

**LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER (LSUHSC),
NEW ORLEANS**
School of Allied Health Professions
DEPARTMENT OF OCCUPATIONAL THERAPY

PROFESSIONAL BEHAVIORS, POLICIES, AND GUIDELINES

The faculty at LSUHSC, School of Allied Health Professions, Department of Occupational Therapy, welcomes you to the professional portion of your academic education. As a professional program, expectations of students are somewhat different from those you may have experienced in the pre-professional portion of your education. The following policies and guidelines are provided to assist you in understanding our expectations for your professional behavior.

Professional Behavior

1. **Class attendance is required.** Students are expected to provide advanced notice of absences or a reasonable explanation to the faculty member whose class is missed as soon as possible (and not later than 24 hours) after the missed class. In case of serious illness, or other emergencies, the student will need to directly inform his/her instructor via phone or e-mail. If the faculty member is not available by phone, the student will need to leave a message with the office staff of the Occupational Therapy Department at (504) 568-4302. If the serious illness or emergency occurs on a day the student is scheduled at a clinical facility, it is the student's responsibility to inform the fieldwork supervisor at the facility as well as the course instructor. Timelines for notification referred to above should be followed. All missed fieldwork must be made-up. In the event of serious illness or emergency, the student and fieldwork instructor will develop a written plan for making up missed fieldwork.

2. **E-mail requirements.** Upon registration in the program, each student is assigned an e-mail account through LSUHSC. Students will be required to use their e-mail accounts for registration purposes, and to receive messages from the School and the Department. It is preferred that the student correspond with faculty members through the LSUHSC e-mail account. Students are expected to check their e-mail regularly, at least daily.

Guidelines for the Development of Passwords

- The password must contain characters from three of the four categories below:
 - Uppercase letters
 - Lowercase letters
 - Digits
 - The special characters “@”, “#”, “\$”, and “_”
- Passwords must conform to all of the following standards:
 - The password must be different from the previous 14 passwords.

- The password must be at least 8 characters long.
 - The first character must be an uppercase or lowercase letter.
 - Passwords must be changed at least every 35 days, and will remain valid for 35 days.
 - The password must not contain your user ID.
 - The password must not contain any part (e.g., first name) of your name.
- It is suggested that students consider a password system to assist them in remembering their passwords as they change
 - Example: helloJAN1, helloFEB2, helloMAR3, helloAPR4, etc. However, you should not create such a simple system that your “code” could be easily broken.
3. **In class-computer use.** Courses will require the use of laptops for classroom activities, including exams, quizzes, or other classroom activities. Please refer to course syllabi for specific policies for laptop use and communicate with the course coordinator/ instructor for answers to specific questions. When laptops are used in class, it is expected to be for school classroom activities **only**. Any student using a computer during class for non-school related activities will be excused from the classroom. Students failing to comply with this policy will be reported to the Dean’s office, Department Head, and/or appropriate designee for disciplinary action and may be subject to dismissal from continuing their education at the SAHP.
 4. **Cell phones are to be turned off during all classes and during all meetings with faculty.** In the rare case of a true emergency, the student is to ask for permission from the faculty member in charge of a given class or meeting to keep a cell phone turned on in order to receive the emergency call.
 5. **Proper attire is required for all classroom, laboratory, and clinic sessions.** Patients/clients frequent the LSU Health Sciences Center daily. Therefore, students are required to dress in attire suitable for the professional environment in which their classes are held, not just during visits to clinical sites away from campus. Bare feet, short shorts, sleeveless tops, spaghetti straps, tube tops, short skirts, and other revealing outfits are not considered professional or acceptable attire. Faculty will give instructions for laboratory and fieldwork dress as indicated. Long hair should be pulled back when in situations where clients are involved. **Artificial fingernails** cannot be worn when providing hands-on patient care.
 6. **Students MUST respect the confidentiality of their clients/patients and colleagues.** Students are required to respect the dignity, individuality, privacy and personality of each and every individual. Information about a client should be shared on a “need to know” basis only, and not for reasons of personal interest. In other words, in order to provide services, it is necessary for various professional personnel to know personal information about a client. If a client's information is discussed related to official class business (e.g., during seminars, classes), the client’s identity must remain anonymous, and information about the client that is not necessary to the learning situation must not be shared, (e.g.,

identity of known relatives, legal or moral issues not related to OT services being rendered). This is also true about personal discussions that students participate in during class time. Students are expected to respect the confidentiality and privacy of their classmates.

7. **Unprofessional, unethical, and illegal conduct** of any kind, including cheating on examinations or classroom assignments, plagiarism, and theft, etc., will subject the offending student to appropriate disciplinary measures that can include expulsion. (See the Student Handbook under LSUHSC School of Allied Health Professions Policy and Procedures Relating to Academic Misconduct.)
8. **Professionalism.** Being part of a profession requires that one displays various professional behaviors.
 - a. Students are expected to treat fellow students and other colleagues in a professional manner, meaning with respect and dignity. Disrespectful behaviors are not tolerated.
 - b. Professionals are expected to be life-long learners. They are also expected to participate in their respective professional organizations. All students are required to become members of the American Occupational Therapy Association (AOTA). It is strongly encouraged that students become members of the Louisiana Occupational Therapy Association (LOTA), and the Student Occupational Therapy Association (SOTA).
9. **Hall conduct.** Students need to be cognizant when talking and gathering in the halls that noise travels easily. We ask that you make an effort to keep the noise at a minimum, particularly since we share the floor with other departments.
10. **Classrooms.** Students are expected to demonstrate respect for the School and courtesy to others. Students are expected to take adult responsibility for keeping the classrooms free of trash and debris, i.e., soft drink cans, papers, etc. Bulletin boards are intended for the display of instructional and professional materials, not personal or social items.
11. **Waiting Room/Student Lounge.** Students may occupy the room off the elevators that is a combined client waiting room/student lounge. The microwave and refrigerator in that room are for student use on the condition that students keep them clean at all times. The taxpayers of Louisiana have not elected to hire someone to clean the refrigerator or microwave for the students in this department. Any food that is left in the refrigerator or in that room must be marked with the student's name. **Food items that are left in the refrigerator or in the waiting room/student lounge without a name attached are to be discarded by students.** The student refrigerator and microwave are to be emptied and cleaned at the end of each semester. During hurricane season (June 1 to November 30), items should be removed at the end of each week. It is the responsibility of the students to see that these tasks are performed on a regular basis. Failure to keep both items clean may result in the termination of the use of these items.

12. **The use of alcohol is prohibited** in classroom buildings, laboratories, auditoriums, library buildings, faculty and administrative offices, athletic facilities, and all other public campus areas. Alcohol may be served for special events on campus with written authorization from the Dean, Chancellor, or their authorized designee.
13. The unauthorized **use of, possession of, or being under the influence of alcohol** and the illegal use, abuse, possession, manufacture, dispensation, distribution of, or being under the influence of controlled **or illegal drugs is prohibited** while at work, on call, on duty, at school, or engaged in LSUSC – New Orleans campus business on or off LSUHSC-New Orleans premises.
14. We are committed to a **Violence Free Workplace**. Consistent with this policy, it is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm or a dangerous weapon, by a student or non-student on University property at anytime. This includes but is not necessarily limited to school sponsored functions or in a firearm-free zone. Violators will be arrested and prosecuted to the fullest extent of the law.

General Policies and Guidelines:

1. **Faculty**

- a. Appointments with a faculty member out of class:
 - 1) It is preferred that students make non-emergency appointments with faculty members in advance.
 - 2) Faculty members are available on an as-needed basis (rather than at designated office times). Students or faculty may initiate a meeting.
 - 3) The student or faculty member will need to make an appointment at a time that is convenient to both parties. There are several ways in which one can make an appointment:
 - i. A student may stop by a faculty member's office.
 - ii. A telephone call can be made.
 - iii. An e-mail can be sent.
 - iv. A student can leave a message in writing in the faculty member's box (located in the OT Office); faculty can leave messages in the student's box.
 - v. The student or the advisor can ask for an appointment before class, during a class break, or after class. (Keep in mind that faculty often does not take their calendars to class, so the student may need to accompany the faculty advisor to his or her office after class to actually set the appointment.
 - vi. If a message is left (either over the phone or in writing), indicate two to four possible meeting times in order to expedite the process of establishing an appointment, along with a phone number.

- b. When a faculty member's door is closed, it is often because he or she is addressing job related responsibilities requiring privacy or time away from the office. In such situations, office staff or the student is to call the faculty member from a telephone to request permission to speak with the faculty member. If a faculty member's door is open, it is preferred that students knock, and directly request to speak with the faculty member.
 - c. Students are not permitted in faculty offices unsupervised.
 - d. Students should meet with the faculty member(s) responsible for a course to discuss course-specific policies and procedures. Students may elect to have their advisor present at such meetings. If a student is not satisfied with the results of a meeting with a faculty member, he or she may then discuss the issue with the Department Head. For information about academic appeals, students can refer to that section under the School of Allied Health Professions in the LSUHSC Catalog/Bulletin, also available in Student Handbook.
2. **Written reports** are required to be written in APA style according to the *Publication Manual of the American Psychological Association*, 5th edition. Students are required to purchase a personal copy.
 3. **Building access.** Students have access to the computer lab 24-7. All other areas of the Department are off-limits after 4:30 and on weekends, unless faculty approval has been obtained.
 4. **Telephone access.** A telephone is available for student use in the waiting room/student lounge. **Campus emergency phone numbers** are placed in all classrooms and on all telephones.
 5. **Mail boxes** are provided for students. Please check your boxes regularly. Faculty mailboxes are located in the Main OT Office.
 6. **Cash of personal checks.** A student may cash a personal check up to the amount of \$25.00 with a Student ID in the LSUHSC School Bookstore.
 7. **Computer access.** Computers are available for student use in the LSUHSC library and in the OT Student Computer Lab. Other departmental equipment is off-limits to students unless faculty or staff permission is received.
 8. **Photocopy use.** Photocopies for student use must be made on the 6th floor or in the LSUHSC Library. "Copy cards" may be purchased for use in the library.
 9. **Fieldwork expenses.** Expenses may be incurred by students enrolled in Fieldwork Experiences in off-campus or out-of-state health care facilities. These expenses are the responsibility of the individual student and should be anticipated.

10. **Employment** during academic sessions is not recommended.
11. **Text messaging alert system.** In the event of an emergency, LSUHSC has the capability to send pertinent messages via text messaging. More information about this system, as well as how to sign up, can be accessed via <http://www.lsuhs.edu/alerts/>
All students are strongly encouraged to sign up.
12. **SAFTY TIPS. The campus is located in an urban environment and theft does occur in and around LSU Health Sciences Center.** Therefore, keep your property secure at all times, even when moving between classrooms. Do not leave your backpacks, purses, or bags in one classroom while in another. Lockers are available in the restrooms, but you need to supply your own combination lock. When walking to and from your vehicle, be vigilant of your surroundings. Attacks on persons are infrequent, but they do happen. If possible, do not walk alone, especially at night. The University Police will escort you if you request the service. **Look out for each other, and BE SAFE !!!!**

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