Midwestern University
Occupational Therapy Program

Doctoral Internship & Capstone Manual

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College of Health Sciences
Occupational Therapy Program
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INTRODUCTION

The intent of this manual is to serve as a reference for the requirements of two key components of the Midwestern University Doctor of Occupational Therapy Program (hereto referred to as “the Program”): the Doctoral Experiential Component, hereto referred to as the “Doctoral Internship”, and the culminating project, hereto referred to as the “Capstone”. This manual shall be a resource for the Accreditation Council for Occupational Therapy Education (ACOTE), the North Central Association Higher Learning Commission (HLC), the Illinois Board of Higher Education (IBHE), Midwestern University faculty, students, Doctoral Internship site advisors, mentors, and other relevant key stakeholders.

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OVERVIEW OF DOCTOR OF OCCUPATIONAL THERAPY (OTD) CURRICULUM

The Program prepares each doctoral student as an occupational therapy practice leader by cultivating the knowledge, skills, attitudes, and ethical foundation of a professional occupational therapist. Graduates of the Program are well-prepared to practice occupational therapy in diverse settings by identifying and meeting the occupational needs of individuals, groups, and populations. The OTD curriculum is designed to be accomplished in 11 academic quarters; students matriculate as a cohort in the fall quarter of the first year and progress through the spring quarter of the third year. Consistent with the design and intent of the curriculum, courses are placed strategically across the 11 quarters and content builds from one quarter to the next. The curriculum includes a combination of rigorous didactic coursework, experiential opportunities in community and clinical venues, formal fieldwork rotations, and individualized mentoring by faculty and other professionals. The faculty’s aims and teaching methods provide opportunities for scaffolded learning and experiences within and across courses throughout the curriculum.

Each doctoral student’s tenure in the Program culminates with the completion of their specialized Capstone project. In collaboration with a faculty mentor, students conceptualize and design their Capstone projects during the Summer-III quarter. Upon successful completion of both Level II Fieldwork rotations and a Competency Course, students may progress to implementing their Capstone projects during their Doctoral Internship, which takes place in the Winter-III and Spring-III quarters. Students then professionally disseminate their Capstone projects during the final quarter of the curriculum. This manual provides foundational content specific to the purpose, structure, and processes involved in the development of Capstone projects and completion of Doctoral Internships for all relevant parties.

The American Occupational Therapy Association vision and the Program mission, vision, and outcomes are consistent with the University and College of Health Science vision and mission statements and serve to guide decisions made for curriculum design, modification, and all experiential components of the Program. The following statements are written elsewhere, but are provided here for presentation of the essential goals and values upheld by the Program:

Vision of the American Occupational Therapy Association (AOTA, 2017)
Occupational therapy maximizes health, well-being, and quality of life for all people, populations, and communities through effective solutions that facilitate participation in everyday living.

Vision of Midwestern University
Midwestern University will provide a safe and healthy environment that challenges its faculty, staff, and students to:
- Promote and maintain the osteopathic philosophy
- Nourish intellectual creativity and foster the critical thinking and communication skills that stimulate personal growth and engender professional development
- Support the teaching, scholarly activity, and service capabilities of the University
• Respect, appreciate, and acknowledge the achievements of all members of the academic community
• Embrace cultural and social diversity in the academic community and the community-at-large

Mission of Midwestern University
Midwestern University's historical and sustaining philosophy dedicates the institution and its resources to the highest standards of academic excellence to meet the educational needs of the healthcare community.

Mission of the College of Health Sciences
The College of Health Sciences is dedicated to excellence in the education of professionals who will meet the healthcare and service needs of the community. This mission is expressed in the education, scholarship, and service objectives of the programs of the College of Health Sciences.

Vision of the Occupational Therapy Program
We envision Midwestern University Doctor of Occupational Therapy graduates will be practice leaders who anticipate, recognize, and meet society's occupational needs.

Mission of the Occupational Therapy Program
The Occupational Therapy Program is dedicated to excellence in the education of occupational therapists, and the development of a community of practice leaders who will meet the occupational needs of individuals and communities through compassionate, innovative, and evidence-informed practice.

The Program vision and mission statements are congruent and focus on excellence in education, service to individuals and communities, and promotion of scholarship to meet the healthcare needs of society. The OTD Program is further guided by specific Standards of the Accreditation Council for Occupational Therapy Education (ACOTE). The Program has integrated each of the doctorate program Standards into its curriculum through each course and each fieldwork and experiential opportunity afforded to its students. Moreover, the Preamble to the current ACOTE Standards for doctoral education provides an overarching illustration of the graduate outcomes of such doctoral education. The Preamble and its guiding principles (ACOTE, 2018) are reported here in presentation of the ACOTE goals and values which are also upheld by the Program:

Preamble:
The rapidly changing and dynamic nature of contemporary health and human services delivery systems provides challenging opportunities for the occupational therapist to use knowledge and skills in a practice area as a direct care provider, consultant, educator, manager, leader, researcher, and advocate for the profession and the consumer.
A graduate from an ACOTE-accredited doctoral-degree-level occupational therapy program must:

- Have acquired, as a foundation for professional study, a breadth and depth of knowledge in the liberal arts and sciences and an understanding of issues related to diversity.
- Be educated as a generalist with a broad exposure to the delivery models and systems used in settings where occupational therapy is currently practiced and where it is emerging as a service.
- Have achieved entry-level competence through a combination of academic and fieldwork education.
- Be prepared to articulate and apply occupational therapy theory and evidence-based evaluations and interventions to achieve expected outcomes as related to occupation.
- Be prepared to articulate and apply therapeutic use of occupations with individuals or groups for the purpose of participation in roles and situations in home, school, workplace, community, and other settings.
- Be able to plan and apply occupational therapy interventions to address the physical, cognitive, psychosocial, sensory, and other aspects of performance in a variety of contexts and environments to support engagement in everyday life activities that affect health, well-being, and quality of life.
- Be prepared to be a lifelong learner and keep current with evidence-based professional practice.
- Uphold the ethical standards, values, and attitudes of the occupational therapy profession.
- Understand the distinct roles and responsibilities of the occupational therapist and occupational therapy assistant in the supervisory process.
- Be prepared to effectively communicate and work interprofessionally with those who provide care for individuals and/or populations in order to clarify each member’s responsibility in executing components of an intervention plan.
- Be prepared to advocate as a professional for the occupational therapy services offered and for the recipients of those services.
- Be prepared to be an effective consumer of the latest research and knowledge bases that support practice and contribute to the growth and dissemination of research and knowledge.
- Demonstrate in-depth knowledge of delivery models, policies, and systems related to the area of practice in settings where occupational therapy is currently practiced and where it is emerging as a service.
- Demonstrate thorough knowledge of evidence-based practice.
- Demonstrate active involvement in professional development, leadership, and advocacy.
- Relate theory to practice and demonstrate synthesis of advanced knowledge in a practice area through completion of a culminating project.
- Develop in-depth experience in one or more of the following areas through completion of a doctoral experiential component: clinical practice skills, research skills, administration,
leadership, program and policy development, advocacy, education, and theory development (pp. 1-3). 

The Preamble above focuses on the development of skills, judgments, and attitudes essential for occupational therapy practice, but also extends its oversight to professional development, leadership, advocacy, advanced knowledge in a practice area, and in-depth experience through completion of a culminating, doctoral experiential project.
DOCTORAL INTERNSHIP & CAPSTONE PROJECTS

Overview

The Doctoral Internship is a supervised course of study designed to provide each student with an individualized, mentored experience for a total of 16 full-time weeks, or a minimum of 640 hours. The purpose of the Doctoral Internship is to provide each student with an opportunity to develop advanced skills in one or more areas: clinical practice, research, administration, leadership, program development, policy and advocacy, or education. ACOTE requires that the Doctoral Experiential Component aligns with the Program vision, mission, and curricular themes. The Doctoral Internship is separate from the fieldwork rotations required for entry level practice as an occupational therapist. During the Doctoral Internship, students will work on their Capstone projects, the purpose of which is for students to demonstrate their ability to apply theory to practice and to demonstrate the synthesis of advanced knowledge in a practice area.

Guiding Accreditation Standards

Specific ACOTE standards (ACOTE, 2018) have been written to address both the culminating project and the doctoral experiential component within an OTD curriculum. They have been adhered to in the Program’s conceptualization and design of its Doctoral Internship and Capstone project policies and procedures. The following ACOTE (2011) C.2. Standards guide the Program’s Doctoral Internship procedures:

C.2.0. Doctoral Experiential Component

The goal of the doctoral experiential component is to develop occupational therapists with advanced skills (those that are beyond a generalist level). The doctoral experiential component shall be an integral part of the program’s curriculum design and shall include an in-depth experience in one or more of the following: clinical practice skills, research skills, administration, leadership, program and policy development, advocacy, education, or theory development.

The student must successfully complete all coursework and Level II fieldwork and pass a competency requirement prior to the commencement of the doctoral experiential component. The specific content and format of the competency requirement is determined by the program. Examples include a written comprehensive exam, oral exam, NBCOT certification examination readiness tool, and the NBCOT practice exams.

C.2.1.
Ensure that the doctoral experiential component is designed and administered by faculty and provided in setting(s) consistent with the program’s curriculum design, including individualized specific objectives and plans for supervision.
C.2.2.
Ensure that there is a memorandum of understanding that, at a minimum, includes individualized specific objectives, plans for supervision or mentoring, and responsibilities of all parties.

C.2.3.
Require that the length of this doctoral experiential component be a minimum of 16 weeks (640 hours). This may be completed on a part-time basis and must be consistent with the individualized specific objectives and culminating project. No more than 20% of the 640 hours can be completed outside of the mentored practice setting(s). Prior fieldwork or work experience may not be substituted for this experiential component.

C.2.4.
Ensure that the student is mentored by an individual with expertise consistent with the student’s area of focus. The mentor does not have to be an occupational therapist.

C.2.5.
Document a formal evaluation mechanism for objective assessment of the student’s performance during and at the completion of the doctoral experiential component.

The following ACOTE (2011) Standard guides the Program’s Capstone procedures:

A.6.4.
The curriculum must include application of advanced knowledge to practice through a combination of experiential activities and a culminating project.

General Timelines

Fall I: Prior to the students’ matriculation in the Program, student interests, goals, and previous experiences are aligned with faculty strengths, interests, and availability to match students with Faculty Mentors. During the Fall I quarter, students will meet regularly with their Faculty Mentors to begin building the mentor-mentee relationship. These faculty-student relationships will continue, ongoing, throughout the remaining quarters of the curriculum, including the research course series, Capstone Development and Completion courses, and the Doctoral Internship.

Winter I – Spring II: During this time, students will continue to meet regularly with their Faculty Mentors. The purpose of these meetings will vary depending on quarter, but will begin with continuing to develop the mentor-mentee relationship and identifying and working toward student individualized learning objectives. Meetings will also support student participation in the research course series and program development course series. Over the course of these six quarters, students will also refine their interests and learning
needs as they relate to the Capstone project and Doctoral Internship and work on identifying a site at which to complete their Doctoral Internship.

**Summer III:** Students participate in OTHED 1790: Capstone Development I. During this course, students will finalize their Doctoral Internship sites, identify an On-Site Mentor, identify an area of need or concern to be addressed through completion of the Capstone project, and propose and defend a general plan for their Capstone project.

**Winter III:** At the beginning of the quarter, students participate in OTHED 1792: Capstone Development II, during which they will assess the needs of the Doctoral Internship site, refine their plan for the Capstone project, and examine the feasibility of completing their Capstone project during the Doctoral Internship. Students also participate in OTHED 1766: Competency Course. Successful completion of this course is required for students to be eligible to become Doctoral Candidates and complete their Doctoral Internship. Students also begin the first half of their Doctoral Internship (OTHED 1785) during the last part of this quarter.

**Spring III:** Students participate in the last half of their Doctoral Internship (OTHED 1786) during the first part of this quarter. They also complete OTHED 1794: Capstone Completion, during which students will defend and professionally disseminate their Capstone projects. Upon successful completion of this course and the other courses this quarter, students will be eligible to graduate from the Program and sit for the national certification examination.
Doctoral Internship Sites

Doctoral Internship sites are those organizations that have chosen to partner with the Program in its mission of educating occupational therapy students by providing students with educational and experiential opportunities to design, implement, complete, and disseminate innovative projects at their site and for the benefit of the site’s stakeholders and clientele. These sites may include traditional, non-traditional, and emerging areas of practice for occupational therapy. Each student, in collaboration with their Faculty Mentor, will choose a Doctoral Internship site that is congruent with the student’s goals, the design of their Capstone project, and the potential benefits to the site. Doctoral Internship sites are the locations where students will spend the majority of their time during the 16-week rotation.

Students may choose their Doctoral Internship site from a list of sites with which the Program has already established partnerships. These sites have been vetted by the Program faculty and have explicitly indicated their willingness to partner with the Program for the purpose of a Doctoral Internship. Since each Capstone project is designed to be individualized for each student in the Program, it is possible that a student may identify and seek collaboration with a site for which no Doctoral Internship letter of agreement exists. In this instance, the student and Faculty Mentor will collaborate to develop a relationship with the potential site and obtain formal, written verification of their agreement to partner with the Program to support the student through their Doctoral Internship. All agreements must be arranged in sufficient time for students to begin the Doctoral Internship in the Winter-III quarter.

The Director of Capstone Development will ensure that formal contractual agreements between the University and the Doctoral Internship sites are finalized prior to initiating a student’s Doctoral Internship. In addition to this formal agreement, students will collaborate with their Faculty Mentors and Doctoral Internship sites to develop a learning contract that includes individualized specific objectives, plans for supervision or mentoring, and responsibilities of all parties. The learning contract will meet the requirement of the memorandum of understanding as outlined in ACOTE Standard C.2.2. These processes will ensure that all parties are protected and that goals and guidelines for collaboration are in place prior to initiation of the Doctoral Internship.

Time Requirements for the Doctoral Internship

Students must complete 640 hours over the 16 weeks of their Doctoral Internship. Students are required to be on-site at the Doctoral Internship site at least 80% (512 hours) of the time. No more than 20% (128 hours) of the required time may be completed outside the Doctoral Internship site or on campus where the Program is housed. Moreover, prior Fieldwork rotations may not be substituted for any part of the Doctoral Internship.
Capstone Project Development

As stated earlier, the purpose of the Capstone is for students to demonstrate their ability to apply theory to practice and to demonstrate the synthesis of advanced knowledge in a practice area. Given the curriculum philosophy and design, each Capstone project will intersect with the didactic portions of the curriculum including the course series pertaining to practice, research, and program development. Since students will bring previous life and professional experiences to the Program, and will receive assistance and direction from their Faculty Mentor, each Capstone project will be individualized and developed according to several influences. As students develop and assimilate the professional knowledge and attitudes of an occupational therapist, the Capstone projects will likely be influenced by other scholarly projects in the curriculum, such as their research projects or program development endeavors. Conceptually and temporally, the Capstone projects fit into the overall developmental progression for each student in the Program.

While students’ projects may involve components of education, practice, or research, most Capstone projects will likely involve a significant, core component of program development. Program development efforts were intentionally identified by OT Program faculty as a core construct for both the Doctoral Internship and Capstone projects in order to expand and enlarge occupational therapy’s presence and purpose toward meeting the occupational needs of society and facilitating a bridge to emerging areas for occupational therapy practice. Program development refers to the systematic process of identifying the needs of a group of individuals, community, or organization and designing evidence-informed programs to meet the identified needs. An essential component of this process is to evaluate the effectiveness and outcomes of the program once it has been implemented. Since the programs to be developed within the Capstone projects are collaboratively developed between the Program, the student, and the Doctoral Internship sites, the value of the program development process must be mutually beneficial to all parties involved.

All components of each student’s Capstone project must align with the pre-identified, specific, and individualized student learning objectives and desired outcomes developed through collaborative efforts of the student and Faculty Mentor. The Capstone project components must also coordinate with the needs of the Doctoral Internship site as identified by the student and On-Site Mentor. The enactment of the Capstone development processes will involve several steps:

1. The first step involves choosing a Doctoral Internship site. This first step may begin as early as the Summer-II quarter after students have had an opportunity to explore their interests and learning objectives, but might not be finalized until the beginning of OTHED 1790: Capstone Development I, which takes place during the Summer-III quarter. During this process, students must collaborate with their Faculty Mentors to explore sites whose missions, populations they serve, or services they provide match with the student’s interests and learning goals. As students explore and consider Doctoral Internship sites, they will submit a Doctoral Internship Site Exploration Form (Appendix A) to the Director of Capstone Development to ensure that potential Doctoral Internship sites are not inundated with requests for collaboration from multiple students at one time. The Director of
Capstone Development will then collaborate with students and their Faculty Mentors on plans for choosing their sites. Depending on whether or not the Program has an existing agreement with the Doctoral Internship site, this step may also include actions related to initiating a new agreement or solidifying an existing agreement.

2. The **second step** involves identifying an On-Site Mentor and identifying an area of need or concern. This step may occur simultaneously with the first step, or shortly thereafter, and will likely be completed by the beginning of OTHED 1790: Capstone Development I. During this step, students will assess the needs of the Doctoral Internship site in collaboration with the On-Site Mentor and construct a situation statement. The situation statement must be relevant to occupational therapy and be feasible to be addressed through completion of a Capstone project. Completion of this step will involve submission of a Capstone Situation Statement Form (Appendix B) to the Director of Capstone Development.

3. The **third step** involves developing the Capstone proposal, which will take place during OTHED 1790: Capstone Development I in the Summer-III quarter. This proposal must include the situation statement, a review of pertinent literature, and a general outline of the methodology for the Capstone project. Completion of this step will involve an oral defense of the Capstone proposal by the student to their Faculty Mentor and potentially other members of the OT Faculty.

4. The **fourth step** involves enhancing and refining the plans for enacting the Capstone project while on-site during the Doctoral Internship. This step will take place during OTHED 1792: Capstone Development II, during the first three weeks of the Winter-III quarter. This process will include examining the methods and measures by which the individualized student learning objectives and Capstone project outcomes will be met and evaluated. Clear, well-defined timelines must also be developed prior to initiating the Doctoral Internship. Completion of this step will involve submission of the Doctoral Internship/Capstone Learning Contract (Appendix C) to the Director of Capstone Development.

5. The **fifth step** involves the actual on-site work of the Capstone project to be performed through OTHED 1785 & 1786: Doctoral Internship during the Winter-III and Spring-III quarters. During this time, the student, in collaboration with the Faculty Mentor and On-Site Mentor, is engaged in actively constructing and writing the program or designing the intervention plan, consistent with the Doctoral Internship site needs, culture, and processes. Time must be devoted within these 16 weeks to performing a thorough, on-site needs assessment, developing the program itself, and implementing the program, as well as any additional activities as identified in the Capstone Learning Contract. The effectiveness of the program must be evaluated at the end of the internship in order to gather appropriate data and make recommendations for ongoing implementation of the program at the Doctoral Internship site. Completion of this step will involve satisfactory completion of all objectives identified in the Capstone Learning Contract as evaluated by both the Faculty Mentor and On-Site Mentor.
6. The **sixth step** is the final step of the Capstone process and involves compiling the outcomes of the Capstone project into a written format, developing and carrying out a plan for dissemination, and defending the final Capstone project. This step will occur during OTHED 1794: Capstone Completion, which takes place during the final weeks of Spring-III quarter. Dissemination must include the Doctoral Internship site and constituents as appropriate, and may include completion and submission of a manuscript for publication, creation of a workshop, or presentation of a poster at the MWU Research Day and/or at a professional conference such as ILOTA or AOTA.

Completion of this step will involve the student’s final Capstone project defense and submission of the Capstone Dissemination Form (Appendix D) to the Director of Capstone Development.

Because all Capstone projects will be individualized, the timelines of the steps above may vary slightly. Ultimately, the Faculty Mentor retains primary responsibility to make decisions about the student’s progression through each of the steps of the Capstone process. Additionally, to add rigor to the process, the Director of Capstone Development shall serve as an unbiased, independent reviewer of all Capstone projects. In the event that the Director of Capstone Development is serving as a student’s Faculty Mentor, the Program Director or Associate Director may serve as the independent reviewer.
MENTORSHIP PROCESSES AND PROCEDURES

An essential facet of the Doctoral Internship and Capstone portions of the OTD curriculum is the opportunity for individualized relationship-based mentorship. According to the ACOTE interpretations for the doctoral Standards (ACOTE, 2018),

*Mentoring is defined as a relationship between two people in which one person (the mentor) is dedicated to the personal and professional growth of the other (the mentee). A mentor has more experience and knowledge than the mentee. The program must have a system to ensure that the mentor has demonstrated expertise in one or more of the following areas identified as the student’s focused area of study: clinical practice skills, research skills, administration, leadership, program and policy development, advocacy, education, or theory development (p. 38).*

Each student in the OTD Program will have a primary Faculty Mentor who will serve as an advisor, guide, and mentor for academic, research, and Capstone project completion. Further, each student will also have a Doctoral Internship On-Site Mentor who will be the on-site person to whom the student is responsible when engaged in the 16-week Doctoral Internship. These mentors will collaborate with the student to meet their individual goals while supporting the student’s evolution into becoming a practice leader in occupational therapy.

Faculty mentors and student mentees will be matched prior to the students’ matriculation in the Program. The interests and goals of each student will be matched carefully with the expertise, strengths, interests, and availability of core doctoral faculty in the Program. Matching each student with an appropriate Faculty Mentor is an important process and one that is undertaken with care and consideration. Because Faculty Mentors will serve as advisor, guide, and mentor throughout the student’s academic, research, and Capstone endeavors, they will have a significant professional impact on the student through the student’s tenure in the Program. This mentoring process is built on and solidified through a dynamic and collaborative professional relationship, one that is initially based on shared interests and expertise, but grows across time as student, faculty, and other participants engage in collective projects in the second and third years of the curriculum. In the context of OTHED 1501: Professional Development I, students are introduced to the professional development and research trajectories of the core doctoral faculty members. During this time, students are asked to engage in a self-reflective process to consider their previous experiences and interests as they intersect with occupational therapy. They will also be asked to self-assess the strengths and needs they bring to graduate school and their professional development, and will begin the process of setting personal goals and developing individualized learning plans to guide them through their graduate work. Such personalized information pertaining to each student will also be shared with their Faculty Mentor to strengthen capacities and skills, and support weaker areas as the student progresses through each quarter.

Students are matched with an On-Site Mentor as their Doctoral Internship site is identified. This mentor will provide input and facilitate the student’s progression toward accomplishing their specific objectives for the Doctoral Internship project. The On-Site Mentor may or may not be an occupational therapy practitioner,
but they must have more experience than the mentee (see mentoring definition), and must be able to serve as an expert on the subject matter central to the student’s Capstone project. This expertise must be documented and provided to the Program as evidence of qualification for serving as a Doctoral Internship Site Mentor. The collaboration between the Faculty Mentor, the Doctoral Internship Site Mentor, and the student will be an essential component of the OTD Doctoral Internship process.

In addition to these two mentors, the Director of Capstone Development will serve as a mentor-at-large for all students throughout their enrollment in the Program. If at any time a student, Faculty Mentor, or On-Site Mentor recognizes the need for assistance with any steps of the Capstone process or Doctoral Internship, the Director of Capstone Development can be available at the contact information listed above in the Introduction section.

In the event that a student identifies an area of focus in which no core Program faculty members have experience or expertise, students may potentially identify an additional Content Expert Mentor to help guide them through the Capstone and Doctoral Internship processes. If this need is identified, the Director of Capstone Development with collaborate with the student and Faculty Mentor to initiate this process.

**Mentor Responsibilities**

Each mentor will assume varied responsibilities in their relationship to the student; please note that general responsibilities are described below, but additional responsibilities may be identified and outlined in a student’s individualized Capstone Learning Contract.

The Faculty Mentor is responsible for:

- Being a core Program faculty member with documented expertise in at least one aspect of the student’s Doctoral Internship and Capstone project. If, in the event that a Faculty Mentor does not have expertise in the area of focus related to the student’s Doctoral Internship and Capstone project, then the Faculty Mentor is responsible for collaborating with the Director of Capstone Development to identify a content expert (internal or external to the Program) willing to serve as a Content Expert Mentor throughout the Capstone and Doctoral Internship processes.
- Mentoring the student from the beginning to the end of the Doctoral Internship and Capstone processes.
- Assisting the student with identifying a Doctoral Internship site and On-Site Mentor.
- Collaborating with the Director of Capstone Development to ensure affiliation agreements are in place for all Doctoral Internship sites.
- Maintaining ongoing communication and collaboration throughout the entirety of the Doctoral Internship and Capstone processes.
- Ensuring that the student’s Capstone project adequately addresses the situation statement identified during the initial needs assessment of the Doctoral Internship site.
- Supporting the student throughout the development of the Capstone project proposal.
• Guiding, directing, and facilitating goals and objectives of the Doctoral Internship and Capstone project in order to best meet the desired Capstone project outcomes.
• Collaborating with the student to ensure that the Capstone project implementation progresses according to originally agreed upon timelines throughout the Doctoral Internship.
• Assisting the student with identifying appropriate means for dissemination of the Capstone project outcomes.

The On-Site Mentor is responsible for:
• Providing documentation of experience and expertise in the student’s area of focus (e.g., a resume, curriculum vitae, or personal statement).
• Providing input and being an integral part of the determination of the student’s ability to accomplish specific objectives at the Doctoral Internship site.
• Introducing the student to the Doctoral Internship site’s overall mission, vision, and purpose and providing an overview of the services provided and population served at the site.
• Coordinating the student’s access to the Doctoral Internship site’s facilities, materials, staff, and clients as necessary to develop and implement a Capstone project.
• Providing on-site supervision of the student during the Doctoral Internship and verifying the student’s hours on-site.
• Evaluating the student on their progress toward all learning objectives at midterm and final during the Doctoral Internship.

In applicable situations, the Content-Expert Mentor is responsible for:
• Providing documentation of experience and expertise in the student’s area of focus (e.g., a resume, curriculum vitae, or personal statement).
• Collaborating with the student, Faculty Mentor, and On-site Mentor on the development, implementation, and dissemination of the student’s Capstone project prior to and during the Doctoral Internship.

Student Responsibilities

The Student is responsible for:
• Maintaining ongoing communication and collaboration with the Faculty Mentor, On-Site Mentor, and Director of Capstone Development throughout the entirety of the Doctoral Internship and Capstone processes.
• Ensuring compliance with all University and OT Program Requirements as outlined in the MWU OT Program Doctoral Internship & Capstone Manual (including, but not limited to, immunizations, trainings, etc.).
• Ensuring compliance with any additional requirements set forth by the Doctoral Internship Site.
• Collaborating with the Faculty Mentor and On-Site Mentor on the establishment of individualized student learning objectives for the Doctoral Internship.
• Completing and documenting at least 640 hours (16 weeks full-time) for the Doctoral Internship, 80% of which (512 hours) must be completed on-site at the Doctoral Internship Site.
• Proactively working towards all learning objectives for the duration of the Doctoral Internship and Capstone process.
• Collaborating with the Faculty Mentor and On-Site Mentor to ensure that the Capstone project implementation progresses according to originally agreed upon timelines throughout the Doctoral Internship.
• Collaborating with the Faculty Mentor and On-Site Mentor to identify an appropriate means for dissemination of the Capstone project outcomes.

**Director of Capstone Development Responsibilities**

The Director of Capstone Development is responsible for:
• Maintaining ongoing communication and collaboration with the Student, Faculty Mentor, and On-Site Mentor throughout the entirety of the Doctoral Internship and Capstone processes.
• Ensuring that there is a signed Affiliation Agreement or Experiential Education Agreement in place prior to the start of the student’s Doctoral Internship.
• Ensuring that the student successfully completes each step of the Capstone development process before proceeding to the next step.
• Ensuring that the student has met all University and Doctoral Internship site requirements prior to the start of the Doctoral Internship.
DOCTORAL INTERNSHIP REQUIREMENTS AND POLICIES

Student Requirements

Students must meet the following requirements throughout their enrollment in the program. Students are required to maintain copies of documents that demonstrate compliance with these requirements in their personal portfolios, and should be prepared to share copies with the University or with Doctoral Internship sites upon request. All requirements must be updated or completed and documentation submitted at least two (2) weeks prior to expiration to prevent issues with compliance. Failure to do so may result in a delayed start of the Doctoral Internship and may subsequently delay the student’s graduation.

- Immunizations:
  - Series of three Hepatitis B vaccinations and titers
  - Mumps, Rubella (German Measles), Rubeola (Measles) and titers
  - Varicella and titers
  - Tetanus/Diphtheria/Pertussis
  - Two-step Tuberculosis skin test or Quantiferon test (updated annually)
  - Influenza (updated annually)
- Physical examination upon admission and update annually
- Healthcare Insurance
- Background check (standard check completed by the University)
- American Heart Association Certification in Basic Life Support for Healthcare Providers (adult/child)
- Required trainings (provided through MWU):
  - Health Insurance Portability and Accountability Act (HIPAA)
  - Occupational Safety and Health Administration (OSHA)
  - Bloodborne Pathogens / Universal Precautions
  - Collaborative Institutional Training Initiative (CITI) Research Ethics Training
- Successfully passing required classes with 3.0 cumulative GPA

Doctoral Internship sites may have additional requirements (e.g., drug test, fingerprinting, background checks, interview, etc.) that a student must meet to participate in their rotation. The Essential Skills and Abilities noted in the Occupational Therapy Program Manual as requirements for participation in courses and lab experiences are also required for Doctoral Internship rotations.

Student Health Records

All students are required to submit a current copy of their immunization and vaccination history as a part of the matriculation agreement. Each student is responsible for the appropriate maintenance of their health requirements and submission of immunization documents to the Wellness Center. Each student should keep current copies of a "Health and Immunization Report" form in their personal portfolio.
Criminal Background Check

The Joint Commission on Accreditation of Hospitals and Healthcare Facilities now requires that all healthcare workers have a criminal background check prior to working within the organization whether or not they are paid employees. Standard background checks are completed by the University on all students upon matriculation. Additional specialized background checks for some Doctoral Internship sites may or may not be provided by the University and included in their program fees. Students will be required to comply with additional facility requirements and may be asked to pay for a background check and/or fingerprinting and provide the necessary information to do so through the Doctoral Internship site.

Basic Life Support (BLS) for Healthcare Providers Certification

All students are required to maintain currency in American Heart Association Basic Life Support Certification (adult/child) for Healthcare Providers and to present evidence of current Certification throughout the program. Students must provide the Occupational Therapy Program with a copy of current certification.

Required Trainings

All students receive training annually on Health Information Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), and Bloodborne Pathogens / Universal Precautions. They also take CITI trainings related to protection of human research subjects, health privacy, and information security that are valid for three years. For all of these trainings, students receive a certificate of successful completion which can be shared with sites. The certificates are also maintained electronically by the University.

Liability Insurance

The university provides evidence of liability coverage for each student assigned to a Doctoral Internship rotation. This is submitted annually to the fieldwork sites as directed by the Occupational Therapy Program.

Attendance

Students are required to attend all scheduled days, meetings and/or rounds associated with the Doctoral Internship. This schedule may include evenings, weekends, or holidays. If the rotation requires or recommends students to participate in additional activities, the student is expected to do so. Part-time jobs or extracurricular activities are not acceptable excuses for absences. Students are required to maintain a log of all hours spent at their Doctoral Internship and ensure that they have accrued at least 640 hours throughout the rotation.
All students MUST notify their Faculty Mentor AND On-Site Mentor if they are going to be absent at any time from a rotation. All students are expected to be in daily attendance throughout each rotation unless prior arrangements have been made with both their Faculty Mentor AND On-Site Mentor. Any missed time MUST be made up to ensure students complete at least 640 hours during the Doctoral Internship. Students who do not complete the minimum time requirements for the Doctoral Internship are at risk for failing those courses.

**Personal and Professional Responsibilities**

Students must know and adhere to regulations of the University and "The Occupational Therapy Code of Ethics" (see Resource section). Students must also comply with regulations of the College, the Program, and Doctoral Rotation sites.

**Professional Attire**

The therapist's appearance influences patient, client, family and staff reactions to them. Doctoral Internship students are expected to maintain professional standards of dress and grooming. Identification (ID) badges may be required for entrance to sites. Students are required to wear either their MWU ID badge or an ID badge provided by the Doctoral Internship site during the time they are on their rotation. Students are expected to conform to the dress code requirements established by the setting to which they are assigned. Clothing and footwear should be clean, functional, and modest at all times. When uniforms, lab coats, or scrubs are required, the insignia designating student status in the Occupational Therapy Program at MWU is to be worn. The insignia should be sewn securely on the left sleeve of the uniform just below the shoulder. For health and safety reasons, only a minimal amount of simple jewelry is recommended. Hair, if longer than shoulder length, should be held away from the face in some manner. This is necessary for the protection of the student when working with equipment and also as a courtesy to the client. Students are expected to present themselves in a manner that reflects the practice of good hygiene. Students are expected to avoid the use of perfumes and colognes.

**Financial Aid**

Students completing their Doctoral Internship are still enrolled as full-time students and are required to follow University policy. Therefore, if Doctoral Internship rotations should fall outside of University timeframes, it is the student's responsibility to communicate with the Registrar's Office and the Financial Aid Department, as there may be financial ramifications.

**Scholarships and Financial Assistance Programs**

Any student who is receiving financial assistance in the form of scholarships or other resources from a hospital or clinic must inform the Director of Capstone Development immediately upon signing a contract. A copy of the contract you sign with the facility should be given to the Director of Capstone Development.
Due to the conflict of interest which may arise in this situation, students may not be allowed to do their Doctoral Internship at a site where they have made a commitment to work upon graduation in exchange for financial assistance.

**Pregnancy**

Please refer to the University Student Handbook for its policy on student pregnancy. If a student is or becomes pregnant prior to or during their Doctoral Internship, the student must notify the Director of Capstone Development immediately, as well as inform the On-Site Mentor and Faculty Mentor. This is extremely important so appropriate plans can be made. Any student who is pregnant will be required to have a letter from a physician stating that the student is capable of assuming the responsibilities of an OT student and the responsibilities identified in the individualized Capstone Learning Contract, and that the physician does not have any objection to the student's specific assignment for the Doctoral Internship. Communication and careful planning prior to and during Doctoral Internship experiences will contribute to the health and safety of the student.

**Students with Disabilities**

Students should refer to the policy listed under "Disability Services" in the MWU Student Handbook for further information.

**Time Limits for Course Completion**

The curriculum for the Doctor of Occupational Therapy degree is a continuous, full-time program, extending 33 months from matriculation to graduation. The maximum allotted time for completion of this program is 49.5 months. It is also required that all Level II Fieldwork and Doctoral Internship requirements must be fulfilled within 16.5 months of completion of the didactic portion of the program.
REFERENCES


APPENDIX A

Doctoral Internship Site Exploration Form
MIDWESTERN UNIVERSITY OCCUPATIONAL THERAPY PROGRAM

Doctoral Internship Site Exploration Form

(Please email completed forms to the Director of Capstone Development who will accept these forms any time during the Summer-II through Spring-II quarters. This form must be submitted by the end of the Spring-II quarter. The purpose of this form is to ensure that potential Doctoral Internship sites are not inundated with requests for collaboration from multiple students at one time. After receipt of this form, the Director of Capstone Development will collaborate with students and their Faculty Mentors on plans for reaching out to sites.)

Date Submitted:

Student Name:

Faculty Mentor Name:

Summary of student interests:
  

Summary of student learning goals:
  

List of 3-5 potential Doctoral Internship sites:
  

APPENDIX B

Capstone Situation Statement Form
Capstone Situation Statement Form

(Please email completed forms to the Director of Capstone Development who will accept these forms any time during the Summer-II through Summer-III quarters. This form must be submitted by the middle of the Summer-III quarter. The purpose of this form is to ensure that the needs of the Doctoral Internship Site are relevant in some way to occupational therapy and are feasible to be addressed through completion of a Capstone project.)

Date Submitted:

Student Name:

Faculty Mentor Name:

Doctoral Internship Site Name:

On-Site Mentor Name:

On-Site Mentor Email and Phone Number:

On-Site Mentor Mailing Address:

Summary of On-Site Mentor’s expertise as it relates to the student’s area of focus (please also attach the On-Site Mentor’s resume, CV, or personal statement explaining experience):

Situation Statement:

Relevance to occupational therapy:

Ideas for Capstone project to address the situation identified above:
APPENDIX C

Doctoral Internship/Capstone Learning Contract & Student Evaluation Form
MIDWESTERN UNIVERSITY OCCUPATIONAL THERAPY PROGRAM

Doctoral Internship/Capstone Learning Contract & Student Evaluation Form

(Please email completed forms to the Director of Capstone Development who will accept initial submission of these forms any time during the Summer-III quarter through the beginning of Winter-III quarter. This form must first be submitted by the end of OTHED 1792: Capstone Development II. Subsequent submissions will be at midterm and at final of the Doctoral Internship. The purpose of this form is to serve as memorandum of understanding that includes individualized student specific objectives, plans for mentoring, and responsibilities of involved parties, as well as to serve as a formal evaluation mechanism for objective assessment of the student’s performance during and at the completion of the Doctoral Internship.)

Student Name:

Faculty Mentor Name:

Doctoral Internship Site Name:

On-Site Mentor Name:

Dates of Doctoral Internship:

Learning Objectives:

MWU Required Objective 1: Student utilizes an occupation-centered and occupation-focused approach to their practice as an OTD student throughout the Doctoral Internship.

MWU Required Objective 2: Student demonstrates adequate clinical and ethical reasoning by applying appropriate clarity, depth, breadth, accuracy, relevance, logic, & precision to cognitive and moral decision-making processes throughout the Doctoral Internship.

MWU Required Objective 3: Student intentionally engages in all aspects of the Doctoral Internship and Capstone Development processes as a self-directed and curious learner who takes responsibility for their own professional behavior and professional development.

Student Individualized Objective 1 (To be established in collaboration between the Student, Faculty Mentor, and On-Site Mentor):

Student Individualized Objective 2 (To be established in collaboration between the Student, Faculty Mentor, and On-Site Mentor):

Student Individualized Objective 3 (To be established in collaboration between the Student, Faculty Mentor, and On-Site Mentor):

Responsibilities of Involved Parties:

The Student is responsible for:

• Maintaining ongoing communication and collaboration with the Faculty Mentor, On-Site Mentor, and Director of Capstone Development throughout the entirety of the Doctoral Internship and Capstone processes.
• Ensuring compliance with all University and OT Program Requirements as outlined in the MWU OT Program Doctoral Internship & Capstone Manual (including, but not limited to, immunizations, trainings, etc.).
• Ensuring compliance with any additional requirements set forth by the Doctoral Internship Site.
• Collaborating with the Faculty Mentor and On-Site Mentor on the establishment of individualized student learning objectives for the Doctoral Internship.
• Completing and documenting at least 640 hours (16 weeks full-time) for the Doctoral Internship, 80% of which (512 hours) must be completed on-site at the Doctoral Internship Site.
• Proactively working towards all learning objectives for the duration of the Doctoral Internship and Capstone process.
• Collaborating with the Faculty Mentor and On-Site Mentor to ensure that the Capstone project implementation progresses according to originally agreed upon timelines throughout the Doctoral Internship.
• Collaborating with the Faculty Mentor and On-Site Mentor to identify an appropriate means for dissemination of the Capstone project outcomes.

The Faculty Mentor is responsible for:

• Being a core Program faculty member with documented expertise in at least one aspect of the student’s Doctoral Internship and Capstone project. If, in the event that a Faculty Mentor does not have expertise in the area of focus related to the student’s Doctoral Internship and Capstone project, then the Faculty Mentor is responsible for collaborating with the Director of Capstone Development to identify a content expert (internal or external to the Program) willing to serve as a Content Expert Mentor throughout the Capstone and Doctoral Internship processes.
• Mentoring the student from the beginning to the end of the Doctoral Internship and Capstone processes.
• Assisting the student with identifying a Doctoral Internship site and On-Site Mentor.
• Collaborating with the Director of Capstone Development to ensure affiliation agreements are in place for all Doctoral Internship sites.
• Maintaining ongoing communication and collaboration throughout the entirety of the Doctoral Internship and Capstone processes.
• Ensuring that the student’s Capstone project adequately addresses the situation statement identified during the initial needs assessment of the Doctoral Internship site.
• Supporting the student throughout the development of the Capstone project proposal.
• Guiding, directing, and facilitating goals and objectives of the Doctoral Internship and Capstone project in order to best meet the desired Capstone project outcomes.
• Collaborating with the student to ensure that the Capstone project implementation progresses according to originally agreed upon timelines throughout the Doctoral Internship.
• Assisting the student with identifying appropriate means for dissemination of the Capstone project outcomes.
The On-Site Mentor is responsible for:

- Providing documentation of experience and expertise in the student’s area of focus (e.g., a resume or curriculum vitae).
- Providing input and being an integral part of the determination of the student’s ability to accomplish specific objectives at the Doctoral Internship site.
- Introducing the student to the Doctoral Internship site’s overall mission, vision, and purpose and providing an overview of the services provided and population served at the site.
- Coordinating the student’s access to the Doctoral Internship site’s facilities, materials, staff, and clients as necessary to develop and implement a Capstone project.
- Providing on-site supervision of the student during the Doctoral Internship and verifying the student’s hours on-site.
- Evaluating the student on their progress toward all learning objectives at midterm and final during the Doctoral Internship.

The Director of Capstone Development is responsible for:

- Maintaining ongoing communication and collaboration with the Student, Faculty Mentor, and On-Site Mentor throughout the entirety of the Doctoral Internship and Capstone processes.
- Ensuring that there is a signed Affiliation Agreement or Experiential Education Agreement in place prior to the start of the student’s Doctoral Internship.
- Ensuring that the student successfully completes each step of the Capstone development process before proceeding to the next step.
- Ensuring that the student has met all University and Doctoral Internship site requirements prior to the start of the Doctoral Internship.

Signatures (to be completed prior to the start of the Doctoral Internship):

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
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<tbody>
<tr>
<td>Faculty Mentor</td>
<td>Date</td>
</tr>
<tr>
<td>On-Site Mentor</td>
<td>Date</td>
</tr>
<tr>
<td>Director of Capstone Development</td>
<td>Date</td>
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</tbody>
</table>
Student Evaluation of Performance during Doctoral Internship:

(The Student should complete the Learning Objectives, Action Steps, and Proposed Timeline Prior to initiating the Doctoral Internship in collaboration with the Faculty Mentor and On-Site Mentor. The On-Site Mentor should complete the Midterm Review and Comments halfway through the Doctoral Internship. The On-Site Mentor should complete the Final Review and Comments upon student completion of the Doctoral Internship.)

<table>
<thead>
<tr>
<th>Learning Objective</th>
<th>Action Steps to Achieve Objective</th>
<th>Proposed Timeline for Completing Action Steps</th>
<th>Midterm Review</th>
<th>Midterm Comments</th>
<th>Final Review</th>
<th>Final Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWU Required Objective 1: Student utilizes and demonstrates an occupation-centered and occupation-focused approach to their practice as an OTD student throughout the Doctoral Internship.</td>
<td></td>
<td></td>
<td>___ Objective met</td>
<td>___ In progress</td>
<td>___ Unsatisfactory</td>
<td>___ Objective met</td>
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<tr>
<td>MWU Required Objective 2: Student demonstrates adequate clinical and ethical reasoning by applying appropriate clarity,</td>
<td></td>
<td></td>
<td>___ Objective met</td>
<td>___ In progress</td>
<td>___ Unsatisfactory</td>
<td>___ Objective met</td>
</tr>
</tbody>
</table>
depth, breadth, accuracy, relevance, logic, & precision to cognitive and moral decision-making processes throughout the Doctoral Internship.

**MWU Required Objective 3:**
Student intentionally engages in all aspects of the Doctoral Internship and Capstone Development processes as a self-directed and curious learner who takes responsibility for their own professional behavior and professional development.

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<tbody>
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<td></td>
<td>___ Objective met</td>
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</tr>
<tr>
<td></td>
<td>___ Objective met</td>
<td>___ In progress</td>
<td>___ Unsatisfactory</td>
</tr>
<tr>
<td>Student Individualized Objective 1 (To be established in collaboration between the Student, Faculty Mentor, and On-Site Mentor):</td>
<td>___ Objective met</td>
<td>___ In progress</td>
<td>___ Unsatisfactory</td>
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<tr>
<td>Student Individualized Objective 2 (To be established in collaboration between the Student, Faculty Mentor, and On-Site Mentor):</td>
<td>___ Objective met</td>
<td>___ In progress</td>
<td>___ Unsatisfactory</td>
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<tr>
<td>Student Individualized Objective 3 (To be established in collaboration between the Student, Faculty Mentor, and On-Site Mentor):</td>
<td>___ Objective met</td>
<td>___ In progress</td>
<td>___ Unsatisfactory</td>
</tr>
</tbody>
</table>
Midterm Verifications and Signatures (to be completed halfway through the Doctoral Internship):

Number of hours completed on-site at Doctoral Internship Site (Weeks 1-8):
Number of hours completed off-site (Weeks 1-8):
Total number of hours completed for Doctoral Internship by midterm (Weeks 1-8):

__________________________________________________  ___________________
Student  Date

__________________________________________________  ___________________
Faculty Mentor  Date

__________________________________________________  ___________________
On-Site Mentor  Date

__________________________________________________  ___________________
Director of Capstone Development  Date

Final Verifications and Signatures (to be completed upon completion of the Doctoral Internship):

Number of hours completed on-site at Doctoral Internship Site (Weeks 1-16):
Number of hours completed off-site (Weeks 1-16):
Total number of hours completed for Doctoral Internship by final (Weeks 1-16):

Pass/Fail Recommendation from On-Site Mentor:
___ The Student has met all learning objectives and I recommend that they pass the Doctoral Internship.
___ The Student has met most learning objectives, there is an explanation of unmet objectives in the comments of the Student Evaluation above, and I recommend that they pass the Doctoral Internship.
___ The Student has not met most learning objectives and I recommend that they do not pass the Doctoral Internship.

Pass/Fail Recommendation from Faculty Mentor:
___ The Student has met all learning objectives and I recommend that they pass the Doctoral Internship.
___ The Student has met most learning objectives, there is an explanation of unmet objectives in the comments of the Student Evaluation above, and I recommend that they pass the Doctoral Internship.
___ The Student has not met most learning objectives and I recommend that they do not pass the Doctoral Internship.

__________________________________________________  ___________________
Student  Date

__________________________________________________  ___________________
Faculty Mentor  Date

__________________________________________________  ___________________
On-Site Mentor  Date

__________________________________________________  ___________________
Director of Capstone Development  Date
APPENDIX D

Capstone Dissemination Form
Capstone Dissemination Form

(Please email completed forms to the Director of Capstone Development who will accept these forms any time during the Doctoral Internship. This form must be submitted by the end of the Doctoral Internship during Spring-III quarter. The purpose of this form is to ensure that the student has identified an appropriate audience for dissemination of the Capstone project. Dissemination must include the Doctoral Internship site and constituents as appropriate, and may include completion and submission of a manuscript for publication, creation of a workshop, or presentation of a poster at the MWU Research Day and/or at a professional conference such as ILOTA or AOTA.)

Date Submitted:

Student Name:

Faculty Mentor Name:

Doctoral Internship Site Name:

On-Site Mentor Name:

Capstone Project Name:

Summary of plan for dissemination of Capstone project:

•