

Occupational Therapy Student Handbook

Updated: November 2014



UNIVERSITY OF ALBERTA
FACULTY OF REHABILITATION MEDICINE
Department of Occupational Therapy

Contents

1. Codes of Conduct and Professionalism.....	3
1.1 Canadian Association of Occupational Therapy (CAOT) Code of Ethics	3
1.2 Professionalism	4
2. Course / Program Requirements	5
2.1 MScOT Courses	5
2.2 Assignments & Term Papers	6
2.3 Books.....	6
2.4 Copyright.....	7
2.5 Course Evaluations.....	7
2.6 Fieldwork.....	8
3. Registration/Fees, Examinations & Grades/Withdrawals	9
3.1 Registration.....	9
3.2 Fees	9
3.3 Examinations Regulations and Information:.....	11
3.4 Grades	11
3.5 Withdrawals/Withdrawal from Fieldwork.....	13
4. Policies: University, Faculty, & Department	14
4.1 University of Alberta: General University Policies	14
4.2 Faculty of Graduate Studies & Research Academic Standing Policies (Section 203.8).....	14
4.3 Faculty of Rehabilitation Medicine Policies	15
4.4 Department Policies.....	16
5. Resources: Department & Faculty	18
5.1 Academic Advisor.....	18
5.2 Graduate Program Supervisor	19
5.3 Academic Coordinator of Clinical Education.....	19
5.4 Clinical Education / Student Records Assistant.....	19
5.5 Associate Dean (Professional Programs & Teaching)	19
5.6 Department Office	19
6. Resources: Financial & Learning	20
6.1 Financial Resources.....	20



6.2 Learning Resources 20

7. Student Requirements & Services 21

 7.1 Name Tags..... 21

 7.2 ONEcard 21

 7.3 Health Services..... 22

 7.4 Student Records..... 22

 7.5 Class Representatives 22

 7.6 Student Associations..... 23

 7.7 Student Lockers..... 23

 7.8 Gym Services 23

 7.9 UofA Student Services..... 23

8. Graduating from the Program: Certification, Convocation, Employment & Licensing Information 23

 8.1 Career & Placement Services..... 23

 8.2 Certification of Academic Record & Associated Costs 23

 8.3 Convocation 24

 8.4 Employment References 25

 8.5 Professional Licensing 25

9. Professional Occupational Therapy and Graduate Student Associations..... 26

 9.1 Alberta College of Occupational Therapists (ACOT) 26

 9.2 Canadian Association of Occupational Therapists (CAOT)..... 26

 9.3 Graduate Students' Association (GSA)..... 26

 9.4 Professional Development Committee (PDC)..... 27

 9.5 Rehabilitation Medicine Students' Association (RMSA) 27

 9.6 Saskatchewan Society of Occupational Therapists (SSOT) 27

 9.7 Society of Alberta Occupational Therapists (SAOT)..... 28

 9.8 World Federation of Occupational Therapists (WFOT)..... 28

1. Codes of Conduct and Professionalism

1.1 Canadian Association of Occupational Therapy (CAOT) Code of Ethics

CAOT members are expected to abide by this Code of Ethics. The goal of the Code of Ethics is to achieve and maintain high standards of professional integrity toward clients, colleagues, partners, stakeholders, the public and CAOT. The Code describes expected conduct of all CAOT members in occupational therapy practice, including those involved in direct service to clients, management, administration, education, research and/or business.

Expectations of members regarding occupational therapy:

CAOT expects its members to:

- possess the qualities of integrity, loyalty and reliability;
- use professional communication with clients, colleagues, partners and stakeholders;
- value and respect clients' rights to be self-directed in their decision-making in accordance with their own needs, values and available resources;
- value and respect clients' rights to be treated with respect and dignity within a safe and non-judgmental environment;
- ensure confidentiality and privacy of personal information;
- recognize and manage issues related to conflict of interest;
- maintain a standard of professional competency to provide high quality service;
- abide by legislative requirements and codes of ethics established by provincial occupational therapy regulatory organizations (as applicable) and other organizations to which the member has obligations (e.g. employer, facility);
- contribute to interdisciplinary collaboration and development of partnerships to advance the occupational performance of the population served;
- understand and manage ethical implications involved in all practice domains, including research;
- participate in continuing professional development throughout their career and apply new knowledge and skills to their professional work which is based on best available evidence;
- promote the profession to the public, other professional organizations and government at regional, provincial and federal levels; and
- contribute to the development and/or dissemination of professional knowledge.

Consult the [CAOT web-site](#) for full details.

University of Alberta Code of Student Behaviour

The Code of Student Behaviour: Conduct & Discipline as it pertains to academic offences, non-academic offences, discipline and procedures, is clearly defined and should be read carefully.

1.2 Professionalism

There will be times when opinions of the profession itself will be formed by the impression you make. How you look, what you say, how you say it, and even the way in which you touch someone or direct them in treatment will reveal your regard for them and for yourself in relation to them. Respect for others is more than politeness: it is an attitude, a consistent regard for persons and their dignity.

It is hoped that you will conduct yourself in a manner which will enhance another's view of OT students, whether they are instructors, clients, or fellow students.

1.2.1 Professionalism in the Fieldwork Setting

There is a role change that must not go unrecognized when you transition from an academic setting to a clinical setting, a student role to a professional student role. Orientation sessions and professional development seminars taught by the Academic Coordinator of Clinical Education (ACCE) are compulsory and will cover the impact of the role change and student adaptation to the clinical setting.

You will be evaluated on professionalism and professional image along with instrumental skills at your fieldwork site. There will be expectations of the facility for dress code and etiquette. You must clarify these expectations early in your placement. These standards of courtesy, consideration, dress and general behaviour will reflect upon you and the profession you represent.

During your fieldwork there will be an expectation that you are a self-directed learner from a professional faculty. You will receive guidance but will be expected to learn on a continuum towards independence in the delivery of primary occupational therapy service. You will have opportunities to integrate theoretical knowledge gained through the academic curriculum with practical application skills in a clinical or community setting. Your clinical preceptor is a volunteer mentor, not an academic instructor; there to guide you but not to provide you with information. You bring this knowledge base with you from the academic setting.

Communication skills are of vital importance to your development in fieldwork. You will be evaluated on your communication with your supervisor(s), the team and the client. This will include both written and verbal communication. Your communication will reflect your abilities to assess, problem solve and develop treatment programs for clients.

You will be responsible during fieldwork to follow the procedures and protocol of the placement as you would if you were an employee of the agency/facility. The University provides malpractice coverage for students during their clinical placements. You will also be expected to adhere to the policies and procedures of the Faculty.

If any difficulties arise in fieldwork, the Academic Coordinator of Clinical Education is available to discuss the issues with you and to develop resolutions to any problems. If you feel you require additional support to develop skills in this area, the Academic Coordinator of Clinical Education will direct you to appropriate resources.

2. Course / Program Requirements

2.1 MScOT Courses

The most current course details are available on [Bear Tracks](#).

Year 1	Year 2
INT D 410 (32.5 hours)	OCCTH 519 (39 hours)
OCCTH 502 (45.5 hours)	OCCTH 526 (6 weeks)
OCCTH 503 (26 hours)	OCCTH 530 (13 hours)
OCCTH 507 (52 hours)	OCCTH 540 (13 hours)
OCCTH 510 (13 hours)	OCCTH 543 (39 hours) OR OCCTH 599 *
OCCTH 518 (52 hours)	OCCTH 553 (39 hours)
OCCTH 520 (13 hours)	OCCTH 554 (39 hours)
OCCTH 522 (26 hours)	OCCTH 564 (26 hours)
OCCTH 524 (4 weeks)	OCCTH 557 (78 hours)
OCCTH 566 (39 hours)	OCCTH 558 (26 hours)
OCCTH 583 (52 hours)	OCCTH 559 (26 hours)
OCCTH 584 (65 hours)	Spring/Summer
Spring/Summer	OCCTH 527 (6 weeks)
OCCTH 543 (39 hours) OR OCCTH 599 *	OCCTH 528 (6 weeks)
OCCTH 567 (39 hours)	OCCTH 903 (variable hours)
OCCTH 525 (6 weeks)	

**NOTES: 1) OCCTH 543 or OCCTH 599: Students must successfully complete a minimum of three modules (39 hours) in different topics, or one *3 Individual Study (OCCTH 599) or equivalent (39 hours). 2) Attendance in Modules (OCCTH 543/599): The modules are designed to be intensive and interactive. It is imperative that registered students attend all listed hours of instruction. Students with absences will receive a grade of NC (failure, no grade point value assigned).*

2.1.1 Course Outlines

At the first class of every OCCTH course, you will be given a copy of the course outline. This will answer most of the questions you may have about the course. The following information should be included in each outline:

- course number, section and title
- instructor's name, office and phone numbers



- calendar description of course
- learning objectives
- textbooks, both required and recommended, and extra costs marks distribution (weight of exams/term work toward final grade)
- percent to grade-point (if different from department standard)
- class schedule, which may vary from listing topics to be covered to a detailing of what will happen on each day and what readings to have completed by then.

You may also find goal statements, reading lists, bibliographies, details on assignments, deadlines, special events, etc. Please retain these outlines and keep them handy with other course materials. Any changes made after printing will be announced in class.

Course outlines for the most recent academic year are also posted on the web:<http://www.occupationaltherapy.ualberta.ca/ForStudents/CourseOutlines>.

2.2 Assignments & Term Papers

All papers submitted for OCCTH courses must follow the format set by the American Psychological Association. The Bookstore stocks copies of the APA Publication Manual.

Assignments and term papers are usually returned to students immediately after marking. Term papers that constitute a final exam will be returned on the following basis:

If only one copy is submitted for marking, it will not be released until the deadline for reappraisal has passed (see [Calendar 23.5.4 \(2\)](#)). If both marker and faculty copies were submitted, the marker copy may be returned to you as soon as exam results are released. Any reappraisal would be done on the retained copy.

Assignments Drop-Off: An assignment drop-off area is in the OT office, 2-64 Corbett Hall. Winter office hours are 8:30 am - 4:30 pm; Summer office hours are 8:00 am - 4:00 pm. (The office is closed between 12 noon and 1:00 pm both Winter and Summer).

Assignments Pick-Up: An assignments pick-up system will be communicated to students at the beginning of the Fall Term.

2.3 Books

It should be noted that several texts will be used throughout the program. It is strongly recommended that texts be retained as permanent references and not sold at the end of the year. Experience has proven that texts continue to be valuable references for many years after graduation. The strongest argument for retaining books is in preparation for the CAOT certification exam and membership after graduation.

2.4 Copyright

Consult the [UofA Copyright Office](#) for: *A Guide to Copying at the University of Alberta Under the Interim tariff (previously the Access Copyright Licence) Revised: January 2011*

The University of Alberta is not responsible for copyright infringement by individuals reproducing copyright works on campus.

2.5 Course Evaluations

Near the end of each term, students will be asked to evaluate OCCTH courses and instructors. There will be 10-15 minutes during class to complete the evaluation. The instructor will not be present. After the final marks are submitted to the Office of the Registrar, the instructor receives a numeric summary together with the original evaluation forms, including the handwritten comments¹.

In 2011, online access to results was restricted to those who are registered as Students. This was followed by allowing instructors to see results for their own classes and, later, providing access to Deans, Chairs and Directors to view results for their employees. For more details, see: <http://ist.ualberta.ca/at/tsqs>.

The purpose of the evaluation is many-fold: first, the department gains valuable feedback about the course content. Second, the committees which decide on salary increments, promotions, and tenure for academic staff have access to the students' responses. Third, the evaluations provide feedback to instructors about their courses and their impact as teachers.

Comments directed personally at the Instructor are disregarded in the Chair's evaluation of teaching performance and are considered unprofessional. Comments of a global, nonspecific nature are not useful to Instructors in making revisions in their courses. Knowing this, it is hoped that students will exercise responsibility in making their evaluations.

¹Should students be uncomfortable with providing handwritten feedback, typed comments may be submitted to the Department Office within five days of the course evaluation.

The following instructions are given before each evaluation.

INFORMATION FOR STUDENTS COMPLETING TEACHING EVALUATION FORMS⁽⁰⁵⁰¹⁾

This communication was developed jointly by the RMSA and the Faculty (1999) to increase student awareness of:

- *the importance of teaching and learning in our Faculty*
 - *your responsibility as partners in the teaching and learning.*
- *Effective teaching is highly valued by the Faculty along with research productivity.*
- *Uses of teaching evaluations by students:*
- *provide instructors with feedback for making revisions in teaching methods and course content*
 - *are reviewed by Department Chairs in their annual performance appraisal discussions with each faculty member.*
- *Please take time to complete this form in a responsible and professional manner by offering specific constructive comments regarding the various aspects of this course.*
- *Comments directed personally at the Instructor are disregarded in the Chair's evaluation of teaching performance and are considered unprofessional.*
- *Global, nonspecific comments do not help instructors revise courses.*
- *We appreciate and value your insights as partners in teaching and learning in the Faculty.*
- *Your feedback may be handwritten or typed.
Typed feedback must be submitted to the Department Office within 5 days of the course evaluation.*

2.6 Fieldwork

Students should consult the following:

- [Clinical Education web site](#)
- [OT Fieldwork Handbook](#)
- Faculty of Rehabilitation Medicine fieldwork regulations - [Calendar Section 173.5](#)



Fieldwork is an academic requirement, and students must not make commitments to vacations, weddings, family reunions, summer jobs, etc. until after placements are confirmed.

The OT Fieldwork Handbook addresses fieldwork requirements and the Clinical Education website is updated regularly. It is the students' responsibility to be familiar with the contents and to ask the Academic Coordinator of Clinical Education (ACCE) for clarification, if necessary.

During the course of the year, the ACCE will organize fieldwork orientation and professional development days. Students will be be informed.

Students are also encouraged to regularly visit the Clinical Education web-site for updates.

3. Registration/Fees, Examinations & Grades/Withdrawals

3.1 Registration

Refer to [Calendar Section 22](#)

The first item in the University Regulations and Information for students states:

"Students are responsible for familiarizing themselves with the requirements and limitations of their programs as specified in each Faculty section of the Calendar, for ensuring that their programs are properly planned and in accordance with degree specifications, and for the completeness and accuracy of their registration. They are also responsible for adjustments in registration made necessary by changes to their academic status." (22.1.1)

Please read the calendar carefully and, if you are in doubt about the regulations pertaining to your program, consult the student records. You are responsible for accurate registration.

REGISTRATION DEADLINES [Refer to Calendar Section 11](#)

All students must adhere to the deadlines published in the Academic Schedule of the Calendar. Registration and changes of registration will not be allowed outside of the published deadlines. Calgary students will be registered as "Off Site" students. They will pay the instructional fees but will not be paying fees for items such as transit, health services, and U of A gym. Details regarding student services for these items are discussed below under Student Requirements and Services.

3.2 Fees

A student's fees are assessed once they have registered. For Spring/Summer registrations, student-specific fee assessments are available online **each spring**. For Fall/Winter registrations, student-specific online fee assessments are available in **late July**. The fee assessments are located in Bear Tracks under 'Academics', 'View Fee Assessment'.

Unpaid fees will result in grades being withheld by the Registrar. Any University department (OT Dept, Parking Office, Library, etc.) can have student grades, transcripts and degree parchments held until outstanding fees are paid.

To assist students in planning, the following is an **estimate of costs of the program**. For further information see <http://www.gradstudies.ualberta.ca/regfees/fees/calculate.htm>

Estimated Instructional/Non-Instructional Fees – exact fees will be shown on individual student fee assessments.

Sample Assessment MSc OT Program	Approximate Costs		
	Fall	Winter	Total
Instructional Fees			
Standard (\$104 per unit of fee index)	3,328.64	3,328.64	6,657.28
Differential Fees *	3,740.80	3,740.80	7,481.60
Non-instructional Fees			
Registration & Transcript	76.28	76.28	152.56
Student Services	57.08	57.08	114.16
Athletics & Recreation	82.00	82.00	164.00
Health Services	27.06	27.06	54.12
CoSSS**	153.08	153.08	302.84
Graduate Students' Association (GSA)	77.36	103.37	180.73
GSA Dedicated Fees	1.50	1.50	3.00
GSA Dental Plan	170.89	0	170.89
GSA Health Plan	226.01	0	226.01
GSA Program	4.00	8.00	12.00
U-Pass	129.17	129.17	253.34
Canadian Student Total	4,333.07	3,966.18	8,299.25
International Student Total	8,073.87	7,706.98	15,024.85
INTERSESSION NOTE: Cost for Spring/Summer courses need to be added to your budget. They are approximately 2/3 of the cost of the Fall term.			

* **Differential Fees:** All international students are assessed an international student differential fee of \$116.90/unit of fee index.

** **CoSSS Fee:** Common Student Space, Sustainability & Services Fee

Other Miscellaneous Expenses (Estimations)	
Books per year	\$1,400
C.P.R. Basic Rescuer and yearly Certification	\$60
F.I.T. Mask Testing	\$30-40
Immunizations/Medical Exam	\$40
Accommodation & Expenses related to Fieldwork	Varies depending on location
Modules (OCCTH 543/599)	Some modules will require payment of supply fees (will be listed on the Modules Schedule)

3.3 Examinations Regulations and Information:

Click on the following links for the official regulations.

See [Calendar Section 23.5](#).

- [Exam Policies \(includes conduct of exams, final exams, term exams and notification of results\)](#)
- [Absence from Exams](#)
 - Students, [what to do if you are sick \(pdf\)](#)
 - Instructors, [advice when a student is absent from exams or term work \(pdf\)](#)

- See the POLICIES: University, Faculty, & Department - Also refer to the Faculty of Rehabilitation Medicine [\(FRM\) Student Accommodation /Illness/Students at Risk Procedures](#).

The Department will accept the [FRM Statutory Declaration](#) form completed by a student and witnessed by a Commissioner for Oaths. The Department's Commissioner for Oaths is currently the Chair's Assistant and is authorized to administer oaths/affirmations. In Calgary, Susan Mulholland will be the Commissioner for Oaths. Contact information: <http://rehabilitation.ualberta.ca/departments/occupational-therapy/contact-us>

- [Reappraisals](#)
- [Credit by Special Assessment](#)
- [Special Examinations Fees](#)

3.4 Grades

Refer to Calendar Sections [23.4](#) and [203.8.1](#)

3.4.1 Grading system

The University of Alberta uses a letter grading system with a four-point scale of numerical equivalents for calculating grade point averages (GPAs).

Unless otherwise stated on the course outline, the following scales are used for courses administered by the Department of Occupational Therapy:

MSc OT (course-based)	Conversion Scale
95-100	A+
87-94	A
81-86	A-
76-80	B+
71-75	B



65-70	B-
60-64	C+ (Minimal Pass)
57-59	C
54-56	C-
52-53	D+
50-51	D
0-49	F

Passing Grade - Faculty of Graduate Studies ([Calendar 203.8.2](#))

Regardless of the student's category, the pass mark in any course taken while registered in the Faculty of Graduate Studies and Research is a grade of C+.

All students in degree programs (including time spent as a qualifying graduate student) or diploma programs must maintain a minimum cumulative program grade point average of 2.7 throughout the course of the program. (In cases where the cumulative program grade point average falls between 2.3 and 2.7, departments may recommend termination of program, or continuation in the program for a specified probationary period; in any case, convocation shall not take place with a cumulative program grade point average of less than 2.7.)

Notwithstanding the above, a student whose academic standing falls below a grade point average of 2.7 may be required to withdraw at any time.

Grade Symbols - Refer to Section [23.4\(6\)](#)

The following are non-numeric grades and remarks used when posting grades:

Final Grades

AE	aegrotat standing
AU	registered as an auditor
AW	registered as an auditor and withdrew
CR	completed requirements, no grade point value assigned
EX	exempt
IN	incomplete
IP	course in progress
IP*	withdrew from or failed courses in progress
NC	failure, no grade point value assigned
W	withdrew with permission

Remarks

- 1 grade includes a mark of '0' for final examination missed, or for term work missed, or both

- 2 grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
- 3 credit withheld
- 4 reexamination granted
- 5 failure (assigned to failing Graduate Student grades only)
- 6 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both
- 7 failure, grade includes a mark of '0' for final examination missed, or for term work missed, or both, and deferred final examination granted
- 8 disciplinary sanction for serious instances of inappropriate academic behavior

3.4.2 Grade Point Average

Intersession courses at the University of Alberta or any course at another post-secondary institution, will not be calculated into your Winter Session GPA.

3.4.3 Grades Posting (Unofficial Results)

Calendar 23.5.4

Instructors may post unofficial results on their office doors, provided the confidentiality of the students' records is preserved in accordance with the [Freedom of Information and Protection of Privacy Act](#). This precludes incorporating names. Only ID numbers will appear and they will be in random order. Grades are **never** given over the telephone.

3.4.4 Grades on Bear Tracks

Refer to the Registrar's site for complete information:

<http://www.registrarsoffice.ualberta.ca/en/Assessment-and-Grading/Students.aspx>

Unofficial grades can be accessed on [Bear Tracks](#) after the approved Grade Report Form is received by the Registrar's Office. An official Statement of Results can also be obtained on Bear Tracks once your academic standing has been reviewed and approved by the Faculty and it includes your GPA and any academic standing comments that your Faculty may have assigned. If you require an official transcript, see the [web site](#).

3.5 Withdrawals/Withdrawal from Fieldwork

Information regarding course withdrawals/deletion can be found in Calendar [Section 22.1](#)

Refer to Sections: 22.1.8, 22.1.9 and 22.2.1(9)

Consult the [OT Fieldwork Handbook](#) for the department's policy on withdrawing from fieldwork courses.

4. Policies: University, Faculty, & Department

4.1 University of Alberta: General University Policies

Click on each heading for redirection to the relevant web site or PDF.

[20.1 Mission Statement](#)

[20.2 Statement on Equity in Student Affairs](#)

[20.3 Electronic Communication Policy for Students and Applicants](#)

[20.4 Freedom of Information and Protection of Privacy](#)

[20.5 University Bloodborne Pathogens Policy](#)

[20.6 University Patent Policy](#)

[20.7 University Standards for the Protection of Human Research Participants](#)

[20.8 Risk Management Services](#)

[Discrimination & Harassment Policy & Procedures & the University of Alberta Reasonable Accommodation Policy](#). See also the General Faculties Policy

link:<http://www.gfcpolicymanual.ualberta.ca/> Any member of the university community who has concerns in the above areas should contact the [Office of Safe Disclosure and Human Rights](#):

4.2 Faculty of Graduate Studies & Research Academic Standing Policies (Section 203.8)

The pass mark in any course taken while registered in the Faculty of Graduate Studies and Research is a grade of C+. Students must maintain a minimum cumulative program grade point average of 2.7 throughout the course of the program. A student whose academic standing falls below a grade point average of 2.7 may be required to withdraw at any time. In cases where the cumulative program grade point average falls between 2.3 and 2.7, departments may recommend termination of program, or continuation in the program for a specified probationary period. Convocation shall not take place with a cumulative program grade point average of less than 2.7. (203.8.2)

4.2.1 Failure in or Failure to Complete an Academic Course (203.8.3)

Satisfactory performance in the coursework component of a graduate program entails completion of all courses taken as part of the student's program requirements (i.e., courses designated as extra to the student's program requirements and audited courses are excluded). Normally, the minimum acceptable passing grade in individual courses is C+ (see §203.8.2 above); however, some departments may require higher grades. *Graduate students are not permitted to take reexaminations.* Students who do not obtain an acceptable grade, or fail to complete a course that is required as part of their graduate program, must have the approval of the department and the Faculty of Graduate Studies and Research to retake the course and must obtain a passing grade. Alternatively, students may take an alternate course recommended by the department and approved by the Faculty of Graduate Studies and Research, but they must also obtain a passing grade.

The student whose coursework and/or research work is unsatisfactory may at any time be required to withdraw.

In calculating a student's GPA, both the original failing grade and the grade received when the course is retaken or the alternate taken will be used. The failing grade and the grade achieved for the repeated or substitute course will appear on the student's transcript. A Grade of INF is counted as a numeric grade of 0.0 in the computation of the GPA.

4.2.2 Repeating of Courses (GFC Policy Manual, section 37.4)

- Students may not repeat any successfully completed university course or course for which transfer credit has been awarded, except with the written approval of the Dean of the Faculty in which they are enrolled.
- Only one re-registration for credit or audit will be permitted in any failed university course, except with the written approval of the Dean of the Faculty in which the student is enrolled.
- Only one re-registration for credit or audit will be permitted in any university course in which a student has received a final grade of W, except with the written approval of the Dean of the Faculty in which the student is enrolled.
- If a student contravenes regulations listed above, the Dean may withhold credit or indicate the course as extra to the degree on the registration that contravenes the regulation.
- Students may repeat a first-term course in the second term, if it is offered, as long as the student complies with regulations listed above.

4.3 Faculty of Rehabilitation Medicine Policies

4.3.1 Appeals & Grievances

Click on each heading below for the full PDF document:

- [Appeals Procedures](#)
- [Student Accommodation/Illness/Students at Risk Procedures](#)

"Every student may have individual grades reviewed. Students should first approach the instructor concerned, then, if necessary, see the Department Chair." [Refer to Calendar Section 203.14 and 23.8](#)

The Faculty of Graduate Studies & Research appeal policies must be consulted as well: <http://www.gradstudies.ualberta.ca/degreesuperv/appeals.htm>

Certain unsuccessful appeals at the Faculty level may be further appealed to the GFC Academic Appeals Committee. See [23.8](#)

Appealing a Fieldwork Grade - Consult the [OT Fieldwork Handbook](#)



4.4 Department Policies

4.4.1 Borrowing Policy

See 6.2 Learning Resources (Section 6.2)

4.4.2 Certification Policy

See 8. Graduating from the Program: Certification, Convocation, Employment & Licensing Information (Section 8)

4.4.3 Deferred Examination Policy*

Approved by the Department of Occupational Therapy Committee - January 24, 1999, and Council - April 14, 1999)

All examinations written outside of the official examination week will be considered deferred and must be applied for according to the regulations specified in Calendar Section 23.5.6. All such examinations must be written after the official Examination Week. Students who have compelling reasons other than illness* or domestic affliction must be referred to the Chair for a ruling.

4.4.4 Missed Term Examinations Policy*

Approved by the Department of Occupational Therapy OT Committee - January 2003.

The weight of any term and/or mid-term examination missed for any excused absence, including illness, will be added to the weight of the final examination or assignment.

* **NOTE:** In cases where a student is unable to provide a medical statement for a missed examination due to illness, the department will accept the FRM [Statutory Declaration](#) form completed by a student and witnessed by a Commissioner for Oaths. The department's Commissioner for Oaths is currently the Chair's Assistant, who is authorized to administer oaths/affirmations. For contact information refer to: <http://rehabilitation.ualberta.ca/departments/occupational-therapy/contact-us/staff-directory>

4.4.5 Small Group Work Policy

Approved by the Department of Occupational Therapy Committee, July 20, 2004

Collaboration with clients and other professionals will be an important part of your professional career. Group work, defined as participating with three or more classmates to accomplish a specific goal, is an essential part of the curriculum. You are expected to fully participate in each group activity except under exceptional circumstances and with prior consent of the course instructor. How you participate in groups is one indicator of your professional conduct. Therefore, courses with assignments requiring group work incorporate peer evaluation and academic consequences for not participating fully.

Group work is challenging. Working through group difficulties in a healthy manner helps you develop skills to deal with conflict. Feedback helps classmates become aware of positive and negative aspects of their behaviour and group participation. If your group is having difficulties or group members appear unaware of certain aspects of their behaviour, address them openly and honestly within your group.



DO NOT wait until an assignment is due or the time for the group activity completed to take action as this will limit your options and leave you with insufficient time to effectively address your group's difficulties.

DO contact your course instructor about concerns as soon as possible.

The Department of Occupational Therapy's policy for groups follows.

1. Each group member shall actively participate as evidenced by attending and contributing to completion of the assigned task to the best of their ability and, for longer projects, according to a group- defined schedule.
2. No group member will allow a grade for group work to be credited to their individual record unless they have contributed substantially to the group. Obtaining a grade based on the work of others is unethical.
3. Group members who leave or are not present during an in-class graded activity will receive a zero for the assignment (noted in the student's file). It is the responsibility of the group to report such behaviour to the course instructor. Failure to do so is unethical and will result in a grade of zero on the assignment for all group members.
4. Each group member shall apply the principles of communication, group membership, and team work from prior courses (e.g., OCCTH 106, 308, 323). In the event of conflicts or failure to actively participate, the difficulties will be addressed as a group.
5. For groups with longer term projects such as presentations and papers:

If a member is not fulfilling his or her responsibilities, the group will warn the member. If the member still fails to fulfill responsibilities and a group meeting to resolve the issue is unsuccessful, all members of the group will meet with the course instructor to discuss the situation and choose to either i) write up an agreement with the member clearly defining the behaviours needed in order for the member to continue in the group OR ii) require the member to withdraw from their group. Groups MUST inform the class instructor immediately of the action taken and the action will be noted in the student's file.

After a contract has been set up, if the member fails to fulfill the contract to the detriment of the group's end product, the member will receive a grade of "Zero" for the assignment (noted in the students' file). The instructor will grade the group's product considering the effects of the member's failure to contribute.

Members required to withdraw from a group will complete the equivalent of the group project (as determined by the class instructor) on their own.

6. If a group has complex and multiple problems, the class instructor will ask the Associate Chair to appoint a mediator to meet with the group to address their issues and bring resolution. This is necessary as students will need to work together in other courses and on other projects.

7. Each group member will submit a confidential rating of themselves and each member of their group. Students receiving an evaluation of 2 or less on the following scale will be required to meet with the course instructor. For longer functioning groups, members will provide a confidential written evaluation of their group indicating the strengths of their group, the areas that were most difficult for the group, and the things learned about working in a group from this experience.

Rate yourself and each group member on a scale of 0 to 4. For a rating less than a 2, provide a written explanation for the rating.

0	1	2	3	4
No/very little contribution Cannot explain group project				Completed all tasks Can explain all aspects

4.4.6 Fieldwork Policies

Consult the [Fieldwork Handbook](#).

5. Resources: Department & Faculty

5.1 Academic Advisor

The Department of Occupational Therapy Academic Advisor is Professor Sharon Brintnell.

The duties of the Academic Advisor are to:

- Counsel students on their program and other general academic matters
- Counsel students with academic issues (e.g. meeting course requirements)
- Direct students with personal problems to the appropriate agency
- Advise and assist students who require program modifications
- Attend Student Affairs Committee meetings which meets once per term or on an ad-hoc basis

The academic advisor may arrange group meetings on an 'as needed basis'. The frequency and duration of meetings can be discussed and planned with the students. Students wanting to meet with the Academic Advisor on an individual basis must bring their Professional Portfolio to the meeting.

It is a student's responsibility to check program credits and ensure that all necessary course work has been completed. Under no circumstances should students assume that everything is being done for them (see Registration).

5.2 Graduate Program Supervisor

"The supervisor is directly responsible for the supervision of the student's program. In this capacity, the supervisor assists the student in planning a program, ensures that the student is aware of all program requirements, degree regulations, and general regulations of the department and the Faculty of Graduate Studies and Research (FGSR), provides counsel on all aspects of the program, and stays informed about the student's research activities and progress." (Consult the Graduate Program Manual online for full information on responsibilities. <http://www.gradstudies.ualberta.ca/gpm.aspx>)

5.3 Academic Coordinator of Clinical Education

The Academic Coordinator of Clinical Education is responsible for planning and arranging fieldwork placements, liaising with facilities and [CAOT](#), and dealing with student needs that may arise while at a fieldwork placement. Appointments can be arranged by telephone or on the schedule board posted on the Coordinator's office door.

5.4 Clinical Education / Student Records Assistant

The Clinical Education/Student Records Assistant is located in Room 2-62 and is responsible for assisting: 1) in all aspects related to clinical education, and 2) with admissions and program registration. Please contact the assistant first if you have admissions/registration/fieldwork questions.

5.5 Associate Dean (Professional Programs & Teaching)

All student matters related to general policies and procedures, including academic appeals, are handled through the office of the Associate Dean (Professional Programs & Teaching), Faculty of Rehabilitation Medicine (3-50 Corbett Hall).

Specific inquiries regarding OT courses, individual programs, etc. should be directed in the first instance to the appropriate staff member in the Department, either the academic advisor or the Academic Coordinator of Clinical Education.

5.6 Department Office

Consult: <http://rehabilitation.ualberta.ca/departments/occupational-therapy/contact-us>

The staff of the Department office, located at 2-64 Corbett Hall, will assist you as required. All fieldwork matters should be directed to the Clinical Education/Student Records Assistant in room 2-62. The Calgary Liaison is Susan Mulholland; she is also the Academic Advisor for the OT Calgary Satellite students. Her contact information is susan.mulholland@ualberta.ca or via phone/text at 403-827-9033. The primary site will be the TRTech building, which is located at #760, 999 - 8 Street SW, Calgary, AB T2R 1J5. **Generally, the doors are open 1/2 hour before and after classes.**



6. Resources: Financial & Learning

6.1 Financial Resources

Departments are not involved in approval of applications for financial assistance. Contact [Student Financial Aid and Information Centre](#), 180 Students' Union Building (phone: 492-3483.). If you will be applying for a student loan to cover fieldwork periods, your registration is proof of full-time status during your placements.

If you have just been admitted to the program, your official letter of acceptance from the Registrar's Office will be useful when making applications.

6.1.1 Awards/Bursaries/Scholarships

Refer to the [Faculty of Rehabilitation Medicine Site](#)

Complete information can be found in the website links below.

- [Faculty of Graduate Studies and Research](#)—for Graduate Scholarships and Financial Aid.
- [Student Financial Aid and Information Centre](#)—find help for all student financial issues.
- [University Bursaries and Emergency Funding](#)—for information about University of Alberta bursaries.
- [Government of Alberta Scholarships and Bursaries](#)—for the Alberta Scholarships Program.
- [Department of OT Student Scholarship/Awards](#) - Awards that OT Students are eligible for are listed on this site. Nominations can be completed online.

6.2 Learning Resources

6.2.1 Computer Resources

AICT Computer Lab - Room 2-11: Located in 2-11 Corbett Hall, the computer lab is run by [IST \(Information Services and Technology\)](#). Their mission is "to create a computer lab environment that helps students and staff carry out the educational, research and service missions of the University of Alberta." This lab consists of 25 student workstations, 1 instructor workstation and an LCD projector. A full list of hardware and software specs can be found online [here](#). The labs hours are Mon-Fri 8am-9pm, Sat-Sun 1pm-5pm. A ONEcard swipe system is installed to allow Rehabilitation Medicine staff & students after hours access. The lab can be booked for instructional use using [this online form](#) and a schedule for the lab can be found online [here](#).

In Calgary: The primary site will be the TRTech building, which is located at #760, 999 - 8 Street SW, Calgary, AB T2R 1J5.

Wireless connectivity: Corbett Hall is fully serviced by the campus-wide wireless networking service for the University of Alberta (called the "University Wireless Service" or UWS). UWS is an undertaking meant to provide robust and ubiquitous wireless network access to all University of Alberta constituents.

6.2.2 Test & AV Library/Books & Materials

(Located in 2-60 Corbett Hall)

Tests: Most of the standardized tests used by occupational therapists are owned by the Department. When use of a particular test or group of tests is being taught in class, you may sign out the material for study purposes through your course instructor. Please ensure all tests are returned intact for the next user. If pieces are missing from a kit, please write a note naming the kit, its number, and the missing bits. Timed tests usually require stopwatches, which can also be signed out.

A.V. Library: An extensive collection of video cassettes and DVDs are held by the department. Materials borrowed from the A.V. Library can be signed out. Some materials are restricted and may require an instructor's authorization.

Other Books and Material: There is an assortment of material and texts available for browsing in the departmental library. Individual faculty members also have extensive holding in their offices. Permission to access any of these holdings must be obtained from either office staff, or individual faculty members.

Library Sign-Out: Contact the Department Receptionist for access to the library.

Department Borrowing Policy: 1) OT students are allowed to borrow material, free of charge, normally for a one-week period; students will be permitted to take test kits/resources to fieldwork placements; 2) registered Occupational Therapists may borrow material at a charge of \$50 per day; usage of test kits/resources will be restricted to on-site use. Some materials are restricted and may require an instructor's authorization. (Approved by Department Council, September 2002)

7. Student Requirements & Services

7.1 Name Tags

Early in Fall term, the Department will provide each student with a name tag. Students are encouraged to wear them to all classes and fieldwork placements. Students must arrange, at their own expense, the replacement of lost name tags or if there has been a change of name and a revised tag is required.

7.2 ONEcard

See the [ONEcard web-site](#)

The ONEcard is a student's ticket to recognition on campus. For example, it is:

- a University identification card (includes your student ID#)

- a library card
- a debit card for photocopying and laser printing
- an authorization card for entry into certain buildings and facilities.
Corbett Hall* Access: The ONEcard gives access to the east wheelchair accessible entrance door (facing 114 Street), the female and male locker rooms in the basement and the computer lab (Room 2-11). Students' ONEcards **must** be activated by the Department Receptionist, who coordinates the activation process in the Fall Term.
**Corbett Hall Building Hours: 7:30 am – 8:00 pm Monday through Saturday. Closed on Sundays and Statutory Holidays. Student access to the building after regular hours or on Sundays/statutory holidays is via the ONEcard.*

7.3 Health Services

For Calgary students, they are covered for health and dental services under the GSA plan. Please see the link below regarding accessing services in Calgary (see right hand bar). http://www.ihaveaplan.ca/rte/en/UniversityofAlbertaGraduateStudentsGSA_Home

To inquire about medical conditions or get a list of Calgary health services, please call [HEALTH Link Alberta](tel:4039435465) at (403) 943-5465 or email at healthlinkalberta@albertahealthservices.ca.

7.4 Student Records

[Calendar Section 23.9.](#)

A student's record is used for many administrative purposes by OT faculty members and administrative staff, the Dean's office, and the Registrar's office.

To update mailing/email addresses and phone numbers, students should make revisions in [Bear Tracks](#).

Name changes must be made by using the form available on this link: [Change of Name](#)

7.5 Class Representatives

During the first week in September, each class is asked to elect a representative. Class reps will be the liaison between students and the administration. They will be members of the Department's Student Affairs Committee and [RMSA](#) (Rehabilitation Medicine Students' Association). They may be asked for assistance with Department activities, (e.g., publicity events; etc.) and will be responsible for making administrative announcements to the class.

7.5.1 Alumni Class Representatives

Upon graduation, students automatically become life-time U of A Alumni. There are many opportunities to serve your alma mater by volunteering for either the U of A Alumni Association or the Faculty of Rehabilitation Medicine Alumni Association. You will be approached by these groups in your last year of the program.

7.6 Student Associations

See [GRADUATE STUDENT ASSOCIATIONS](#) for the list of student associations.

7.7 Student Lockers

The RMSA currently administers locker allocations. A limited number of lockers are available. Near the beginning of the Fall term, your Student Rep(s) will advise you of the allocation procedures.

7.8 Gym Services

As Calgary students are not paying for U of A gym memberships, you are free to use the savings for whatever health club you wish.

7.9 UofA Student Services

Consult their website for a list of their services: <http://www.studentservices.ualberta.ca/>

7.9.1 Universal Orientation

Universal Orientation, hosted by the Graduate Students' Association (GSA), is the orientation program for all new University of Alberta graduate students and takes place at the end of August. Graduate students receive information about Universal Orientation as part as their admission package and via email from the GSA. For more information on Universal Orientation please visit the [Graduate Students' Association website](#).

8. Graduating from the Program: Certification, Convocation, Employment & Licensing Information

8.1 Career & Placement Services

Located in SUB, [CAPS](#) liaises with the Faculty, Professional Development Committee and potential employers to organize Career Days, set up presentations etc. As well they will assist with job searches, resumé, preparation, summer employment, etc.

8.2 Certification of Academic Record & Associated Costs

The following policy was approved by the Occupational Therapy Department Committee, January, 2012.

Occupational Therapists who wish to practice outside of Canada may require the Department to certify their educational experience and/or credentials for various licensing/regulatory bodies.

The Department has levied the following charges for this service:

a) \$50 for documents or letters signed by the Chair or designate which confirm that the former student completed all requirements (fieldwork and academic) within the program, the date of graduation, and the name of the diploma granted at graduation.



b) \$150 for more complex certification requests. This may include the completion of a form or letter as described in a) above, together with one or more of the following: verification of all courses taken within the program (which may include course descriptions and hours), fieldwork details (dates, placement type and length of placements), and/or copies of course outlines.

Payment in the form of certified cheque, postal money order or cash must accompany certification requests. All requests should be directed to the Department Chair or the Executive Assistant, 2-64 Corbett Hall (phone: 780-492-0399.)

Documents are frequently certified for the following licensing/regulatory bodies:

- National Board for Certification in Occupational Therapy, Inc (NBCOT):

- Consult the following links: <http://www.nbcot.org/>
- OTED Eligibility for international students: <http://www.nbcot.org/international-candidates>

In cases where the Department Chair is requested to sign the International Occupational Therapist Eligibility Determination (IOTED) Program Director Form, she/he is able to do so only after all academic and fieldwork requirements have been completed.

Any questions regarding the NBCOT process must be directed to that organization directly.

- Several states within the USA, including Washington, New York, and New Jersey. Each state has its own regulatory body and may or may not require certification from this Department.

8.3 Convocation

[Refer to Calendar Section 23.7](#)

All graduate students need to apply for graduation on [Bear Tracks](#) under the 'Academics' icon. See the link for deadline dates.

Information regarding the convocation ceremony is forwarded by the Registrar's Office late in Winter term for Spring Convocation and early in the fall for Fall Convocation. See the Registrar's website for further information: <http://www.gradstudies.ualberta.ca/examsconvo/convocation.htm>

Should a student choose to receive his/her degree at a time other than the first convocation following program completion, a written request must be forwarded to the Registrar (copy to the OT office). It is the student's responsibility to ensure that his/her name is on the list for the appropriate convocation.

A student who will be working as an OT before receiving his/her official degree may request a letter from the Student Records Office stating that academic and clinical requirements have been met and that the student is eligible to write the CAOT certification examination. The Student Records Clerk will require the academic advisor and the Academic Coordinator of Clinical Education to confirm that academic and fieldwork requirements have been successfully completed.

8.3.1 Grad Photos

Grad Photos and the framed composite are organized by the 2nd year students. Any student scheduled for Spring Convocation instead of Fall should contact their class committee about their photo. The Grad Committee should make clear to students where the responsibility lies for ensuring a composite that is both complete and accurate.

8.4 Employment References

In the first year or two of employment, the University is likely to be one of your references. In fact, many potential employers wish to contact the Department for an interpretation of your fieldwork performance as well as academic strengths. During your final term you are advised to sign an information release form (available in the OT office). The reference will be provided by your Project Supervisor, if available; in his/her absence, the request will be given to another faculty member. If you desire a reference from a specific faculty member, you should ask for his/her permission and advise your potential employer of the professor's name. No information will be released without a signed form on file. (The form is optional -- if you won't be using the University as a reference, you're not required to sign it).

8.5 Professional Licensing

It is mandatory for every Occupational Therapist practising in Alberta to be registered with the Alberta College of Occupational Therapists (ACOT), and in Saskatchewan to be registered with the Saskatchewan Society of Occupational Therapists (SSOT). It is the therapist's responsibility to determine licensing requirements in their chosen province or country of practice.

8.5.1 CAOT Certification Examination

The CAOT Certification Exam is a requirement:

- 1) for membership in the national association;
- 2) to practice the OT profession in most provinces.

Exam application packages are distributed to students during their final academic term. Full information is available online: <http://www.caot.ca>

The cost of the exam is \$455 (plus GST). (This is as of May 2012. Check the CAOT site for the latest information on exam fees.)

Students who wish to include this amount in their student loan applications may obtain a letter verifying this information from the Student Records Clerk (2-62 Corbett Hall).

9. Professional Occupational Therapy and Graduate Student Associations

9.1 Alberta College of Occupational Therapists (ACOT)

ACOT was the first provincial organization to be awarded affiliate status with the Canadian Association of Occupational Therapists, in 1976, having begun in the early 1960's as the Alberta Society of Occupational Therapy. The Alberta College of Occupational Therapists was proclaimed under the Health Professions Act in October 2006.

The mission of ACOT is to:

- Ensure the public receives competent, ethical Occupational Therapy
- Inform the general public about Occupational Therapy practice
- Ensure Occupational Therapy practitioners will be competent by meeting practice standards.
- Ensure excellence in Occupational Therapy practice by requiring and monitoring continued competence.
- Ensure members of the college are knowledgeable and informed about Occupational Therapy practice in Alberta

Address: #300, 10436 – 81 Avenue
Edmonton, Alberta T6E 1X6

Phone: (780) 436-8381

Web-site: www.acot.ca

9.2 Canadian Association of Occupational Therapists (CAOT)

CAOT is the national professional association of occupational therapists and is a member of the World Federation of Occupational Therapists. The Association was founded in 1926 and was granted a Dominion Charter in 1934. The Association maintains an organization on behalf of occupational therapists in Canada, for their mutual benefit.

Students are invited to link to the CAOT [student web page](#), designed to serve "*as a fast find to information that is important to you as a student.*"

9.3 Graduate Students' Association (GSA)

The Graduate Students' Association Office contact information follows:

Address: Killam Centre for Advanced Studies 1-37 Triffo Hall
University of Alberta Edmonton, AB T6G 2E1

Phone: (780) 492-2175

Fax: (780) 492-2999

Full information is available on the GSA website: <http://www.gsa.ualberta.ca/>

9.4 Professional Development Committee (PDC)

The Professional Development Committee (PDC) is a student-led organization aiming to promote professionalism and professional development for students and for the profession as a whole.

The PDC provides a structure for OT students to explore areas of professional interest and concern in a current and up to date context.

Further information is available [here](#).

9.5 Rehabilitation Medicine Students' Association (RMSA)

The RMSA is a student-run, not-for-profit organization, which acts as a liaison representing students' interests to the faculty and community. By becoming a member of the RMSA for a small fee in September, students will be offered a number of services. The RMSA strives to provide the best service to students through volunteer opportunities, various discount prices (e.g., equipment, products, intramural prices, subsidized trips to conferences) and much needed social events. Further information is available on the [RMSA web page](#).

The RMSA office is located in Room 1-41. Telephone: 780-492-4328.

9.6 Saskatchewan Society of Occupational Therapists (SSOT)

The SSOT is the regulatory body for occupational therapists in Saskatchewan. It has four major functions: Registration; Professional Development; Promotion & Development of the Profession; and Development & Enhancement of Partnership.

Full information is available on their [web site](#).

Address:

P.O. Box 9089
Saskatoon, SK
S7K 7E7
CANADA

Phone: (306) 956-7768

Fax: (306) 242-7941

E-mail: admin@ssot.sk.ca (Administrative Assistant)

ed@ssot.sk.ca (Executive Director)

9.7 Society of Alberta Occupational Therapists (SAOT)

The mandate for SAOT is to provide educational & networking opportunities and represent occupational therapists to the public, government, other key organizations. SAOT is a voluntary organization and encourages applications from all registered occupational therapists in Alberta. If you have specific questions regarding membership, please contact SAOT at members@saot.ca. Further details are available on their website: <http://www.saot.ca>

9.8 World Federation of Occupational Therapists (WFOT)

The World Federation of Occupational Therapists (WFOT) is the official international organisation for the promotion of Occupational Therapy. Founded in 1952, WFOT currently has 55 member associations.

For full details contact the [WFOT web-site](#).