



Horry-Georgetown
Technical College

COURSE INSTRUCTIONAL PACKAGE

OTA 264
Clinical Application II

Effective Term
Fall 2026

Part I: Course Information

Effective Term: Fall 2026

COURSE PREFIX: OTA 264

COURSE TITLE: Clinical Application II

CONTACT HOURS: Lab 21.0

CREDIT HOURS: 7.0

RATIONALE FOR THE COURSE:

This course will allow students to apply prior academic knowledge and fieldwork experience in the clinical setting to further their understanding and demonstration of the occupational therapy process with clients diagnosed with physical and psychological dysfunction disorders. This fieldwork rotation will allow students to collaborate with occupational therapy practitioners to gain insight, real-world exposure to clients, and to design and implement occupational therapy interventions to meet client needs. Students will practice and formulate the fundamental components of effective documentation to justify the need for occupational therapy services. Students will be exposed to a variety of settings to develop the skills required to become an entry-level occupational therapy assistant.

COURSE DESCRIPTION:

This course provides clinical experiences under the direct supervision of an experienced OTR or COTA, students will build on acquired knowledge and skills as they further develop into entry-level OTA practitioners. Students are assigned to various settings working with individuals with developmental, physical or emotional challenges.

PREREQUISITES/CO-REQUISITES:

(Credit level [OTA 264](#) Minimum Grade of C)

Restrictions:

Must be enrolled in the following Fields of Study: Occupational Therapy Assistant.
Offered Fall Term Only.

REQUIRED MATERIALS:

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 learning management system (LMS) used for course materials.
- Access to myHGTC portal for student self-services.
- College email access – this is the college's primary official form of communication.

ATTENDANCE VERIFICATION:

The Add/Drop Period is the first 7 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format classes. Please refer to the [academic calendar](#) for deadlines for add/drop. You must attend at least one meeting of all 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

STUDENT COURSE EVALUATIONS:

Each semester, students are provided with an opportunity to participate in course evaluation surveys. These evaluations offer crucial feedback to instructors and the College, leading to enhancement of educational quality. By completing these surveys, you play a key role in the ongoing improvement of teaching methods and course content, ensuring future students enjoy a better learning experience. Students are encouraged to complete these surveys as your active participation in this process reflects your dedication to your education and drives positive change.

FIELDWORK ETIQUETTE AND STUDENT RIGHTS AND RESPONSIBILITIES:

To ensure a positive College experience, guidelines exist in numerous areas of campus life. The Student Code for The South Carolina Technical College System "The Student Code" (3-2-106.1) applies to all HGTC students. The Student Code sets forth rights and responsibilities of the individual student, identifies behaviors that

are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission. Students are expected to comply with all of the college's duly established rules and regulations regarding student behavior while on campus; while participating in off-campus college sponsored activities; and while participating in off-campus clinical, field, internship, or in-service experiences. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. For more information, login to your myHGTC account under "Student Rights and Responsibilities" card then select "Student Code of Conduct" or the "Student Catalog and Handbook."

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

After successful completion of this course, the student will be able to meet the following outcomes:

1. Student will develop entry level competencies for the Level II fieldwork by the end of the experience (entry level competence is defined as achieving the minimal passing score or above on the AOTA Level II Fieldwork Evaluation)
2. Student will assume full client caseload, as defined by fieldwork site, by end of experience
3. Student will submit correct and complete documentation in a timely manner, according to policies and procedures of fieldwork site
4. Student will consistently report to site on time
5. Student will attend all meetings as directed by supervisor
6. Student will follow all policies and procedures of as directed by the fieldwork site and the HGTC OTA Program
7. Student will take initiative when exploring new learning opportunities
8. Student will actively participate in the supervisory process
9. Student will utilize resources available to them when planning and performing assigned duties. These resources include, but are not limited to other personnel at the fieldwork site, reference material,

- experts outside of those available at the fieldwork site
10. Student will plan and implement treatment/intervention plans that address the person, occupation and environmental issues presented by the client
 11. Student will be familiar with and utilize treatment/intervention approaches that demonstrate in depth knowledge of the various frames of reference in Occupational Therapy practice

***Assessment:**

Fieldwork Performance Evaluation (FWPE)

Fieldwork Presentation or Project

Sample OTA Level II Fieldwork Schedule:

- SOTA – Student Occupational Therapy Assistant
- FWE – Fieldwork Educator

Dates:	October 19, 2026 – December 15, 2026
Week 1	(Days 1-3) • In-person introduction of SOTA to FWE • SOTA receives a tour of facility and orientation (may continue through the first week) • SOTA begins to review facility policy and procedure manuals • SOTA participates in structured clinical observation & engages with clients as deemed appropriate by FWE (Days 4-5) • SOTA observes evaluations and assists with client treatment sessions • SOTA receives first patient/client/consumer from FWE's caseload to begin on week 2 • SOTA and FWE have first weekly feedback meeting and review/approve weekly time log • Turn in the Weekly Reflection
Week 2	• Ongoing treatment planning, treatment of first assigned patient/client/consumer • Schedule observations as possible of other disciplines or activities. • Some examples include: therapeutic feeding evaluation and treatment, home visit, patient/family conferences, IEP, treatment groups, driving evaluation, surgery, etc.

	•SOTA continues to observe & engage with patients/clients/consumers on FWE's caseload •FWE assigns SOTA additional patients/clients/consumers as deemed appropriate by FWE and site. •Weekly feedback meeting and review/approve weekly time log • Weekly feedback meeting – turn in Time Log and have it reviewed/approved by Friday before you leave FW. • Turn in the Weekly Reflection
Week 3-4	• SOTA continues observations/engagement • Continue joint weekly feedback meetings • Schedule in-service or fieldwork project presentation for week 7 or 8. • FWE assigns SOTA additional patients/clients/consumers as deemed appropriate by FWE and site • Weekly feedback meeting – turn in Time Log and have it reviewed/approved by Friday before you leave FW • Turn in the Weekly Reflection • FWE completes the student Fieldwork Performance Evaluation (FWPE) midterm and meets with SOTA to discuss scoring, student strengths, and areas for student growth • SOTA also completes a self-evaluation of the FWPE-midterm prior to this meeting and discusses/compares scores with FWE • FWE and SOTA conference with AFWC regarding midterms if needed
Week 5-8	• SOTA maintains full case-load* of clients for last 3 weeks of fieldwork placement • In-service or fieldwork project completed by SOTA • Weekly feedback meeting – turn in Time Log and have it reviewed/approved by Friday before you leave FW. • Turn in the Weekly Reflection • FWE completes final FWPE scoring and meets with SOTA to discuss results • SOTA also completes a self-evaluation of the FWPE-final prior to the meeting and discusses/compares scores with FWE • FWPE-Final is automatically submitted to school through Typhon • SOTA completes Student Evaluation of the Level II Fieldwork Experience and meets with FWE to discuss results • SOTA submits this document with FWE and SOTA signatures to HGTC D2L designated drop box • FWE reviews/approves the final version of SOTA time log in Typhon and ensures details are correct * The facility determines what a full case-load is, as would be expected of an

entry-level COTA.

****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 points associated with the various measures/artifacts are listed below.

EVALUATION*

Level II Fieldwork Performance Evaluation (FWPE) completed by the Fieldwork Educator with a minimum score of **91** to Pass.

A score of 3 or higher on the following items is required to receive a Pass on the FWPE for OTAS:

- 1) Adheres to the American Occupational Therapy Association’s Code of Ethics and all federal, state, and facility regulations.
- 2) Adheres to safety regulations and reports/documents incidents appropriately.
- 3) Ensures the safety of self and others during all fieldwork related activities by anticipating potentially unsafe situations and taking steps to prevent accidents

Scores of 1 on any of the items are not allowed to receive a Pass on the FWPE for OTAS.

Scoring of FWPE:

91 – 95 = C

96 – 105 = B

106 – 116+ = A

Anything below 91 is not a passing score

Assessments:

Fieldwork Presentation/Project	15%
Student Evaluation of Fieldwork	2.5%
Student Evaluation of Fieldwork Educator	2.5%
Weekly Reflections	5%
<u>Student Fieldwork Competency Evaluation</u>	75%
	100%

GRADING SYSTEM:

A = 90% - 100%

B = 80% - 89%

C = 75% - 79%

D = 69% - 74%

F = below 68%

****Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.***

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, and Is also negatively impact academic progression and financial aid status.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student, and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

Part V: Student Resources



THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers 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.

Visit the [Student Success & Tutoring Center](#) website for more information. To schedule tutoring or coaching, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email 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 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. You may also call (843) 349-5199.

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 HGTC courses may occur during regularly scheduled class time or online, with or without proctoring. Tests may be delivered in the following formats:

- Digitally through D2L
- In writing on paper
- Through a publisher platform (note: some publisher platforms carry an associated fee)

Tests may include time limits and may require proctoring depending on the course.

When proctoring is required and is not provided by the course instructor in the classroom, students may complete their test face-to-face at an [HGTC Testing Center](#) or another approved testing site, or online using HGTC's online proctoring provider. For more information about available proctoring options, visit the [Online Testing](#) section of the HGTC Testing Center webpage.

Students testing at an HGTC Testing Center should note the following:

- **Appointments must be scheduled at least 24 hours in advance.**
- **A physical, government-issued photo ID is required to test.**

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 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 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 age, race, color, sex, religion, national origin, disability, and genetic information or any other protected classes deemed unlawful under State or Federal law 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.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Jen Riddei, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 HWY 501 E, PO Box 261966, 843-349-5218, Jenifer.Riddei@hgtc.edu.

Student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, and Section 504 & Title II Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 HWY 501 E, PO Box 261966-6066, 843-349-5228, Melissa.Batten@hgtc.edu.

Employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations and the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 HWY 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, 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 sexual harassment, 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](#).