupational Therapy are part of the College of Physicians and Surgeons, one of the nation's oldest medical schools, founded in 1767. The College is located in northern Manhattan, in the world's first academic medical center. The medical center comprises about twenty acres, extending from West 165th Street to West 173rd Street, and from Audubon Avenue to Riverside Drive; it encompasses the Columbia University campus of the New York Presbyterian Hospital and its subdivisions, and the New York State Psychiatric Institute. The Medical Center includes the College of Physicians and Surgeons, the School of Dental and Oral Surgery, the School of Nursing, the Mailman School of Public Health, and the Centers for Arteriosclerosis Research, Geriatrics and Gerontology, Medical Informatics, Neurobiology and Behavior, Alternative/Complementary Medicine, and the Study of Society and Medicine, among many others.

Over the past two decades, dramatic growth has occurred at the Medical Center's campus. In keeping with its mission as a research university, Columbia University developed the Audubon Biomedical Science and Technology Park, which was New York's first bioindustrial research park. Comprised of three buildings, the Mary Woodard Lasker Biomedical Research Building, the Russ Berrie Medical Science Pavilion, and the Irving Cancer Center, the park is strategically important in enabling the University to advance its research program, strengthen links with industry, and revitalize the surrounding neighborhood. Now more than ever, students and patients benefit from a comprehensive array of teaching, clinical care, and research activities. At a single campus, the medical center has a world-class transplantation program and cancer center; women's, orthopedic, and children's hospitals; and an eye institute. The medical bookstore is being expanded and relocated to Haven Ave. which will provide improved access for students, and new construction is beginning on Haven Ave and 171st St to further meet the needs of the education, research, and clinical missions of the Health Science Campus.

HISTORY

The Programs in Occupational Therapy were established in 1941, a time with powerful implications for health professions. World War II accentuated the tremendous need for occupational therapists, and the polio epidemics of the 1930s and the 1940s further underscored the effectiveness of the occupational therapy profession. During the first four years, the programs were housed on the Columbia Morningside campus; in 1945, they moved to the Health Sciences campus as part of the Faculty of Medicine. From 1945 through 1968, the Programs in Occupational Therapy consisted of a baccalaureate program and a post-baccalaureate professional certificate program. In 1968, through a restructuring of the curriculum, the present professional level Master of Science Degree Program in Occupational Therapy was established; in 1977, the baccalaureate program was phased out. A curriculum development grant in 1981 supported the initiation of the

postprofessional level programs leading to the Master of Science degree in Occupational Therapy Administration or Occupational Therapy Education, for therapists already certified at the baccalaureate level. In 1988, two joint degree programs were established with the Mailman School of Public Health offering a combined Master of Science in Occupational Therapy/Master of Public Health for students at both the professional and postprofessional levels. More than 1,700 graduates constitute the alumni of these programs.

In 2007, a doctoral program, in collaboration with Teachers College, was launched. The Doctorate of Education (Ed.D.) in Movement Science with a specialization in Occupational Therapy is directed toward preparing the current and the next generation of leaders in Occupational Therapy (OT) with interests in movement-based areas of education. These leaders are expected to assume professorial roles in Universities and Colleges. The degree may lead to a tenure-track faculty positions emphasizing teaching and applied research; a Research Coordinator roles within a university, hospital, or clinic; or the role as Director/Administrator within a university or teaching hospital.

PROGRAMS IN OCCUPATIONAL THERAPY

Occupational therapy is a health profession that helps people with their day-to-day activities so that they can participate in what they want and need to do. Occupational therapists are concerned with individuals whose day-to-day performance is limited by physical injury or illness, psychosocial and/or emotional challenges, or developmental or learning disabilities; work to prevent challenges that will impede participation; and to support wellness. As members of a health team, occupational therapists provide special services that include evaluation, intervention, prevention, and health maintenance and consultation. Self-care, work, leisure, and play activities are used therapeutically to increase occupational performance, enhance development, and prevent disability. The occupational therapist focuses on the personal, social and environmental characteristics that affect all the different areas of human function. This includes fostering the development of skills needed for cognitive and psychological functioning, motor performance, sensory integration, and social interaction, and addressing personal issues that influence choices and behaviors to perform optimally in the environment.

Occupational therapy may be provided individually, in groups, or through social systems. Depending on the setting and each client's needs, occupational therapists work in consultation with other professionals including physicians, physical therapists, psychologists, social workers, speech pathologists, vocational counselors, and teachers. The employment outlook is excellent: occupational therapy continues to be among the top employment fields. There is currently a tremendous need for occupational therapists to work with clients of all ages in community health centers, halfway houses,

home care, hospitals, rehabilitation centers and hospices, nursing homes, schools, and industry. Increasingly, occupational therapists are entering private practice and working with industry and corporations. Therapists are sought as clinicians, administrators, educators, and researchers in programs concerned with (1) prevention, health promotion, and health maintenance; (2) rehabilitation; and (3) daily living tasks and vocational adjustment.

The content of the educational programs in occupational therapy at Columbia University reflects the philosophical beliefs on which the profession is founded:

A person is an active being whose development is influenced by engagement in occupation. Content emanating from this belief focuses on normal development throughout the life span, including age related, role specific activity, as well as the structure and function of interrelated biological and behavioral systems.

Human life includes a process of continuing adaptation that promotes survival and self-actualization through mastery of life skills and satisfying performance of leisure time activities. This adaptation may be interrupted by biological, psychological, and environmental factors at any time in the life cycle. Courses in pathology and psychopathology address the conditions that prevent the individual from functioning adequately within the confines of a unique lifestyle.

Occupation and activity, including all interpersonal and environmental components and contexts, may be used to prevent and mediate dysfunction and to elicit maximum adaptation. Course content provides not only the theoretical rationale for using occupations to produce change in clients of all ages with diverse problems, but also the methods of intervention that can be used to assist patients with individual problem solving and help them develop their own ways of coping. The Programs in Occupational Therapy offer a series of programs leading to the following degrees:

Master of Science in Occupational Therapy (Professional, or entry level)

Master of Science in Occupational Therapy and Master of Public Health (Professional or Postprofessional)

Doctor of Education in Movement Science with a specialization in Occupational Therapy (offered by and in collaboration with Teachers College of Columbia University)

Requirements for admission vary with the degree and with the program of study chosen. For specific admission criteria see Programs of Study. For additional information on our program, visit our website at www.columbiaOT.org.

ADMISSION PROCEDURES

Application to any of our programs is done electronically, and can be accessed by clicking on the link at our website www.columbiaot.org. The deadline for admission to the professional entry-level program is January 2 before the academic year in which the student wishes to begin studies. The fee for an application submission to our entry level program is \$75. The fee is not returnable and is not credited toward tuition. Information of the application process for each program is described in each program's section.

ACCEPTANCE FEE

An applicant who has been accepted must notify the Director that he or she intends to matriculate and must accompany the notification with a nonrefundable check or money order in the amount designated in the acceptance letter, payable to Columbia University, by the date indicated in the notice of acceptance. The acceptance fee is applied to the applicant's tuition upon registration in the class to which the applicant has been admitted. If the applicant does not register in that class, the acceptance fee will be retained by the University unless the University for any reason cancels the acceptance.

HEALTH EXAMINATION AND LIABILITY

The Programs in Occupational Therapy are combined academic and experiential programs, beginning with the first term and extending to graduation. Institutions in which fieldwork assignments are made require a certificate of good health before they will permit students to work with patients/clients. To comply with this requirement as well as Federal and State regulations, Columbia University policy mandates that all students in the Health Sciences must prove immunity to measles (rubeola), mumps, and rubella (MMR) in order to register for classes. The only acceptable proof is a copy of the laboratory results of titers (blood tests) and clearly documented immunity to these diseases. Proof must be sent to Columbia University Student Health Services MMR, 60 Haven Avenue, New York, NY 10032. All students are also required to have a preregistration physical examination. Forms to be used in meeting these requirements are mailed to students shortly after acceptance into the Programs.

In addition, fieldwork sites require all students to carry professional liability insurance. The Programs in Occupational Therapy carry a group professional liability policy by which all students are covered.

All clinical schools and programs of Columbia University's Medical Center require students to submit to drug testing via our student health office. Please see the campus [policy](#) for information about testing.

Some fieldwork sites have additional requirements, such as proof of immunization; additional screening for illicit substances; background checks (e.g., finger print screening). While these sites sometimes ask the Program to provide these assurances, it is our Programs' policy that the student is responsible for providing the necessary documentation to that site. Since more and more sites are requesting these additional requirements, it is best to assume that that all students at some point during their academic preparation will be asked to comply.

INTERNATIONAL STUDENTS

The Occupational Therapy Admissions Committee is guided by an evaluation of educational credentials by the International Students and Scholars Office to determine the equivalency of an applicant's educational background in terms of admission requirements. The applicant must fulfill the usual admission requirements.

International applicants who did not graduate from an American college or university may be required to submit scores from the Test of English as a Foreign Language (TOEFL), including the TSE. This examination determines whether further training in English is needed. Students who do not meet the standards of the University may be required to follow a program of English before beginning professional courses or, if time permits, in conjunction with professional courses. No point credit is given for these courses, and their addition to the program of study lengthens the time necessary to earn the degree.

The staff of the International Students and Scholars Office, 524 Riverside Drive, provides advice and counseling to international students on such matters as University admissions, advanced standing, English proficiency examinations, academic placement, personal and financial problems, and regulations of the United States Immigration and Naturalization Service (visas, extensions of stay, work permission, temporary departure from the United States, transfer from Columbia to another school, termination of study). Information about the various international student clubs at Columbia and about opportunities to attend conferences, travel in the United States, and participate in community and cultural activities may be obtained from this office. Maps of New York City and discount tickets to concerts and plays are available.

MASTER OF SCIENCE DEGREE (PROFESSIONAL / ENTRY-LEVEL)

The purpose of the program is the preparation of competent occupational therapists who, by virtue of their graduate professional education, can enter the health care field primarily as clinicians, with beginning skills in evidence based practice, administration, and education. The curriculum is based on the premise that students attain competence by learning how to learn independently.

Students come into this program with a strong foundation in the liberal arts, including the humanities and sciences. Professional education builds on and refines this knowledge base and develops skills in the learner in concept formation, analysis, synthesis, and problem solving.

The professional occupational therapy program leads to the degree of Master of Science and is directed toward the development of master clinicians and leaders in the field. The benefits our program provides to students includes the establishment of a strong generic foundation followed by the acquisition of basic concepts of administration, supervision, and education, and by development of concepts and techniques in the scientific method.

The *American Occupational Therapy Association* (AOTA) (<http://www.aota.org>) is the national professional organization of occupational therapists that represents the interests and concerns of both practitioners and students. Inquiries may be directed to:

The American Occupational Therapy Association, Inc.
4720 Montgomery Lane, Suite 200,
Bethesda, MD 20814-3449,
(301) 652-2682.

The entry-level professional Occupational Therapy Program is accredited by the *Accreditation Council for Occupational Therapy Education (ACOTE)* of The American Occupational Therapy Association (www.acoteonline.org). The Program in Occupational Therapy received a full 10-year accreditation in 2013, and is scheduled for its reaccreditation evaluation in the 2022-2023 academic year. Inquiries about accreditation can be directed to:

ACOTE
c/o Accreditation Department
American Occupational Therapy Association (AOTA)
4720 Montgomery Lane, Suite 200
Bethesda, MD 20814-3449
(301) 652-2682

Graduates of our program are eligible to sit for the national certification examination for the occupational therapist, administered by the *National Board for Certification in Occupational Therapy (NBCOT)*. Successful completion of the examination qualifies the graduate to be an Occupational Therapist, Registered (O.T.R.). Occupational Therapy is regulated in all 50 states; however, state licenses are usually based on the results of the certification examination, which is given at testing centers year round throughout the country. Please note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. NBCOT provides an *early determination review* for any interested or concerned applicant. Information about this or other aspects of certification can be found at www.nbcot.org. Inquiries can also be made by contacting NBCOT at:

NBCOT
12 South Summit Avenue
Suite 100
Gaithersburg, MD 20877
(301) 990-7979
Fax (301) 869-8492

ADMISSION REQUIREMENTS AND PROCEDURE FOR THE PROFESSIONAL (MS) PROGRAM

Full-time and part-time students are admitted to all programs. Students in the entry-level program are admitted only in September. A “three year option” is available for students who wish to pursue the professional degree on a modified part item basis. Program plans for part-time students are determined by the program to assure a logical sequence for required courses. Continuous registration is expected of all students.

The program invites applications from students who hold a baccalaureate degree granted by a college or university of recognized standing. Prerequisites are: (a) a minimum of 6 credits (semester hours) in either separate courses or a combined one-year course in anatomy and physiology; a science course with a lab (if a lab is not included in A/P).; a mechanical physics course (including movement and mechanics of movement) is recommended, but not required; (b) 9 credits in psychology, including a course in developmental psychology covering the life span from birth to death; (c) 3 credits in the social sciences, such as sociology or anthropology; (d) 3 credits in English composition or an equivalent writing course; (e) 3 credits of introductory statistics and (f) 3 credits in humanities, such as literature, history, or philosophy. Current certification in community cardiopulmonary resuscitation is required by the time of matriculation.

Advanced placement courses that satisfied undergraduate requirements will only be considered if the earned score on the advanced placement exam meets the standard set by Columbia and Barnard Colleges of Columbia University. Life experience credit, such

as CLEP, is not acceptable. Prerequisite courses must carry a letter grade. Pass/fail grades are not acceptable.

Certain courses, such as psychology or anatomy / physiology prerequisites, taken more than 10 years prior to application will be evaluated at the discretion of the admissions committee. It may be necessary to repeat such courses.

The deadline for submitting applications is the beginning of January of each year. Check the application website for the exact date. Supplementary material, such as letters of reference and transcripts, must be received in our office by January 31. Each applicant is required to submit three letters of reference on forms that are supplied by the program. Reference letters written by relatives or friends are not accepted. International students are required to submit the results of the TOEFL, including the written portion of the test (TSE). The admissions committee may ask any applicant to come in for a personal interview.

Applicants must have prior knowledge of occupational therapy, and experience with a population occupational therapy serves. This experience may be through observation, work, or volunteer opportunities.

In order to have an application considered for admission, at least half of the prerequisites in each category must be completed. If a student receives an offer of admission, it is considered provisional until all outstanding courses are satisfactory completion (with a grade of B or better) prior to matriculation as an entering student. Applications to our program are available through Hobson's Applyyourself.com, a link for which is on our website. A non-refundable application fee of \$75 is required.

THREE-TWO PROGRAMS

Articulation agreements have been developed with undergraduate colleges, including but not limited to Columbia University School of General Studies, Stern College (Yeshiva University), Pace University, Caldwell College, and the College of Mount St. Vincent. These programs allow students to complete three years of undergraduate work in their own college and to combine the fourth year of baccalaureate education with the first year in the Master of Science Degree Program at Columbia. The undergraduate institution grants the bacheloreate degree upon successful completion of the first year in the occupational therapy program. Students from these colleges can pursue the usual six-year sequence in five years at a considerable saving of time and cost. Students from these colleges who are interested in this program apply during their third year of college, and are considered in the general applicant pool. There is no guarantee that interested students from these colleges are automatically accepted into the Programs in Occupational Therapy.

TRANSFER POLICY

Columbia University's Program in Occupational Therapy's transfer policy is based on the belief that a Columbia education is distinct from other occupational therapy academic preparation. We hold the expectation that our graduates embody a vision for occupational therapy that is embedded throughout our curriculum. Our intent is to ensure that the knowledge, skills, and occupational therapy vision our transfer students gain at Columbia University, despite any academic preparation received elsewhere, will exemplify the mission and vision of our program.

As a result of the above assumptions, there is only a selection of foundational courses that may be used in lieu of its counterpart in our curriculum. The maximum number of courses that can be transferred in is five. This represents 20% of the required number of courses. Accepting a course as a transferred course is based on the assumption that 85% of the content of each course is consistent with what is in our curriculum. The earned course grade must be a solid B or higher, and carry at least the same number of credits as in our program. The Progress and Promotions Committee makes the determination of which and how many courses are acceptable as transfer courses.

Transfer students are expected to proceed through our curriculum, taking the same courses in the same sequence, as all students. Once accepted into our program, there is no distinction between a newly admitted student and a transfer student. However, due to the variation in course sequence from program to program, it is likely that it will take a minimum of 24 months of study at Columbia to complete the requirements for the MS in OT.

If interested in transferring from another occupational therapy program, please contact our department for details on the application.

DEGREE REQUIREMENTS

1. Continuous registration is expected until satisfactory completion of all requirements. All academic and clinical requirements must be completed in five years. Leave of absence: a student who must interrupt studies for an adequate reason such as sustained ill health or military service may be granted a leave of absence for a stated period, usually not to exceed one year. The student should apply in writing to the Director of Programs in Occupational Therapy and include in the letter the specific reason for requiring the leave and the length of time requested.
2. A minimum of 63 points of approved course work is required, with an average course load of 15 points a term for full-time students and 10 points a term for students on the three year option plan.

3. Equivalency credit may be granted on an individual basis when a course equivalent to selected required courses has been completed at another approved institution within a five-year period. At the time of admission, the student should submit in writing a description of the course(s) and a content outline of the material completed. Prior to registration, a proficiency examination may be required in the challenged area. Equivalency credit may be granted to up to two courses.

4. Satisfactory achievement must be earned in all courses and on all fieldwork experiences in order to graduate from our programs. Please refer to the academic standards section of this bulletin.

5. A minimum of 24 weeks of full-time (or the equivalent) supervised field experience with clients in programs of prevention, rehabilitation, maintenance, and remediation. All students are required to complete 12 weeks of full-time supervised field experience with adult clients with mental health challenges, and complete 12 weeks of full-time supervised field experience with adult clients with physical disabilities. Fieldwork with additional populations is also arranged as a supplement to these requirements. All fieldwork requirements must be completed within twenty-four months following completion of all academic work.

6. Continuing development of appropriate professional behaviors is required for advancement throughout the occupational therapy program.

7. Successful completion of the research sequence or the master's project.

8. Maintenance of CPR certification.

9. Meeting and maintaining all medical and legal requirements of the University and of clinical sites are the responsibility of the student. Failure to meet or comply with these requirements may result in delay or termination of academic and/or clinical progression.

PROGRAM OF STUDY

The University reserves the right to withdraw or modify the courses of instruction or to change the instructors as may be necessary. See Key to Course Listings.

Full Time Study

The average student can expect to complete the minimum requirements of program in twenty-four calendar months of full-time effort in classroom work, fieldwork experience, and independent study.

The program is planned to enable the student to gain a mastery of knowledge in occupational therapy, and to practice skills and competencies required of the practicing therapist in this field; in addition, the student examines the principles and methods of

leadership roles in health policy, supervision, education, and research. Faculty members work with the students as developers of learning environments and as resource people in collaborative problem solving.

The first year of the program and portions of the second year are directed toward development of the clinician role. Opportunities are available to build the desired competencies through two levels of field experience:

Level I, part-time fieldwork, is scheduled each term as concurrent experiences with the academic learning of a particular course. Two different patterns are followed, depending on the objectives and/or content of a course: (1) students are assigned individually or in pairs to a facility throughout the term; or (2) students are assigned to a setting where they assume greater responsibility in determining the need for occupational therapy services. Each Level I fieldwork pattern is designed to reinforce course objectives.

Level II fieldwork is generally scheduled as a full-time experience following completion of all academic work for each school year. Level II fieldwork must include a minimum of six months in two different settings. After faculty review, students are eligible to take their first Level II fieldwork either in the summer following the completion of all the first year requirements or at the end of the second year. While every effort is made to enable students to fulfill Level 2 requirements immediately following the didactic portion of the curriculum, the assignment is based on the availability of fieldwork sites. See Summer Session following first and second years.

The focus of the second year also allows the student to direct attention to the development of leadership skills in administration, communication, research, and education. These areas can be emphasized according to personal preference (see Outline of the Program).

A unique approach to the completion of a master's degree research project has been developed by the occupational therapy faculty. Students may choose to work collaboratively in a small team of students on a faculty driven research study; have the option of pursuing their own path of inquiry, under the supervision of faculty; or choose a sequence of courses offered in the occupational therapy program in which a research study is embedded. Students interested in the Ed.D. program may begin a research inquiry that can be further developed in the doctoral program. During the first semester, students are prepared in foundations of research methods and scientific inquiry, as well as practicing reading and evaluating research reports. In subsequent semesters, the research projects are carried out in a carefully structured sequence. All studies are presented in the final semester at our Annual Research Symposium.

Three-Year Option

Students can elect to take the three-year option and expect to complete the program in thirty-six months of uninterrupted academic and clinical work. The goals of this program are identical to that of the full time program, and students take the same courses with those in the full time program. Since most courses in each semester serve as prerequisites for subsequent semesters, a student in the three-year course of study must follow the plan of study determined in collaboration with the Program Director to assure a logical sequence of content.

Course sequence for both full time study, and the three-year option, is given in the Outline of the Program.

COURSES OF INSTRUCTION KEY TO COURSE LISTINGS

Each course number consists of capital letters followed by four digits and the term designation.

The capital letters indicate the curriculum for whose students the course is primarily offered:

H.P. Health Professions (interdisciplinary courses)
O.T. Occupational Therapy
P.H. Public Health

The level of the course is represented by the first digit:

6 Graduate course, professional
8 Graduate course, postprofessional

The subject area of the course is represented by the second digit:

1 Biological sciences
2 Behavioral sciences
3 Medical conditions
4 Treatment modalities
5 Professional concepts and treatment
6 Clinical experience

Term Designations: x, y, and z

An x following the course number indicates that the course meets in the autumn term; a y indicates the spring term; and a z indicates the Summer Session.

The following roster of courses applies to students entering the program in September 2013. Students who have entered the program prior to that should follow the course of study outlined in the 2012-2013 Program Bulletin.

O.T.M6101x

Human anatomy

Dr. Nilsen, Dr. Evander. 3 points. The anatomy of the human body is examined with an emphasis on the musculoskeletal and peripheral nervous systems as relevant to occupational therapy. Both lectures and laboratory work, the latter being based on actual and/or virtual prepared dissections of the human body, will be presented using a regional approach to the study of anatomy. Examples of injury or dysfunction to key musculoskeletal and peripheral nervous system structures and their resulting functional consequences will be discussed.

**O.T.M6103x,
Neuroscience**

Dr. Nilsen. 3 points;
The neuroanatomy and neurophysiology of the human nervous system are examined with reference to their relevance to occupational therapy. The major structures and functions of the central and peripheral nervous systems are presented. Topics include nervous system development, cellular constituents and the electrochemical basis of neuronal function, neural plasticity, and the neural basis of somatosensory and special sensory (i.e., vision, hearing, & balance) processing, motor control, emotions, and cognition are highlighted. Examples of dysfunction in neuroanatomical structures and the resulting functional consequences will be discussed as they relate to key systems.

O.T.M6107y

Kinesiology

Mr. Todd Bryson. 3 points.
Application of knowledge of musculoskeletal anatomy, biomechanics, and psychology to the study of human motion. Emphasis on the analysis of movement in daily activity and principles of motor control. Instruction through lectures, movement laboratory, and problem solving seminars.

O.T.M6140

Indirect service

Dr. Tupe. 3 points.
This year-long course explores the role of the occupational therapist in indirect service. Emphasis is placed on the role of the consultant, community needs assessment, designing programs, developing programmatic objectives, and introducing grantsmanship.

O.T.M6212x

Mental Health I: Group dynamics

Dr. Raphael. 3 points.
A seminar-laboratory designed to familiarize the student with the basic principles underlying group process and behavior, and the role of group dynamics in treatment.

OCCT M6520

Clinical Conditions II

4 points.
This course provides a basic understanding of disease or injury to the systems of the human body,

including but not limited to the musculoskeletal and nervous systems. The lectures will cover the etiology, pathology, symptomatology, medical management and prognosis of a variety of disorders most commonly seen by occupational therapists. Labs associated with this course emphasize assessments and techniques most commonly used in occupational therapy practice with the populations discussed.

O.T.M6511x Clinical Reasoning

Mr. Tomlinson. 1 point.

Examine your own thought processes related to clinical reasoning as a developing occupational therapist. An opportunity to reflect upon different modes of reasoning while working with clients will lead to comprehensive evaluations, collaborative planning, and effective implementation of interventions. Exploration of interpersonal skills and counseling techniques to enhance rapport, empathy, and motivation of clients will be emphasized.

O.T.M6530y

Issues and approaches in health policy and management

Dr. Salvant. 2 points.

Overview of the issues that affect occupational therapy practice and patient care. Health policy and health care delivery and its affect on the health status of a population will be explored.

O.T.M6551x

Professional foundations

Dr. Salvant. 3 points.

Overview of the foundation and scope of practice in occupational therapy. Focus on self development of student

for professional roles and functions through individual and group experiences. Simultaneous Level I fieldwork experience introduces the student to occupational therapy practice in a variety of settings.

O.T.M 6552x,y,

Professional foundations 2a,b,c

Dr. Falk-Kessler 1 point

PF2 is a sequence of courses (each is 1 point) over three semesters that follow Professional Foundations 1. The professional role is the focus of PF2, and students are expected to participate in a series of lectures, seminars, and occupational related experiences that will add to their knowledge, skill, and ability as an occupational therapist.

O.T.M6553y

Mental Health II: Individual Assessment and Intervention

Dr. Raphael. 5 points.

Theories relating to occupational therapy within the field of mental health are explored through application to fiction, autobiography, film and case studies. Evaluation, planning, and intervention strategies are presented in interactive learning and seminar sessions and practiced in Level I fieldwork experiences.

O.T.M6554y

Older adults: Level I fieldwork

Ms. Simon. 1 points.

Further practice with prevention and treatment approaches for elderly persons through Level I fieldwork experiences and a seminar in group problem solving/clinical reasoning. Emphasis on developing advocacy and leadership skills.

O.T.M6555x**Prevention and rehabilitation with older adults**

Ms. Simon. 5 points.

Introduction to individual and group assessment and treatment approaches in meeting the needs of older adults; analysis of normal aging and disease states; introduction to indirect service roles (administration, consultation, and education) in service agencies for older clients.

O.T.M6557y**Occupational therapy with children**

Dr. Tupe. 6 points.

General principles of occupational therapy intervention for the child with disability and developmental dysfunction. Specific theories of intervention, including but not limited to, developmental, neurodevelopmental, sensory integration, coping, and behavioral approaches are reinforced and applied to the intervention process of planning, implementation and re-evaluation. Concurrent lecture, laboratory, and Level I fieldwork.

O.T.M6563x**Evaluation and intervention of physical disabilities, I**

Dr. Gillen. 4 points.

Emphasis on the biomechanical and rehabilitative approach to evaluation and treatment. Includes splinting, prosthetics, adaptive equipment, activities of daily living, and therapeutic intervention with clients with specific diagnostic characteristics. Laboratory experiences and simultaneous Level I fieldwork.

O.T.M6564y**Evaluation and intervention of physical disabilities, II**

Dr. Gillen. 4 points.

Emphasis on motor control, cognitive-perceptual, and learning theories as they relate to occupation based treatment. Evaluation and treatment applications for clients with various neurological deficits presented in seminar discussion, case study, problem solving, and laboratory experiences. Special attention to new developments in the area of physical disabilities.

O.T.M.6558y

Research 1 3 points

O.T.M 6559x

Research 2 2 points

Dr. Chen

Research 1 and 2 are courses taken in lieu of Evidence Based Practice 1, 2, and Masters Project. The focus of this course sequence is to advance the understanding of qualitative and quantitative research in evidence based practice. Through the structured use of journal review coupled with participation in a clinically relevant and class-based research project(s), students will gain research experience and understanding of applied research conducted in Occupational Therapy and rehabilitation fields.

O.T.M6571x**Research methods**

Dr. Gutman. 2 points.

Introduction to methods of scientific inquiry, including variable definition and the analysis and interpretation of data. Refinement of skills of critiquing the literature, formulating research

questions and hypotheses, and proposing designs for conducting studies.

O.T.M6572y

Evidence Based Practice I

Dr. Gutman. 2 points.

Provides opportunities to learn how to review and to critique research in or related to occupational therapy in terms of both research objectives and design. Facilitates development of beginning proposal writing skills required for the master's project. Practice in working collaboratively as part of a faculty-student research team.

O.T.M6573

Evidence Based Practice II

Dr. Gutman. 1 point.

Encourages the development in becoming both a professional consumer and a provider of research in the practice of occupational therapy in weekly seminars. In collaboration with the faculty adviser, the student continues the study of the approved topic.

O.T.M6574

Masters Project

Dr. Gutman & Faculty advisors. 2 point.

In collaboration with the faculty adviser, the student completes the study of the approved topic, collects and analyzes data, and evaluates results. A final written report and participation in annual interdisciplinary research day are required.

O.T.M6578y

Psychopathology

Dr. Raphael. 2 points.

Review of symptoms, evaluations, and classification of psychopathology.

Introduction to state of the art psychopharmacological and psychotherapeutic treatment of mental illness by experts in the field.

O.T.M6653z

Level II fieldwork A: evaluation and intervention of clients with mental health problems

Ms. Pamela Miller and clinical supervisors. 0 points.

Prerequisite: O.T.M6553 and all other first year courses or their equivalents. Supervised field experience with clients, applying evaluative techniques, interpreting findings, planning and implementing intervention, and reporting results. Full time for three months.

O.T.M6663x,y,z

Level II fieldwork B: evaluation and intervention of clients with physical disabilities

Ms. Pamela Miller and clinical supervisors. 0 points.

Prerequisite: O.T.M6563 and all other second year courses or their equivalents. Supervised field experience with clients, applying evaluative techniques, interpreting findings, planning and implementing intervention, and documenting results. Full time for three months. The following elective may be taken following the preceding course:

O.T.M6680x,y,z**Level II fieldwork C: Special Interest**

Ms. Pamela Miller and clinical supervisors. 0 points.

Prerequisite: completion of all course work and Level II fieldwork A and B. A field experience is individually planned to enrich the student's background in accordance with his or her needs and interests. Opportunities are provided to develop clinical skills with specialty age or diagnostic groups (e.g., pediatrics, gerontology, hand dysfunction) or to develop indirect service skills in administration or research.

O.T.M6685

Continuing Level II fieldwork: A, B or C; x,y,z 0 points

For students whose Level II fieldwork bridges two semesters. Students will receive the mark of I (Incomplete) for the first semester. When the course is completed, the actual grade will be entered for both course numbers. Students will be registered for 0 points but will be charged the standard \$500 Clinical Education Tuition.

H.P.M8200x,y,z1**Research advisement**

Faculty Advisers. 0 points.

Students must register for 0 points of continued advisement for each additional term required for completion of the approved protocol of the master's project.

Electives

Students are required to take at least one elective offered in the occupational therapy program. The course offerings for these electives change each year. The following courses are samples of what may be offered:

OTM6105**International Service Learning**

Dr. Tupe, 1-2 pt.

This course provides students with experiential learning in an international environment. Students gain knowledge relating to cultural aspects of health, well being and occupation and apply concepts of cultural competence to the occupational therapy process, health education and program development within a particular socio-cultural context.

OTM 6109x Social Skills Training**Workshop**

Dr. Raphael, 1 point

This elective will introduce students to assessments and interventions that target social skills in a variety of populations. This elective will provide opportunities for participants to practice assessments and interventions.

**OTM 6120 x Neurorehabilitation:
Cutting Edge Interventions**

Dr. Dawn Nilsen, EdD **1 point**

This course is designed to expose students to promising interventions in the field of neurorehabilitation, including upper and lower extremity robotics, upper and lower extremity functional electrical stimulation, mirror therapy, mental imagery combined with repetitive task training, constraint-induced movement therapy, and intensive bimanual training; and the evidence supporting their effectiveness in improving occupational performance for various diagnoses (e.g., stroke, cerebral palsy, and Parkinson disease) will be reviewed.

OTM6240y

Manual Techniques to Promote Function

Dr. Gillen, 1 point

This course will focus on advanced adjunctive techniques that can be used in preparation for and in conjunction with functional activities. Specific techniques will be reviewed and practiced. Particular emphasis will be placed on clinical decision making regarding when and with whom these techniques should be used.

OTM6320

DIR/Floortime

Ms. R. Selman, 1 point

This course is focused on understanding the theory behind the DIR/Floortime model, developing critical assessment skills needed for building a comprehensive profile used to guide treatment planning, and learning basic therapeutic techniques specific to this approach. This class uses video's to support learning, provides opportunities to practice scoring DIR

assessments, and hone your critical observation skills of social/emotional development, and sensory profiling.

OTM6400y

Narrative Medicine for Occupational Therapy

Ms. Cindy Smalletz, 1 point

Narrative Medicine is an evidence-based method to equip occupational therapists with the skills needed to respond to the challenge. By fortifying clinical practice with the ability to recognize, absorb, interpret, and be moved by stories of illness, narrative training enables practitioners to comprehend patients' experiences and to understand what they themselves undergo as therapists and providers.

OTM 6452y Restorative Yoga, Tai Chi, Qigong and Feldenkrais: An Integrative Approach to Promote Occupational Performance

Richard Sabel, OTR & Bill Gallagher, PT
This elective emphasizes the clinical application of Restorative Yoga, Tai Chi, Qigong, and Feldenkrais as viable approaches within the scope of occupational therapy practice. The course stresses how conventional and alternative practices can be used together to address client factors and performance skills impeding engagement in everyday occupations.

OTM6455

An Introspective look at Cultural Diversity

Dr. Salvant, 1 pt.

This course will help you to understand and identify the reasons why it is important to work towards becoming culturally proficient in order to provide

your patients with the best treatment possible. We will take an in-depth look at culture and how cultural beliefs and values have a direct impact on treatment, health policy and society on a whole.

OTM6470y

Writing for Publication

Dr. Chen, 1 point

This course is designed to introduce students to different venues for publishing. Students are guided through the process of developing a manuscript to preparing a ready-to-submit publication.

OTM 6482x New Perspectives in Marketing

Ms. Iris Kimberg, OTR, PT 1 point

Occupational therapists in all practice settings, including private practice, hospital and community based service delivery need to start or make adjustments to existing marketing campaigns because of the current economic climate, increased competition for health care dollars, and our fundamental shift from a health care referral system to a consumer choice system.

This elective will present an overview of the dramatic change in health care marketing over the last decade and what made significant recent marketing campaigns in healthcare successful.

O.T.M6550x,y

Teaching assistantship

Faculty Advisers. 1 point.

A few opportunities are available for students selected by the faculty to assist

with components of instruction. Assistantships are associated with Neuroscience, Anatomy, Group Dynamics and Psychopathology. Details of each assistantship are distributed prior to the time of application.

OTM6565x,y

Ethical Dilemmas, 1 pt.

Dr. Falk-Kessler

The purpose of this elective is to begin to develop the skills of ethical reasoning and decision making. Through the use of self reflection, case examples, and ethical problem solving, students will begin to understand ethical principles and how these are applied in a variety of settings.

OTM 6579y Advanced anatomy and dissection of the upper extremity.

Todd Bryson, 1 pt.

This laboratory course is designed to provide the student with the opportunity to return to the gross anatomy lab for an in-depth review of anatomy of the upper extremity through detailed dissection of cadavers and examination of prosected specimens.

O.T.M6580x

Assistive technology

Ms. Colangelo. 1 point.

This course explores the problem-solving method used to adapt, modify, or create an environment that will enhance and optimize a client's abilities. Emphasis will be placed on materials, processes, and the use of tools and equipment that a therapist could use in

a clinical setting. The design component of this course allows the student to exercise creativity while solving technical problems.

OUTLINE OF THE FULL TIME PROFESSIONAL PROGRAM: M.S. Degree (as of 9/1/13)
FIRST YEAR

FALL TERM 2013		POINTS	SPRING TERM 2014		POINTS
O.T.M6101: Human anatomy		3	O.T.M6103: Neuroscience		3
O.T.M6107: Kinesiology		3	H.P.M6520: Clinical Conditions II		4
O.T.M6212: Mental Health I:			O.T.M6552: Professional foundations II		1
Group dynamics		3	O.T.M6510: Clinical Reasoning		1
O.T.M6551: Professional foundations		2	O.T.M6553: Mental Health II: Individual		
O.T.M6571: Research methods		2	Assessment and Intervention		5
O.T.M6578: Clinical Conditions I:			Option 1: O.T.M6558 Research 1		3
Psychopathology		3	Option 2: O.T.M6572:		
			Evidenced Based Practice 1		2
		Total Points: 16			
					Total Points: 16 or 17

SUMMER SESSION 2014

O.T.M6653: Level II fieldwork A: mental health	Total Points: 0
--	-----------------

SECOND YEAR

FALL TERM 2014		POINTS	SPRING TERM 2015		POINTS
O.T.M6555: Prevention and			O.T.M655: Older adults: Level I fieldwork		1
rehabilitation with older adults		5	O.T.M6530: Health policy and		
O.T.M6563: Physical disabilities, I		4	management		2
O.T.M6140: Indirect service			O.T.M6557: Occupational therapy		
(year long course, totaling 3 pts.)		2	with children		6
Option 1: O.T.M6559 Research 2		2	O.T.M6564: Physical disabilities, II		4
Option 2: O.T.M6573:			O.T.M6552: Supervision and Management		1
Evidence Based Practice II		1	Option 1: no course!		0
		Total Points: 12 or 13	Option 2 O.T.M6574:		
			Master's project		2
			O.T.M6140: Indirect service (cont.)		1
					Total Points: 15 or 17

Two program-based electives* are required, and can be taken during any semester. The total number of required program points is 63.

O.T.M.xxxx: Electives	1
O.T.M.xxxx: Electives	1
Total Points:	2

SUMMER SESSION 2014

O.T.M6663: Level II fieldwork B: physical disabilities	Total Points: 0
--	-----------------

FALL TERM 2014-(OPTIONAL¹)

Elective-O.T.M6680: Level II fieldwork C: special interest	Total Points: 0
--	-----------------

- This program is subject to change.

¹ Some service scholarships require additional fieldwork experiences. If you have a service scholarship be sure to check the terms of the agreement.

OUTLINE OF THE 3-YEAR OPTION PROFESSIONAL PROGRAM:

M.S. Degree

FIRST YEAR

FALL 2013	Points	Spring 2014	Points
O.T.M6101: Human anatomy	3	H.P.M6520: Clinical Conditions II	4
O.T.M6107: Kinesiology	3	O.T.M6552: Professional foundations II	1
O.T.M6551: Professional Foundations	2	O.T.M6103: Neuroscience	3
Option 1: Research Methods	2	Option1: Research 1	3
Options 2 & 3: free		Options 2 & 3: free	
Total Points:	9-11	Total Points:	8-11

SUMMER 2013 : Free

SECOND YEAR

FALL 2014	Points	Spring 2015	Points
O.T.M6212: Mental Health I: Group dynamics	3	O.T.M6553: Mental Health II: Individual Assessment and Intervention	5
O.T.M6578: Clinical Conditions I: Psychopathology	3	O.T.M6510: Clinical Reasoning	1
Option 1: Research 2	2	Option 2: Research 1	3
Option 2 & 3: Research Methods	2	Option 3: Evidenced Based Practice 1	2
Total Points:	8	Total Points:	6, 8, or 9

Summer 2015: Fieldwork 2: Mental Health

THIRD YEAR

Fall 2015	Points	Spring 2016	Points
O.T.M6555: Prevention and rehabilitation with older adults	5	O.T.M655: Older adults: Level I fieldwork	1
O.T.M6563: Physical disabilities, I	4	O.T.M6530: Health policy and management	2
O.T.M6140: Indirect service (year long course, totaling 3 pts.)	2	O.T.M6557: Occupational therapy with children	6
Option 2: Research 2	2	O.T.M6564: Physical disabilities, II	4
Option 3: Evidenced Based Practice 2	1	O.T.M6552: Supervision and Management	1
		O.T.M6140: Indirect Service	1
Total Points:	11, 13, or 14	Option 3: Master's Project	1
		Total Points:	15-16

Required

Two program based electives are required, each for 1 pt., and can be taken during any semester as long as the elective's prerequisite requirement has been met. The total number of required program points is 63.

Summer 2016: Fieldwork 2: Physical Disabilities

Fall 2016 (optional²): Fieldwork 2: Pediatrics or a "specialty"

- Please note: If a student elects the three year option, he/she will be considered a part time student for all aspects of the program unless a specific change in status has been approved at the beginning of the semester. Electing this option is best made prior to the start of the program. However, students have until the beginning of October, **2013** to change to part time status.

² Some service scholarships require additional fieldwork experiences. If you have a service scholarship, be sure to check the terms of the agreement.

- Students choose one of the three options to satisfy our research requirement. At the end of the Research Methods course, students select which option they choose to follow. Please see the next page for the sequence.
- This program is subject to change.

RESEARCH SEQUENCE FOR 2013-2016

Option 1

Fall 2013: Research Methods
Spring 2014: Research I
Fall 2014: Research II
Spring 2015: Free
Fall: 2015: Free
Spring: 2016: Free

Option 2

Fall 2013: Free
Spring 2014: Free
Fall 2014: Research I
Spring 2015: Research II
Fall: 2015: Free
Spring: 2016: Free

Option 3

Fall 2013: Free
Spring 2014: Free
Fall 2014: Research Methods
Spring 2015: Evidenced Based Practice I
Fall: 2015: Evidenced Based Practice II
Spring: 2016: Master's Project

CLINICAL SITES FOR FIELDWORK EDUCATION

The following clinical centers, together with students in the program and faculty members, constitute the Occupational Therapy Clinical Council of Columbia University. Placements in fieldwork are selected in consultation with our clinical educators from among these centers. This list is subject to change.

ALBERT EINSTEIN/JACK WEILER
HOSPITAL
BRONX, NY

ARC FORT WASHINGTON MEN'S
SHELTER
NEW YORK, NY

BARRIER FREE LIVING
NEW YORK, NY

BELLEVUE HOSPITAL CENTER
NEW YORK, NY

BETH ABRAHAM HOSPITAL
BRONX, NY

BETH ISRAEL MEDICAL CENTER
NEW YORK, NY

BURKE REHABILITATION HOSPITAL
WHITE PLAINS, NY

CALDWELL PEDIATRIC THERAPY CENTER
WEST CALDWELL, NJ

C. BURDEN CENTER FOR THE AGED
NEW YORK, NY

CENTRAL PARK EARLY LEARNING
CENTER
NEW YORK, NY

CHERRY HOSPITAL
GOLDSBORO, NC

CHILDREN'S NATIONAL HOSPITAL
WASHINGTON, DC

THE CHURCHILL SCHOOL
NEW YORK, NY

CONEY ISLAND HOSPITAL
BROOKLYN, NY

CREEDMOOR PSYCHIATRIC CENTER
QUEENS VILLAGE, NY

ELIZABETH SETON CENTER
NEW YORK, NY

1ST CEREBRAL PALSY OF NJ
BELLEVILLE, NJ

GLEN COVE HOSPITAL
GLEN COVE, NY

GOLDWATER COLER MEMORIAL
HOSPITAL
ROOSEVELT ISLAND, NY

HEBREW ACADEMY FOR SPECIAL
CHILDREN
WOODMERE, NY

HG BIRCH SCHOOL
NEW YORK, NY

HACKENSACK MEDICAL CENTER
TOYS 'R' US/KIDS 'R' US
INSTITUTE FOR CHILD DEVELOPMENT
HACKENSACK, NJ

HANDS-ON REHABILITATION
VALHALLA, NY

HARLEM HOSPITAL CENTER
NEW YORK, NY

HELEN HAYES HOSPITAL
WEST HAVERSTRAW, NY

HILLSIDE HOSPITAL DIVISION OF LONG
ISLAND JEWISH MEDICAL CENTER,
THE LONG ISLAND CAMPUS FOR THE
ALBERT EINSTEIN COLLEGE OF
MEDICINE
GLEN OAKS, NY

JACOBI MEDICAL CENTER
ROSE F. KENNEDY CENTER
BRONX, NY

JEWISH HOME & HOSPITAL
BRONX, NY

JFK JOHNSON REHABILITATION
INSTITUTE
JOHN F. KENNEDY MEDICAL CENTER
EDISON, NJ

KESSLER INSTITUTE FOR
REHABILITATION, INC.
WEST ORANGE, NJ

KINGSBROOK JEWISH MEDICAL CENTER
BROOKLYN, NY

LAWRENCE HOSPITAL
BRONXVILLE, NY
LENOX HILL HOSPITAL
NEW YORK, NY

LENOX HILL NEIGHBORHOOD HOUSE
NEW YORK, NY

LONG ISLAND COLLEGE HOSPITAL
BROOKLYN, NY

LUTHERAN MEDICAL CENTER
BROOKLYN, NY

MASSACHUSETTS MENTAL HEALTH
BOSTON, MA

MOSS REHABILITATION CENTER
PHILADELPHIA, PA

MOUNT SINAI HOSPITAL
NEW YORK, NY

MT. SINAI MEDICAL CENTER
NEW YORK, NY

NASSAU BOCES III
WANTAGH, NY

NEW YORK DOWNTOWN HOSPITAL
NEW YORK, NY

NEW YORK HAND REHABILITATION
NEW YORK, NY

NEW YORK-PRESBYTERIAN HOSPITAL
NEW YORK, NY

- Cornell Medical Center
- Columbia University Medical Center
- Westchester Division

NEW YORK STATE DEPARTMENT OF
EDUCATION
NEW YORK, NY

NEW YORK STATE PSYCHIATRIC
INSTITUTE
NEW YORK, NY

NORTHRIDGE HOSPITAL MEDICAL
CENTER
NORTHRIDGE, CA

NORTH SHORE OCCUPATIONAL
THERAPY
ROSLYN HEIGHTS, NY

NORTH SHORE UNIVERSITY HOSPITAL
AT GLEN COVE
GLEN COVE, NY

NORWALK HOSPITAL
NORWALK, CT

NYU JOINT DISEASES
NEW YORK, NY

OT ASSOCIATES OF NY
BRONX, NY

POSITIVE BEGINNINGS, INC.
FLUSHING, NY

THE REBECCA SCHOOL
NEW YORK, NY

RIVINGTON HOUSE
NEW YORK, NY

RUSK INSTITUTE OF REHABILITATION
MEDICINE
NEW YORK, NY

QUEENS HOSPITAL CENTER
QUEENS, NY

SAN FRANCISCO GENERAL HOSPITAL
SAN FRANCISCO, CA

SCHNEIDER PRE-SCHOOL PROGRAM
NEW HYDE PARK, NY

SOUTH BEACH PSYCHIATRIC CENTER
STATEN ISLAND, NY

SOUTH OAKS HOSPITAL
AMITYVILLE, NY

SPAULDING REHABILITATION HOSPITAL
BOSTON, MA

SPOTS
NEW YORK, NY

ST. JOSEPH'S MEDICAL CENTER
YONKERS, NY

ST. LUKE'S-ROOSEVELT HOSPITAL
CENTER
NEW YORK, NY

ST. MARY'S HOSPITAL
PASSAIC, NJ

ST. MARY'S MEDICAL CENTER
WEST PALM BEACH, FL

ST. VINCENT'S HOSPITAL AND MEDICAL
CENTER OF NEW YORK
NEW YORK, NY

STATEN ISLAND UNIVERSITY HOSPITAL
STATEN ISLAND, NY

STEVEN GAYNOR SCHOOL
NEW YORK CITY, NY

SUNY HEALTH SCIENCES CENTER AT
BROOKLYN
BROOKLYN, NY

TRINITAS CHILDREN'S THERAPY SERVICE
CRANFORD, NJ

UNITED CEREBRAL PALSY
NEW YORK, NY

UNIVERSAL INSTITUTE
LIVINGSTON, NJ

THE VALLEY HOSPITAL
RIDGEWOOD, NJ

VILLAGE CENTER FOR CARE AIDS DAY
TREATMENT PROGRAM
NEW YORK, NY

VOLUNTEERS OF AMERICA EARLY
LEARNING CENTER
BRONX, NY

WHITESTONE SCHOOL FOR CHILD
DEVELOPMENT
WHITESTONE, NY

WESTCHESTER OT ASSOCIATES
ARMONK, NY

YAI-NY
NEW YORK, NY

DUAL DEGREE: MASTER OF SCIENCE IN OCCUPATIONAL THERAPY/ MASTER OF PUBLIC HEALTH

As the mandate for delivery of health care evolves in directions of increased efficiency and cost containment, demands on the occupational therapist as a manager and decision maker continue to evolve as well. Within a brief period of time following graduation, the occupational therapists' role may expand beyond departmental tasks to include related areas involving the analysis and evaluation of services needed for special populations. These roles call for additional education to incorporate knowledge and principles for addressing the health needs of a larger public. In response to this demand, the Programs in Occupational Therapy and the Joseph L. Mailman [School of Public Health](#) have jointly established a program of study which leads to two degrees. The dual degree program has been developed to prepare occupational therapists to function effectively as leaders in the changing health arena by combining their skills with those of the public health professional.

The Dual Degree Program interfaces with the existing Professional (entry) level Program in Occupational. The M.S./M.P.H. Program prepares occupational therapists to:

1. emphasize prevention and public planning principles;
2. consider more flexible arenas for care;
3. contribute to interdisciplinary health care policy;
4. apply specialized technical knowledge of such areas as program development & implementation, health policy both domestic & international, and epidemiological aspects of abnormal development to leadership positions as community program planners and implementers, client advocates, and participants in health care decision making.

ENTRY LEVEL (PROFESSIONAL) MS/MPH Program

The Dual Degree Program requires a minimum of 96 points over three years, including two summers. Students take the required core courses in both programs. Students will primarily be enrolled in the occupational therapy program for the first two years. In the third year, students enroll in the Mailman School of Public Health to complete their coursework.

At the completion of the Dual Degree Program students are eligible to sit for the national certification examination as occupational therapists.

A full description of the occupational therapy professional program begins on [page 13](#).

Required courses in occupational therapy are listed for the entry level professional masters. Information regarding required courses in public health are published on the Mailman School of Public Health [Academic Programs](#) website.

For the professional Master of Science in Occupational Therapy, 53 points of required course work are in occupational therapy, while the M.P.H. includes a minimum of 39 points of required course work.

Each degree includes a given number of required courses and electives. Course descriptions for occupational therapy are in the Program of Study. See the bulletin of the School of Public Health for descriptions of their required courses.

ADMISSION REQUIREMENTS FOR THE DUAL DEGREE PROGRAM

Students must make separate application to the Programs in Occupational Therapy and the Mailman School of Public Health. This may be done simultaneously or after acceptance into the Occupational Therapy Program. In that circumstance, application to the School of Public Health must be made no later than the spring semester of the first year of the Occupational Therapy Program for admission in the fall term. It is suggested that students interested in the dual degree program contact the dual degree advisor from the occupational therapy program.

For the Programs in Occupational Therapy admission requirements, see page 14.

Please note: Dual degree students who apply and get accepted to the Mailman School of Public Health prior to beginning occupational therapy coursework in the Fall semester of their first year receive the most benefit and can take advantage of the modified program.

DEGREE REQUIREMENTS

1. Continuous registration is expected until satisfactory completion of all requirements. All academic and clinical requirements for both degrees must be completed in five years.
2. Equivalency credit: see page 16.
3. Minimum course requirements in areas of basic competency in occupational therapy must be completed by all candidates: biological sciences, behavioral sciences, pathology, activities, and occupational therapy evaluation and treatment procedures.
4. Minimum course requirements in public health include the completion of a core semester, courses in the concentration area of choice, division electives plus a public health practicum.

5. A minimum of twenty-four weeks of full-time (or the equivalent) supervised field experience with clients in programs of prevention, maintenance, and remediation. All fieldwork requirements should be completed within twenty-four months following completion of academic work.

OUTLINE OF THE PROGRAM

Minimum of 96 Points: 57 in Occupational Therapy, 39 in Public Health [M.S./M.P.H. Degree (Professional) Program: Full Time].

This is a general outline that may be modified depending on individual circumstances. Students who are accepted to the School of Public Health prior to matriculation in the Occupational Therapy Programs may follow a different academic sequence. All dual degree students finalize their academic programs with the designated academic advisor.

FIRST YEAR

FALL TERM	POINTS
O.T.M6103: Neuroscience	4
O.T.M6101: Human anatomy	3
O.T.M6212: Group dynamics	2
O.T.M6551: Professional foundations	3
O.T.M6578: Psychopathology	2
O.T.M6571: Research methods	2
Total points	16
SPRING TERM	POINTS
O.T.M6107: Kinesiology	3
O.T.M6520: Clinical Conditions	3
O.T.M6553: Mental health	5
O.T.M6572: Evidenced Based Practice I (or Research 1)	2 (3)
O.T.M6510: Clinical Reasoning	1
O.T.M.6552: Professional Foundations IIA	1
Total points	15 (16)
SUMMER TERM	POINTS
Level II fieldwork	0
Total points	0

SECOND YEAR

FALL TERM	POINTS
O.T.M6555: Prevention and rehabilitation with older adults	3
O.T.M6556: Occupational therapy with children, I	2
O.T.M6563: Physical disabilities, I	5
O.T.M6573: Evidenced Based Practice II** (or Research 2)	1 (2)
O.T.M.6552: Professional Foundations IIB	1
Total points	12 (13)

SPRING TERM	POINTS
O.T.M6554: Occupational therapy with older adults	3
O.T.M6557: Occupational therapy with children, II	4
O.T.M6564: Physical disabilities, II	4
O.T.M6574: Master's project (no research class)	2 (0)
O.T.M.6552: Professional Foundations IIC	1
Total points	14 (12)

SUMMER TERM	POINTS
Level II fieldwork A	0
Total points	0

THIRD YEAR

FALL TERM	POINTS
P.H. Core Curriculum (See SPH for details)	
• Core	15
• Integration of Science & Practice	1.5
Total points	16.5

SPRING TERM	POINTS
SPH courses in concentration area/electives	12
Leadership & Innovation	3
Integration of Science & Practice	1.5
Total points	16.5

SUMMER TERM

Discipline
P.H. Practicum

Total points 0-6

THIRD YEAR

FALL TERM

POINTS

P.H. Core Curriculum (See SPH for details)

15

- [Biostatistics \(P6103\)](#) or [Biostatistics \(P6104\)](#)*
- [Principles of Epidemiology I \(P6400\)](#)
- [Environmental Health Sciences \(P6300\)](#)
- [Issues and Approaches in Health Policy and Management \(P6530\)](#)
- [Introduction to Sociomedical Sciences \(P6700\)](#)

SPRING TERM

POINTS

SPH courses in concentration area/electives

15

P.H. Practicum

0-1

DOCTOR OF EDUCATION IN MOVEMENT SCIENCE AND OCCUPATIONAL THERAPY

Columbia University's Programs in Occupational Therapy has teamed with the Movement Science/Kinesiology Program at Teachers College, Columbia University, to offer a unique program leading to the **Ed.D. in Movement Science with a specialization in Occupational Therapy**. This program will allow students who already have a Masters in Occupational Therapy and clinical experience to gain from combining study in both areas. Students take core and research preparation course work in the movement science program, and coursework in the occupational therapy program. The research would be carried out largely under the supervision of occupational therapy faculty, with the additional support of movement science faculty.

This degree is directed toward preparing the current and the next generation of leaders in occupational therapy with interests in movement and daily function. These leaders will assume professorial roles in universities and colleges within departments of occupational therapy. The degree may lead to:

- Tenure-track faculty position in occupational therapy departments emphasizing teaching and applied research.
- Research Coordinator (university, hospital, clinic)
- Director/Administrator (university, teaching hospital)

Students enrolled in the Ed.D. Program will have an opportunity to integrate and contribute to basic and applied science as it relates to occupational therapy and movement science.

Broad areas of research fall under the following categories:

- How movement and posture support participation in daily living.
- Movement impairment and its impact on functional daily living skills.
- Development and testing of real world / ecologically valid assessments of motor function.
- Development and testing of occupation-based practice guidelines.

Examples of current and potential areas of specific research foci include:

- The role of perception, motor, and cognition in the context of daily living.
- How mental imagery and practice affects recovery after central nervous system dysfunction.
- Vestibular, sensory, and motor impairment as manifested in patients with psychiatric disorders, and its impact on participation in daily living.

ADMISSION PROCEDURES

Application for the Ed.D. in Movement Science with a specialization in Occupational Therapy is made on line by visiting the following website: www.tc.columbia.edu/admissions. At the time of application, candidates should have a well thought-out area of research that should be discussed as part of the required essay for admissions.

Once the application is submitted, candidates are evaluated by a committee with membership from the Program in Movement Science and Programs in Occupational Therapy. Admission to the Ed.D. program will be based upon (a) academic performance at the undergraduate and graduate levels; (b) research capability; (c) commitment to graduate study; and (d) potential for professional contribution.

Interviews are required, and will be set up by the admissions committee.

Any interested candidate who does not already have an earned Masters degree may be eligible for a postprofessional course of study in occupational therapy education or administration. Contact Dr. Glen Gillen, Associate Director of Occupational Therapy, for information and advisement.

Please contact Teachers College for additional information on the application process to the Ed.D. program.

DEGREE REQUIREMENTS

Students in the Ed.D. program in Movement Science with a specialization in Occupational Therapy have a unique opportunity to study with faculty of both programs. Although students are enrolled in Teachers College, each is assigned an academic advisor from the Programs in Occupational Therapy, who, in collaboration with the faculty of TC, plan out a program of study that combines the science of motor learning within the context of occupation. Students in this program are expected to maintain continuous enrollment.

Coursework is taken on both campuses. As per university policy, the Ed.D. requires 90 credits beyond the bachelor's degree. Since most students with entry-level masters in OT have at least 45 graduate credits in related areas, we expect that 45 credits will be transferred in from another qualified institution and that the doctorate will be comprised of approximately 45 credits beyond the existing Masters. The credit allocation is to be shared among the existing programs in Movement Sciences and Occupational Therapy.

Summary Of Credit Point Distribution By Area

Teachers College:

Movement Science: (15 points)

Research Preparation: (9 points)

Occupational Therapy (15 points)

Electives (6 points)

Thesis

Ongoing Evaluation of Doctoral Students. At least once a year, the progress of doctoral students is formally reviewed by at least two faculty members (one from occupational therapy and one from movement sciences) who then meet with the student to discuss their evaluation and give advice.

Certification Examination. This examination covers the research area of the student's dissertation work. The student will prepare a bibliography of material to be covered and will have it approved by the sponsor (OT faculty member) and one member of the movement science faculty, both of whom will prepare and evaluate the exam. Successful performance on the certification examination will be required prior to formal review of the dissertation proposal.

Dissertation Proposal. The student submits a dissertation proposal to the faculty in occupational therapy/movement science. The dissertation proposal should include pilot work. Upon acceptance of the dissertation proposal, continuous enrollment is required (comparable to three points of credit or non-credit dissertation advisement) until the successful completion of the degree.

Preparation and Defense of the Dissertation. The final oral defense of the dissertation involves a specially appointed committee of at least four faculty members including the sponsor (from the OT faculty), a movement science faculty member, a second person from the OT faculty and an out of department representative from Teachers College.

COURSES OF INSTRUCTION

Students are expected to take a series of required and elective courses from both programs. Courses can be selected, in collaboration with one's advisor, from the following roster offered by Teachers College / Movement Science. Please refer to their catalogue for course descriptions:

BBSR 4060 Motor learning

BBSR 4161 Motor learning laboratory

BBSR 4050 Analysis of human movement

BBSR 6564 Advanced topics in neuromotor processes
BBSR 5860 Motor Learning Conference
BBSR 6563 Movement sciences conference seminar
BBSR 5504 Research Training in Motor Learning & Control
BBSR 5582 Research design in the movement sciences
HUDM 4122 Probability and statistical inference
HUDM 5122 Applied regression analysis
HUDM 5123 Linear Models and Experimental design

Courses can be selected, in collaboration with ones advisor from the following roster offered by Occupational Therapy:

O.T.M8100x

OTM8100 Theories Underlying Practice

Dr. Falk-Kessler. 2 points.

Presentation of philosophical and historical foundations for linking health and occupation with occupational therapy theories. Examination of concepts and approaches used in current practice to explain the relationship between theory and application. Formulation of theoretical model applicable to student's own practice and eventual research.

O.T.M8101y

Advanced theories of intervention

Dr. Gillen. 3 points.

Prerequisite: O.T.M8100. This course builds on the first semester and provides additional opportunity for linking theory, practice, and research. Through an approach that combines critical analysis and clinical reasoning, the student critiques intervention approaches from the literature and own practice and develops strategies for designing theoretically sound intervention programs.

H.P. M8510x

Methods of teaching in health care

Dr. Gutman. 3 points.

Models of curriculum design and learning theories applicable to learners with different backgrounds and levels of preparation. Development of specific learning modules for use in academic and/or health care settings along the continuum of care. Opportunity for practice and evaluation of teaching strategies: the case-study method, role-plays, audiovisual aids, and problem solving.

H.P.M8530y

Multidimensional assessment

TBA. 3 points.

Emphasizes multidimensional assessment through an interdisciplinary approach to care. Students are familiarized with a variety of standardized instruments assessing cognitive, physical, psychosocial, and environmental factors affecting functional ability. Application of evaluation results to treatment planning and program development in different settings.

OTM8565 Measurement

Dr. Chen 3 points.

This course will introduce the students the fundamental principles of measurement in health sciences with

application to occupational therapy and medical rehabilitation. We will review important principles of traditional (classical) test theory and learn the principles of latent trait theory and in particular, the Rasch models. We will also review current outcome assessments used in clinical research.

OTM8590 Grantsmanship/Program Evaluation
OTM Clinical Reasoning
OTM Applied Clinical Reasoning Seminar
OTM8550 Advanced Theories of Pediatric Intervention
OTM 8140 Indirect Service
OTM8110 Thesis Seminar
OTM Occupational Science

In addition, the following courses may be offered:

O.T.M8200x,y,z* Research Advisement
OTM8520 xyz Administrative Practicum
OTM8530 Evidenced Based Practice

Term Designations: x, y, and z An x following the course number indicates that the course meets in the autumn term; a y indicates the spring term; and a z indicates the Summer Session.

ACADEMIC STANDARDS FOR OCCUPATIONAL THERAPY

GRADES AND CREDIT

The student's performance in a course is reported according to the following grades: A=4.00; A-=3.67; B+ =3.33; B=3.00; B-=2.67; C+=2.33; C=2.00; F=0. Grades of A through C are passing grades counting for credit toward the degree and accepted as the basis for advancement to a higher course with the following exception: students earning grades of C in clinical courses may require remediation before advancing to the next level of study. The grades of P and R are not included. A student who receives a grade of F in a required course or fieldwork experience must repeat that course or fieldwork experience in our program and may do so only one time. A passing grade must be earned in the repeated course or fieldwork experience in order to be permitted to continue in our program and advance to the next level of professional courses or fieldwork.

The mark of INC (incomplete) is given to a student who has satisfactorily met all the requirements of a course but who has been compelled for reasons beyond his or her control to postpone certain assigned papers or reports. The outstanding work must be completed prior to the end of the next semester (unless a different time frame is required by the instructor) or before being permitted to advance to Level II fieldwork.

The mark of P (passed) is given for Level II fieldwork education. A limited number of other courses are also offered for P/F grades.

The mark of R (registered for the course; no qualitative grade assigned) is given only to those students who indicate, when they register, their intention to take an elective course for R credit or who file notice of change of intention with the Office of Student Administrative Services no later than the last day for change of program. If a student registers for R credit, he or she is not required to take examinations, write papers, or otherwise do the required work of the course. Students may elect R credit only for courses in excess of degree requirements. It should be understood that degree credit for such courses will not be awarded and that courses taken for R credit may not be repeated for examination credit.

Student Progress

Full-time students can expect to complete the program in twenty-four calendar months and part-time students in thirty-six months. All students must complete at least one-fourth (15 points) of the program in an academic year in order to maintain satisfactory progress. In instances where a student may withdraw from the program, be granted a leave of absence, or interrupt the program of study because of mitigating circumstances, a determination of satisfactory progress will be subject to faculty review. Transcripts of students' records are issued at the end of each term, and the academic performance of each student is reviewed by faculty. In order to continue in good standing, whether enrolled full- or part-time, students must maintain an average term grade of B- (2.67 points). Students who fall below the average will be placed on academic probation. To continue in the program the student must achieve a B average during the following term. Any student unable to achieve this average, or placed on academic probation a second time, is subject to dismissal.

A student failing more than one course at any time during the student's tenure in the Programs in Occupational Therapy may not continue in the program. Failure of one course results in required repetition of that course before being permitted to advance to the next level of professional course work or fieldwork. The failing grade (F) remains on the student's official transcript and is included in the academic record, whether or not the student repeats the course and passes it after the second attempt. The courses in the first semester serve as prerequisites for the second semester courses. All courses in each subsequent semester serve as prerequisites for the next semester. A student who has failed one course is automatically placed on academic probation, and may be placed on a leave of action until the course is satisfactorily completed.

Grades of C in required courses are subject to faculty review. In clinical courses that are prerequisites to fieldwork, the record of students receiving less than B- are subject to review prior to Level II fieldwork. This review may conclude that fieldwork is to be postponed until the student achieves the desired level of competence in the clinical course.

Required courses may not be taken for pass/fail unless they are specifically designated or unless individual permission is obtained from the director.

ACADEMIC AND CLINICAL INTEGRITY

It is expected that a student's personal values of honesty, integrity, and responsibility will remain active while enrolled as a student and will be incorporated into his/her professional values. In the spirit of establishing a community for learning, all faculty, administrative staff, and students are expected to conduct themselves according to specified behavioral standards when interacting with each other. These standards are based on mutual respect, a desire to maintain an atmosphere of civility, and tolerance for individuality. It is equally expected that every student will behave honorably at all times and make a conscious effort to understand and respect the values and practices of others who are different from him/herself.

Throughout the Columbia University matriculation period and in University affiliated clinical settings every student is expected to carry out individual assignments as an individual, unless otherwise assigned, and to avoid the incorporation of ideas or work of others without proper attribution. All sources of ideas and direct quotations must be clearly documented. Failure to do so constitutes plagiarism, which is punishable as an academic offense and may result in dismissal from the University.

In clinical and academic settings students are expected to carry out assigned responsibilities with discretion and integrity in relations with patients/clients and professionals and to conduct themselves in a professionally responsible manner. Continuing development of appropriate professional behaviors is required for advancement throughout the programs in occupational therapy.

The faculty of the Programs in Occupational Therapy reserves the right to dismiss, or to deny admission, registration, readmission, or graduation to any student who in the judgment of the faculty of the Programs in Occupational Therapy is determined to be unsuited for the study or practice of occupational therapy.

POLICY FOR THE DEVELOPMENT OF PROFESSIONAL BEHAVIOR

The faculty of The Programs in Occupational Therapy is dedicated to enabling students to become respected professionals. The development and maintenance of professionalism, as seen through actions and communications, is an important component of occupational therapy practice. Advisors review with each student their progression towards professionalism. The *Professional Development Assessment*, included in the Student Handbook, is a guide for the development of professionalism.

ESSENTIAL FUNCTIONS FOR OCCUPATIONAL THERAPY STUDENTS

Students enrolled in Columbia University's Programs in Occupational Therapy are expected to meet standards in addition to academic competence that reflect personal characteristics necessary for successfully completing the course of study. These functions are not related to one's ability to function in a specific role as an occupational therapist, but rather to be able to function in any role as an occupational therapist, in any practice setting. In order to succeed in the program, students must be able to demonstrate multiple skills and abilities that span the academic, motor, emotional, and social nature of our profession.

REGISTRATION AND EXPENSES

REGISTRATION

Before enrolling in University courses, students complete various forms providing information required for University records. These forms include the Essential Function Form and the Program's Honor Code. In addition, students attend the Orientation Session of the Programs in Occupational Therapy before classes begin.

All students are asked to give their Social Security number when registering in the University. International students should consult the International Students and Scholars Office (ISSO), 524 Riverside Drive, for further information. Other students who do not have a Social Security number should obtain it from their local Social Security office well in advance of registration.

Students who are not citizens of the United States and who need authorization for special billing of tuition and/or fees to foreign institutions, agencies, or sponsors should go to the ISSO with two copies of the sponsorship letter. Special billing authorization is required of students whose invoices are to be sent to a third party for payment.

Change in Programs of Study

Once registered, students may drop or add courses or change sections by filing a formal change-of-program application with the Office of Student Administrative Services (Black Building, Room 1- 141) during the change-of-program period each term (see Academic Calendar). All such changes must first be approved by the program director.

Students may drop courses after the change-of-program period by following the same procedure, and with approval by the program director; however, for courses dropped

after the last day for change-of-program in each term, no adjustment of tuition will be made. Last dates to drop courses are indicated in the Academic Calendar. Failure to attend classes or unofficial notification to the instructor does not constitute dropping a course and will result in a failing grade in the course.

Students who begin a full time course of study but wish to change to the three year option must do so early in the first semester, or between semesters. Approval from the faculty Committee on Progress and Promotions is required.

Students who enter as part-time students will register for courses according to a predetermined schedule. Schedules and prerequisite courses of students on or changed to part-time status will be determined on an individual basis according to program policy.

AUDITING COURSES

Degree candidates in good standing who are enrolled for a full-time program in the current term may audit one or two courses (except during the Summer Session) in any division of the University without charge by filing a formal application in the Office of Student Administrative Services during the change-of-program period. Applications require (a) the certification of the Office that the student is eligible to audit and (b) the approval of the dean of the school in which the courses are offered.

Elementary language courses, laboratory courses, studio courses, applied music courses, and seminars are not open to auditors; other courses may be closed because of space limitations. In no case will an audited course appear on a student's record, nor is it possible to turn an audited course into a credit course by paying the fee after the fact. Courses previously taken for credit may not be audited.

FEES

The following fees are prescribed by statute and are subject to change at the discretion of the Trustees. The fees below are for the academic year 2012-2013.

University charges such as tuition, fees, and residence halls are due and payable in full, minus any authorized financial aid, approximately three weeks before the beginning of the autumn and spring terms, and at registration for the summer term. Students who do not pay the full amount of any charge when due may be assessed a late fee. Student Account statements and brochures describing billing and payment procedures are e-mailed before the beginning of each term, and thereafter statements with outstanding balances are e-mailed approximately four times during the term. Consult the Office of

Student Administrative Services, Black Building, Room 1-141, 650 West 168th Street, New York, NY 10032, for further information.

It is the policy of the University to withhold diplomas, certificates, and transcripts until all financial obligations have been met. Candidates for graduation are urged to pay their bills in full at least one month prior to graduation.

In the event a diploma, certificate, or transcript is withheld because of an unpaid bill, a student will be required to use a certified check, money order, or cash to release any of the aforementioned documents.

Tuition and Fees

The following charges are in effect for the 2012-2013 academic year:

For all courses, per point	\$ 1146
For clinical education tuition per experience	\$ 500

Students are provided with several opportunities to register for their courses. If a student misses these opportunities, they can register late. A late fee will be charged.

Tuition for courses offered by Teachers College, which is not part of the Columbia University corporation, will be charged at the per point or course rate established by that school.

Health Service and Hospital Insurance Fees

The student health service fee, listed under *estimated expenses*, contributes to the cost of operating the Student Health Service. The hospital insurance fee pays the annual premium of the Aetna Plan. Participation in these programs is compulsory for all full-time students; students who already carry comparable hospital insurance, however, may waive this fee during registration. Part-time students are encouraged to participate in the combined health plan. Upon payment of additional fees, students can acquire the student health service and hospital insurance coverage for their dependents. Students should consult the Student Health Service for further information.

The Student Health Service, which holds daily office hours, is on the street level of Bard Haven Tower 1 (60 Haven Avenue).

Withdrawal and Adjustment of Fees

With the passage of the Higher Education Amendments of 1992 (Public Law 102-325), the University is required to implement a pro rata refund policy for students who do not register, or who withdraw or otherwise fail to complete an enrollment period. Refunds

are a percentage of charges (including tuition and housing) assessed the student based on the date of the student's last day of attendance (separation) as reported by the Director of the Programs. All students will be charged a withdrawal fee of \$75.00.

A refund calculation will be based on the last day of attendance; however, a student may be charged for services (e.g., housing) utilized after the last day of attendance. These charges should not be paid with Title IV funds.

Certain fees are not refundable: Fees for services used prior to withdrawal, for materials and equipment purchased, for services that continue to be available after withdrawal, and fees paid to outside entities generally will not be refunded. Fees not subject to refund include: health service, medical insurance/Blue Cross, course-related fees (labs, etc.), international services charge, late registration fee, late payment fee, finance charges, computer fee, and withdrawal fee.

Students will not be entitled to any portion of a refund until all Title IV programs are credited and all outstanding charges have been paid.

Refunds will be credited in the following order: Federal Stafford Loans, Federal Perkins Loans, other Title IV programs, non-Title IV funds, and, finally, any remaining credit balance to the student.

The refund percentage is as follows (prorated for calendars of different durations and calculated from the first week of classes):

1st week 100%	4th week 80%	7th week 60%	After 9th week 0%
2nd week 90%	5th week 70%	8th week 50%	
3rd week 80%	6th week 60%	9th week 40%	

ESTIMATED EXPENSES

The following estimated expenses are for full-time students for 2013-2014. Tuition is based on a charge of \$1146 a point; part-time students are encouraged to participate in health and hospital plans. The living expense portion of our student budget represents an estimated cost for a single student to maintain a modest but adequate standard of living during the 2013-2014 academic years.

We suggest that students open an account in one of the local banks as soon upon arrival in New York City. Since it may take as long as three weeks for the first deposits to clear, students should be able to cover immediate expenses by bringing travelers' checks or a draft drawn on a local bank. The school bill may be paid by personal check.

Columbia University Programs in Occupational Therapy

MS Program: 2013-14

Single Resident Student - Estimated Budget

First Year

	Fall	Spring	Summer
TUITION AND FEES:			
TUITION*	18,336	18,336	500
FEES* -			
STUDENT HEALTH SERVICE	475	665	
MEDICAL INS. PREMIUM	1,618	2,265	
PROGRAM FEE ^^	600	600	
CUMC NETWORK FEE	185	185	185
TRANSCRIPT FEE	105		
SUBTOTAL TUITION AND FEES	21,319	22,051	685

EDUCATIONAL EXPENSES:			
BOOKS & SUPPLIES	800	800	
AOTA STUDENT MEMBERSHIP DUES	75		
SUBTOTAL EDUC. EXPENSES	875	800	0

LIVING EXPENSES:			
HOUSING	5,178	5,180	3,448
FOOD	2,834	2,834	1,889
MISCELLANEOUS EXPENSES (LAUNDRY, CLOTHING, PERSONAL, OTHER)	1,502	1,502	1,002
SUBTOTAL LIVING EXPENSES	9,514	9,514	6,343

SUBTOTAL BY TERM	31,708	32,365	7,028
-------------------------	---------------	---------------	--------------

GRAND TOTAL FOR 12 MONTHS	71,101
----------------------------------	---------------

* Asterisked items are PROJECTED FIGURES, subject to change without notice.

^^ Program Fee is \$400/term if 12 pts or less

Tuition assumes \$1,146/point - 32 pts 1st year & 31 pts 2nd year + \$500 summer tuition/yr

Columbia University Programs in Occupational Therapy

MS Program: 2013-14

Single Resident Student - Estimated Budget

Second Year

Fall	Spring	Summer
------	--------	--------

TUITION AND FEES:

TUITION*	18,336	17,190	500
FEES* -			
STUDENT HEALTH SERVICE	475	665	
MEDICAL INS. PREMIUM	1,618	2,265	
PROGRAM FEE ^^	600	600	
CUMC NETWORK FEE	185	185	185
SUBTOTAL TUITION AND FEES	21,214	20,905	685

EDUCATIONAL EXPENSES:

BOOKS & SUPPLIES	600	300	
AOTA STUDENT MEMBERSHIP DUES	75		
SUBTOTAL EDUC. EXPENSES	675	300	0

LIVING EXPENSES:

HOUSING	5,178	5,178	3,452
FOOD	2,834	2,834	1,889
MISCELLANEOUS EXPENSES (LAUNDRY, CLOTHING, PERSONAL, OTHER)	1,502	1,502	1,002
SUBTOTAL LIVING EXPENSES	9,514	9,514	6,343

SUBTOTAL BY TERM

31,403	30,719	7,028
---------------	---------------	--------------

GRAND TOTAL FOR 12 MONTHS	69,150
----------------------------------	---------------

* Asterisked items are PROJECTED FIGURES, subject to change without notice.

^^ Program Fee is \$400/term if 12 pts or less

Tuition assumes \$1,146/point - 32 pts 1st year & 31 pts 2nd year + \$500 summer tuition/yr

The following estimated expenses are for those students who choose to do an third, optional fieldwork experience.

Columbia University Programs in Occupational Therapy

MS Program: 2013-14

**Single Resident Student - Estimated Budget
3rd Fieldwork - Fall**

	Fall
TUITION AND FEES:	
TUITION*	500
FEES* -	
STUDENT HEALTH SERVICE	475
MEDICAL INS. PREMIUM	1,618
PROGRAM FEE ^^	0
CUMC NETWORK FEE	185
SUBTOTAL TUITION AND FEES	2,778
EDUCATIONAL EXPENSES:	
BOOKS & SUPPLIES	
AOTA STUDENT MEMBERSHIP DUES	
SUBTOTAL EDUC. EXPENSES	0
LIVING EXPENSES:	
HOUSING	4,603
FOOD	2,519
MISCELLANEOUS EXPENSES (LAUNDRY, CLOTHING, PERSONAL, OTHER)	1335
SUBTOTAL LIVING EXPENSES	8,457
TOTAL	11,235

* Asterisked items are PROJECTED FIGURES, subject to change without notice.

HOUSING

Health Sciences Campus

The Health Sciences Housing Office serves as the central assignment office for all University owned housing on the Health Sciences campus. In addition, the division runs the day-to-day operations of the residence halls--Bard Hall and the Georgian Building-- University guest accommodations, recreational/athletic facilities, and conference room scheduling for Bard Hall. The office is located in Bard Hall, 50 Haven Avenue.

ON-CAMPUS HOUSING

Students enrolled and matriculated in an approved full-time Health Sciences academic program are eligible to apply for University housing. A variety of housing options for both single students and couples are available: traditional residence halls (single rooms and suites) in Bard Hall and the Georgian Residence, and apartments (studios and 1-, 2-, and 3-bedroom apartments) at Bard-Haven Towers, 106 and 154 Haven Avenue. All accommodations are "wired" and equipped with a data/voice jack, which can provide access to both the campus telecommunications system and campus computer network. The housing assignment process at Columbia University Health Sciences is a three-step process. All students newly accepted into the Programs in Occupational Therapy will have an opportunity to apply for housing; applications are submitted electronically. Housing is not guaranteed. Student housing is assigned on the basis of distance from the campus, access to alternative housing or resources for commuting, date of receipt of application, and accommodation availability. First priority is given to students moving to New York from the greatest distances; second priority to those from the further sections of the metropolitan area; and third priority to those students nearer to campus. The office of Housing Services can also assist with off campus housing.

Students who wish more information may call or visit the Housing Office, Monday-Friday, 9:00 A.M.- 5:00 P.M.; (212) 304-7000. www.cumc-housing.columbia.edu

GUEST ACCOMMODATIONS

The Housing Office provides guest accommodations for affiliates of the University and visitors to the campus. The guest rooms located in Bard Hall include eight Ivy League single or double suites and the Samuel Bard Suite. The Samuel Bard Suite is a fully furnished guest apartment with living room, bedroom, bath, and fully equipped kitchen. Reservations can be made for overnight or extended stays by contacting the Housing Office during business hours.

APPLICATION OR RENEWAL OF APPLICATION FOR A DEGREE

Degrees are awarded four times a year in October, February, May, and June. A candidate for any Columbia degree (except the doctoral degree) must file an application with the Office of Student Administrative Services, Black Building, Room 1-141, 650

West 168th Street, New York, NY 10032. In the academic year, the last day to file for an October degree is August 1; for a February degree, October 1, and for a May or June degree, December 1. Applications received after the filing date will automatically be applied to the next conferral date.

If the student fails to earn the degree by the conferral date for which he or she made application, the student may renew the application according to the schedule noted above.

TRANSCRIPTS AND CERTIFICATION

The amended Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits release of educational records without the written consent of the student (for certain exceptions and further restrictions, consult FACETS, the University student handbook). You may obtain an official transcript of your academic record at Columbia University by writing to: Student Administrative Services, Columbia University, Black Building, Room 1- 141, 650 West 168th Street, New York, NY 10032, Attention: Transcripts.

Please include the following information with your request: current and former names; Social Security number; schools attended and dates of attendance; degrees awarded and dates awarded; number of transcripts desired and complete address for each; your current address and telephone number; and your signature authorizing the release of your transcript. You may also order transcripts in person at 205 Kent Hall on the Morningside campus (9 A.M.-5 P.M., Monday-Friday) or at Room 1-141 of the Black Building on the Health Sciences campus (9 A.M.- 4:30 P.M., Monday-Friday). Currently enrolled students may order transcripts for themselves and for colleges and universities via the Student Services page on the World Wide Web at <http://www.columbia.edu/cu/students/>. There is no charge for issuing transcripts; however, all students pay a one-time transcript fee of \$75 upon their first registration at the University. The normal processing time for transcripts is two to three business days. If you mail in your request for a transcript, you should allow several additional days for delivery to and from the University.

You may order certifications of your enrollment and degrees via mail or in person, as described above. When requesting a certification by mail, include the notation "Attention: Certifications" on your envelope. Certifications are provided while you wait if you come to the Black Building to request them. There is no charge for certifications.

FINANCIAL AID

The financial aid policies of the Programs in Occupational Therapy are designed to assist students to secure funds to help pay their education-related expenses. Assistance in the form of grants, loans, scholarships, and/or Federal Work-Study is provided by federal, state, University, and/or private sources.

Financial aid is based upon financial need, enrollment status, and availability of funds. This assistance is supplemental to the student's and/or family's financial resources.

Materials and Procedures

Go to the following link for the Office of Student Financial Planning. Here you will find a *Student Financial Aid Handbook* and information on how to apply:

<http://cpmcnet.columbia.edu/student/finaid/>

No student will be considered for financial assistance until he or she has been accepted into the Programs.

Federal and state regulations restrict all federal aid to citizens or permanent residents of the United States. The University, therefore, requires international students applying for admission to present evidence of sufficient funds to cover all tuition, fees, books, and living expenses for their study in the Program.

TYPES OF ASSISTANCE

SCHOLARSHIPS

Program Awards

A limited number of scholarships are awarded annually from University funds to full-time students. The amounts of these scholarships vary from year to year, depending upon the availability of funding and student Financial Aid need. Applicants do not apply for these awards directly but follow the procedures detailed in the Student Financial Aid Handbook.

In addition, The Alumni Committee of the Programs in Occupational Therapy, Columbia University makes merit-based awards to incoming entry-level students who meet eligibility requirements.

Restricted Columbia Scholarships

Available to students who meet a certain specific criteria.

George W. Ellis Fellowship. Applicants must be residents of the state of Vermont, or must have graduated from a college or university in the state of Vermont.

Letta Stetter Hollingworth Fellowships. Applicants must be women graduates of the University of Nebraska, nominated by the faculty of that University with preference given to Nebraskans.

Paul Nichoplas Scholarship Fund. Applicants must be male students of Greek extraction or male students born in Greece and graduated from any Greek college or university.

Clifford and Siegfried Upton Scholarships. Applicants must be children of employees of D.C. Heath and Company, Lexington, MA.

Vladimir and Olga Poder Fund. Applicants must speak Estonian.

Westmoreland Davis Memorial Foundation Fellowships. Applicants must be students from Virginia.

State Awards

Students are expected to determine the availability of scholarship assistance from the states in which they reside and to make application for such funds when appropriate. In New York State, the Tuition Assistance Program (TAP) is currently suspended for graduate students.

Educational Loan Programs

Please refer to the Student Financial Planning website, <http://cpmcnet.columbia.edu/student/finaid/> for more information.

OTHER SOURCES OF AID

Service Scholarships

Service scholarships are available from the New York City Board of Education and from The Burke Rehabilitation Hospital.

The New York City Board Of Education provides scholarships for both first and second year students. This service scholarship pays for one year of tuition in exchange for twenty-four months of service after graduation as an Occupational Therapist in a public school at the regular salary. These service scholarships are renewable for the second year of study contingent upon funding. The application is available on our website. Further information may be obtained by calling the Board of Education at (718) 391-8391 or writing to:

NYC Department of Education
Office of School Health/Office of Related and Contractual
Services
28-11 Queens Plaza North, 4th Floor
Queens, NY 11101

The **Burke Rehabilitation Hospital** offers a Scholarship Assistance Program to assist in paying the final year tuition expenses for students who are currently enrolled in an Occupational Therapy Program. In order to apply, applicants must be eligible to receive a New York State limited permit in occupational therapy in 2011, and be eligible and available to begin employment at Burke before the end of 2011.

Scholarship awards to selected students will be \$6000.00. Occupational Therapy students graduating in 2012 or those who meet the stated eligibility requirements should submit the application and requested information by September 30, 2011.

If you are interested in this program, please call Sofi George, Coordinator at (914) 597-2104 or email sgeorge@Burke.org.

External Scholarships

Please refer to the Student Financial Planning website for a list of outside scholarship opportunities. <http://www.cumc.columbia.edu/student/finaid/index.html>

After applying for admission, applicants are encouraged to apply to the organizations listed on our website, as well as to other private foundations known personally to the student. In this way, the applicant may not miss application deadlines, since many of these organizations require verification of acceptance/ enrollment before consideration is given to a student's financial aid request. For additional sources, consult The Foundation Center Library, 79 Fifth Avenue, New York, NY 10003.

Tax Withholding for Nonresident Alien Scholarship and Fellowship Recipients

United States tax law requires the University to withhold tax at the rate of 14 percent on scholarship and fellowship grants paid to nonresident aliens that exceed the cost of tuition, books, fees and related classroom expenses.

Certain countries have entered into tax treaties with the United States, which may serve to reduce this rate of withholding. However, even when such a treaty applies, the student and the University must report the full amount of such excess to the Internal Revenue Service. If a student claims tax treaty benefits, he or she must also report this amount to his or her country of residence.

The International Students and Scholars Office (524 Riverside Drive; telephone 212-854-3591) has prepared a packet of tax information, which is available to students and is revised annually. The tax law is complex and may vary with regard to individual circumstances. Therefore, as the University is not in a position to offer individual tax advice, each student may also wish to consult the consulate of his or her country of residence or a qualified tax professional.

Federal Work-Study

This program provides an opportunity for full-time students to earn a part of the cost of their educational expenses. Funds provided to the University by the federal government subsidize a portion of the wages paid to the students.

Students interested in Federal Work-Study opportunities during the academic year should contact Diana Parra, Assistant Director of Student Financial Planning upon arrival on campus in September. Eligibility is based on financial need as determined by Federal Methodology.

STUDENT EMPLOYMENT

A student interested in earning part of his or her expenses by working part-time in a non-work-study position, either during the academic year or the summer, may apply to the Office of Career Services, East Campus (on the Morningside campus).

Students and Their Spouses

Spouses of students may register with the Center for Career Services for part-time work. Those who are interested in full-time jobs at the University should contact the Human Resources Office, Black Building, Room 101, on the Health Sciences campus or 615 West 131st, Studebaker building, 4th floor, on the Morningside campus.

Most of these positions are secretarial or administrative in nature, usually requiring good computer skills as well as prior office experience. A complete listing of available positions can be found on the University's Web site (www.columbia.edu).

Regular full-time University employees and their families may be eligible for a limited number of points of tuition exemption as outlined in the Tuition Exemption Program. However, eligibility for the Tuition Exemption Program does not imply automatic admission or ability to register for courses. The specific admission requirements of the school or division must also be met. Detailed information about the Tuition Exemption Program and other University benefits can be obtained from Human Resources (www.hr.columbia.edu/hr).

STUDENT LIFE

Students entering the Programs in Occupational Therapy come from diverse educational and experiential backgrounds. Some students come to the programs directly after having received a baccalaureate degree, others are making career changes, and some are returning to college after raising a family. Common factors shared by all students are the willingness to grow and learn and to direct themselves emotionally and intellectually to becoming highly qualified, competent health care professionals.

ACADEMIC, CLINICAL, AND RESEARCH FACILITIES

Classrooms and laboratories are within the three-block radius of the medical center complex. The primary teaching facility of the Programs in Occupational Therapy is the Center for Education and Research in Physical Therapy and Occupational Therapy on the 8th floor of the Neurological Institute. The Center includes two lecture/laboratory

rooms, a conference room, and a student lounge, as well as administrative and faculty offices. The Learning Center, available to all Health Sciences students, is a 26,000 square foot facility that is part laboratory, part classroom, and part student union. Components include classrooms, conference and seminar rooms, a workstation computer classroom and laboratory, and a comfortable lounge area with vending machines and restrooms. The Learning Center is laced with a high-speed telecommunications network and advanced audiovisual capabilities.

Students may enroll in courses at Columbia's Morningside campus, an easy commute by subway, bus, or shuttle. The Morningside campus is located fifty blocks south of the medical center. Separate tuition is charged for classes taken in other schools. These courses do not count towards the requirements of the professional Programs in Occupational Therapy.

The New York metropolitan area is rich in clinical facilities and agencies where students are assigned for clerkships and fieldwork experiences. An unequalled variety of hospitals, rehabilitation centers, private clinics, specialty facilities, community agencies, and programs are available to provide students with supervised learning experiences. The location of the Programs in the midst of ongoing research activities fosters the development of research interests in students. Opportunities for individual and collaborative research are available.

OFFICE OF SCHOLARLY RESOURCES

Augustus C. Long Health Sciences Library

Columbia University is home to over 28 libraries and archives, each of which is a resource for the occupational therapy students. While our students make use of several of these libraries (e.g., New York State Psychiatric Institute; Teachers College) they rely most heavily on the Augustus Long Library of the Health Science Campus.

The Augustus Long library, located in the Hammer Health Sciences Center, serves the needs of faculty members, students and researchers in the various health science disciplines. The total number of physical volumes owned by the Health Sciences Library (HSL): 365,781; 35,000 physical volumes are shelved onsite at HSL, and 330,781 physical volumes shelved in a remote storage facility. Faculty, students, and staff have access to all. Plus, there are 157,074 unique monographic titles in all formats, and 5,300 serial titles in all formats. In addition to this, 24 databases (paid for, licensed, or linked to for access by HSL) are available to all faculty, students, and staff and accessible via any computer.

The media center houses a microcomputer laboratory, which offers a wide range of software to run on the microcomputers. A second Apple microcomputer laboratory is part of the new learning center. Laser printers and plotters are available. All students and faculty can use the microcomputer laboratories. In addition to traditional reference sources, the library offers computerized MEDLARS. The library also provides CLIO a

computerized catalog for all materials added to Columbia University libraries since 1981. Students and faculty have access to a copy center that is also located in the Health Science Library. The library staff is readily available and consistently helpful to the students. Library hours are Monday through Thursday, 8:00 a.m. - 11 p.m.; Friday, 8 a.m. – 8 p.m.; Saturday, 10 a.m. -11 p.m., and Sunday, noon -11p.m. The Student Computer Rooms and the After Hours room, and the Lower Level Learning Center Computer Room, are each available 24 hours a day, 7 days a week. As indicated, all the instructional aids are very adequate and readily accessible. A complete guide to the University Libraries is available on the [library website](#).

Center for Academic Information Technology

The Center for Academic Information Technology (CAIT) provides computer services and resources to support education and research at the Health Sciences campus, including computer labs and classrooms, development and delivery of online curriculum and multimedia, assistance in connecting to and using the campus network, computer support for the Health Sciences Library, and development and administration of CPMCnet, the primary Internet and World Wide Web server and gateway of the Columbia Presbyterian Medical Center (<http://cpmcnet.columbia.edu>).

The Center is located on the second floor of the Health Sciences Library. Computer labs maintained by CAIT are located in the Center, in the Student Learning Center (Presbyterian Hospital, 17th floor), and in a room adjacent to the lobby of the Hammer Building that is open twenty-four hours. A wide range of general applications, such as word processing, presentation graphics, and statistical analysis are supported on Windows and Macintosh computers in the labs. The Center also provides access to printing, electronic mail, and campus wide network resources. Assistance with viruses, damaged files, and file conversion/transfer is provided at the Center's service desk. An extensive workshop program provides hands-on training in computer applications, electronic mail, and Internet navigation. Further information is available at the service desk or online (<http://cpmcnet.columbia.edu/computers/cait>).

Center for Curriculum Evaluation and Faculty Support

The Center for Curriculum Evaluation and Faculty Support assists course directors and faculty in the development and implementation of strong and innovative educational programs. Ongoing feedback from students about the courses, lectures, and educational materials that make up the curriculum is a valuable component in efforts to ensure that programs are of the highest quality. Throughout the year, students may be asked to complete evaluation surveys, participate in formal discussion sessions to assess various aspects of the curriculum, and/or review new materials to support the curriculum. Student comments and suggestions are solicited regularly and are greatly appreciated.

In addition, the Center for Curriculum Evaluation and Faculty Support operates a Test and Survey Scanning Service. Available for both faculty use and student projects, the facility is located in the Photocopy Center on LLI of the Health Sciences Library. The

service provides scanning of National Computer System (NCS) bubble sheet forms for course examinations, course evaluation surveys, and research surveys. Basic statistical and summary reports on scanned data are supplied, and the scanned data also are available in flat ASCII files. A handbook of policies and procedures is available at the facility.

RECREATIONAL/ATHLETIC FACILITIES

Bard Hall Commons is the center for activities on the Health Sciences campus. The Commons includes offices, study areas and lounges, the dining room, and the Bard Athletic Center. In addition, the Wellness Center offers a variety of programs to promote health and well being.

At the Morningside Campus. The Marcellus Hartley Dodge Physical Fitness Center features two gymnasias, an eight lane swimming pool, sixteen squash and racquetball courts, a tri-level cardiovascular and strength training center, two dance/martial arts studios, a fencing room, a wrestling room, and a one-tenth mile indoor track. Also on campus are two tennis courts.

Baker Field. Columbia's principal outdoor athletic facility, located at the northern tip of Manhattan, features a football field, soccer field, running track, seven tennis courts, and several practice fields.

OTHER STUDENT ACTIVITIES AND SERVICES

Students enrolled on the Health Sciences campus may join various activities sponsored by the P&S Club, such as the Bard Hall Players (a very active theater group), coffeehouse cabarets, and moonlight cruises. A roster of CUMC activities is sent each week to the student body. All students enrolled in programs on the Health Sciences campus are also entitled to the privileges and facilities of the Morningside campus at 116th Street and Broadway. In addition, there are many services that students can take advantage of:

The Medical Center Bookstore. The Bookstore is currently located in the Audubon Center on Broadway between W. 165th and W. 166th Streets, across from the Health Sciences campus. Required textbooks may be purchased there as well as miscellaneous educational supplies. Please note: this bookstore will be moving closer to campus during this academic year.

Shuttle Service Available to Students. A shuttle bus runs between the Health Sciences campus, Morningside campus, and Harlem Hospital at regular intervals during the day and evening hours at no cost to the student. In addition, the Health Sciences Security Office provides transportation to students between the hours of 6:00 p.m. and 8:00 a.m. to adjacent residential buildings, Medical Center facilities, the George Washington Bridge Bus Terminal, and other locations within the local Medical Center vicinity.

Writing Centers:

The Graduate Writing Center at Teachers College and the Writing Program at Columbia University provide writing assistance to registered students.

Disabled Student Service. Columbia University admits qualified students with disabilities. Campus facilities have been designed or modified to meet the needs of individuals with permanent or temporary disabling conditions. The Office of Student Disability Services on the Morningside campus coordinates services for students with disabilities in cooperation with the Programs in Occupational Therapy. The purpose is to address the individual disability needs of students while upholding academic integrity and standards of Columbia University. Students may consult Professor Pamela Miller; they should also consult the “Disability Services text in the Official Regulations section of this bulletin.

THE HEALTH SCIENCES CAMPUS AND NEW YORK CITY

The Health Sciences campus is within easy reach of New York City’s myriad attractions. Lincoln Center for the Performing Arts, the theater district, Greenwich Village, Wall Street, a variety of museums - Metropolitan Museum of Art, the Museum of Natural History, the Museum of Modern Art, to name a few - Fifth Avenue, Little Italy, and Chinatown are all a brief trip away by bus or subway. Within a one hour drive from campus are outstanding ski resorts, beaches, and camping and hiking grounds. Students may ski at Great Gorge, swim at the New Jersey Shore or Long Island’s many beaches, or picnic and hike at Bear Mountain State Park.

The prospect of living in New York offers a special challenge to students. For the health professional, it has a unique patient population and the opportunity to learn about the problems of health care delivery in a variety of urban settings. As a cultural and artistic center, the city is unrivaled. Students acclimate quickly to the public transportation system and follow sensible precautions that minimize the problems of urban living. They move freely around the city to enjoy all that New York has to offer - unmatched sightseeing, wonderful entertainment, unique cultural opportunities, and unlimited educational resources.

OFFICIAL REGULATIONS

The policies that follow are a sample of our policies. For the most current official university policies, please refer to **Essential Policies for the Columbia Community**, <http://facets.columbia.edu>.

RESERVATION OF UNIVERSITY RIGHTS

This Bulletin is intended for the guidance of persons applying for or considering application for admission to Columbia University and for the guidance of Columbia students and faculty. The Bulletin sets forth in general the manner in which the University intends to proceed with respect to the matters set forth herein, but the University reserves the right to depart without notice from the terms of this Bulletin. The Bulletin is not intended to be and should not be regarded as a contract between the University and any student or other person.

UNIVERSITY REGULATIONS

According to University regulations, each person whose registration has been completed will be considered a student of the University during the term for which he or she is registered unless the student's connection with the University is officially severed by withdrawal or otherwise. No student registered in any school or college of the University shall at the same time be registered in any other school or college, either of Columbia University or of any other institution, without the specific authorization of the associate dean or director of the school or college of the University in which the student is first registered.

The privileges of the University are not available to any student until he or she has completed registration. Since, under the University statutes, payment of fees is part of registration, no student's registration is complete until the fees have been paid. A student who is not officially registered for a University course may not attend the course unless granted auditing privileges. No student may register after the stated period unless he or she obtains written consent of the appropriate dean or director.

The University reserves the right to withhold the privilege of registration or any other University privileges from any person with unpaid indebtedness to the University.

Attendance and Length of Residence

No degree will be granted to a student who has not registered for and attended the University courses of instruction equivalent to at least one academic year of full-time work.

Students are held accountable for absences incurred owing to late enrollment and are expected to attend punctually each class or laboratory exercise in each course. For

credit toward the degree, regular attendance is required in addition to the proficiency attested to by class work and examination.

Religious Holidays

It is the policy of the University to respect its members' religious beliefs. In compliance with New York State law, each student who is absent from school because of his or her religious beliefs will be given an equivalent opportunity to register for classes or make up any examination, study, or work requirements that he or she may have missed because of such absence on any particular day or days. No student will be penalized for absence due to religious beliefs and alternative means will be sought for satisfying the academic requirements involved.

Officers of administration and of instruction responsible for scheduling of academic activities or essential services are expected to avoid conflict with religious holidays as much as possible. If a suitable arrangement cannot be worked out between the student and the instructor involved, they should consult the appropriate dean or director. If an additional appeal is needed, it may be taken to the Provost. Please refer to the occupational therapy student handbook for more information.

Immunization Requirements

New York State requires that all college and university students be adequately protected against Measles, Mumps, Rubella, and Meningococcus. (MMR). All students on the CUMC campus must provide necessary documentation regarding these infectious diseases no later than the beginning of the fall semester. Information on submitting this documentation is distributed to all incoming occupational therapy students.

Please note: If you cannot provide evidence that you are immune to measles, mumps, and rubella, you will not be permitted to register for classes and may be charged a fine.

The flu vaccine is provided free of charge to all clinical students. If for some reason you choose not to be vaccinated, you will be required to fill out a declination form available through student health. Please keep in mind that some fieldwork sites will not allow non-vaccinated students to participate in fieldwork.

Drug Testing Policy

All CUMC students are required to submit to drug testing. This is typically handled prior to the first clinical assignment. The CUMC Policy and Procedure on Pre-Clinical Drug testing is distributed to all Occupational Therapy students during the fall semester.

DISABILITY SERVICES

Columbia is committed to serving the needs of students with disabilities. Services to students with permanent or temporary disabilities are coordinated by the University Office of Disability Services. Disability Services works in conjunction with the Programs in Occupational Therapy to support its academic program and standards and to meet student's disability needs.

The University Office of Disability Services provides a variety of services, programs, and resources to allow students with disabilities full participation in the academic and campus experience. Students are expected to identify their disability and to provide current and appropriate medical or diagnostic documentation before any accommodations can be considered. In cases involving students with learning disabilities, appropriate documentation must provide a current assessment of the student's adult level of learning skills and style and must include a report summary and complete test battery scores. To allow sufficient time for review of needs and implementation of accommodations, students with disabilities are encouraged to contact Disability Services upon acceptance to discuss their specific disability needs and to plan any academic accommodations that may be necessary.

Any student who disagrees with a decision that affects his/her standing in the program has the opportunity to appeal. Our student handbook, which is distributed to all matriculated students, describes the process.

Information regarding disability services can be accessed through the Office of Disability Services, <http://health.columbia.edu/services/ods>

RULES OF UNIVERSITY CONDUCT

The Rules of University Conduct (Chapter XLI of the Statutes of the University) provide special disciplinary rules applicable to demonstrations, rallies, picketing, and the circulation of petitions. These rules are designed to protect the rights of free expression through peaceful demonstration while at the same time ensuring the proper functioning of the University and the protection of the rights of those who may be affected by such demonstrations.

The Rules of University Conduct are University wide and supersede all other rules of any school or division. Minor violations of the Rules of Conduct are referred to the normal disciplinary procedures of each school or division ("Dean's Discipline"). A student who is charged with a serious violation of the Rules has the option of choosing Dean's Discipline or a more formal hearing procedure provided in the Rules.

All University faculty, students, and staff are responsible for compliance with the Rules of University Conduct. Copies of the full text are available in Essential Policies for the Columbia Community, the University student handbook (facetshttp.columbia.edu).

ESSENTIAL POLICIES FOR THE COLUMBIA COMMUNITY

The following policies are described in detail in the University publication, *Essential Policies for the Columbia Community* <http://facets.columbia.edu>

[Student Email Communication Policy](#)
[CUIT Computer and Network Use Policy](#)
[Social Security Number Reporting Policy](#)
[Policy on Access to Student Records \(FERPA\)](#)
[University Regulations](#)
[Policies on Alcohol and Drugs](#)
[Student Policies and Procedures on Discrimination and Harassment](#)
[Gender-Based Misconduct Policies for Students](#)
[University Event Management Policies](#)

[Policy on Partisan Political Activity](#)
[Campus Safety and Security](#)
[Crime Definitions](#)
[Required Medical Leave for Students with Eating Disorders \(Morningside\)](#)
[Voluntary Leave of Absence Policy](#)
[Involuntary Leave of Absence Policy](#)
[Military Leave of Absence Policy](#)
[Essential Resources](#)
[Additional Policy Sources](#)
[Consumer Information Directory](#)

CAMPUS SAFETY AND SECURITY

The University is required by federal law to publish an annual security report containing information with respect to campus security policies and statistics on the incidence of certain crimes on and around our campuses. This information is available in FACETS, the University student handbook (<http://www.columbia.edu/cu/facets/>), or by requesting a copy of the report from: Campus Crime Report, Department of Security, Columbia University, 111 Low Library, Mail Code 4301, 535 West 116th Street, New York, NY 10027.

CAMPUS MAPS

COLUMBIA UNIVERSITY MEDICAL CENTER

Please visit http://cumc.columbia.edu/sites/default/themes/cumc/docs/NYP-CUMC_map.pdf for an interactive map of the health science campus.

MORNINGSIDE CAMPUS

Please visit http://www.columbia.edu/about_columbia/map/ for an interactive map of the Morningside campus.

ACADEMIC CALENDAR, 2013-2014

While the programs in Occupational Therapy follow the academic calendar, there are some exceptions. Course directors and/or Program Director will notify students of these exceptions.

The Academic Calendar on the following page was correct and complete when compiled; however, the University and/or the Programs reserves the right to revise or amend it, in whole or in part, at any time.

Academic Calendar*, 2013-2014

*Calendar is subject to change.

FALL 2013		
Wednesday & Thursday	August 28-29	Orientation
Monday	September 2	Labor Day - University Holiday
Tuesday	September 3	First Day of Classes
Friday	September 13	End of Change of Program Period; Last Day to Add a Class Last Day to Receive Tuition Refund for Class Dropped
Tuesday	October 8	Last Day move to the three-year option
Wednesday	October 16	October Degrees Conferred
Thursday	October 17	Midterm Date
Tuesday	November 5	Election Day - University Holiday (we have classes on Nov. 4)
Wednesday	November 27	Program closed: no classes
Thursday	November 28	Thanksgiving Day - University Holiday
Friday	November 29	University Holiday
Monday	December 9	Last Day of Classes
Tuesday - Wednesday	December 10-11	Reading/Study Day
Thursday-Friday	December 12- 20	Final Exam Period
SPRING 2014		
Monday	January 20	Martin Luther King, Jr.'s birthday observed - University Holiday
Tuesday	January 21	First Day of Classes
Friday	January 31	End of Change of Program Period; Last Day to Add a Class Last Day to Receive Tuition Refund for Class Dropped
Wednesday	February 12	February Degrees Conferred
Monday	February 17	Presidents' Day: no MS1 classes; MS 2 fieldwork is scheduled according to clinic's calendar
Monday	March 10	Midterm Date
Monday-Friday	March 17-21	Spring Break (MS1 fieldwork <i>may</i> begin during this time period; refer to course calendar)
Monday	May 5	Last Day of Classes
Tuesday-Wednesday	May 6-7	Reading/Study Day
Thursday-Thursday	May 8-15	Final Exam Period
Thursday	May 14	Interdisciplinary Research Day
Wednesday	May 21	University Commencement Ceremony
Thursday	May 22	Occupational Therapy Commencement Ceremony
	June - August	Level 2 Fieldwork
	September – December	Level 2 Optional Fieldwork scheduled within this timeframe.

