



**SAINT LOUIS
UNIVERSITY™**

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STUDENT HANDBOOK

Department of Occupational Science & Occupational Therapy

2024-2025 ACADEMIC YEAR

SAINT LOUIS UNIVERSITY

Doisy College of Health Sciences

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TABLE OF CONTENTS

Table of Contents	i
Department Information	1
Introduction.....	1
Faculty and Staff Listing	1
Terms and Definitions	2
Historical Overview	3
Department Vision Statement	4
Department Mission Statement.....	4
Department of Occupational Science and Occupational Therapy Educational Philosophy	4
Curricular Threads.....	6
Departmental Program Policies	9
Length of Program.....	9
Degree Requirements	9
External Transfer Credit	10
Academic Advising and Mentoring	16
Care and Concern Policy.....	17
Procedure for Registration	18
Undergraduate Degree Supplements	18
Course Withdrawal.....	19
Student Graduate Records.....	19
Requesting Professional Letters of Recommendation.....	19
Technical Standards and Essential Functions.....	20
Students with Disabilities	25
Immunization Requirements.....	25
Health Insurance	26
General Dress Code Requirements	26
MOT Program Student Activities and Recognitions.....	27
Department Student Representatives	28
Lab and Equipment Use	28
Research Opportunities	30
Technology and Internet Access	30

Program Complaint Procedures	31
Academic and Professional Policies.....	32
Graduate Student Review Process	33
Attendance	33
Conference Attendance and Support	33
Grade Standards and Extra Credit.....	33
Incomplete Grade Requirements.....	34
Grade and GPA Requirements	34
Assignment and Final Grade Appeals.....	35
Academic Probation and Dismissal	37
Progressions Committee	38
Process to Request Leave of Absence.....	39
Graduation Procedures and Considerations	40
Academic and Professional Integrity.....	41
Saint Louis University Academic Integrity Policy	42
Department Academic and Professional Integrity Policy	42
Policy on the Use of Artificial Intelligence for Academic Assignments.....	43
Department of Occupational Science and Occupational Therapy Social Media Policy	43
Sanctions for Academic or Professional Behaviors Misconduct:	44
Professional Behavior Assessment Policy	44
Process for Sanctions for Professional Behavior Issues	45
Fieldwork	45
Level I Fieldwork.....	46
Level II Fieldwork.....	46
Campus Resources.....	47
Student Success Center	47
Academic Support	47
University Writing Center.....	48
Accommodation Resources.....	48
Student Health Center.....	48
University Counseling Center	49
Career Services	49
Registrar, Office of the University.....	49

English as a Second Language	49
Instructional Technology Services	50
Office of International Services	50
Bookstores.....	50
University Libraries.....	50
Health and Safety Resources Links	51
SLU Department of Public Safety	51
Services and Programs	51
Environmental Health and Safety	51
Legal Requirements/Background Check	52
Protect Your Computer	52
Student Life Resources and Policies.....	52

DEPARTMENT INFORMATION

Introduction

Welcome to the Saint Louis University Department of Occupational Science & Occupational Therapy Student Handbook. This document is designed to guide your educational experiences as occupational science students and your progression through the professional Master of Occupational Therapy program.

This manual is intended for general information purposes only. It does not replace the Saint Louis University Handbook. For information specific to the university and its policies, please refer to the [Saint Louis University Handbook](#). The Department of Occupational Science and Occupational Therapy specifically reserves the right to make any changes deemed necessary at any time, without advance notice.

The Department of Occupational Science & Occupational Therapy's administrative and faculty offices, main classrooms, and labs are located on the 2nd floor of the Allied Health Professions (AHP) Building:

3437 Caroline Mall, Suite 2020
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(314) 977-8514 (phone)
(314) 977-5414 (fax)

The Occupational Therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 7501 Wisconsin Avenue, Suite 510E, Bethesda, MD 20814. ACOTE's telephone number is 301-652-6611. www.acoteonline.org

Faculty and Staff Listing

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Terms and Definitions

Below are the various terms and definitions you may encounter in the handbook, program materials and in discussions with faculty, staff, and students.

Program Classification

- Pre-professional program (undergraduate) – years 1-3
- Professional/MOT program (graduate) – years 4-5
- Post-baccalaureate/MOT program (graduate) – years 1-2

University Classification (purposes of degree and scholarship)

- BSOS to MOT track: Undergraduate - Years 1-4/Graduate - Year 5

- Post-Baccalaureate track: Graduate Year 1-2

Degrees

- BSOS to MOT track: Undergraduate - Bachelor of Science in Occupational Science awarded after Year 4/Master of Occupational Therapy awarded after year 5
- Post-Baccalaureate track: Master of Occupational Therapy awarded after year 2

Historical Overview

Doisy College of Health Sciences: Long a leader in health professions education, Saint Louis University began its nursing program in 1928 and the first baccalaureate degree program in an allied health profession in 1929. The Edward and Margaret Doisy College of Health Sciences was dedicated in 2001. The school was endowed by Margaret Doisy, widow of Dr. Edward Doisy, who was the 1943 Nobel Laureate for physiology and medicine for his discovery of Vitamin K.

The Doisy College of Health Sciences offers health care education at the baccalaureate, master's, doctoral, and professional levels. The College creates a student-centered teaching and learning environment that recognizes and actively addresses diverse needs and fosters an academic climate that promotes the spirit of inquiry among faculty and students

These areas support the ultimate outcome of elevating the impact and reputation of DCHS programs through the success of our students, faculty, and staff while fostering a Jesuit culture of service and inclusivity.

Mission: Rooted in Jesuit ideals, the Doisy College of Health Sciences serves humanity through education, research, and engagement.

Teaching: Through the teaching component of its mission, the College prepares students at baccalaureate, master's, and doctoral levels. The college creates a student-centered environment that recognizes and actively addresses the diverse needs of individuals and creates an academic climate that promotes the spirit of inquiry among faculty and students.

Research: The College advances research and scholarship among faculty and students through inquiry, discovery, synthesis, dissemination, and application of new knowledge. The College encourages collaboration in research and scholarship to serve humanity.

Service: The college embodies active engagement across communities at the University, local, regional, national and international levels. The college promotes leadership in addressing global health and social justice needs.

The Edward and Margaret Doisy College of Health Sciences embraces the lessons of the past, navigates the realities of the present, and capitalizes on emerging opportunities, thus establishing the College as an innovative leader in shaping the future.

The Department of Occupational Science and Occupational Therapy was established in 1992 as the Department of Occupational Therapy. Initially, the program offered a freshman-entry baccalaureate degree in occupational therapy. In the spring of 2000, the University Board of Trustees approved the Department's proposal to establish a Bachelor of Science in Occupational Science (BSOS) degree and an entry-level Master of Occupational Therapy (MOT) degree.

The MOT program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at:

7501 Wisconsin Avenue
Suite 510E
Bethesda, MD 20814
Phone: 301-652-6611
www.acoteonline.org

Department Vision Statement

Our vision is to achieve health through transformative education and occupational justice.

Department Mission Statement

Inspired by Jesuit values, the mission of Saint Louis University's Department of Occupational Science and Occupational Therapy is to be exemplars of student-focused, occupation-centered teaching, scholarship, service, and practice that enables occupational engagement, health, social inclusion, and the promotion of occupational justice.

Department of Occupational Science and Occupational Therapy Educational Philosophy

Reflecting the philosophy of the profession:

The Department of Occupational Science and Occupational Therapy is informed by tenets that guide the profession of occupational therapy and discipline of occupational science. Both programs underscore the importance of an occupation-centered approach because occupation is the central construct for and applied focus of occupational therapy.

Drawing on definitions provided by the American Occupational Therapy Association (2020), the International Society for Occupational Science (n.d.), and the World Federation of Occupational Therapists (2022), the department defines the various everyday activities people do as individuals, in families and with communities to occupy time and bring meaning and purpose to life. Occupations include things people need, want, and are expected to do. Based on this definition, our curricula are shaped by the belief that engaging in occupations helps people self-organize, adapt to challenges, make choices about time use, develop and organize daily routines, and create identities based on personal and cultural values. This view of

humans as occupational beings encapsulates the dynamic relationship between people and contexts that evolve across the lifespan. Grounded in this understanding of occupation and humans as occupational beings, the programs frame occupational therapy practice as the art and science of using occupation as a therapeutic medium of change in a holistic, client-centered manner to facilitate participation in meaningful and health promoting occupations.

View of humanity:

The department views humans as social beings whose lives are shaped by occupational engagement. Drawing from the writings of American pragmatist John Dewey (Dewey & Bentley, 1949), the Department conceptualizes occupations as person-environment transactions (Dickie, Cutchin, & Humphry, 2006) that reflect the mutually influencing relationship of people and contexts.

Both programs emphasize humans' capacities to influence and be influenced by their environment in their selection and performance of occupations. This emphasis incorporates understandings of human agency as well as the ways in which power influences occupational choice (Galvaan, 2015) and shapes occupational possibilities (Laliberte Rudman, 2010). Given the influence of context on the innate human drive to engage in occupation, the programs celebrate the diversity of human occupational engagement. By understanding national and international perspectives of occupation across life stages and cultural groups, students appreciate the personal, familial, and societal ramifications of circumstances that promote or reduce individuals' participation in occupation and social inclusion.

Approach to teaching and learning:

Occupation-based teaching and learning in both programs is influenced by Dewey's (1939) emphasis on experiential learning and complementary facets of Ignatian pedagogy. Guided by the belief that knowledge stems from and must be adequate to experience (Boisvert, 2007; Pappas, 2008), Dewey believed that experiential learning was key to social transformation (Dewey, 1925/2000). In our effort to educate future professionals who are concerned with occupational justice, we support students through constructivist and social learning teaching methods that privilege experiential learning (Jeffrey, 2010). Guided by the belief that transformational learning occurs through many contexts, we aim to provide diverse contexts for learning in which students can co-create knowledge with instructors.

The five pillars of Ignatian pedagogy- context, experience, action, reflection, and evaluation (Reinert Center for Transformative Teaching and Learning, n.d.) provide a framework for the activities in which students engage. Students are encouraged to draw on experiences and knowledge to make sense of and apply new information. Within this framework, levels of learning progressively challenge students to analyze and evaluate information according to Bloom's taxonomy (Anderson & Krathwohl, 2013). Interactive learning experiences with faculty members, clinical experts, community members, and peers are infused throughout the curriculum. Students participate in applied experiences within natural contexts and

interprofessional team learning experiences from their time of entry into the curriculum. Students practice and evaluate competency in entry-level skills while developing altruism, service, ethical decision-making, and leadership in line with Jesuit principles. The partnership between student and instructor emphasizes students' discovery and development of habits of reflection, inquiry, analysis, and synthesis (LaPidus, 1998).

The occupation-focused content of students' learning is guided by the World Health Organization's International Classification of Function, which encompasses all aspects of human health and well-being, as well as an occupational perspective of health (Wilcock & Hocking, 2015). The curriculum also emphasizes the human, phenomenological aspects of providing occupational therapy, both from the client's perspective and from the therapist's experience. Learning experiences are regularly enriched with stories, live interviews, practical experiences, films, discussions, and reflective opportunities. The psychosocial and spiritual aspects of providing and receiving occupational therapy are regarded as legitimate and ubiquitous aspects of therapeutic and educational processes. By engaging with students from a caring perspective, the faculty facilitates their progress toward becoming caring practitioners (Noddings, 2003).

Our approach to learning involves helping students become "intentional learners" (AAC&U, 2002) who adapt to new environments, integrate knowledge from different sources, and continue learning throughout their lives. We believe that intentional learners strive to become increasingly:

- **Empowered** through a process of transformation that facilitates mastery of intellectual and practical skills that are extensive, sophisticated, and expanding.
- **Informed** by developing a deeper understanding of the world through investigating society and the natural world beyond core concepts learned in school.
- **Responsible** for contributing to the integrity of a democratic society through personal actions, civic values, and ethical judgment to reflect intellectual honesty, social justice for a diverse democracy, discernment of ethical decisions and consequences, and a deeper understanding of self and others through cultural humility and a disposition of being "men and women for and with others".

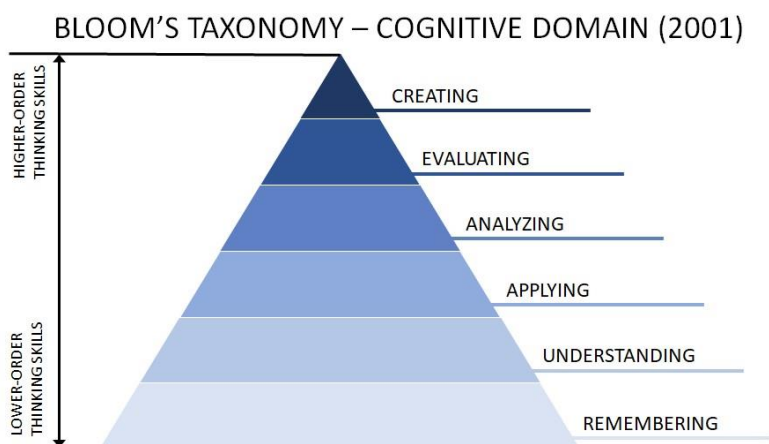
Curricular Threads

The mission of Saint Louis University is the pursuit of truth for the greater glory of God and for the service of humanity. Jesuit education includes *cura personalis* (caring for the whole person in mind, body, and spirit) and the idea of "the *magis*" (more), which requires students to go deeper, think critically, and solve problems creatively. Jesuit education is inspired by the practice of *finding God in all things* through a broad range of study. This educational path prepares students to become *men and women for and with others* to make the world a better place by seeking justice and serving the most vulnerable among us.

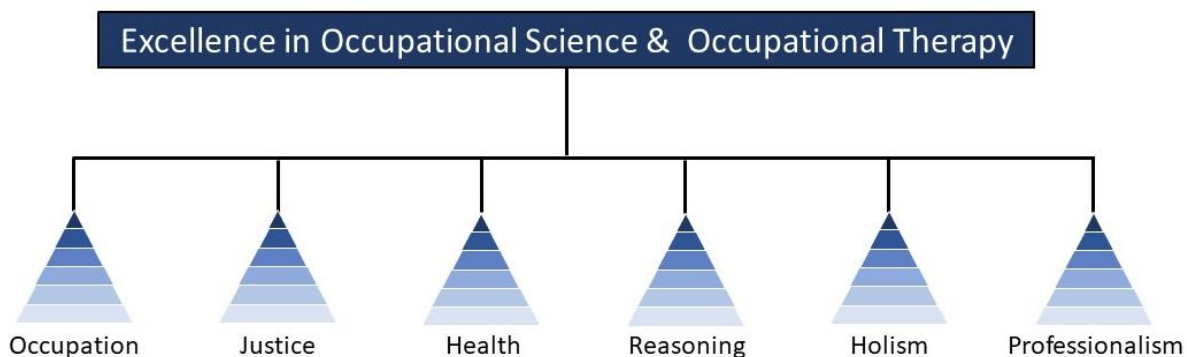
Residing within the DCHS, the Department of Occupational Science and Occupational Therapy couples the foundational Jesuit values of the University and College with the tenets of the

discipline and the profession. This results in cultivating intellectual rigor, promoting social and occupational justice, and maximizing potential for graduates to be men and women (PEOPLE) for and with others through didactic, experiential, and reflective learning. Our mission, vision, educational philosophy, curricular themes, and educational goals frame the content, scope, and sequencing of coursework in both the undergraduate and graduate degree programs.

Both the Bachelor of Science in Occupational Science and the Master of Occupational Therapy curricula design, guided by the Jesuit pedagogy listed above, are formed to create excellence in occupational therapy practice. This occurs through the underpinning of six curricular threads and educational goals. Each thread is woven through the curriculum and progressing through Bloom's hierarchical levels of learning; remember, understand, apply, analyze, evaluate, and create (Anderson & Krathwohl, 2013), beginning with lower order thinking and progressing to higher order thinking as students progress in the curriculum. Progression through Bloom's level is depicted below:



Each of the curricular threads traverses these levels throughout the curriculum to culminate in excellence in occupational therapy practice.



Curricular threads provide scaffolding for coursework in both curricula. Educational goals are the infrastructure of the curriculum and emphasize compassionate and reflective approaches for occupational performance and participation. The curriculum design (threads and goals) culminates in student development of a professional identity. The curricular threads are operationalized below:

Occupation

The central construct and applied focus of the profession is defined as the various everyday activities people do as individuals, in families and with communities to occupy time and bring meaning and purpose to life. Occupations include things people need, want, and are expected to do (American Occupational Therapy Association, 2020; International Society for Occupational Science, n.d.; World Federation of Occupational Therapists, 2022). Occupation is conceptualized and understood according to the form, function, and meaning of engagement as well as how the doing, being, becoming and belonging of an occupation contributes to health and well-being. Occupational engagement occurs in, influences, and is influenced by the context in both facilitating and hindering ways. Our programs are shaped by the belief that engaging in meaningful occupation is health-promoting through self-organization, adaptation to challenges, sound choices about time use, development of daily routines, and creation of identities based on personal and cultural values. Teaching and learning about occupation is inclusive of participation, context, meaning, and use as a therapeutic medium.

Justice

The right of every individual to meet basic needs and have equal opportunities and life chances to reach toward their potential, but specific to the individuals' engagement in diverse and meaningful occupation (Wilcock & Townsend, 2009). Specific to occupations and the lives of individuals, groups, and population; occupational beings have a right to choose and participate in personally meaningful occupations for the purpose of health and quality of life.

Health

Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity (WHO, 2022). There is a reciprocally beneficial relationship between occupation and health; such that engagement in occupation can restore or maintain health while limitations in occupational engagement can be detrimental to health. Likewise, optimal health allows for enhanced occupational engagement while poor health limits one's occupational opportunities.

Reasoning

Reasoning is the dynamic and integrated way of reflecting and thinking used to understand clients, the environment, and occupation to make judgments, problem solve, draw inferences, and form conclusions from the facts and circumstances.

- Students of occupational science rely on proficient identification of resources, interpretation of the literature, and application of theoretical perspectives to creatively use reasoning in gaining clarification and understanding, and making sound judgments

about occupational beings, their occupational engagement, their surroundings, and circumstances (Boyt Schell et al, 2014).

- Occupational therapists rely on proficient identification of resources, interpretation of the literature, and application of theoretical perspectives to creatively use reasoning in making sound judgments and decisions while planning, directing, performing and reflecting during clinical practice, occupational therapy practice, professional activities, and scholarship. (Boyt Schell et al, 2014).

Holism

A philosophy and approach in which the complexity of people, their circumstances, welfare, interests, values, and dignity predominate.

- Occupational scientists exemplify holism by recognizing humans as occupational beings, being holistic in thought about persons, contexts, and circumstance, and exhibiting empathy and cultural awareness and responsiveness.
- Practitioners exemplify holism in occupational therapy by being holistic in thought about clients, contexts, and circumstances, recognizing clients as occupational beings, employing therapeutic use of self, and exhibiting empathy and cultural proficiency.

Professionalism

Representation of oneself, the academic discipline of occupational science, and the profession of occupational therapy. This occurs through one's conduct, commitment to service, ethical practice, application of specialized knowledge, advocacy, and leadership. It also includes flexibility, collaboration, and communication within and outside the discipline, and the pursuit of knowledge, evidence, and continuing competence through lifelong learning.

DEPARTMENTAL PROGRAM POLICIES

Length of Program

- The BSOS to MOT programs will typically take five years, including one summer to complete the program. Post-baccalaureate students will typically take two years, including one summer to complete the MOT program.
- BSOS Students requiring a leave of absence may extend the BSOS program for up to one year. Students in the MOT program requiring a leave of absence may extend that program for up to one year.
- The professional Master of Occupational Therapy curriculum begins with Gross Anatomy.
- Level II Fieldwork typically begins in January and ends in June of Professional Year 2 and must be completed within 18 months of completion of the academic coursework.

Degree Requirements

- Bachelor of Science in Occupational Science: successfully complete the required program courses while maintaining [good academic standing](#). Students must also meet all the Saint Louis University GPA requirements.

- Master of Occupational Therapy: successfully complete the required program courses while maintaining [good academic standing](#) and successfully pass two- 12-week Level 2 fieldwork placements. Students must also meet all the Saint Louis University GPA requirements.

External Transfer Credit

- Saint Louis University requires that all previous or concurrent academic work be documented with official transcripts received by the SLU Office of the Registrar either in a sealed envelope or secure email and that those transcripts be authenticated.
- Transfer credits must be from an accredited college or university. All transfer credit must have a C letter grade or above and be recognized as comparable to courses offered at SLU.
- Saint Louis University accepts transfer credit for which we have no equivalent. This credit would be acceptable in transfer as elective degree credit and would not fulfill specific graduation requirements. No more than 64 semester hours earned at the community college level can be applied toward the bachelor's degree at Saint Louis University.
- The Department of Occupational Science and Occupational Therapy will accept transfer credit for non-occupational science and occupational therapy coursework in the undergraduate program.
- Occupational science and occupational therapy coursework from another university will not be accepted at the undergraduate or graduate level.
- To determine which credits will transfer, click on the following link and follow the instructions <http://www.slu.edu/admission/transfer/credits.php>.

MOT Program Roadmap **For Class Graduating in 2025**

Semester	Courses	Credit
Fall	PROFESSIONAL YEAR 2	18
MOT 5040	Professional Development III	1
MOT 5260	Problem Based Learning	2
MOT 5480	OT and Upper Extremity	2
MOT 5550	OT for Adults with Neurological Dysfunction	3
MOT 5560	OT and Community Practice	3
MOT 5600	OT with Infants and Children	4
MOT 5650	Applied Research III	1
Spring	PROFESSIONAL YEAR 2	12-18
MOT 5700	Level II Fieldwork	6
MOT 5750	Level II Fieldwork	6
MOT 5660	Applied Research IV (elective)	0-6

The courses and curriculum are subject to change. All revisions will be communicated to the student.

**BSOS to MOT Program Roadmap
For Classes Graduating in 2026 and later**

FRESHMAN YEAR Fall Semester		
Course Number	Course Name	Credits
BIOL 1240	General Biology: Information Flow and Evolution	3
BIOL 1245	Principles of Biology Lab	1
OCS 1000	Seminar in Occupational Therapy Practice (satisfies CORE 1000)	2
CORE 1500	Cura Personalis 1: Self in Community	1
CORE 1700	Ultimate Questions: Philosophy	3
ENGL 1900	Advanced Strategies of Rhetoric and Research (satisfies CORE 1900)	3
PSY 1010	General Psychology (satisfies CORE 3600)	3
Total		16
FRESHMAN YEAR Spring Semester		
Course Number	Course Name	Credits
ANAT 1000	Basic Human Anatomy	3
CORE 3400	Ways of Thinking: Aesthetics, History, and Culture	3
HSCI 2500	Human Development Across the Lifespan	3
IPE 2100	Interprofessional Collaboration and Healthcare Systems in Global Context	3
Elective*	*MATH 1200 should be taken here if math requirement has not been met	3
Total		15
SOPHOMORE YEAR Fall Semester		
Course Number	Course Name	Credits
BIOL 1240	General Biology: Information Flow and Evolution	3
CHEM 1080	Principles of Chemistry I	3
CHEM 1085	Principles of Chemistry I Lab	1
OCS 1010	Introduction to Occupational Science and Therapy (satisfies CORE 2500)	2
ORES 2320	IPE Health Outcomes Research	2
PSY 3460	Abnormal Psychology	3
STAT 1300	Elementary Statistics with Computers	3
Total		14
SOPHOMORE YEAR Spring Semester (option to study abroad)		
Course Number	Course Name	Credits
CORE 1200	Eloquentia Perfecta: Oral and Visual Communication	3
CORE 1600	Ultimate Questions: Theology	3
CORE 2800	Eloquentia Perfecta: Creative Expression	3
HSCI 2200	Medical Terminology	3
PHIL 2050/HCE 2010	Ethics/Foundations of Clinical Health Care Ethics	3
Total		15
JUNIOR YEAR Fall Semester		
Course Number	Course Name	Credits
IPE 4200	Applied Decision-Making in Interprofessional Practice	3
OCS 3120	The Study of Occupation	3

OCS 3220	Contexts of Occupation	3
OCS 3320	Development of Humans as Occupational Beings	3
PPY 2540	Human Physiology	4
Total		16
JUNIOR YEAR Spring Semester		
Course Number	Course Name	Credit
CORE 3500	Cura Personalis 3: Self in the World	1
IPE 4900	Interprofessional Community Practicum	2
HCE or PSY 3XXX/4XXX	Health Care Ethics or Psychology Elective	3
OCS 3520	Occupation and Health	3
OCS 3720	Occupational Justice	3
OCS 3820	Practical Applications in Occupational Science	3
Total		15

PROFESSIONAL PHASE

PROFESSIONAL YEAR 1 Fall Semester		
Course Number	Course Name	Credits
MOT 5100	Functional Anatomy for Occupational Therapy	3
MOT 5150	Kinesiology	3
Total		6
PROFESSIONAL YEAR 1 Fall Semester		
Course Number	Course Name	Credits
MOT 5170	Neuroscience in Occupational Therapy	3
MOT 5200	Health Conditions and Occupational Implications	3
MOT 5300	Foundations of Occupational Therapy Practice	3
MOT 5350	Theoretical Perspectives of Occupational Therapy	3
MOT 5370	Occupational Therapy Assessments Throughout the Lifespan	3
MOT 5610	Quantitative Research Methods in Occupational Therapy	2
MOT 5611	Occupational Therapy Graduate Research Proj 1 (Optional)	1
Total		17-18
PROFESSIONAL YEAR 1 Spring Semester		
Course Number	Course Name	Credit
MOT 5030	Application of Occupational Therapy Practice	3
MOT 5250	Administration & Leadership in Occupational Therapy	3
MOT 5400	Occupational Therapy Practice with Adults 1	3
MOT 5410	Occupational Therapy Practice in Mental Health	3
MOT 5450	Occupational Therapy Practice with Children and Youth 1	3
MOT 5620	Qualitative Research Methods in Occupational Therapy	2
MOT 5621	Occupational Therapy Graduate Research Project 2 (Optional)	1
Total		17-18
PROFESSIONAL YEAR 2 Fall Semester		
Course Number	Course Name	Credits
MOT 5040	Application of Occupational Therapy Practice 2	3
MOT 5550	Occupational Therapy Practice for Adults 2	3

MOT 5560	Occupational Therapy Practice in the Community	3
MOT 5570	Specialty Occupational Therapy Practice	2
MOT 5580	Emerging and Focused Practice in Occupational Therapy	3
MOT 5600	Occupational Therapy Practice with Children and Youth 2	3
MOT 5631	Occupational Therapy Graduate Research Project 3 (Optional)	1
Total		17-18
PROFESSIONAL YEAR 2 Spring Semester		
Course Number	Course Name	Credits
MOT 5700	Level II Fieldwork (12 Weeks)	6
MOT 5750	Level II Fieldwork (12 Weeks)	6
MOT 5641	Occupational Therapy Graduate Research Project 4 (Optional)	1
Total		12-13

The courses and curriculum are subject to change. All revisions will be communicated to the student.

MOT Program Roadmap (Post-Baccalaureate Students)

PROFESSIONAL YEAR 1 Fall Semester		
Course Number	Course Name	Credits
MOT 5100	Functional Anatomy for Occupational Therapy	3
MOT 5150	Kinesiology	3
Total		6
PROFESSIONAL YEAR 1 Fall Semester		
Course Number	Course Name	Credits
MOT 5170	Neuroscience in Occupational Therapy	3
MOT 5200	Health Conditions and Occupational Implications	3
MOT 5300	Foundations of Occupational Therapy Practice	3
MOT 5350	Theoretical Perspectives of Occupational Therapy	3
MOT 5370	Occupational Therapy Assessments Throughout the Lifespan	3
MOT 5610	Quantitative Research Methods in Occupational Therapy	2
MOT 5611	Occupational Therapy Graduate Research Proj 1 (Optional)	1
Total		17-18
PROFESSIONAL YEAR 1 Spring Semester		
Course Number	Course Name	Credit
MOT 5030	Application of Occupational Therapy Practice	3
MOT 5250	Administration & Leadership in Occupational Therapy	3
MOT 5400	Occupational Therapy Practice with Adults 1	3
MOT 5410	Occupational Therapy Practice in Mental Health	3
MOT 5450	Occupational Therapy Practice with Children and Youth 1	3
MOT 5620	Qualitative Research Methods in Occupational Therapy	2
MOT 5621	Occupational Therapy Graduate Research Project 2 (Optional)	1
Total		17-18
PROFESSIONAL YEAR 2 Fall Semester		
Course Number	Course Name	Credits
MOT 5040	Application of Occupational Therapy Practice 2	3
MOT 5550	Occupational Therapy Practice for Adults 2	3

MOT 5560	Occupational Therapy Practice in the Community	3
MOT 5570	Specialty Occupational Therapy Practice	2
MOT 5580	Emerging and Focused Practice in Occupational Therapy	3
MOT 5600	Occupational Therapy Practice with Children and Youth 2	3
MOT 5631	Occupational Therapy Graduate Research Project 3 (Optional)	1
Total		17-18
PROFESSIONAL YEAR 2 Spring Semester		
Course Number	Course Name	Credits
MOT 5700	Level II Fieldwork (12 Weeks)	6
MOT 5750	Level II Fieldwork (12 Weeks)	6
MOT 5641	Occupational Therapy Graduate Research Project 4 (Optional)	1
Total		12-13

The courses and curriculum are subject to change. All revisions will be communicated to the student.

**Bachelor of Science in Occupational Science ONLY Roadmap
(BSOS Only Graduates not progressing into the Master of Occupational Therapy Program)***

FRESHMAN YEAR Fall Semester		
Course Number	Course Name	Credits
BIOL 1240	General Biology: Information Flow and Evolution	3
BIOL 1245	Principles of Biology Lab	1
OCS 1000	Seminar in Occupational Therapy Practice (satisfies CORE 1000)	2
CORE 1500	Cura Personalis 1: Self in Community	1
CORE 1700	Ultimate Questions: Philosophy	3
ENGL 1900	Advanced Strategies of Rhetoric and Research (satisfies CORE 1900)	3
PSY 1010	General Psychology (satisfies CORE 3600)	3
Total		16
FRESHMAN YEAR Spring Semester		
Course Number	Course Name	Credits
ANAT 1000	Basic Human Anatomy	3
CORE 3400	Ways of Thinking: Aesthetics, History, and Culture	3
HSCI 2500	Human Development Across the Lifespan	3
IPE 2100	Interprofessional Collaboration and Healthcare Systems in Global Context	3
Elective*	*MATH 1200 should be taken here if math requirement has not been met	3
Total		15
SOPHOMORE YEAR Fall Semester		
Course Number	Course Name	Credits
BIOL 1240	General Biology: Information Flow and Evolution	3
CHEM 1080	Principles of Chemistry I	3
CHEM 1085	Principles of Chemistry I Lab	1
OCS 1010	Introduction to Occupational Science and Therapy (satisfies CORE 2500)	2
ORES 2320	IPE Health Outcomes Research	2
PSY 3460	Abnormal Psychology	3
STAT 1300	Elementary Statistics with Computers	3
Total		14

SOPHOMORE YEAR		
Spring Semester (option to study abroad)		
Course Number	Course Name	Credits
CORE 1200	Eloquentia Perfecta: Oral and Visual Communication	3
CORE 1600	Ultimate Questions: Theology	3
CORE 2800	Eloquentia Perfecta: Creative Expression	3
HSCI 2200	Medical Terminology	3
PHIL 2050/HCE 2010	Ethics/Foundations of Clinical Health Care Ethics	3
Total		15
JUNIOR YEAR		
Fall Semester		
Course Number	Course Name	Credits
IPE 4200	Applied Decision-Making in Interprofessional Practice	3
OCS 3120	The Study of Occupation	3
OCS 3220	Contexts of Occupation	3
OCS 3320	Development of Humans as Occupational Beings	3
PPY 2540	Human Physiology	4
Total		16
JUNIOR YEAR		
Spring Semester		
Course Number	Course Name	Credit
CORE 3500	Cura Personalis 3: Self in the World	1
IPE 4900	Interprofessional Community Practicum	2
HCE or PSY 3XXX/4XXX	Health Care Ethics or Psychology Elective	3
OCS 3520	Occupation and Health	3
OCS 3720	Occupational Justice	3
OCS 3820	Practical Applications in Occupational Science	3
Total		15
SENIOR YEAR		
Fall Semester		
Course Number	Course Name	Credits
IPE 4900 (f, sp)	Interprofessional Community Practicum	2
* Depth Requirement	ANTH, HCE, HSCI, IPE, PSY, PUBH, or SOC 3xxx+	3
* Depth Requirement	ANTH, HCE, HSCI, IPE, PSY, PUBH, or SOC 3xxx+	3
* Depth Requirement	ANTH, HCE, HSCI, IPE, PSY, PUBH, or SOC 3xxx+	3
* Depth Requirement	ANTH, HCE, HSCI, IPE, PSY, PUBH, or SOC * Depth Requirement 3xxx+	3
Total		12-15
SENIOR YEAR		
Spring Semester		
Course Number	Course Name	Credits
**Elective 3xxx/4xxx		3
**Elective 3xxx/4xxx		3
**Elective 3xxx/4xxx		3
**Elective 3xxx/4xxx		3
**Elective 3xxx/4xxx		3
Total		12-15

*Occupational Science Depth Requirement includes 12 credits at the 3000- or higher level in any of the following course codes: ANTH, HCE, HSCI, IPE, PSY, PUBH, or SOC

The courses and curriculum are subject to change. All revisions will be communicated to the student.

**Enrollment in additional courses in the senior year cannot include any that begin with an MOT prefix and must be focused in one of the following areas: occupational science, supportive of a minor or certificate, or supportive of intended career objective or graduate education. Courses taken in the senior year must be at the 3000 level or above. Students pursuing the BSOS only must receive approval for coursework from the undergraduate program director prior to registration each semester.

Academic Advising and Mentoring

Academic Advising: Each undergraduate student is assigned an academic advisor who works with the advisee during their undergraduate career. Academic advisors are assigned to students by the Advising Center. These advisors serve multiple roles, including:

- Assisting students with curricular planning, course registration, and degree audits.
- Monitoring the student's academic progress.
- Providing an overview of curricular requirements within the College and University to assist students who plan double majors and minors.
- Communicating requirements needed for students secondarily classified as pre-professional health, pre-law, honors, and special programs.
- Providing direction and requirements for students wishing to study abroad.
- Providing direction and guidance for students wishing to test out of core courses or waive certain requirements.
- Referring students to important academic and personal services on campus
- If a student is dismissed from the program, they will be referred to their academic advising office for consultation.

Mentoring: Students enrolled in occupational science and occupational therapy programs will be assigned a faculty mentor through their degree completion. Faculty mentors are assigned to students by the OSOT Department. Mentors serve a variety of roles including:

- Increasing the mentee's awareness of professional options.
- Discussing personal and educational goals.
- Providing professional linkages and letters of reference for awards, scholarships, and employment.
- Referring students to important academic and personal services on campus.

Student responsibilities with advisors and mentors:

- The student's role is that of an active participant in the advising/mentoring process. It is ultimately the student's responsibility to know and understand degree requirements and to monitor progress toward completion. Students should quickly establish and keep open the lines of communication with their academic advisor and faculty mentor.
- **Communication from student to mentor is especially important during times of academic difficulties.** The department encourages students to seek consultation with faculty mentors before reaching academic difficulties; therefore, it is important for

students to become acquainted with their assigned mentor early in the academic program.

- Communication can occur either individually or in groups, either in person or virtually in a form that is convenient for both parties
- Except for time-sensitive and urgent situations, students are advised to schedule consultations with faculty mentors during office hours.
- For email and phone communications, faculty mentor responses should not be expected less than 24 hours from the time of initial communication. At busy times of the semester or during travel periods, faculty mentor response times may exceed 24 hours.

Care and Concern Policy

At Saint Louis University, the Dean of Students Office team strives to assist students and their families in successful navigation of the SLU experience. They strongly encourage the promotion and development of a healthy mind, body, and spirit to help every student persist and succeed in their college career. Through individual support, they aim to ensure that our students have the opportunity to grow as empowered global citizens who make contemplative and just choices that align with their passion and purpose.

There are many situations that the Dean of Students Office can help students to navigate at SLU that include, but are not limited to:

- Academic distress
- Adjustment and transition issues
- Financial distress
- Anxiety and depression
- Student grievances
- Bias incident reporting
- Sexual misconduct reporting
- Significant well-being and behavioral concerns

Students in the Department of Occupational Science and Occupational Therapy who are experiencing issues similar to those listed above are encouraged to speak with a faculty or staff member for support and assistance. When such concerns arise, it is the responsibility of the faculty or staff member to contact the Dean of Students Office so they can provide additional support services, which may include the following:

- Supporting students in distress and crisis
- Referring students to SLU campus resources
- Sending academic notifications on behalf of students experiencing emergencies
- Engaging parents and families in support of their students, as appropriate
- Helping students reflect on significant developmental transitions and challenges

Contact with the Dean of Students Office may be initiated by a student, faculty, or staff member by emailing deanofstudents@slu.edu or by calling 314-977-9378. The Dean of Students Office is located in Busch Student Center, Suite 356. More information is available at <https://www.slu.edu/student-development/dean-of-students/index.php>

Procedure for Registration

- Undergraduate students should consider the Course Planning Worksheet as they register for classes each semester
- Schedule a meeting with your academic advisor. This includes freshmen, sophomores, juniors and students pursuing the BSOS only. Professional Year 1 students are not required to meet with the Academic Advisor.
- Resolve holds related to tuition, housing, etc. A full list of those items and how students should address them can be found [here](#).
- Using the appropriate curriculum guide in this handbook, register online in Self-Service Banner at your designated time.
- Options for Minors

Undergraduate Degree Supplements

Honors Program

The Department of Occupational Science & Occupational Therapy coordinates with the University Honors Program in offering a 24-credit hour (minimum) course of study that complements the undergraduate major in occupational science.

Availability to Students: This program is available to incoming freshman, current SLU students and transfer students who have demonstrated superior academic performance.

Process: Students in this program are offered a variety of ways in which to complete honors credits. This information is outlined in the Honors Degree Requirements brochure available in the Honors Program office in Verhaegen Hall, Room 119 or on-line at <http://www.slu.edu/honors>. Honors Program Advisors may be reached at 977-3951.

- When a BSOS student enrolls in the honors program, the student's academic advisor ensures that the Department graduation requirements and the student's academic program are synchronized with their studies in the Honors Program.
- Independent studies are often undertaken by BSOS students in this Program; advisors or other faculty members supervise the student in mutually agreed upon course of study.

Options for Minors

The BSOS curriculum is designed to allow students the possibility of achieving a minor of study to complete their degree. If you wish to pursue a minor, please consult with your Doisy College Professional Academic Advisor.

Study Abroad Option

During the spring semester of the sophomore year, students have the opportunity to study abroad. If a student desires to study abroad, they should contact the Doisy College Professional Academic Advisor to ensure that the courses taken abroad are appropriate for the progression in the program. Arrangements for studying abroad are coordinated through SLU's International Center.

Course Withdrawal

The decision to withdraw from any course must be carefully considered. Students considering withdrawing from any required course(s) are required to meet with their faculty mentor to:

- Help the student determine whether they can realistically meet the department's requirements for academic or professional progression if they withdraw from the required course.
- Make certain the student is aware of the likely consequence of withdrawal from a required course.
- Help the student explore the possibility of other options to resolve the problem(s) that led to the withdrawal decision.

Review Saint Louis University policies for withdrawing from a course prior to making any decisions. If a Leave of Absence is necessary, please follow the [procedure for requesting a leave of absence](#).

Student Graduate Records

- The Office of the University Registrar maintains the official academic records for Saint Louis University, including course registrations, grade transcripts and diplomas. It administers institutional academic policies and procedures related to said records. See the policy for record management [here](#).
- The University affirms the concepts of personal privacy and record confidentiality, and adheres to both the letter and the spirit of the provisions of the Family Education Rights and Privacy Act (FERPA) of 1974 which pertain to higher education. See <https://www.slu.edu/registrar/third-party-access/ferpa-and-saint-louis-university.php>

Requesting Professional Letters of Recommendation

Due to the time and effort to craft a quality letter of recommendation, requests should be made to faculty no less than two weeks before the application letter due date. Faculty mentors or research mentors should be approached first with requests for letters of recommendation.

It is at the mentor's discretion to accommodate the student if the request is submitted with less than two (2) weeks' notice.

- There may be circumstances in which the faculty opt not to support you for an award. This occurs when many students are applying for the same monies or highly competitive recognitions. The rationale for this action: multiple letters of support for more than 2-3 students from the department markedly decreases the probability any student will be selected to receive the award. In these situations, the Awards Committee convenes to assess interested students and determine which student(s) they will support for the award. All students will be informed of the decision in advance of the letter due date.
- Once the mentor commits to writing the reference, the student shall submit to the mentor the following documents:
 - A professional resume inclusive of the cumulative grade point average.
 - A letter, in paragraph form, where the students provides reasons they are qualified to receive the scholarship, honor, or award.
- Students should respectfully inquire regarding the progress of the letter.
- All information pertinent to the letter should be provided including any directions or forms to be completed, the title of the scholarship or the title, the name and address of the recipient and the due date. Information regarding the process or matter should be in paper copy rather than a link to a website. Electronic processes such as online submissions are an exception.
- It is professional courtesy to inform the reference letter author if the scholarship or honor is received.

Technical Standards and Essential Functions

The rapidly changing and dynamic nature of contemporary health and human service delivery systems requires the entry-level occupational therapist to possess basic skills as a direct care provider, consultant, educator, manager of personnel and resources, researcher, and advocate for the profession, the consumer, and the community.

Philosophy for the Occupational Science and Occupational Therapy Student

The Department of Occupational Science & Occupational Therapy is committed to promoting justice and equality in educational opportunities. This document outlines the skills and attitudes required for successful completion of the course work and fieldwork experiences in the professional Master of Occupational Therapy Program as well as coursework in the occupational science program. These Technical Standards and Essential Functions, in conjunction with established academic standards, are followed by the Admissions and the Progressions Committees for selection and retention of students who possess the characteristics that are necessary to become competent occupational therapists.

Philosophy for Students with Disabilities

Saint Louis University is committed to maintaining inclusive and accessible environments across the campuses. Saint Louis University welcomes persons from all races, ethnic backgrounds, religions, and abilities to its campuses as faculty, staff, students, and visitors. Saint Louis University opens its programs and educational services to all qualified candidates without

regard to their disability. All programs and services provided for students are done in a manner that does not discriminate based on disability.

Saint Louis University has systems in place to assist students with temporary or ongoing disabilities who believe they may not be able to perform one or more of the listed technical standards and essential requirements in the typical manner. Difficulties in any of these areas may present challenges to success as a student or practitioner. Students with concerns about their ability to perform any of the functions listed are encouraged to initiate contact with the Department of Occupational Science & Occupational Therapy and the personnel in the Office of Disability Services. Early self-disclosure of issues is encouraged to assure the safety and well-being of the student and future clients, thus enhancing the likelihood of successful completion of the program and competence as a practitioner.

Students with disabilities are entitled to appropriate and reasonable accommodations through The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, provided that these disabilities are documented in appropriate evaluations administered by qualified professionals (including psychologists, physicians, or agencies specializing in the diagnoses of such disabilities).

Student Responsibility

With respect to individual services, it is the student's responsibility to notify the University of any need that requires accommodations. The student should provide documentation of disability to the Office of Disability Services and meet with Disability Services to begin the process of arranging appropriate accommodations. The Office of Disabilities Services is responsible for reviewing and evaluating the documentation of students with disabilities and assisting departments in accommodating those documented disabilities. Saint Louis University must provide reasonable accommodations, but the student must be able to meet all academic requirements and abide by the student code of conduct.

Disabilities Services may be contacted at accessibility_disability@slu.edu

Disclosure

Students are not required to disclose that they have a disability, nor are they required to disclose any specific information about their disability, unless they wish to request accommodation of their disability. Formal disclosure requires that the student submit appropriate documentation to the Office of Disability Services as stated above.

Although students may discuss their disabilities or needs with their academic advisor or other faculty or staff, this discussion alone does not constitute formal disclosure. Faculty are not obligated to provide accommodations until formal disclosure is made and the Office of Disability Services has required the implementation of specific accommodations. Early disclosure may enable faculty to help the student adjust his or her program in ways that optimize the student's performance and that may prevent potential challenges.

Confidentiality

The Americans with Disabilities Act mandates the confidential treatment of disability-related information. Specific guidelines have been established for post-secondary education to protect the rights of all students to confidentiality. The Department of Occupational Science and Therapy abides by the ADA and its resulting regulations.

Technical Standards and Essential Functions: Definitions

Technical standards and essential functions are stated to ensure that all students, regardless of disability status, are aware of the expectations of the program. Academic requirements are not waived due to a student's disability. Students must be able to meet the academic requirements with the approved accommodations.

Technical standards are the skills, knowledge and experience the student must bring to the occupational therapy program (often as part of the admissions process), and are considered essential to participate in the occupational therapy program. *Essential functions* are those skills and abilities that all students must be able to do, with or without accommodation, in order to graduate from the Occupational Therapy Entry-Level Master's Program (OT Program).

The Department of Occupational Therapy views technical standards and essential functions as lying within the overlapping domains of academic performance, clinical performance, and the broader context of social behavior. Students must demonstrate competence in five functional areas across each of these domains in order to progress in and complete the occupational therapy program. These functional areas are: (1) sensory and motor coordination and function, (2) intellectual, conceptual, integrative, and application skills (3) communication, and (4) behavioral, social, personal, and professional attributes. The specific functions described below are considered critically important to the performance of the role of an entry level occupational therapy professional.

1. Sensory and motor coordination and function

Technical standards for sensory and motor coordination and function:

The occupational therapy student must be able and willing to:

- Participate in structured motor activities as warranted
- Participate in exploratory learning involving handling objects of various size, weight, and height
- Move in a timely way to various classrooms and locations required for class/clinical experiences
- Maintain self in a classroom situation for extended periods of time
- Receive, perceive, and process auditory, visual, and tactile sensory information to understand and interpret people and the environment

Essential functions in this functional area include the ability to:

- Participate in active experiential learning situations that include performing manual and skilled tasks-

- Have adequate strength, endurance and body movement-necessary to provide client care which may include moving people and equipment.
- Use sufficient gross motor function to navigate through academic and clinical environments and provide client care which may include walking, bending, squatting, standing, pushing, and reaching in all planes throughout a work day/shift.
- Employ sufficient fine motor function to manipulate objects, palpate, and manage documentation.
- Have adequate hearing ability to listen to and interpret lectures, discussions, classroom exercises, fieldwork interactions, and communication with clients, families, and other professionals.
- Have adequate visual ability necessary to see how clients, signage, and documentation Have enhanced tactile and proprioceptive sensory skills essential for appropriate assessment and handling of clients

2. Intellectual, conceptual, integrative, and application skills

Technical standards for intellectual, conceptual, integrative, and application skills:

The occupational therapy student must be able and willing to:

- Receive, process, and comprehend text, oral presentation, numbers, and graphs displayed in print, lecture, and digital formats
- Possess the following intellectual skills: attention, comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison/contrast, critical-thinking, problem-solving, planning
- Critically evaluate his/her own performance and the performance of others
- Possess sufficient critical thinking to exercise good clinical and professional judgment
- Independently access and utilize technology

Essential functions in this area include the ability to:

- Have adequate cognitive skills to allow understanding and synthesis of all learning experiences
- Exercise good judgment and attend to issues of safety for yourself and others in all environments
- Be able to read, understand, and interpret the English language efficiently and effectively
- Participate in online learning as required
- Identify and interpret emotional affect, nonverbal cues, and response to intervention of both individual clients and groups of clients
- Assess clients and contexts and accurately synthesize and interpret assessments into cohesive evaluation results
- Attend to and interpret verbal, non-verbal, and environmental cues to determine when modification of practice is necessary.
- Use statistics, tests, measurements, and research
- Use insight to distinguish between skills one does and does not possess

3. Communication

Technical standards for communication:

The occupational therapy student must be able and willing to:

- Seek out and address problems or questions to the appropriate people at the appropriate times
- Demonstrate awareness of own non-verbal communication and how it may be interpreted by others
- Communicate quickly, effectively and efficiently in oral and written English
- Participate effectively in small groups, class discussions, and presentations
- Receive and process technical and professional materials

Essential functions in this functional area include the ability to:

- Record observations and plans efficiently, accurately, and legibly in the client record
- Prepare and communicate concise but complete clinical documentation and reports
- Build rapport with clients and caregivers through effective communication
- Interpret verbal and nonverbal communication
- Effectively adjust communication for intended audience
- Maintain cultural sensitivity to interact respectfully with clients and colleagues from various lifestyles, cultures, beliefs, sexual orientation, races, socioeconomic status, and abilities.
- Accept and provide constructive feedback

4. Behavioral, social, personal, and professional attributes

Technical standards for behavioral, social, personal, and professional attributes

The occupational therapy student must be able and willing to:

- Demonstrate honesty, integrity, ethics, responsibility, compassion, and respect for others
- Adhere to safety precautions
- Recognize potentially dangerous situations and equipment and proceed safely in order to minimize risk of injury to self or others
- Respect others' ideas, rights and property
- Maintain privacy and confidentiality of peers, faculty, staff, and clients
- Maintain classroom work area, equipment, supplies
- Demonstrate appropriate personal appearance and hygiene in context of the classroom and applied professional experiences
- Possess the endurance to sustain attention, engagement, and participation throughout the duration of individual courses and collective semesters of coursework
- Complete required assignments and exams in a timely manner

- Possess sufficient emotional health required for independent and collaborative workload in the program

Essential functions in this functional area include the ability to:

- Adhere to the Occupational Therapy Code of Ethics
- Develop mature, sensitive, and effective relationship with clients and colleagues
- Adapt to changing environments and expectations with flexibility and in the face of uncertainties inherent in education and practice
- Complete clinical interactions, documentation, and administrative duties in a timely manner
- Create an environment that maximizes client responses
- Collaborate with peers, faculty, staff, colleagues, supervisors, and care team in a reciprocally respectful and collegial manner
- Take responsibility for professional competence, conduct, and growth
- Adhere to guidelines, professional, and academic expectations as outlined in the Student Handbook and the Fieldwork Handbook
- Have adequate ability to tolerate a variety of environmental conditions that might be encountered in class and in the workplace, such as confined spaces, noise, dust, odors, and temperatures

Students with Disabilities

Students with disabilities may be eligible for special services and accommodations, as accorded by the Americans with Disabilities Act. To access these services, contact Disabilities Services at 314-977-3484 for complete information and see [Center for Accessibility and Disability Resources : SLU](#)

Immunization Requirements

See <https://www.slu.edu/life-at-slu/student-health/required-records-forms.php>

- Hepatitis B - dates of three doses of the vaccine or protective titer
- Measles - date of primary immunization and boosters or protective titer
- Mumps - date of primary immunization and boosters or protective titer
- Rubella - date of primary immunization and boosters or protective titer
- Varicella - date of primary immunization and boosters or protective titer
- Polio - date of primary immunization and booster
- Tetanus - Diphtheria: date of booster (must be within the prior 10 years)
- Tuberculosis - Annually. The date of PPD or similar test (BBG vaccine and negative chest x-ray)
- Meningitis - Immunization is required for all freshmen students living in residence halls or signed waiver acknowledging risks/benefits of vaccine.
- FLU/influenza vaccine is not required but highly recommended.

- COVID-19 – Saint Louis University requires proof of vaccination in instances where a medical or religious exemption are not applicable or have not been approved. Medical or religious exemptions are not transferable to schools, or practicum and clinical sites where such real-world training is required for graduation. Lack of immunization may affect fieldwork placements. <https://www.slu.edu/back-to-slu/index.php>

Health Insurance

Students are required to maintain personal health insurance throughout their enrollment in the BSOS and MOT programs. More information on the university's student health insurance options can be found [here](#). Medical billing procedures can be found [here](#).

General Dress Code Requirements

In addition to appropriate behaviors and attitudes, appearance and dress is an important part of the way a student is perceived by others. Attire and hygiene should reflect your intent to be perceived as a professional and matched to the setting and activity in which you are involved. The following information provides guidelines for meeting professional dress and appearance standards.

In the classroom and labs:

- Casual apparel is acceptable, including jeans, t-shirts, sweatpants, skirts and dresses.
- Clothing should provide full coverage of private and personal body parts, undergarments, and not be a distraction to others in the classroom.
- Scheduled guest lecturers or assignments involving classroom presentations may require more professional attire; each professor will determine appropriate clothing.
- There may be specific/additional dress code requirements for labs.

Class Outings and Outside Experiences:

- In the Fall Semester, the student organization (SLU SOTA) sells approved polo shirts with embroidered departmental logos. You are highly encouraged to purchase and wear a departmental polo for experiences that take place outside the classroom.
- Footwear should be functional and sturdy. Most sites require socks and closed toe/heel shoes such as an athletic or leather shoe.
- Most sites have policies against visible tattoos and/or visible body piercings. Students are obligated to check with and follow each facility's rules regarding this.
- Sites vary in guidelines, and therefore, students will follow the requirements of the facility.

MOT Program Student Activities and Recognitions

SLU SOTA

Purpose: The Saint Louis University Student Occupational Therapy Association (SLU SOTA) enhances student's knowledge of the profession, educational, community, and social activities. The organization facilitates opportunities for camaraderie among students.

All students enrolled in either program in the Department of OSOT are automatically members of SLU SOTA. Meetings and activities are scheduled throughout the semester. The email address is for SLU SOTA is slusota@slu.edu.

COTAD Coalition of Occupational Therapy Advocates for Diversity

COTAD is an international network of practitioners and students aimed at empowering occupational therapy leaders to engage in practice that increase justice, equity, diversity, and inclusion (JEDI); anti-racism and anti-oppression for a transformative occupational therapy profession.

The Saint Louis University COTAD chapter is a student-led group that works together to develop and promote justice, equity, diversity, and inclusion (JEDI), anti-racism, and anti-oppression within the occupational science and occupational therapy programs and in the profession.

All occupational science and occupational therapy students are welcome to join the SLU COTAD chapter. Meetings, events, and activities are scheduled throughout the semester. The chapter's email address is slu.cotad@gmail.com

Pi Theta Epsilon Honor Society - Beta Gamma Chapter

Pi Theta Epsilon (PTE) is a specialized honor society for occupational therapy students and alumni. The society recognizes and encourages superior scholarship among students enrolled in professional entry-level programs at accredited educational programs across the United States.

The objective of the society, as outlined by the founders of PTE, was to contribute to the advancement of occupational therapy through special projects of its members; to provide a basis for relationship among accredited programs of occupational therapy; and to work in cooperation with the aims and ideals of other student occupational therapy organizations. At present, the mission of Pi Theta Epsilon is to promote research and scholarship among occupational therapy students.

Pi Theta Epsilon supports the development of occupational science and the practice of authentic occupational therapy by promoting research and other scholarly activities of its members. In this way, the organization serves not only the profession but also helps to insure quality health care services for the public.

In the early spring, qualified students are invited to apply based on the following:

- Good standing with the department

- 3.5 or higher GPA in professional coursework, including Gross Anatomy
- Top 35% of the class
- Enrolled in the PY1 spring semester

For more information on Pi Theta Epsilon please visit <http://www.aotf.org/pithetaepsilon.aspx>.

Alpha Eta Society

Alpha Eta Society is a national honor society for the allied health professions. Membership is by invitation and based on scholarship, leadership, fellowship, and significant contributions to the health sciences.

Department Student Representatives

Objective: One to three student representatives will be selected during their junior year (year 3 fall semester) to serve as an additional mechanism for communicating with faculty.

Responsibilities

- Schedule time to meet with classmates outside of class time to discuss substantive issues and concerns. This can be completed via face-to-face, telephone, or electronic communications.
- Bring forward to the faculty concerns about the program.
- Discuss concerns with faculty at the monthly faculty meeting (TBA). Student representatives will have a designated time at each meeting to discuss the concerns of their particular class. Not all student representatives will have to come to every faculty meeting. A schedule will be arranged in which each class will have student representatives attend faculty meetings once a semester.
- Present feedback from the faculty to their class.

Selection

- Students may be nominated by their classmates, or they can self-nominate.
- In order to be placed on the nomination ballot, the student must be willing to serve as a class representative for a three-year term.
- Students will coordinate the election process with a faculty contact for procedural advice.
- The names of the students who have been selected must be provided to the Department Chairperson in the fall of the junior year.
- If a class representative is elected to or assumes a leadership role in an affiliated organization such as SOTA, PTE, or COTAD, the representative will step down from their role and a new class representative will be elected for the remainder of the academic program.
- If a representative takes a leave of absence from the program for any reason, a new representative will be elected for the remainder of the academic program.

Lab and Equipment Use

- Lab and equipment/materials use is restricted to class-related activities only.

- Labs and all lab equipment (including but not limited to mats, wheelchairs, durable medical equipment, lab supplies, and assessment kits) should only be used under the direct supervision or with verbal consent from the appropriate faculty member.

Use and maintenance of tables, mats, sinks, appliances, and kitchen counters and work spaces during and after class-related activities:

- Labs and all lab equipment should be left as they were found. Return lab space to its original layout whenever mats, chairs, etc. are moved for any activity.
- Straighten up and wipe down all areas used, including mats, tables, etc.
- Ensure that nothing is left in the sink after use (i.e., cleaning paint brushes, dumping items other than water).
- Do not leave trash in any of the lab spaces. Be sure that any trash, including food waste, is appropriately contained within the garbage cans.
- Utilize any lab equipment or materials in an appropriate, safe, and careful manner. Should any breakage occur, please let the instructor or lab assistant know of the situation immediately.

Use and maintenance of all other lab equipment during and after class-related activities:

- Lab equipment should only be used under direct supervision or with verbal consent from the appropriate faculty member.
- Any equipment used should be returned to its original storage space and in the condition it was originally stored.
- If there is a reason to check out equipment/materials for use outside of the lab, then students must indicate in writing that they have received the equipment/tools and are assuming responsibility to return the items intact. The appropriate sign-out sheet will be located at the front desk or in the appropriate location as verbalized by the class instructor. No equipment should be removed from the lab or the college without signing it out on the appropriate form.
- It is the student's responsibility to ensure any equipment checked out from the department is returned in a timely manner and with all parts and/or pieces in working order. Students will be charged for any broken and or missing lab equipment which occurred while the materials were in the possession.
- Prior to checking out equipment, please ensure that the equipment is in working order with all pieces included. Once it is signed out to a student's possession, it becomes the student's responsibility (see above).
- See the OSOT Department *Lab Health and Safety Manual* for information regarding specific pieces of lab equipment, including but not limited to installation and maintenance instructions.

Personal protective equipment (PPE) and first aid kit storage and maintenance:

- All labs currently have a first aid kit, and personal protective equipment such as masks, gloves, goggles, eye wash and anti-viral/bacterial cleansers available for immediate emergency usage.
- Cabinets containing first aid kits and personal protective equipment have stickers on them denoting the location.
- In the Activities of Daily Living (ADL) lab, these supplies are located in the cabinet under the sink and in the Occupational Performance Lab, in the cabinets over the sink.
- In the Media Lab, PPE supplies and the first aid kit are located in the lower cabinet next to the large sink.
- See the OSOT Department *Lab Health and Safety Manual* located in each lab for further instruction on handling emergency situations.

Research Opportunities

Department faculty members conduct descriptive and analytic research in a variety of areas, depending upon their individual scholarship interests. Students who pursue the optional master's project are matched with a faculty member who mentors their development of a comprehensive project that is closely associated with the faculty member's scholarship. Through this process and concurrent applied research seminars, the student has opportunities to gain an understanding of the research process in an established or a potential practice setting, and/or the academic environment.

During the spring semester junior year, faculty will provide their research topics to the cohort. Students will have the opportunity to select their top three projects/faculty of interest. Faculty may request to meet with students interested in their projects before final assignments are made. Assignment of students to faculty research projects will take student preferences into consideration. Final assignments will be announced by the end of the spring semester.

Technology and Internet Access

It's standard practice for class attendance, lectures, labs, course assignments and projects to require access to the internet for participation, completion and submission of assignments and to communicate with instructors. There is wireless access throughout the campus. For best performance, students should:

- Be competent with basic computer skills.
- Have access to a computer or mobile device and printer. Students that do not have their own computer may use the computers and printers located in the Doisy College of Health Sciences computer lab, the Educational Union common area and the Medical School Library on the Medical Campus and the Pius Library on the main campus.
- Have a reliable broadband connection to the Internet that is not restricted by an aggressive firewall. (e.g. military, hospital, government agency).
- Students should use the University provided email account for all program related email communications and should check this account daily.

- Have access to and a working knowledge of a Microsoft Office type suite of tools.
- ExamSoft is a secure testing program used in most of the OSOT course exams. The software blocks access to files, programs, and the internet during the exam providing a secure testing environment. To use ExamSoft, the student's operating system must meet the minimum operating requirements as listed at <https://ei.examssoft.com/GKWeb/login/SLUHS>. Students are required to have a device that is in good working order and meets all the requirements listed.

Program Complaint Procedures

Definition of Program Complaints:

Program-related complaints are **non-academic** complaints for which there are no existing Program, College, or University policies. Program complaints are viewed as feedback and opportunities to further improve the program.

Procedures for Program Complaints

- Complaints regarding specific faculty, students, or staff related to a specific course should be directed or communicated to the course coordinator or course faculty. This can be done through a request for a meeting or communicated via email directly to the course instructor. Fieldwork-related complaints need to be directed to the Academic Fieldwork Coordinator.
- Should the issue remain unresolved, the individual can file a formal complaint via email to the appropriate program director. The written complaint needs to specifically state the facts and reasons for the complaint, all parties involved, date and times of any events, and all resolutions that have been sought prior to filing a complaint. All complaints will be treated confidentiality.
- The program director will review the complaint and address the issue within ten (10) business days of receiving the complaint. Resolutions can include, but are not limited to, forming a committee to investigate the complaint, requesting a meetings with all parties involved, or counseling individuals related to the complaint.
- The program director will keep a record of the complaint and all pertinent documents related to the complaint for a period of five years.
- Should the issue remain unresolved, the individual can file a formal complaint via email to the Department Chair. The written complaint needs to specifically state the facts and reasons for the complaint, all parties involved, date and times of any events, and all resolutions that have been sought prior to filing a complaint. All complaints will be treated confidentiality.
- The Department Chair will review the complaint and address the issue within ten (10) business days of receiving the complaint. Resolutions can include, but are not limited to, forming a committee to investigate the complaint, requesting a meetings with all parties involved, or counseling individuals related to the complaint.
- The Department Chair will keep a record of the complaint and all pertinent documents related to the complaint for a period of five years.

- Should the issue remain unresolved, the individual can file a formal complaint via email to the Associate Dean for Student and Academic Affairs of the Doisy College of Health Science. The written complaint needs to specifically state the facts and reasons for the complaint, all parties involved, date and times of any events, and all resolutions that have been sought prior to filing a complaint. All complaints will be treated confidentially.
- The associate dean will review the complaint and address the issue within ten (10) business days of receiving the complaint. Resolutions can include, but are not limited to, forming a committee to investigate the complaint, requesting a meetings with all parties involved, or counseling individuals related to the complaint.
- Students who have grievances with actions, decisions, and/or processes at the College level are afforded formal means for registering those complaints and for their complaints to be deliberated and acted upon by governing Doisy College of Health Sciences officials. Details on specific types of complaints and related complaint policies and procedures are provided at <http://www.slu.edu/the-office-of-the-provost/student-complaint-procedures>

In addition, a program complaint may be submitted to the Accreditation Council for Occupational Therapy (ACOTE) if a student believes the program may not be in compliance with the Accreditation Standards for a Master's-Degree-Level Educational Program for the Occupational Therapist. ACOTE will not intervene on behalf of individuals or act as a court of appeal for faculty members or students in matters of admission, appointment, promotion, or dismissal. See the policy [here](#).

ACADEMIC AND PROFESSIONAL POLICIES

The purpose of these standards is to define the criteria for progression in the program and ensure, to the extent possible, that all graduates of the BSOS and MOT programs are prepared for entry-level practice as occupational therapists. Academic rigor and behavioral expectations increase as students progress through the program.

The Department's Progressions Committee is responsible for supporting the academic (knowledge and skills) and professional (behaviors and attitudes) progression of students in both the undergraduate and graduate programs. The committee is a recommending body, writing, and administering progression policies and procedures under the direction of the Program Director and Department Chairperson.

The Progressions Committee embraces the Jesuit value of *cura personalis*, responding to the student and their circumstances. As the committee determines, students may interact with the committee in the form of written communication, a telephone conversation, video conferencing or a face-to-face meeting to discuss the presenting issue. Upon review of the issue, the student may be issued a learning plan, placed on probation, granted a leave of absence, guided to medical resources, directed to campus resources, or may be dismissed from the program.

Graduate Student Review Process

An academic review of the students' progress is conducted at the following times:

- mid-term of each semester after grades are posted
- at the completion of each semester once final grades are posted

Identified issues are referred to the department's Progressions Committee.

Per the Saint Louis University Graduate Education Office, all active graduate (PY1 and PY2) students will have an annual review of their progress within their chosen degree program. An active student is one who is enrolled whether on campus or off or has not officially withdrawn or been dismissed from a program.

The graduate student's progress will be reviewed in discussion with their assigned faculty mentor by the end of each fall semester for the previous academic year. The Annual Graduate Review Form will be completed at the time of this meeting. Students will sign the review form with their faculty mentor. The student will be given a copy of the form and the original will be maintained within the department's files.

Attendance

Successful completion of the BSOS and MOT degrees implies that students have experienced essential components of the curriculum. Consistent attendance is required to meet this standard.

Students are expected to attend all classes. At least 80% of class sessions must be attended to sufficiently derive material from their courses. Any student absent for more than 20% of a class will receive a failing grade for that course.

Conference Attendance and Support

Students attending professional conferences at the local, state, national, and international levels are excused from class attendance on conference days.

Students who are presenting may receive financial support from the department, the Student Government Association, Graduate Student Association, or the Student Occupational Therapy Association. Students are expected to pay for their own travel, conference registration, and associated expenses and will be reimbursed up to the amount allowed from each source. There are no guarantees of available funds and students should not assume all or any of their travel will be covered.

Grade Standards and Extra Credit

Grade Standards

The Department of Occupational Science and Occupational Therapy assigns grades for academic courses as follows:

Quality Points	% Equivalent	Alphabetic Equivalent
4.0	93-100	A
3.7	90-92	A-
3.3	87-89	B+
3.0	83-86	B
2.7	80-82	B-
2.3	77-79	C+
2.0	73-76	C
0	72 and below	F

Neither individual assignment grades nor final grades will be rounded. For example, a **92.9** is an **A –** while a **93.0** is an **A**

Extra Credit

There are no opportunities for extra credit in quizzes, tests, assignments, or courses in any Occupational Science or Occupational Therapy courses.

Incomplete Grade Requirements

- Students may request a temporary grade of “incomplete” when coursework is unfinished by the end of the semester due to extraordinary circumstances.
- Students should follow the procedures as outlined in the [catalog](#).
- Students with incomplete grades will be referred to the Progressions Committee for review and development of a plan to complete the coursework.
- All incompletes must be cleared before progressing to Level II Fieldwork.

Grade and GPA Requirements

Grade Requirements

- **All students must receive a grade of “C” or better in all courses listed in both the OS and OT Roadmaps** or the student will not be allowed to progress in their program.
- The Progressions Committee will notify the student, within **ten (10)** business days of the posting of all course final grades, of their requirement to retake any courses to continue in the program.
- All courses listed as required on the roadmap for years 1-3 must be completed with a “C” or higher before progressing to the summer semester of PY1. If this is not possible, the student must email the Progressions Committee chairperson a letter of intent for a [Leave of Absence](#). The student should state in the letter that they will repeat the course(s) in question the following academic year. That letter must be received by the date stated in the dismissal notification email sent by the department.
- If a Leave of Absence letter is not received, the student will be dismissed from the program. The student may continue to be enrolled in other (non-OT) courses in the University.

- **Only ONE LOA** for up to one year may be granted during each program. The MOT program begins with Functional Anatomy/Kinesiology.
- The student must repeat the failed course(s) and receive a grade of '**C**' or better, or they will be discontinued from the program with no option to appeal. See [Probation and Dismissal Procedures](#) for more information. Course(s) can only be repeated one time.
- All professional coursework must be completed at Saint Louis University.

GPA Requirements

- Departmental progression requirements are based on academic performance during each **individual** semester in the MOT program. This is separate from the Saint Louis University policy that bases progression on cumulative GPA. Please see the University Graduate Catalog Policies and Procedures for more information on University progressions and academic standing.
- It is the student's responsibility to be aware of the GPA requirements and as such, to know that they can be placed on departmental probation, be unable to matriculate to the MOT program, or be discontinued from the program based on the GPA requirement. The student's faculty mentor is available for consultation and assistance in all progression issues.
- If a student does not maintain the GPA requirements as listed below, the student will be placed on probation or dismissed from the program.

Semester Grade Point Average (GPA) Requirements

Classification	Good Standing	Probation
Freshman	2.7	2.69 and below
Sophomore	2.8	2.79 and below
Junior	2.9	2.89 and below
Senior / PY1	3.0	2.99 or below
PY 2	3.0	See information below for remediation process

Students may only be placed on academic probation once during their undergraduate program and once during their graduate program. Students who fall into the academic probation range a second time will be **dismissed** from the program with no option to appeal. See [Probation and Dismissal Procedures](#)

Assignment and Final Grade Appeals

Students who have a grievance against a faculty member or academic administrator regarding an evaluation of their academic work, typically a grade given for an assignment or a final term grade, may participate in the formal appeal process established by the Occupational Therapy Program.

Definitions

- A grade appeal can be filed if the student can provide a rationale that their work has been assessed in a capricious manner.
- Capricious grading, as that term is used herein, refers to one or more of the following:
 - The assignment of a grade to a particular student on some basis other than performance in the course.
 - The assignment of a grade to a particular student was by more exacting or demanding standards than were applied to other equivalent students in that section.
 - The assignment of a grade by a substantial departure from the instructor's standards or rubric.

Procedure for Assignment Grade Appeal

- Within ten (**10**) business days of receiving the grade, the student should email the instructor, copying the chairperson of the Progressions Committee, requesting a meeting to discuss the grade and receive an explanation of how the grade was determined.
- This meeting should occur within ten (**10**) business days following the student's request for a meeting. If the request occurs within 10 days of the end of a semester, the meeting might need to be held within the first week of the following semester. The meeting can occur in person or virtually, and must include the instructor, the student, and another member of the faculty/staff.
- The instructor will provide a summary of the meeting discussion and outcomes to both the student and the Progressions Committee Chairperson, within five (**5**) business days after the meeting occurs. The message will be sent with a "read receipt" request. If "read receipt" does not appear in the sender's email after ten (**10**) calendar days, a paper follow up letter will be sent to the student's permanent address.
- If the student continues to believe the grading was capricious, they should write an email or a letter to the chair iterating the concern and carefully describing the rationale which supports the claim of capricious grading (as defined above). The chair will evaluate this claim, may request additional information, and may request a meeting with the student and/or instructor. The chair will notify the student via SLU email within ten (10) business days of the decision. The message will be sent with a "read receipt" request. If "read receipt" does not appear in the sender's email after ten (**10**) calendar days, a paper follow up letter will be sent to the student's permanent address.
- After receiving the decision from the chair and all academic department channels have been fully exhausted, if the student remains dissatisfied with an academic grievance

decision at the department level (i.e., the student believes the published department policies were not followed), they may escalate the appeal to the college level. The student initiates this process by writing a detailed letter of academic grievance to the Associate Dean of Academic Affairs of the Doisy College of Health Sciences. The associate dean, or her/his designee, will review the situation to assure departmental policies and procedures were followed. For more information, refer to the Doisy College of Health Sciences Academic Grievance Policy [here](#).

Procedure for Final Grade Appeal

- Within ninety business days of receiving the grade, the student should email the instructor, requesting a meeting discuss the final grade and receive an explanation of how the grade was determined.
- Procedures for Final Grade Appeal are the same for Assignment Grade Appeals. See above for procedures.

Complaint Policy

Students who have grievances with actions, decisions, and/or processes at the University are afforded formal means for registering those complaints and for their complaints to be deliberated and acted upon by governing University officials. Details on specific types of complaints and related complaint policies and procedures can be found on the [Provost's webpage](#).

Academic Probation and Dismissal

Probation

- Probationary status is assigned to a student whose grade point average has fallen below good standing status at the conclusion of a semester, and will be in effect for the following semester.
- **Students may only be placed on academic probation once during their undergraduate program and once during their graduate program.** The semester GPA in **ALL** subsequent semesters must meet the "Good Standing" criteria. Students who fall into the academic probation range a second time will be **dismissed** from the program with no option to appeal.
- Academic probation the summer semester of the senior/PY1 year is considered the first academic probation of the graduate program.
- The Progressions Committee (PC) will notify the student within ten (**10**) business days of the posting of all course final grades regarding his or her placement on probation or dismissal from their program. **Notification of probation and dismissal will be made via email to the students' SLU email account, so students are responsible for checking their student email accounts.**
- During the probation period, the student is required to meet monthly with their mentor to review progress, issues, and strategies to improve performance.

- Please refer to [Process for Sanctions](#) for more information.

Fall Professional Year 2

- If a student falls below the good standing **GPA of 3.0** during the fall semester of the PY2 year for the first time in the academic program, if they have passed all courses with at least a “C” grade, up to three remediation activities will be required. Remediation activities will be determined by the Progressions Committee and based on areas of concern. Any of these remediations will require the student to delay the start of level II fieldwork by at least three months and all subsequent level II fieldworks will have to be completed in the St. Louis metropolitan area.

Remediation Activity 1	Remediation Activity 2	Remediation Activity 3
Complete clinical shadowing & remediation, with specific learning activities identified via a learning contract.*	Revise assignments/ repeat activities from one or more courses, based on instructor recommendations.*	Complete an evaluation with Student Health and/or Student Counseling and/or the Student Success Center (i.e., academic coaching, career services, etc.) and address specific issues identified by instructors and/or the Progressions Committee.*

*A student may be asked to complete a reflection of any or all the above Remediation Activities as deemed appropriate by the Progressions Committee.

- If the fall PY2 semester is the second time the GPA falls below good standing, refer to [Academic Probation and Dismissal](#) above.

Dismissal

- Students who fall into the academic probation range a second time during the same program will be **dismissed** from that program with no option to appeal. Please refer to [Process for Sanctions](#) for more information.

Progressions Committee

- The primary responsibility of the Department’s Progressions Committee is to support the matriculation of every student through both the undergraduate and graduate program.
- Areas in the purview of the Progression Committee include students who have academic concerns, temporary or permanent issues with the [Technical Standards or Essential Functions](#), and/or matters of professional behavior.

- The Progression Committee examines individual cases and makes appropriate recommendations to the department chairperson, who makes final determinations in all situations.
- Students may or may not be required to meet with the Progressions Committee for any of the above situations. Student have a right to ask for a meeting at any time.

Process to Request Leave of Absence

A student may request a Leave of Absence (LOA) for up to one year. A maximum of one (1) leave of absence is allowed for each of the two programs in which a student can be enrolled.

The student:

- Must submit an email to the chairperson of the Progressions Committee requesting this leave.
 - **If the LOA is due to a grade issue** (falling below semester GPA or not passing a course with a “C” or better that causes a student to not continue in their coursework), The student must request a leave of absence by submitting an email to the Progressions Committee within ten (**10**) business days of the posting of the final grade. Failure to inform the Progressions Committee of this within ten (**10**) days of the final grade posting will result in discontinuance from the program.
- May need to meet with the Progressions Committee to determine whether the leave is granted.
- If the student intends to not attend any classes at Saint Louis University during the LOA, the student must submit a completed [Petition for Leave of Absence to the University](#). If the LOA is due to an academic issue for the department and the student plans to remain enrolled in classes at SLU, this step will not occur.
- If the request is granted, prior to reentering the program, the student must email the chairperson of the Progressions Committee indicating their readiness to return no later than **March 1** for fall program reentry or **October 1** for spring program reentry. If requested per the original terms of the LOA, a student will need to identify the support systems in place that will allow them to succeed in the program.
- The Progressions Committee may request an additional meeting with the student to review the student’s plan for success.
- If the Leave of Absence was due to any academic issue, upon return from the LOA, the student will be placed on academic probation during their first semester of full academic coursework, Gross Anatomy being an exception.

Please note, the [Length of Program Requirements](#) criteria still apply and should be carefully considered.

Graduation Procedures and Considerations

- All undergraduate, graduate and professional students who wish to graduate in fall or spring must apply through [Banner Self-Service](#) within the first two weeks of that semester. Those who wish to graduate during the summer and be listed in the May commencement book must apply by March 1. For instructions on how to apply for graduation, click [here](#).
- Subsequently, students receive a degree audit that includes information to be reviewed and checked by students and their advisor.
- Although students participate in the spring commencement ceremony in May, a degree might not be conferred at that time.
- In the undergraduate program, if any requirements are fulfilled by a course that either begins or ends after the published conferral date, the awarding of a degree will be deferred to the next published conferral date.
- In the graduate program, a student has not fulfilled all criteria for completion of the Master of Occupational Therapy degree until two Level II Fieldwork experiences have been satisfactorily completed. The Master of Occupational Therapy degree will be granted on the first degree conferral date following the completion of the fieldwork experience. Degree conferral dates can be found on Saint Louis University's Academic Calendar: <https://www.slu.edu/registrar/calendars/>

University Graduation (Latin) Honors

Graduation honors are only awarded at the ungraduated level based on the following cumulative Grade Point Average (no rounding):

- Summa cum laude: 3.90 and greater
- Magna cum laude: 3.70 and greater, but less than 3.90
- Cum laude: 3.50 and greater, but less than 3.70

Students must complete 60 earned credit hours through Saint Louis University in order to be eligible to graduate with honors.

Final determination of honors and cumulative grade point averages will be made at the time of degree conferral.

Note: For the purpose of complying with timelines for commencement and related publications, tentative honors are calculated based on the cumulative grade point average at the end of the previous completed term. Therefore, students with a sufficient GPA at the time of graduation but who fell below the thresholds at the end of the previous semester will have appropriate Latin honors listed on their diploma and transcript but will not be recognized at the commencement ceremony.

Academic and Professional Integrity

There are several layers of integrity standards and oversight at professional, university, and departmental levels to which students are expected to adhere:

Occupational Therapy Code of Ethics

Core Values:

The profession is grounded in seven long-standing Core Values: (1) Altruism, (2) Equality, (3) Freedom, (4) Justice, (5) Dignity, (6) Truth, and (7) Prudence. *Altruism* involves demonstrating concern for the welfare of others. *Equality* refers to treating all people impartially and free of bias. *Freedom* and personal choice are paramount in a profession in which the values and desires of the client guide our interventions.

Justice expresses a state in which diverse communities are inclusive; diverse communities are organized and structured such that all members can function, flourish, and live a satisfactory life. Occupational therapy personnel, by virtue of the specific nature of the practice of occupational therapy, have a vested interest in addressing unjust inequities that limit opportunities for participation in society (Braveman & Bass-Haugen, 2009).

Inherent in the practice of occupational therapy is the promotion and preservation of the individuality and *Dignity* of the client, by treating him or her with respect in all interactions. In all situations, occupational therapy personnel must provide accurate information in oral, written, and electronic forms (*Truth*). Occupational therapy personnel use their clinical and ethical reasoning skills, sound judgment, and reflection to make decisions in professional and volunteer roles (*Prudence*).

The seven Core Values provide a foundation to guide occupational therapy personnel in their interactions with others. Although the Core Values are not themselves enforceable standards, they should be considered when determining the most ethical course of action.

Principles of Standards and Conduct:

The Principles and Standards of Conduct that are enforceable for professional behavior include Beneficence, Nonmaleficence, Autonomy, Justice, Veracity, and Fidelity. Reflection on the historical foundations of occupational therapy and related professions resulted in the inclusion of Principles that are consistently referenced as a guideline for ethical decision making.

- Beneficence - Occupational therapy personnel shall demonstrate a concern for the well-being and safety of persons.
- Nonmaleficence - Occupational therapy personnel shall refrain from actions that cause harm.
- Autonomy - Occupational therapy personnel shall respect the right of the person to self-determination, privacy, confidentiality, and consent.
- Justice - Occupational therapy personnel shall promote equity, inclusion, and objectivity in the provision of occupational therapy services.

- Veracity - Occupational therapy personnel shall provide comprehensive, accurate, and objective information when representing the profession.
- Fidelity - Occupational therapy personnel shall treat clients, (persons, groups, or populations), colleagues, and other professionals with respect, fairness, discretion, and integrity.

For additional information and examples, please review [AOTA Code of Ethics](#)

Saint Louis University Academic Integrity Policy can be found [here](#)

Department Academic and Professional Integrity Policy

Purpose: The Occupational Therapy Code of Ethics, the AOTA Occupational Therapy Standards of Practice, the AOTA Fieldwork Performance Evaluation, and the National Board for Certification in Occupational Therapy (NBCOT) Code of Conduct establishes the behavioral standards that the public can expect from occupational therapy practitioners. These basic expectations are in accord with those held within the academic community and within the Department of Occupational Science and Occupational Therapy. Students within our programs are therefore expected to be honest in their academic and professional work.

Breaches of academic integrity include but are not limited to:

- Copying from another student's quiz, test, or any assignment; or allowing another student to copy one's work.
- Submitting material authored by another person or generated through artificial intelligence but represented as the student's own work.
 - Failing to disclose the use of AI tools when required.
- Any form of plagiarism, including but not limited to copying a passage or text directly from a book, journal, or electronic source, or using extensive paraphrasing without indicating the source or without using a recognized style for citing sources.
- Taking a course for another student or securing another student to take a course for oneself.
- Securing or supplying in advance a copy of an exam without the knowledge and consent of the instructor.
- Submitting an assignment as new work when this same assignment had been completed for a prior course or by another student in a prior semester.
- Using unapproved technology or resources during an exam.
- Collaborating with another person to commit breaches of academic integrity.

Breaches of professional integrity include but are not limited to:

- Falsifying information written in a medical record or reported orally to an instructor or staff person in a clinical practice setting.
- Violating HIPAA guidelines such as patient confidential information.
- Violating professional code of ethics.
- Falsifying clinical hours or student data.
- Signing another student in as present other than yourself.

- Aiding an absent student to sign in as present.
- Recording and/or distributing any content from class, lab, clubs, professional/social activities, etc. without the express permission of the subject.
- Unprofessional interactions or communications with instructors, peers, guest speakers, clients, or anyone else a student encounters through the department or university.

Policy on the Use of Artificial Intelligence for Academic Assignments

Purpose: The purpose of this policy is to establish guidelines regarding the use of artificial intelligence (AI) in the completion of academic assignments to ensure academic integrity and to foster genuine learning experiences.

AI tools refer to software or systems that use machine learning, natural language processing, or other artificial intelligence technologies to generate, assist with, or complete academic work. This includes but is not limited to text generation tools and research summary generators.

Prohibited use of AI: Students are prohibited from submitting work that is generated or significantly assisted by AI tools as their own. This includes but is not limited to essays, case studies, reflections, assessment reports, clinic documentation, intervention/group development, research papers, and other assignments.

Permissible use of AI:

- AI tools may be used as supplementary resources to aid in understanding course material, generating ideas, or improving work. However, such tools must not replace the student's own critical thinking and original effort.
- When AI tools are used for brainstorming or preliminary research, students must clearly acknowledge their use in the assignment and cite the tools as references if applicable.
 - Example citation:
 - OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. <https://chat.openai.com/chat>
- If AI tools are used in any capacity, students must disclose their use in the assignment submission. This disclosure should include a description of how the AI tool was used and specify what content or ideas were generated by the AI.

If an instructor believes that AI was used to write an assignment or complete an exam outside of stated allowances, an oral test or assignment may replace the written assignment.

Department of Occupational Science and Occupational Therapy Social Media Policy

When you contribute to a social media page that is linked with Saint Louis University (such as an OS/OT class page), you are acting as stewards of the University. In order to be good stewards, you must be personally and legally responsible for what you post online. There is a connection between self-representation on social media sites and professional behavior, the latter of which is a major component of this program. Your comments may find their way into public forums regardless of the privacy protections you enact. Moreover, federal privacy laws (such as HIPAA) apply to social media as they do to other forms of communication. Therefore, students are prohibited from posting artifacts (including but not limited to personal and client/speaker information, photos, and videos from fieldwork experiences, classes, labs, and all

OSOT-related activities) on social networking sites without express permission of the recorded subject. This includes texting or sharing the above artifacts with any other individual or organization. Infractions of this policy will be referred to the Department Progressions Committee. Sanctions may include but are not limited to disciplinary probation, suspension, and dismissal from the program. We encourage you to be aware of the consequences (intended or unintended) that may accompany your use of current and future social media platforms.

Sanctions for Academic or Professional Behaviors Misconduct:

Sanctions should be selected and imposed with three goals in mind:

- To assist in the education of the student responsible for the misconduct
- To encourage an honest intellectual environment
- To maintain the integrity of the academic program and the rights of all individuals

Sanctions deemed appropriate for the Progression Committee and the department chairperson. They may include but are not limited to:

- **Warning:** A formal written warning
- **Probation:** Probationary status imposed with or without restrictions. Time period of probation is determined according to the severity of the misconduct. A student is subject to immediate suspension or dismissal if involved in any other act of misconduct, including violations of terms of probation, while on probation for misconduct.
 - If probation is recommended, a plan of remediation is made as part of the professional development process. If the remediation plan is not successfully completed by the student, they may be suspended or dismissed from the program.
- **Suspension:** Involuntary separation of the student from the Department of Occupational Science and Occupational Therapy for a definite period of time after which the student is eligible to return. The length of time for the suspension will be recommended by the Progression Committee and determined by the chairperson. The disciplinary sanction of suspension is not recorded on the student's permanent academic record. The student is subject to immediate dismissal if involved in any act of misconduct after the suspension has been lifted.
- **Dismissal:** Involuntary separation of the student from the Department of Occupational Science and Occupational Therapy without provision for a return in the future. In accordance with the University-wide code of student's rights and responsibilities, the disciplinary sanction of dismissal is required to be recorded on the student's permanent academic record.

Professional Behavior Assessment Policy

Professional Behavior is a compilation of many behaviors and complex interactions. These may be evaluated using the Assessment of Professional Behaviors form (APB). This form can facilitate students' self-evaluation and development as well as provide a mechanism for structured faculty feedback and a form of documentation.

- As indicated, students may individually complete the APB annually during the OS and OT programs. It is reviewed by a faculty member and feedback will be provided as warranted. Courses may require completion of the APB form and incorporate a grading system in the course syllabus.
- Course instructors or faculty mentors who have specific concerns or interests related to a student's professional development and behavior will request a meeting with the student to discuss the topic(s) in question. They may use the APB to record and share these with the student and his or her faculty mentor in a timely manner. A professional development plan may be created that addresses these areas.
- Patterns of misconduct and incidences of significant misconduct are referred to the Department's Progressions Committee. The committee evaluates the concerns and determines a course of action, which may range from a warning through dismissal from the Program.

Process for Sanctions for Professional Behavior Issues

- Depending on the severity and type of concern, the first step is often for a faculty member to discuss the concern with the student. This might occur via email, in a requested meeting, or both.
- If issues related to the [Department of Occupational Science and Occupational Therapy Academic and Professional Integrity Policy](#) are brought to the attention of the Progressions Committee and are deemed to be legitimate and hit a threshold of concern, the committee will notify the student within ten (**10**) business days to request a meeting to discuss the concern. These meetings usually take place in person within the OSOT office space. During this meeting, the committee will converse with the student regarding the concerns. The student will have the opportunity to speak for themselves, ask questions, and provide feedback.
- The Progressions Committee will take the discussion and any outside information into consideration and recommend [sanctions](#) (if needed) to the department chairperson.
- The student will receive a summary of the meeting and information on any sanctions (if needed) in writing through email within ten (10) business days of the meeting's occurrence.

FIELDWORK

Through the didactic portion of the curriculum, students will begin to learn about the OT process, as well as begin to apply theoretical concepts. Students will begin fieldwork experiences in the second semester of the MOT program.

Multiple fieldwork sites will be available to ensure that students have a broad range of experiences that cover the varied scope of occupational therapy practice. Affiliation agreements have been developed in accordance with national accreditation standards to ensure that students meet requirements for completing fieldwork in a timely manner. These

sites are developed to promote development of clinical reasoning skills in a safe and supervised setting. Individual fieldwork placements are chosen based on multiple factors which include fieldwork site availability, student interests and abilities, skills required to graduate as a generalist, and sufficient support to result in a successful learning experience.

Level I Fieldwork

Level I fieldwork experiences are designed to correlate with curriculum design to allow students opportunities to associate coursework with occupational therapy practice in the clinical setting. Level I students can be supervised in appropriate settings by qualified personnel including occupational therapists, occupational therapy assistants, psychologists, physician assistants, teachers, social workers, nurses, physical therapists, etc., but the OT program's priority is to place students with OT practitioners, if available. The specific hours required will vary per setting and will be related to the working hours of the fieldwork educator. Some evening or weekend hours may be required during the fieldwork experience. Level I fieldwork experiences will not conflict with other MOT class scheduled times.

Current Level I Fieldwork experiences include:

Adult Rehabilitation: Students will spend one-week (40 hours) in a rehabilitation, skilled nursing/subacute rehab, or hospital setting. Students will complete assignments related to concepts in their adult rehabilitation and psychosocial occupational therapy courses. This fieldwork experience occurs during spring of the first year in the MOT program.

Community-based: Students will spend 16 hours at a community-based site. During this time, students will lead two groups focusing on psychosocial well-being, complete needs assessment, and complete a project related to OT program development. This fieldwork experience occurs during the fall of the second year in the MOT program.

Pediatrics: Students will spend one-week (40 hours) in a pediatric outpatient, pediatric hospital, or school setting. Students will complete assignments related to concepts in their pediatric occupational therapy courses.

Level II Fieldwork

The goal of Level II fieldwork is to develop competent, entry-level, generalist occupational therapists. Level II fieldwork will allow students to apply didactic education into practice. Students will participate in all aspects of fieldwork while continuing to develop clinical reasoning skills, professional behaviors, and practice competence to the entry level. Level II fieldwork experiences will be evaluated using the AOTA Fieldwork Performance Evaluation (FWPE).

Level II fieldwork experiences are supervised by a currently licensed occupational therapist who has a minimum of one-year full-time of practice. Both Level II fieldwork placements occur in a setting where occupational therapy services exist. Students will complete two full-time, 12-week level II fieldwork experiences for a total of 24 weeks. Level II fieldwork experiences will occur in the Spring and Summer semesters of the second year of the program.

Progression to Fieldwork Experiences

Students must be in good academic standing to progress to fieldwork placements. The progression of coursework must be completed as designed. Students will not be allowed to progress with fieldwork placements if required courses have not been completed satisfactorily according to program policies. No student will be permitted to graduate without successfully completing all course assignments and the required 24 weeks of Level II Fieldwork.

Fieldwork Policies and Procedures

For more information regarding the policies and procedures for Fieldwork Education, please refer to The Fieldwork Education Handbook. The Fieldwork Education Handbook is designed to guide student's participation in fieldwork experiences as a student in the Master of Occupational Therapy program.

Questions regarding fieldwork policies and procedures should be directed to the Academic Fieldwork Coordinator. The Department of Occupational Science & Occupational Therapy's fieldwork office is located on the 2nd floor of the Doisy College of Health Sciences Allied Health Professions building:

3437 Caroline St., Suite 2020
St. Louis, Missouri 63104
(314) 977-8514 (phone)
(314) 977-5414 (fax)
ot@health.slu.edu

CAMPUS RESOURCES

Information on Student Support Services can be found in the Graduate Education Catalog and online for each service department

Student Success Center

The Student Success Center oversees several aspects of academic support including the Center for Accessibility and Disability Resources and student success coaching. With two convenient locations on campus (Busch Student Center, 331 and the School of Nursing Building, 114), students are able to meet with experienced staff skilled in the areas of promoting academic and career related success. See <http://www.slu.edu/life-at-slu/student-success-center/index.php> for more details.

Academic Support

Academic Support, a unit housed within the Student Success Center, strives to enhance the pursuit of lifelong learning, intellectual inquiry, and communication by fostering students'

academic success and encouraging self-advocacy. While many services within Academic Support are targeted towards undergraduate learners, this unit also assists post-baccalaureate students in the area(s) of academic coaching and tutoring for students in specific accelerated and/or professional programs (i.e. Physical Therapy, Occupational Therapy, Athletic Training and Accelerated Nursing). See <http://www.slu.edu/life-at-slu/student-success-center/academic-support>

University Writing Center

University Writing Services is available to all students. We are committed to improving student writing through one-on-one peer consultation, online writing consultations, writing workshops, and writing groups. We want to help improve the culture of writing on SLU's campus and to help students identify themselves as writers within their respective disciplines. It is recommended that students make an appointment to see a writing consultant early in their careers to discuss writing goals and writing strategies. Longer writing projects require more support and University Writing Services can help students build an individualized writing plan, or form a writing group. See [University Writing Services : SLU](#)

Accommodation Resources

Students with a documented disability who wish to request academic accommodations must formally register their disability with the University. Once successfully registered, students also must notify their course instructor that they wish to use their approved accommodations in the course.

Please contact the Center for Accessibility and Disability Resources (CADR) to schedule an appointment to discuss accommodation requests and eligibility requirements. Most students on the St. Louis campus will contact CADR, located in the Student Success Center and available by email at accessibility_disability@slu.edu or by phone at 314.977.3484. Once approved, information about a student's eligibility for academic accommodations will be shared with course instructors by email from CADR and within the instructor's official course roster. Students who do not have a documented disability but who think they may have one also are encouraged to contact to CADR. Confidentiality will be observed in all inquiries. See <https://www.slu.edu/life-at-slu/student-success-center/accessibility-and-disability-resources/index.php> for more information.

Student Health Center

The Student Health Center is available to all students at the University. SLUCare physicians provide services, including internal medicine, sports medicine, orthopedics, gynecology, and family/community medicine. Other medical services include occupational therapy, physical therapy, dietetics, laboratory testing, radiology, EKG and prescription medication. The Student Health Center location, hours of operation, contact information, and answers to other general questions can be found at <https://www.slu.edu/life-at-slu/student-health/index.php>

University Counseling Center

The University Counseling Center (UCC) offers free, short-term, solution-focused counseling to Saint Louis University undergraduate and graduate students. UCC counselors are highly trained clinicians who can assist with a variety of issues, such as adjustment to college life, troubling changes in mood, and chronic psychological conditions. To make an appointment, call 314-977-8255 (TALK), or visit the clinic on the second floor of Wuller Hall. The University Counseling Center location, hours of operation, contact information, and answers to other general questions can be found at <https://www.slu.edu/life-at-slu/university-counseling/index.php>

Career Services

Career Services helps students and alumni explore meaningful careers over their lifetimes. They offer career counseling and career assessments to help students gain self-knowledge as it relates to the world of work. Career Services also helps students conduct an effective job search by critiquing resumes and cover letters, conducting mock interviews, helping students construct a job search plan, and teaching them how to use social media when searching for a job. They offer a variety of events throughout the academic year to connect students with employers, including their bi-annual Career and Graduate School Fair.

Handshake Career Database is the database that houses part-time and full-time jobs as well as on-campus jobs. All post-baccalaureate students are encouraged to connect with Career Services during their first year. See <http://www.slu.edu/life-at-slu/career-services>

Registrar, Office of the University

The Office of the University Registrar maintains the official academic records of Saint Louis University, including course registrations, grades, transcripts and diplomas. It also administers institutional academic policies and procedures related to academic records and classroom scheduling. In relation to the above functions the Office of the University Registrar processes all enrollment, degree and Veteran Administration certifications. See <http://www.slu.edu/registrar>

English as a Second Language

- The University offers programs that serve international students in their transition to the English language, North American culture, and higher education. SLU's English as a Second Language (ESL) program provides instruction at the high intermediate/advanced levels for students needing to improve their language skills in preparation for post-baccalaureate study.
- In addition, the ESL program offers instruction in research and writing for post-baccalaureate students. The program also evaluates English-language proficiency of all international students new to the University and recommends appropriate English instruction or skill-building activities as needed to support an academic program. See <https://catalog.slu.edu/colleges-schools/academic-affairs/into/> and <https://www.intostudy.com/en-gb/universities/saint-louis-university/programs/academic-english>

Instructional Technology Services

- Student Tech Services is available to student, providing support and troubleshooting for student SLU accounts and access, email, Blackboard, internet and media access, including in residence halls, and printing services. See <https://www.slu.edu/life-at-slu/student-tech-services/index.php>
- The Instructional Media Center, located in Pius XII Library, provides classroom presentation equipment and assistance for the production of audio-visual instructional materials in a “do-it-yourself” laboratory. See <https://www.slu.edu/its/about/services-and-products/instructional-media-center.php> for more information.

Office of International Services

- The Office of International Services has the goal of enriching the academic experience of the Saint Louis University campus in St. Louis and community through the promotion of a global perspective in the University’s education programs and through the development of international education and exchange opportunities.
- Services provided through International Services include assistance with applications and admissions, advising on immigration /visa concerns, support services for international student and scholars, study abroad programs and international student/scholar advocacy. The Center’s services also include cultural and social activities and information on university policies and procedures. Orientation programs, the International Student Ambassador program, and the host family program ease the transition for international students and scholars arriving at Saint Louis University. See <https://www.slu.edu/international-services>

Bookstores

The [bookstore](#) serving the University is located in the Busch Student Center on the Frost Campus. The bookstore stocks required and recommended textbooks, general reading materials, study aids, school supplies, clothing, gift items, and snacks. See

University Libraries

Saint Louis University is home to four [libraries](#): the Medical Center Library, the Pius XII Memorial Library, the Vincent C. Immel Law Library, and the Vatican Film Library. SLU-affiliated students and faculty have access to over 40,000 online databases, e-books, and other information in electronic format -- both within each library and remotely. Faculty, students, and staff can access all libraries. Each library has wireless access as well as computers for student use.

HEALTH AND SAFETY RESOURCES LINKS

[SLU Department of Public Safety](#)

[University Clery Act Information](#)

[Alert Notices](#)

[Daily crime and fire log](#)

[Annual Security and Fire Safety Report and Safety Resources](#)

[Active Shooter](#)

[Bloodborne Pathogen Training](#)

[Safety tips](#)

Services and Programs

[Report a crime](#)

[Safety Trainings Taught through SLU Public Safety](#)

Includes rape aggression defense system, defense and personal safety, CPR-AED training, and active violence response training

[Safe Ride Information](#)

[Student Organization Resources](#)

[FAQs for Planning Events on Campus](#)

Environmental Health and Safety

[Biological Safety:](#)

[Bloodborne Pathogen Exposure Control Plan](#)

[Chemical Safety](#)

[Radiation Safety](#)

[Fire Safety](#)

Legal Requirements/Background Check

See Fieldwork handbook

Protect Your Computer

[This website](#) provides information regarding computer theft, malware, passwords, firewalls, security patches, encryption and wireless.

Student Life Resources and Policies

[Student Development](#)

[Campus Life](#)

[Student Success Center](#)

[Student Health](#)

[Student Counseling](#)

[Student Tech Service Center](#)

[Title IX Reporting Form](#)

[SLU Policy on Alcohol and Other Drugs](#)

[Emergency Preparedness](#)

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