



College of Allied Health & Nursing
Occupational Therapy Department
Doctoral Student Manual

For 2007-2008

(Updated 9-07-07)

2007 - 2008

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 Director, administrative staff, and faculty are here to assist you with any questions you may have or problems that you may encounter while in the program. You will need to read two other documents that will describe policies, procedures, functions, and the programs: the *College of Allied Health & Nursing Student Handbook* and the *Health Professions Division (HPD) catalog*. Ph.D. students will also have 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 annually, 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 Director. It is your responsibility to keep the Doctoral Program Director 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.

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. The content of this manual may change at any time.

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 Director
 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). Dysphagia.</p>	dorne@nsu.nova.edu	1220	1221
<p><u>Sandee Dunbar</u>, DPA, OTR/L Professor, Chair 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	1243	1243
<p><u>Max Ito</u>, PhD, OTR/L Associate Professor, Doctoral Programs 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	1227	1227
<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>Sheama Krishnagiri</u>, PhD, OTR/L Associate Professor Interests Include: 1) ACOTE, 2) SSO: USA, 3) occupation of mate selection, 4) hanging out as an occupation, 5) leisure occupations and 6) efficacy of treatments</p>		1229	1218
<p><u>Barbara L. Kornblau</u>, JD, OTR/L, FAOTA, DAAPM Professor Interests include: 1) ergonomics, 2) work rehabilitation, 3) work as occupation, 4) workplace accommodations, 5) ADA, 6) injury prevention, 7) consultation with employers, 8) legal and</p>	barbaralk@aol.com		

ethical issues, 9) entrepreneurial practice, 10) home modification, 11) public health, 12) Asperger's Syndrome and 13) case management.

Judith Parker, OTD, OTR/L

1216 1216

Associate Professor

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

Cathy Peirce, PhD, OTR/L

1228 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

David Pallister, JD, OTR

1225 1238

Assistant Professor

Interests include: 1) physical disabilities practice, 2) ergonomics, 3) home modification/aging-in-place, 4) ethical/legal/policy issues related to practice

Chin-yu Wu, PhD, OTR

1233 1224

Associate Professor

Interests include: 1) Applied scientific inquiry, 2) evidence-based practice, 3) quantitative designs and analyses for clinical trials, 4) development and validation of clinical guidelines, 5) motivation, 6) occupational therapy in mental health, 7) activity participation, and 8) occupational therapy as an international profession.

Professor Emeriti

Carol Reed, EdD, OTR/L

Professor Emeritus and Adjunct Instructor

Ferol Ludwig, PhD, OTR/L

Professor Emeritus and Adjunct Instructor

Nancy Nashiro, PhD, OTR

Professor Emeritus

Adjunct Faculty

Sonia Kay, PhD, OTR/L
Adjunct Instructor

Pilar Saa, OTD, OTR/L
Adjunct Instructor

Kay Walker, PhD, OTR
Adjunct Instructor

Wallace Marsh, PhD, PharmD
Adjunct Instructor

Sarah Ransdell, PhD
Adjunct Instructor

OT Department Staff

	Extension:
<p>Caroline Freckleton OT Academic Support Coordinator</p>	<p>frecklet@nsu.nova.edu 1242</p>
<hr style="width: 25%; margin-left: 0;"/> <p>Administrative Assistant, Doctoral Program Assistant Academic Support Coordinator</p>	<p>1202</p>
<p>Esmeralda Hernandez Administrative Assistant, Fieldwork</p>	<p>hesmeral@nsu.nova.edu 1635</p>

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 occupational-centered practice.

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)

**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.
 - a. Direct occupational therapy and/or rehabilitation services in traditional arenas
 - b. Develop and lead innovative programs and services in the community
 - c. Serve as consultants to business and industry, the judicial, educational, and/or health care systems
 - d. Move into position to influence public policy decisions as they impact individual and societal engagement in occupation.
 - e. Advocate for health related issues with legislators and legislative staff and other policy makers
 - f. Understand how politics affect legal and regulatory issues that affect occupational therapy and health care in general
 - g. Analyze legal, ethical, and political implications in contemporary health care
 - h. Evaluate current political issues of significance to the occupational therapy profession and analyze their impact on the health professions as it relates to one's area of specialization
 - i. Evaluate the significance of potential public policy issues to occupational therapy and be able to develop an action plan for one's area of specialization
 - j. Integrate information about leadership from a variety of sources and apply these to one's career path and goals
 - k. Explain professional leadership roles in advancing the practice of occupational therapy to improve client services
 - l. Apply leadership concepts to advance OT practice
 - m. Take leadership roles
 - n. Mentor others

2. Demonstrate **advanced level of clinical proficiency** for a declared area of expertise in all aspects of the occupational therapy process.

- a. Analyze and apply effective evidence-based strategies to meet clinical and community occupational needs
 - b. Develop innovative occupation-centered programs
 - c. Describe and critique major theoretical perspectives, theoretical models, and frames of reference that guide practice
 - d. Judiciously apply and incorporate relevant theoretical perspectives, theoretical models, and frames of reference into practice in the student's area of specialization
 - e. Analyze assessment and intervention strategies, and research to date of the major theoretical perspectives, theoretical models, and frames of reference in occupational therapy relevant to one's area of specialization
 - f. Analyze the features and applicability of an OT theory, model, or frame of reference for current practice
 - g. Discuss how occupation has been woven into the warp and weft of occupational therapy from our historical roots through contemporary times.
 - h. Infuse knowledge about occupation from occupational science into occupation-centered practice.
 - i. Apply occupation-centered practice to selected frames of reference and utilize occupation-based practice.
 - j. Articulate coherently and convincingly the power of occupation and occupation-centered practice.
 - k. Explain the variety and importance of contextual factors on health and participation in occupation
 - l. Locate sources for funding programs and services.
 - m. Analyze and choose outcome measures through which a program can be evaluated.
3. **Engage in and utilize research** activities appropriate to the advanced level of practice.
- a. Contribute to evidence-based practice knowledge in occupational therapy
 - b. Demonstrate knowledge, skills and attitudes to be a critical thinker and a self-directed learner
 - c. Critically select, evaluate, summarize and use a range of resources to facilitate self-directed and distance learning
 - d. Utilize in one's daily work and teach others the importance of evidence-based practice to occupational therapy
 - e. Competency in the dissemination of research.
 - f. Develop, write, and articulate a coherent and well developed argument that utilizes critical thinking, close analysis, and use of supporting material to efficiently and direct one's claims and positions
 - g. Remain current with research and state of the art practice in one's area of specialization and identify gaps, strengths and weaknesses
 - h. Evaluate strategies for optimal dissemination of one's scholarly works
 - i. Disseminate his/her results of scholarly activities



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
 - a. Explain how politics affect legal and regulatory issues that influence occupational therapy and health care in general
 - b. Integrate information about leadership from a variety of sources and apply these to one's career path and goals
 - c. Take professional leadership roles in academic and/or community settings
 - d. Explain professional leadership roles in advancing the practice of occupational therapy to improve client services
 - e. Mentor others

1. Engage in and utilize **research** to increase levels of practice.
 - a. Engage in independent qualitative and quantitative clinical research
 - b. Participate in collaborative and interdisciplinary research teams
 - c. Participate in efforts to advance and contribute to further theory development
 - d. Evaluate where and how to disseminate results of research for most effective impact
 - e. Disseminate results of his/her research
 - f. Demonstrate knowledge, skills and attitudes to be a critical thinker and a self-directed learner
 - g. Critically identify, select, evaluate, summarize and use a range of resources to facilitate self-directed and distance learning
 - h. Utilize in one's daily work and teach others the importance of evidence-based practice to occupational therapy
 - i. 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
 - j. 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

- k. Value, understand, and apply theory in research
- l. Identify ethical issues involved in research and design to minimize these and follow Institutional Review Board and HIPPA requirements
- m. Describe and utilize research considerations such as rigor, trustworthiness, validity, naturalistic inquiry, contextual relevance, control of extraneous variables, and internal and external validity.
- n. 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
- o. Synthesize the differences between qualitative and quantitative research paradigms and multi-method research and discuss the value and risks of each
- p. 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.
- q. 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 four-day “doctoral weekend” between each trimester. Most courses end at a wrap session on Friday or Saturday, and the next term courses are launched on Sunday or Monday. Attendance at these on-campus weekends is **mandatory** if your course requires it. These weekends are held in early September, January, and May each year for most occupational therapy doctoral courses.

New for 2007 is the requirement of 4 HPD core courses for all new Ph.D. students. Most of these courses will be 100% online, and multidisciplinary (with Nursing, PT, and other HPD students). Instructions for the HPD core courses will be coordinated by the HPD course coordinator, and not through the OT Department.

Students working toward the Ph.D. degree, in addition, are required to attend a one-week (5-day) summer session on campus Research Design (methods) courses. This one-week summer session will be held in early to mid 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 6005: Evidence-Based Practice and Critical Thinking in OT
 OCT 6010: Theory Development for Models of Practice
 OCT 6103: Occupation-centered Practice
 OCT 6133: Advance Policy
 OCT 6860: Creative Leadership
 OCT 6007: Evidence & Outomes
 OCT 6002: Intro to Research Methods
 OCT 6003: Capstone Residency

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)
 OCT 6105: Philosophy of Science
 OCT 6010: Theory Development for Models of Practice
 OCT 6860: Creative Leadership
 OCT 6101: Academic Educator
 OCT 6104: Occupation Science
 OCT 6170: Research Methods (Qualitative)
 OCT 6820: Applying Measurement Theory to Evaluation
(Note: the courses above plus 66 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 (or advisor) and keep this updated with the Director of Doctoral Programs. 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). 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 credits of *incompletes* 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 Programs Director in order to be eligible for an *incomplete*.

Continuous Enrollment

Students are expected to be continually enrolled in the program to completion, and complete all requirements for the doctorate within the time limits of the program. Ph.D. students will complete all requirements for their degree no more than four 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 after starting the program.

Course Failures, Committee on Student Progress, Academic Probation and Dismissal

Course failures can be remediated by retaking a course at the next course offering. The maximum grade a student can receive from a course retake is 80 for a core course and 70 for an elective. Any two course failures will lead to dismissal from the program.

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)

Grade Disputes

Grade disputes should be made in writing and directed to the course instructor within 5 days of the event (assignment or final course grade) being disputed. Grade appeal procedures are in the *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 2007-2008*. 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 Director of Doctoral Programs. 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. 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 Director of Doctoral Programs, 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 modem 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

order and/or credit. These changes should be discussed and agreed upon before and during any major revision process.

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 72 credits of graduate coursework specifically approved to meet NSU doctoral program requirements, **within 6 years time.**
2. successfully complete the capstone course OCT 6007, 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)

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 4 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
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 at the beginning and end of each term over a 4-day weekend. Friday and Saturday are wrap (end of course) sessions and Sunday and Monday are launch (start of course) sessions. On-campus sessions are required and each student is responsible for travel, lodging, and transportation arrangements. Students are responsible for fulfilling all class requirements, accessing recommended resources, and meet 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 usually defined in the course syllabus.

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 September travel because it is the middle of our 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 4357 or go to their link on WebCT.

Grading Policies and Procedures

To remain in good standing, a student must maintain a minimum cumulative GPA of 80%, and receive no less than an 80/100 in each of the required core courses, and no less than 70/100 in any other course (electives). Only applicable courses taken at NSU will be averaged into the GPA, unless a transfer has been authorized by the Doctoral Program Director. All coursework is to be completed by the end of the term for which the student is registered.

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 appeal is unsatisfactory to the student, he/she may appeal to the Program Director within 5 working days of the instructor's decision. If the grade results in dismissal from the program, the student can follow the appeal process, followed by an appeal to the Health Profession Division Student Progress Committee. This committee is comprised of faculty and administration, and all decisions from this committee are final.

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 2007-2008 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 (70%) with the notation “R” will be posted on the transcripts.

Any second course failure 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 72 graduate course credits beyond the baccalaureate degree, or a minimum of 42 hours of coursework in the program beyond a master’s degree depending on how many graduate credits are transferred towards the degree requirement. 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. A Dr.OT student can transfer up to 30 credit hours of graduate coursework of grades ‘B’ or better (and related to the Dr.OT program) from an accredited program.

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.

Transfer Credit and Concurrent Coursework Outside NSU

While enrolled in this doctoral program one can, with prior approval from the Director of Doctoral Programs, transfer up to six credits of graduate coursework from another accredited university. The student must complete a *Pre-approval of Graduate Course Credit* form, including information on the proposed course and its relevance for the student’s program goals, and why it cannot be taken at NSU. A student who is considering taking such a course should contact the Director of Doctoral Programs. However, a maximum of 30 credits can be accepted from another university(ies). **If 30 credits have already been accepted as transfer-in credits, no further credits will be accepted.**

Continuous Enrollment

Students are required to be continuously enrolled in the program, by taking at least one OCT or program course each term.

Withdrawal From a Course

A request for withdrawal from a course shall be made in writing to the Program Director within four weeks after the beginning of the class in which the student is enrolled. The student may request withdrawal only if he or she is in good standing. A withdrawal from a course requires approval from the Program Director. A grade of W (withdrawal) or WP (withdraw passing) will be recorded. The grade of W or WP will be replaced by an earned grade only if the student retakes the course. Unofficial, late or poor standing withdrawals may result in a grade of WF (withdraw failing).

Suspension/Dismissal

Students enrolled in the program have an obligation to conduct themselves in a manner compatible with the university's function as an educational institution. Students can be suspended and/or dismissed from the program for failure to meet academic standards, failure of 2 courses, and/or unprofessional conduct. Please refer to the section of the Student Handbook for the College of Allied Health and Nursing entitled *Students Rights and Responsibilities*. The appeal process is also outlined in the Student Handbook.

Leave of Absence

A student desiring a voluntary leave of absence (LOA) must first submit a written request to the Program Director, who will decide whether the LOA will be granted. LOA's will be considered for a single term.

Refunds

A student will receive a 100% refund for each course if a written or online withdrawal notice is sent to the program office by the **10th calendar day** of matriculating each term. Seventy five percent of the tuition fee will be refunded between the 11th and 15th calendar day. A 50% will be refunded between the 16th and 20th calendar day. No refund will be granted if a written course withdrawal request is not sent to the program by the 21st calendar day (3rd week) of the term. See Student Handbook.

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 persists, 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, 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 skills
3. Increase opportunities for networking with expert clinicians, leaders, and visionaries in the occupational therapy profession

Guidelines and Requirements

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

1. Individualized experiences that meet the needs and interests of the students
2. A minimum of 75 hours must be spent on the residency. This time must be logged on-line, following specifics of the course syllabus.
3. The course professor will collaborate with the student to determine what activities qualify for the 75 hours of residency involvement.
4. The residency may occur in more than one site, as approved by the course professor
5. The residency must occur with a master occupational therapist or other approved professional, with known expertise in a particular area. 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.
6. If the student will be working with clients, it is mandatory that the student complies with all state and country 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).

7. Prior to initiating the residency, the student must provide a list of learning objectives and proposed product. This will be influenced by their choice of a single subject design, interview, program evaluation or program plan. This written report should also include a time line and how the residency facility will support this endeavor.
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 capstone project (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 Evidence and Outcomes OCT 6007 course, or at the end of residency, and prior to commencement deadlines.
9. The student will also turn in a feedback form from the mentor at the end of the residency and prior to commencement deadlines.
10. The grade for the residency will be Pass/Fail and will be assigned by the OCT 6007 course professor and prior to commencement deadlines.
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.

Pass/Fail Criteria

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

1. Involvement for a minimum of 75 hours, as noted on the WebCT log, during the Evidence and Outcomes OCT 6007 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 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 enculturate 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 experiences/skills/knowledge to fill unmet 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 deadline, sometime 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 very nice formal 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 has to be checked by multiple offices before the department chair will approved the application.

Appendix A

Academic Calendar 2007-2008

NSU Occupational Therapy Doctoral Degree Program

May 6, 2007	Begin Summer Semester
May 7, 2007	Begin Summer Research Institute (SRI)
June 2, 2007	End On-Campus SRI
July 4, 2007	Independence Day, University Closed
August 24, 2007	Graduation Rehearsal
August 25, 2007	Graduation Award Dinner
August 26, 2007	Graduation
September 3, 2007	Labor Day, University Closed
September 7, 2007	Orientation for New Students
September 8, 2007	End Summer Semester, Wrap-up
September 9-10, 2007	Begin Fall Semester
September 13, 2007	Rosh Hashanah, University Closed
September 22, 2007	Yom Kippur, University Closed
November 22-23, 2007	Thanksgiving Holiday, University Closed
December 14, 2007	Fall Classes End
December 24, 2007	Christmas Eve, University Closed
December 25, 2007	Christmas Day, University Closed
December 31, 2007	New Year's Eve, University Closed
January 1, 2008	New Year's Day, University Closed
January 4-5, 2008	End Fall Semester, Wrap-up
January 6, 2008	Begin Winter Semester
January 21, 2008	Martin Luther King Day, University Closed
March 17-21, 2008	Spring Break, No Classes
March 21, 2008	Good Friday, University Closed
April 11, 2008	Winter Classes End
May 2-3, 2008	Winter Semester, Wrap-up
May 26, 2008	Memorial Day, University Closed
July 4, 2008	Independence 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