

<i>Policy: Faculty</i> Post Professional Occupational Therapy Waiver Policy for Doctoral Experiential Component	<i>Issued:</i> 3/14/2011	<i>Revised:</i> 9/09/2016	<i>Page 1 of 4</i>
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Purpose: The purpose of this policy is to address post professional Doctor of Occupational Therapy Students' requests for waiving a Doctoral Experiential Component of the curriculum based upon previous professional experience.

Policy: Waiver of a Doctoral Experiential Component in the post professional Doctor of Occupational Therapy will require:

1. The POTD 590 course waiver cover page and routing form.
2. Students requesting the waiver must have a Masters Degree in Occupational Therapy or other related field before requesting a waiver for a Doctoral Experiential Component. Students without a Masters Degree cannot apply for a waiver of the Doctoral Experiential Component.
3. Preparation of an electronic portfolio developed by the student which describes the student's experience in an advanced practice area.
4. Evaluation of the portfolio and determination of proficiency in the advanced practice area by the Doctoral Experiential Component in the PPOTD Program will chair the panel, identify the membership of the panel, and in correct with the panel, will review waiver requests.

The Committee Review Panel may additionally require the following:

1. Interview of the student regarding their experience in the advanced practice area.

A student may only waive up to 8 semester hours of the Doctoral Experiential Component.

Procedure:

Students may request a waiver for a maximum of 8 semester hours of Doctoral Experiential Component. Students may request to waiver less than 8 semester hours or less than 8 semester hours may be recommended for waiver by the Committee. The request for waiver must be made in writing and sent to the Instructor of POTD 580 Professional Trajectory as outlined in the course syllabus. The IOR will identify a due date for the portfolio. The IOR of POTD 580 will contact the members of the Committee Review Panel for review of the portfolio upon timely receipt.

The portfolio developed by the student should adequately describe the student's experience in the advanced practice area. The portfolio should be submitted electronically via e-mail to the

Policy: Faculty Post Professional Occupational Therapy Waiver Policy for Doctoral Experiential Component	Issued: 3/14/2011	Revised: 9/09/2016	Page 2 of 4
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IOR of POTD 580 Professional Trajectory by a predetermined due date. The portfolio should include identification with the student's name and a table of contents that includes the items outlined below. The portfolio submitted shall include but not be limited to the following items:

1. A formal written letter of request indicating how many semester hours the student desires to waive of the Doctoral Experiential Component (up to 8 semester hours).
2. A current and complete resume/curriculum vitae.
3. A professional mission statement describing the student's lifelong journey towards ongoing professional and personal growth.

Along with the mission statement, the student should draft a reflection describing her/his professional and educational goals. The student should describe where s/he began, where s/he is presently, and where s/he intends to go with her/his career. Short- and long-term career goals should be enumerated. The student should indicate how her/his prior education and experience relates to her/his present plans. The student is encouraged to elaborate on her/his aspirations, anxieties and uncertainties relative to her/his career orientation.

4. A list of the student's specific competencies accomplished that qualify the student for waiver in the advanced practice area for which the student is seeking the waiver.

Included in this section, the student should identify specifically what professional goals have been addressed related to advanced practice area. The student must use the Professional Development Accomplishment Form identifying established learning goals and activities and describing outcomes for these goals/activities. The student must include a written reflection of their professional accomplishments and why further professional development in this area is not necessary.

5. Prior learning experience outcomes narrative

This section relates the student's identified abilities learned from prior experiences to the learning outcomes identified. This section is the most informative portion of the portfolio, since it is here the student begins to build her/his case for receiving credit for the Doctoral Experiential Component credits to be potentially waived, founded upon her/his prior learned experiences.

<i>Policy: Faculty</i> Post Professional Occupational Therapy Waiver Policy for Doctoral Experiential Component	<i>Issued:</i> 3/14/2011	<i>Revised:</i> 9/09/2016	<i>Page 3 of 4</i>
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Descriptions should include outcomes mastered as well as the process that was utilized to achieve these abilities.

6. Documentation such as letters, newsletters, forms or other materials that provide evidence to support prior experience. Documents must be legible and scanned in to include in the electronic portfolio.
 - a. This may include a historical documentation of provision of services within a department.
 - b. Policies and procedures developed relative to the service or professional activity.
 - c. The student's responsibility in the service or activity.
 - d. Letters of support from colleagues and/or supervisors that provide specific comments of the student's provision of professional services which were provided. These are NOT to be "character" references for the student.
 - e. Other forms of documentation may include: third-party payment documents; continuing education certificates; tables of contents of books, manuals or other educational or information texts authored by the student; news and magazine articles; certificates earned; awards; honors; work samples; memos and letters of recommendation (i.e. from patients, supervisors, students, etc). Items included should validate the learning process and not simply be used as "padding."

The Committee Review Panel will include the Instructor of Record for POTD 590: Doctoral Experiential Component or his/her identified designee, an occupational therapy faculty member of practitioner experienced in the content of Doctoral Experiential Component considered for waiver, and other occupational therapy faculty member or practitioner who may be experienced in the content of Doctoral Experiential Component or in another related area.

The following shall apply to the membership of the panel:

- a. The panel shall consist of no less than three members.
- b. The panel will be composed of the following individuals:
 - Coordinator of Professional Experience Programs or his/her identified designee
 - An occupational therapy faculty member or practitioner experienced in the content of the clerkship considered for waiver.

<i>Policy: Faculty</i> Post Professional Occupational Therapy Waiver Policy for Doctoral Experiential Component	<i>Issued:</i> 3/14/2011	<i>Revised:</i> 9/09/2016	<i>Page 4 of 4</i>
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- Other occupational therapy faculty member or practitioner who may be experienced in the content of the practice area or in another related area

In addition to its review of the portfolio, on a case by case basis, the Committee Review Panel may require the student to:

1. Undergo an interview with selected faculty with a specialty in the area of practice for which the student is seeking the waiver. The interview may be recorded so that it may be shared with other evaluators to provide a fair and impartial decision regarding the value of the student's experience. The student will sign a release form prior to any recording to ensure proper release of information.

The Committee has the right to recommend waiver of up to 8 semester hours of the Doctoral Experiential Component. Based on each student's portfolio, the Committee has the right to recommend a waiver of less than the requested semester hours according to what the Committee feels represents the student's work as submitted in the electronic portfolio.

Unsuccessful waiver of the Doctoral Experiential Component means that the student will need to complete the required amount of Doctoral Experiential Component credits.

All recommendations of approval of waiver of the Doctoral Experiential Component credits made by the Committee Review Panel will be forwarded to the POTD Program Director and the Assistant/ Associate Dean of Academic Affairs using the POTD Course Waiver Cover Page and Routing Form.

Developed: February 2011

Approved: March 14, 2011