

Post-Professional Occupational Therapy Doctorate (PPOTD) Program Handbook

Melanie Austin, DOT, MPA, OTR/L
Program Director
Post-Professional Occupational Therapy Doctorate Program

Louise Keegan, Ph.D., CCC-SLP, BC-ANCDS
Associate Dean, School of Rehabilitation Sciences

James R. Scifers, DScPT, PT, SCS, LAT, ATC
Associate Provost and Dean, College of Health

Table of Contents

Program Faculty & Staff	3
Section I: Program Introduction	4
Vision Statement	
Mission Statement	
Goals and Program Objectives	
Program Learning Outcomes	
Section II: Academic Program	5
PPOTD Program Design	
Course Design	
Doctoral Project, Manual & Workbook	
Doctoral Project Conference	
Academic Program Course Listing	
PPOTD Admissions	
Admission Appeals Process	
Program Retention & Graduation Requirements	
Course Drop Deadline	
Part-Time Enrollment	
Leave of Absence Policy	
Clinical & Professional Liability Practice Policy	
Technology & Communication Expectations / Guidelines	
General Program Policies	
Title IX Policy	
Confidentiality	
Policy on Assessment	
PPOTD Program Examination Policy	
Advising Policies	
Course Evaluations	
Section III: Disciplinary Actions and Grievances	16
Student Agreement Signature Page	18

Moravian University Faculty & Staff

Melanie Austin, DOT, MPA, OTR/L
Associate Professor
Program Director, Post-Professional Occupational Therapy Doctorate Program
610.625.7227
austinm@moravian.edu

Cynthia Rommens
Office Manager
610.625.7204
rommenc@moravian.edu

Allison Berger
Director of Graduate Enrollment
Student Experience Mentor
610-625-7130
bergera02@moravian.edu

Core Adjunct Faculty

Sara Benham, OTD, OTR/L, MOT, ATP
Adjunct Associate Professor, PPOTD
Associate Professor, MSOT
Sch90 1 196.83 420.63 Tm-6(a)7OT

THE DOCTORAL PROJECT

The Doctoral Project courses enable the PPOTD student to bring their unique idea and vision to life with an innovative practice, policy, program, or product development. Students are guided by advanced training within the PPOTD curriculum and the mentoring/advising process. Students carry out their Doctoral Project idea and disseminate it through innovative mechanisms leading to greater impact and quality of life for individuals, communities, the academic community, and business practices at the local, national, and global level. A minimum of three (3) Doctoral Project courses (1 credit each) are required. Please be sure you have reviewed the Doctoral Project Manual and signed/submitted the last page - Acknowledgement Form. A Doctoral Project Workbook is also provided for your reflection and practice.

DOCTORAL PROJECT CONFERENCE OPTIONAL ELECTRONIC, VIRTUAL or IN-PERSON

The Doctoral Project Conference brings students, faculty, and mentors together for a day-long, conference-style presentation and dissemination opportunity as the final session in the Doctoral Project course. Students present their Doctoral Project by expanding upon content learned throughout the PPOTD curriculum as they receive additional feedback and guidance from some of the PPOTD students advanced skills in areas including advanced clinical practice, health promotion & life skills, teaching and learning in higher education, research & evidence-based practice, leadership, professional development, entrepreneurship, technology, and innovative & emerging areas of practice.

Students will have the option of presenting their final Doctoral Project electronically, virtually or in-person. The virtual presentation option will be available as an optional venue for students who choose the virtual or in-person presentation option. All PPOTD students will complete all session hours to pass the final Doctoral Project course and to graduate from the program.

ACADEMIC PROGRAM - COURSE LISTING

Students must complete required pre-requisite On Demand courses and twelve (12) courses (10 for Moravian MSOT Alumni) comprising thirty (30) credits (24 credits for Moravian MSOT Graduates) for the PPOTD degree. Courses are required in the following categories. Please note that courses in **bold** are required (based on 30/24 credit format); non-bold courses are electives. Students who have not been given "exempt" status from taking the OT800 and/or OT801 On Demand-Free Prep Courses, must complete these courses within the first 3 weeks of the term (for

PPOTD List of Courses, Tracks & Electives

Course Code	Course Title	Credits
	On Demand Courses (Required) <small>Complete prior to starting the Foundational Core Courses</small>	
OT800	Ethics In Leadership & Health Professions	0
OT801	Evidence-based Practice & Human Subjects Training	0
	Foundational Core Courses	

OT900 I-

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

be approved for graduation from the PPOTD Program.

COURSE DROP DEADLINE

The drop period for an 8-week course concludes at the end of the first day of the 8-week term. Students who drop a course by the drop deadline will receive a full refund for the dropped course for the semester.

The withdrawal deadline for 8-week courses is the Friday of Week 6. Students wishing to withdraw from the course after the drop deadline, and before the withdrawal deadline, will receive a W on their transcript for the

drop deadline will not receive a refund for the course.

the appropriate professional behaviors in any portion of the program or courses is subject to removal from the course. Some suggestions for online discussions include:

Think before you push the send button. How will the person on the other end read the words? While you can't anticipate all reactions, re-read what you've written before you send it.

Remember to communicate in a professional, polite and clear manner. It is not good practice and etiquette to use sarcasm, too few words, or limited information.

The use of capitals may send the message that **YOU ARE SHOUTING!**

Give positive feedback (good idea, thanks), be polite, and avoid hostile or curt comments.

Apply the same standards you would follow in a face-to-face classroom discussion.

Share tips, help, and questions. For many of us, taking an online, asynchronous course is a new frontier. There are no dumb questions, and even if you think your solution is obvious, please share it by posting it on the Discussion Board or other communication tool.

Ask for feedback if you're not sure how your ideas and comments will be taken.

Remember there's a person on the other side. If you disagree with what someone has said, practice all your communication skills as you express that disagreement.

"Flaming," or flying off the handle and ranting at someone else is unacceptable; it's the equivalent of having a tantrum, something most of us wouldn't do in a face to face classroom. Any derogatory or inappropriate comments regarding race, gender, age, religion, sexual orientation, are unacceptable and subject to the same disciplinary action that they would receive if they occurred in the physical classroom. If you have concerns about something that has been said, please let your professor know.

Written Communication:

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

Electronic Mail & Learning Management System (LMS):

Students are required to check their Moravian University electronic mail accounts and the All important course and program information will be posted in the LMS or sent via electronic mail to the Moravian University accounts only. Students are responsible for all communication sent via electronic mail and for all announcements posted within the LMS. Failure to check electronic mail is not an acceptable excuse for failure to meet / complete class or program assignments. No assignments may be submitted via electronic mail without the prior approval of the professor.

GENERAL PROGRAM POLICIES

Students with Disabilities: Students who wish to request accommodations in the PPOTD Program or courses for a disability should contact the Office of Disability and Accommodations, oda@moravian.edu or by calling 610-861-1401. Accommodations cannot be provided until

Associate Athletic Director (Deputy Title IX Coordinator)
109 Johnston Hall
Moravian University
1200 Main St.
Bethlehem, Pennsylvania 18018
(610) 625-7791
mayr@moravian.edu

Concerns regarding the application of Title IX should be directed to:
U.S. Department of Education
Office of Civil Rights

student responsibilities include the following:

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

Section III: Disciplinary Actions and Grievances

Disciplinary Procedures

The following procedures have been established to ensure the smooth operation of the Moravian University PPOTD Program. Offenses of the rules and regulations of the University or the PPOTD

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

Step I:

in-person) with the PPOTD Program Director. This meeting will serve as a warning that any further offenses of the PPOTD Program rules and regulations will result in formal action against the student.

Step II:

PPOTD Program Director and Associate Dean formal meeting (virtual or in-person). Minutes of the meeting as well as a written response, including any disciplinary action to be taken, will be filed in the PPOTD

permanent
permanent file.

Step III:

Program Director and Associate Dean will minimally result in academic probation for a period of one semester.

Step IV

University PPOTD Program.

Moravian

Minor Offenses: Minor offenses include, but are not limited to, fail 39 reW*nBT/F2 12 Tf1 0 0 1 385.4 170.05 T

Disciplinary Offenses: Disciplinary offenses include, but are not limited to, insubordination, failure to perform duties in a professional manner or failure to act in a manner consistent with the standards of Moravian University, the Moravian University Policy on Academic Code of Conduct, the PPOTD Program, the American Occupational Therapy Association Code of Ethics and / or the NBCOT Guidelines and / or the State Licensure / Registration Board. ~~SI6ci~~ School

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

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

Handbook

Student Agreement

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

Additionally, I understand the contents of this Handbook and how the policies and procedures of