



## **Occupational Therapy Assistant Program**

# **2011**

# **Applicant Handbook**

**For January 2012 NU OTA Program Admission**

*This document is also available **ON-LINE** at:*  
*[www.NewmanU.edu](http://www.NewmanU.edu) > [Study@NU](mailto:Study@NU) > Undergraduate > Occupational Therapy Assistant > applicant handbook (PDF)*

## **Newman University Phone Numbers and Addresses**

**Phone number:** (316) 942-4291 or toll free\* (877) NEWMANU / (877) 639-6268

*\*Newman's toll-free number is in operation from 8:00 AM to 5:00 PM Central Time only.*

Admissions Office .....Ext. 2144

Occupational Therapy Office .....Ext. 2238

Registrar's Office .....Ext. 2121

Financial Aid Office.....Ext. 2103

**NU Fax number:** (316) 942-4483

**NU Mailing Address:** Newman University  
ATTN: [specify office or person]  
3100 McCormick Avenue  
Wichita, KS 67213-2097

**OTA Program Email:** [goldsbys@newmanu.edu](mailto:goldsbys@newmanu.edu)

**Newman Web Site:** <http://www.newmanu.edu>

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# **First Things First...**

## ***Welcome***

Thank you for your interest in the Occupational Therapy Assistant Program at Newman University! This handbook contains information you will need to enter the Occupational Therapy Assistant Program in January (Spring semester). If you plan to enter the Occupational Therapy Assistant Program in a later year, you will need to request that year's *Applicant Handbook* when it becomes available, and use the application forms found therein. Please carefully read the *Applicant Handbook*, making special note of the requirements and deadlines. We encourage you to contact the Occupational Therapy Assistant Program if you have questions.

## ***Non-Discrimination Statement***

Newman University does not discriminate on the basis of sex, age, race, creed, handicap, national or ethnic origin. Any person having inquiries concerning this may contact the Vice President for Academic Affairs, 3100 McCormick Avenue, Wichita, KS 67213-2097, or by calling (316) 942-4291.

## ***Disclaimer***

The material provided in this handbook is for information only and does not constitute a contract. For example, fees, policies, courses, and degree requirements may be reviewed and changed without notice.

# **What Is An Occupational Therapy Assistant?**

## ***What Occupational Therapy Assistants Do***

Occupational Therapy Assistants (“OTAs” or “COTAs”) work under the supervision of a Registered Occupational Therapist (“OT” or “OTR”) to provide services to those individuals whose ability to function is impaired or threatened. Occupational Therapy Assistants help these individuals by working with them to restore, adapt, or compensate for the skills needed to resume important life roles. For example, the Occupational Therapy Assistant could teach an individual who was in an automobile accident and lost the ability to use an arm ways to dress using one hand; a child with developmental delays could be helped to learn how to hold a pencil; an elderly person with rheumatoid arthritis may need the OTA to recommend a special tool (a large-handled button hook, for example) in order to button a shirt or blouse; or a person with a spinal cord injury causing paralysis of the legs may need to be taught a special techniques for dressing.

## ***Where Occupational Therapy Assistants Work***

Occupational therapy assistants work in diverse settings with a wide variety of populations. At present, most OTAs work in the rehabilitation units of general hospitals, in free-standing rehabilitation hospitals, in the skilled nursing units of long-term care facilities, or in school systems. The work can range from treating a person in a nursing home who has suffered a stroke or hip fracture to assisting a child with developmental disabilities in the classroom. Locally, new opportunities for OTAs are currently developing in the areas of Acute Inpatient hospital care and Home Health. Wherever an OTA or OT practices, the main objective of occupational therapy is to help individuals attain satisfaction in life through participation in their valued work, play, social, and self-care activities.

## ***What Occupational Therapy Assistants Earn***

According to the US Department of Labor’s *Occupational Outlook Handbook*, median annual earnings for OTAs, nationally, were \$48,230 in 2008. Employment of occupational therapy assistants is expected to increase much faster than the average for all occupations in the future. For more information from this source, see the web site <http://stats.bls.gov/oco/ocos166.htm>

## ***Can I Observe OTAs and OTs On The Job?***

If you would like an opportunity to “shadow” an OT Assistant in an actual work setting for a few hours, please call our Program Assistant for contact information. Please dress nicely for this experience, be very polite, and show gratitude for the opportunity, as your professional behavior will reflect—positively or negatively—upon the (NU OTA) program that referred you. Although, strictly speaking, not a requirement for program entry, it is highly recommended—especially if you have not yet had the opportunity to observe an OTA or OT on the job.

# Is Newman University the Best School for Me?

## *Our Mission*

The Newman University Occupational Therapy Assistant Program commits to empowering students through a liberal arts and technical education to be highly competent, reasoning, and caring Occupational Therapy Assistants who will serve their diverse clients and the profession with skill, a commitment to life-long learning, and respect for the dignity of all persons.

## *Our Vision*

The Newman University Occupational Therapy Assistant Program challenges itself to become and remain:

- An OTA educational program graduating competent, qualified OTA practitioners that are respected in the community for their breadth of knowledge, skills, and ethical professional behaviors.
- An OTA educational program with a reputation for providing a well-rounded, inspirational, technical and liberal arts oriented educational experience that employers and fieldwork educators value, seeking out our graduates for available positions and referring prospective students from workplaces, families, and communities of those employers and fieldwork educators.
- An OTA educational program which addresses the needs of primary and emerging practice sites of the region in which it resides, and facilitates the development of new practice areas where unmet needs for OT/OTA adaptational intervention are awaiting a solution.
- An OTA educational program with excellent student retention rates and high national board examination results.

## **Accreditation & Outcomes**

**Newman University** is accredited by North Central Association of Colleges and Schools, located at 30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504. The North Central Association may be contacted by telephone at (800) 621-7440.

**The Newman OTA Program** is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's telephone number c/o AOTA is (301) 652-AOTA. Graduates of the program will be eligible to sit for the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, Kansas and most other states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. Please note that a felony conviction and/or other records of misconduct may affect the graduate's ability to participate in required fieldwork, sit for the NBCOT certification examination, and/or attain licensure. (See also the section titled "Notification of Disclosure")

**Outcomes** (such as NBCOT first-time pass rates) for students of Newman's OTA Program compare favorably to the national average for OTA Programs. For the latest available NU OTA Outcomes information, please go to our NU OTA website and click "Outcomes."

## ***Occupational Therapist (OTR) Educational Programs***

A Master's or Doctor's degree in Occupational Therapy is now the minimum requirement for students wishing to become Registered Occupational Therapists. Students interested in pursuing an OT Masters may wish to enquire into Newman's 3+2 "Dual Degree" arrangement with Washington University in St. Louis, MO. Faculty advisor for that program is Dr. Surendra Singh, Ext. 2117 ([singhs@newmanu.edu](mailto:singhs@newmanu.edu)).

Students wishing to obtain their OTA Associate of Science degree at Newman and later progress to an OT Master's Degree may wish to visit the listing of "Educational Programs for OTAs Seeking Occupational Therapy Degrees" maintained by the American Occupational Therapy Association (AOTA) on the internet at [www.aota.org](http://www.aota.org). Click on "Students," then "Schools," then "Educational Programs for OTAs seeking OT Degrees."

### ***Advantages of Newman University.***

- Dynamic, supportive, professional-level **Faculty and Staff**.
- State-of-the-art **Facilities**, including laboratories dedicated to the OTA Program.
- Emphasis on developing those **Skills** needed for "hands on" delivery of occupational therapy services, including the client-practitioner interaction.
- **Liberal Arts** background and A.S.C. Sisters heritage which challenges students to
  - Respect the dignity of every person,
  - Develop and empower people,
  - Develop the whole person,
  - Become thinking persons for tomorrow's world,
  - Consider with special regard the persons who are disadvantaged, and
  - Attain an interdependent global perspective.

### ***Will I Be Required To Go To Mass?***

Newman University is a sponsored ministry of the Adorers of the Blood of Christ (A.S.C.), United States Province, whose congregation was founded in Italy in 1834 by St. Maria De Mattias, an outstanding educator. Routine participation in religious activities is *not* a requirement for students attending Newman University, however. Approximately half of all students and faculty at Newman come from faith traditions other than the Roman Catholic Church. Together we strive to, as our University Mission Statement says, "become liberally educated persons who will respect the dignity of every person," "become thinking persons for tomorrow's world," and "consider with special regard the persons who are disadvantaged."

# **Is Occupational Therapy Assistant the Career for Me?**

## ***Health Requirements***

As an occupational therapy assistant student involved in clinical instruction, you may be at risk for exposure to infectious or communicable diseases including, but not limited to illnesses common in childhood (measles, mumps, rubella, and chicken pox), hepatitis B, and tuberculosis. It is important that you have documentation for common vaccinations received in childhood, along with recent negative TB results (must provide documentation of negative TB results in past year), current status for hepatitis B vaccinations and a Tdap (tetanus, diphtheria, and pertussis) shot (has only been available since 2005) to meet the standards of fieldwork centers. This requirement is for your health protection and that of the clients or patients served by the agency. It would be helpful to begin now to gather your records and create a personal medical file. A completed Newman University Immunization Record Form will be required prior to the second year of course work. This form, along with more detailed information, will be provided following acceptance into the Program.

## ***Technical Standards, Essential Eligibility Requirements, and Essential Program Requirements of the Occupational Therapy Assistant Program***

Since a Associate of Science Degree from an accredited Occupational Therapy Assistant program signifies that the holder is eligible to sit for the National Board for Certification in Occupational Therapy Examination and is prepared to practice occupational therapy, it follows that graduates must have the knowledge and skills to function in a broad variety of clinical, community, or school based situations and to render a wide spectrum of occupational therapy services. Therefore, the following abilities and expectations must be met by all students admitted to the Occupational Therapy Assistant Program at Newman University. These expectations can be met with or without accommodations.

**I. Sensory Processing Demands:** The student is required to have functional use of vision, hearing, and touch along with awareness of body position and movement. Specific visual skills required include near and far vision, peripheral vision, color vision, and depth perception. Information from the sensory systems must be accurately perceived and interpreted to provide quality patient care.

**II. Cognitive Demands:** The successful occupational therapy assistant student maintains a high level of alertness and responsiveness during classroom and fieldwork situations. The student must possess the ability to focus on a task for a prolonged period of time to allow for successful learning to take place. In addition, the occupational therapy assistant must be able to recall information and organize information in an efficient and useful manner. This includes the ability to acquire, retain, and prioritize informational data, conceptualize and integrate abstract information, apply theoretical knowledge to specific patient populations, justify a rationale for therapeutic interventions, and problem-solve to create innovative and practical solutions.

**III. Physical Demands:** The successful occupational therapy student must possess sufficient motor abilities to allow for treatment intervention with a variety of patients/clients. This includes functional use of all (four) extremities which would allow the student to carry out assessments and to provide therapeutic interventions. Quick reactions are necessary not only for safety, but for one to respond therapeutically in most clinical situations. The student also needs

to demonstrate good mobility skills including the ability to walk, climb, stoop, kneel, crouch, and crawl to allow for one to complete therapeutic interventions on all types of surfaces. The student is regularly required to maintain positions for extended periods of time such as sitting, standing, and writing grasp. The student frequently is required to demonstrate good arm placement to allow for reaching and positioning of hands to successfully manipulate large and small objects. The student must regularly lift and/or move up to 10 pounds. The student must occasionally lift and/or move more than 100 pounds. Physical endurance must be sufficient for the provision of direct, hands-on patient treatments for 6 or more hours per day.

**V. Psychosocial Demands:** The student must display the emotional maturity to interact with a variety of individuals with diverse age, diagnoses, culture, and socioeconomic backgrounds. The student frequently needs to address multiple, demanding tasks simultaneously and therefore needs to have established effective strategies for stress management.

**VI. Communication Demands:**

**Written:** The student must be able to effectively communicate in written English. The format can range from a brief note with appropriate use of abbreviations to a descriptive narrative.

**Verbal and Nonverbal:** The student must be able to produce the spoken word and to interpret verbal information along with nonverbal cues of mood, temperament, and social responses from patients/clients, supervisors, and peers. Response to emergency/crisis situations, as well as more routine communication must be appropriate to the situation. Communication must be accurate, sensitive, and effective.

**Reading:** The student must be able to read and comprehend information in English from a variety of written sources (e.g. textbooks, professional journals, medical/school records, and government regulations).

**Computer:** The student must be competent in basic computer use including the ability to use databases and search engines to access information, perform word processing for writing; and utilize media software (e.g., MS Power Point) for developing presentations.

**VII. Environmental Demands:** The occupational therapy assistant student must be able to successfully negotiate, achieve access to, and function successfully within multiple environments. These environmental situations may be physical, social, or cultural.

The physical environment would consist of nonhuman aspects. The student is occasionally exposed to wet or humid conditions (non weather); work near moving mechanical parts, fumes or airborne particles, hazardous materials, blood borne pathogens, outdoor weather conditions, risk of electrical shock, risk of radiation, and vibration. The noise level in the work environment will range from a classroom situation in which the noise level is low to an industrial or clinical environment where the noise level may be high.

The social environment consists of the norms, expectations, and routines of different environments. The occupational therapy student will be exposed to multiple treatment environments which have implicit and explicit rules for professional behavior.

The occupational therapy student must demonstrate multicultural competency skills to allow for one to function within multiple client populations. Multicultural competency skills as outlined by the American Occupational Therapy Association include: awareness of one's culture, willingness to explore and become knowledgeable about another culture, being respectful to individual diversities, and being able to select culturally sensitive therapeutic interventions.

**VIII. Professional Behaviors:** The student is expected to demonstrate professional behaviors

and attitudes during his/her participation in the classroom and clinical settings. This includes, but is not limited to appropriate language, flexibility toward change, ability to give and receive feedback, accepting responsibility for one's own conduct, dependability, initiative, truthfulness, collaboration, organization, and maintaining confidentiality. The student is expected to display a positive attitude toward patients/clients, peers, and supervisors.

**Note:** The description above is based upon information from the U.S. Department of Labor's Bureau of Labor Statistics and Office of Administrative Law Judges, and other sources. It is intended to reflect the functions needed to successfully participate in the OTA Program. These functions are listed in a general manner. The list is not all-inclusive, and is not a contract, expressed or implied. The description attempts to describe functions in multiple contexts, from the didactic (classroom) experience to the fieldwork experience. Keeping this in mind, some functions may increase or decrease, depending on the context.

### ***Notification of Disclosure***

#### ***Regarding Criminal Convictions, Substance Abuse, Malpractice, or other Misconduct***

Applicants should know that making application to the National Board for Certification in Occupational Therapy (NBCOT) to sit for the national certification examination includes answering questions regarding any felony charges and convictions; the suspension or revocation of any professional license, registration, or certification; having been found to have committed negligence, malpractice, recklessness, or willful misconduct which resulted in harm to others; having been suspended and/or expelled from a college or university; and possibly other matters. NBCOT will consider an individual's record on a case-by-case basis to determine if the circumstances of an individual's misconduct may be such to indicate an inability to safely, ethically, or proficiently engage in the practice of occupational therapy. A candidate should direct any questions he/she may have to NBCOT, 800 S. Frederick Ave., Suite 200, Gaithersburg, MD 20877 or call (301) 990-7979.

Additionally, applicants should know that most states have regulations regarding an individual's eligibility to practice as an occupational therapy assistant in that given state. As part of the application process, states may request information regarding history of chemical and/or alcohol abuse; being charged, convicted and/or imprisoned for a felony or Class A misdemeanor; malpractice; and possibly other matters. Finally, applicants should know that passing a background check is a pre-requisite to being accepted as a student intern by a growing number of hospitals, schools, and other fieldwork sites. A felony conviction and/or other records of misconduct may seriously limit the availability of fieldwork opportunities while a student, resulting in an inability to complete all requirements necessary for graduation.

### ***Certification***

Graduates of the Newman University OTA Program will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). National certification is renewable every three years. Regulations to practice as an occupational therapy assistant vary from state to state.

## Can I Afford It?

### **Financial Aid**

Those individuals making application to the Occupational Therapy Assistant Program should direct all inquiries about financial assistance to the Financial Aid Office—and are encouraged to do so early in the process! Early completion of the “Free Application for Federal Financial Aid,” available online at <http://www.fafsa.ed.gov/> could make a substantial difference, in some cases. Other forms and free financial aid counseling are available through the NU Financial Aid Office at any stage (before, during, or after) of the application process.

Please note that one’s work history, enrollment as a part-time student (i.e., less than 12 hours per semester) or having previously earned a Bachelor’s degree may limit the amount and/or availability of certain types of financial aid. *Students receiving athletic scholarships from Newman University should note that required participation in Level II Fieldwork may preclude concurrent participation in athletic practice and/or competitive events (as required for maintenance of the scholarship) due to the necessity for geographic relocation and/or scheduled internship time requirements.* To continue athletic participation, therefore, the student may need to delay one or both Level II affiliations. Our Academic Fieldwork Coordinator will work with you to find ways of accommodating athletic involvement, but flexibility on the part of the student *will* be required. Please also note that since each Level II Fieldwork course is 4 credit hours, you will not be eligible for types of financial aid requiring full-time enrollment (12 hours or more) during the terms in which you are doing Level II Fieldwork.

Students often ask about the availability of free housing or internship stipends provided by fieldwork sites. While a few sites still do offer free housing, stipends for OTA students performing internships have become practically non-existent in today’s competitive, cost-conscious health care environment.

### **Expenses**

The following is a list of projected expenses the student will incur while enrolled in the Occupational Therapy Assistant Program. All costs are approximate and subject to change.

#### **NU Admission**

Application to the University	\$20
Newman new student orientation fee	\$150

#### **Tuition**

Undergraduate tuition for the current academic year:

Each credit hour if enrolled for 1 to 11 hours	\$696
Flat tuition rate if enrolled for 12 to 19 hours	\$10,433
Tuition for each credit hour over 19 hours	\$696
Summer Tuition, per credit hour	\$331
Technology fee per credit hour	\$15
Lab/Course fees	\$0 - \$75 per course

#### **Selected Fees**

Parking Fee, per semester	\$25
Student Activity Fee (per semester, for on-campus full-time students)	\$175

Other fees may apply (See NU *Catalog* and *Schedule of Courses*). Tuition, fees and charges are

subject to change without notice. Applicants should anticipate the possibility of an increase in tuition and fees in subsequent years.

### **Housing**

All full-time freshmen and sophomores under the age of 21 are required to live in the Residence Halls unless they are living with a parent or legal guardian, or are married. All on-campus residents must be full-time students, unless an exception has been granted. Room and board at NU is approximately \$3000 to \$4000 per semester, depending upon private or semi-private accommodations and meal plan selection. A room deposit is also required.

Off-campus housing typically ranges from approximately \$500 to \$1000 per month. Due to the limited number of local fieldwork sites, students enrolled in Level II Fieldwork may be required—and should be prepared—to relocate outside of the city or state to complete one or both Level II experiences. Most often housing is not provided and students are responsible for making their own housing arrangements. Your OTA Program Fieldwork Coordinator will work with you to select locations which might work best for you (e.g., a city where a friend or relative with whom you could live might reside; scheduling both internships in the same locality; etc.). The student should anticipate the possibility of relocation for Level II Fieldwork, and consider this prior to signing any lease agreement which might extend into the period in which Level II internships will be done.

### **Transportation**

Students will need to have access to some form of transportation due to commuting requirements to various Level I and Level II fieldwork sites. On occasion, students may be able to carpool to some off-campus experiences. Transportation costs are the responsibility of the student.

### **Memberships** - (annually)

Newman Occupational Therapy Student Association (NOTSA)*	\$15
Kansas Occupational Therapy Association (KOTA)*	\$16
American Occupational Therapy Association (AOTA)	\$75

(\*Note: Only AOTA student membership is required, and is paid out of course fees)

### **Health-Related Requirements & Recommendations**

Health exam, including TB Test (annually)	\$90-\$150
Required Immunizations (one time)	\$30-\$50
Hepatitis B vaccine – required (one time)	\$135-\$300
Health Insurance - Required	Varies with age, medical history, plan, provider
Background Check- Required	\$50
Health Care Provider CPR Training	\$35

### **Other Expenses**

Professional Liability Insurance (annually)	\$40
Student Name Tag	\$7
Graduation Fee	\$75
Transcript Fee (per transcript)	\$7
NBCOT Examination	\$500

**Note: Tuition, fees and charges are approximate and subject to change without notice.**

### ***Time Commitments for Employment and Volunteer Service***

Being a college student in a health care services education program requires many hours of study outside of the actual hours spent in class. In addition, required Level I Fieldwork experiences are frequently scheduled outside of class and lab times. Thus, we discourage full-time employment. Please consider study needs when making vocational plans. Part-time job opportunities are routinely posted in the OTA classroom areas of Eck Hall. Campus job information can be found in the Financial Aid Office. Another source of information is the local newspaper, the *Wichita Eagle*. We encourage volunteer and/or paid employment (such as rehabilitation aide) at facilities that offer occupational therapy services. However, in order to maximize student learning experiences, we do not allow fieldwork experiences at facilities where a student has had previous volunteer or work experience.

Because knowledge and skills gained in each course are built upon and applied in subsequent coursework and fieldwork, OTA coursework must be completed in a prescribed sequence. OTA courses are offered one time a year. Thus, a student who is unable to successfully complete a course may not be able to complete the program on the schedule originally anticipated. If this occurs, the student is encouraged to enlist the assistance of his or her advisor to determine an appropriate course of action.

Level II Fieldwork (two internships, at least one of which must be full time, 40 hours/week, for 8 weeks) presents a special challenge for students who have been working to support themselves while attending school. Employment of any kind is considered to be *incompatible* with full time Level II Fieldwork placement. Students who are working will need to make other arrangements (student loans, family support, etc.) to meet financial obligations during those experiences.

# How Do I Apply?

## *Advising*

Occupational Therapy Assistant Faculty are available to advise students as they prepare to enter the OTA Program. Because each student's situation is different, students are encouraged to contact faculty as needed for help with:

- answering questions about the occupational therapy profession
- deciding which courses to take and when
- fulfilling application requirements in a timely fashion
- answering any other questions the student may have

Please note that acceptance by Newman University must precede entrance into the OTA Program. In the case of transfer and advanced-placement students, specific advising relative to course enrollment can sometimes effectively be given only after the Registrar has completed a transcript analysis and issued a degree worksheet as part of the Admission process. Early application for Newman University admission is highly recommended as a first step in the OTA application process.

## ***Overview of the Application Process***

**Conditional acceptance into the Newman University Occupational Therapy Assistant Program will require that prospective students:**

- Apply to and be fully admitted to Newman University as a student in good standing with a post-secondary Grade Point Average (GPA) in relevant coursework of 2.25 or better. (If the applicant lacks significant college coursework, the high school GPA will be referenced.)
- Expect to complete by January, with a grade of "C" (2.0) or better, the following five pre-requisite NU courses (or their transfer equivalents, as determined by the NU Registrar):
  - Medical Terminology
  - Human Anatomy
  - General Psychology
  - Intermediate Algebra\*
  - College Writing I\*(\*Not required as a Gen. Ed. if student has a Bachelor's degree from another institution)
- If the student is an international student whose first language is not English, meet Newman University requirements for admission (based on TOEFL/TWE score and/or Writing I grade).
- Complete application forms A1, A2, A3 & A4 for current year, exactly according to the instructions given.

**To be granted Full acceptance, Conditionally admitted students will also be required to have:**

- Completed, with a grade of "C" (2.0) or better, all five (above) pre-requisite courses, as evidenced by the transmission of official (sealed) transcripts to the NU Registrar's Office. Exceptions to the above criteria will be considered on a case-by-case basis upon receipt of a petition from the applicant (see form P1 in this booklet). Further information is provided in the remainder of the *Handbook* regarding the above application requirements. Please see "Admission Class Selection Process" for more details about selection criteria, deadlines, and notification. Note that after acceptance all students will be required to complete the professional background check designated for use by the NU School of Nursing & Allied Health (along with other forms described under "*After You Are Accepted*") in order to progress to the second semester of the program.

## ***Admission to Newman University***

To be admitted to Newman University, prospective students will need to fill out an NU application form, pay the processing fee (if any) and have official college transcripts in sealed envelopes from any other college or university attended forwarded to the NU Admissions Office. Math and English placement testing is also required of certain NU applicants prior to enrollment. An NU application form is available through the Newman University Admissions Department or online at [www.newmanu.edu](http://www.newmanu.edu). It is also possible to apply to Newman online (in which case the processing fee is waived).

Transcripts are reviewed by the Registrar's Office as part of the admissions process, and this review enables the OT Faculty to better advise applicants. **Students must be fully accepted into Newman University to be accepted into the OTA Program.** A designation of incomplete acceptance, conditional acceptance, or probation will not fulfill this criterion.

## ***Transferring Courses***

Students who have taken or plan to enroll in non-OTA courses outside of Newman University may verify that the course will be counted as an equivalent in three ways: Students should first check the Course Equivalent lists in the back of this *Handbook*. For courses not listed on the Course Equivalents lists, students may contact the Registrar's Office (Ext. 2249). Finally, students may petition the Occupational Therapy Faculty, using the "Course Substitution Petition" form in the back of this *Handbook* for acceptance of co-requisite courses (Note: Exceptions to General Education requirements for Math, English, Theology, Philosophy, and Speech must be submitted to the Registrar for consideration by the University's Exceptions Committee). Students should consult with an OT Faculty member for more information if a petition letter seems to be called for.

Applicants are responsible for forwarding all needed transcripts to Newman University in a timely manner. Late transcripts may delay the acceptance process. Courses (whether transferred or taken at Newman University) which have been completed more than five years prior to the year in which the student is making application will be reviewed by the Registrar and may be forwarded to OT faculty. In some cases, the applicant may be requested to repeat a course. (See also "Course Equivalents.")

**NOTE: If any Pre-Requisites have been completed at other institutions following application to the University**, updated official transcripts reflecting this must be transmitted to the NU Registrar's Office by Sept. 15 to validate completion and calculate GPA scores for program admission purposes. Likewise, **official transcripts for Pre-Requisite courses completed during the fall semester must be forwarded to the Registrar promptly** at the conclusion of that semester in order to begin classes in January.

## ***General Education, Co-requisite, and OTA Coursework Sequencing***

Students seeking an Associate of Arts (A.S.) degree at Newman University must meet the corresponding General Education requirements outlined in the *Newman University Catalog*. In addition, the Occupational Therapy Assistant Program requires specific prerequisite coursework to ensure that students are academically prepared to meet the demands of the curriculum and the profession, and to provide a foundation for additional knowledge and skills specific to the occupational therapy practitioner.

OTA-specific courses are offered only once per year, and typically must be taken in the exact sequence outlined. The sequencing of non-OTA coursework has been developed according to a curriculum design intended to maximize student learning, and should be adhered to as closely as possible (See “Course Check List”). **In most cases, failure to complete pre/co-requisite coursework by the semester indicated will result in the student not being able to progress to the next semester of OTA classes.**

Note that all didactic (classroom) coursework, including general education, co-requisite, and OTA classroom courses must be completed (with a grade of “C” or better) prior to the student beginning Level II Fieldwork.

All Level II Fieldwork must be completed within 12 months of completing the OTA didactic (classroom) coursework, and all degree requirements must be completed within 3 (three) years of the first date of entry into the Program. Additionally, students must adhere to the Associate of Science degree requirements stated in the NU *Catalog* corresponding to the year they are admitted to the Occupational Therapy Assistant Program.

## Sample Course Sequence for the Traditional Student

### Fall - First Year

BIOL 2022	Medical Terminology (2)	
BIOL 2031	Human Anatomy Identification Lab (1)	
BIOL 2032	Human Anatomy (2)	
ENGL 1003	College Writing I (3)	
GNST 1001	Traditions and Transitions (1) (Traditional freshman students only)	
MATH 1033	Intermediate Algebra (3)	
PSY 1013	General Psychology (3)	15 credit hours

### ----- Application / Acceptance into the OT Assistant Program -----

### Spring - First Year

BIOL 2043	Human Physiology (3)	
<b>OTA 1002</b>	<b>Introduction to Occupational Therapy (2)</b>	
<b>OTA 1012</b>	<b>Biomechanics (2)</b>	
<b>OTA 1022</b>	<b>Occupation and Activity Analysis (2)</b>	
PSY 3053	Abnormal Psychology (3)	
SOC 1003	Principles of Sociology (3)	15 credit hours

### Summer - First Year

PSY 2003	Developmental Psychology (3)	
THEO 1033	Introduction to Scripture* (3)	6 credit hours

### Fall – Second Year

COMM 1013	Oral Communication* (3)	
ENGL 1013	College Writing 2 (3)	
<b>OTA 2002</b>	<b>Core Skills in Occupational Therapy (2)</b>	
<b>OTA 2013</b>	<b>Clinical Conditions in Occupational Therapy (3)</b>	
<b>OTA 2301</b>	<b>Physical Agent Modalities (1)</b>	
PHIL 3033	Ethics* (3)	15 credit hours

### Spring – Second Year

<b>OTA 2203</b>	<b>Theory and Practice in Psychosocial Disabilities (3)</b>	
<b>OTA 2213</b>	<b>Theory and Practice in Physical Disabilities (3)</b>	
<b>OTA 2223</b>	<b>Theory and Practice in Developmental Disabilities (3)</b>	
<b>OTA 2402</b>	<b>Management Issues in Occupational Therapy (2)</b>	
<b>OTA 2502</b>	<b>Fieldwork and Practice Issues (2)</b>	13 credit hours

### Summer and/or Fall – Second/Third Year

<b>OTA 2704</b>	<b>Level II Fieldwork (4)</b>	4 credit hours
<b>OTA 2714</b>	<b>Level II Fieldwork (4)</b>	4 credit hours
OTA 2724	Level II Fieldwork (4) ( <i>optional</i> )	

\*One of several course options meeting the General Education requirement in this area. See *NU Catalog*. All courses taken to meet OTA A.S. degree requirements must be passed with a “C” (2.0) or better. Professional coursework (OTA 1002, OTA 1012, etc.) must be taken in the order listed (in **bold**) above

# OTA Course Check List

All OTA degree courses, including those below, must be completed with a “C” or better

<input checked="" type="checkbox"/>	Occupational Therapy Assistant Gen. Ed / Co-Requisite Associate of Science Degree Requirements
1	<b>BIOL 2022 Medical Terminology (2)</b>
1	<b>BIOL 2032 Human Anatomy (2)</b>
1	<b>ENGL 1003 College Writing I (3)*</b>
1	<b>MATH 1033 Intermediate Algebra (3)*</b>
1	<b>PSY 1013 General Psychology (3)</b>
2	<b>BIOL 2031 Human Anatomy Identification Lab (1)</b> <small>Note: Must be taken at Newman University (human cadaver lab)</small>
2	<b>BIOL 2043 Human Physiology (3)</b>
3	<b>PSY 2003 Developmental Psychology (3)</b>
3	<b>PSY 3053 Abnormal Psychology (3)</b>
4	<b><u>Communication</u> (one of the below)*</b> <b>COMM 1033 Group Communication (3)</b> <b>COMM 1013 Oral Communication (3)</b>
4	<b>ENGL 1013 College Writing II (3)*</b>
4	<b><u>Philosophy</u> (one of the below)</b> <b>COUN 4113 Ethics for the Social Sciences (3)</b> <b>PHIL 3033 Ethics (3)</b> <b>PHIL 1003 Introduction to Philosophy (3)</b> <b>PHIL 2143 History of Ancient Philosophy (3)</b> <b>PHIL 2153 History of Medieval Philosophy (3)</b> <b>PHIL 2163 History of Modern Philosophy (3)</b> <b>BIOL 3333 Bioethics (3)</b> <b>BSAD 3093 Business Ethics (3)</b> <b>EDUC 3113 Political, Historical &amp; Philosophical Issues in Education (3)</b> <b>IT 4033 Computers in Society</b>
4	<b>SOC 1003 Principles of Sociology (3)</b>
4	<b><u>Theology</u> (one of the below)</b> <b>THEO 1003 Old Testament Literature (3)</b> <b>THEO 1013 New Testament Literature (3)</b> <b>THEO 1033 Introduction to Scripture (3)</b>

- CODE:** 1 Must be completed prior to beginning first (Spring) semester OTA courses  
 2 Must be completed prior to beginning second (Fall) semester OTA courses  
 3 Must be completed prior to beginning third (Spring) semester OTA courses  
 4 Must be completed prior to beginning Level II Fieldwork internships

\*Starred items not required if student has completed a Bachelor's degree or certain Associate degrees.  
 See also current NU *Catalog* for description of degree requirements and course descriptions.

# Plan of Study Worksheet

## For Students Entering the NU OTA Program January 2012

Note: All courses taken to meet NU OTA Associate of Arts degree requirements must be passed with a "C" or better.

Professional (OTA) courses must be taken in the order listed below unless a specific exception is granted by Faculty.

See "Occupational Therapy Program Courses" in the back of this booklet or the NU *Catalog* for OTA course descriptions.

Name		Date	
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SUMMER Semester 2011	
Course Name	College

FALL Semester 2011	
Course Name	College

### ADMISSION TO OTA PROGRAM

SPRING Semester 2012	
Course Name	College
<b>OTA Biomechanics (2)</b>	<b>Newman</b>
<b>OTA Occ &amp; Act Analysis (2)</b>	<b>Newman</b>
<b>OTA Intro to OT (2)</b>	<b>Newman</b>

SUMMER Semester 2012	
Course Name	College

FALL Semester 2012	
Course Name	College
<b>OTA Core Skills (2)</b>	<b>Newman</b>
<b>OTA Clinical Conditions (3)</b>	<b>Newman</b>
<b>OTA Physical Modalities (1)</b>	<b>Newman</b>

SPRING Semester 2013	
Course Name	College
<b>OTA Management Issues (2)</b>	<b>Newman</b>
<b>OTA Fieldwork Issues (2)</b>	<b>Newman</b>
<b>OTA Psychosocial Disab. (3)</b>	<b>Newman</b>
<b>OTA Physical Disabilities (3)</b>	<b>Newman</b>
<b>OTA Developmental Disab. (3)</b>	<b>Newman</b>

### LEVEL II FIELDWORK

SUMMER Semester 2013	
Course Name	College
<b>OTA Level II Fieldwork (4)</b> (8 weeks; 40 hrs./wk) May be taken in Fall if desired.	<b>Newman</b>

FALL Semester 2013	
Course Name	College
<b>OTA Level II Fieldwork (4)</b> (8 weeks; 40 hrs./wk)	<b>Newman</b>

### GRADUATION (DEC. 2013)

## **Admission Class Selection Process**

Initial class selections will be made from a pool consisting of those candidates who have met all of the regular application requirements. Selection of students will be based on the following combined criteria:

- **Grade Point Average**
- **Career Essay (emphasis on knowledge of occupational therapy, grammar)**
- **Extent of Pre/Co-Requisite and Gen. Ed. Course Completion; NU Residency**
- **Academic Readiness Testing (ACT, SAT, etc., if available )**
- **Ability to complete OTA Application Forms according to stated directions**

All candidates who have met application requirements by **October 1** will be ranked on the basis of a points-based system, using the above criteria. Candidates will be offered an invitation to join the Admission Class of 25-30 students in order of rank, beginning with the candidate who had the highest total score, until the designated number of positions is filled or until all qualified applicants have been invited to join. Note to NU Employee Tuition Waver Students: Please check with Human Resources regarding current policy in regard to acceptance into limited-enrollment programs.

**If the class is filled**, candidates who are not initially selected for the Admission Class will be placed on a waiting list and notified of their positions. Should an accepted student decline or later be declared ineligible to enroll in Occupational Therapy Assistant courses, the next candidate on the waiting list will be notified. All candidates who submit a complete set of Occupational Therapy Assistant Application materials will be sent a notification of their application status within one month of the initial application deadline.

**If the class is not filled** by October 1, the OTA Program will continue to receive and consider applications until November 1. Except in special circumstances, applications received after November 1 will not be considered.

### ***Re-Application***

Any student who has applied but not been accepted may re-apply in a subsequent year. Students who have been accepted into the program for any given year—but decline entry at that time and wish to enter in a subsequent year—must re-apply for admission, using the forms and published criteria for program admission applicable to the year he or she wishes to enter.

### ***Incomplete Application Materials***

Please note that consideration of a student's OTA application may be delayed when OTA application forms are not completed according to the stated directions. This delay could result in the student not securing a position in that particular class of students. In some cases, inability to satisfactorily complete these materials according to directions or to submit official transcripts in a timely manner could result in disqualification.

### ***After You Have Applied***

Applications will be processed beginning October 1, and you can expect to hear from the Program by mid-late October. If one or more of the application documents you submitted were incomplete or not completed according to the directions provided, these may be returned to you for completion before consideration of your application.

### ***After You Are Accepted***

Your letter of acceptance will contain additional forms which must be completed and returned to our Program Assistant in the School of Nursing & Allied Health office prior to beginning classes in January. These include:

- Required **Background Check** forms (with payment of fee - approximately \$50). Fieldwork sites used by students in the program now routinely require this to be done.
- A “**Notification of Disclosure**” form signifying that you have been advised that a prior misconduct may prevent a student from graduating, sitting for the NBCOT exam, and/or achieving licensure to practice, as published in this *Applicant Handbook*.
- A “**Technical Standards**” form signifying that you are aware of the technical standards, essential eligibility requirements, and essential program requirements of the Occupational Therapy Assistant Program, listed previously in this *Applicant Handbook*.
- A “**Drug and Alcohol Testing Results Release**” form acknowledging that a student in the program may be asked to submit to testing for drugs and/or alcohol intoxication if the student’s behavior suggests an inability to meet performance standards and safety criteria in fieldwork sites and/or the classroom. The form also gives permission for results of such testing to be released to the program for use in determining the appropriate action(s) to be taken.
- A “**Fieldwork Internship Acknowledgement**” form, acknowledging that the student is aware of potential impacts that participation in required Level II Fieldwork internships may have on their ability to work and/or receive athletic scholarships or other forms of financial aid. The student also indicates their awareness that one or both Level II Fieldwork internships may require relocation outside of the Wichita area.

You will also need to make arrangements for **enrollment** in OTA classes (see below) and any other classes at Newman you may need for the Spring semester. Note: Enrollment in OTA classes signifies your confirmation of acceptance. Any applicant accepted into the program who has not enrolled with the NU Registrar by December 1 may lose their seat to someone on the waiting list. If “something has come up” and you find yourself unable to start OTA classes in January as planned, *please notify our Program Assistant as soon as possible* so that your space may be made available to someone else.

### ***Enrollment***

Upon acceptance into the OTA Program, you will be assigned an academic advisor in the OTA Program, if you do not already have one. Newman University values the importance of academic advising, and requires that all students meet with their academic advisor for enrollment advising prior to registration (at the Registrar’s office or on-line) for courses each semester. Please telephone your academic advisor to make an appointment for enrollment advising, and allow up to one hour for this visit. Note that some non-OTA courses and some OTA Labs have limited space and will be filled on a first come, first served basis. If you have special schedule considerations, especially (work, child care, etc.), it would be wise to enroll as soon as possible. If you do not know the name or phone number of the academic advisor assigned to you, call Beth at Ext. 2238 for that information. A student may request a change in academic advisors at any point in their progression through the program.

### ***New Student Orientation***

All new students are required to attend both a Newman University *and* an OTA Program “New Student Orientation,” typically held the last Friday before classes begin. You will receive

additional information about this along with your letter of acceptance to the OTA Program. Your attendance is of the utmost importance. Please mark your calendar and make any necessary work and/or child care arrangements to allow your participation.

At the OTA Program New Student Orientation, copies of the most recent edition of the NU OTA *Student Handbook* will be distributed and discussed. You will be asked to sign a statement signifying that it is your intention to become familiar with and adhere to the policies contained in the *Student Handbook* at that time.

The OTA Program *Student Handbook*, in combination with the Newman University *Catalog*, contain documentation of all progression, retention, graduation, certification, and credentialing requirements. **Prospective applicants wishing to review the most current NU OTA *Student Handbook* may request one from our OTA Program Assistant at the (Eck Hall) School of Nursing & Allied Health office. Copies of the Newman University *Catalog* are available at no charge from the Registrar's Office in the Sacred Heart Administration Building.**

## ***Course Equivalents***

The courses listed on the following pages have been reviewed by the Office of the Registrar at Newman University and/or the Occupational Therapy Assistant Program and have been determined to be equivalent to the respective NU course indicated on the list. The listings provided are based upon the most current catalog for each respective school available to NU at the time of the writing of this handbook. Newman University reserves the right to revise any listing as new or revised catalogs and course descriptions become available from other colleges and universities.

Current course equivalents for Bethel College, Butler Community College, Cowley Community College, Garden City Community College, Hutchinson Community College, Wichita State University, and Wichita Area Technical College are listed in the following pages. Note that these institutions do sometimes change the names and/or numbers of courses over time. Our Registrar's Office will be able to help if there are questions in this regard.

If you are planning on taking a course at some institution other than one of those listed above, it would be wise for you to find out whether that course will meet the Newman requirement, before enrolling. It is suggested that students contact Kay Munsterman, Transcript Analyst, at Ext. 2249 for this information. Make sure that you have the *exact* name and number of the course in question available when you call.

## ***Bethel College Course Equivalents***

### ***For NU OT Assistant Associate of Science Degree***

#### **Newman University Catalog**

#### **Bethel College Catalog**

BIOL 2022	Medical Terminology (2)	(no equivalent)
BIOL 2031	Human Anatomy Identification Lab (1)	(no equivalent)
BIOL 2032	Human Anatomy (2)	BIO 121 Human Anat. & Phys. (4)
BIOL 2043	Human Physiology (3)	BIO 121 Human Anat. & Phys. (4)
PSY 1013	General Psychology (3)	PSY 211 General Psychology (3)
PSY 2003	Developmental Psychology (3)	PSY 251 Life-Span Development (3)
THEO 1003	Old Testament Literature (3) <u>or</u>	BRL 323 Old Testament Studies (3)
THEO 1013	New Testament Literature (3) <u>or</u>	BRL 324 New Testament Studies (3)
THEO 1033	Introduction to Scripture (3)	BRL 102 Intro. to Bib. Studies (3)
PSY 3053	Abnormal Psychology (3)	PSY 342 Abnormal Psychology (3)
ENGL 1003	College Writing I (3)	IDS 102 College Iss. Colloq. / CCC
ENGL 1013	College Writing 2 (3)	ENG 103 Critical Writing / CCC
MATH 1033	Intermediate Algebra (3)	MAT 104 Intermediate Algebra (3)
PHIL 1003	Introduction to Philosophy (3) <u>or</u>	PHI 200 General Philosophy
PHIL 2143	History of Ancient Philosophy <u>or</u>	PHI 321 Western Thought I
PHIL 2063	History of Modern Philosophy	PHI 322 Western Thought II
COMM 1013	Oral Communication (3)	COA 101 Public Speaking (2) <u>or</u>
		COA 202 Intro. to Commun. (3)
SOC 1003	Principles of Sociology (3)	SSC 222 Principles of Sociology (3)

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

## ***Butler Community College Course Equivalents***

### ***For NU OT Assistant Associate of Science Degree***

#### **Newman University Catalog**

#### **Butler C.C. Catalog**

<u>BIOL 2022</u>	<u>Medical Terminology (2)</u>	<u>AH 201 Health Prof. Med. Term (3)</u>
<u>BIOL 2031</u>	<u>Human Anatomy Identification Lab (1)</u>	<u>(no equivalent)</u>
<u>BIOL 2032</u>	<u>Human Anatomy (2)</u>	<u>BI 240 Anat. &amp; Phys. (5) <u>or</u></u>
<u>BIOL 2043</u>	<u>Human Physiology (3)</u>	<u>BI 226 &amp; 227 A&amp;P w/ Review (4)(4)</u>
<u>PSY 1013</u>	<u>General Psychology (3)</u>	<u>BS 160 General Psychology (3)</u>
<u>PSY 2003</u>	<u>Developmental Psychology (3)</u>	<u>BS 260 Developmental Psych. (3)</u>
<u>THEO 1003</u>	<u>Old Testament Literature (3) <u>or</u></u>	<u>RG 191 Old Testament (3)</u>
<u>THEO 1013</u>	<u>New Testament Literature (3) <u>or</u></u>	<u>RG 190 New Testament (3)</u>
<u>THEO 1033</u>	<u>Introduction to Scripture (3)</u>	<u>(no equivalent)</u>
<u>PSY 3053</u>	<u>Abnormal Psychology (3)</u>	<u>BS 212 Abnormal Psychology (3)</u>
<u>ENGL 1003</u>	<u>College Writing I (3)</u>	<u>EG 101 English Composition I (3)</u>
<u>ENGL 1013</u>	<u>College Writing 2 (3)</u>	<u>EG 102 English Composition II (3)</u>
<u>MATH 1033</u>	<u>Intermediate Algebra (3)</u>	<u>MA 125 Intermediate Algebra (3) <u>or</u></u> <u>MA 120 Inter. Alg. w/Review (5)</u>
<u>PHIL 3033</u>	<u>Ethics (3) <u>or</u></u>	<u>PL 291 Ethics (3)</u>
<u>PHIL 1003</u>	<u>Introduction to Philosophy (3)</u>	<u>PL 290 Philosophy I (3)</u>
<u>COMM 1033</u>	<u>Group Communication (3) <u>or</u></u>	<u>SP 102 Interpersonal Comm. (3)</u>
<u>COMM 1013</u>	<u>Oral Communication (3)</u>	<u>SP 100 Public Speaking (3)</u>
<u>SOC 1003</u>	<u>Principles of Sociology (3)</u>	<u>BS 105 Sociology (3)</u>

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

## **Cowley Community College Course Equivalents**

### **For NU OT Assistant Associate of Science Degree**

#### **Newman University Catalog**

#### **Cowley C.C. Catalog**

<u>BIOL 2022</u>	<u>Medical Terminology (2)</u>	<u>ALH 1655 Medical Terminology (3)</u>
<u>BIOL 2031</u>	<u>Human Anatomy Identification Lab (1)</u>	<u>(no equivalent)</u>
<u>BIOL 2032</u>	<u>Human Anatomy (2)</u>	<u>BIO 4110 Biology Review* (1) and</u>
<u>BIOL 2043</u>	<u>Human Physiology (3)</u>	<u>BIO 4150 Anat. &amp; Phys. (5)</u>
<u>PSY 1013</u>	<u>General Psychology (3)</u>	<u>PSY 6711 General Psychology (3)</u>
<u>PSY 2003</u>	<u>Developmental Psychology (3)</u>	<u>PSY 6712 Developmental Psych (3)</u>
<u>THEO 1003</u>	<u>Old Testament Literature (3) <u>or</u></u>	<u>REL 6432 Survey of Old Test. (3)</u>
<u>THEO 1013</u>	<u>New Testament Literature (3) <u>or</u></u>	<u>REL 6434 Survey of New Test. (3)</u>
<u>THEO 1033</u>	<u>Introduction to Scripture (3)</u>	<u>(no equivalent)</u>
<u>PSY 3053</u>	<u>Abnormal Psychology (3)</u>	<u>PSY 6750 Abnormal Psych. (3)</u>
<u>ENGL 1003</u>	<u>College Writing I (3)</u>	<u>ENG 2211 English Comp. I (3)</u>
<u>ENGL 1013</u>	<u>College Writing 2 (3)</u>	<u>ENG 2212 English Comp. II (3)</u>
<u>MATH 1033</u>	<u>Intermediate Algebra (3)</u>	<u>MTH 4410 Intermediate Alg. (3)</u>
<u>PHIL 3033</u>	<u>Ethics (3) <u>or</u></u>	<u>PHO 6460 Ethics (3)</u>
<u>PHIL 1003</u>	<u>Introduction to Philosophy (3)</u>	<u>PHO 6447 Intro. to Philosophy (3)</u>
<u>COMM 1033</u>	<u>Group Communication (3) <u>or</u></u>	<u>COM 2725 Interpersonal Comm. (3)</u>
<u>COMM 1013</u>	<u>Oral Communication (3)</u>	<u>COM 2711 Speech (3)</u>
<u>SOC 1003</u>	<u>Principles of Sociology (3)</u>	<u>SOC 6811 Principles of Soc. (3)</u>

\*If required by Cowley Community College as a pre-requisite for enrollment in Human Anatomy

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

# **Garden City Community College Course Equivalents**

## **For NU OT Assistant Associate of Science Degree**

### **Newman University Catalog**

### **Garden City C.C. Catalog**

<u>BIOL 2022</u>	<u>Medical Terminology (2)</u>	<u>EMIC 104 Medical Terminology (3)</u>
<u>BIOL 2031</u>	<u>Human Anatomy Identification Lab (1)</u>	<u>(no equivalent)</u>
<u>BIOL 2032</u>	<u>Human Anatomy (2)</u>	<u>BIOL 210 Anat. and Phys. (5) or</u>
<u>BIOL 2043</u>	<u>Human Physiology (3)</u>	<u>BIOL 211 (4) &amp; 212 (4) A &amp; P I&amp;II</u>
<u>PSY 1013</u>	<u>General Psychology (3)</u>	<u>PSYC 101 General Psychology (3)</u>
<u>PSY 2003</u>	<u>Developmental Psychology (3)</u>	<u>EDUC 110 Dev. Psychology (3)</u>
<u>THEO 1003</u>	<u>Old Testament Literature (3) or</u>	<u>LITR 230 Old Testament (3)</u>
<u>THEO 1013</u>	<u>New Testament Literature (3) or</u>	<u>LITR 231 New Testament (3)</u>
<u>THEO 1033</u>	<u>Introduction to Scripture (3)</u>	<u>(no equivalent)</u>
<u>PSY 3053</u>	<u>Abnormal Psychology (3)</u>	<u>PSYC 201 Abnormal Psychology (3)</u>
<u>ENGL 1003</u>	<u>College Writing I (3)</u>	<u>ENGL 101 English I (3)</u>
<u>ENGL 1013</u>	<u>College Writing 2 (3)</u>	<u>ENGL 102 English II (3)</u>
<u>MATH 1033</u>	<u>Intermediate Algebra (3)</u>	<u>Math 107 Intermediate Algebra (3)</u>
<u>PHIL 3033</u>	<u>Ethics (3) or</u>	<u>PHIL 102 Elementary Ethics (3)</u>
<u>PHIL 1003</u>	<u>Introduction to Philosophy (3)</u>	<u>PHIL 101 Philosophy I (3)</u>
<u>COMM 1033</u>	<u>Group Communication (3) or</u>	<u>SPCH 113 Interpersonal Comm. I (3)</u>
<u>COMM 1013</u>	<u>Oral Communication (3)</u>	<u>SPCH 111 Public Speaking I (3)</u>
<u>SOC 1003</u>	<u>Principles of Sociology (3)</u>	<u>SOCI 102 Sociology (3)</u>

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

# **Hutchinson Community College Course Equivalents**

## **For NU OT Assistant Associate of Science Degree**

### **Newman University Catalog**

### **Hutchinson C.C. Catalog**

<u>BIOL 2022</u>	<u>Medical Terminology (2)</u>	<u>HR 105 Medical Terminology (3)</u>
<u>BIOL 2031</u>	<u>Human Anatomy Identification Lab (1)</u>	<u>(no equivalent)</u>
<u>BIOL 2032</u>	<u>Human Anatomy (2)</u>	<u>BI 103 Human Anat. &amp; Phys. (6)</u>
<u>BIOL 2043</u>	<u>Human Physiology (3)</u>	<u>BI 103 Human Anat. &amp; Phys. (6)</u>
<u>PSY 1013</u>	<u>General Psychology (3)</u>	<u>PS 100 General Psychology (3)</u>
<u>PSY 2003</u>	<u>Developmental Psychology (3)</u>	<u>PS 102 Human Growth &amp; Dev. (3)</u>
<u>THEO 1003</u>	<u>Old Testament Literature (3) <u>or</u></u>	<u>RE 102 Old Testament Lit. (3)</u>
<u>THEO 1013</u>	<u>New Testament Literature (3) <u>or</u></u>	<u>RE 101 New Testament Lit. (3)</u>
<u>THEO 1033</u>	<u>Introduction to Scripture (3)</u>	<u>(no equivalent)</u>
<u>PSY 3053</u>	<u>Abnormal Psychology (3)</u>	<u>PS 202 Abnormal Psychology (3)</u>
<u>ENGL 1003</u>	<u>College Writing I (3)</u>	<u>EN 101 English Composition I (3)</u>
<u>ENGL 1013</u>	<u>College Writing 2 (3)</u>	<u>EN 102 English Composition II (3)</u>
<u>MATH 1033</u>	<u>Intermediate Algebra (3)</u>	<u>MA 105 Intermediate Algebra (3)</u>
<u>PHIL 3033</u>	<u>Ethics (3) <u>or</u></u>	<u>PL 104 Ethics (3)</u>
<u>PHIL 1003</u>	<u>Introduction to Philosophy (3)</u>	<u>PL 101 Intro. to Philosophy (3)</u>
<u>COMM 1033</u>	<u>Group Communication (3) <u>or</u></u>	<u>SH 210 Interpersonal Comm. (3)</u>
<u>COMM 1013</u>	<u>Oral Communication (3)</u>	<u>SH 101 Public Speaking (3)</u>
<u>SOC 1003</u>	<u>Principles of Sociology (3)</u>	<u>SO 100 Fundamentals of Soc. (3)</u>

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

# **Wichita State University Course Equivalents**

## **For NU OT Assistant Associate of Science Degree**

### **Newman University Catalog**

### **Wichita State University Catalog**

BIOL 2022	Medical Terminology (2)	HP 203 Medical Terminology (2) <u>or</u> HP 303 Medical Terminology (3)
BIOL 2031	Human Anatomy Identification Lab (1)	(no equivalent)
BIOL 2032	Human Anatomy (2)	BIOL 223 Human Anat. & Phys. (5)
BIOL 2043	Human Physiology (3)	BIOL 223 Human Anat. & Phys. (5)
PSY 1013	General Psychology (3)	PSY 111 General Psychology (3)
PSY 2003	Developmental Psychology (3)	PSY 325 Developmental Psych. (3)
THEO 1003	Old Testament Literature (3) <u>or</u>	REL 110 Old Testament (3)
THEO 1013	New Testament Literature (3) <u>or</u>	REL 115 New Testament (3)
THEO 1033	Introduction to Scripture (3)	(no equivalent)
PSY 3053	Abnormal Psychology (3)	PSY 544 Abnormal Psychology (3)
ENGL 1003	College Writing I (3)	ENGL 101 College English I (3)
ENGL 1013	College Writing 2 (3)	ENGL 102 College English II (3)
MATH 1033	Intermediate Algebra (3)	MATH 111 College Algebra (WSU Intermediate Alg. not equiv.)
PHIL 3033	Ethics (3) <u>or</u>	PHIL 144 Moral Issues (3)
PHIL 1003	Introduction to Philosophy (3) <u>or</u>	PHIL 100 Meaning of Phil. (3)
BIOL 3333	Bioethics	PHIL 327 Bioethics (3)
COMM 1033	Group Communication (3) <u>or</u>	COMM 302 Interpers. Comm. (3)
COMM 1013	Oral Communication (3)	COMM 111 Public Speaking (3)
SOC 1003	Principles of Sociology (3)	SOC 111 Intro. to Sociology (3)

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

# **Wichita Area Technical College Course Equivalents**

## **For NU OT Assistant Associate of Science Degree**

### **Newman University Catalog**

### **W.A.T.C. Catalog**

<u>BIOL 2022</u>	<u>Medical Terminology (2)</u>	<u>ALH 101 Medical Terminology (3)</u>
<u>BIOL 2031</u>	<u>Human Anatomy Identification Lab (1)</u>	<u>(no equivalent)</u>
<u>BIOL 2032</u>	<u>Human Anatomy (2)</u>	<u>BIO 150 Human A &amp; P (5)</u>
<u>BIOL 2043</u>	<u>Human Physiology (3)</u>	<u>BIO 150 Human A &amp; P (5)</u>
<u>PSY 1013</u>	<u>General Psychology (3)</u>	<u>PSY 101 General Psychology (3)</u>
<u>PSY 2003</u>	<u>Developmental Psychology (3)</u>	<u>PSY 120 Developmental Psych (3)</u>
<u>THEO 1003</u>	<u>Old Testament Literature (3) <u>or</u></u>	<u>(no equivalent)</u>
<u>THEO 1013</u>	<u>New Testament Literature (3) <u>or</u></u>	<u>(no equivalent)</u>
<u>THEO 1033</u>	<u>Introduction to Scripture (3)</u>	<u>(no equivalent)</u>
<u>PSY 3053</u>	<u>Abnormal Psychology (3)</u>	<u>(no equivalent)</u>
<u>ENGL 1003</u>	<u>College Writing I (3)</u>	<u>ENG 101 English Composition 1 (3)</u>
<u>ENGL 1013</u>	<u>College Writing 2 (3)</u>	<u>ENG 120 English Composition 2 (3)</u>
<u>MATH 1033</u>	<u>Intermediate Algebra (3)</u>	<u>MTH 101 Intermediate Algebra (3)</u> <u>or MTH 102 Intern. Algebra w/Rev</u>
<u>PHIL 3033</u>	<u>Ethics (3) <u>or</u></u>	<u>PHL 110 Ethics (3)</u>
<u>PHIL 1003</u>	<u>Introduction to Philosophy (3)</u>	<u>(no equivalent)</u>
<u>COMM 1033</u>	<u>Group Communication (3) <u>or</u></u>	<u>(no equivalent)</u>
<u>COMM 1013</u>	<u>Oral Communication (3)</u>	<u>SPH 101 Intro to Public Speaking</u> <u>(3)</u>
<u>SOC 1003</u>	<u>Principles of Sociology (3)</u>	<u>SOC 101 Intro to Sociology (3)</u>

**Note:** The above listings are subject to change over time. Please contact the NU Registrar's Office for current equivalency information.

Rather than dismantle your Applicant Handbook, please photocopy, or print these forms (from our on-line Handbook).



## 2011 APPLICATION INFORMATION FORM (A1-11)

Please type or print legibly:

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: (        ) \_\_\_\_\_ Home Phone: (        ) \_\_\_\_\_  
(if any) (if different from cell)

E-Mail Address: \_\_\_\_\_  
(if you have one)

To be given priority consideration, please return the following items along with this form in ONE envelope postmarked before Oct. 1. Check the items below to assure that you have completed and included them:

- Course Work Plan** (A2-11)     **Career Essay** (A3-11)     **OTA Marketing Form** (A4-11)

Check any of the following forms which you may have enclosed. (Please complete only if needed because of your particular status):

- Pre-requisite Petition* (P1-10)     *Co-Requisite Petition* (P2-10)

Please indicate your Newman University admission status:

- Fully Accepted** and in Good Standing     **Incomplete** ~ Applied / In Process  
 **Unsure** or  **Other** (explain) \_\_\_\_\_

Before mailing your forms, please *carefully* re-read the instructions for each enclosed form and supply any missing information. Incomplete or incorrectly completed application forms may be returned for completion and/or correction, delaying consideration of your candidacy for the program.

Please mail or hand-deliver **ALL** application-related materials **IN ONE** envelope **AT ONE TIME** to:

Beth Goldsby, OTA Program  
Newman University  
3100 McCormick Street  
Wichita, KS 67213

**NOTE:** It is the policy of the program that faculty and staff not review applications before they are submitted. After your application is received, we will be going over your forms to make sure they are complete, and you will be informed in writing of any additional information required by the program. If you have *specific questions* about any of the forms—or the directions on the forms—Beth or a faculty member would be happy to answer those questions for you. It's been our experience that if a student reads all of the instructions very slowly and carefully and follows each of them exactly ("to the letter") the application forms will be completed correctly.



# COURSEWORK PLAN FORM (A2-11)

Applicant Name: \_\_\_\_\_

Please use your transcripts and the applicable information in the Applicant Handbook—including the Plan of Study Worksheet—to complete the information requested. It is the applicant’s responsibility to verify transferability of courses. All courses must be completed with a grade of “C” (2.0) or better. Should you be uncertain about where and when you will be taking a course, please give your best plan at the time. Record “NA” (not applicable) in the “GRADE” column for those courses that have yet to be completed. **It is essential that this form be completed in its entirety (e.g., no blank spaces). Forms which are incomplete may be returned to the applicant for completion.**

REQUIREMENT	COURSE NUMBER AND COURSE NAME	COLLEGE WHERE TAKEN <u>OR</u> WHERE YOU PLAN TO TAKE	SEMESTER AND YEAR	GRADE IF TAKEN
Pre-Requisites				
General Psychology				
Medical Terminology				
Human Anatomy				
College Writing I				
Intermediate Algebra				
Co-Requisites				
Human Anatomy (Cadaver) Lab				
Human Physiology				
Abnormal Psychology				
Developmental Psychology				
Principles of Sociology				
General Education Requirements				
College Writing II				
Communication Gen. Ed. Req.				
Philosophy Gen. Ed. Requirement				
Religion Gen. Ed. Requirement				

I verify the above information is accurate to the best of my knowledge. Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **CAREER ESSAY FORM (A3-11)**

In the space below, write a 150-200 word response. **Address the following questions:** (1) How did you first become aware of occupational therapy? (2) What other careers have you investigated? (3) Why are you choosing to become an Occupational Therapy Assistant over all other options available to you? (4) What are your future career plans and goals? In addition to addressing these questions, feel free to include any other information about yourself that will help the Admissions Committee get to know you better. You may word process your essay, or attach additional pages, if needed. In any case, we ask that you **sign** and **date** your essay **on the back** of the **last page**, and securely staple all pages of your essay together before submitting.

*(1) How I first became aware of occupational therapy*

*(2) Other careers I have investigated*

*(3) Why I am choosing to become an Occupational Therapy Assistant over other options available to me*

*(4) My future career plans and goals (in addition to graduating from this program)*



## OTA MARKETING FORM (A4-11)

In order to do the best possible job of “getting the word out” to prospective Occupational Therapy Assistant students, we require your assistance. Please answer the following questions and enclose this completed form along with your other completed OTA Application materials.

**Note: Completion of this form is required in order for your application to be considered.**

A. **How did you hear about the NU OTA Program?** Check all of the below which may apply.

1.  Surfing the Internet.
2.  Radio advertisement (Station, if known: \_\_\_\_\_ )
3.  Newspaper Advertisement (Newspaper: \_\_\_\_\_ )
4.  Newspaper Story (Newspaper: \_\_\_\_\_ )
5.  Billboard (Location, if recalled: \_\_\_\_\_ )
6.  NU Electronic Marquee Sign (on Kellogg)
7.  Newman Day or  Hispanic/Native Am. Scholars or  Summer Science
8.  An unsolicited letter, email or phone call from the NU OTA Program (circle one)
9.  **Word of mouth (i.e., from someone else)**
10.  Other (Specify: \_\_\_\_\_ )

9a. **If** you checked “**Word of Mouth**” (item “**9**”) above, who was it that **first** told you about the NU OTA Program? (Check only one)

1.  Parent or Grandparent (circle one)
2.  Brother/Sister or Child (circle one)
3.  Friend or Neighbor (circle one)
4.  Community College Classmate or Co-worker (circle one)
5.  High School Counselor / Advisor / Teacher / Classmate (circle one)
6.  NU Admissions Counselor / NU Advisor / NU Instructor (circle)
7.  Non-NU College Counselor / Advisor / Teacher (circle one)
8.  NU OTA student / NU OTA graduate (circle)
9.  Other (Specify: \_\_\_\_\_ )

9b. **If** you checked “**Word of Mouth**” (item “**9**”) above, how did that person hear about the NU OTA Program? Explain:

B. What did you see or hear about the NU OTA Program that most **motivated** you to apply?

C. What things posed barriers to your application, i.e., almost **discouraged** you from applying?

D. What might be helpful in “getting out the word” to prospective OTA students like yourself?

E. If Newman University offered a (master’s degree) program in Occupational Therapy (OTR) education, would you likely be applying for that, instead of the OTA Program?

**Circle One:**    Definitely    Probably    Unsure    Probably Not    Definitely Not



# Pre-Requisite Admission Exception Petition (P1-11)

## Newman University Occupational Therapy Assistant Program

**Purpose:** The purpose of this form is to facilitate requests of OTA Program applicants who desire an exception to an OTA Program admission pre-requisite coursework requirement, as specified in the Newman University *Occupational Therapy Assistant Applicant Handbook* for the year application is being made.

**Who should fill out this form:** Complete this form only if you do not expect to complete one or more of the five pre-requisite courses, with a “C” or better, by the start of OTA classes in January.

**Instructions:** Complete the information requested below and return *with* your OTA Application.

**Student Name:** \_\_\_\_\_

I request of the Newman University OTA faculty that for the purposes of my acceptance into the program (only), the following admission requirement(s) be waived:

**“Completion, with a grade of ‘C’ or better, of the following courses (or their academic equivalent[s] as determined by the Newman Registrar).”** Check those that are not expected to be completed, with a “C” or better, by or before January:

- BIOL 2022      Medical Terminology
- BIOL 2032      Human Anatomy (Lecture)
- ENGL 1013      College Writing I
- MATH 1033      Intermediate Algebra (or better)
- PSY 1013      General Psychology

**Comments and/or Reasons** to be considered for program acceptance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I recognize that the above requirements exist, in part, to ascertain my readiness for occupational therapy assistant studies, and to increase the likelihood of my being able to complete the requirements of an A.S. degree in a timely basis. I also recognize that entering the program without having completed one or more of them could delay my date of graduation. **I understand that this waiver does not exempt me from the requirement of successfully completing each of these courses with a grade of “C” or better at a future date**, as a requirement of the Newman University Associate of Science (A.S.) OTA degree. If accepted into the Program, I understand that any of the above courses not yet completed will be completed by me during my first semester of OTA studies, with a “C” or better, if I am to progress to second semester OTA classes.

**Student signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*\*\*\*\*

### FOR FACULTY USE ONLY:

\_\_\_ Approved    Date \_\_\_    Contingent upon \_\_\_\_\_

\_\_\_ Denied      Date \_\_\_    Comment: \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_

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Applicant To Be Notified via: \_\_\_ Letter \_\_\_ Email \_\_\_ Telephone \_\_\_ In Person / By: \_\_\_\_\_



# Pre/Co-Requisite Course Substitution Petition (P2-11)

## Newman University Occupational Therapy Assistant Program

**Purpose:** The purpose of this form is to determine if prior coursework will fulfill the requirements of courses required for the OTA major. Note: **To petition a Newman University general education requirement** not in the OTA major (writing, math, theology, philosophy, or speech) **please do not complete this form.** You will need to contact the NU Registrar's Office for the appropriate university Exceptions Committee petition form and instructions for its submission.

**Who should fill out this form:** Complete this form only in cases where the NU Registrar's Office has not accepted--as meeting a requirement for the NU OTA major--coursework in the following areas: Medical Terminology, Human Anatomy, Human Anatomy Identification Lab, Human Physiology, General Psychology, Developmental Psychology, Abnormal Psychology, Sociology, or professional coursework in Occupational Therapy / Occupational Therapy Assistant.

**Instructions:** Complete the information requested on this form and supply all indicated documents. The primary areas the faculty will be reviewing are the course content and time frame in which the course was taken. Since each course is unique, other areas may also be considered.

Student Name: \_\_\_\_\_

I request that \_\_\_\_\_  
(Course Number[s] & Course Title[s])

taken at \_\_\_\_\_ during \_\_\_\_\_  
(Institution Where Taken) (Semester[s] & Year[s] Taken)

be substituted for \_\_\_\_\_ at Newman University.  
(NU Course Number[s] & Course Title[s])

I believe the course(s) I took is(are) the academic equivalent of the above NU course for the following reason(s): \_\_\_\_\_  
\_\_\_\_\_

I have attached the following documentation:

\_\_\_\_\_ Course description (from the catalog in effect when the course was taken--year must be clearly evident)

\_\_\_\_\_ College Transcript (can be unofficial)

\_\_\_\_\_ Course Syllabus (can be a photocopy)

\_\_\_\_\_ Other Supporting Documents (Papers, exams, projects, etc.) \_\_\_\_\_

Student signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

### For OTA Faculty Use:

More Information Needed Determination \_\_\_\_\_ Date \_\_\_\_\_ Action \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_ Student notification by: \_\_\_\_\_

Approved contingent upon \_\_\_\_\_

Denied \_\_\_\_\_ Date \_\_\_\_\_ Comments \_\_\_\_\_

Program Director Signature \_\_\_\_\_ Date \_\_\_\_\_



## OCCUPATIONAL THERAPY ASSISTANT PROGRAM COURSES

### **1002 Introduction to Occupational Therapy (2)**

A lecture and lab experience which introduces students to the profession of occupational therapy. Emphasis is placed on the historical foundations and basic tenets of occupational therapy, and upon the diverse contexts in which occupational therapy services are provided. *Prerequisite: Admission to the program or consent.*

### **1012 Biomechanics (2)**

A lecture and lab study of anatomical structures and systems of the human body as they relate to movement. Risk factors associated with physical activity will be examined. *Prerequisite: Admission to program.*

### **1022 Occupation and Activity Analysis (2)**

A lecture and lab experience which explores meaningful and purposeful activity and its foundation for the profession. *Prerequisite: Admission to program.*

### **2002 Core Skills in Occupational Therapy (2)**

A lecture and lab experience with the primary content area being the core skills required of the occupational therapy practitioner in a variety of practice settings. *Prerequisite: OTA 1012 and 1022.*

### **2013 Clinical Conditions in Occupational Therapy (3)**

A lecture course which explores selected clinical conditions frequently seen in occupational therapy practice. Attention to occupational therapy problem identification and goal development is given. *Prerequisite: BIOL 2031, 2032 and 2043. May be concurrent with BIOL 2043.*

### **2203 Theory & Practice in Psychosocial Disabilities (3)**

A lecture and lab experience with the primary content area being the acquisition of professional knowledge and practice skills of the occupational therapy assistant, and their application to selected psychosocial clinical conditions across all age spans. The collaborative relationship between the occupational therapy assistant and the occupational therapist is also emphasized. *Prerequisite: PSY 3053.*

### **2213 Theory & Practice in Physical Disabilities (3)**

A lecture and lab experience with the primary content area being the acquisition of professional knowledge and practice skills of the occupational therapy assistant, and their application to selected neurophysiological and musculoskeletal clinical conditions across all age spans. The collaborative relationship between the occupational therapy assistant and the occupational therapist is also emphasized. *Prerequisite: OTA 2002 and 2013.*

### **2223 Theory & Practice in Developmental Disabilities (3)**

A lecture and lab experience with the primary content area being the acquisition of professional knowledge and practice skills of the occupational therapy assistant, and their

application to selected developmental clinical conditions across all age spans. The collaborative relationship between the occupational therapy assistant and the occupational therapist is also emphasized. *Prerequisite: PSY 2003 and OTA 2013.*

### **2301 Physical Agent Modalities (1)**

A course that instructs students in physical agent modalities specific to the practice of occupational therapy, focusing primarily on technique and safety issues.

*Prerequisite: BIOL 2031 and 2032 (may be concurrent with these).*

### **2402 Management Issues in Occupational Therapy (2)**

Application of principles of management and systems in the provision of occupational therapy services to individuals and organizations. Understanding of the occupational therapist/occupational therapy assistant role delineation and appreciation of ethics and values of the profession are also emphasized. *Prerequisite: OTA 1002.*

### **2502 Fieldwork and Practice Issues (2)**

A lecture course that prepares students for Level 2 Fieldwork and occupational therapy practice. Topics include developmental stages of the intern, attributes of the successful student, verbal and nonverbal communication, professional registration, and licensure issues. *Prerequisite: Must be taken in student's last semester of OTA classwork.*

### **2704 Level 2 Fieldwork (4)**

A required full time 8-week supervised experience in an accredited facility. Students are supervised by a qualified occupational therapist or occupational therapy assistant.

*Prerequisite: Consent. [and completion of all degree requirements other than Level 2 FW]*

### **2714 Level 2 Fieldwork (4)**

A required full time 8-week supervised experience in an accredited facility. Students are supervised by a qualified occupational therapist or occupational therapy assistant. Age, disability and service delivery differs from the first Level 2 Fieldwork course.

*Prerequisite: Consent. [follows OTA 2704]*

### **2724 Level 2 Fieldwork (4)**

An optional full time 8-week supervised experience in an accredited facility. Students are supervised by a qualified occupational therapist or occupational therapy assistant. Age, disability and/or service delivery differs from the first and second Level 2 Fieldwork courses.

*Prerequisite: Consent. [follows OTA 2714]*

### **2881- Selected Topics in Occupational Therapy Assistant**

May be repeated for credit with change of topic.

### **2991- Workshop/Seminar in Occupational Therapy Assistant**

May be repeated for credit with change of topic.

## Changes and Updates in this 2011-12 Edition of the *OTA Applicant Handbook*

- Addition of “Wichita Area Technical College Course Equivalents” page
- Order of “Course Checklist” courses changed to reflect course priority
- Tuition, fees, and other expense information updated
- Removal of statement that at least one Level II Fieldwork internship must be full time (40 hrs./wk.)
- Inclusion of wording reflecting the necessity of transmitting updated official transcripts documenting Pre-Requisite completion to the NU Registrar’s Office by Sept. 15 if any of those Pre-Requisites have been completed at other institutions following application to the University.
- Addition of *Fieldwork Internship Acknowledgement* form information
- Addition to “Course Checklist” of “IT 4033 Computers in Society” to list of NU courses which currently meet the A.S. degree Philosophy requirement
- Clarification that for Cowley College students, “BIO 4110 Biology Review” (1) is required only if a pre-requisite for enrollment in Human Anatomy at Cowley.
- Notice, on Application Form #1, of it being program policy that application forms are not reviewed (for completeness, etc.) prior to submission.
- “Automatic Advance Acceptance” option eliminated.
- Listing of OTA Course Descriptions added
- Addition of statement emphasizing the availability of documentation regarding progression, retention, graduation, certification, and credentialing requirements

## Notes

## **Applicant Checklists**

**Checklist #1.** The following checklist is provided to assist applicants to track the completion of steps in the application process (Not necessary to be completed in the exact order listed):

- \_\_\_\_\_ Apply and be accepted into Newman University
  - \_\_\_\_\_ Meet with Financial Aid and submit an Application for Federal Student Aid (FAFSA)
  - \_\_\_\_\_ Enroll (at Newman or elsewhere) in any needed courses not already completed, with plans to complete Intermediate Algebra, Writing I, Medical Terminology, Human Anatomy, and General Psychology before January, with a grade of “C” or better.
  - \_\_\_\_\_ Complete the *Application Information Form* (A1)
  - \_\_\_\_\_ Complete the *Course Work Plan Form* (A2)
  - \_\_\_\_\_ Write a 150-200 word *Career Essay* (A3)
  - \_\_\_\_\_ Complete the *OTA Marketing Form* (A4)
  - \_\_\_\_\_ Complete any needed *Petition* forms (P1 and/or P2)
  - \_\_\_\_\_ Mail your *Application Information Form, Course Work Plan, Career Essay Form, OTA Marketing Form*, along with any needed *Petition* forms to the OTA Program, postmarked no later than October 1. (Copy or print from on-line *Handbook*)
  - \_\_\_\_\_ If any Pre-Requisites have been completed at other institutions following application to the University, updated official transcripts reflecting this must be transmitted to the NU Registrar’s Office by Sept. 15 to validate completion and calculate OTA admitting GPA.
- 

**Checklist #2.** The following checklist is provided for applicants who are conditionally or fully accepted into the Newman Occupational Therapy Assistant Program. Further information regarding these requirements will be sent to the applicant at time of notification of acceptance.

- \_\_\_\_\_ Submit necessary information and fee for professional *Background Check*.
  - \_\_\_\_\_ Submit completed half-sheet forms for *Technical Standards, Notification of Disclosure, Drug and Alcohol Testing Results Release, and Fieldwork Internship Acknowledgement*
  - \_\_\_\_\_ Meet with your OTA advisor for OTA class enrollment advising.
  - \_\_\_\_\_ Register for classes you will need to be taking in the Spring semester
  - \_\_\_\_\_ Have sent or hand-carry to the NU Registrar official sealed transcripts documenting grades for any pre-requisite classes completed during the Fall term *promptly* at the end of the fall semester.
  - \_\_\_\_\_ Attend NU and OTA New Student Orientation sessions before classes begin.
- 

**Checklist #3.** For future reference, the following are some of the items that will be required prior to starting class in fall, the second semester of your first year of OTA studies. You will receive the necessary forms and instructions prior to that time.

- \_\_\_\_\_ Documentation of Professional Liability Insurance.
- \_\_\_\_\_ Accurate and complete Newman University Immunization Record Form.
- \_\_\_\_\_ Documentation of Physical Examination and Health Care Provider CPR training.