

MASTER OF SCIENCE IN OCCUPATIONAL THERAPY PROGRAM

DEPARTMENT OF KINESIOLOGY



2026

**Student
Handbook**

This handbook outlines the policies, procedures, expectations, and guidelines students are expected to follow while enrolled in the Master of Science in Occupational Therapy (MSOT) program at Colorado Mesa University (CMU). For this handbook to be most useful, please take the time to become familiar with its contents. The MSOT program reserves the right to change policies and curricular programs at their discretion. All attempts will be made to communicate such changes before implementation.

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Faculty & Staff Directory

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Accreditation

In August of 2023, Colorado Mesa University's Occupational Therapy Program was granted a seven-year accreditation from the [Accreditation Council for Occupational Therapy Education \(ACOTE\)](#) of the [American Occupational Therapy Association \(AOTA\)](#) located at 7501 Wisconsin Ave, Suite 510E, Bethesda, MD 20814, (301) 652-6611, www.acoteonline.org.

The [National Board for Certification in Occupational Therapy \(NBCOT\)](#) is the credentialing agency responsible for certifying occupational therapy practitioners in the United States. The NBCOT's certification process ensures that occupational therapists have the knowledge and skills necessary to practice safely and effectively.

Graduates of the MSOT program will be eligible to take the NBCOT exam. Successful completion of the NBCOT exam and state licensure are required to become an occupational therapist. The OTR/L credential indicates an occupational therapist is registered with the NBCOT and licensed to practice in their state.

Program Mission, Vision & Philosophy

Mission

The mission of the Colorado Mesa University's Occupational Therapy Program is to prepare students with the knowledge, skills, and professional behaviors necessary to become competent and ethical occupational therapy practitioners who are equipped to meet the needs of diverse populations (e.g., individuals, groups, and communities) in a variety of practice settings.

Vision

Colorado Mesa University's Occupational Therapy program strives to help students learn how to think (not what to think) by building skills in critical thinking, professional reasoning, and evidence-based practice; develop professional identities through participation in leadership, advocacy, and research; solve big problems through collaboration, innovation, and mutually enriching community partnerships; and foster a sense of belonging in a supportive classroom environment that emphasizes student-centered learning.

Philosophy

In alignment with the American Occupational Therapy Association's (AOTA) Philosophical Base of Occupational Therapy (2017), Colorado Mesa University's Occupational Therapy Program believes engagement in occupations is fundamental to health. All persons, groups, and populations (i.e., clients) have an innate need to engage in meaningful occupations across the lifespan (AOTA, 2020). A core philosophical assumption of the profession is that people of all ages and abilities require occupation to grow and thrive; in pursuing occupation, humans express a mind-body-spirit union (Hooper & Wood, 2019). Occupational therapy practitioners view this transactional relationship as the foundation for using occupation as therapy. This knowledge sets occupational therapy apart as a distinct and valuable service for which a focus on the whole person is considered stronger than isolated aspects of human functioning (Hildenbrand & Lamb, 2013).

In agreement with the AOTA's Philosophy on Occupational Therapy Education (AOTA, 2018), Colorado Mesa University's Occupational Therapy Program views humans as occupational beings, occupation as a health determinant, and participation in occupations as a fundamental human right. Students develop skills in critical thinking, professional reasoning, evidence-based practice, and professionalism. Through this process, students build the foundation of their professional identity.

To fulfil the mission and vision of Colorado Mesa University, the Occupational Therapy Program's philosophy reflects seven values: Love, Dignity, Courage, Humility, Resiliency, Curiosity, and Power.

American Occupational Therapy Association. (2020). Occupational therapy practice framework: Domain and process (4 ed.). *The American Journal of Occupational Therapy*, 74(Supplement_2), 1-87. <https://doi.org/10.5014/ajot.2020.74S2001>

American Occupational Therapy Association. (2017). Philosophical Base of Occupational Therapy. *The American Journal of Occupational Therapy*, 71(Supplement_2), <https://doi.org/10.5014/ajot.2017.716S06>

American Occupational Therapy Association. (2018). Philosophy of occupational therapy education. *The American Journal of Occupational Therapy*, 72(Supplement_2), 1-2. <https://doi.org/10.5014/ajot.2018.72S201>

Hildenbrand, W. C., & Lamb, A. J. (2013). Occupational therapy in prevention and wellness: Retaining relevance in a new health care world. *The American Journal of Occupational Therapy*, 67(3), 266–271. <https://doi.org/10.5014/ajot.2013.673001>

Hooper, B., & Wood, W. (2019). *The philosophy of occupational therapy: A framework for practice*. In B. A. B. Schell & G. Gillen (Eds.), *Willard and Spackman's occupational therapy* (13th ed., pp. 43–55). Philadelphia: Lippincott Williams & Wilkins.

Curricular Threads

Curricular threads represent thematic strands woven throughout a curriculum. These threads provide a framework for integrating knowledge and skills to foster deeper understanding over time. The following themes have been threaded into the MSOT program: occupation and the occupational therapy process; critical thinking and professional reasoning; scholarship and evidence-based practice; and professionalism.

1. Occupation

Content related to occupation addresses client-centered practice; therapeutic use of occupation; occupation as end and means; influence of context; performance patterns, performance skills; and client factors on occupational performance.

2. Critical Thinking

Content related to critical thinking and professional reasoning addresses the interaction between client, context, and meaningful occupations; and the impact of mind-body-spirit connection on engagement in occupations.

3. Scholarship and Evidence-Based Practice

Boyer's Model of Scholarship (1990) outlines four interrelated types of scholarship that can be applied across disciplines. Applying Boyer's Model to the MSOT program demonstrates the broad contributions faculty and students can make to the profession and society. Content related to scholarship and evidence-based practice addresses:

- Scholarship of Discovery: Involves generating new research and the dissemination of findings through presentation and publication. Faculty and students conduct original research that advances understanding of occupational performance, disability, and health.
- Scholarship of Integration: Involves interpreting, synthesizing, and applying knowledge to create a more comprehensive understanding. Students and faculty integrate knowledge and ideas from multiple disciplines to make connections and draw conclusions that add new meaning.
- Scholarship of Application: Involves application of knowledge to address real-world problems. Students apply knowledge and research evidence during fieldwork experiences, service-learning projects, and partnerships with local organizations to benefit individuals, groups, and the community.
- Scholarship of Teaching and Learning: Involves systematic study of teaching practices and learning outcomes. Faculty assess the effectiveness of instruction and teaching methods. Students participate in peer-teaching projects and reflect on their development of critical thinking and professional reasoning skills, advance learning and skill mastery with students, clients, and colleagues.

4. Professionalism

Content related to professionalism and ethics addresses professional identity and leadership; ethical reasoning and integrity; cultural humility and diversity; professional communication and collaboration; advocacy for client, self and profession; and professional development and lifelong learning.

Curricular Model

The Subject-Centered Integrative Learning (SCIL-OT) Model is utilized in our program (see Figure 1). This conceptual model outlines the theoretical foundations and principles of occupation-centered education. In addition, the SCIL-OT Model places occupation at the center of all aspects of education.



Figure 1. The Model of Subject-centered Integrated Learning in Occupational Therapy. Note. Five elements of the SCIL-OT Model: (1) occupation, comprised of specific occupations and dynamics of occupation (center circles); (2) topics that students learn (orange stars); (3) the knowledge community (human icons); (4) the learning context (light grey background); and (5) the connecting lines (solid and dashed lines). Instructional design, teaching and learning, and assessment occur “on the lines.” Educators and students create connections among topics and the core (lines connecting the stars to center circles), topics and other topics (lines connecting stars to each other), personal experience and the core (lines connecting rectangles to center circles), and members of the knowledge community (lines connecting rectangles).

Hooper, B., Molineux, M., & Wood, W. (2020). The subject-centered integrative learning model: A new model for teaching occupational therapy’s distinct value. *Journal of Occupational Therapy Education*, 4(2). <https://doi.org/10.26681/jote.2020.040201>

The SCIL-OT Model is comprised of five elements.

- The blue circles located at the center of the model represent the concept of occupation. These circles are comprised of specific occupations (activities of daily living we engage in on a regular basis), and dynamics of occupation (how occupation is used as therapy). The dynamics of occupation circle helps students better understand the complexities of specific occupations.
- The orange stars represent important topics students learn including practice-related skills, concepts, and theories. This element also includes common themes such as client-centered care, evidence-based practice, and systems theory. Your professors will explicitly connect topics with occupation to emphasize the distinct value of occupational therapy.
- The green rectangles represent sources of knowledge in the community. Members of the knowledge community may include anyone with insight on the core subject of occupation such as professors, classmates, occupational therapists, and peer-reviewed journal articles. In this program, your professors will intentionally create opportunities for you to co-construct knowledge and collaborate with other members of the knowledge community. As students, you are now active constructors of knowledge as well.
- The grey circle in the background represents the learning context including internal and external influences on teaching and learning. Examples of contextual factors include knowledge trends and issues in the profession. In our program, the learning context includes problem-based learning, hands-on experiences, and interprofessional education.
- The interconnecting lines signify where teaching and learning occurs. Your professors have designed learning activities to help you connect the orange stars and green rectangles to the core construct of occupation. Ultimately, the SCIL-OT model encourages educators to teach, and students to learn, how to draw connections among the profession’s core subject of occupation.

2026-2027 Course Sequence

Spring I	Credits
OCCU 511 Lifespan & Occupational Performance	2
OCCU 512 Professional Skills & Occupation-Based Practice I	2
OCCU 513 Functional Anatomy & Movement	4
OCCU 514 Wellness & Occupational Performance	2
OCCU 515 Occupation-Based Practice & Theory for Older Adults	4
OCCU 516 History & Theory of Occupational Therapy	2
OCCU 550 Fieldwork Level Ia & Seminar	1
	17
Summer I	
OCCU 510 Scholarship & Research I	2
OCCU 520 Brain, Behavior & Occupation	3
OCCU 522 Professional Skills & Occupation-Based Practice II	2
OCCU 523 Occupation-Based Practice & Theory for Adults	4
OCCU 551 Fieldwork Level Ib & Seminar	1
	12
Fall I	
OCCU 530 Scholarship & Research II	2
OCCU 531 Practice & Theory for Children & Adolescents	4
OCCU 532 Assistive Technology & Occupation	3
OCCU 533 Telehealth, Occupation & Modalities	3
OCCU 534 Occupational Therapy & Mental Health Practice	3
OCCU 552 Fieldwork Level Ic & Seminar	1
	16
Spring II	
OCCU 540 Scholarship & Research III	2
OCCU 541 Leadership & Ethics in Occupational Therapy	2
OCCU 542 Occupation-Based Practice & Theory for Populations	4
OCCU 543 Professional Development Preparation	2
OCCU 553 Fieldwork Level Id & Seminar	1
OCCU 593 Occupational Therapy Culminating Experience	1
	12
Summer II	
OCCU 554 Fieldwork Level IIa	9
Fall II	9
OCCU 555 Fieldwork Level IIb	1
OCCU 594 Fieldwork Seminar (online)	10
Total Credits	76

Link: MSOT Program Course Descriptions & Pre/Co-Requisites
<https://catalog.coloradomesa.edu/course-descriptions/occu/>

Graduate Academic Policies

Program Policies

1. The CMU MSOT program cannot honor requests for deferral of admission during the period between offer of admission and enrollment.
2. From enrollment to graduation from the MSOT program, students are expected to demonstrate behaviors and attitudes consistent with that of a professional. Examples of professional behaviors may include meeting deadlines, taking accountability, dressing appropriately, and managing emotions. These behaviors may not explicitly be part of a profession's core knowledge and skills; however, they are required for success in the profession.

Failure to meet professional standards, as determined by the MSOT program faculty, will affect academic performance and be reflected in course grades.

Related breaches of professional behavior in the classroom or during any fieldwork experience, will result in the following corrective action(s):

- 1st written warning
- 2nd written warning
- Academic probation
- Dismissal from the program

Each incident will be documented by faculty and discussed privately with the student (See Appendix E *Professional Behavior Report and Remediation Plan*). The plan will be signed by the faculty and student and recorded in their academic file.

3. The faculty are readily accessible to students by scheduled appointments, regular office hours, and/or virtual office hours. Do not schedule an appointment or drop in to see an instructor during the times you are scheduled to be in class. Please be considerate of faculty's time by scheduling in advance whenever possible.
4. Classes start on time, both at the beginning and after breaks. Students are responsible for material missed. Instances of unexcused tardiness will be considered breaches of professional behavior and documented accordingly.
5. Attendance at all classes is expected. Anticipated absences need to be cleared with the course instructor at least two weeks in advance. It is the student's responsibility to inform the faculty of a planned or unplanned absence. In the event of an absence, it is the student's responsibility to initiate a plan for make-up work. Students who do not plan with faculty prior to an absence will not be excused. More than two unexcused absences will result in a remediation plan.

6. Assignments are due on the date and time (Mountain Time) stipulated by the course instructor. Late assignments will have points deducted at the discretion of the instructor of record.
7. All written work is to be submitted in the format required by the instructor, using the current APA Formatting manual.
8. Students requiring accommodation must contact the Educational Access Services office to make an official request.

Link: Educational Access Services (EAS)

<https://www.coloradomesa.edu/resources/categories/academics/educational-access-services.html>

Belonging

Colorado Mesa University is committed to a safe and healthy campus environment dedicated to fostering a sense of belonging irrespective of factors including, but not limited to, age, race/ethnicity, language, national origin, religion/faitth, gender, ability status, veteran status, immigration status, political ideology, socioeconomic background, or sexual orientation. We believe in the power of a Human Scale University to sustain a community where everyone can thrive and feel a true sense of belonging.

Link: Belonging

<https://www.coloradomesa.edu/belonging/index.html>

Advising

The purpose of advising is to:

1. Review professional behavior progress and goals.
2. Discuss academic progress.
3. Discuss fieldwork progress.
4. Mentor in the profession of occupational therapy.

Each student who is admitted to the program will be assigned a faculty advisor. Advisee assignments will be announced at orientation. Students will meet with their advisor each semester of the academic portion of the program. Students will complete the Professional Behaviors Form before every advising meeting (see Appendix D). All advising meetings will be documented and remain confidential. Documentation will be stored in the student's permanent file.

Grading Scale and Remediation Policy

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = Under 60%

Competence is measured against the Graduate School standard of 3.0 (B, or 80%) for final course grades in all courses, overall semester GPA, and for cumulative GPA throughout the program. Students who earn less than a 3.0 GPA in any course will be placed on academic probation. Students remain on probation until their cumulative GPA meets or exceeds a 3.0. Students may be placed on academic probation a maximum of two times after which they will be dismissed from the program. Students are required to earn a letter grade of B (80%) or better for all MSOT courses. Students who earn a final grade of C or below (< 79%) in any didactic course, or who earn a 'no credit' in any course or fieldwork placement will remain in the program, be placed on academic probation, and must repeat the course or fieldwork experience the next time it is offered.

Graduation Requirements

The CMU MSOT program follows a cohort model where students are admitted to the program as a class and progress through the coursework together, following a predefined schedule.

Progression and Retention

1. Students must successfully complete all 76 credits of the occupational therapy curriculum, including all Level I and Level II fieldwork, in order to earn the Master of Science Degree in Occupational Therapy. Fieldwork correlates to the university requirement for demonstration of ability to integrate and synthesize curriculum content. Level II Fieldwork must be completed within 24 months after the end of the academic portion of the program, as required by AOTA.
2. All 76 credits must be taken at Colorado Mesa University. As a rule, credits from other occupational therapy programs are not accepted for transfer into the CMU MSOT program.
3. Students are expected to earn a minimum grade of B (3.0 or 80%) or better in all coursework in order to qualify for the master's degree. Please refer to the Grading and Remediation Policy for further detail on remediation, deceleration, and academic probation.

Use of Artificial Intelligence (AI)

All work submitted in this program must be your own. Any use of generative AI tools (e.g., ChatGPT, Claude, etc.) when working on coursework is forbidden. Use of generative AI (including creating outlines and rephrasing) will be considered academic misconduct and subject to investigation. The assignments in this program have been designed to challenge you to develop creativity, critical thinking, and problem-solving skills. Using AI technology will limit your capacity to develop these skills and to

meet the learning objectives in this program. If you have any questions about the use of AI in this program, please contact your professor.

Deceleration

Deceleration (having to repeat a course) means completion of the academic program will be delayed. For didactic coursework and Level I Fieldwork experiences, this means a one-year delay. Final Level II Fieldwork scores of 'no credit' generally will mean a delay of at least one semester, determined by the ability to secure a fieldwork site. Once minimum competence has been demonstrated in the repeated course or fieldwork experience the student will be removed from academic probation.

Dismissal From the Program

The following situations will result in dismissal from the program:

1. Dismissal for academic reasons will occur for any one of the following situations:
 - a. Failure to meet academic requirements during academic probation.
 - b. Not passing any two courses with 80% or higher.
 - c. Failure to pass the same course for a second time.
 - d. Not passing any two fieldwork experiences (Level I and/or Level II). This could include not passing a Level I placement and later a Level II placement. It could also mean not passing two Level I or Level II placements.
 - e. Not successfully finishing both Level II experiences within the allotted two-year window from the completion of didactic coursework.

2. Dismissal from the MSOT program will result from more than three documented breaches of professional behaviors, as determined by the faculty, program director, and department head. Any misuse of social media that includes a breach of confidentiality of an individual, organization, or the program will be considered a professional behavior violation. Examples include, but are not limited to, misrepresentation of the program, professional ethical violations per AOTA ethical standards, and any violation of the Occupational Therapy Code of Ethics (see Appendix B), or policy related to academic dishonesty, as outlined in the CMU Graduate Policy & Procedure Manual, deemed "flagrant" by the course instructor or Academic Fieldwork Coordinator, in conjunction with the head of the department.

Link: CMU Graduate Policies & Procedure Manual

<https://www.coloradomesa.edu/graduate/policies.html>

Appeal Process for Students Challenging Academic Decisions

Students who wish to pursue an academic grievance involving departmental policies, procedures, individual course grades, or have a complaint about a faculty member, should provide a written appeal to the MSOT Program Director within 10 business days of the occurrence of the event the student intends to appeal. The letter should state the particular complaint and the desired remedy. It should also contain adequate justification for the appeal. The burden of proof regarding evidence in

the appeal rests with the student. More detailed information can be found in the CMU Graduate Policies and Procedures Manual.

Link: CMU Graduate Policies & Procedure Manual

<https://www.coloradomesa.edu/graduate/policies.html>

Readmission to the University

The MSOT program is under no obligation to assist students who have been dismissed from the university and wish to be readmitted. The program may decide, however, to support a student's application for readmission, if determined that circumstances warrant such action.

Link: Readmission Information

<https://www.coloradomesa.edu/admissions/requirements/returning-students.html>

Alcohol and Drugs

In accordance with the university standards of conduct, CMU Trustees prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on the property or as part of the activities of the university. For the full policy, disciplinary action and definitions see: Maverick Guide, p. 38 "Drug Free and Schools Community Act."

<https://www.coloradomesa.edu/student-services/maverick-guide.html>.

Felony Conviction Statement

A felony may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Students are required to contact NBCOT directly if this condition applies. Any student who has concern about their potential eligibility for the certification exam is encouraged to complete the Early Determination Review through the NBCOT.

Link: NBCOT Early Determination Review

www.nbcot.org/en/students/services#earlydetermination

Dress Code

The following guidelines will help you decide what is appropriate to wear to class and fieldwork. In general, clothing that would typically be worn to exercise, the beach, and the bar may not be appropriate for the classroom. A good rule of thumb is not to wear clothing that reveals too much of your chest, back, feet, midriff/stomach, or bottom. You should also consider the length and tightness of garments when choosing appropriate clothing.

1. Classroom

Black scrubs, CMU OT polo with black or khaki pants, or business casual attire.

2. Fieldwork

CMU OT polo with black or khaki pants (unless the setting has other requirements). Please refer to the Fieldwork Manual for policies & procedures.

3. Footwear

Appropriate: Casual slip-on or lace-up shoes, clean athletic shoes.

Inappropriate: Flip-flops, open toe, construction or hunting boots.

4. Special Events

Community labs, guest speakers, simulation, etc., are critical components of learning activities that involve people from the community. In these cases, follow dress code instructions from your course instructor or default to business casual.

5. Name Tags

Students must wear their CMU OT name tag to all professional and fieldwork assignments.

Replacements for name tags will be a \$10 charge. Contact the Staff Assistant to order a new one.

6. MAVcard (campus ID)

Students will need their student ID to access the St Mary's Medical Education Center building.

Exterior doors remain locked at all hours of the day. You can contact the MAVcard office at 970-248-1059 or email mavcard@coloradomesa.edu. If you have trouble with accessing the building with your activated MAVcard contact the professional staff assistant.

Outside Employment

It is understood that school is expensive, and many students need to work to support themselves and/or their families. The MSOT program highly suggests traditional students work no more than 20 hours per week. Furthermore, employment should allow flexibility for students to take advantage of short notice learning opportunities that may become available. The MSOT program expects graduate education will take a reasonable priority in the lives of students. Students may be asked to limit outside activities if they interfere with study time or other program commitments. It is imperative, however, that students have the flexibility in their employment to take time off for Level I FW experiences, and other unique learning activities, as appropriate.

St. Mary's Medical Education Center (MEC) Facilities

1. Please take care of your personal garbage in your classroom and lab rooms.
2. Wash any dishes that you use and wipe down any mess.
3. Throw away old food in the refrigerator.
4. Return all items cleaned to their original location at the end of the class.
5. The ADL lab is not a student lounge. Do not use this room for lunch or relaxation.

Study Rooms

1. Please wipe down all materials after use.
2. To reserve a room, there must be at least two people.
3. The rooms can be reserved for a maximum of two hours per day.
4. NO PETS.
5. The MEC is a very busy place! Study rooms must be reserved in advance.

Printer & Computer Use

A student computer with a printer that is available to OT, PT and PA students during office hours (Monday-Friday 7:30am-5pm). A desktop computer is also available in each study room.

Student & Faculty Communication

Confidentiality

The MSOT program adheres to Federal law ensuring confidentiality of information regarding students. Accordingly, we do not release lists of names, grades, or status in the program to any individual other than the students involved.

It is understood that the faculty can discuss student performance among themselves in the privacy of faculty meetings. It is necessary for all faculty members to be apprised of any information that may affect academic performance. These discussions are in the best interest of students since not all faculty share the same perspective on student issues.

Students are also responsible for maintaining confidentiality appropriately. Avoid sharing academic or any information of a personal nature unless you are willing to have it known by all. Any information that is shared in the classroom under the auspices of confidentiality may not be shared elsewhere. In all written or oral work, do not use any client names. Use only first initial or first names. Do not use any other identifying information related to the client, such as name of organization where the client was seen. Breaches of confidentiality may be considered violation of ethics and possibly grounds for dismissal from the program.

It is the student's responsibility to schedule advising appointments with their advisor at least once per semester. Faculty office hours will be posted on their door and written in course syllabi. Faculty can be available for additional advising appointments upon request.

Email Communication

Faculty and staff will regularly check email during business hours only. DO NOT expect an immediate reply after office hours. You are provided with a CMU email account, which you must use in all correspondence with the university. The department faculty will use the students' CMU email address to contact students. Please make sure you are acquainted with how to access and use your assigned email account. Many messages and important communications will be sent to you via email (including during the time students are out in fieldwork). This policy will be firmly enforced.

Phone and Address Changes

If you have a new address or telephone number contact Human Resources (email: humanresources@coloradomesa.edu, or visit HR in Lowel Heiny Hall (LHH) to ensure it is changed within the University's system. In addition, please notify the program's administrator of the changes.

Anticipated Program Costs

The table below provides an estimate of anticipated costs for the MSOT program. Tuition and fees are subject to change and additional program costs will vary by student.

Tuition and Fees*	Year 1	Year 2	Total Cost
In State	\$25,100	\$23,167	\$48,270
Out of State	\$37,602	\$34,800	\$72,402
<i>*Total estimated tuition and fees does not include additional program costs.</i>			

Student Responsibilities for Additional Program Costs**	
Textbooks/Resources/Miscellaneous Supplies	\$2,000
Computer/Printer	Varies
Professional Liability Coverage (Depends on Fieldwork Site)	Up to \$50
Training and Certifications	Varies
Professional Membership AOTA & OTAC (2026 Student Rate)	\$135
Immunizations, Annual TB Test, Flu Shot	\$250
Background Check and Drug Screen	\$150
Estimated Living and Transportation Expenses Per Semester***	
Housing and Food	Varies
Medical Insurance (Required)	Varies
Transportation	Varies
Miscellaneous Living Expenses	Varies
<i>**Additional program costs are estimates and will vary based on student preference.</i>	
<i>**Tuition and fees are estimated costs based on the current CMU tuition rates: https://www.coloradomesa.edu/student-accounts/expenses. These rates are subject to change and will be updated each academic year.</i>	Updated Nov. 11, 2025

As agreed upon in the [Student Financial Responsibility Agreement](#) upon registration, students incur a financial obligation to Colorado Mesa University. Anyone who registers for one or more classes is expected to pay the full amount of tuition and fees, unless they officially withdraw by the specified deadlines listed on the [Important Dates](#) web page.

Financial Aid

There are several types of financial aid available for students, including student loans, grants, and scholarships. Most of this information can be found on the Financial Aid website.

Link: Financial Aid and Resources

<https://www.coloradomesa.edu/iris/financial-aid.html>.

Health and Safety

Health Compliance Training

Students are required to complete the following health compliance training modules during the first semester in the program:

- Bloodborne Pathogens
- Health Insurance Portability and Accountability Act (HIPAA)

Equipment and Supplies

MSOT faculty provide safety information on the appropriate use of equipment and supplies. Safety considerations are included in weekly learning modules in each course site on D2L. Faculty and students are responsible for maintaining and cleaning equipment in the classroom and labs. Cleaning supplies must be requested from the MSOT program Professional Staff Assistant. Failure to adhere to program health and safety policies will be considered a breach of professional behavior.

Evacuation Procedures

Colorado Mesa University's Emergency Operations Plan is designed to effectively coordinate university and community resources to protect life and property immediately following a major natural or accidental disaster on CMU's campuses. The plan is placed into operation whenever an emergency affecting the campus cannot be controlled through normal channels.

The primary emergencies envisioned by the plan include:

- Active Shooter
- Critical Incident (Lockdown/Shelter in Place)
- Fire
- Chemical Spill
- Radiological Emergency
- Bomb Threat
- Campus Wide Evacuation

University personnel and equipment will be utilized to provide priority protection of:

1. Life
2. Environment
3. Property
4. Restoration of the academic program

In the event of an emergency, please follow the guidelines developed by the university.

Link: Colorado Mesa University Emergency Response Guide

<https://www.coloradomesa.edu/safety/response-guide.html>

APPENDICES

Appendix A

Health Compliance

Background and Purpose

This policy provides clear requirements for the Colorado Mesa University Master of Science in Occupational Therapy program Immunization and Health Screening procedures.

Health compliance requirements are to be completed by the program's identified due date. Failure to complete these items on time may impact a student's ability to participate in experimental learning.

Post Acceptance Requirements

Students are required to submit documentation of health compliance items prior to the due date communicated by the Academic Fieldwork Coordinator. EXXAT is the platform used by the MSOT program for Health compliance at <https://login.exxat.com/>.

- Immunizations & Health Information documentation
- Current BLS for Health Care Providers or CPR/AED that includes Pediatric Certification & First Aid
- Valid Driver's License
- Certified Background Check and Drug Screen

*Students should begin submitting health compliance documents as soon as possible. Some requirements may take several weeks, or months to complete.

Immunization and Health Screening

All MSOT students must verify that they do not have conditions that endanger the health and well-being of other students and patients. Colorado state law requires that all university students have two valid doses of Measles, and Rubella vaccine, unless the student was born before July 1, 1957, or the student can provide acceptable laboratory evidence (blood test) showing immunity to Measles, Mumps and Rubella. If a student completes an exemption form and an MMR outbreak occurs, the student will be subject to exclusion from the school. Students must show documentation of receiving these immunizations or a titer showing immunity. Due to fieldwork site requirements, a baseline list of immunizations and vaccines that are required prior to matriculation will be provided to students and will be updated as warranted.

Due to the requirements of local hospitals and other facilities, students will also be required to receive the annual flu shot in the fall as well as the series of the COVID-19 vaccine and boosters. Students who have medical contraindications to receiving the vaccine must provide documentation from a medical provider. This information should be provided to EXXAT, and it will be available for review by the Colorado Department of Public Health and Environment and the local community health

board. Screening requirements are subject to change as mandated by clinical sites or changes in the laws regulating occupational exposure. To that end, the following policies are presented:

1. Students are responsible for any/all charges related to verification of screenings.
2. Students may choose the examiner from the list provided.
3. The program's health forms are to be used to complete all health screening requirements satisfactorily. Health screening forms are considered confidential and are housed with EXXAT. Program faculty will not have access to students' medical records except immunizations, TB screenings, results of drug screens, and criminal background checks, which are not considered part of the health record.
4. Minimum health immunization requirements are based on current Centers for Disease Control (CDC) and Colorado Department of Health recommendations. Immunization and TB screening records may be released to clinical locations with the student's written consent. The CDC recommendations can be found at <http://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>. The MSOT program requires all pre-matriculants to provide proof that the following immunizations have been obtained and/or serologic testing results demonstrating proof of immunity (note: there is no current proof of immunity for COVID 19):
 - Hepatitis B: Must provide quantitative hepatitis B surface antibody (HBsAB) test results to validate immune status or proof of non-converter status following administration of two separate series. (Non-responders should contact the program for additional details)
 - Measles (Rubeola): Records of titer validating current immunity and/or 2-dose vaccine series are being administered according to CDC scheduling guidelines
 - Mumps: Records of titer validating current immunity and/or 2-dose vaccine series are being administered according to CDC scheduling guidelines
 - Rubella: Records of titer validating current immunity and/or 2-dose MMR immunization
 - Varicella: Records of titer validating current immunity and/or 2-dose vaccine series are being administered according to CDC scheduling guidelines (History of previous infection is not sufficient evidence of immunity)
 - Tetanus/Diphtheria/Pertussis: Record of having received 1 dose Tdap
 - Influenza: Record of having received viral influenza immunization covering the winter season preceding matriculation. Students will be required to obtain influenza immunization annually while enrolled in the program.
 - COVID-19: Record of having received initial series and booster of documented vaccinations with brand and dates, including bivalent.
5. Tuberculosis Screening: The MSOT program requires health screening for tuberculosis prior to any academic clinical encounter. Acceptable blood tests for tuberculosis include the T-Spot test or QuantiFERON-TB GOLD in-Tube test (QFT-GIT) assay. Students that do not receive TB blood testing may receive an initial two-step tuberculin skin testing (TST) for purified protein derivative (PPD) one-step tuberculin skin testing (TST) results may be submitted if completed within 12 months of the two-step test or previous one-step test or previous QuantiFERON-TB Gold in-tube test. TB testing is required for individuals with a history of Bacille Calmette-Guerin (BCG)

vaccination. If TB testing is positive, evaluation (and treatment if indicated) must be completed in accordance with CDC guidelines. <http://www.cdc.gov/tb/topic/testing/default.htm>.

6. The program director and/or Academic Fieldwork Coordinator may review reports that indicate student compliance with health screening policies, but will not provide medical care or advice. Program faculty are not to serve as providers of students' health care (except in an emergency).

Health Information

Clinical sites hosting fieldwork students will require a copy of student's immunization history/status and tuberculosis screening results. The program requires all students to sign a Health Information Release form that will authorize the program to access a copy of the information in their student record, and release copies of this information to clinical fieldwork sites. This form is included in the post-acceptance documents sent to students prior to enrollment.

Background Check and Drug Screen

CMU has partnered with EXXAT and Universal Background Screening for the required drug testing. All students will be able to order and pay for the drug testing services directly from the EXXAT platform. Universal Background Screening, which maintains the highest level of security and confidentiality. They will gather your information required for you students to register for their drug test. Before initiating the screening, students need payment information, social security number, birth date, and current address to locate the nearest testing facility. Only legal names (as listed on your social security card) will be accepted. Once the fee is paid and facility site selected, you will receive an email confirmation with information about screening. Once the lab visit is complete, results will automatically be uploaded into EXXAT in approximately two weeks.

Health Insurance

Healthcare agencies require that students have health insurance to participate in clinical experiences. Due to the potential for exposure in the medical environment, all students must have valid health insurance in Colorado through a family or individual plan or professional group plans. The payment of medical fees incurred due to injury or illness arising out of participation in the program is the student's responsibility. Students must show proof of insurance before classes start and maintain throughout the program. Students will provide insurance documentation using the EXXAT Approve student portal. Proof of insurance must include the name of person(s) covered, name of the insurance company, and policy number. Students who are enrolled in the program must submit a Health Insurance Statement and sign a waiver assuming all financial responsibility for any illness or health care costs incurred throughout their studies. The student must obtain medical care from either their personal healthcare provider or the University's health center. The Student Wellness Center is at: 1060 Orchard Ave, Suite N (970-644-3740). The STW is open during the fall and spring semesters.

Appointments are recommended. (You can also visit for more information:

<https://www.coloradomesa.edu/wellness>.

**All registered CMU students who have paid their student fees have access to health services available at the Student Wellness Center. A \$15.00 co-pay will be due at the time of service. Additional fees may be charged for special services, (e.g., medical procedures, bloodwork, laboratory tests etc.).

Health Information Release

Fieldwork sites will require a copy of students' immunization record and tuberculosis screening results. The MSOT program requires students to sign a Health Information Release form authorizing the MSOT program to maintain a copy of the student record and release it to fieldwork sites. This form is included in the post-acceptance documents sent to students prior to starting the program.

Criminal Background Check

Colorado State Law requires healthcare facilities complete background checks on all employees (and students). If an employee (or student) has been convicted of certain crimes, they may not be allowed to work in that facility. A student convicted of these crimes may be unable to complete the clinical requirements of the MSOT program and may not be able to graduate from the program. Additionally, the application for occupational therapy licensure will ask questions about felony conviction, misdemeanor conviction punishable by imprisonment for a maximum term of two years, misdemeanor conviction involving the illegal delivery, possession, or use of a controlled substance (including motor vehicle violations), and treatment for substance abuse in the past two years. If any of the above is true, the State Licensing Board for Occupational Therapists will review the application for licensure.

Each student is responsible for accessing their EXXAT account to complete a background check and a drug screen before classes start and annual updates as needed. The MSOT faculty does not receive any information regarding student health records. Immunizations, TB screenings, results of drug screens, or criminal background checks are not considered a part of the health record. Repeat screenings may be necessary and can be requested at any time by the director of a clinical facility. In addition, clinical sites may require students to complete additional screenings or provide personal protective equipment. Any costs involved in fulfilling requirements of CMU or clinical sites are the student's responsibility.

Any questions regarding background checks should be addressed to:

Colorado Department of Regulatory Agencies

1560 Broadway, Suite 11001/2022

Denver, CO 80202

Appendix B

Code of Ethics

The 2020 *Occupational Therapy Code of Ethics* (the code) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the occupational therapy profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in practice, research, education, and policy. AOTA members are committed to promoting inclusion, participation, safety, and well-being for all recipients of service in various stages of life, health, and illness and to empowering all beneficiaries of service to meet their occupational needs. Recipients of services may be persons, groups, families, organizations, communities, or populations (AOTA, 2020).

The Code is an AOTA Official Document, and a public statement tailored to address the most prevalent ethical concerns of the occupational therapy profession. It sets forth Core Values and outlines Standards of Conduct the public can expect from those in the profession. The Code applies to all occupational therapy personnel in all areas of occupational therapy and should be shared with relevant stakeholders to promote ethical conduct.

Link: AOTA Code of Ethics

[https://research.aota.org/ajot/article/74/Supplement 3/7413410005p1/6691/AOTA-2020-Occupational-Therapy-Code-of-Ethics](https://research.aota.org/ajot/article/74/Supplement%203/7413410005p1/6691/AOTA-2020-Occupational-Therapy-Code-of-Ethics)

Appendix C
Competency Contract

Colorado Mesa University
Occupational Therapy Program
Competency Contract

Student:

Course:

Competency to be addressed:

A. Student Action Plan (outline the plan and steps needed to achieve competency)

B. Action Plan agreed upon by Course Instructor and Student

C. Date for Action Plan to be completed:

D. Signatures

Student

Date

Instructor

Date

Student Advisor

Date

Appendix D

Professional Behaviors Worksheet

Colorado Mesa University
Occupational Therapy Program
Professional Behaviors Worksheet

Name:

Advisor:

Students are expected to demonstrate the professional behaviors as noted with a consistency of 76-100% of the time (4) by the last semester of the didactic program.

Scoring:	Almost Always (76 – 100%)	4
	Mostly (51 – 75%)	3
	Sometimes (26 – 50%)	2
	Rarely (1 – 25%)	1

Goal?	I. Professionalism				
	A. Desirable Personal Attributes – I am able to:				
	Work independently	1	2	3	4
	Take responsibility for my share of collaborative work	1	2	3	4
	Demonstrate intrinsic motivation	1	2	3	4
	Take a leader or follower role appropriately	1	2	3	4
	Take responsibility for my own actions & feelings	1	2	3	4
	Recognize my personal strengths	1	2	3	4
	Recognize my personal weaknesses	1	2	3	4
	Display self-confidence without arrogance	1	2	3	4
	Balance my personal & professional obligations	1	2	3	4
	Maintain a generally positive demeanor with clients & colleagues	1	2	3	4
	Maintain an appropriate perspective when under stress	1	2	3	4
	Demonstrate a strong work ethic	1	2	3	4
	Be honest and trustworthy in my dealings with others	1	2	3	4
	Demonstrate the integrity of my moral principles	1	2	3	4
	Demonstrate an appropriate sense of humor	1	2	3	4
	Show respect for the beliefs and values of others	1	2	3	4
	Respond to social cues appropriately	1	2	3	4

	Exhibit empathy for others	1	2	3	4
	Resolve conflicts to the best advantage of most	1	2	3	4
	Set appropriate limits and boundaries with others	1	2	3	4
	Take emotional risks to enhance my learning	1	2	3	4
Goal?	B. Expectations and Protocols – I am able to:				
	Be appropriate in terms of my attitude and demeanor	1	2	3	4
	Advocate for myself appropriately	1	2	3	4
	Arrive promptly for class, breaks, and appointments	1	2	3	4
	Complete and submit ALL requirements on time	1	2	3	4
	Prioritize my activities effectively	1	2	3	4
	Use my time wisely and productively	1	2	3	4
	Come to class appropriately prepared	1	2	3	4
	Be appropriately professional in my attire	1	2	3	4
	Be safety conscious for peers and clients	1	2	3	4
	Be proactive in contacting faculty in case of absence/lateness	1	2	3	4
	Practice ethical behavior, including fairness, confidentiality, respect for the rights of others, information accuracy, competence, and policy adherence	1	2	3	4
	Seek and respond appropriately to critical and constructive feedback	1	2	3	4
	C. Communication Skills - I am able to:				
	Oral Communication and Written Communication Skills				
	Verbalize ideas and thoughts clearly and succinctly	1	2	3	4
	Use appropriate professional language and terminology when speaking	1	2	3	4
	Demonstrate active listening skills	1	2	3	4
	Recognize and use non-verbal communication appropriately (no eye rolling, mocking, etc.)	1	2	3	4
	Use assertive appropriately	1	2	3	4
	Adapt my language to the level of my audience's understanding	1	2	3	4
	Express myself accurately and succinctly in all written communications	1	2	3	4
	Structure reports to include an introduction, body, and conclusion	1	2	3	4
	Use proper writing mechanics, grammar, and punctuation	1	2	3	4
	Use APA format appropriately in all my work	1	2	3	4

	Use appropriate professional language and terminology in my writing	1	2	3	4
	Adapt my language to the level of my readers understanding	1	2	3	4
	Address content breadth and depth appropriately	1	2	3	4
	Write legibly for documentation	1	2	3	4
	Express myself accurately and succinctly in all written communications	1	2	3	4
	Structure reports and essays to include an introduction, a body, and a conclusion	1	2	3	4
	Use proper mechanics, grammar & punctuation	1	2	3	4
	Use APA format appropriately in all my work	1	2	3	4
	Use appropriate language to the level of my readers' understanding	1	2	3	4
	Address content breadth and depth appropriately	1	2	3	4
	Write legibly for documentation	1	2	3	4
Goal?	II. Higher Order Cognitive Functioning				
	A. Critical Thinking - I am able to:				
	Identify significant problems in the field	1	2	3	4
	Accurately prioritize problems	1	2	3	4
	Consider all facets of a problem to find solutions	1	2	3	4
	Seek information from a variety of sources	1	2	3	4
	Demonstrate tolerance for ambiguity and uncertainty	1	2	3	4
	Use my observation skills effectively	1	2	3	4
	Differentiate between thoughts and feelings	1	2	3	4
	Critically reflect on my own thoughts and behaviors currently and from the past	1	2	3	4
	Interpret information accurately	1	2	3	4
	Question & critique my personal assumptions	1	2	3	4
	Be independent of authority and the beliefs of traditions or society	1	2	3	4
	Generalize ideas from one context to another	1	2	3	4
	Display sound professional judgment	1	2	3	4
	Synthesize and evaluate information effectively	1	2	3	4
	B. Desirable Intellectual Traits - I am able to:				
	Seek out intellectual challenges	1	2	3	4
	Actively explore new learning independently	1	2	3	4

	Ask appropriate questions for clarification and/or guidance	1	2	3	4
	Recognize the need for research in the professions	1	2	3	4
	Willingly devote time and energy to the learning process as a primary priority	1	2	3	4
	Realize self-directed learning as an adult skill	1	2	3	4
C. Professional Socialization - I am able to:					
	See the need for, and pursue, additional learning opportunities when presented	1	2	3	4
	Understand and use the OT process effectively	1	2	3	4
	Demonstrate a commitment to the program	1	2	3	4
	Demonstrate my commitment to the profession and its core concept of occupation	1	2	3	4
	Demonstrate my internalization of OT professional norms and values in my professional encounters	1	2	3	4
	Appropriately advocate for the profession	1	2	3	4
	See the need to be active in the professional organization at both state and national levels	1	2	3	4
	Willingly address the needs of others before my own	1	2	3	4
	Actively participate in service/volunteer work in my community	1	2	3	4

My Professional Behavior Goals

Goals	Date & Status (Established, Progressing, Achieved)
1.	
2.	
3.	
4.	

Team-Based Learning

Identify one strength related to your contributions during group learning activities.

Identify one area of need related to your contributions during group learning activities.

Friedman, A. A. (2004). The relationship between personality traits and reflective judgment among female students. *Journal of Adult Development, 11*(4).

Hammer, D. P. (Winter, 2000). Professional attitudes and behaviors: The "A's and B's" of professionalism. *American Journal of Pharmaceutical Education, 64*.

Koenig, K., Johnson, C. Morano, C. K., and Ducetter, J. P. (Summer 2003). Development and validation of a professional behavior assessment. *Journal of Allied Health, 32*(2).

Picard, D. Ten behavioral characteristics of professionals.

Randolph, D. S. (Summer, 2003). Evaluating the professional behaviors of entry-level occupational therapy students. *Journal of Allied Health, 32*(2).

Stark, J. S., Lowther, M. A., & Haggerty, B. M. K. (1986). *Responsive professional education: Balancing outcomes and opportunities*. Washington, DC: Association for the Study of Higher Education.

Appendix E

Professional Behavior Report and Remediation Plan

Colorado Mesa University
Occupational Therapy Program
Professional Behavior and
Remediation Plan

Date: _____

Student ID: _____

Advisor: _____

Reporting Person: _____

Narrative (identify the professional behaviors identified as an issue i.e. learning commitment, personal responsibility, cooperation with others, supervisory relationships, attitude, confidentiality, integrity, etc.):

Student Statement:

Faculty Decision(s): 1.) Verbal warning 2.) Written warning 3.) Remediation plan 4.) Probation 5.) Dismissal

Signature of PD:

Date:

Signature of Advisor:

Date:

Signature of Student:

Date:

Student Elects to Appeal Faculty Decision: yes no

Date:

Remediation Plan

The remediation plan will include the following items:

Description of specific behaviors that the student is expected to demonstrate:

The specific tasks that the student is expected to accomplish:

Time frame to accomplish the tasks and behaviors:

Outcomes for inability to meet the terms of the contract:

Who will monitor the remediation plan?

How will the plan be monitored?

Student Signature:

Date:

Remediation Plan Completed: Yes No

Date:

Monitor Signature:

Date:

Appendix F

Student Handbook Consent Form

Occupational Therapy Program Student Handbook Consent Form

I hereby agree to abide by the Colorado Mesa University Occupational Therapy Program Student Handbook. I also understand that this handbook may be revised. I acknowledge my responsibility to review the Student Handbook each semester. I understand that I must adhere to any verbal or written policies and procedures that are communicated to me by program faculty and preceptors. Failure to adhere to all verbal or written policies and procedures will result in disciplinary action that may include reprimand, probation, suspension, or dismissal from the Colorado Mesa University Occupational Therapy Program.

Student's Printed Name: _____

Student's Signature: _____ Date: _____

