University of North Dakota

School of Medicine and Health Sciences

Job Title: Capstone/Experiential Coordinator

Department: Occupational Therapy

Date: May, 2019

Position summary:

The primary responsibilities of Capstone/Experiential Coordinator the are to ensure the program’s compliance with the capstone requirements of Standards Section D.1.0. This individual is assigned to the occupational therapy educational program as a full-time core faculty member as defined by ACOTE. Specifically this person is responsible for ensuring that the doctoral capstone reflects the sequence and scope of the content in the curriculum design and allows for the development of in-depth knowledge in one of the following areas: clinical practice skills, research skills, administration, leadership, program and policy development, advocacy, education, or theory development.

The Capstone/Experiential Coordinator holds an academic faculty appointment and is responsible for supporting the teaching, scholarship, and service missions of the department as designated in collaboration with the department chair. This individual has administrative responsibilities consistent with the mission and philosophy of the academic program and is evaluated annually by the department chairperson.

Required Credentials and Experience

* Doctoral degree and a minimum of three years teaching in higher education.
* Eligibility for Occupational Therapist license in North Dakota and Wyoming.
* A minimum of three years clinical practice experience that includes supervision of professional occupational therapy fieldwork students.
* Have documented or developing expertise in area of teaching responsibility and knowledge of content methods.

Work responsibilities and essential duties include:

1. Identify and secure sites for the experiential component.
   1. Review the quality and appropriateness of each experiential site in collaboration with other academic faculty.
   2. Develop objectives in collaboration with the participating experiential placement sites.
   3. Initiate and maintain communication and correspondence between the academic and experiential placement sites, students, and report to faculty.
   4. Communicate with experiential placement mentors regarding the doctoral curriculum model, course content, and experiential placement expectations.
2. Ensure memorandums of understanding outline responsibilities of the facility, onsite advisor, faculty advisor, and student are clearly documented and outline timelines, products, and resources.
   1. Oversee the administrative aspects of the experiential placement program including ensuring agreements for the capstone/experiental setting are review by legal counsel.
   2. Assign students to experiential placement settings.
   3. Monitor the facilitation of clinical reasoning and reflective practice in experiential placement settings and provide feedback to the department.
   4. Facilitate the development of experiential placement programs and related student supervision skills.
   5. Develop resources for students and supervisors to provide consistency in meeting the learning objectives of the program (e.g. Doctoral Experiential Placement Manual, supervisory materials, c.
3. Prepare and engage students in developing individualized learning contracts.
   1. Orient students to responsibilities and protocols for experiential placement and maintains the Doctoral Experiential placement Manual.
   2. Counsel and arbitrate with students and experiential placement mentors on matters of concern.
   3. Development, coordination and updating of documents that form the manual for graduate students regarding policies and procedures.
4. Coordinate and collaborate with faculty mentors, expert mentors and onsite supervisor regarding the capstone/experiential learning process.
   1. Collaborate in assigning the final appraisal (grading) of the student.
   2. Solicit feedback and provide developmental resources for mentors and supervisors (e.g. focus groups, surveys, site visits).
   3. Supervise any support personnel carrying out administrative aspects of experiential placement programs.
   4. Mentoring advisors regarding topic proposals and scholarly project reflect the individualized learning objectives of the experiential/capston requirement and are in accordance with both departmental and graduate school policy and procedures.