

Student Conduct and Professional Behavior Expectations

Departmental Professional Behavior Policies

The faculty at LSUHSC – New Orleans, School of Allied Health Professions (SAHP), Department of Occupational Therapy, welcomes you to the professional portion of your academic education. As a professional program, the 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 regarding verbal and written communication, respectful discourse, attire, privacy and confidentiality, professional membership, and unethical behavior are provided to assist you in understanding the program's expectations.

AOTA Code of Ethics and Professional Membership

- Being part of a profession means behaving in a manner that aligns with that profession's code of ethics and core values. The AOTA provides a Code of Ethics and set of Core Values which all occupational therapy practitioners and students are expected to abide by. You will be learning more about these in your classes but at a minimum, students are expected to treat fellow students, faculty, staff, and other colleagues in a professional manner, meaning with respect and dignity. Disrespectful behaviors will not be tolerated. You must review the AOTA Code of Ethics and are encouraged to reflect on the Core Values and their impact on you as a student.
- Professionals are expected to be life-long learners and to participate in their respective professional organizations. All students are required to become members of the American Occupational Therapy Association (AOTA) and the Louisiana Occupational Therapy Association (LOTA). It is strongly encouraged that students become members of the Student Occupational Therapy Association (SOTA).

Communication with Faculty & Grievance Procedures

- Faculty members are available on an as-needed basis or at designated office times. Students or faculty may initiate a meeting. It is preferred that students make non-emergency appointments with faculty members in advance.
- When a faculty member's door is closed, it is often because they are addressing job related responsibilities requiring privacy or are taking time away from the office. If a faculty member's door is open, it is expected that students knock before entering and requesting to speak with the faculty member.
- For course, faculty, and/or guest lecturer concerns that the student may experience, please follow this chain of communication:
 - Complete the course evaluation made available on Moodle at the end of every semester to provide feedback regarding individual faculty or courses.
 - Provide feedback about guest lecturers on the *Guest Lecturer Feedback Form* located on Moodle in every course.
 - Speak directly to the faculty member responsible for the course regarding faculty, course, lecture, and/or guest lecturer-specific issues. Students may elect to have

their advisor present at such meetings. If the student feels they cannot report directly to the faculty member, they should report the issue to their faculty advisor or the department head.

- If a student is not satisfied with the results of a meeting with a faculty member, they may then discuss the issue with the department head.
- If a student is not satisfied with the results of a meeting with the department head, or if the issue concerns the department head, they may request a meeting with the dean of the SAHP.
- If the student feels additional complaint is necessary, the last line of complaint is the Chancellor of the Health Sciences Center.
- If the student feels that their communication with faculty or staff has violated any of the standards outlined in PM-73 on power and gender-based violence, harassment, or discrimination, they should follow the reporting process outlined in the campus' Title IX webpage: <https://www.lsuohsc.edu/titleix/>
- If the student feels that the department has practices that indicate the program may not be in substantial compliance with accreditation standards, the student may file a formal complaint with ACOTE: <https://acoteonline.org/about/compliments-complaints/>

Communication with Classmates and Other Students

- As adults in a professional program, it is expected that students will speak directly and respectfully with each other regarding any issues between them.
- If the student does not feel comfortable with this, or if the student is not satisfied with the results of the meeting with the fellow student, the student may meet with their faculty advisor for support and next steps.

E-mail Policies

- Upon registration in the program, each student is assigned an e-mail account through LSUHSC. Students will be required to use their LSUHSC e-mail accounts for registration purposes, and to send and receive messages from the School and the department.
- It is expected that the student correspond with faculty members through their LSUHSC e-mail account.
- Students are required to check their e-mail at least once daily.
- Please refer to the information provided by the Information Technology Department in the SAHP for the "Guidelines for the Development of Passwords".

Class Computer Use

- Courses may require the use of laptops for classroom activities, including exams, quizzes, or other classroom activities.
- 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 the program.

Cell Phone Use

- Cell phones are to be turned off during all classes and during all meetings with faculty. In the rare case of an emergency, the student should 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.

Professional Attire

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 or skirts (closer to hip than knee), tank tops, spaghetti straps, tube tops, athletic wear, yoga pants, leggings and sweatpants are not considered professional or acceptable attire.
- Faculty will give instructions for laboratory, fieldwork, and presentation attire 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 or during fieldwork.
- During any department student clinic, students are required to wear scrubs or full-length pants with a polo-style shirt, socks, closed-toe shoes and their student ID. No dresses, skirts, jeans, shorts, or leggings.
- Fieldwork sites will provide dress and professional appearance codes that students must adhere to. In addition to a uniform requirement, these could include requirements regarding jewelry, visible tattoos, piercings, hair color, nail length, use of artificial nails, and fragrance use.

Privacy and Confidentiality

- Students MUST respect the confidentiality of their clients/patients, colleagues, and faculty. The student is 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. 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. Examples of information that should not be shared include the identity of known relatives and legal or moral issues not related to OT services being rendered.
- Information learned about classmates during class discussions should be considered confidential. Students are expected to respect the confidentiality and privacy of your classmates.
- Health Insurance Portability and Accountability Act (HIPAA) guidelines must be adhered to at all times.

Unprofessional, Unethical, and Illegal conduct

- Unprofessional, unethical, and illegal conduct of any kind will subject the offending student to appropriate disciplinary measures that can include dismissal from the program.
- Per the definitions in *CM-56 Student Rights, Roles, and Responsibilities*, both academic and non-academic infractions include the inappropriate use of social media. Disrespectful treatment on social media of individuals, the Department of OT, community partners of the department, or of fieldwork sites and fieldwork educators will result in appropriate disciplinary measures.
- See the SAHP *Policies and Procedures Relating to Academic Misconduct* in the SAHP Student Handbook.
 - Link is at the top of this chapter.
- For information about academic appeals, students can refer to the *Referral to a Hearing Panel* section in the SAHP Student Handbook. Link is at the top of this chapter.

Hall conduct

- Students need to be cognizant when talking and gathering in the halls, as noise travels easily. Please keep the noise at a minimum, particularly since we share the floor with other colleagues.

Use of Alcohol, Controlled Drugs, and Illegal Drugs

- 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.
- The unauthorized use of, possession of, or being under the influence of alcohol, controlled substances, or illegal drugs is prohibited while at work, on call, on duty, at school, or engaged in LSUHSC– New Orleans campus business on or off LSUHSC-N.O. premises.

Violence Free Workplace

- It is illegal and expressly prohibited to engage in the unauthorized carrying of a firearm or dangerous weapon by a student or non-student on University property at any time. This includes, but is not limited to, school sponsored functions or in a firearm-free zone. Violators will be arrested and prosecuted to the fullest extent of the law.

Tobacco Free Workplace

- LSUHSC – New Orleans is 100% tobacco-free, both indoors and out.

