



# **INSTRUCTIONAL PACKAGE**

OTA 108

Professional Development

Effective Term

Fall 2025

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## Part I: Course Information

Effective Term: Fall 2025

COURSE PREFIX: OTA 108

COURSE TITLE: Professional Development

CONTACT HOURS: 1

CREDIT HOURS: 1

### **RATIONALE FOR THE COURSE:**

This course will prepare student for the NBCOT certification exam by completing a licensure preparatory course, preparing a study plan, and completing practice examinations.

### **COURSE DESCRIPTION:**

This course introduces the skills needed to enter the professional arena, including resume writing, interviewing, professional decision making, life-long learning opportunities and preparation for the NBCOT certification examination.

### **PREREQUISITES/CO-REQUISITES:**

Prerequisites: ENG 101 and BIO 210 and BIO 211 and PSY 201 and (MAT 110 or MAT 120), credit or minimal grade of "C"

### **RESTRICTIONS:**

Must be enrolled in the following Fields of Study: Occupational Therapy Assistant

### **REQUIRED MATERIALS:**

#### **Course Required Textbook:**

None – Course materials will be provided by the instructor

Please visit the [BOOKSTORE](#) online site for most current textbook information. Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
myHGTC and D2L email access.

### **CLASSROOM ETIQUETTE:**

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

## Part II: Student Learning Outcomes

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

On completion of this course, the student will be able to:

1. Identify content areas of the NBCOT exam.
2. Identify the principles of effective NBCOT exam preparation.
3. Identify the types of questions used for the NBCOT exam (single response items, scenario single

response multiple choice items, multi-select items)

4. Create a personalized study plan to prepare for the NBCOT exam.
5. Identify personal areas of strength and weakness in NBCOT content.
6. Use results of practice exams to revise personal study plan as needed.
7. Complete SC Board of Occupational Therapy licensure application.
8. Complete NBCOT exam application.

## **Student Learning Outcomes Per Module:**

### **Learning Objectives:**

<b>Dates:</b>	
Saturday, September 13 <sup>th</sup> , 2025	<ol style="list-style-type: none"><li>1. Identify individual areas of strength and weakness in NBCOT content using outcomes of the Pre-Level II OTKE.</li><li>2. Identify content areas of the NBCOT exam.</li><li>3. Identify the types of questions used for the NBCOT exam.</li><li>4. Create a personalized study plan to prepare for the NBCOT exam.</li></ol>
Saturday, October 11 <sup>th</sup> , 2025	<ol style="list-style-type: none"><li>1. Identify individual areas of strength and weakness in NBCOT content using outcomes of the TherapyEd OLX 1.</li><li>2. Use results of exam performance to revise personal study plan as needed.</li></ol>
Saturday, November 8 <sup>th</sup> , 2025	<ol style="list-style-type: none"><li>1. Identify personal areas of strength and weakness in NBCOT content using outcomes of the COTA Practice Test 3 from NBCOT.</li><li>2. Use results of exam performance to revise personal study plan as needed.</li></ol>
Saturday, December 6 <sup>th</sup> , 2025	<ol style="list-style-type: none"><li>1. Identify personal areas of strength and weakness in NBCOT content using outcomes of the Post-Fieldwork OTKE.</li><li>2. Use results of exam performance to revise personal study plan as needed.</li><li>3. Complete NBCOT exam application.</li><li>4. Complete transcript request via Parchment</li><li>5. Complete SC Board of Occupational Therapy licensure application.</li></ol>

***\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.***

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\*:**

Students’ performance will be assessed and the weight associated with the various measures/artifacts listed below.

#### **EVALUATION\***

Practice Exams will comprise 100% of the course grade.

Students will complete 4 practice exams throughout the semester.

Exam grades will be awarded as follows:

	COTA Pre-Level II OTKE & COTA Post-Level II OTKE	COTA OLX 1 Exam	COTA Practice Exam 3
10	Meets or exceeds all of the following: Overall Score: national mean ( $\geq 59\%$ ), Domain 1: Collaborate & Gather Information ( $\geq 59\%$ ), Domain 2: Select & Implement Interventions ( $\geq 58\%$ ), and Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 68\%$ )	Meets or exceeds all of the following: Overall Score: program mean ( $\geq 55\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 54\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 64\%$ )	Meets or exceeds all of the following: Overall Score: NBCOT ( $\geq 450$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 56\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 66\%$ )
9.0	Meets or exceeds 3 of the following: Overall Score: national mean ( $\geq 59\%$ ), Domain 1: Collaborate & Gather Information ( $\geq 59\%$ ), Domain 2: Select & Implement Interventions ( $\geq 58\%$ ), Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 68\%$ )	Meets or exceeds 3 of the following: Overall Score: program mean ( $\geq 55\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 54\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 64\%$ )	Meets or exceeds 3 of the following: Overall Score: NBCOT ( $\geq 450$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 56\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 66\%$ )
8.0	Meets or exceeds 2 of the following: Overall Score: national mean ( $\geq 59\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 59\%$ ) Domain 2: Select & Implement Interventions ( $\geq 58\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 68\%$ )	Meets or exceeds 2 of the following: Overall Score: program mean ( $\geq 55\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 54\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 64\%$ )	Meets or exceeds 2 of the following: Overall Score: NBCOT ( $\geq 450$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 56\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 66\%$ )
7.5	Meets or exceeds 1 of the following: Overall Score: national mean ( $\geq 59\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 59\%$ ) Domain 2: Select & Implement Interventions ( $\geq 58\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 68\%$ )	Meets or exceeds 1 of the following: Overall Score: program mean ( $\geq 55\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 54\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 64\%$ )	Meets or exceeds 1 of the following: Overall Score: NBCOT ( $\geq 450$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 56\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 66\%$ )
7.0	Does not meet any of the following: Overall Score: national mean ( $\geq 59\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 59\%$ ) Domain 2: Select & Implement Interventions ( $\geq 58\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 68\%$ )	Does not meet any of the following: Overall Score: program mean ( $\geq 55\%$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 54\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 64\%$ )	Does not meet any of the following: Overall Score: NBCOT ( $\geq 450$ ) Domain 1: Collaborate & Gather Information ( $\geq 55\%$ ) Domain 2: Select & Implement Interventions ( $\geq 56\%$ ) Domain 3: Uphold Professional Standards & Responsibilities ( $\geq 66\%$ )
* any student who does not meet on of the above requirements will receive an incomplete "I" for the course, will be required to complete remediation as assigned by the course instructor and must demonstrate above requirements on a minimum of one practice exam provided in the NBCOT Study Pack: COTA Practice Exam 1, OTA Practice Exam 2 or Full Practice Exam			

## GRADING SYSTEM:

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

D = 69% - 74%

F = below 68%

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## Part IV: Attendance

### **Occupational Therapy Assistant Program Classroom Attendance Policy:**

An absence is defined as missing greater than 10 minutes of classroom time or leaving class early with more than 10 minutes remaining.

Students are expected to attend all scheduled dates. Absences for extenuating circumstances will be addressed on an individual basis by the course instructor.

### **Tardy Policy:**

Students are expected to be on time for class and to stay for the entire session. A tardy is defined as missing up to 10 minutes of classroom time. Three tardies will be counted as one class absence.

## Part V: Student Resources

### **THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):**

The SSTC offers to all students the following **free** resources:

1. Academic tutors for most subject areas, Writing Center support, and Academic Coaching for college success skills.
2. Online tutoring and academic support resources.
3. Professional and interpersonal communication coaching in the EPIC Labs.



Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or self-schedule in the Penji iOS/Android app or at [www.penjiapp.com](http://www.penjiapp.com). Email [sstc@hgtc.edu](mailto:sstc@hgtc.edu) or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the SSTC [Online Resource Center](#) to access on-demand resources.

### **STUDENT INFORMATION CENTER: TECH Central**



TECH Central offers to all students the following **free** resources:

1. Getting around HGTC: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. In-person and remote assistance are available for Desire2Learn, Student Portal, Degree Works, and Office 365.

3. Chat with our staff on TECH Talk, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552. Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option # 1.



### **HGTC LIBRARY:**

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries have librarians and staff who can aid with research, computers to support academic research and related school-work, and individual/group study rooms. Printing is available as well at each location. Visit the [Library](#) website for more information or call (843) 349-5268.

### **STUDENT TESTING:**

Testing in an **online/hybrid** course and in **make-up exam** situations may be accomplished in a variety of ways:

- Test administered within D2L.
- Test administered in writing on paper.
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Testing candidates must make their appointments 24 hours in advance.

Students must bring a physical ID in order to take a test.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

### **DISABILITY SERVICES:**

HGTC is committed to providing an accessible environment for students with disabilities. Students seeking accommodations are encouraged to visit HGTC's [Accessibility and Disability Service webpage](#) for detailed information.

It is the student's responsibility to self-identify as needing accommodations and to provide appropriate documentation. Once documentation is submitted, the student will participate in an interactive process with Accessibility and Disability Services staff to determine reasonable accommodations. Students may begin the accommodations process at any time; however, accommodations are **not retroactive** and will only be applied from the point at which they are approved. Students must contact the office **each semester** to renew their accommodations.

For assistance, please contact the Accessibility and Disability Services team at [disabilityservices@hgtc.edu](mailto:disabilityservices@hgtc.edu) or 843-796-8818 (call or text).

### **COUNSELING SERVICES:**

HGTC Counseling Services strives to optimize student success through managing personal and

academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to [counseling@hgtc.edu](mailto:counseling@hgtc.edu) or visit the website the [Counseling Services webpage](#).

### **STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:**

Our sincere commitment to both effective business management and equitable treatment of our employees requires that we present this Policy Statement as an embodiment of that commitment to the fullest.

Discrimination is conduct that includes unjust or prejudicial treatment based upon an individual's sex, race/color, religion, national origin, age, disability, service in the uniformed services (as defined in state and federal law), veteran status, political ideas, marital or family status, pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, genetic information, genetic identity, gender expression, or sexual orientation that excludes an individual from participation in, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of a person's working or learning environment. This includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

### **INQUIRIES REGARDING THE NON-DISCRIMINATION/TITLE IX POLICIES:**

**Student and prospective student** inquiries concerning Section 504, Title II, Title VII, and Title IX and their application to the College or any student decision may be directed to the Vice President for Student Affairs.

**Dr. Melissa Batten, VP Student Affairs**

*Title IX, Section 504, and Title II Coordinator*  
Building 1100, Room 107A, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5228  
[Melissa.Batten@hgtc.edu](mailto:Melissa.Batten@hgtc.edu)

**Employee and applicant** inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Vice President for Human Resources.

**Jacquelyne Snyder, VP Human Resources**

*Affirmative Action/Equal Opportunity Officer and Title IX Coordinator*  
Building 200, Room 205B, Conway Campus  
PO Box 261966, Conway, SC 29528-6066  
843-349-5212  
[Jacquelyne.Snyder@hgtc.edu](mailto:Jacquelyne.Snyder@hgtc.edu)

### **TITLE IX REQUIREMENTS:**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for

admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement\*.

\*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

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## **PREGNANCY ACCOMMODATIONS**

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.



Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the *Pregnancy Intake Form* that can be found [here](#).