



College of Allied Health & Nursing

Occupational Therapy Department

Doctoral Student Manual

Updated December, 2009

Introduction

This *Doctoral Student Manual* is your guide to the policies, procedures, and administrative functions of the Occupational Therapy Doctoral Programs at Nova Southeastern University. The Doctoral Program Directors, administrative staff, and faculty are here to assist you. You will need to read other documents that will describe policies, procedures, functions, and the programs. All students will read the *College of Allied Health & Nursing Student Handbook* and the *Health Professions Division (HPD) catalog*. The Ph.D. students will also need to read the *Proposal and Dissertation Guidelines*.

All students are responsible for understanding and adhering to the contents of the most current Doctoral Student Manual, the Health Professions Division catalog, and CAHN Student Handbook. Note that all student manuals, catalogs, and program brochures are updated routinely, and so the current *Doctoral Student Manual* replaces all previous ones.

The *Health Professions Division (HPD) catalog* is available at: <http://hpd.nova.edu/catalog/> [includes the college (CAH) catalog], and the *College of Allied Health & Nursing Student Handbook* is available at <http://www.nova.edu/cah/forms/handbook.pdf> .

Student Administrative Responsibilities.

You are responsible for meeting registration requirements, deadlines, and other academic and University requirements and for following the policies and procedures outlined in the three documents above. Please discuss questions about the contents of this manual, or about other doctoral program matters, with the Doctoral Program Directors. It is your responsibility to keep the Doctoral Program Directors informed of any changes in your status as a student, changes made to your coursework if it is different from your degree plan, or other issues that will impact on your academic performance or timeline in the program.

Nova Southeastern University
3200 South University Drive
Fort Lauderdale, FL 33328
Phone: (954) 262-1202
Fax: (954) 262-2290

Receipt & Acknowledgement of Student Manual

The NSU OT Doctoral Student Manual is an important document intended to help you become acquainted with and guide you through the NSU Dr.OT or Ph.D. Program. This manual contains guidelines and/or policy material.

Please read the following statements (print this page if online) and sign below to indicate your receipt and acknowledgement of this material:

1. I have received a copy of the NSU OT Doctoral Student Manual. I understand that the policies and rules described in it are subject to change at any time.
2. I understand that I may withdraw from the program at any time, and a request for withdrawal in writing to the program director.
3. I understand that I may be dismissed from the program because of any infraction of any established policy or procedure, to include professional behavior/conduct, academic honesty issues, and failure to achieve minimum academic performance requirements.
4. I understand that, should the policy content of this manual be changed, the OT Doctoral Program may require an additional signature from me to indicate that I am aware of and understand any new policies.
5. I further understand that my signature below indicates that:
 - a. I have received a copy of this Doctoral Student Manual
 - b. I understand the above statements
 - c. I have read the material contained within the Doctoral Student Manual
 - d. I agree to abide by the policies of the program, department, college, and university

Student's Printed Name

Signature and date

Return To:

Nova Southeastern University
 Occupational Therapy Department
 Attn: Doctoral Program Assistant Academic Support Coordinator
 3200 South University Drive
 Ft. Lauderdale, FL 33328
 Fax: 800-356-0026, ext 2290

OT Doctoral Student Manual

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**Health Professions Division
College of Allied Health & Nursing
Occupational Therapy Department**

FACULTY

<u>Name</u>	<u>E-mail Address</u>	<u>Room #</u>	<u>Extension</u>
<p><u>Rachelle Dorne</u>, EdD, OTR/L Associate Professor Interests include: 1) role of theory and evidence in contemporary OT; 2) tailoring OT education for culturally diverse students; 3). technology-enhanced OT education; 4). contextual factors in aging; 5). infusing psychosocial practice into traditionally biologically-oriented settings; 6). qualitative research; 7). Dysphasia.</p>	dorne@nsu.nova.edu	1220	1221
<p><u>Sandee Dunbar</u>, DPA, OTR/L, FAOTA Professor, Dr. OT Program Director Interests include: 1) innovative service models to meet needs of children and families in underserved communities, 2) public policy, especially related to children and families, 3) early intervention, 4) neonatal intensive care, 5) frames of reference for practice with children and families and 6) family-centered care.</p>	sdunbar@nsu.nova.edu	1228	1243
<p><u>Max Ito</u>, PhD, OTR/L Associate Professor, PhD Program Director Interests include: 1) orthopedics and hand rehabilitation, 2) adult hemiplegia, 3) ergonomics, 4) administration, 5) research interests in physical exercise and task performance and environmental stress effects on human performance.</p>	imax@nsu.nova.edu	1229	1227
<p><u>Adrienne Lauer</u>, EdD, OTR/L Assistant Professor Interests include: 1) low vision and occupational therapy services, 2) assistive technology, 3) leadership, 4) clinical reasoning skill development</p>	alauer@nova.edu	1223	1280
<p><u>Ferol Ludwig</u>, PhD, OTR/L, FAOTA Professor Interests include:</p>	ferol@nova.edu	1231	1240
<p><u>Pamela Kasyan</u>, BaEd, MS, OTR/L Assistant Professor Interests include: 1) hands, 2) TBI, 3) CVA, 4) SCI, 5) arthritis, 6) mentorship, 7) home modifications, 8) outcomes, 9) pharmacology and 10) rehab.</p>	kasyan@nsu.nova.edu	1229	1233
<p><u>Judith Parker</u>, OTD, EdS, OTR/L, FAOTA</p>	jparker@nova.edu	1243	1216

Chair/Associate Professor

Interests include: 1) pediatrics, 2) complementary care, 3) role of OT in mental health in contemporary times

Cathy Peirce, PhD, OTR/L

cpeirce@nova.edu 1224 1223

Assistant Professor

Interests include: 1) evaluation models for community dwelling older adults and other OT approaches to support aging in place, 2) OT health promotion approaches for people with chronic illness, 3) Alzheimer's disease, 4) collaborative programming and research among students, 5) educators, 6) clinicians and community partners, 7) treatment efficacy

Thomas Laster OTR/L

@nova.edu 1221 1265

Associate Professor

Professor Emeriti

Reba Andersen, Ph.D., OTR/L, FAOTA

Professor Emeritus

Carol Reed, EdD, OTR/L, FAOTA

Professor Emeritus and Adjunct Instructor

Nancy Nashiro, PhD, OTR

Professor Emeritus

Ferol Ludwig, PhD, OTR/L, FAOTA

Professor Emeritus and Professor

Adjunct Faculty

Sonia Kay, PhD, OTR/L

Adjunct Instructor

Pilar Saa, OTD, OTR/L

Adjunct Instructor

Kay Walker, PhD, OTR

Adjunct Instructor

Sean Leonard, PhD

Adjunct Instructor

Sarah Ransdell, PhD
Adjunct Instructor

Victoria Priganc,
Adjunct Instructor

Jennie Lou, MD, OTR/L
Adjunct Instructor

Chris Alterio, Dr.OT, OTR/L
Adjunct Faculty

Barbara Kornblau, JD, OTR/L, FAOTA, DAAPM
Adjunct Faculty

Carol Reed, EdD, OTR/L, FAO
Adjunct Faculty

OT Department Staff

	Extension:
Caroline Freckleton OT Academic Support Coordinator	frecklet@nsu.nova.edu 1242
Khristann Domville Administrative Assistant, Doctoral Program Assistant Academic Support Coordinator	kd570@nova.edu 1202
Natasha Floyd Administrative Assistant, Fieldwork	nfloyd@nova.edu 1635

Post-Professional Doctoral Programs

In Occupational Therapy at NSU

Vision

The NSU Occupational Therapy Doctoral Programs will be pre-eminent with internationally recognized faculty who produce leaders in practice, research and scholarship to meet the occupational needs of society.

THE DOCTOR OF OCCUPATIONAL THERAPY (DR. OT) – ADVANCED PRACTICE DOCTORATE

Mission

The post professional Dr.OT program prepares occupational therapists to become leaders in the advance practice of occupational therapy, health policy, and program development. Graduates contribute and incorporate evidence-based practice, client-centered approaches, occupation-based practice, and best practice to meet societal occupational needs.

THE DOCTOR OF PHILOSOPHY (PH.D.) IN OT – RESEARCH DOCTORATE

Mission

The Ph.D. program develops independent scholars and researchers to advance the base of knowledge in occupational therapy.



EDUCATIONAL OUTCOMES

Post-professional Practice Doctorate in Occupational Therapy (Dr. OT)

Nova Southeastern University Health Professions Division
College of Allied Health and Nursing
Occupational Therapy Program

General and Specific Student Learning Outcomes:

The graduate of the Practice Doctorate in Occupational Therapy will be able to:

1. Exert **leadership** in advancing the practice of occupational therapy.
 - 1.1 Direct occupational therapy and/or rehabilitation services
 - 1.2 Develop and lead innovative programs and services in the community
 - 1.3 Consult with business and industry, as well as judicial, educational, and/or health care systems
 - 1.4 Influence public policy decisions that impact individual and societal engagement in occupation
 - 1.5 Analyze legal, ethical, and political implications of contemporary health care
 - 1.6 Apply information about leadership from a variety of sources to one's career path and goals
 - 1.7 Mentor student, colleagues, and stakeholders

2. Demonstrate **advanced level of practice** of occupational therapy.
 - 2.1 Analyze and apply effective evidence-based strategies to meet occupational needs of clients within clinical and community-based practice
 - 2.2 Develop occupation-centered programs
 - 2.3 Describe and critique major theoretical perspectives, theoretical models, and frames of reference that guide practice
 - 2.4 Judiciously apply and incorporate relevant theoretical perspectives, theoretical models, and frames of reference in one's relevant area(s) practice
 - 2.5 Analyze how history and sociopolitical climate influence and are influenced by practice
 - 2.6 Analyze and apply assessment, intervention and research related to major occupational therapy theoretical perspectives, models, and frames of reference to one's practice
 - 2.7 Apply knowledge of contextual influences on health and participation in occupation to one's practice
 - 2.8 Determine sources for funding programs and services.
 - 2.9 Analyze and apply outcome measures for program evaluation.

3. **Engage in and utilize research** activities appropriate to the advanced level of practice.
 - 3.1 Contribute to evidence-based practice knowledge in occupational therapy
 - 3.2 Evaluate and use evidence to support self-directed learning
 - 3.3 Compose and articulate coherent and well-developed arguments utilizing critical thinking and evidence
 - 3.4 Evaluate strategies for optimal dissemination of one's scholarly works



EDUCATIONAL OUTCOMES

Doctor of Philosophy in Occupational Therapy (Ph.D.)

**Health Professions Division
College of Allied Health and Nursing
Occupational Therapy Program**

General and Specific Student Learning Outcomes:

The graduate of the Doctor of Philosophy Program in Occupational Therapy will be able to:

1. Exert **leadership** in advancing the knowledge base and the practice of occupational therapy
 - 1.1 Explain how politics affect legal and regulatory issues that influence occupational therapy and health care in general
 - 1.2 Integrate information about leadership from a variety of sources and apply these to one's career path and goals
 - 1.3 Take professional leadership roles in academic and/or community settings
 - 1.4 Explain professional leadership roles in advancing the practice of occupational therapy to improve client services
 - 1.5 Mentor others

2. Engage in and utilize **research** to increase levels of practice.
 - 2.1 Engage in independent qualitative and quantitative clinical research
 - 2.2 Participate in collaborative and interdisciplinary research teams
 - 2.3 Participate in efforts to advance and contribute to further theory development
 - 2.4 Evaluate where and how to disseminate results of research for most effective impact
 - 2.5 Disseminate results of his/her research
 - 2.6 Demonstrate knowledge, skills and attitudes to be a critical thinker and a self-directed learner
 - 2.7 Critically identify, select, evaluate, summarize and use a range of resources to facilitate self-directed and distance learning
 - 2.8 Utilize in one's daily work and teach others the importance of evidence-based practice to occupational therapy
 - 2.9 Develop, write, and articulate a coherent and well developed argument that utilizes critical thinking, close analysis, and use of supporting material to efficiently direct one's scholarly claims and positions
 - 2.10 Describe ways of knowing, nature of science, and research in terms of epistemological, historical, and philosophical bases and their applicability for research in occupational therapy
 - 2.11 Value, understand, and apply theory in research

2.12 Identify ethical issues involved in research and design to minimize these and follow Institutional Review Board and HIPPA requirements

2.13 Describe and utilize research considerations such as rigor, trustworthiness, validity, naturalistic inquiry, contextual relevance, control of extraneous variables, and internal and external validity.

2.14 Critique qualitative and quantitative research designs and findings and conclusions and offer ways to improve these to further contribute to the knowledge base of the profession

2.15 Synthesize the differences between qualitative and quantitative research paradigms and multi-method research and discuss the value and risks of each

2.16 Describe and apply the research processes of question formation, data collection, data analysis, and research writing and other formats for developing, reporting and disseminating research findings.

2.17 Teach, supervise and mentor research assistants and graduate students in their research.



Distance Education (Online)

A majority of the courses in both the Dr. OT and the PhD are offered in an online format. Students come to campus for a three-day midsession each trimester. Attendance is **mandatory** if your course requires it. These weekends are held in October, February, and June each year for most occupational therapy doctoral courses (see doctoral program schedule for specific dates).

Students working toward the Ph.D. degree, in addition, are required to attend a one-week (6-day) summer session on campus Research Design (methods) courses. This one-week summer session will be held in late May or early June during the 1st summer term. The research methods coursework will start and end online.

On-campus Requirement

Our on-campus requirements are designed to facilitate direct faculty mentoring and provide daily peer interaction with other doctoral students for an intensive learning environment. Both Ph.D. and Dr.OT students will be able to better know their instructors, advisors, and mentors. This will be important in selecting your committees or mentors for your research or capstone projects. On-campus face-to-face learning will further develop your enculturation to doctoral studies, promote lasting friendships, and develop a peer support network for future courses and collaborations, etc.

Core (required) Courses

Dr.OT students are required to take the following core courses:

OCT 7005: Evidence-Based Practice and Critical Thinking in OT
 OCT 7006: Process of Discovery
 OCT 7010: Theory Development for Models of Practice
 OCT 7103: Occupation-centered Practice
 OCT 7133: Advanced Policy
 OCT 7302: Contextual Aspects of Occupational Performance
 OCT 7860: Creative Leadership
 OCT 7007: Evidence & Outcomes
 OCT 7002: Intro to Research Methods
 OCT 7003: Capstone Residency

* Total core courses – 27 credits. Four electives – 12 credits. Total credits for graduation in Dr. OT program – 39 credits.

PhD students are required to take these courses:

HPH 7300: Fundamentals of Biostatistics
 HPH 7310: Principles of Statistical Inference
 HPH 7200: Research Ethics
 HPH 7400: Research Design (Quantitative)
 HPH 7410: Qualitative Methods
 HPH 7500: Philosophy of Science
 OCT 7010: Theory Development for Models of Practice
 OCT 7860: Creative Leadership
 OCT 7101: Academic Educator
 OCT 7104: Occupation Science
 OCT 7820: Applying Measurement Theory to Evaluation
(Note: the courses above plus 36 credit hours are required for the qualifying exam)*
 OCT 7950: Research Residency
 OCT 7970: Doctoral Dissertation

*Total core courses: 33 credit hours prior to qualifying = 2 yrs of coursework at 2 courses per term, not including electives. Students will need 27 additional credit hours to include electives, residency, and dissertation hours.

Electives from another NSU program

The student selects the remainder of her/his coursework from among electives offered in the occupational therapy program and other relevant courses offered by other doctoral level programs at NSU. For example, there are selected electives available through the College of Allied Health and Nursing, such as: the Ph.D. program in physical therapy and master (MHS) and doctor of health science (DHS) programs (concurrent graduate courses may transfer to the Dr.OT degree requirement with the Program Director's approval – see below). Course selection is based upon the students' interests, goals and progress through the program, and is done in

consultation with and approval from their academic advisor or the Doctoral Programs Director. **Each student will develop a Degree Plan with the Program Director and keep this updated with the appropriate doctoral program director. Students may register for only those courses listed on his or her degree plan.**

ACADEMIC PROGRESS

Incomplete Coursework

Incompletes are strongly discouraged, but can be allowed by an instructor for certain circumstances. A student who is unable to complete all the requirements of a course must complete an Incomplete Contract with the instructor to receive a grade of *I* (Incomplete). A student may only request an incomplete if 50% or more of the course work has been successfully completed prior to the end of the semester in which the course is taken. An *incomplete* will be changed to an earned grade upon a student's satisfactory completion of the course within the limits of the agreement. The contract must include an acceptable time limit (not later than the end of the following term). A change from an *incomplete* to an earned grade must occur prior to the end of the contract period, or the student's grade will be converted to an *F* (failure).

A student who has 6 or more incomplete course credits for more than one trimester will not be eligible to register for additional courses until these incompletes are completed. If an *incomplete* is turned to an *F*, it is a course failure (see policy regarding *course failures, Committee on Student Progress, academic probation and dismissal*)

The student must complete the Incomplete Course Form, to include the instructor's agreement and signature, and submit it to the Doctoral Program Director prior to the end of the trimester in order to be eligible for an *incomplete*.

Time Limits

Ph.D. students will complete all requirements for their degree no more than five years after admission to candidacy (candidacy begins after the qualifying examination has been passed), and within nine years after starting in the program. Dr.OT students will complete all requirements within six years of starting the program.

Course Failures, Committee on Student Progress, Dismissal

Course failures can be remediated by retaking a course at the next course offering. A student who fails to meet the required cumulative GPA, fails a course, or has professional behavior/academic honesty issues will be referred to the Committee on Student Progress, and

may face disciplinary action. A student whose GPA falls below 80% for any two semesters will be dismissed from the program. If the grade is below 80% on the repeated course, the student will be dismissed from the program (2 failure policy). A student will only be allowed to retake a course one time. (See also *CAHN Student Handbook* online at www.nova.edu/cah)

Grading Policies and Procedures

To remain in good standing, Dr.OT and Ph.D. students must maintain a minimum cumulative GPA of 80%, and 80 % in all **core** courses. Ph.D. students must receive a minimum of 80% in all elective courses, and Dr.OT students must receive a minimum of 75% on elective courses. Only applicable courses taken at NSU will be averaged into the GPA. All coursework is to be completed by the end of the term for which the student is registered.

Grade Disputes

Grade disputes for course assignments should be addressed in writing to the course instructor within 5 working days of receiving the grade. The final decision for grading individual assignments lies with the course instructor. Grade disputes regarding the final course grade should be submitted within 5 days to the course instructor. If the result of this dispute is unsatisfactory to the student, he/she may appeal to the Program Director within 5 working days of the instructor's decision. All students who fail a course will be referred to the Committee on Student Progress (CSP) (see Committee on Student Progress description and process and procedures in the 2009-2010 CAHN Student Handbook. If the grade results in suspension or dismissal from the program, the student can follow the appeal process described in the 2009-2010 CAHN Student Handbook.

Withdrawal from a Course

A student may withdraw from a course up to the fourth week of the term with consultation and written approval of the Director of Doctoral Programs. A grade of "W" will appear on the student's transcript and will be replaced by an earned grade if the student retakes the course. Tuition refund policy is given in the *CAHN Student Handbook 2009-2010*. Students who withdraw after 4 weeks and are failing the course will receive a grade notation of WF (withdrew failing) on their transcript.

Leave of Absence

To be excused from enrollment for a semester, a student must have a compelling reason and must formally request a Leave of Absence in writing, directed to the appropriate doctoral program director. A leave of absence may be granted for certain circumstances and a request for a leave of absence must be made in writing to the Doctoral Programs Director. A leave of absence, if approved, will be granted for one term per request.

GENERAL INFORMATION

Contact Information and communication

It is very important for the Occupational Therapy Program and the University to have your current address, telephone number, personal/professional e-mail address (es), and name on file. It is your responsibility to keep your contact information up to date. The University's policy is to contact you by NSU email, so you need to regularly check your NSU email if you also use a private email account. We suggest that you forward your NSU email to your internet provider email if that is your primary email.

Please notify: 1) the doctoral program administrative assistant via e-mail or mail, 2) the appropriate doctoral program director, and 3) your research advisor. **AND** notify the University (for the Bursar, Registrar, Financial Aid, etc.) through the Webstar "Current Student"/ "Student Information System".

Computer Requirements

Each student is required to have a computer with online access that meets the minimum requirements of the College of Allied Health, as listed in the CAHN Web Page. Each student must also maintain an account with the NSU Academic Computing System, as well as with a private Internet provider.

Authorship Credit and Order Guidelines and Policy

1. Principal authorship, order of authorship, and other publication credits should accurately reflect the relative scientific, technical, professional, or scholarly contributions of the individuals involved.
2. No authorship credit should be given to someone whose suggestion/idea/feedback may have influenced a project but did not actively participate in a project development and implementation. This person could be acknowledged as described in #5.
3. Authorship is not merited solely for administrative support, financial contribution, or a supervisor/advisor's position.
4. Authorship credit should go to those who do the actual writing and to those who have made significant scientific or scholarly contributions to a study, such as formulating hypotheses, structuring the design, conducting the analysis, interpreting results, or writing a major portion of a manuscript.
5. Those with minor contributions to the manuscript are appropriately acknowledged in footnotes, introductory statement, or acknowledgements.
6. Student as author.
 - a. A student is usually listed as a principal author on a multiple-authored paper that is substantially based on the student's dissertation, report, or project.
 - b. However, s/he is not automatically entitled to authorship if only some or minor material from the project is used in a paper, proposal, progress or final report written by the student's advisor, faculty member, or supervisor. Reference to the material's origin is sufficient in these cases.
 - c. If the student's dissertation or project is based on data collected as part of a larger research project under the supervision of one or more faculty members, it is appropriate to include those supervisors or faculty as co-authors.
 - d. Submissions for publication or professional presentations (to include posters) that originated from a previous class assignment (papers, reports, projects, etc.) should first be discussed and agreed upon with the course instructor.
7. Co-authorship may be a complex issue in certain cases. It is suggested that authorship credit and order be discussed with all possible collaborators before and during the project. There should be an agreement, especially with projects that involve multiple key contributors, to minimize the chance of misunderstandings.
8. Major revisions to a manuscript for publication or professional presentation may result in a change of responsibilities or work effort. This may require a revision in authorship

9. Institutional Affiliation

- a. Publishers usually require each author's institutional affiliation.
- b. Authors should acknowledge the department and institution where the primary work was done, as well the current institutional affiliation of each author.
- c. Use *Occupational Therapy Department, College of Allied Health & Nursing, Nova Southeastern University* as the institutional affiliation.

10. Authors must obtain approval from the Chair, Department of Occupational Therapy, Nova Southeastern University, prior to submitting an abstract or manuscript to a publisher or a conference committee.

- Department approval serves to (1) protect the department, college, and university by allowing the chair (or designee) to review all submissions for appropriateness and acceptable standards, and (2) recognize and record all department related publications and presentations as program outcomes, and (3) to assure that submissions provide appropriate credit and recognition.

This policy applies to publication submissions, professional presentations, and posters by students, former students and alumni, current and former faculty and staff of the Occupational Therapy Department, Nova Southeastern University, when applicable.

References:

Guidelines for authorship credit and order from APA's *Ethical Principles of Psychologists and Code of Conduct (1992)*, Section 6.23, Publication Credit, states:

Uniform Requirement for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication. Updated November 2003. International Committee of Medical Journal Editors. <<http://www.icmje.org>>

(Revised 3/13/2007 – MI)

REQUIREMENTS FOR GRADUATION

Dr. OT Degree

In order to be eligible for the Dr. OT degree, the student must:

1. Complete a minimum of 69 credits of graduate coursework specifically approved to meet NSU doctoral program requirements, **within 6 years time.**
2. Successfully complete the capstone course OCT 7007, and capstone paper and residency
3. Complete the program of study required for the degree with a minimum overall GPA of 80%, and a minimum grade of 80% in all required coursework
4. Satisfactorily meet all financial and library obligations
5. Present capstone project paper at pre-graduation doctoral reception (if attending the commencement ceremony), or other approved venue

PhD Degree

In order to be eligible for the PhD degree, the student must:

1. Complete a minimum of 60 credits of graduate course work including residency and dissertation specifically approved to meet NSU doctoral program requirements **within 9 years** from beginning the program, **and within 5 years** after attaining candidacy.
2. Complete the program of study required for the degree with a minimum overall GPA of 80%, and a minimum grade of 80% in all required courses
3. Successfully complete the qualifying examination within **one year** from completion of academic classes (core and electives)
4. Successfully complete research residency
5. Successfully defend the dissertation in person or by face to face technology within **5 years** from passing the qualifying examination
6. Submit documented evidence that dissertation research will be or has been presented or published in a peer-reviewed venue at the national or international level
7. Present dissertation research and findings at pre-graduation doctoral reception (if attending commencement ceremony)
8. Provide 5 copies of the dissertation, bound in accordance with program requirements
9. Submit dissertation to the UMI/ProQuest *Dissertation Abstracts International*
10. Satisfactorily meet all financial and library obligations

Nova Southeastern University
Occupational Therapy Department
Doctoral Program Policies and Expectations of Students

(Also in Online Student Orientation Manual)

Attendance

Our doctoral courses are designed in distance education formats, however most OT doctoral courses (prefix OCT) have an on-campus component in the middle of each term over a 4-day weekend. . On-campus sessions are required and each student is responsible for travel, lodging, and transportation arrangements. Evening social program activity attendance is strongly recommended for face to face networking which enhances your distance learning experience. Students are responsible for fulfilling all class requirements, accessing recommended resources, and meeting the appropriate deadlines for assignment submissions and exams. Students are required to regularly participate in their web-based class as required and defined by the course instructor. Policies regarding participation on asynchronous discussion boards, live chats, or other means are defined or described in the course syllabus. Doctoral level participation includes critical thinking analysis, argument building and depth of timely responses in addition to appropriate use of APA, 6th edition.

Hint: it may be helpful to view each week of asynchronous discussions as a class session, and a live chat as a class session. Instructors may use a variety of activities and schedules to meet the objectives of the course. Students who do not attend sessions and/or participate in discussions or chats may receive a grade consequence or can be withdrawn from the class by the instructor or by the program director (administrative withdrawal).

All scheduled on-campus course components are mandatory. Students who do not attend a required on-campus session may receive an *Incomplete* for the class until the makeup requirements have been met (in the following semester in which the class is offered). Students can assume that on-campus classes are scheduled between 8:30 am through 5:00 pm, unless otherwise indicated by the course instructor. Return airline flights should be scheduled no earlier than 3 hours after the last course. Allow a minimum of 20 minutes to travel to the airport from campus by taxi, and more time if dropping off a rental car or is rush hour. A refundable air travel ticket is recommended for Fall travel because it is in the hurricane season.

Appropriate On-campus Attire

NSU has a dress code so when on campus during regular business hours (M-F, 8:30am-5:00pm); students should dress in business-casual attire (at minimum). More casual attire is OK for weekend classes, but shorts, t-shirts, and flip-flops are not allowed (see Student Handbook for more details). Sweaters or a light jacket is recommended for your comfort in our air conditioned rooms. Evening social events are usually casual.

Computer Use, Ethics, & Responsibility

Students must apply standards of normal academic and professional ethics and considerate conduct to their use of the university's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources and to respect the privacy, copyrights and intellectual property rights of others.

Access to and ongoing use of computer technology (word processing, use of communication tools such as email, chats, statistical software, etc.) will be required for all students to participate in courses and complete the program successfully. Each student is expected to have or acquire computer hardware and software with the minimum capabilities described in the Student Handbook. Competency in the basic use of a computer and the ability to navigate and interact within the course and curriculum content is the responsibility of the student and a requirement for successful course completion. It is recommended that you complete NSU's WebCT tutorials if you are new to the program. Students are encouraged to use the on-line computing Helpdesk if they need assistance at (800) 541- 6682 X 24357 or go to their link on WebCT.

Plagiarism and Academic Honesty

Be aware of the university's plagiarism and academic honesty policy. Any perceived act of plagiarism or academic fraud will be reviewed by a disciplinary committee. The consequences may include termination from the program. See CAHN 2009-2010 Student Handbook.

Retake Policy

Failure of a *required* course requires repeating the course at its next scheduled offering. Upon successfully repeating the failed course, a grade of no higher than passing (80%) with the notation "R" will be posted on the transcripts.

Failure of an *elective* course may be repeated at its next scheduled offering. Upon successfully repeating the failed course, a grade of no higher than passing (75%) with the notation "R" will be posted on the transcripts.

Any second course failure (repeated or otherwise) will result in dismissal from the program without a chance for retaking the second failed course.

Admissions, Enrollment, & Withdrawal from Course/Program

Transfer Credits

The Dr.OT requires a minimum of 69 graduate course credits beyond the baccalaureate degree, or a minimum of 39 hours of coursework in the program beyond a master's degree. Routes of entry into the Dr.OT program include: a bachelor's degree in occupational therapy; a bachelor's degree in occupational therapy and a masters' degree in another field; or with a master's degree in occupational therapy. Thirty credit hours of graduate coursework of grades 'B' or better from an accredited program will be accepted towards the Dr. OT degree if admitted with a Bachelors, but without a completed Masters degree.

The PhD degree requires a minimum of 60 credit hours beyond the master's degree. No transfer credits will be accepted in the Ph.D. program.

Continuous Enrollment

Students are required to be continuously enrolled in the program, by taking at least one NSU doctoral (OCT, HPH, or other) program approved course each term, until all program requirements are successfully completed. Ph.D. students please refer to *Proposal and Dissertation Guidelines* for special registration requirements. Generally, any academic requirement that uses a faculty or committee chair's (and/or member's) time (e.g. dissertation or capstone) will require enrollment in a course. However, a committee members' review of a candidate's manuscripts for publication (unless a course requirement) is not included in the requirement for continuous enrollment.

Refunds, Late Registration, and Late Fees

See current Student Handbook for late registration and tuition refund policy/schedule.

Non-matriculating Students

A non-matriculating student is one that wishes to take a course (s) in the doctoral Program to explore the possibility of attending as a degree-seeking student. The non-matriculating student can take a maximum of 2 courses. Preference for course enrollment will be given to degree-seeking students because of the limited seats available in the program.

Netiquette

Electronic communication is essential in online courses, and students are expected to contribute constructively to the learning environment. So all discussion postings, emails, and other forms of communication is expected to be civil and respectful. A student who is disruptive or inappropriate will receive a warning from the instructor, and if the problems persist, may be referred to the Committee on Student Progress for disciplinary proceedings.

Residencies

Dr. OT Residency

Purpose

The focus of the Dr. OT clinical or community residency is to:

1. Expose the student to advanced practice, leadership, and/or policy development and implementation, including role emerging arenas, that offer opportunities for professional growth in an identified area of interest
2. Provide an opportunity for the development of basic research and/or program development and evaluation skills
3. Increase opportunities for networking with expert clinicians, leaders, and visionaries in the occupational therapy and related professions

Guidelines and Requirements

The guidelines and requirements for the Dr. OT clinical or community residency include the following:

1. Prior to initiating the residency, the student must provide a list of learning objectives and proposed product to the professor and the residency supervisor. This will be influenced by their choice of methodology. This written report should also include a time line and how the residency facility will support this endeavor.
2. Individualized experiences that meet the needs and interests of the students
3. A minimum of 90 hours must be spent on the residency. This time must be logged on-line, following specifics of the course syllabus.
4. The course professor will collaborate with the student to determine what activities qualify for the 90 hours of residency involvement. Acceptable activities include:
 - Observation with residency supervision
 - Approved data collection assistance for the supervisor's projects
 - Site visits to recommended faculties
 - Any e-mail or phone contact with the supervisor
 - Dialogue and discussions with experts about the project
 - Continuing education related to the topic as approved by a NSU instructor and residency supervisor, but cannot exceed 50% of residency time
 - Supervisor recommended reading material to not exceed 10 of the 90 hours

Unacceptable activities:

- Travel time
 - General reading
 - IRB writing
 - Final paper writing
 - Finding and establishing initial relationship with supervisor
5. The residency may occur in more than one site, as approved by the course professor, but have one coordinating residency supervisor
 6. The residency must occur with a master occupational therapist or other approved professional, with known expertise in a particular area. The expertise must be in the context area and/or methodology that the student is interested in for the capstone project. The course professor and the student will collaborate to determine eligibility of the chosen professional, following stated criteria below. However, it is the student's responsibility to

arrange with the professional for residency involvement. The course professor must approve the initial contact e-mail or letter. Potential supervisors should not be contacted until the student is clear about their own capstone objectives.

7. If the student will be working with clients, it is mandatory that the student complies with all national and state legal and licensure regulations, maintain malpractice and personal health insurance. All organizational and departmental policies and procedures and other requirements must also be followed (HIPPA requirements, CITI training, etc). This document will need to be signed by the master clinician, who will be supervising your residency, and mailed to the professor before the residency begins.
8. The student will include in their final residency summary (single subject, interview, program evaluation or program plan, etc.) a description of the experience and how the learning objectives were met. This report, along with the capstone project, will be due by the end of the Residency course.
9. The student will also turn in a feedback form from the mentor at the end of the residency.
10. The grade for the residency will be Pass/Fail and will be assigned by the OCT 7003 course professor.
11. When necessary, other faculty will be asked to contribute their expertise in the evaluation of appropriate residency sites and review of the final products, as capstone advisors.

Pass/Fail Criteria

The student must meet the following criteria in order to pass the residency

1. Involvement for a minimum of 90 hours, as noted on the WebCT log, during the Evidence and Outcomes OCT 7007 course or Residency course
2. A final written description of the experience by the end of the course
3. Master Clinician approval, by signature, of the proposed residency plan
4. Approval by the course professor of site and clinician/expert choice

Criteria for the Master Clinician or OT Expert as Mentor

1. Able to articulate theoretical and practice aspects of the occupational therapy or related profession
2. Able to demonstrate a high level of expertise in the student's area of interest
3. Able to understand the art and science of occupational therapy
4. Involved in professional development activities in an ongoing manner
5. Recognized locally, in state, nationally, or internationally for their area of practice
6. Able to share knowledge and willing to participate in educational endeavors

PhD Research Residency

Purpose

The purposes of the Research Residency are:

1. To provide the student with research or research related mentoring experiences prior to starting their dissertation study
2. to further enculturation the student in the world of research, science, and scholarship
3. To provide opportunities for expert influence on student's research interests and direction
4. To provide needed research related experiences/skills/knowledge to fill student needs related to student's area of study.

Requirements

1. That it is individualized to meet the research needs and interests of the student
2. a minimum of 160 contact hours
3. May be completed in more than one location or with more than one mentor
4. The residency experience must relate directly to the student's dissertation area of study
5. It is the student's responsibility for all residency arrangements. But the final decision/approval regarding the residency is the responsibility either the chair of the student's dissertation committee (if completed after a committee has been selected) or the doctoral program director.
6. If the student will be working with clients/subjects, the student must:
 - a. comply with institutional/state/country regulations
 - b. maintain malpractice insurance
 - c. maintain personal health insurance
7. Students must submit to the committee or doctoral program director a residency proposal with written learning objectives and the proposed time frame for the experience. This should include information on how the residency will support the student's dissertation
8. Following the residency, the student will submit a report to the committee with evidence of the student's success in meeting the objectives. This report is due within one month of the completion of the residency.
9. The grade for the residency will be pass-fail and will be assigned by the chair of the student's committee in collaboration with the committee if the residency is completed after the committee has been selected (or by the doctoral program director if before).

Criteria for Researcher/Scholar/Expert as Residency Mentor

As judged by the student's committee, the persons must be:

1. able to articulate links between theory and practice
2. a current and active researcher
3. actively involved in adding to the knowledge base
4. recognized nationally or internationally in the profession
5. possess expertise in skill, knowledge, or is scholarly pursuit closely related to student's research area of interest

Note: Attending continuing education workshops and courses do not qualify as residencies. Research residencies in this program take the place of actual hands-on research assistantships, so actual research related experiences are expected.

Graduation Commencement and Degree Conferral

The College of Allied Health & Nursing graduation commencement ceremony is held once per year in August. You will be eligible to apply for and participate in the commencement ceremony after all requirements for the degree have been met, or after you can ensure the program director that you will complete all requirements by the end of the calendar year of commencement. So you may “walk” at graduation before completing all requirements. The deadline for your decision to “walk” at graduation should be made before the commencement application deadline, usually in mid May. There are several graduation activities associated with the Sunday commencement ceremony. These include: graduation rehearsal, a doctoral reception and presentations of dissertations and capstone papers, a dinner/dance, and graduation photo sessions. These activities usually start on the Thursday before commencement. You should receive an email announcement and application instructions for the commencement and all related activities sometime in late spring. Please discuss your plans for attending graduation with the program director to ensure that you are included on the graduation list to receive the announcement.

The **degree conferral** is separate from graduation; the graduation ceremony *application* is a separate process. You must submit a completed **degree conferral application and fees** for your degree to receive your diploma from the Registrar’s Office. But only after you have met all the requirements for graduation, to include satisfactory completion of all coursework, paid all fees and obligations to the university, have nothing outstanding (library, financial aid, Bursar’s office, OT Department, dissertation submissions, etc.). Please allow at least 4 weeks to process your degree conferral. All requirements for graduation have to be checked by multiple offices before the department chair will approved the application.

Appendix A

Academic Calendar 2009-2010

NSU Occupational Therapy Doctoral Degree Program

NSU -College of Allied Health and Nursing
 Doctoral Occupational Therapy
 Academic Calendar
 2009 -2010

May 4, 2009	Begin Summer Semester
June 1-5, 2009	Begin Summer Research Institute (SRI)
June 5-7, 2009	Mid Session (on campus)
July 3, 2009	Independence Holiday, University Holiday
July 4, 2009	Day after Independence, University Holiday
August 21, 2009	End Summer Semester
August 28, 2009	'Graduation Rehearsal
August 29, 2009	Graduation Award Dinner
August 30, 2009	Graduation
August 28-29, 2009	Orientation for New Students
August 31, 2009	Begin Fall Semester (201020)
September 7, 2009	Labor Day, University Holiday
September 19, 2009	Rosh Hashanah, University Holiday
September 28, 2009	Yom Kippur, University Closed
October 23 - 25, 2009	Mid Session (on campus)
November 26-27, 2009	Thanksgiving Holiday, University Closed
November 27, 2009	Day after Thanksgiving, University Closed
December 18, 2009	Fall Semester End (201020)
December 24, 2009	Christmas Eve, University Closes at Noon
December 25, 2009	Christmas, University Holiday
December 31, 2009	New Years Eve Day, University Closes at Noon
January 1, 2010	New Years Day, University Holiday
January 4, 2010	Begin Winter Semester (201030)
January 18, 2010	Martin Luther King Day, University Holiday
February 19 – 21, 2010	Mid Session (on campus)
April 2, 2010	Good Friday, University Holiday
April 23, 2010	Winter Semester End (201030)
May 3, 2010	Begin Summer Semester (201050)
May 31, 2010	Memorial Day, University Holiday
July 4 & 5, 2010	Independence Day, University Holiday
August 20, 2010	End Summer Semester (200950)
August 27, 2010	Graduation Rehearsal & Graduation Award Dinner
August 28, 2010	Graduation
November 25-26, 2010	Thanksgiving Holiday -University Closed

December 24, 2010
December 25, 2010
December 31, 2010
January 1, 2011

Christmas Holiday-University Closed
Christmas Day -University Closed
New Year's Holiday-University Closed
New Year's Day -University Closed

Appendix B

**Doctor of Occupational Therapy Program
Nova Southeastern University
3200 South University Drive
Ft. Lauderdale, Florida 33328-2018
954-262-1242**

Contract for Completion of Incomplete Course Work

It is the student's responsibility to complete this contract and get the instructor's approval.

Please print or type all information:

STUDENT'S NAME		NSU ID: N _____	
COURSE NUMBER	COURSE DATES	semester	year
COURSE TITLE			
CLASS LOCATION		INSTRUCTORS NAME	

I am requesting an Incomplete for the following reason(s): _____

Unfinished work for course (specify): _____

Plan for completion of work: _____

Date agreed upon for completion of work: _____

I UNDERSTAND THAT: Work not completed by the above date will automatically be recorded with a grade of F.

Date: _____ Student's Signature: _____

Date: _____ Instructor's Signature: _____

When complete, instructor must submit a grade change form to the Office of the University Registrar.

Appendix C

Nova Southeastern University
Occupational Therapy Department
Doctoral Programs

Leave of Absence Request Form

Date: _____

Student's Name: _____

Student ID: _____

Rationale for Leave of Absence (LOA) Request:

LOA Request approved ____

LOA Request denied ____

Rational for approval/denial:

ACTIONS TAKEN:

Signature of Program Director/Date:

Signed: _____

Date: _____

Copy: Student academic file