



MEDICAL UNIVERSITY OF SOUTH CAROLINA
POST-PROFESSIONAL OCCUPATIONAL THERAPY DOCTORATE (PPOTD) PROGRAM

STUDENT HANDBOOK

Updated August 2020

1. Welcome

We welcome you to the Division of Occupational Therapy and hope you will find this handbook helpful while you are a student in our post professional OTD program. The handbook contains information that is supplemental to that found in the University *Bulletin* and the College of Health Professions *Student Policies and Procedures Manual*. Our purpose is to highlight PPOTD program-specific information that is essential to your success. Please read carefully and when in doubt ask for clarification.

OT Division Faculty and Staff

Name	Title	Phone	Email
Dr. Peter Bowman	Faculty Emeritus		bowmanpj@musc.edu
Dr. Hazel L. Breland	Associate Professor	843 792 1927	brelandh@musc.edu
Dr. Nancy Carson	CHP Associate Dean for Academic and Faculty Affairs & Associate Professor	843 792 2239	carsonn@musc.edu
Dr. Patty Coker-Bolt	Professor	843 792 7491	cokerpc@musc.edu
Dr. Amanda Giles	Assistant Professor	843 792 4102	gilesak@musc.edu
Dr. Emily Grattan	Assistant Professor	843 792-3435	grattan@musc.edu
Dr. Tambra Marik	Assistant Professor	843 792 8170	marik@musc.edu
Dr. Mandie Sammons	Assistant Professor	843 792 2230	sammonsa@musc.edu
Dr. Cristina Reyes Smith	Assistant Professor	843 792 0701	smithcris@musc.edu
Dr. Na Jin Seo	Associate Professor	843 792 0084	seon@musc.edu
Dr. Craig Velozo	Professor Division Director	843 792 9912	velozo@musc.edu
Dr. Michelle Woodbury	Associate Professor	843 792 1671	woodbuml@musc.edu
Ms. Terri Bozzelli	Administrative Assistant	843 792 2023	bozzelta@musc.edu
Ms. Natalie Plaehn	Student Services Coordinator	843 792 5578	plaehn@musc.edu

2. Getting Started

2.1. MUSC Net ID

After admission to the PPOTD program, you will be assigned an MUSC ID that you will need to access all MUSC network sites and email. Important information:

<https://netid.musc.edu/loginhelp.aspx>

2.2. Student ID Badge

You will receive an MUSC ID badge that must be worn whenever you are on campus. It will give you access to the CHP buildings and library. Badges will be issued at orientation. Prior to orientation, please follow the instructions here for uploading a photo:

<https://education.musc.edu/students/enrollment/bulletin/policies-and-guidelines>

2.3. Student Health: Immunizations and Insurance

Please see the MUSC policy on immunizations here:

<https://education.musc.edu/students/student-health>

You will have an option to accept or decline student health insurance during the enrollment process. If you accept, fees will be incorporated into your tuition statements.

2.4. Students with Disabilities

Please see the MUSC commitment to students with disabilities:

<https://education.musc.edu/leadership/diversity/ada-resources>

Please find the procedure and forms for requesting accommodations here:

<https://education.musc.edu/leadership/diversity/ada-resources/request-accommodations>

2.5. Name and/or Address Change

If your name and/or address changes during the program, please follow the instructions on the “official record change form” at:

<https://education.musc.edu/students/enrollment/registrar/resources-and-forms>

2.6. Course Registration

The PPOTD program will register students in upcoming courses automatically. As needed, please follow any instructions sent to you by the PPOTD Student Services Coordinator, Natalie Plaehn (plaehn@musc.edu).

2.7. MUSC Campus Resources

- Library: <https://www.library.musc.edu/> The OT Division's Library contact is: Christine Andresen, andresen@musc.edu, Phone: 843-792-7183
- Center for Academic Excellence and the Writing Center: <https://education.musc.edu/students/cae-and-writing>
- Counseling and Psychological Services: <https://education.musc.edu/students/caps>
- Campus Map and Parking Information: <https://web.musc.edu/about/visitors>
- Full list of MUSC Resources for Students: <https://education.musc.edu/students>

3. PPOTD Curriculum

3.1. Mission and Vision

Vision: Enable occupational therapists to *change what's possible* in their careers, contexts, and communities

Mission: Preparing working OTs to grow their clinical skills, educate others, lead healthcare teams, and address unmet community needs.

3.2. Development of the Program

The MUSC Post-Professional Occupational Therapy Doctorate (PPOTD) program was conceived in 2017, state-approved in 2018, and opened to enrollment in 2019. The program was originally envisioned in response to MUSC OT alumni requests that, as the MUSC OT entry-level program transitioned from Master's-level to professional-doctorate (OTD) level, we give opportunity to from MUSC OT alumni to obtain an MUSC OTD. In an iterative process over the last 1-2 years the MUSC OT faculty has, with alumni input and feedback, designed the current curriculum. The MUSC PPOTD students and alumni will be invited to provide ongoing feedback and/or serve on a programmatic alumni advisory board.

3.3. Program Outcomes

The success of the PPOTD program will be defined and determined by the following methods:

Quality

- Student and Faculty satisfaction via end of semester survey responses
- Employee and/or Community Partner satisfaction end-of-program survey
- Student course and instructor evaluations (e*value)

Program Impact

- Percent of students leading educational seminars, conference presentations, publications and/or grant applications
- Percent of students reporting increased job/community responsibilities directly related to the program

Process

- Estimated market “touches” vs. number of applicants
- Number of applicants vs. number of enrolled students
- Number enrolled students vs. percent completing the program

3.4. Admission Requirements

Professional Requirements

- An OT degree from an ACOTE accredited institution
- NBCOT registration (OTR)
- Licensure to practice OT (OTR/L) in one’s state of clinical practice (South Carolina Licensure is not required)
- A Master’s degree in OT or a related field.

** Unfortunately, we are not currently accepting OTs with only an OT Bachelor’s degree (i.e., without a Master’s degree in a related field).

3.5. Format

The MUSC PPOTD is an online program, although students will have opportunity to attend 3 in-person intensive weekends on the MUSC campus in Charleston, SC. Enrolled students will complete 30 credits of coursework over 5 semesters. Students will take 2 courses per semester (3 credits each).

3.6. Course Sequence

Find the most up to date curriculum information here:

<https://chp.musc.edu/academics/occupational-therapy/otd-pp/courses-curriculum>

3.7. Course Descriptions

Please see OTD course descriptions at the MUSC Bulletin:

<https://education.musc.edu/students/enrollment/bulletin/colleges-and-degrees/health-professions/course-descriptions>

3.8 Technology Help!

Please consult the College of Health Professions Technology Resources page to find the latest information on technology requirements and assistance:

<https://chp.musc.edu/about/technology>

4. Online Learning Technology

4.1. Online Learning Management Content Capture Systems

- Learning Management: MUSC utilizes the Moodle Online Learning Management System (LMS). At MUSC the Moodle platform is called Harbor. Courses are accessed by signing in with one's NetID here: <https://musc.mrooms3.net/>
- Content Capture: When learning activities are recorded, they are stored in the corresponding Harbor course's Panopto folder located here: <https://panopto.musc.edu>

4.2. Video Conferencing System

- Live class activities and/or meetings will be hosted via Zoom. <https://musc.zoom.us/>
The meeting host (i.e., your instructor) will send a link and passcode if needed.

4.3. Computer Software and Hardware Requirements

- Please see the College of Health Professions guide for computer requirements: <https://chp.musc.edu/current-students/new-student-guide/laptop-requirements>

5. PPOTD Program Requirements

5.1. Academic Progression and Standing

Students should refer to the CHP Student Policies and Procedures Manual for details on the criteria for progressing in the program

(<https://musc.policytech.com/dotNet/documents/?docid=4598&public=true>). One of the requirements is that "Any failed course MUST be retaken at MUSC." Since some of the PPOTD courses are offered only once per year, this means that if a student fails a course and wishes to continue in the program, they must take a leave of absence until the course is offered again. All program requirements must be completed within 5 years from one's initial enrollment.

5.2. Diversity and Inclusion

The PPOTD program is strongly committed to establishing a diverse and inclusive Program. We align with the University's commitment to Diversity and Inclusion as discussed here: <https://web.musc.edu/about/leadership/institutional-offices/diversity>

The University **requires** Diversity and Culture Education Training for all students, faculty and staff. In most years, this training requirement will be fulfilled at University orientation. <https://education.musc.edu/leadership/diversity/training>

5.3. Mandatory Competency Trainings

- The University requires all students to complete mandatory annual competency trainings. Training modules include topics such as Harassment, Health Insurance Portability and Accountability Act (HIPAA), Infection Control, and Active Shooter Training. The training modules must be completed by June 30th annually. Information can be found here: <https://musc.policytech.com/dotNet/documents/?docid=4598&public=true>

5.4. Transfer Credits

A student can transfer up to 9 graduate credits into the MUSC PPOTD program upon approval from the PPOTD faculty. Course syllabi must be submitted, and courses must have been taken within 5 years from the start of the MUSC PPOTD program. Credits cannot be applied to the capstone project.

5.5. Leave of Absence

The university policy regarding a Leave of Absence (LOA) can be found at <https://musc.policytech.com/dotNet/documents/?docid=4598&public=true> A LOA may be granted to a student who cannot meet the academic requirements of the program for a period of time not to exceed one year. A LOA with a specified length of time must be approved by the Division Director and the LOA form must be completed and signed by the student and the Dean of the college. The LOA form can be found at <https://education.musc.edu/students/enrollment/registrar/resources-and-forms>. The Division Director will provide the student with a written plan of action outlining any requirements for reinstatement into the program at the end of the LOA (i.e., physician's letter indicating satisfactory completion of medical treatment). If the student requires additional time prior to resuming studies the Division Director must reapprove the additional LOA and a new form and plan of action will be completed at that time.

5.6 Standards for Automatic Dismissal for Failure to Meet Academic Requirements

- A PPOTD student will be dismissed from his/her program of study in either of the following situations
 - He/she engages in plagiarism and/or the unauthorized giving or receiving of help on tests or other assignments.
 - He/she meets the conditions for placement on academic probation two times while enrolled as a student in the PPOTD program.
 - He/she earns failing grades (under 2.0) in any two courses in a single academic semester.
- **Academic Probation:** A student will be placed on academic probation for any one of the following three reasons:
 - Earning a failing grade (under 2.0) in any academic course during the semester,
 - Earning a grade point average below a 2.0 for the semester, or
 - Failure to earn cumulative grade point average of 2.0
- Placement on academic probation is an indication that the student's performance in the previous semester was not acceptable. All students' academic records will be evaluated at the end of each semester to determine whether they meet any of the conditions to be placed on academic probation for the next semester. It is the student's responsibility to be cognizant of their status at the end of each semester.
- A student will be asked to withdraw or will be dismissed from his/her program of study if he/she meets the conditions to be placed on academic probation two times while a student. Students will be asked to withdraw or will be dismissed regardless of whether the two semesters in question run consecutively or not.
- Any student who is dismissed from his/her program due to academic difficulties may write a letter of appeal within seven (7) calendar days to the Dean in the College of Health Professions. During the appeal process, a student is considered to be maintaining academic activity and interacting with faculty, even if not physically present in a classroom.

5.7 Withdrawal from a Course

<https://musc.policytech.com/dotNet/documents/?docid=4598&public=true>

- MUSC Enrollment Services records the following grades on a student's transcript to indicate a withdrawal from a course
 - WD: indicates the student withdrew from course after the drop/add period but before the end of the first third of the course. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.
 - WP: indicates the student withdrew from a course, for reasons beyond his/her control, after the first third of the course was completed. The student was performing at a satisfactory level. This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected.
 - WF: indicates the student withdrew from a course after the first third of the course was completed. The student was performing at an unsatisfactory level.

This requires prior approval of the dean upon recommendation of the instructor. There is no academic impact on the grade point average, but the student's progress may be affected

- WR: indicates the student withdrew after the drop/add period from all courses at the University with permission to take a leave of absence. This requires the prior approval of the dean and may result in dismissal if the terms of the leave of absence are not met.
- The Department of Health Professions will award these withdrawal grades according the following criteria.
 - If the student requests a withdrawal from a course
 - before the published MUSC drop/add period deadline, no grade is required from the instructor. The course will not be recorded in the student's permanent record.
 - after the published MUSC drop/add deadline, but before one third of the course is completed, the instructor will record a grade of WD on the drop/add form.
 - after the first third of the course is completed, but before two thirds of the course is completed, the instructor will record a grade WP or WF on the drop/add form. Students must have at least a 2.0 average in the course to receive the WP grade. WR is recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.
 - after two thirds of the course is completed, the student will not be permitted to withdraw from a course. WR may be recorded only after verification that the student has completed the necessary paperwork to take a leave of absence from the program.
- It is the student's responsibility to acquire, complete and file a Request for Add and/or Drop form when he/she wants to request permission to withdrawal from a course. These forms are available from the Department of Health Professions Student Services Coordinator.
- No withdrawal, other than one prior to the drop/add date, is automatic.
- A withdrawal from a course requires the permission of the instructor and the approval of the dean. Failure to submit properly completed and approved forms could result in a 0.0 grade.

5.8 Tuition Refunds for Approved Withdrawals or Schedule Changes

<https://education.musc.edu/students/enrollment/bulletin/policies-and-guidelines/leaving-the-university>

- The following are the tuition reimbursement guidelines for students who drop a course after the official first day of classes
 - Fall and Spring semesters- 90% tuition reimbursement if course(s) dropped within the first week of the University start date; 75% tuition reimbursement within the 2nd week; 50% tuition reimbursement within the third week, and no tuition reimbursement after the fourth week.

- Summer Semester- 75% tuition reimbursement if course(s) dropped within the first week of the University start date, and no tuition refund after the first week.
- Fees will not be reimbursed.
- Students should consult with the Office of Financial Aid to see how their aid may be affected.
- A student making a second attempt at a course in any semester is not eligible for financial aid for that course.

5.6. Course Evaluation

The Medical University and the College of Health Professions requires that each student complete an online evaluation of designated courses. An email will be sent to the student's MUSC email account two (2) weeks prior to the end of the course providing a link to the online course evaluation. The evaluation is short and should only take a few minutes of time. Student participation is relied upon as a mechanism to improve the educational quality of every course and program in the Division of Occupational Therapy. We appreciate student efforts to keep all comments constructive and professional. Please be assured that all student input is completely confidential. There is no mechanism to track comments or scores back to a particular student. Faculty members and their division directors will only receive a summary of the scores and a summary of the typed comments.

6. Ethics

6.1. University Honor Code

The Honor Code is the foundation of academics and excellence at the Medical University of South Carolina. Students are responsible for holding themselves and their peers accountable to the University Honor Code. Please review the University Honor Code here <https://musc.policYTECH.com/dotNet/documents/?docid=4598&public=true>

6.2. Social Media

Please be aware that protected confidential student and/or patient information may not be shared or posted. All comments, photos, or other information shared via this social media platform should remain appropriate and professional and should in no way infringe upon regulations as stated in FERPA, the Family Educational Rights and Privacy Act.

6.3. Email Etiquette

When you send email from your MUSC account, show professionalism and respect for recipients.

- Include a salutation because an e-mail message sounds unfriendly and curt without it (for example, Dear Dr. Velozo or Hello Dr. Velozo).
- Include your name at the end of the email.
- Use standard caps and lowercase characters rather than all upper case or all lower case characters. All lower case may be difficult to follow, and UPPER CASE sounds as though you are shouting. Use **bold** or underline for emphasis.

- Use appropriate and accurate subject lines to direct the reader to the intent of your email.
- Write messages with correct grammar, spelling, and punctuation with clear and concise sentences and pay attention to the tone of the message to make sure your message does not sound curt, demanding, condescending, negative, or hostile.
- Be cautious about humor or sarcasm; since you cannot use your facial expressions and other nonverbal cues, humor and sarcasm may be misunderstood. Use emoticons (such as a smiley face) appropriately. You might avoid using them for professional and outside messages. Avoid using abbreviations (rite-right, u/you, r/are) and acronyms (LOL) for professional e-mails.
- Do not automatically reply to the sender's message. Delete the old thread or cut and paste relevant parts. Avoid sending the entire thread back and forth.
- Get permission before forwarding; people may not want their e-mails forwarded to others.
- Acknowledge receipt. When someone answers your question or accommodates your request, say thank you.
- Avoid biased language and be respectful of gender, ethnicity, age, or disability.

6.4. Request for References

It is customary to ask faculty members in advance if you may use their names as a reference. For example, you may be applying for a scholarship, competing for an award, or seeking employment. To help the faculty member writing a reference for you, please provide key information such as to whom the reference is to be addressed, address for mailing, due date for receiving reference, purpose of the request, major points to be emphasized by the writer, and a copy of your resume.

7. Professional Involvement

7.1 AOTA Membership

One reason you are pursuing your PPOTD is to become a leader in the field. To that end, you are strongly encouraged to become active in our professional organization(s). If you are not an AOTA member already, please join. If you are already a member, good for you. Consider volunteer opportunities including leadership positions. Consider submitting your work for presentation at the National Conference and/or for publication in AJOT, OT Practice or one of the Special Interest Section newsletters. www.aota.org

7.2 State OT Association Membership

A good way to make a strong local professional impact is to join with other OTs in your state. Please consider taking a leadership role in your state OT organization, presenting your work at state conferences, and publishing in state OT newsletters.