

STUDENT POLICIES

The following policies should be reviewed carefully, and is for information and reference purposes. These policies are in addition to what is included in the Occupational Therapy Student Handbook and in FACETS, Essential Policies for the Columbia Community, <http://facets.columbia.edu>, the university publication on policies and regulations.

This document is intended to provide information for your guidance. 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. These policies are subject to change, and the Programs reserve the right to depart without notice from any policy or procedure referred to in this handbook, or to revise and amend this document in whole or in part at anytime. This document is not intended to and should not be regarded as a contract between the University and any student or other person.

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Prior to Matriculating

- **Membership in AOTA:** Before you arrive on campus, please log on to the American Occupational Therapy's website (www.aota.org), and join our professional organization as a student member. Membership is required. Membership gives you complete access to online AOTA journals, including the American Journal of Occupational Therapy; provides discounts for products and conferences; and will give you access to "Member only" sites from which you will be able to complete assignments. We will ask for your AOTA membership number early in the first semester.
- **Student Health and Immunization Requirements:** A student medical form must be completed by your personal physician and returned to the Office of Student Health together with the required documentation of your immunity to measles, mumps and rubella. We also encourage you to obtain titers for varicella (chicken pox) and hepatitis B since many of the clinical facilities where you will be doing fieldwork require this documentation. This needs to be completed before classes start, as you cannot attend classes without Student Health Clearance. The medical form is enclosed.
- **Students with Disabilities:** Students who require accommodations for any disability must first contact the university Office of Disability Services (ODS). This office, in collaboration with our department, determines the appropriate accommodation. Depending upon the disability, ODS may require further testing. Accommodations are not granted until testing is completed. While a student may start this process at any time prior to or during matriculation, we urge any student with a need to handle this prior to the start of classes. Any student is welcomed to discuss their need with our program's ODS liaison, Ms. Pamela Miller.

During Matriculation

- **Academic Calendar:** The Programs in Occupational Therapy follow the general university calendar, which is enclosed. However, the programs on occasion make exceptions to the schedule identified by the university. **Examination dates, study dates, course related events, etc. may follow a different timetable.** Since personal time away from campus (such as extended weekends or vacations) must not overlap with classes, exams, etc., it is imperative that each student review their program's schedule each semester, the course calendar prepared by each course director, and the program's examination schedule before making any plans that are contingent on the calendar. N.B.: While our program does excuse students from class on major religious holidays (it is the student's responsibility to make up all work on those missed days), students are expected to attend class and fieldwork on religious

holidays when work is permitted. Absences on days when work is permitted are considered unexcused; anything scheduled, including exams, presentations, fieldwork, etc., cannot be made up.

- **Three-Year Option Program:** Our three-year option program is designed to provide our students with an opportunity to complete our program at a slightly slower pace. Students enrolled in this program attend the same classes with our full time students. The course sequence for the full-time and three-year option programs follow a prescribed order in order to allow for both sequential and developmental learning. The semesters of our three-year option program are not matched for courses taken or days on campus, so students in this program must expect irregularity from semester to semester. Students wishing to participate in the three-year option program must make this selection either prior to the start of their first year, or by the dates listed on our program's course calendar (see Student Handbook for the calendar). Switching to part time after classes start must be done by date to drop classes in fall. It can also be done between semesters. Matriculating status cannot be switched from part-time to full-time.
- **Authorship / Copyright Statement:** In accordance with the *American Psychological Association* publication manual (2010) and the *American Journal of Occupational Therapy* guidelines for authors (n.d.), authorship credit will be determined by the faculty advisor based on significant contribution to three primary areas: (1) idea generation and research design; (2) data collection, analysis, and interpretation; and (3) poster or paper presentation development, or manuscript preparation and revision. Authors should substantially contribute to all three areas of research generation and dissemination. Students who participate in faculty generated research as part of requirements for graduation and do not significantly contribute to the conceptualization of a research study idea and design, will not be considered authors—unless otherwise agreed upon by the supervising faculty mentor—but will be acknowledged in presentation and publications derived from collected data. Students are not permitted to use any of the information related to the project in a presentation or publication (other than using it as a citation) without the expressed permission of their faculty advisor.
American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author.
Guidelines for contributors. (n.d.). The American Journal of Occupational Therapy. Retrieved May 18, 2011 from http://ajot.submit2aota.org/journals/ajot/forms/ajot_guidelines.pdf
- **Professional Behavior in the Classroom:** In order to respond to concerns that students and faculty have raised regarding distractions within the classroom, a committee comprised of students met with the Program Director to identify ways to address the rare but disrupting behaviors.

1. **Attend class on time:** Attendance will be taken during the first 5-10 minutes of class. A sign-in sheet will be available at the entrance of the room. Student leadership will retrieve the sheet after 5-10 minutes of the start of class, and give it to the instructor. Any late student can sign in after class with the instructor's knowledge. The instructor can note the late attendance. An occasional late attendance is not considered a lack of professional judgment or behavior, as there are times events out of one's control that might account for this (traffic; subway mishaps; elevator problems). It is assumed, however, that students will adjust their travel plans to avoid such events. Repeated lateness may justify faculty calling in student. If behavior does not change, grade can be reduced ½ grade.
2. **During class:** Handle all laboratory materials with care (special instructions will be provided for care of the Anatomy laboratory); Return materials to their original place; Return all borrowed materials; Report broken or non-working equipment to the instructor; Restore the space to order at the end of the class by replacing furniture as directed, removing any trash, and cleaning up after themselves.
3. **Technology:** Other than using laptop computers to take notes, the use of electronic devices for the purposes of texting, web surfing, email, IM, etc will neither be permitted nor tolerated. It is expected that students will comply with this policy, as such use is at best distracting to students and faculty. If the instructor notes that a computer is used for anything other than notes, privileges will immediately be taken away from that student. N.B.: If there is a pending emergency situation, the student must notify the instructor in advance that their phone (on vibrate only) might signal and they might have to leave the room. Even under these circumstances, the student cannot answer the phone in the classroom, and should sit near the exit so that one can leave with no disruption.
4. **Communication during class:** such as talking to another student, whispering, passing notes, etc, will not be tolerated. Professor will publicly call attention to those students.
5. **Elevator chatter:** While it is expected that students converse with each other to and from class, it is important that you are aware of your surroundings. As this is a medical complex, personnel, family members, visitors are often within ones immediate environment. Elevators are a good example of small shared space. In the medical setting, it is important to never discuss medical conditions (personal or in the abstract), medical cases, etc, in any public space within the medical center.
6. **Dress code:** Professionalism extends to appearance. While we do not expect students to don work attire, excessively casual attire or provocative clothing (short-short, low necklines) within the medical center environment is considered inappropriate. The exception for this is clothing worn in lab. In addition, attire appropriate for fieldwork is also expected.

- **Exam policies:** In order to minimize disruptions during exams, and to ensure that every student has the same opportunity to take their exams in a quiet environment, the Programs in Occupational Therapy have adopted the following policy.
 1. **All personal belongings:** backpacks, bags, coats, hats, books, notes, cell phone, etc.; are to be left by the entrance of the room in which the exam is given. Hats with brims cannot be worn during exams.
 2. **Food is not permitted** during the exam.
 3. **Cell phones should be off.** For any student who uses a cell phone to tell time, you will need to either use the clock in the room, or a wrist watch.
 4. **Students are not permitted to talk with one another** for any reason during the exam.
 5. **Questions about the exam items will not be permitted.** If for some reason a student has a question that one feels must be asked, one can instead write the question on the exam packet, next to the item number. The "questioned" item must be answered, or no credit will be given.
 6. If you have a **formatting question** about the exam, you may raise your hand and the proctor will address it. An example of a formatting question is a mis-numbered item, or mis-numbered page. If there is a formatting error, the proctor will alert all students.
 7. While we encourage each student to use the **rest room** prior to the exam, if it becomes absolutely necessary to use the rest room, please follow the following procedure:
 - a. Raise your hand to request the break
 - b. Only one student can leave at a time
 - c. Leave your exam with the proctor
 - d. Do not take any personal belongings of any type with you.
 8. **When you are finished with your exam**, leave it with the proctor, then get your personal belongings and leave as quickly and quietly as possible. Communication with anyone in the room, even if you are finished with your exam, will not be tolerated.
 9. When just outside the exam room, please **be respectful** of those taking the test, and remain quiet until you leave the area.
 10. Adherence to the **Honor Code** is assumed and expected.

11. **Taking a test late:** Any student who is unable to take an exam on the date scheduled may petition the course director for permission to take the exam late. The course director will determine if the delay is warranted, and will determine the date for the make-up test. The course director may also consult with the academic progress and promotion committee. The exam must be completed successfully prior to the start of the next semester. In the event that level 2 fieldwork follows the semester, the student cannot participate in level two until that semester is completed. There may be an exception if the uncompleted course is an elective¹. ALL STUDENTS ARE ON THE HONOR CODE LEADING UP TO, DURING, AND AFTER THE SCHEDULED TESTS.

- **Late submission of assignments:** The grade will be dropped .5 for each calendar day the assignment is late.
- **TurnItIn:** MS1, students can resubmit document to turn it in when revising, as long as it is before the due date. MS2 cannot resubmit.

Rubrics:

The faculty use rubrics when assessing your work. Rubrics are included on the course sites within Courseworks. They are included on the next pages for your information.

¹ Contact the Programs' Director if this situation applies to you.