

**Sacramento City College
Science & Allied Health Division
Occupational Therapy Assistant Program**

**Understanding the Required Commitment for
Completing the Occupational Therapy Assistant Program**

Instructions: Read each line and initial. This indicates your understanding of and commitment to the expectation. Submit as part of your acceptance into the program.

Class Schedules and Registration:

1. All OTA classes meet on Monday-Thursdays and on Saturdays. _____
2. The specific days and times are posted online in the class schedule published by the college. _____
3. Students are expected to arrive and be in class on-time and remain in class for each full class session. _____
4. Students are expected to arrange work schedules, child care, transportation, and other personal needs to ensure they are in class for each full class session. _____
5. Only holidays recognized by the college provide time off during the semester. Scheduling vacations during scheduled class times is not acceptable. _____
6. Students will be provided with a permission number to register for all OTA classes. _____
7. Students are expected to be registered and on the course roster by the first day of each class in a new semester. _____
8. Students are held to high professional, ethical, and safety standards at all times. Failure to demonstrate these skills places the student at risk for removal from the program. _____

Clinical Fieldwork Requirements:

1. All OTA fieldwork placements meet Monday-Friday during regular business hours. _____
2. Fieldwork courses must be complete in the semester in which they are scheduled. _____
3. Fieldwork placements are not offered when the college is not in session. _____
4. Students are expected to complete all clinical documentation requirements, such as TB testing and CPR certification, by the established due dates. _____
5. Students are required to complete a background check and drug screen on the fee-based program Certified Background. _____
6. Students are required to use the fee-based document manager on Certified Background. _____
7. Fieldwork placements require driving, sometimes up to one-hour each way. Not all fieldwork sites are in Sacramento. _____
8. Students are held to high professional, ethical, and safety standards at all times. Failure to demonstrate these skills places the student at risk for removal from the program. _____

Preparation for Class:

1. Students are expected to come to class prepared, according to the requirements stated in the course syllabus. _____
2. Required textbooks can be located by clicking on the "Textbook" link next to the class meeting times in the published class schedule. _____
3. Students are responsible for purchasing textbooks and lab materials required for the program. It is unfair to depend on others to share the materials they have purchased for an extended period of time. _____
4. Students will be required to use e-mail, Desire-to-Learn (D2L), and the Internet to fulfill course requirements. While some work is submitted electronically, other assignments must be printed and submitted in hard-copy format. _____
5. Students are held to high professional, ethical, and safety standards at all times. Failure to demonstrate these skills places the student at risk for removal from the program. _____