

**The University of Texas at Tyler**  
**Master of Occupational Therapy Program**  
**OCTH 5280 – Leadership & Management in Occupational Therapy**  
**Spring 2025**

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**Course Description:** Critical analysis of trends, practice issues and leadership strategies in occupational therapy practice. Principles of management, current health care policy and federal/state regulations, reimbursement systems.

Credits: 2

**Required Textbook:** Jacobs, K., & McCormack, G., Eds. (2019). *The occupational therapy manager* (6th Ed.). Bethesda, MD: AOTA Press. ISBN: 9781569003909.

**Course Objectives:**

1. Develop strategies and identify techniques for effective competency-based legal and ethical supervision and collaboration with occupational therapy assistants and non-occupational therapy personnel. *B 4.19, B 4.24, B 5.8*
2. Identify the impact of factors and policy issues on the delivery of occupational therapy services to promote policy development and social systems as they relate to the practice of occupational therapy. *B 5.1*
3. Demonstrate, evaluate, and plan the consultative process with clients and other professionals. *B 4.19*
4. Identify and evaluate federal and state systems and structure that create laws and regulations, and their implications and effects on occupational therapy practice and the clients we serve. *B 5.4, B 5.5*
5. Discuss the professional responsibility of the occupational therapy practitioner to promote and advocate policy change. *B 5.2*
6. Demonstrate knowledge of various reimbursement systems, funding mechanisms, and appeals process. *B 4.29*
7. Demonstrate the ability to apply principles of the AOTA Code of Ethics and AOTA Standards of Practice to guide ethical decision making in a variety of professional contexts. *B 7.1*
8. Demonstrate the ability to create a business plan for a proposed program with various programmatic components including: needs assessment, marketing, workload, staffing, service delivery, strategic planning, program evaluation, and financial management. *B 4.6, B 5.3, B 5.6*
9. Apply foundational knowledge, previous professional experiences and new academic learning to fieldwork and community engagements to meet the needs of clients in various contexts and cultures reflecting ethical practice.
10. Search grant databases, locate potential funding sources, and write a justification for a proposed occupation-based program for an under-served group or population. *B 6.4*

**Learning Activities Required for Course Credit**

Assignments and Quizzes

Project

Exam

### **Grading**

Assignments & Quizzes	25%
Exams	25%
Projects	50%
TOTAL	100%

### **Specific Content Areas**

#### **Grading Policies**

Written assignments are graded on content, style, clarity, conciseness, and comprehensiveness. Written assignments are expected to reflect the guidelines in the Publication Manual of the American Psychology Association (APA) 7<sup>th</sup> edition. Some of the required assignments in this course may be checked for plagiarism using Turnitin or other plagiarism software.

Class preparation: All students are expected to complete assigned readings and review online materials before taking quizzes and/or attending software.

Late assignments: Assignments are due on the date indicated in the syllabus. The grade will reflect 10% off each day late, not accepted after day 3 for anything other than completed. All assignments must be completed, with or without credit, to receive a grade in the course.

#### **Grading Scale**

A = 90-100% total points

B = 80-89% total points

C = 70-79% total points

D = 60-69% total points

F = less than 60% total points

**Date of Final Exam:** n/a

**Date to withdraw without penalty:** Consult academic calendar

**Attendance Policy:** Since on campus meetings are limited to scheduled weekends, no opportunity exists for makeup work. Laboratory activities cannot be made up, and no points can be given for missed classes. In the event of excused absence, there will be no penalty for the absence, but the student is solely responsible for obtaining information missed.

### **UNIVERSITY POLICIES**

**UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

### **Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

### **Campus Carry**

We respect the rights and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

### **UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quit lines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

### **Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. (For Fall, the Census Date is Sept. 12.) Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract. The Census Date (Sept. 12th) is the deadline for many forms and enrollment actions of which students need to be aware.

These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a "W" grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid.

### **State-Mandated Course Drop Policy**

1. "Cheating" includes, but is not limited to:

- Copying from another student's test paper,
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;

- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
  - collaborating with or seeking aid from another student during a test or other assignment without authority;
  - discussing the contents of an examination with another student who will take the examination;
  - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
  - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
  - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
  - falsifying research data, laboratory reports, and/or other academic work offered for credit;
  - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
  - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.
2. "Plagiarism" includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another's work and the submission of it as one's own academic work offered for credit.
  3. "Collusion" includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.
  4. All written work that is submitted will be subject to review by plagiarism software.

### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903-565-5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903-656-5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903-566-7254)

### **ACOTE Standards**

### **Assessment Measures**

1. Assignment
2. Objective Test
3. Essay Test
4. Project

ACOTE Standard		Syllabus Objective Number	Assessment Measure Number
B 4.19	Consultative process - Demonstrate, evaluate, and plan the consultative process with persons, groups, programs, organizations, or communities in collaboration with inter- and Intra-professional colleagues.	1, 3	1, 4
B 4.29	Reimbursement Systems and Documentation- Demonstrate knowledge of various reimbursement systems and funding mechanisms (e.g., federal, state, third party, private payer), appeals mechanisms, treatment/diagnosis codes (e.g., CPT®, ICD, DSM® codes), and coding and documentation requirements that affect consumers and the practice of occupational therapy.	6	1, 2, 3, 4
B 5.1	Factors, Policy Issues, and Social Systems - Identify, analyze, and evaluate the contextual factors; current policy issues; and socioeconomic, political, geographic, and demographic factors on the delivery of occupational therapy services for persons, groups, and populations to promote policy development and social systems as they relate to the practice of occupational therapy.	2	1, 2, 3, 4
B 5.2	Advocacy - Identify, analyze, and advocate for existing and future service delivery models and policies, and their potential effect on the practice of occupational therapy and opportunities to address societal needs	5	1, 4
B 5.3	Business Aspects of Practice - Demonstrate knowledge of and evaluate the business aspects of practice including, but not limited to, the development of business plans, financial management, program evaluation models, and strategic planning	8	1, 2, 4
B 5.4	Systems and Structures that Create Legislation - Identify and evaluate the systems and structures that create federal and state legislation and regulations and their implications and effects on persons, groups, and populations, as well as practice.	4	1, 4
B 5.5	Requirements for Credentialing and Licensure - Provide care and programs that demonstrate knowledge of applicable national requirements for credentialing and requirements for licensure, certification, or registration consistent with federal and state laws.	4	1, 2, 3, 4
B 5.6	Market the Delivery of Services - Demonstrate the ability to plan, develop, organize, and market the delivery of services to include the determination of programmatic needs and service delivery options, and formulation and management of staffing for effective service provision.	8	1, 2, 3, 4
B 6.4	Locating and Securing Grants - Demonstrate an understanding of the process of locating and securing grants and how grants can	10	1, 4

	serve as a fiscal resource for scholarly activities and program development.		
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