

NORTHWOOD TECHNICAL COLLEGE
OCCUPATIONAL THERAPY ASSISTANT
STUDENT POLICIES

CORE ABILITY ASSESSMENT TIMELINE

The Core Ability Assessment will be completed by OTA Instructors at midterm of the first, second, and third semesters of core (514-XXX) programming. However, this assessment may be used at any time by an OTA Instructor or the OTA Program Director. If you receive more than 3 NYs, you will immediately be placed on a growth contract. If deemed necessary, you may be placed on a growth contract for one or more NY that is inhibiting your professional behavior and/or performance. Poor performance on the Core Abilities Assessment may jeopardize completion of the OTA program and may be grounds for dismissal from the OTA program.

First Semester

At midterm of first semester, OTA Instructors complete Core Ability Assessment and discuss with student. Student completes reflection following meeting and submits to Academic Advisor for viewing. Student keeps copy for personal record.

Second Semester

At midterm of the first block of courses second semester, OTA Instructors complete Core Ability Assessment and discuss with student. Student completes Self-Assessment using Core Ability Assessment.

Student documents own strengths and areas for growth.

Student completes reflection following meeting and submits to Academic Advisor for viewing.

Student keeps copy for personal record.

Student's self-identified goals are then reviewed 2 additional times second semester to monitor progress and adjust goals as appropriate.

Second semester also sees a simplified version of core abilities being measured during OTAS interactions with volunteers, community members and 'patients'. Student performance is graded. Poor performance may result in failure of the course and may be grounds for dismissal from the OTA program.

Third Semester

At midterm of third semester, OTA Instructors complete Core Ability Assessment and discuss with student. Student completes Self-Assessment using Core Abilities Assessment.

Student documents own strengths and areas for growth.

Student completes reflection following meeting and submits to Academic Advisor for viewing.

Student keeps copy for personal record.

Third semester also sees core abilities being measured during OTAS interactions with volunteers, community members and 'patients'. Student performance is graded. Poor performance may result in failure of the course and may be grounds for dismissal from the OTA program.

Exceptional (E) Consistently exceeds expectations. Goes above and beyond expectations. **Acceptable (A)** Consistently meets expectations. **Not Yet (NY)** Inconsistent behavior. Not yet meeting expectations

CORE ABILITY ASSESSMENT

CORE ABILITY AND INDICATORS	Semester 1 FEEDBACK	Semester 2 FEEDBACK	Semester 3 FEEDBACK	STRENGTHS (Date with Semester #)	AREAS FOR GROWTH (Date with Semester #)
1. ACT RESPONSIBLY					
Attendance and punctuality					
Seeks out information and/or assistance					
Respects work space, environment and equipment					
Communication is valid, truthful, and relevant					
Manages personal affairs in a manner that does not interfere with professional responsibility					
Displays a positive attitude regarding OTA program, profession, Northwood Technical College, and all learning environments					
2. COMMUNICATE CLEARLY					
Uses language appropriate to level of audience					
Uses socially appropriate language					
Displays positive nonverbal behavior					
Listens while others are speaking					
Speaks in a well-modulated voice					
Demonstrates ability to establish rapport with client/patient/student/peer/other professional					

Exceptional (E) Consistently exceeds expectations. Goes above and beyond expectations. **Acceptable (A)** Consistently meets expectations. **Not Yet (NY)** Inconsistent behavior. Not yet meeting expectations

3. LEARN EFFECTIVELY					
Follows directions					
Makes use of own resources before asking for help					
Uses outside resources to gain knowledge (EBP, internet)					
Uses technology efficiently (database, internet, ITV, blackboard, computer)					
Asks appropriate questions					
4. THINK CRITICALLY AND CREATIVELY					
Makes informed decisions					
Respects others points of view					
Accepts ambiguity					
5. VALUE SELF POSITIVELY					
Identifies own strengths and weaknesses					
Creates personal and professional development plans					
6. WORK COOPERATIVELY					
Works collaboratively with others					
Accepts feedback and modifies behavior in response to the feedback					
Provides constructive feedback					

Exceptional (E) Consistently exceeds expectations. Goes above and beyond expectations. **Acceptable (A)** Consistently meets expectations. **Not Yet (NY)** Inconsistent behavior. Not yet meeting expectations

7. WORK PRODUCTIVELY					
Performs procedures, administers interventions, and completes assigned work in accordance with established standards, policies and procedures					
Meets deadlines					
Uses practice time to complete assigned tasks					
8. PROFESSIONAL BEHAVIORS					
Is courteous and respectful towards, clients, their families, facility staff, fellow students, and faculty/staff of Northwood Technical College					
Demonstrates professionalism during role playing activities and presentations					
Responds in a positive manner to questions, suggestions, and constructive feedback					
Follows OTA dress code					
Displays proper hygiene					

_____ # of Es
 _____ # of As
 _____ # of NYs

If 3 or more NYs are indicated on this evaluation, you will immediately be placed on a growth contract

DATE: _____ SIGNATURE OF EVALUATOR: _____

STUDENT REFLECTION: *(student writes a reflection related to the results in the assessment)*

STUDENT GOALS: *(after reflection, student identifies 3 goals. Goals must be linked to specific core abilities. Goals should be measurable.)*