

OZARKS TECHNICAL COMMUNITY COLLEGE

OTA 3.2

Evaluation of Student Progress & Professional Behaviors

A. Purpose

To maintain compliance with Standard A.3.5 set forth by the Accreditation Council for Occupational Therapy Education (ACOTE)

B. OTC Policy Connection

- OTC Policy 5.09 Academic Standing
- OTC Policy 5.10 Satisfactory Academic Progress
- OTC Policy 2.70 Grading System

C. OTA Program Procedure

Student Progress & Academic Standing

OTA students may view course grades, as they are entered into Canvas by the instructor. This grade center is available to students 24 hours per day, 7 days per week through computer or phone app. Every effort is made by the faculty to input grades within 6 business days of the submission of an assignment. Students will be notified by the instructor if grading must be extended beyond the 6-day mark.

Faculty regularly assess each student's standing in the class. After grading is complete, students are given specific feedback by the instructor through Canvas comments on each assignment, quiz, project, or discussion board. Students are encouraged to make appointments with instructors to further review missed questions on tests or assignments. Students may view their tests with an instructor at any time upon request.

In lab courses, students are given up to three opportunities to meet the 75% requirement for any summative assessment. Students who do not meet the 75% requirement by the third attempt, will be given a zero score. Grades for the summative assessment are averaged together once the 75% mark has been met. In the case of a quiz or test, test banks will be used and questions will be randomly provided for each attempt so the test questions are not the same for second and third attempts.

Students must complete all formative and summative assignments by the end of the semester or will receive an incomplete until all work is finished. Per OTC Policy 2.70 students will then have 6 weeks from the end of the semester to submit the work and a final grade. If the work is still incomplete at 6 weeks, the final grade will become a score of 74% automatically and the student will be suspended from the program.

Any student not passing with a "C" or better at midterm will be contacted by the OTA instructor through email and given the opportunity to schedule a strategy meeting for continued success in the program. A coaching form will be completed by the instructor and sent to the student by email. The form will be signed and returned by the student if no advising meeting is desired by the student. Otherwise, the form

will be signed during the student’s meeting with the instructor. At the end of the semester, all coaching forms will be submitted to the Health Sciences office for placement in the student’s permanent file.

Any student with an “F” at midterm will also be contacted by the Academic Affairs department at OTC to alert them to their midterm status.

Students whose summative scores are below 75% at the end of the semester will meet with the Program Director to discuss next steps. See OTA 3.3 for suspension and withdrawal requirements.

Professional Behaviors

Students are regularly assessed on professional behaviors during OTA Program courses through the Lab Ticket process.

Students will participate in an assessment of professional behaviors (preparedness, professionalism, and participation) during randomized lab periods throughout the semester. Students who are present in class or joining by Teams (approved by the instructor) may complete the lab ticket on the day of lab. Tickets will open 5 minutes prior to the start of class and will close 10 minutes after class begins.

Students are assessed on the following 3 areas for the lab ticket. Preparedness assessment also includes 4 questions on the day’s material which is made available to the student on Canvas one week ahead of the lab class.

Participation	Teacher Only: Student demonstrated self-directed learning, was engaged in class, and asked questions of the instructor during the class to further understanding of material. Student was an active participant with their lab partner and furthered the learning process through their interactions and practice.
Professionalism	Teacher Only: Student demonstrated professionalism in lab through actions, communication, and utilization of time for practicing skills. Student was dressed appropriately for lab. Student responded positively to constructive feedback given by instructors and/or other students and also provided other students with constructive feedback.
Preparedness	Teacher Only: Student prepared all materials for lab, including printing of any materials noted on the lab Canvas site, prior to the start of class. Student is able to practice skills due to preparation and review of materials prior to lab.

Each teacher in a course will assess professional behaviors on at least half of the available lab days, though the days will be randomly selected. For labs with multiple teachers who teach individual sections of the lab, each teacher will assess professional behaviors on at least half of their lab dates. Instructors will also give feedback to students as needed through Canvas or in-person regarding professional behavior strengths and areas of improvement.

Reviewed 11/4/23

Set for next review 11/4/25