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| For Academic Affairs and Research Use Only | |
| Proposal Number |  |
| CIP Code: |  |
| Degree Code: |  |

**NEW OR MODIFIED COURSE PROPOSAL FORM**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[X]New Course, [ ]Experimental Course (1-time offering), or [ ]Modified Course (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

|  |  |
| --- | --- |
| Christine E Wright 3/12/2021 **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| Christine E Wright 3/12/2021 **Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Head of Unit (if applicable)** |
| Shanon Brantley 3/29/2021  **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Director of Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
| \_Susan Hanrahan, 3/30/21\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Dean** | \_\_Alan Utter\_\_\_\_\_\_ 4/28/21  **Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **General Education Committee Chair (if applicable)** |  |

1. **Contact Person (Name, Email Address, Phone Number)**

Christine Wright

[cwright@astate.edu](mailto:cwright@astate.edu)

(870) 972-2274

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

Fall 2021

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

|  |  |  |
| --- | --- | --- |
|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)**  *(Indicate “N/A” if no modification)* |
| **Prefix** |  | **OTD** |
| **Number\*** |  | **5061** |
| **Title** |  | **Introduction to Documentation** |
| **Description\*\*** |  | **Course introduces the skill of professional documentation in Occupational Therapy. Focus will be on occupation-based problem statements and basic SOAP notes.** |

***\**** (Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

\*\*Forty words or fewer as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? No]**

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes** Are there any prerequisites?
   1. If yes, which ones?

Admission to the OTD program.

* 1. Why or why not?

This course is part of the OTD curriculum.

1. **Yes** Is this course restricted to a specific major?
   1. If yes, which major? Occupational Therapy
2. **Proposed course frequency [Modification requested? No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses*

1. **Proposed course type [Modification requested? No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Lecture only

1. **Proposed grade type [Modification requested? No]**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard letter

1. **No** Is this course dual-listed (undergraduate/graduate)?
2. **No** Is this course cross-listed?

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

Enter text...

**b.** – **No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

Enter text...

1. **No** Is this course in support of a new program?

a. If yes, what program?

Enter text...

1. **No** Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)?

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? No]**

(The course outline should be topical by weeks and should be sufficient in detail to allow for judgment of the content of the course.)

Textbook: Gateley, C. and Borcherding, S. (2016). *Documentation Manual for Occupational Therapy (Writing SOAP Notes)*   
 (4th Edition). Thorofare, NJ: SLACK, Inc.

Week 1: Welcome and Course Introduction

Week 2: Documenting the Occupational Therapy Process

Week 3: Reimbursement, Legal and Ethical Considerations

Week 4: Writing Occupation-based problem statements

Week 5: Exam 1

Week 6: Writing measurable occupation-based goals

Week 7: Writing the S – Subjective

Week 8: Writing the S – Subjective

Week 9: Writing the O – Objective

Week 10: Writing the O – Objective

Week 11: Exam 2

Week 12: Writing the A – Assessment

Week 13: Writing the A – Assessment

Week 14: Writing the P – Plan

Week 15: Writing the P – Plan

Week 16: Documenting different stages of service

Week 17: Final Exam

1. **Proposed special features** **[Modification requested? No]**

(e.g. labs, exhibits, site visitations, etc.)

None.

1. **Department staffing and classroom/lab resources**

Classroom with sufficient space to hold 30 students.

1. Will this require additional faculty, supplies, etc.? **No**

Enter text...

1. **Yes** Does this course require course fees?

*If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

COLLEGE SUPPORT ASSESSMENT FEE PER CREDIT HOUR

*Additional cost per credit hour for non-general education courses.*

|  |  |
| --- | --- |
|  | **Graduate** |
| **College of Business** | $57.00 |
| **College of Engineering & Computer Science** | $57.00 |
| **College of Nursing & Health Professions** | $57.00 |
| **College of Sciences & Mathematics** | $57.00 |

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Enter text...

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

Currently documentation is covered in various classes according to the setting of the class. Documentation tends to differ or vary for each setting. Because there is not a class that gives students a solid foundation for the purpose and need for effective and accurate documentation, students have difficulty understanding the variances between settings. This course is designed to introduce OT students to occupational therapy documentation and provide a solid foundation for documenting in any setting (ACOTE Standard 2018, B.4.29). Students will have more time to learn the basics of documentation prior to learning setting specific documentation.

b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

The mission of the Occupational Therapy department is as follows: *“The Department of Occupational Therapy in the College of Nursing and Health Professions at Arkansas State University is committed to the development of exceptionally safe, ethical and culturally aware practitioners, life-long learners, advocates, leaders, and scholars who will focus on the unique needs of local communities, the state of Arkansas, the lower Mississippi Delta region and beyond.”* This course will correspond with part of ACOTE standard B.4.29 which states: Documentation must effectively communicate the need and rationale for occupational therapy services.

c. Student population served.

OTD graduate students.

d. Rationale for the level of the course (lower, upper, or graduate).

The OTD program is a clinical doctoral program (i.e., an undergraduate degree is required for admission and we only accept graduate students to the OTD program). This course is specific to the OTD program and requirements, as well as our accreditation standards as mandated by ACOTE. Thus, the proposed new course is offered at the graduate level.

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. **No** Do the proposed modifications result in a change to the assessment plan?

*If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Outcome #3:

Provide intervention that is ethically, socially, economically, politically, and environmentally relevant to individuals and populations in the lower Mississippi delta region and beyond.

1. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

|  |  |
| --- | --- |
| **Program-Level Outcome 1 (from question #19)** | Outcome #3:  Provide intervention that is ethically, socially, economically, politically, and environmentally relevant to individuals and populations in the lower Mississippi delta region and beyond. |
| Assessment Measure | Certification exam |
| Assessment  Timetable | Fall Year 1, Annually |
| Who is responsible for assessing and reporting on the results? | Course instructor |

*(Repeat if this new course will support additional program-level outcomes)*

**Course-Level Outcomes**

1. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

|  |  |
| --- | --- |
| **Outcome 1** | Students will demonstrate knowledge of OT specific forms of documentation including evaluations, progress notes, and discharge summaries. |
| Which learning activities are responsible for this outcome? | Practice documentation skills using case studies to craft an evaluation, progress note, and discharge summary. |
| Assessment Measure | Written documentation activities |

|  |  |
| --- | --- |
| **Outcome 2** | Students will demonstrate introductory knowledge of various reimbursement systems. |
| Which learning activities are responsible for this outcome? | Lectures, assigned readings, in-class activities (case studies) designed to allow students to increase knowledge of reimbursement systems. |
| Assessment Measure | Exams |

*(Repeat if needed for additional outcomes)*

|  |  |
| --- | --- |
| **Outcome 3** | Students will demonstrate introductory knowledge of the legal and ethical rules of documentation. |
| Which learning activities are responsible for this outcome? | Lectures, assigned readings and in-class activities. |
| Assessment Measure | Exams |

**Bulletin Changes**

|  |
| --- |
| **Instructions** |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.**  **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.** |

**From 2020–2021 Graduate Bulletin: Page 252**

**(BEFORE)**

**Occupational Therapy**

**Doctor of Occupational Therapy**

|  |  |
| --- | --- |
| **University Requirements:** |  |
| See Graduate Degree Policies for additional information (p. 38) |  |
| **Fall, Year 1** | **Sem. Hrs.** |
| OTD 5012, History of Occupational Therapy and Occupational Science | 2 |
| OTD 5023, Pathology and Disease | 3 |
| OTD 5043, Clinical and Technological Skills Training | 3 |
| OTD 5061Introduction to Documentation | 1 |
| OTD 5121 Theory of Occupational Adaptation | 1 |
| OTD 7113, Gross Anatomy | 3 |
| OTD 7323, Process to Practice: Scope of Occupational Therapy | 3 |
| **Sub-total** | **15** |
| **Spring, Year 1** | **Sem. Hrs.** |
| OTD 5074, Practice I: Pediatrics | 4 |
| OTD 5092, Research I: Research in Occupational Science | 2 |
| OTD 5183, Fundamentals of Occupational Therapy I | 3 |
| OTD 5202, Fieldwork for Pediatrics | 2 |
| OTD 7224, Neuroscience | 4 |
| **Sub-total** | **15** |
| **Summer, Year 1** | **Sem. Hrs.** |
| OTD 5173, Practice II:  Adolescence and Adulthood | 3 |
| OTD 5283, Fundamentals of Occupational Therapy II | 3 |
| OTD 6182, Research II: Experimental Research | 2 |
| OTD 7252, Health Care Delivery Systems | 2 |
| OTD 7353, Implementing Behavioral Strategies | 3 |
| **Sub-total** | **13** |
| **Fall, Year 2** | **Sem. Hrs.** |
| OTD 6164, Practice III: Aging Adults | 4 |
| OTD 6183, Fundamentals of Occupational Therapy III | 3 |
| OTD 6192, Level I Fieldwork: Aging Adults | 2 |
| OTD 6222, Research III: Descriptive and Qualitative Research | 2 |
| OTD 7271, Capstone Preparation | 1 |
| OTD 7363 Concepts of Occupational Therapy Instructional Design | 3 |
| **Sub-total** | **15** |
| **Spring, Year 2** | **Sem. Hrs.** |
| OTD 6103, Practice IV: Psychosocial | 3 |
| OTD 5152, Level I Fieldwork: Psychosocial | 2 |
| OTD 6243, Professional Practice Seminar | 3 |
| OTD 6283, Fundamentals of Occupational Therapy IV | 3 |
| OTD 7222, Research IV: Scholarship of Application | 2 |
| OTD 7281, Capstone Preparation | 1 |
| OTD 7373 Business Principles in Occupational Therapy | 3 |
| **Sub-total** | **17** |

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**From 2020–2021 Graduate Bulletin: Page 252**

**(After)**

|  |  |
| --- | --- |
| **Fall Year 1** | **Sem. Hrs.** |
| OTD 5013, OT History, Language and Process | 3 |
| OTD 5053: Occupation, Health and Wellness | 3 |
| OTD 5061: Introduction to Documentation | 1 |
| OTD 5092, Scholarly Inquiry I | 2 |
| OTD 5183, Clinical Reasoning and Skills I | 3 |
| OTD 7113, Gross Anatomy and Neuroscience | 3 |
| **Sub-total** | **15** |
| **Spring Year 1** | **Sem Hrs.** |
| OTD 5112: Orthopedics Practice | 2 |
| OTD 5123, OT Philosophy and Theory | 3 |
| OTD 5283: Clinical reasoning and skills II: | 3 |
| OTD 6164 : Older Adult Practice | 4 |
| OTD 6182, Scholarly Inquiry II | 2 |
| OTD 6192, Fieldwork I: Older Adults | 2 |
| **Sub-total** | **16** |
| **Summer Year 1** | **Sem Hrs.** |
| OTD 5174: Neurorehabilitation Practice | 4 |
| OTD 5252: Fieldwork I: Neurorehabilitation | 2 |
| OTD 6083 Clinical Reasoning and Skills III | 3 |
| OTD 7252, Health Care and Social Systems | 2 |
| **Sub-total** | **11** |
| **Fall Year 2** | **Sem Hrs.** |
| OTD 5152, Fieldwork I: Psychosocial | 3 |
| OTD 6103, Psychosocial Practice | 2 |
| OTD 6222, Scholarly Inquiry III | 2 |
| OTD 6302, Intra and Interprofessional Practice | 2 |
| OTD 7271, Capstone Preparation I | 1 |
| OTD 7363 OT Instructional Design | 3 |
| **Sub-total** | **13** |
| **Spring Year 2** | **Sem Hrs.** |
| OTD 5074, Practice I: Pediatrics | 4 |
| OTD 5202, Fieldwork for Pediatrics | 2 |
| OTD 6183: Clinical Reasoning and Skills IV | 2 |
| OTD 7222, Scholarly Inquiry IV: Scholarship of Application | 1 |
| OTD 7223, Population Health Practice | 3 |
| OTD 7281, Capstone Preparation II | 3 |
| **Sub-total** | **15** |

**From 2020–2021 Graduate Bulletin: Page 383**

**(BEFORE)**

**Occupational Therapy (OTD)**

**OTD 5043. Clinical and Technological Skills Training** First in a series of courses on

the domain of technology related to OT practice. Fundamental skills for OT practice across the

lifespan will be covered. Prerequisite, Admission to the OTD Program.

**OTD 5061. Introduction to Documentation** Course introduces the skill of professional   
 documentation in Occupational Therapy. Focus will be on occupation-based problem statements  
 and basic SOAP notes.

**OTD 5074. Practice I: Pediatrics** This course introduces learners to the developmental life

stages experienced during from birth to thirteen years of age. Students will develop skills in clinical

evaluation, treatment planning and measurement interpretation for pediatric clients. Prerequisite,

Admission to the OTD Program.

**OTD 5092. Research I: Research and Evidence-based Practice in Occupational Science**

The purpose of the course is for the student to learn how to locate, select, analyze, and evaluate

literature in order to make evidence-based decisions. The course is the first in a series designed to

assist the learner in completing a scholarly report. Prerequisite, Admission to the OTD Program.

**OTD 5121. Occupational Adaptation Theory** Fundamental elements of OA theory as well

as the literature that created the OA framework. Students will learn basic application of OA theory

to practice. Prerequisite, Admission to the OTD program.

**OTD 5152. Level I Fieldwork: Psychosocial** Fieldwork to integrate and apply knowledge

and understanding from coursework in a real-life setting. Experiences related to OT service

delivery in psychosocial settings and psychosocial-related organizations. Prerequisite, Admission

to the OTD Program.

**OTD 5173. Practice II: Adolescence and Adulthood** This course introduces learners

to the developmental life stages experienced during adolescence and adulthood. Students will

develop skills in clinical evaluation and treatment planning and measurement interpretation for

adolescent and adult clients. Prerequisite, Admission to the OTD Program.

**OTD 5183. Fundamentals of Occupational Therapy I** First in a series of courses focused

on the development of practical skills fundamental to best practice. Topics including clinical

documentation and the administration of evidenced-based assessments and interventions will be

introduced to students in Fundamentals I. Prerequisite, admission to the OTD Program.

**OTD 5202. Fieldwork: Pediatrics** Clinical fieldwork experience will introduce students

to occupational therapy services for children (birth-13th years of age). This course requires

supervision from a licensed occupational therapist and will include learning in pediatric clinical

setting to develop the learner’s observational skills and analytical processing. Prerequisite,

admission to the OTD Program.

**OTD 5283. Fundamentals of Occupational Therapy II** This course builds upon Fundamentals I through   
 emphasis on environmental modifications and adaptations to support clients in their achieving optimal   
 occupational performance. Summer. Prerequisite, Admission to the OTD Program.

**OTD 6103. Practice IV: Psychosocial** This course introduces learners to psychosocial

clinical theories, models and frames of reference and develops learners’ practical skills including

the development and implementation of therapeutic groups and the clinical assessment and

intervention for individuals experiencing emotional health disabilities. Prerequisite, admission to

the OTD Program.

**OTD 6164. Practice III: Aging Adults** Designed around the core of OT “occupation based

practice.” Focus on types of reasoning used by OTs continues. Also focuses on aging adults,

building from previous coursework in pediatrics, adults and clinical reasoning. Geriatrics will also

be covered. Prerequisite, Admission to the OTD Program.

**OTD 6182. Research II: Experimental Research** Provides the entry level occupational

therapist with the skills necessary for research practice. The class will have both didactic and

application components. A primary focus will be on experimental research. Prerequisite, Admission

to the OTD Program.

**OTD 6183. Fundamentals of Occupational Therapy III** This course builds upon

Fundamentals II through emphasis on the interpretation of clinical data for the purpose of ongoing

intervention, treatment planning, treatment discharge and referral. Prerequisites, Admission to the

OTD Program.

The bulletin can be accessed at <https://www.astate.edu/a/registrar/students/bulletins>  
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**From 2020–2021 Graduate Bulletin: Page 383**

**(After)**

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