

MORAVIAN **UNIVERSITY**

Post-Professional Occupational Therapy Doctorate (PPOTD) Program

Handbook

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Moravian University Faculty & Staff

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Additional adjuncts, mentors, and guest lecturers are added to our team throughout the academic year.

**Section I: Introduction to the Moravian University
Post-Professional Occupational Therapy Doctorate Program (PPOTD)**

PROGRAM INTRODUCTION

VISION STATEMENT

The Moravian University Post-Professional Occupational Therapy Doctorate Program will be recognized for innovative, interprofessional, and inclusive leadership, education, and health care practices, meeting the evolving needs of the global society.

MISSION STATEMENT

The mission of the Moravian University Post-Professional Occupational Therapy Doctorate Program is to advance the professional excellence of occupational therapists as agents of change, grounded in the power of occupation, and guided by health policy and social equity, scholarly and creative inquiry, evidence-based practice, innovative teaching and learning, and transformative leadership for promoting the well-being of individuals, families, communities, and organizations.

PROGRAM GOALS & OBJECTIVES

The Post-Professional Occupational Therapy Doctorate Program Learning Outcomes are aligned with timely domain areas of the World Health Organization's Sustainable Development Goals and International Classification of Functioning Disability and Health, the Institute of Medicine/National Academy of Medicine, American Occupational Therapy Association, as well as the evidence and initiatives provided by the United States Department of Health and Human Services. Program Learning Outcomes address the following content areas: client-centered practice for the individual, family, community, and organization; interprofessional education, collaboration and practice; evidence-based practice and outcomes; health equity, social and occupational justice; transformative leadership; and innovation through emerging health-care practice, program and product development, and service delivery.

Program Learning Outcomes (PLOs)

1. Demonstrate a commitment to explore and expand one's own personal values, ethical principles, cultural and diversity awareness, effective communication skills, and therapeutic use of self, in alignment with one's evolving professional vision, mission and goals
2. Encompass dedication and passion for inspiring, informing, educating, empowering and instilling hope in a diverse array of clients, patients, consumers and businesses, in an ethical, equitable, inclusive and professional manner

3. Implement inclusive, innovative, and timely practices in alignment with health policy, social policy and advocacy for individuals, groups, and populations, specifically the marginalized, vulnerable and underserved
4. Display competency of integration of scholarly inquiry, best research evidence and clinical expertise in alignment with client-centered values, needs, interests and goals in order to make informed decisions
5. Apply practices that incorporate interprofessional, intersectoral and multidisciplinary collaborations in a manner that promotes optimal success for all clients and stakeholders
6. Execute the health policy, health promotion, prevention and health education process including the analysis, needs assessment, program development, program evaluation, outcome measures and quality improvement in a holistic and inclusive manner for the individual, group, and the local, national and global community
7. Design high-impact and inclusive teaching and learning processes in a manner that meets the diverse teaching and learning needs of adults in higher education and adult learning settings and within K-12 school-based systems, locally, nationally, or globally.
8. Exhibit clinical and professional expertise based on knowledge from didactic instruction, clinical practice, clinical and professional reasoning, and professional development
9. Acquire, demonstrate and report the skills for being an inclusive and transformative leader based on one's stated vision, mission and goals and in alignment with all stakeholders and the sociopolitical climate.

Section II: Academic Program

PPOTD PROGRAM DESIGN

The Post-Professional Occupational Therapy Doctorate Program at Moravian University is delivered using a 100% online, asynchronous learning format. This program is intended for certified, licensed occupational therapists who are currently engaged in clinical, academic, or administrative practice. The 30-credit program (24-credits for Moravian MSOT graduates) can be completed in 6 semesters (12 months) of continuous full-time enrollment, or may be completed part-time. Courses are offered in 8-week blocks, so students are enrolled in no more than 3 courses concurrently.

COURSE DESIGN

The course design structure provides a foundation and advanced training in 1) inclusive leadership, and equitable client-centered practice 2) innovative research and evidence-based outcomes 3) global health policy 4) societal health promotion and 5) high impact teaching and learning practices. Elective courses provide advanced training in entrepreneurship, leadership, healthy lifestyle coaching and other areas of practice.

THE DOCTORAL PROJECT

The Doctoral Project courses enable the PPOTD student to bring their unique idea and vision to life with an innovative practice, policy, program, or product development. Students choose their own doctoral project mentor from an interprofessional array of experts. Doctoral Project Mentors work one-to-one with students as they carry out their Doctoral Project idea and disseminate it through innovative mechanisms leading to greater impact and quality of life for individuals, communities, the academic community, and business practices at the local, national, and global level. A minimum of three (3) Doctoral Project Mentored Courses (1 credit each) is required. Once you begin the program, you will have access to the Doctoral Project Mentoring Program Manual where you can sign/submit the last page - Acknowledgement Form. A Doctoral Project Workbook will also be available for your reflection, journaling and design of your unique doctoral project idea.

DOCTORAL PROJECT CONFERENCE **GRADUATE SYMPOSIUM** **OPTIONAL ELECTRONIC, VIRTUAL or IN-PERSON**

The Doctoral Project Conference/Graduate Symposium brings students, faculty, and mentors together for a ½ day conference-style presentation and dissemination opportunity as one of the final sessions in the Doctoral Project courses. Students present their Doctoral Project by expanding upon content learned throughout the PPOTD curriculum as they receive additional feedback from peers and interdisciplinary experts. The Doctoral Project Conference/Graduate Symposium will highlight the PPOTD students advanced training in areas including advanced clinical practice, teaching and learning in higher education, research & evidence-based practice, leadership, professional development, entrepreneurship, technology, health promotion & life skills coaching, and innovative & emerging areas of practice.

Students will have the option of presenting their final Doctoral Project electronically, virtually or in-person. Moravian University's state of the art campus venues will be available for students who choose the virtual or in-person presentation option. All PPOTD students will complete and pass the final Doctoral Project course to graduate from the program.

ACADEMIC PROGRAM - COURSE LISTING

Students must complete (two) 2 pre-requisite free zero (0) credit quick review On Demand courses, five (5) core courses, four (4) elective courses = 27 credits and three (3) 1 credit each doctoral project courses = 3 credits - comprising thirty (30) credits / (24) credits for Moravian MSOT Graduates for the PPOTD degree. Courses are required in the following categories. Please note that courses in **bold** are required (based on 30/24 credit format); non-bold courses are electives. Students who have not been given "exempt" status from taking the OT800 and/or OT801 On Demand-Free Prep Courses, must complete these courses within the first term of the program.

PPOTD List of Courses, Tracks & Electives

Course Code	Course Title	Credits
	On Demand Courses (Required) Complete prior to starting the Foundational Core Courses	
OT800	Ethics in Leadership & Health Professions	0
OT801	Evidence-based Practice & Human Subjects Training	0
	Foundational Core Courses	
OT900	I-LEAD: Inclusive Leadership, Equity, Advocacy & Diversity <i>This core course is the 1st course taken upon admission to the PPOTD program.</i>	3
OT910	Research & Evidence-based Outcomes in Clinical & Professional Decision Making	3
OT920	Global Health Policy	3
OT930	Health Promotion, Well-being & Prevention: LifeSteps 360	3
OT940	The OT Educator: High Impact Teaching & Learning Practices in Higher Education & Adult Learning Settings	3
OT901	Entrepreneurship: The Business, Social & Global Innovator (Optional Core, Elective, and/or Required for the MBA)	3
	Health Promotion, Well-being & Prevention-LifeSteps 360 Concentration/Electives	
	Students may take the Health Promotion Concentration which is initiated with a Health Promotion / Foundational Core course. Students then choose 3 additional Health Promotion courses offered with approval from the PPOTD Program Director	
OT931	eHealth: Equitable Digital Practices & Innovation	3
OT932 /OT933	Lifestyle, Mindset & Behavior Change Holistic Life Skills & Wellness Coaching the Athlete & Artist: Traditional Sport, eSport, Para Sport & Performer of Arts	3
OT901	Entrepreneurship: The Business, Social & Global Innovator	3
	Additional courses may be available upon request.	
(Email PPOTD Program Director for Leadership	Inclusive Leadership & Health Equity Concentration/Electives Please note that course schedules for Leadership courses within the School of Rehabilitation Sciences and/or the School of Professional Studies are updated each semester and subject to change. Courses are initiated with a Leadership/Health - Foundational Core course.	

Course Listing	Students then choose 3 additional courses offered with approval from each School.	
OT901	Entrepreneurship: The Business, Social & Global Innovator	3
BMGT508	Developing Leadership Expertise <i>Offered via School of Professional Studies & Innovation</i> <i>Asynchronous and/or Synchronous available</i> <i>Purchase of an EQ self-assessment tool required (\$150)</i>	3
SLP812	Implementation Science in Rehabilitation Sciences <i>Offered via the Post-Professional SLPD Program</i>	3
	Additional courses may be available upon request.	
	Doctoral Project Course	
OT973	Doctoral Project (1 credit each – taken a minimum of 3 times)	1 x 3 = 3
		30 credits

PPOTD ADMISSIONS

Students are **eligible** for admission to the PPOTD Program if they meet the following criteria (also available at: <https://www.moravian.edu/rehab/ppotd>)

- Current OT State License (in good standing);
- Current OTR Credential (in good standing - if applicable)
- GPA: minimum 3.0 GPA for MS program OR 3.0 GPA in last 60 credits of Bachelors (if no MS degree)
- 1 year of full-time practice experience (preferred)
- 2 Letters of Recommendation (professional, academic, and/or clinical), (1 Letter of Reference for Moravian MSOT Alumni)
- Personal Statement
- Curriculum Vitae or Resume
- A pre-admission interview is required of all applicants to the PPOTD Program.

Admission to the Moravian University PPOTD Program is **competitive**, with sixteen (16) seats available each year, across 3 admission cycles (spring, summer and fall). Students are **not guaranteed** admission simply by meeting the minimum program standards. All students who are admitted to the PPOTD Program are admitted as full-time or part-time students.

ADMISSION APPEALS PROCESS

Students who are denied admission to the PPOTD Program may appeal this decision. This appeal must be in writing and forwarded to the PPOTD Program Director within 10 days of the PPOTD of the program admission decision. The appeal letter must state the student's rationale for challenging the admission decision. The PPOTD Admissions Committee will consider all

appeals and a response will be forwarded to the student no more than 10 days following receipt of the appeal letter. In the case that a student chooses to contest an appeal decision made by the PPOTD Admissions Committee, he or she should appeal to the Associate Dean of the School of Rehabilitation Sciences within 10 days of the appeal decision. In the case that the Associate Dean of the School of Rehabilitation Sciences is a PPOTD Program Core Faculty member, the appeal should be forwarded to the Dean of the College of Health. The Associate Dean of the School of Rehabilitation Sciences (or the Dean of the College of Health) will forward a final admission decision to the student within 10 days of the appeal letter.

PROGRAM RETENTION & GRADUATION REQUIREMENTS

The student is retained in the PPOTD Program provided acceptable academic achievement is made in completing all coursework and professional conduct is maintained.

In order to be retained in good standing in the PPOTD Program:

1. Students are required to practice the profession of occupational therapy in an ethical manner. Failure to do so may result in probation or dismissal from the PPOTD Program.
2. Students are required to maintain consistent clinical/professional practice during enrollment in the PPOTD Program. Failure to do so may result in probation or dismissal from the PPOTD Program.
3. Students are required to maintain good standing with the National Board for Certification in Occupational Therapy (NBCOT), the American Occupational Therapy Association (AOTA), and/or the World Federation of Occupational Therapy (WFOT) and state licensure / registration boards (as applicable, by state) during enrollment in the PPOTD Program. Failure to do so may result in probation or dismissal from the PPOTD Program.
4. Students are required to maintain professional liability insurance if they are practicing in a clinical setting that requires such. Failure to maintain professional liability insurance may result in probation or dismissal from the PPOTD Program.
5. Students are required to maintain an overall 3.0 grade point average (GPA) in the PPOTD Program. Failure to do so will result in probation (first instance) or dismissal (second instance) from the PPOTD Program.
6. Students are required to earn a grade of C or better in all courses in the PPOTD Program. Failure to do so will result in dismissal from the PPOTD Program.
7. Students have a maximum of seven (7) years from the time of enrollment to complete the PPOTD Program.
8. Students are required to adhere to all policies and procedures as outlined in the PPOTD Student Handbook.

Students who complete all coursework and meet or exceed the program's retention standards will be approved for graduation from the PPOTD Program.

COURSE DROP DEADLINE

The drop period for an 8-week course concludes at the end of the first day of the 8-week term. Students who drop a course by the drop deadline will receive a full refund for the dropped course, and this course will not appear on the student's transcript for the semester.

The withdrawal deadline for 8-week courses is the Friday of Week 6. Students wishing to withdraw from the course after the drop deadline, and before the withdrawal deadline, will receive a "W" for the course, and this "W" will appear on the student's transcript for the semester. A "W" grade does not impact the student's GPA. Students who withdraw after the drop deadline will not receive a refund for the course.

If a withdrawal takes place after the withdrawal deadline, a "WF" is assigned, which is computed in the quality-point average as an "F."

PART-TIME ENROLLMENT

All students admitted to the PPOTD Program are expected to enroll as a full-time student (3 courses) during the first academic semester following completion of any required on-demand (free prep) courses or part-time student (1-2) courses. Students choosing to enroll part-time should schedule a meeting with the Program Director to discuss how part-time enrollment is designed in alignment with their anticipated graduation date.

LEAVE OF ABSENCE

Students enrolled in the PPOTD Program may request a leave of absence in the event of a personal, medical, or legal issue. Such requests must be made in writing to the PPOTD Program Director. These requests will be reviewed by the Program Director and must be approved by a 51% or greater vote of the PPOTD core faculty. Students requesting a leave of absence must also meet (in-person, or virtually) with the School of Rehabilitation Science Student Experience Mentor (SEM). Students who have been approved for a leave of absence may resume the PPOTD Program during any academic semester. Prior to re-enrolling in courses, the student must meet with the PPOTD Program Director to discuss how the program of study and graduation have been impacted by the leave of absence. A leave of absence is approved for up to a maximum of one calendar year. Students requesting an extension to this leave must make this request in writing to the PPOTD Program Director, and the request must then be reviewed and approved by a 51% or greater vote of the PPOTD core faculty.

ADVANCED CLINICAL / PROFESSIONAL TRAINING & PRACTICE POLICY

Students enrolled in clinic-based or certain professional training-based courses are certified, licensed (where applicable) occupational therapists in good standing with the State Licensure Board the National Board for Certification in Occupational Therapy (NBCOT) (where applicable). Where appropriate, students must provide proof of appropriate professional liability insurance (minimum coverage: 1 million per claim / 3 million aggregate). Moravian University does not provide liability insurance and does not assume responsibility for the actions of students enrolled in the Post-Professional Occupational Therapy Doctorate Program. Students should be

familiar with the Occupational Therapy Practice Act(s) in the state(s) in which the Advanced Clinical and/or Professional Training & Practice experience is occurring, and should act within the boundaries of the Practice Act(s). By enrolling in these courses, the student and the mentor have signed an agreement indicating one of the following options: (1) the student is licensed to practice Occupational Therapy in the state where the Advanced Clinical/Professional Training & Practice experience is occurring; (2) the student is not providing patient care as part of this Advanced Clinical/Professional Training & Practice experience; (3) the student has reviewed the State Practice Act where the Advanced Clinical /Professional Training & Practice experience is occurring, and actions being performed as part of the Advanced Clinical /Professional Training & Practice experience do not violate this Act.

TECHNOLOGY & COMMUNICATION EXPECTATIONS / GUIDELINES

Technology Requirements:

As the PPOTD Program is an online, asynchronous program, students are expected to have access to a device with word processing software, teaching and learning platforms, and the ability to connect to the internet.

Technology Issues:

It is the student's responsibility to make sure that the assignment files are successfully uploaded into the appropriate submission folder. This means checking (and double-checking) to ensure that the file you upload is not blank or "corrupt." Any blank or corrupt documents will be considered a failure to turn in the assignment. Word or PDF are the preferred format for assignment submissions.

We are all aware that although technology enhances our academic lives, it is not infallible. Technology failure, including but not limited to, printer failure, network disruptions, Canvas learning management system disruptions, and personal computer failure are not excuses for late or missing assignments. Technology issues can best be avoided by completing work at an appropriate length of time prior to the due date. If students are experiencing technological difficulties or disruptions, they should notify the professor *at least* 24 hours prior to the due date/time.

Communication with Professor:

Students should NOT contact the professor using the electronic mail system attached to Canvas, but rather should email the professor directly at their Moravian University email account. The most ideal method of contacting the professor is email. If you send an email please place your name, the course number, and topic in the subject line. Failure to use this procedure may result in no reply to your email. Example- Subject-line: Doe OT 900 I-LEAD - Leadership Assignment.

Students should remember that all communication (electronic mail, phone and in-person) with faculty and staff within and outside the School of Rehabilitation Sciences, should be handled professionally. A professional email message includes the use of appropriate grammar, spelling and punctuation. Text messaging, instant messaging and the use of social media may be appropriate methods of communication between student groups, however these tools should not be used for professional communication with faculty or staff within or outside the School of Rehabilitation Sciences unless initiated by a faculty or staff member.

If you call on the phone and leave a voicemail message, please announce your name and course

number, your callback number, the nature of your call, and an appropriate time for return calls. Attempts will be made to return all e-mail and voice mail messages within 24 hours (weekdays) or by the next Monday (on weekends). If you do not receive a response to an electronic or voice mail message within this timeframe, please assume the message did not reach the professor and resend the original message. Please limit calls to the professor's cell phone to emergencies only.

Online Net Étiquette (“Netiquette”):

This is essential in all aspects of the PPOTD Program and courses. Of particular importance is your sensitivity and professional attitude. This includes being sensitive to the ideas and thoughts of others and conducting oneself in a professional manner at all times. Failure to demonstrate the appropriate professional behaviors in any portion of the program or courses is subject to removal from the course. Some suggestions for online discussions include:

- Think before you push the send button. How will the person on the other end read the words? While you can't anticipate all reactions, re-read what you've written before you send it.
- Remember to communicate in a professional, polite and clear manner. It is not good practice and etiquette to use sarcasm, too few words, or limited information.
- The use of capitals may send the message that YOU ARE SHOUTING!
- Give positive feedback (good idea, thanks), be polite, and avoid hostile or curt comments.
- Apply the same standards you would follow in a face-to-face classroom discussion.
- Share tips, help, and questions. For many of us, taking an online, asynchronous course is a new frontier. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it on the Discussion Board or other communication tool.
- Ask for feedback if you're not sure how your ideas and comments will be taken. Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement.
- "Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in a face to face classroom. Any derogatory or inappropriate comments regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your professor know.

Written Communication:

A critical skill practiced in all courses is high-quality written communication that is convincing and appropriate. Students can demonstrate this skill by meeting high standards of clarity and correctness in the written work they submit in courses. The evaluation of written assignments considers content, style, grammar, spelling and punctuation. Students are expected to maintain high standards of expression and presentation in all submitted work and correspondence.

Electronic Mail & Learning Management System (LMS):

Students are required to check their Moravian University electronic mail accounts and the institution's LMS on a daily basis (including vacations and holidays). All important course and program information will be posted in the LMS or sent via electronic mail to the Moravian University accounts only. Students are responsible for all communication sent via electronic

mail and for all announcements posted within the LMS. Failure to check electronic mail is not an acceptable excuse for failure to meet / complete class or program assignments. No assignments may be submitted via electronic mail without the prior approval of the professor.

GENERAL PROGRAM POLICIES **Academic Policies & Resources**

Non-Discrimination Notice: Moravian University is a welcoming community that embraces and values the diversity of all members of the campus community. We accept the uniqueness of all individuals, and we cultivate an environment that respects, affirms, and defends the dignity of each member of our community.

Moravian University does not discriminate against any person based on actual or perceived race, color, sex, religion, ancestry, genetic information, national origin, sexual orientation, gender identity or expression, familial status, marital status, age, veteran status, mental or physical disability, use of guide or support animals and/or mechanical aids, or any other basis protected by applicable federal, state, or local laws.

[**Link to Student Resources**](#)

Evaluation/Grading Policy: In this course, an A is reserved for excellent work demonstrating a critical analysis and insight of subject matter; B indicates good working knowledge of the subject matter but does not demonstrate exceptional insight and application; C represents adequate work with limited insight and inconsistent performance; F represents failure with no demonstration of critical thinking skills and understanding of course concepts. The instructor will provide a written explanation of assignments and the associated grading standards. Final grades for this course will be calculated in the following manner:

A	90-100
B	80-89
C	79-75
F	<75

*Grades will be rounded up if they meet a threshold of .7. For example, 89.7 will be rounded up to an A, 89.69 will not.

**Students must achieve a "75" or better in this course to progress to the following semester.

Class Policies:

[**Please refer to the requirements outlined in this PPOTD Handbook**](#)

Attendance: Students can refer to the requirements outlined in the attendance policy found in the Moravian University Post-Professional Occupational Therapy Doctorate Handbook. Advanced notice and appropriate documentation should be provided for course and assignment needs and modifications. Please review the attendance statement in the Moravian University catalog

(<https://www.moravian.edu/catalog/academic-regulations/attendance-policy>)
All students are expected to regularly demonstrate academic engagement within each of their classes.”

Academic Integrity Policy: Moravian University students are expected to uphold the Policy on Academic Code of Conduct as outlined in the Moravian University Catalog and the [Academic Code of Conduct](#) as outlined in the Moravian University Student Handbook. *All students are expected to follow the Academic Code of Conduct all times.* As a professional, students are expected to abide by the American Occupational Therapy Association Code of Ethics.

Accommodations for Students with Disabilities: Moravian University strives to create a learning environment that is accessible to all students. If you are experiencing or anticipate experiencing disability-related barriers to learning in your courses, you should contact the Office of Disability and Accommodations (ODA) at oda@moravian.edu. If you are registered with ODA and have a current accommodation letter, please share your letter with me (the instructor) as soon as possible so that we can discuss how your accommodations will be implemented in this course. To receive any academic accommodation that is not granted or offered to all students equally, you must be appropriately registered with ODA. The ODA works with students confidentially and only discloses disability-related information on a need-to-know basis or with the student's permission. To contact the Office of Disability and Accommodations (ODA), located in Reeves Library, call 610-861-1401, or email oda@moravian.edu.

Title IX: Moravian University faculty are committed to providing a learning environment free from sex/gender discrimination and sexual harassment/violence in accordance with Title IX of the Education Amendments of 1972.

Moravian University designates all faculty members as mandatory reporters of such disclosures to the Equal Opportunity and Title IX Coordinator, who will reach out to offer information, resources, and supportive measures. Reports of sex/gender discrimination and sexual harassment/violence can be made online anytime at www.moravian.edu/titleix. Please note that all information remains private and that the student is not obligated to respond to outreach. Faculty are strongly encouraged to consult the Equal Opportunity and Title IX Coordinator for guidance on how to follow up when a student discloses sex/gender discrimination and sexual harassment/violence on an assignment, through research participation, and/or other educational prompt (as opposed to direct disclosure).

While pregnancy discrimination must be reported, disclosures of pregnancy status alone do not. Pregnant students are encouraged to contact the Equal Opportunity and Title IX Coordinator at pregnancy@moravian.edu to ensure continued educational access through reasonable modifications. Additional information and resources related to pregnancy are available at www.moravian.edu/pregnancy.

Fully confidential reporting options include licensed professionals in the Counseling and Psychological Services (CAPS), as well as our Chaplain(s). Survivors of sexual violence are encouraged to seek immediate assistance from the Advocates for Survivors of Sexual Violence by texting or calling (484) 764-9242. For more information, including grievance procedures, please view the Equal Opportunity, Harassment, and Non-Discrimination Policy at www.moravian.edu/policy/harassment-discrimination.

Canvas: This is the online platform used for all post-professional occupational therapy doctorate courses at Moravian University. Students are responsible for becoming familiar with the program. Information on using Canvas can be found at <https://community.canvaslms.com/>. For further assistance, students can contact the IT department at 610-861-1500 or help@moravian.edu. Students are expected to frequently log on to this platform for messages, announcements, and information about the course.

Virtual Course Conduct: Students in this course are required to actively participate in active learning activities and discussion board activities. Our course is designed based on inclusive practices and we respect and welcome a diverse array of perspectives, beliefs and values. Additionally, all Moravian University students are responsible for upholding the Community Standards, which can be read online in the Moravian University [Student Handbook](#).

Communication: Email is the preferred method of communication outside of virtual office hours. Students may contact the instructor via email and expect a response within 24 hours. If questions arise with respect to class assignments, students should contact the instructor well in advance to allow sufficient time for a response. Any email received concerning an assignment will be answered up until 24 hours prior to the assignment being due. Students are expected to check their email on a daily basis.

Course Alterations: This syllabus is subject to change. Under some circumstances it is necessary to modify the information provided in this syllabus. All changes to the syllabus will be announced and posted via Canvas. It is your responsibility to make sure that you obtain the most recent version of the syllabus from Canvas and conduct an updated review of the Canvas Modules.

Late Assignments: Assignments submitted late will be penalized at 10% of the assignment grade per day. Assignments that are more than five days late will not be accepted and will be marked as a zero. Students are advised to review assignment due dates well in advance to schedule their workload and other potential issues.

Missed Assignments: Work missed due to excused circumstances can be made up; however, work that is missed due to unexcused circumstances will receive a zero. For work associated with an excused circumstance, the instructor will work with the student to create a plan for submission. In the case of an extenuating

circumstance, students should contact the instructor, as soon as possible, to plan for any missed assignments.

Plagiarism: Academic honesty is expected of all students. It is expected that all student work will be that of the student's, or it will be cited with a source if it is the work of another author or scholar. Plagiarism occurs when a student uses another person's ideas or words without properly citing the source of that material. A graduate student is expected to properly cite their sources and to know what constitutes plagiarism. If you are not absolutely sure what constitutes plagiarism, then review the following: <https://www.moravian.edu/catalog/academic-regulations/academic-code-of-conduct#plagiarism>

Use of Artificial Intelligence (AI): All work submitted or presented as part of course assignments or requirements must be your own original work unless specifically stated, acknowledged and cited. Students may choose to use AI tools to support their learning, understanding, and creative processes during the coursework. However, AI tools should be utilized responsibly and ethically, adhering to the academic principles of academic honesty and originality. Students are expected to cite use of AI-generated text/images as they would webpages, scholarly texts, and other sources that inform their work. Suspected cases of plagiarism or other misuse of AI tools will be submitted to the Academic Standards Committee by the instructor, with potential consequences to follow. Note that in accordance with policy, the initial consequence is determined by the course instructor.

APA Style: Post-professional doctorate courses at Moravian University require students to follow the style guidelines of the American Psychological Association (APA)-7th Edition for all written material. The manual is available in print at the campus Reeves Library.

Writing Policy: All writing for this course (i.e., emails and submitted assignments) should reflect the attributes of graduate-level academic writing, including clarity, precision and power. Please check all work for errors in spelling, punctuation, and mechanics before submission. Students should utilize Grammarly and other tools to assure their work is error-free.

Assignments: Writing should be clear and concise with adherence to APA-7th Edition style for citation, reference, grammar, formatting, and title page. The instructor(s) will provide details on the file type students are to use when submitting assignments. Students are responsible for installing the appropriate application on their computer so they can submit assignments, i.e. Adobe PDF, Microsoft Word, Google Docs. Moravian University provides access to a variety of programs via your dashboard. Please reach out to your instructors for updates on available resources. All assignments will be submitted through Canvas, unless told otherwise by the instructor(s). **Academic Dishonesty:** Please refer to the Academic Code of Conduct (formerly the Academic Honesty Policy) in the Student Handbook (www.moravian.edu/handbook).

CONFIDENTIALITY

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal act that protects the privacy of individually identifiable health information. A major goal of HIPAA is to assure that the health information of patients is properly protected while promoting the health and wellbeing of patients and the public. Health care providers, such as occupational therapists, are responsible for upholding the standards and guidelines covered under HIPAA. Information which is considered protected includes: an individual's past, present or future physical or mental health condition; care provided to the individuals; and past, present or future payments for the provision of health care to the individual. Therefore, as an occupational therapist, it is illegal to discuss an individual's injury status, health care, prognosis, diagnosis or any other information related to their health. As a student in the PPOTD program, you may be asked to share patient cases with your peers or the faculty as part of discussions or assignments. At no time during these discussions or assignments is the identification of the patient or client allowed. Failure of students to comply with HIPAA may result in failure of the course or suspension or dismissal of the PPOTD Program. Additionally, students who violate HIPAA confidentiality requirements may be subject to legal ramifications at the local or federal levels.

POLICY ON STUDENT WORK FOR ASSESSMENT & RESEARCH PURPOSES

Student work may be utilized for programmatic and department/school assessment purposes. Student names will be redacted from all work. If you decide that you would like your work to be excluded from programmatic and / or departmental/school-wide assessment, you can withdraw your consent from assessment by emailing Dr. Melanie Austin. Opting out of this process will not affect your course grade or program status in any way.

PPOTD PROGRAM EXAMINATION POLICY

The following examination policies have been implemented to limit academic dishonesty, to ensure exam integrity, and to maintain a fair testing environment for all students enrolled in the PPOTD Program. Students who require testing accommodations should meet with the course instructor prior to the test administration date to discuss how accommodations will be honored without jeopardizing exam integrity.

1. All examinations (and some quizzes) in the PPOTD Program are delivered using a Lockdown Browser. This browser locks you into the exam, and prevents you from accessing any unauthorized websites or files during the examination. If you click out of the Lockdown Browser, your exam will be submitted.
2. In some cases, examinations may also utilize Respondus Monitor, which is a Web-Based Proctor that monitors your taking of the examination via your webcam.
3. If you exit an examination that is being delivered via Lockdown Browser or Respondus Monitor, your examination will be automatically submitted, and will not be reopened or retaken.

Violation of any of the examination policies is grounds for failure of the examination, failure of the course, and /or dismissal from the PPOTD Program.

ADVISING POLICIES

Advisor Roles and Responsibilities

The advisor is a faculty member in the PPOTD Program who provides the student with academic and professional guidance throughout the program of study. The Advisor for all students enrolled in the PPOTD Program is the PPOTD Program Director. Group and/or individual advising emails will be sent out prior to the registration period for each semester. Phone and/or virtual advising meetings can be scheduled as needed, at the request of the student or the advisor. All students also have access to a Google Sheet with their course history. This sheet is updated twice per semester; once when students register for courses for the following semester, and once when final grades are issued.

The following are the central forms of support and guidance by the advisor:

1. To assist the student in selecting courses to advance his or her professional interests, abilities and goals within the field of occupational therapy
2. To keep the student informed about programmatic and university policies, regulations, and procedures impacting his or her progression in and completion of the PPOTD Program

Student Advising Roles and Responsibilities

The student's role is to take primary responsibility for the development of their academic program and for meeting all graduation requirements. In the advisor-advisee relationship, student responsibilities include the following:

1. To make appointments with the advisor as needed and to ensure the advisor is kept informed about the student's progress and performance.
2. To seek sources of information that can assist the student in making course selections and meeting graduation requirements.
3. To become knowledgeable about University policies and procedures.
4. To be proactive in identifying and creating strategies and plans to be successful in courses and all aspects of the PPOTD Program

Section III: Disciplinary Actions and Grievances

Disciplinary Procedures

The following procedures have been established to ensure the smooth operation of the Moravian University PPOTD Program. Offenses of the rules and regulations of the University or the PPOTD Program shall be deemed as either "minor offenses" or "disciplinary offenses".

The compilation of three minor offenses shall be the equivalent of one disciplinary offense. Each disciplinary offense shall require the student to appear before the Program Director, and Associate Dean for disciplinary action or dismissal from the PPOTD Program. The following three steps indicate formal procedures resulting from disciplinary offenses of the Moravian University PPOTD Program. All disciplinary actions by the PPOTD Program Director and Associate Dean shall be entered into the PPOTD student's permanent file.

Step I: When applicable, two “minor offenses” by the student will result in a meeting (virtual or in-person) with the PPOTD Program Director. This meeting will serve as a warning that any further offenses of the PPOTD Program rules and regulations will result in formal action against the student.

Step II: The initial “disciplinary offense” shall result in a student / PPOTD Program Director and Associate Dean formal meeting (virtual or in-person). Minutes of the meeting as well as a written response, including any disciplinary action to be taken, will be filed in the PPOTD Program Director’s office. One copy of the written response will be sent to the student’s permanent address within ten (10) days. An additional copy will be placed in the student’s permanent file.

Step III: A second “disciplinary offense meeting” with the PPOTD Program Director and Associate Dean will minimally result in academic probation for a period of one semester.

Step IV: The “third disciplinary offense” may result in immediate dismissal from the Moravian University PPOTD Program.

Minor Offenses: Minor offenses include, but are not limited to, failure to attend mandatory meetings or failure to complete required documentation.

Disciplinary Offenses: Disciplinary offenses include, but are not limited to, insubordination, failure to perform duties in a professional manner or failure to act in a manner consistent with the standards of Moravian University, the Moravian University Policy on Academic Code of Conduct, the PPOTD Program, the American Occupational Therapy Association Code of Ethics and / or the NBCOT Guidelines and / or the State Licensure / Registration Board.

Appeals Policy: Any PPOTD student has the right to appeal all disciplinary decisions made by the PPOTD Program Director and Associate Dean. All appeals must be typed and submitted to the PPOTD Program Director’s office within ten (10) days of the date of the disciplinary written response. The PPOTD Program Director, in conjunction with the Associate Dean of the School of Rehabilitation Sciences, will review the appeal and submit a written response within ten (10) days of receipt of the appeal letter of the student. In the case that the Associate Dean of the School of Rehabilitation Sciences has already been a part of the Appeals process, the Dean of the College of Health will be consulted in place of the Associate Dean of the School of Rehabilitation Sciences.

Grievances:

Students are to follow the policies identified in the Moravian University Student Handbook for any grade appeal. Any other grievances within the PPOTD Program should utilize the following hierarchy:

1. Student discusses the concern with the faculty member directly responsible for the PPOTD Program course
2. If the student does not feel the problem has been addressed, the student should then discuss the concern with the PPOTD Program Director
3. If the student has continued concerns regarding the issue, he or she should discuss the concern with the Associate Dean of the School of Rehabilitation Sciences
4. If the student continues to feel that his or her concerns have not been addressed, the final level is with the Dean of the College of Health

Moravian University
Post-Professional Occupational Therapy Doctorate (PPOTD) Program
Handbook

Student Agreement

By signing this form, I acknowledge that I have read and familiarized myself with the most recent edition of the Moravian University Post-Professional Occupational Therapy Doctorate (PPOTD) Program Handbook that is posted on the Moravian University PPOTD Website.

Additionally, I understand the contents of this Handbook and how the policies and procedures of Moravian University's PPOTD Program will impact my progress in the program. I intend to comply fully with the policies and procedures stated above and in the *Post-Professional Occupational Therapy Doctorate Program Handbook* as prescribed by the Post-Professional Occupational Therapy Doctorate Program and Moravian University. Failure to follow the PPOTD Program rules, regulations, and guidelines may result in disciplinary measures, and/or not completing the PPOTD Program in the desired time frame. I understand that the policies and procedures established in future editions of the PPOTD Handbook supersede all previous policies and procedures of the PPOTD Program. The PPOTD Program Director will notify students of updates to the PPOTD Handbook via electronic mail.

Finally, I have spoken with the PPOTD Program Director to discuss any questions or concerns I have regarding the content of the *Post-Professional Occupational Therapy Doctorate Program Handbook*.

Student's Full Name (Printed)

Student's Signature

Date