

MEMORANDUM OF UNDERSTANDING

Linn-Benton Community College

Occupational Therapy Assistant Program

This Memorandum of Understanding outlines the commitment of **Linn-Benton Community College** and **Central Oregon Community College** for the implementation of the Linn-Benton Community College Occupational Therapy Assistant Program. Both colleges agree this program will allow students to train in their "home" communities, encouraging graduates to remain and work in these communities to help meet occupational demand. In support of our joint vision, Linn-Benton Community College (LBCC) and Central Oregon Community College (COCC) agree to the following roles and responsibilities regarding the Occupational Therapy Assistant (OTA) program:

LBCC will:

- Maintain program accreditation through the Accreditation Council for Occupational Therapy Education (ACOTE).
- Develop the OTA program, including its curriculum and fieldwork education sites.
- Deliver the OTA program, including didactic, laboratory, and clinical components.
- Evaluate the OTA program per LBCC and ACOTE requirements.
- Provide the partner community college with electronic brochures and student bulletins to assist with recruiting and advising prospective students.
- Advise students who inquire about the OTA program and who reside in the region serviced by the partner community college that the above college is a partner in our program.
- Communicate and collaborate with the partner community college on a regular basis and as needed; this includes the timely request for scheduling classroom/laboratory space.

For Partner Community Colleges who wish to have LBCC select their students (Option A):

LBCC will:

- Assist students with the application process as needed.
- Select students for the OTA program.
- Notify the partner community college of the ACCEPTED and ALTERNATE students from their service area.

COCC will:

- Recruit students for the OTA program.
- Advise students regarding pre-requisite and general education courses.
- Refer students to LBCC's Academic Planning Assistant for assistance with the application process as needed.
- Provide student support services when appropriate, including counseling, library/learning center, exam proctoring, and computing/technology services.
- Provide adequate space with computer availability and internet access at the partner community college for laboratory instructors and distance education students to hold laboratory sessions.

- Provide secure space for the OTA program to store a wheelchair and a 37" x 36" x 18" plastic storage cabinet, this space should be within walking distance of the space described in the preceding bulleted item.
- Communicate and collaborate with the OTA program on a regular basis and as needed; this includes the timely response to requests for scheduling classroom/laboratory space.

**For Partner Community Colleges who wish to select their own students
(Option B):**

_____ will:

- Recruit students for the OTA program.
- Advise students regarding prerequisite and general education courses.
- Assist students with the application process as needed.
- Work with LBCC OTA program to determine number of available spots for students.
- Select students for the OTA program; the partner community college may choose to use our "Point System" to select their students or to use a system of their own, but the students they select must meet all LBCC OTA program requirements as listed in the current OTA Bulletin.
- Send to LBCC's Department of Admissions complete application packets for all ACCEPTED and ALTERNATE students, and keep all other complete application packets for a minimum of six months.
- Provide student support services when appropriate, including counseling, library/learning center, exam proctoring, and computing/technology services.

**Please indicate below which Option will be used for student selection to the
OTA Program:**

Option A

Option B

<u>Linda M. Carroll</u>	<u>4/4/18</u>	<u>Julie Downing</u>	<u>4-4-2018</u>
(signature)	(date)	(signature)	(date)
Linda Carroll, Dean of Healthcare Linn-Benton Community College		Julie Downing, Instructional Dean Central Oregon Community College	

<u>Betsy Julian</u>	<u>4/4/18</u>
(signature)	(date)
Betsy Julian, Vice President for Instruction Central Oregon Community College	