Occupational Therapy Assistant Program

Prospective Student Information

The Occupational Therapy Assistant Program prepares graduates to function as members of the healthcare team. Working under the supervision of a licensed occupational therapist, the occupational therapy assistant (OTA) assists disabled people of all ages acquire, improve, or regain independent living skills. The graduate OTA will be responsible for assisting with evaluating clients, determining treatment goals, providing treatment, evaluating treatment effectiveness, maintaining appropriate records, and assisting with department upkeep.

The traditional OTA program consists of four semesters and one summer session of academic work and clinical experience (called fieldwork). The curriculum combines basic biological and behavioral sciences with specific courses in theories of occupational therapy and occupational therapy treatment modalities. Students will have both on campus laboratory experiences and off campus clinical laboratory experiences. Fieldwork portions of the program must be completed within 18 months of the completion of academic preparation.

Attached is a packet of handouts which describes the requirements for our program, the curriculum, and many other pertinent pieces of information related to this program.

Application Deadline: January 19, 2017 at 5:00 p.m.

FACULTY:

Dr. Mary Arnold, OTD, OTR/L, FAOTA
Office: HSH 325K
Phone: 740.588.1313
marnold@zanestate.edu

Kim Lawler, MS, OTR/L
Office: HSH 325K
Phone: 740.588.1223
klawler@zanestate.edu

The OTA Program is accredited by:
Accreditation Council for Occupational Therapy Education (ACOTE)
of the American Occupational Therapy Association (AOTA)
4720 Montgomery Lane
PO Box 31220
Bethesda, MD 20814-3449
(301) 652-2682

HEALTH PROGRAMS APPLICATION COVER PAGE

Name: _____

Address: _____

_____

Phone #: _____

E-Mail: _____

Student ID #: _____

Programs Applying For:

- Applicants are required to indicate a <u>minimum of two</u> and a <u>maximum of three</u> <u>programs/degrees</u>, ordered according to your preference as number 1, 2, or 3.
  - o Consideration for program admission will be based on the order of the program preference you indicate.

_____ Health Information Management (HIMT)

_____ Medical Assisting (MEDA)

_____ Medical Laboratory Technician (MLTP) Selective Program

_____ Occupational Therapy Assistant (OTAP) Selective Program

_____ Physical Therapist Assistant (PTHA) Selective Program

_____ Radiologic Technology (RADT) Selective Program

_____ Sport and Fitness Management (SFMT)

_____ I do not desire to apply to a second Health program, but will pursue the ASCH or ASCI transfer degree.

Completed folders may be submitted in one of two ways:

Mailed to:
Zane State College/Health Science Hall
1555 Newark Rd
Zanesville, OH 43701

or dropped off in the reception area of
Health Science Hall, H325

COMMON HEALTH PROGRAMS APPLICATION CHECKLIST

- **PUT YOUR NAME, ADDRESS, AND STUDENT ID# ON THE FRONT OF THE FOLDER**
- **Folders must be three-pronged – not three ringed.**
- **Please include and complete this checklist as the second page of your application folder.**
- **You will need to place all items in numbered page protectors, and include one tab divider for each program to which you are applying. Label these dividers with the four letter program code indicated on the Application Cover Page. The tab(s) is/are to be placed after Page 8 from the list below.**

☐	Page 1	Health Programs Application Cover Page
☐	Page 2	Common Health Programs Application Checklist (this page)
☐	Page 3	Evidence of application to and/or acceptance to the College. Clearly indicate your name and Zane State College Student ID number on this document. (e.g. Acceptance letter, copy of Student ID card, Z-Online document)
☐	Page 4	Official transcripts from <u>all other</u> colleges you have attended. These should be in sealed envelopes from the institution and should include grades through the end of fall semester prior to application. Unofficial Zane State College transcripts that include current GPA are acceptable.
☐	Page 5	Copy of transfer credit awarded by Zane State College for courses taken at other institutions. Please submit your transcripts to our Registrar's Office well in advance of the application deadline so that there is ample time for them to be reviewed.
☐	Page 6	Accuplacer scores if you have not previously completed college-level math and English with a grade of "C" or better.
☐	Page 7	Copy of ACT scores and/or Health Occupations Aptitude Exam score. Required for MLTP, OTAP, PTHA, and RADT.
☐	Page 8	Evidence of readiness for or completion of BIOL 2400/2410 by indicating the following: _____ I have taken an high school level advanced biology or anatomy and physiology in the past three years and passed it with a "C" or higher. _____ I have taken college level anatomy and physiology in the past five years and passed both lecture and lab sections with a "C" or higher. This course, if taken at another institution, has been approved for transfer credit by the Zane State College Registrar's Office. _____ I have taken college-level A&P greater than 5 years ago and understand that I will be required to retake and successfully complete both lecture and lab sections with a "C" better. _____ I have taken BIOL 1210 and passed it with a "C" or better. _____ I am scheduled to take BIOL 1210 _____ semester.
NOTE: No page should be left blank. If the item required on a page is not applicable to you, please provide a brief explanation as to why it does not pertain to you on the appropriate page.			
Program Specific Requirements: Following Page 8, place your program specific documents behind the appropriately labeled tab divider. Each document should be in a numbered page protector. They are to be in the order specified in the program specific requirements checklist.			

- **Sample application folders are available for review in the One Stop, Cambridge Campus, and Health Science Hall reception area.**

OTA Prospective Student Info Pkt/rev June 2016

GENERAL INFORMATION
Occupational Therapy Assistant Program

We are currently accepting inquiries/applications for the Summer 2017 OTA class. The enclosed information outlines the requirements for the coming year; please familiarize yourself with this information if you plan to apply for the Summer '17 OTA class. All of the outlined requirements, with the exception of the interview, must be met by January 19, 2017, to be eligible to begin the OTA program in the Summer of '17. The interviews will be held during the month of February and or March by invitation only. Participation in one meeting either with an OTA faculty person or via the online option (highly preferred) is one of the mandatory requirements for admission to the program. Acceptance to the College does not equal acceptance to the OTA program.

Although you are not eligible at the present time to begin OTA classes, you may elect to take general and related courses that are part of the OTA curriculum as you apply to the actual OTA Program for the Summer of 2017. You can begin other courses at any time. Once accepted into the OTA program, however, you must take any remaining courses in the curriculum sequence as published.

The forms for the various requirements are enclosed. Additional copies can be found on the OTA page of the Zane State College website. In order to start off on the right foot, it is suggested that one of the first things you do is schedule a time to view the online information meeting video. The online information meeting link is available all year on the OTA page of the Zane State website. Schedules are available on the Zane State College website at www.zanestate.edu/occupationaltherapyassistantaas.htm. *The online meeting will explain all the requirements and generally covers answers to questions you may have.

Purpose

The Occupational Therapy Assistant Program prepares graduates to function as members of the health care team. Working under the supervision of a licensed occupational therapist, the occupational therapy assistant (OTA) assists disabled people of all ages acquire, improve, or regain independent living skills. The graduate OTA will be responsible for assisting with evaluating clients, determining treatment goals, providing treatment, evaluating treatment effectiveness, maintaining appropriate records, and assisting with department upkeep.

The OTA program consists of four semesters and one summer session of academic work and clinical experience (called fieldwork). The curriculum combines basic biological and behavioral sciences with specific courses in theories of occupational therapy and occupational therapy treatment modalities. Students will have both on campus laboratory experiences and off campus clinical laboratory experiences. Fieldwork portions of the program must be completed within 18 months of the completion of academic preparation. The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), 4720 Montgomery Lane, Suite 200, Bethesda, MD, 20814-3449, accredits the Occupational Therapy Assistant Program. ACOTE's phone number is 301-652-2682. Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) located at 800 S. Fredrick Avenue, Suite 200, Gaithersburg, MD, 20877-4150. NBCOT's phone number is 301-990-7979. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). Most states require licensure in order to practice: however, state licenses are usually based on the results of the NBCOT Certification Examination. Occupational Therapy licensure is regulated by the OT section of the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board, 77 South High St, 16th Floor, Columbus, Ohio 43215-6108, (614) 466-3774.

Zane State College
Occupational Therapy Assistant Program

The total number of graduates from the Zane State College Associate of Applied Science-Occupational Therapy Assistant program during the 3-year period of 2012-2014 was 91 with an overall graduation rate of 90%.

Graduation Year	Students Entering/graduating	Graduation Rate
2013	25/24	96%
2014	24/21	87.5%
2015	25/22	88%
Total	74/67	90.5%

Program Results from the National Board for Certification in Occupational Therapy (NBCOT) can be found online at https://secure.nbcot.org/data/schoolstats.aspx

Placement Opportunities

According to the Bureau of Labor Statistics Occupational Outlook Handbook 2015 edition, employment of occupational therapy assistants is expected to grow 40 percent from 2014 to 2024, much faster than the average for all occupations. Employment can be found in medical centers, nursing and rehabilitation facilities, schools, community-based programs, vocational/industrial programs, hospitals, physician's offices, and emerging practice settings. Job titles include, but are not limited to, Certified Occupational Therapy Assistant, activity director, patient advocate, rehabilitation specialist, case manager, and workshop specialist. Positions in counties closest to the College are most difficult to obtain, however openings are generally available in nearby communities such as Columbus, Mansfield, Marietta, or New Philadelphia. Admissions Information

Admission to the Occupational Therapy Assistant Program is selective. Applicants are required to score 40 or higher on the Health Occupations Aptitude Exam or 21 or higher on the ACT and have a minimum GPA of 2.5 on previous high school or college work. A complete list of admission criteria is included later in this packet.

OTA CAPACITIES

Each occupational therapy student is unique and brings various talents to the occupational therapy profession. Each occupational therapy setting may require a variety of skills and abilities from assistants and therapists. The following list addresses general capacities desirable for those entering the O.T. profession. Students who feel they may not possess these capacities should discuss their strengths and weaknesses with the OTA faculty so that alternatives or accommodations for special needs can be addressed. The following list includes psychomotor, cognitive, and affective capacities common to the Occupational Therapy Assistant role.

- The ability to learn and apply concepts of biological and social sciences and occupational therapy theory

- Ability to plan and organize

- Ability to problem solve

- Ability to instruct others

- Ability to pursue independent learning

- Ability to communicate effectively, both orally and in writing

- Ability to manage time effectively

- Ability to assist with positioning and transferring of other persons (degree of strength and balance needed will vary)

- Ability to operate some types of machinery (degree of coordination needed will vary)

- Ability to complete some manual art activities (degree of fine dexterity needed will vary)

- Ability to participate in some gross motor recreational activities (degree needed will vary)

- Ability to be dependable

- Ability to be objective and empathetic

- Ability to be flexible

- Interest in others, enthusiasm and patience

REQUIREMENTS FOR ENTRANCE INTO THE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM (OTAP)
AT ZANE STATE COLLEGE

Because of the importance of the role played by the Occupational Therapist and the Occupational Therapy Assistant in the recovery and wellbeing of injured and ill clients, standards for education are established by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, Inc. (AOTA), and practice is regulated by licensure from the state of Ohio. Contact information for these agencies can be found later in this packet. All graduates are required to pass a national certification examination administered by the National Board for Certification in Occupational Therapy (NBCOT). In order to provide a program that facilitates success for its graduates, in both the academic and clinical education, as well as satisfactory performance on the certification examination and in the future workplace, it is essential to select students who meet criteria that will contribute to success in these areas.

The following criteria have been established as **mandatory** for all students interested in entering the Occupational Therapy Assistant Program. It is recommended that applicants allow a minimum of one month to meet these criteria. Allowing two-three months to pursue the application process is most beneficial. These criteria and any documentation required as evidence of meeting the criteria must be submitted via the common health programs application process by **January 19** of the academic year prior to when the student plans to begin in the program. Organizing your requirements and submitting them together assures that nothing has been missed and that your application is complete.

OTA PROGRAM APPLICATION CHECKLIST

PLEASE FOLLOW THE INSTRUCTIONS FOR THE COMMON HEALTH PROGRAMS APPLICATION. ALL DOCUMENTS SHOULD BE PLACED IN NUMBERED PAGE PROTECTORS IN A THREE PRONG FOLDER ACCORDING TO THE APPLICATION CHECKLIST.

Use the checklist below for additional materials to be included in the OTA labeled section of your folder. Failure to follow these instructions when submitting application materials may cause applicant to be ineligible for acceptance this year.

☐	OTAP Page 1	OTA Program Application Checklist (this page)
☐	OTAP Page 2	Each student must participate in an information meeting either online (preferred) or face-to-face. Documentation will be provided by email for the online meeting or on paper if attending the face-to-face meeting. The online information meeting link is on the OTA page of the Zane State College website. www.zanestate.edu/occupationaltherapyassistantaas.htm
☐	OTAP Page 3	Official High School Transcript (minimum GPA 2.5) or GED certificate.
☐	OTAP Page 4	Completion of a **minimum** of 12 hours of observation of occupational therapy practice at two different sites. The total must include time spent in at least two different types of occupational therapy settings. Examples of settings are: in-patient, outpatient, skilled nursing facility, school, home health, etc. The observation can be done at the same facility as long as at least 2 different types of OT are included. Written verification of the observation must be included in the application folder. Forms must be signed by an Occupational Therapist or Occupational Therapy Assistant. Forms are enclosed in this information packet.
☐	OTAP Page 5	Attainment of one professional reference on the enclosed form. The front of the reference form should be completed by the applicant and given to the person completing their reference form with an envelope addressed to the program director, Mary Arnold. The completed reference form should be placed in the envelope, sealed and the flap signed by the person completing the reference. This addresses, sealed and signed envelope should be returned to the applicant for inclusion in packet.
☐	OTAP Page 6	Submission of completed Written Interview Questions, word processed. Additional explanation of the above requirements is on the following pages.

Applicants are encouraged to complete their observation experience early in the application process as this may assist them in making decisions and beginning to learn, understand and be able to explain the field of occupational therapy. Prospective students are required to obtain a **minimum** of 12 hours of observation within community OT programs. Therapists or assistants providing this experience will be requested to verify and rate the student's participation on a form. It is the prospective student's responsibility to arrange the experience and see that the verification is completed. Students must follow the observation guidelines established with the community facilities. Prospective students are also cautioned that facility availability of hours varies and facilities may not always have opportunity available for observation. Observation hours in excess of the 12 required could enhance applicant's opportunity for acceptance.

The Professional Reference Form should be completed by a person who has known the student in some professional capacity, such as an employer, supervisor, instructor, etc. The purpose of the Professional Reference Form is to gain information on skills and abilities desirable for students planning a career as an occupational therapy assistant.

The Written Interview Questions that will assist the review team in determining communication skills, general knowledge and goodness of fit within the occupational therapy profession. Writing style, format, grammar, and spelling will be included in the review.

Applicants are encouraged to refer to the handout titled "OTA Capacities" for a review of the basic skills and abilities beneficial to those entering the O.T. profession. Self assessment of individual skills and abilities may help the prospective student consider his/her own potential for success in the technology and profession.

Following acceptance into the OTA program, the student will be requested to have a physical examination completed by his/her family physician, tuberculosis screening, and to receive Hepatitis B injections now required in many health care settings. A form for the physical will be provided and must be returned to the OTA faculty before or during the first semester in the OTA Program. Documentation of initiation of Hepatitis B injections must be received during the summer that the student begins OTAP courses. Students are also required to have a criminal background check (through fingerprinting) in order to participate in the Directed Practice and Practicum courses. A felony conviction may limit a person's ability to become certified or licensed. Individuals with a felony conviction should contact NBCOT and the OT/PT/AT Board before applying to the program to determine options.

Contact Information for Accreditation and Regulatory Agencies

Accreditation Council for Occupational Therapy Education (ACOTE) of the American
Occupational Therapy Association (AOTA)
    4720 Montgomery Lane
    Suite 200
    Bethesda, MD 20814-3449
    (301) 652-2682

National Board for Certification in Occupational Therapy (NBCOT)
    800 S. Fredrick Avenue, Suite 200
    Gaithersburg, MD 20877-4150
    (301) 990-7979

Occupational Therapy, Physical Therapy, and Athletic Trainers Board
    77 South High Street, 16th Floor
    Columbus, OH 43266-0317
    (614) 466-3774

HOW STUDENTS ARE SELECTED FOR THE OTA PROGRAM

Occupational therapy has become a well-established and attractive profession. Many prospective students become interested in OT and wish to pursue the OTA Program. Therefore, admittance to the OTA Program has become increasingly competitive. The OTA faculty encourages and assists all applicants to become as well qualified as possible. Therefore, it is extremely important that all applicants follow through with admission requirements and understand the selection process outlined below. It is very important to begin the application process as soon as possible.

Applicants interested in the Occupational Therapy Assistant Program are required to satisfactorily meet, at minimum, the admission criteria outlined on the "Requirements for Entrance into the OTA Program Sheet. All requirements must be met by January 19, 2017. Once all the completed applications have been reviewed, the most qualified individuals will be invited to a face-to-face interview during February or March. Applicants will be notified of their status by the end of March. The only applicants who will be considered will be those applicants who have successfully met all minimum admission criteria by the established deadline.

All applicants who have met the outlined criteria will be considered for acceptance into the program. Well-rounded applicants who demonstrate potential for academic success, a clear understanding of occupational therapy, good interpersonal and problem solving skills, developing professional behavior and attitudes and related background or experiences are considered strong applicants.

A scoring system is utilized to select the most qualified students. Applicants are rated in the following areas:

    GPA – 20%
    HOAE score – 20%
    Observation – 10%
    Professional Reference – 20%
    Interview data – 30%

Applicants may be given bonus points for observation beyond the required 12 hours.

Each of the above areas consists of the relevant mandatory or optional criteria: A range of credit is available for each criterion depending on the quality with which the applicant meets the criteria. After all application materials are submitted, total credit is computed for each applicant. Those applicants who accumulate the most credit and overall rank highest will be selected for admission.

Once the desired number of students has been accepted, other applicants who have applied to the program will be notified. Applicants who may have met the requirements but not been the best qualified will be encouraged to reapply to the program or consider other options at the College.

If any of the students admitted to the program are unable to begin the program for some reason, one or more of the alternates will immediately be notified and accepted into the program. Alternates are rank ordered and admitted to the program in this order.

If for some reason there are not an adequate number of qualified applicants by the established cutoff date, an extended date will be set and the new deadline posted on the OTA page of the Zane State College website.

O.T. PROGRAMS PROVIDING OBSERVATION EXPERIENCE

This is not an exhaustive list. Any O.T. department in any community can serve as a location for observation.

Occupational Therapy
Coshocton County Memorial Hospital
1460 Orange Street
Coshocton, OH 43812
(740) 622-6411

Occupational Therapy
New Lexington Health and Rehabilitation
920 S. Main Street
New Lexington, OH 43764
(740) 342-5161

Psychiatric Occupational Therapy
Genesis Hospital
2951 Maple Avenue
Zanesville, OH 43701
(740) 454-4366

Occupational Therapy
Genesis Hospital
Must make arrangements through
Volunteer Services
 (740) 454-4700

Occupational Therapy
Marietta Memorial Hospital
401 Matthew Street
Marietta, OH 45750
(740) 374-1478

Occupational Therapy
Fairfield Medical Center
401 N. Ewing Street
Lancaster, OH 43130
(740) 687-8602

Occupational Therapy
Southeastern Ohio Regional Medical Center
1341 N. Clark Street
Cambridge, OH 43725
(740) 439-3561

Occupational Therapy
Starlight School
1330 Newark Road
Zanesville, OH 43701
(740) 455-4177

Occupational Therapy
Zandex Corporation
Adams Lane – (740) 454-9769
Beckett House – (740) 826-7649
Cedar Hill – (740) 454-6823
Willow Haven – (740) 454-9747

Occupational Therapy
Newark Health Care Center
55 McMillen Drive
Newark, OH 43055
(740) 344-0357

FORMS FOR APPLICATION

Zane State College Occupational Therapy Assistant Program
Observation Verification Form

Name of Facility_____

Student Name_____

Date of Observation _____**No. of Hrs.** _____

Please place a mark in the column that most accurately describes the student's behavior while observing at your facility.

	Exceeded Expectation	Met Expectation	Did Not Meet Expectation
Was the student:			
Prompt and on Time			
Appropriately Dressed			
Friendly and Courteous			
Did the student: Demonstrate interest (Asked questions, etc.)			
Demonstrate Enthusiasm (alert, attentive, and engaged)			
Demonstrate Professional Behavior			
Maintain Confidentiality			
Follow Staff's Instructions at all times			
Display a Positive Attitude			

Other Observation Comments:

_____ _____ _____
(Print Name)   (Sign Name)   (Phone Number)

Thank you for assisting with the application process!

Zane State College Occupational Therapy Assistant Program
Observation Verification Form

Name of Facility_____

Student Name_____

Date of Observation _____No. of Hrs. _____

Please place a mark in the column that most accurately describes the student's behavior while observing at your facility.

	Exceeded Expectation	**Met Expectation**	**Did Not Meet Expectation**
Was the student:			
Prompt and on Time			
Appropriately Dressed			
Friendly and Courteous			
Did the student: Demonstrate interest (Asked questions, etc.)			
Demonstrate Enthusiasm (alert, attentive, and engaged)			
Demonstrate Professional Behavior			
Maintain Confidentiality			
Follow Staff's Instructions at all times			
Display a Positive Attitude			

Other Observation Comments:

_____   _____   _____
(Print Name)   (Sign Name)   (Phone Number)

Thank you for assisting with the application process!

ZANE STATE COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
POTENTIAL STUDENT PROFESSIONAL REFERENCE FORM

The student named below is applying for admission to the Occupational Therapy Assistant Program at Zane State College. All students applying to this program are required to have a Professional Reference Form completed. This student has requested that you act as his/her professional reference. Please complete this form beginning on page 2 as thoroughly as possible and return the form to the Occupational Therapy Program in the envelope provided by the applicant. Seal the reference in the envelope and sign the flap of the envelope across the seal. Return the sealed envelope to the applicant for inclusion in their application folder.

The purpose of this reference form is to gain information on skills and abilities desirable for students planning a career in occupational therapy at the professional level. Information from this reference will be one of several factors used in determining the student's qualifications for the Occupational Therapy Assistant Program.

I.   APPLICANT INFORMATION

Potential Student's Name _____

Address _____

Phone Number: _____   Email Address: _____

_____ I do   _____ do not waive my rights to review this reference form

Signature _____

Date_____

I am requesting that the following person submit a reference on my behalf.

Reference Name (Please print) _____

Title_____

 Company/Agency _____

Address _____

City _____ State _____ Zip _____

Phone _____

Professional Reference

Please circle one rating for each performance area considering the sub items within each category. Not Applicable (N/A) does not count against the applicant however must be accompanied by an explanation as to why the item is N/A for the applicant or facility.

The student meets the requirement:
5 = a minimum of 95% of the time   2 = at least 75 % of the time
4 = at least 90% of the time   1 = less than 75% of the time
3= a minimum of 80% of the time

Applicant's Name:						
Professional Behaviors: Does the applicant exhibit:						

Positive Attitude and flexibility
   Fosters helpful communication
   Ability to adapt to change
   Managing stressors
   Pleasant demeanor
	5	4	3	2	1	N/A

Professional Communication Skills
   Uses proper grammar
   Monitors and appropriately uses
      nonverbal communication
   Handles conflict constructively
   Uses assertive communication when
      necessary
	5	4	3	2	1	N/A

Teamwork
   Knows and tries to achieve team goals
   Anticipates the needs of others
   Works well in groups
   Shares or pools resources
   Keeps others informed
   Respects diversity
	5	4	3	2	1	N/A

Personal Responsibility
   Seeks out learning opportunities
   Is aware of strengths and weaknesses
   Volunteers for additional
      responsibilities
   Is punctual
   Demonstrates initiative
   Asks questions when in doubt
   Modifies performance after feedback
	5	4	3	2	1	N/A

Organization skills
   Maintains neat and orderly workspace
   Timely
   Organizes assignments and duties
	5	4	3	2	1	N/A

_____

Signature and Print Name   Date

OTA Prospective Stu Pkt/Rev June 2016

ZANE STATE COLLEGE
OCCUPATIONAL THERAPY ASSISTANT PROGRAM
WRITTEN INTERVIEW QUESTIONS

1. Please tell us how you came to know about occupational therapy, what you understand the profession to be, and the skills you have to cause you believe it is a good profession for you.

2. Explain your understanding of the occupational therapy assistant role within the practice of occupational therapy.

3. When problems occur in your life, how do you deal with them? What is your process and who do you rely on?

4. Please write a one page autobiography describing for us experiences you have had in school, work or general life that you believe are applicable to a future as an occupational therapy assistant.

ZANE STATE COLLEGE

Division of Education, Health, and Behavioral Sciences

Criminal Background Investigation Policy

Students enrolling in Early Childhood Education, Human Services Assistant, Occupational Therapy Assistant, and Physical Therapist Assistant are required to undergo a criminal background/records investigation, i.e., fingerprinting. Students whose records indicate convictions for crimes which would keep them from having contact with children (by Ohio law) will be ineligible for the ECED, SWKA, OTAP, and PTHA programs.*

ECED/EDPA students must submit their fingerprint cards prior to enrolling in their first Education course regardless of quarter. OTAP, SWKA, and PTHA students must submit their fingerprint cards in the fall quarter of the first year after acceptance into their programs.

*   This policy is based on Ohio Senate Bill #38 effective October 1, 1993. Student's rights' of appeal will be explained to them upon request and in a one to one consultation with their faculty advisor.

Responsibility for Initiating Criminal Background/Records Investigation

In response to Ohio Senate Bill #38 and subsequent admission requirements for Criminal Background/Records Investigation in ECED, SWKA, OTAP, and PTHA programs, the student is responsible for:

- Providing evidence of state of Ohio residency for the past five (5) years.

  or

  If a student cannot provide proof of Ohio residency for the past five (5) years, the fingerprint card will be submitted to the FBI.

- Taking forms provided by Zane State College to their local law enforcement agency for the purpose of being fingerprinted and then returning the forms to the college.

- Paying appropriate college fees associated with the cost to the college for the records investigations.

- Additional or repeated background checks and related fees when the student reenters the ECED/EDPA, SWKA, OTAP, or PTHA program after having been withdrawn.

ZANE STATE COLLEGE
ZSC

Occupational Therapy Assistant Program (OTAP)
Course of Study 2016-2017

Summer Session I

Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2400	Anatomy and Physiology I	G	3	
BIOL 2410	Anatomy and Physiology I Lab	G	1	
ENGL 1500	Composition I	G	3	
FYEX 1010	First Year Success Strategies	G	1	
HLTH 1210	Medical Terminology	B	2	
PSYC 1010	Introduction to Psychology	G	3	
	*Mathematics Elective	G	3	
	Total:		16	

Semester I (Fall)

Course ID	Course Name	T/B/G	Credits	Ck off
BIOL 2420	Anatomy and Physiology II	G	3	
BIOL 2430	Anatomy and Physiology II Lab	G	1	
HLTH 1730	Disease & the Disease Process	B	2	
OTAP 1070	Foundations of Occupational Therapy	T	2	
OTAP 1130	Fundamentals of Occupation and Occupational Analysis	T	4	
SOCI 1010	Introduction to Sociology	G	3	
	Total:		15	

Semester I (Spring)

Course ID	Course Name	T/B/G	Credits	Ck off
OTAP 1302	Directed Practice in Physical Dysfunction and Mental Health	T	1	
OTAP 1520	Mental Health Concepts and Techniques for OT Assistant	T	4	
OTAP 2170	Physical Dysfunction in Occupational Therapy	T	5	
	*English Elective	G	3	
	Total:		13	

Curriculum Summary: General (G)/ Basic (B) =34 Hours   Technical (T) = 35 Hours   Total Curriculum Hours= 69

Summer Session II

Course ID	Course Name	T/B/G	Credits	Ck off
	Total:		0	

Semester II (Fall)

Course ID	Course Name	T/B/G	Credits	Ck off
OTAP 2100	Physical Agent Modalities in Occupational Therapy	T	1	
OTAP 2210	Occupational Therapy in Geriatrics and Alternative Settings	T	4	
OTAP 2250	Occupational Therapy in Pediatrics	T	5	
	*Arts & Humanities Elective	G	3	
	* Communication Elective	G	3	
	Total:		16	

Semester II (Spring)

Course ID	Course Name	T/B/G	Credits	Ck off
OTAP 2320	Practicum I (Term I)	T	4	
OTAP 2330	Seminar II (full semester)	T	1	
OTAP 2420	Practicum II (Term II)	T	4	
	Total:		9	

NOTE: Students must complete the computer literacy requirement in order to graduate which may be met through competency testing or completion of a program specific computer course. Refer to the degree audit and consult with the program advisor for the appropriate course(s) that meet the computer literacy requirement.

*ADDITIONAL INFORMATION ON REVERSE

Occupational Therapy Assistant Program (OTAP)
Course of Study 2016-2017
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Arts & Humanities Electives		
AMSL 1010	American Sign Language I	3
AMSL 1020	American Sign Language II	3
ARTS 1010	Art History I	3
ARTS 1020	Art History II	3
ARTS 1200	The History of Photography	3
ENGL 2400	Creative Writing	3
ENGL 2420	The Literature of Work	3
ENGL 2450	The Literature of Crime	3
ENGL 2470	The Literature of Sustainability	3
ENGL 2520	British Literature: Industrialism to Present	3
ENGL 2600	American Literature: Civil War to Present	3
HUMS 1020	Critical Thinking	3
PHIL 1010	Introduction to Philosophy	3
PHIL 1020	Introduction to Ethics	3
PHIL 2010	Contemporary Philosophy	3
THTR 1010	Introduction to Theater	3

Communication Electives		
COMM 1220	Interpersonal Communication	3
COMM 2610	Public Speaking	3

English Electives		
ENGL 2500E	Composition II E	3
ENGL 2800	Technical Writing	3

Mathematics Electives		
MATH 1110	Mathematics for Business	3
MATH 1230	Industrial Mathematics	4
MATH 1240	Algebra & Trigonometry I	4
MATH 1250	Algebra & Trigonometry I1	4
MATH 1340	College Algebra	4
MATH 1350	Pre-Calculus	5
MATH 2250	Introductory Calculus	3
MATH 2270	Statistics	3
MATH 2510	Calculus I	5
MATH 2520	Calculus II	5