

Eastern Michigan University

Master of Science in Orthotics and Prosthetics

Student Handbook

May 30, 2019

Welcome to our program! We are delighted you have selected to come to the Eastern Michigan University Master of Science in Orthotics and Prosthetics Program. This is an intensive, 5-semester program, preparing you for your residency programs and entry into the best profession in the world. We have worked together to design this extraordinary program, focusing on critical thinking, real-world examples, and hands-on projects, rather than memorization. It is our desire for you to understand, not simply to learn. To achieve this, we emphasize problem solving, communication skills, and working with other healthcare professionals. We view ourselves as partners in your education, and look forward to helping you become respected clinicians and valued professionals.

Wendy Beattie, CPO,  
MA, FAAOP Clinical and  
Program Director  
150 Rackham  
734.487.2814  
[Wbeattie@emich.edu](mailto:Wbeattie@emich.edu)



Nathan Kearns, MSOP, CPO  
Assistant Professor  
118-C Rackham  
734.487.4442  
[nkearns@emich.edu](mailto:nkearns@emich.edu)



Frank J. Fedel, MS  
Associate Professor  
148 Rackham  
734.487.7510  
[ffedel@emich.edu](mailto:ffedel@emich.edu)



Jacob Lindquist, MSOP,  
CPO  
Assistant Professor  
245-C Rackham  
734.487.2826  
[jlindqui@emich.edu](mailto:jlindqui@emich.edu)



Sun Hae Jang, MSc, CO  
Assistant Professor  
245-B  
Rackham 734.487.2838  
[sjang3@emich.edu](mailto:sjang3@emich.edu)



Rebecca Spragg, MSOP,  
CPO  
Assistant Professor  
245-A Rackham  
734.487.0380  
[Rspragg@emich.edu](mailto:Rspragg@emich.edu)



## Table of Contents

Introduction	Page 3
Program Mission	Page 3
Program Description	Page 4
Students with Disabilities	Page 5
Academic Requirements	Page 6
Clinical Affiliations	Page 7
Continuity of Enrollment	Page 9
Dismissal	Page 10
Instructor and Course Evaluations	Page 10
Course Fees	Page 10
Location of Classes	Page 11
Liability Insurance	Page 11
Outside Employment	Page 11
Professionalism	Page 11
Electronic and Social Media	Page 11
FERPA	Page 11
Gathering Student Data	Page 12
Student Resources and Campus information	Page 12
Refunds	Page 15
Grades and Grievances	Page 15
Safety and Health	Page 16
Laboratory Policies	Page 18
Curriculum	Page 21
Graduation	Page 22
Statement of Understanding	Page 23

## **Introduction**

The Eastern Michigan University Orthotics and Prosthetics Program Student Handbook provides details about the program and useful information regarding the University. The Eastern Michigan Graduate School Handbook can be found through this link:

[http://www.emich.edu/registrar/formslibrary/forms/GR\\_Academic\\_Policies\\_Graduate\\_School.pdf](http://www.emich.edu/registrar/formslibrary/forms/GR_Academic_Policies_Graduate_School.pdf)

This Handbook should be considered as a supplement to the Graduate School Handbook.

## **Orthotics and Prosthetics**

O&P practitioners are integral members of the healthcare and rehabilitation team. Practitioners evaluate patients, formulate treatment plans, and provide follow-up care and continued patient management that focuses on patient success. We work to increase mobility and improve independence. Practitioners work in settings such as private patient care facilities, hospitals, universities, VA facilities, rehabilitation facilities, long-term care facilities, and in patients' homes.

Orthotists and Prosthetists provide care to a wide range of individuals who experience a myriad of conditions. Patients requiring support, protection, or assistance to a region of the body may benefit from an orthosis. An Orthotist evaluates, designs, and fits an orthosis to enhance function, decrease pain, or aid in healing. A prosthetist designs and fits a custom prosthesis based on the needs of the patient requiring replacement of a body part. Orthotics and Prosthetics are Allied Health disciplines recognized by the American Medical Association. Your education here will help you develop the knowledge and skills necessary to succeed in this dynamic profession.

## **MISSION**

To foster the education and training necessary to develop competent and compassionate professionals who provide patient-centric care in a diverse society. Our graduates will collaborate with other members of the healthcare team to help attain their patients' goals, achieve improved outcomes, and advance the profession.

## **The EMU Master of Science in Orthotics and Prosthetics Program**

The EMU MSOP Program is part of the School of Health Promotion and Human Performance, within the College of Health and Human Services. The program is a 5 consecutive semester full-time program, starting in the fall, and finishing 20 months later. This program is sequential in nature, where each semester builds on the foundation of the previous semesters. As a result, the courses must be taken in a specific order, and only those able to complete the courses with a high degree of competence will be eligible to continue on to the next semester's courses. We focus on preparing students for practice by emphasize critical thinking, ethical decision-making, and patient-centric problem solving.

### **Knowledge**

Before students can commence working with patients, it is necessary for them to develop a core knowledge of basic sciences, anatomy, pathologies, biomechanics, kinetics, and materials science. This will be tested with proficiency examinations within the didactic and clinical curriculum.

### **Communication Skills**

Communication is the cornerstone of any clinical practice. Graduates will demonstrate appropriate and effective communication with patients, other healthcare professionals, insurance providers, and caregivers. This will be assessed by proficiency evaluations within the curriculum, involving both written and verbal communication.

### **Clinical Skills**

Learning to work with patients is paramount to becoming an orthotist and prosthetist. Students are expected to develop psychomotor skills to palpate, and to perform range of motion and manual muscle testing, while interacting appropriately and with sensitivity with patients, patient models, and other health care professionals. This will be assessed in clinical classes during patient or patient model interactions and via evaluations by preceptors during the clinical rotations.

### **Technical Skills**

There is a large laboratory and fabrication component to the program as a whole, particularly to the clinical classes. Students will be required to capture shapes, both physically (casting) and virtually (scanning), modify these shapes, form and finish prosthetic sockets and various orthoses over the span of the program. These will be assessed by instructors in various courses. Students are expected to meet the Technical Standards without consideration of disability. If accommodation is required, the student must submit a signed statement prior to admission that she/he believes she/he can develop such Technical Skills if reasonable accommodation is provided.

## **Students with Disabilities**

Applicants and students are encouraged to contact the Eastern Michigan University Disability Resource Center (DRC) for more detailed information regarding the Technical Standards and accommodation practices. The DRC can be reached at: EMU Disability Resource Center 240 Student Center Phone: (734) 487-2470 Fax: (734) 487-5784 Email: [DRC@emich.edu](mailto:DRC@emich.edu)

## **Academic Requirements for Program Continuation and Completion**

### **Coursework**

The program consists of 5 consecutive terms, starting with the Fall term, and extending through Winter, Spring/Summer, Fall, and Winter. Clinical Affiliations usually occur during the Spring/Summer term and may be arranged at locations other than near campus. This is a challenging, full time program. Attempting to work full time while enrolled in the program is extremely difficult and is strongly discouraged.

### **I. Academic:**

- The student must maintain an overall GPA of at least 3.0
- B is the lowest passing grade for clinical practice courses (listed below in II). B- is the lowest passing grade for all other courses..

### **II. Clinical Courses:**

- A grade of B or higher is necessary to successfully complete a clinical course.
- For grades of B- in a **single** clinical course, the student may be allowed to take an exam and/or to do a project at the discretion of the instructor. If this new exam/project does not result in achieving at least a B in the course, the student will have to retake the course at its next offering.
- Clinical courses include:
  - Lower Limb Orthotics I & II
  - Spinal Orthotics
  - Upper Limb Orthotics
  - Upper Limb Prosthetics
  - Lower Limb Prosthetics I & II

## **Clinical Affiliations**

1. As part of ORPR 620 Clinical Affiliation I, students will be assigned to affiliated clinical facilities to observe and participate in orthotic and prosthetic management of patients. This affiliation will be arranged and supervised by the Clinical Director.
2. All clinical affiliations must be done at facilities that have Affiliation Agreements with Eastern Michigan University.
3. Students may register for ORPR 620 Clinical Affiliation I after successful completion of the following courses: ORPR 580, ORPR 615, and ORPR 640.
4. Clinical affiliations must be scheduled for at least two days per week and for at least 4 hours per day. A minimum of 16 hours per week and a minimum of 4 weeks per site are required.
5. A potential conflict of interest may occur when a clinical training site is also the student's place of employment. In such cases, the student must notify the Program Director prior to beginning the clinical rotation. At the Director's discretion, the student may be reassigned to an alternate clinical experience. In no cases may a student's training overlap with employment.
6. Documentation of clinical affiliation is the responsibility of the student. This documentation includes:
  - Clinical Affiliation Encounter log
  - Evaluation by Preceptor
  - Case Studies
7. Students must have completed training in the following areas with certification where appropriate:
  - Infection control
  - Body substance precautions
  - First Aid Principles
  - CPR/AED
  - HIPAA
8. Students must submit a completed a background check by [CertifiedBackground.com](https://www.CertifiedBackground.com) or equivalent approved by the Clinical Director.

9. Students must submit documentation of either immunization or immunity for the following:
  - Rubella (German Measles)
  - Mumps
  - Rubeola (Measles)
  - Varicella (Chicken Pox)
  - Tetanus
  - Hepatitis B-or statement of declination
  - Tuberculosis-if positive, must have radiographic analysis to confirm absence of active tuberculosis
  - Flu shot, if required by site(s)
  
10. Student must have health care insurance through either EMU or other coverage

## **Continuity of Enrollment**

The courses in the MSOP program are designed to be taken as offered in a given semester and in the sequence offered from semester to semester. To insure that there is as little disruption to this scheme as is possible, the following policies are instituted:

1. ORR 580, Introduction to Orthotics and Prosthetics, may be taken as an elective. Students who have completed the course may apply for admission to the next year's cohort.
2. If a student is not enrolled for a semester, or does not successfully complete a semester for other than academic reasons, he/she must wait until the missed classes are offered again to continue in the program, and pass competency examinations for the previously completed course(s) to ensure retention of previously studied materials.
3. If a student misses enrollment for more than one academic year, for whatever reason, he/she must re-apply for admission to the program and will be considered for readmission on a space available basis. To be considered for re-entry, the student must be in good standing, meet all program and Graduate School requirements.

## **Dismissal**

Students will be dismissed from the program for any of the following reasons:

- receives a final grade of lower than a B- in any O&P Program course
- receives a fourth final grade of less than B in any O&P Program course
- receives more than one grade lower than a B in a clinical course
- attains a final cumulative GPA of less than 3.0 at the conclusion of the O&P Program curriculum
- fails to successfully complete and pass the end-of-program Comprehensive Examination after two attempts
- Unethical or unprofessional behavior in lab, classroom, with patients, or in clinical rotations.

## **Instructor and Course Evaluations**

To insure that Instructor and Course Evaluations are done in a systematic manner and to decrease the possibilities of loss or misplacement:

- All student Instructor and Course Evaluations are to be proctored by a member of the department other than the instructor being evaluated. This may be a graduate assistant or a member of the clerical staff.
- All packets containing evaluations are to be sealed and delivered to the Program Director, MSOP. When all sections have completed evaluations, packets will be delivered to Administration.

## **Course Fees**

Lab fees are assessed by the University for all courses with laboratory components to them. These fees are required for the purchase of materials used by the student as part of the course. Course fees are reviewed by the university each semester and are subject to change.

### **Location of Classes**

All O & P Program classes will be held in the assigned locations except for field trips, building issues, seminar attendance, clinical rotations, etc. Students should be provided with at least 48 hours' notice for any courses that are planned to be held in locations other than the assigned location, except in cases of building closure due to emergencies. Students are expected to provide their own transportation and lodging for all courses, including clinical rotations and field trips.

### **Liability Insurance**

The University provides liability insurance coverage for claims made against students during their supervised Clinical Rotations. This policy does not cover a student for clinical or other activities which are not directly associated with the O & P Program or assigned supervised clinical practice experiences. The student should request further information from University Legal Affairs if they have any questions related to liability insurance.

### **Outside Employment**

Students enrolled in the EMU O & P Program are cautioned against outside employment. The intensity of the Program is such that employment may impair academic and/or clinical performance. Each student should also realize that during the clinical year she/he may have requirements for evening, night or weekends, and that some rotations involve changing shifts frequently.

### **Professionalism**

Each student is expected to be knowledgeable, but not necessarily expert and experienced, in issues of medical ethics, privacy, and patient rights. Moreover, students should not place themselves in any position which may compromise, embarrass or harm themselves, their supervisors, the faculty, their peers, clinical site, the O & P Program, or the University. Students may be dismissed for unprofessional behavior in lab, classroom, with patients, or in clinical rotations.

### **Electronic/Social Media Policy**

Each student must not share any identifiable information about patients, other EMU students, employees, or clinical affiliates via electronic means without expressed permission from the source to be identified. In addition, all curriculum related materials are considered property of the faculty and/or University and may not be shared without written permission to do so. Failure to comply may result in suspension or dismissal from the program.

<http://www.emich.edu/policies/policy.php?id=124>

### **FERPA**

The O&P Program respects student confidentiality and privacy. Information regarding EMU policy regarding FERPA can be found at:

[http://www.emich.edu/registrar/registration\\_info/ferpa.php](http://www.emich.edu/registrar/registration_info/ferpa.php)

### **Gathering Student Data**

The EMU O & P Program is committed to developing and maintaining an excellent learning experience. Therefore, the program will collect and analyze data for continuous self-assessment. This may include (but is not limited to): (a) Graduate surveys (b) Program evaluations (c) Employer surveys (d) focus groups.

### **Student Services and Resources**

There are numerous services and resources available for students at Eastern Michigan University. These are designed to support the educational process and fulfill campus life needs. Several of these services and resources are listed below.

### **The Graduate School**

All students must comply with Graduate School Policies as outline on their website (<http://www.emich.edu/graduate/policies/index.php>). Further, free workshops are held monthly on a range of topics from Finding Funding to SPSS. The Graduate School also has free research and writing support.

### **Advising and Career Development Center**

The University Advising and Career Development Center offers many services to help students choose a major or career, manage classes, find a job, take placement testing and calculate tuition and fees. For more information, go directly to: <http://www.emich.edu/uacdc/students>

### **Campus Bookstore**

Find required textbooks, course materials, digital textbooks, EMU apparel, accessories, software titles, peripherals and supplies. For more information, call 734.483.2848 or go directly to: <http://www.bkstr.com/Home/10001-15453-1?demoKey=d>

Campus Map & Directions For an interactive map of the EMU Main Campus and to get directions, please visit: <http://www.emich.edu/maps>

### **Disability Resource Center**

The Disability Resource Center (DRC) views disabilities as an integral part of the rich diversity at Eastern Michigan University. To that end, we work collaboratively with students, faculty, and staff to create an inclusive educational environment for students. For a complete list of resources available, please visit: <http://www.emich.edu/drc>

### **Housing & Dining Services**

EMU offers and coordinates numerous housing options to students. For information about on- and off-campus housing, go directly to: <http://www.emich.edu/housing>. There are many different dining options at EMU as well. For more information, go directly to: <http://www.emich.edu/dining>

### **Information Technology**

The Division of Information Technology (IT) supports students, faculty, and staff by providing information technologies that align teaching, learning, scholarly/creative activities, and administrative services with the University's mission. IT supports University computer labs, a Help Desk and training to use IT systems on campus. For more information on IT, call 734.487.3141 or go directly to: <http://www.emich.edu/it/>

### **Library Services at EMU**

Multiple services are available via the on-campus library (<http://www.emich.edu/library>): Halle Library Building Policies (<http://www.emich.edu/library/about/policies/index.php>) - privacy, quiet areas, textbooks and more. Tours (<http://www.emich.edu/library/about/tours.php>) Library Building Services (<http://www.emich.edu/library/services/building.php>) - including:

Fax (<http://www.emich.edu/library/services/fax.php>)

Printing (<http://www.emich.edu/library/services/printing.php>)

### **Parking**

The Parking Department provides adequate parking and transportation services for faculty, staff, students and visitors while on Eastern Michigan University's Main Campus. EMU Parking Department oversees enforcement of parking regulations and traffic control, while managing parking hang tags sales, fines, gate receipts and meters. For more information on Parking call 734.487.3450 or go directly to: <http://www.emich.edu/parking>

### **Public Safety**

The Department of Public Safety includes: Police, Environmental Health and Safety and Emergency Management. For more information on Public Safety please call 734.487.1222 or go directly to: <http://www.emich.edu/publicsafety>

### **Rec/IM**

The Recreation and Intramural Sports (Rec/IM) is housed in the 188,000 square foot Olds/Robb Student Recreation/Intramural Complex. The complex is connected to the Warner Building and is the single largest facility in Michigan. Visit Rec/IM to learn more about getting involved and about other ways to stay fit on campus. For more information on the services and programs offered through Rec/IM, call 734.487.1338 or go directly to: <http://www.emich.edu/recim>

### **Student Affairs and Campus Life**

The Department of Campus Life offers many rich opportunities for students, faculty and staff to engage in the life of the campus, to connect in communities with people who share similar interests or goals and to establish and nurture a sense of belonging at EMU. The department provides a diverse array of co-curricular programs and services, where students learn about themselves and others, develop skills and foster lifelong friendships. For more information on the services and programs offered through Campus Life, call 734.487.3045 or go directly to: <http://www.emich.edu/campuslife>

### **Student Organizations**

EMU is home to more than 200 student organizations. Graduate students play an active part in campus life. To learn more about student organizations, please visit the Campus Life website or go directly to: <http://www.emich.edu/campuslife/student-orgs/index.php>

### **Student Health and Safety Services**

EMU offers students a number of Health and Safety services that can be easily accessed through the following links:

- Counseling and Psychological Services (<http://www.emich.edu/caps>)
- Counseling Clinic (<http://www.emich.edu/coe/counseling/clinic.html>)
- Ombudsman (helps resolve student issues) (<http://www.emich.edu/ombuds>)
- Public Safety (<http://www.emich.edu/publicsafety>)
- Student Intervention Team (<https://www.emich.edu/sit>)
- Text-Message Alerts (<http://www.emich.edu/publicsafety/emo/channels/text.php>)
- University Health Services (<http://www.emich.edu/uhs/>)

## **Policy on Refunds**

The O & P Program follows the general EMU policies and procedures for refunds of tuition and fees. Please visit the EMU Student Business Services website for details: <http://www.emich.edu/sbs/billingpayments/request.php>

## **Grading**

To maintain continuity of instruction and to insure fairness in student evaluations, all instructors in the Master of Science in Orthotics and Prosthetics Program are to use the following grading scale as required by the graduate school.

## **Grading Scale**

A  $\geq$  93

A- 90-92

B+ 87-89

B 83-86

B- 80-82

F  $\leq$  79

As this is a graduate level course, any grade lower than B- (80%) is considered to be failing. We acknowledge that developing competence is necessary to protect the public. For clinical courses, students are required to obtain a minimum grade of a B to be deemed minimally competent. For grades of B- in a **single** clinical course, the student may be allowed to take an exam and/or complete a project at the discretion of the instructor. If the instructor denies this option or the student fails to successfully complete the exam and/or project, the student will be required to repeat the course at its next offering. If the student receives a second B- in a clinical course over the duration of the program, the student will be dismissed from the program.

**Grievances** In the event of a grievance, the student will need to follow the University policy. The student must contact the instructor within 10 working days of the start of the semester following the one in which the disputed grade was given. A written grievance must be submitted within 20 days of the start of that semester.

<http://www.emich.edu/registrar/formslibrary/index.php>

- **Incomplete grades** An incomplete (**I**) grade may be awarded when illness or other unavoidable extenuating circumstances prevent completion of a course, provided that academic performance for the completed portion of the course (50% or more) merits a grade of B or better. The incomplete policies can be found in the graduate catalog. [http://www.emich.edu/graduate/students/policies/inc\\_course.php](http://www.emich.edu/graduate/students/policies/inc_course.php)

## Safety and Health

### Students Must:

- Comply with the health and safety rules and wear required personal protective equipment.
- Report unsafe conditions, equipment, work areas, and work practices promptly to a Graduate Assistant, Faculty member, or department director.
- Offer suggestions for accident prevention and recommend safety improvements.
- Provide input on safety policies and procedures and assist with their implementation.

### Students

In teaching laboratories, students should report health and safety concerns to the graduate assistant or the instructor.

Safety concerns regarding a particular class should be addressed to the class instructor or the department head.

General concerns should be reported to your advisor.

### EMERGENCY PHONE NUMBERS:

Fire Department.....	911
Police Department.....	911/7-1222
EMS.....	911
Health and Safety Office.....	7-0794
Risk Management.....	7-1357
University Health Services.....	7-1122
Physical Plant.....	7-3380
Radiation Safety Officer.....	7-0086/7-0106

## EXTREME WEATHER EMERGENCIES, NATURAL DISASTERS AND OTHER EMERGENCIES

In cases of extreme weather conditions, the campus Emergency Team (E-Team) will make the decision for any modification of class schedules and/or work schedules.

Any alteration of class/work schedules will immediately be conveyed to University Communications and the Department of Public Safety.

Information regarding any closings will be carried on the EMU Newsline (734.487.2460); the switchboard (734.487.1849); WEMU (89.1 FM); WJR (760 AM); WWJ (950 AM) WAAM (1600 AM), and

[www.emich.edu/univcomm/weatherpolicy.html](http://www.emich.edu/univcomm/weatherpolicy.html)

as well as other radio and television stations.

### 1. Weather Conditions: Thunderstorms (lightning)

Thunderstorms generally occur during the warm months. More people are seriously or fatally injured by lightning from thunderstorms than by any other weather condition. Remain inside buildings and do not touch electrical appliances, water faucets, or telephones. Electrical energy from a lightning strike can be carried inside on wires and pipes. If you are in an open area, kneel

down and place your hands on your knees. Stay away from single trees or poles since lightning generally strikes the highest object. In a group of trees, stay in the middle.

### **Snowfall and Ice**

Michigan occasionally has heavy snowfall or ice conditions affecting University operations. The Physical Plant is responsible for snow and ice removal. The Department of Public Safety shall contact Physical Plant staff for early arrival when necessary

### **Tornados**

- The Eastern Michigan University campus has three tornado warning sirens. The sirens are tested monthly from March through September on the first Saturday of the month at noon. During an actual warning, the sirens are sounded. Do not assume because the siren is no longer sounding the warning has been canceled. Tune into WEMU for weather updates and all-clear information.
- Stay in the building, do not evacuate.
- If a tornado warning is in effect, whenever possible, go to an interior hallway on the lowest floor in the building.
- Take immediate shelter under tables, desks, doorways, and similar places.
- Keep away from overhead fixtures, windows, filing cabinets, bookcases, and electrical power equipment.
- Assist disabled persons, locating a safe place for them.

### **2. Natural Disasters - Earthquakes, Floods, etc.**

If the Department of Public Safety or another designated official orders evacuation:

- Evacuate as instructed by emergency personnel.
- Assist disabled persons.
- Beware of falling debris or electrical wires as you exit.
- Proceed to evacuation area.
- Take precautions against aftershocks.

For major injuries or heart attack, call 911. Stay with the victim. If needed, you may begin CPR only if you are currently trained and certified, however you are not required to render aid to the victim. If you start CPR, you must continue care, up to your level of training and stay with the victim until advanced medical help arrives. It is recommended that each department have staff trained to perform CPR. Classes are available through University Health Services. Call 734.487.1122.

For electrical shock call 911. Do not go near the victim until you have verified that the power source has been turned off.

### **MSDS**

MSDSs are located in 118 Rackham, on the shelves outside 118D (the machine room).

### **PERSONAL PROTECTIVE EQUIPMENT**

Eastern Michigan University's O&P department provides the following personal protective equipment for student use:

Aprons

Hearing Protection  
Face Shields  
Gloves  
Dust Masks  
Safety Glasses  
Safety Goggles

Closed toed shoes are required in the Plaster and Fabrication Laboratories.

## **Orthotics and Prosthetics Laboratory Policy**

### **Introduction**

The Orthotics and Prosthetics program has a large laboratory component. Our philosophy is that students learn best by doing, rather than seeing or hearing. Thus, a majority of the courses have active projects to reinforce the learning. Moreover, O and P practice requires cognitive (thinking), affective (feeling), and psychomotor (mind-hand) skills. We hope the lab opportunities will enable all students to develop at least minimum competency with these skills.

### **Safety**

Lab safety is our primary concern. To help avoid accidents, no one may work in the lab alone. For the first semester, a faculty member must be present in the lab in order for first year students to use the machine room or power tools. After the first semester, the lab may be opened at the discretion of the faculty if a second year GA or faculty is able to monitor the area.

If you are unsure how to use a piece of equipment, seek assistance from the lab supervisor, a faculty member, or a GA. We have safety features in the lab, including foot switches on the routers and emergency stop on the Landis. There are also dust collection units. These should be used when working on equipment attached.

The following apply to the lab areas:

- *Protective eye gear* must be used when in the machine room, when using any power tools, when chiseling, mixing plaster, and riveting. This applies to both room 118 and the plaster lab.
- For safety using rotating machinery, there should be no loose clothing, including scarves, flowing sleeves or blouses, hoodie strings, neckties or necklaces, and long hair must be tied back.
- Do not wear sandals, open-toed shoes, or high-heeled shoes.
- No ear buds or ear phones should be used. Hearing protection is located outside of the machine room and may be used when operating machinery.
- Always keep hands and other body parts a safe distance away from moving machine parts, work pieces, and cutters.

- Use hand tools only for their designed purposes.
- Do not attempt to oil, clean, adjust, or repair any machine while it is running. Stop the machine and lock the power switch in the "OFF" position.
- Do not operate any machine unless authorized to do so by the instructor or under the instructor's supervision.
- Do not set up or operate machinery when an instructor is not in the shop.
- Even after the power is off, do not leave the machine until it has stopped running. Someone else may not notice that it is still in motion and be injured. Do not leave a machine until it has come to a complete stop.
- Do not try to stop the machine with your hands or body.
- Check tools before use to ensure they are safe to use.
- Only one person should operate the machine or switches at a time. The Landis and Drum Sander are exceptions to this. Two people may work simultaneously on these.
- Do not walk behind people operating a machine; you may bump them by accident or startle them and cause an accident.
- Do not leave tools or work on the table of a machine even if the machine is not running. Tools or work may fall off and cause toe or foot injury.
- If using compressed air to clean a part, point the air hose down and away from your face and other persons. Never wear gloves or use rags to clean the work piece or any part of a machine that is running. Rotating tools or parts can grab gloves and rags and pull you into the machine.
- Report defective machinery, equipment or hand tools to supervisor.
- Heat guns have three settings, hot, low, and off. The nozzle gets very hot. Please place the heat gun down towards the back of the bench, and not touching anything/anyone! Before shutting it off, run on low until the nozzle is cool to the touch to avoid burning out the heating element.
- Utilize protective masks when cutting, grinding, working with vermiculite, plastic, etc.
- Eye Wash containers are located on top of the flammable cabinet in 118 and on the shelving unit in 143.
- First aid kits are located on top of the flammable cabinet in 118 and on the shelving unit in 143.
- Personal belongings need to be stored out of the way, not in hallways or next to desks.
- Minimize contact and inhalation of all solvents and glues. There is ventilation in the lab and in 118A. Use gloves (located by the sink in 118) to decrease exposure.
- Report any injury if an accident occurs.

If an accident occurs, seek medical attention immediately and inform a faculty or staff member.

### **Housekeeping**

You have each been provided a tool bag with assorted hand tools. You are responsible for the care and maintenance of these. Other tools are available for your use in both the Fabrication Laboratory and the Plaster Room. Please feel free to use these. All tools must be cleaned and returned to their appropriate locations prior to leaving the lab. The lab spaces are shared between years and sections. Lab is not “over” until everything is cleaned and in order. Rather than trying to locate and penalize an individual, everyone in a section will be penalized if the lab is not properly cleaned.

## Curriculum

The Eastern Michigan University Master of Science in Orthotics and Prosthetics Program is a 5 semester program, starting in the fall of one year, and finishing at the end of the winter term 20 months later. Courses are designed to be taken in a given order, with other courses contemporaneously to further student understanding of material.

<b>1<sup>st</sup> Year Fall Term</b>	<b>1<sup>st</sup> Year Winter Term</b>
ORPR 580 Introduction to Orthotics and Prosthetics	ORPR 605 Clinical Gait Analysis
ORPR 581 Musculoskeletal Pathologies for O&P	ORPR 622 Applied Practicum I
ORPR 582 Kinesiology – Biomechanical Basis of O&P	ORPR 630 Research Methods for O&P
ORPR 583 Kinetics and the Human Body	ORPR 615 Lower Extremity Prosthetics I
ORPR 584 Human Anatomy Cadaver Lab for O & P	ORPR 640 Lower Extremity Orthotics I
ORPR 585 Materials: Choice and Usage in Orthotics and Prosthetics	ORPR 690 Project in O&P (some sections will occur during Summer Term)
<b>Summer Term</b>	
ORPR 620 Clinical Affiliation I	ORPR 690 Project in O&P (if not taken in Winter I)
ORPR 665 Management of an O&P Clinical Practice	
<b>2<sup>nd</sup> Year Fall Semester</b>	<b>2<sup>nd</sup> Year Winter Term</b>
ORPR 610 Spinal Orthotics	ORPR 650 Lower Extremity Orthotics II
ORPR 625 Upper Limb Orthotics	ORPR 645 Lower Extremity Prosthetics II
ORPR 632 Applied Patient Practicum II	ORPR 651 Applied Patient Practicum III
ORPR 635 Upper Extremity Prosthetics	ORPR 660 Contemporary Techniques and Procedures in O&P

## **Graduation**

*Graduation Requirements* It is the student's responsibility to see that all requirements for graduation have been met. *Candidates for graduation must submit an application through their my.emich account, on or before the deadline listed in the Student Guide each semester.* Deadlines are generally within the first two weeks of the semester. A nonrefundable fee is associated with the application and is automatically charged to the student's account. Students who apply for graduation, but fail to complete their degree requirements in a timely manner, must notify the Office of Records and Registration in writing and submit a new graduation application for a subsequent semester. No additional fee is required; however, previously charged fees are not refunded. Failure to apply for graduation will result in a delay in graduation date (conferral of the degree).

Students should expect to receive their degree-verification letter within three to four weeks after the close of the semester in which their degree is conferred. Diplomas and a student-issued transcript are mailed approximately eight weeks after the close of the semester in which the degree is conferred. Students must maintain a 3.0 cumulative GPA in all graduate-level courses taken at EMU, and in their program of study, to remain in good academic standing and be eligible for graduation. Students do not need to be registered for classes during the semester of graduation.

## **Graduation Fee**

A non-refundable graduation fee (\$110 for the 18-19 academic year) is charged to each student applying for a degree or a graduate or advanced graduate certificate.

## **Commencement**

Information about commencement, including tickets, regalia and procedures are published on the EMU website at [emich.edu/commencement](http://emich.edu/commencement). Information is updated before each ceremony. If coursework is being finished during the summer semester (i.e. August graduation), the student's name will appear in the December commencement program and the student may return to participate in that event.

**Statement of Understanding**

Student Name \_\_\_\_\_

**Working with Diverse Groups** I understand that as part of the educational experience in the EMU O&P Program, I will work with individuals representing a variety of cultural, religious, ethnic, racial, sexual orientation, and socioeconomic backgrounds. I agree to participate in such educational experiences, and treat individuals with respect regardless of their background.

**Health Status** To the best of my knowledge, I do not have any condition (physical or mental) which will compromise my ability to perform the duties expected of me as a student in this program. If I require accommodation, I will contact the Disability Resource Center prior to the start of the first semester for reasonable accommodation arrangements.  
<https://www.emich.edu/drc/index.php>

**Clinical Rotations Agreement** I understand that the EMU O&P Program assigns all clinical rotations and that there is no guarantee I will be assigned to a specific location or preceptor. I also understand that clinical rotation sites are subject to change, sometimes without advanced warning. During the clinical curriculum, students may have to relocate for periods of time due to availability of clinical sites. Students are expected to provide their own transportation and housing.

**Communications** I understand that email is the primary means of communication for the EMU O&P Program outside of program activities. I will check my EMU email account on a daily basis and respond in a timely manner. Furthermore, I understand that I may be subject to disciplinary action for failure to respond to faculty or staff communications in a timely manner.

**O&P Program Student Handbook** I know how to access the online version (pdf) of the EMU O&P Program Student Handbook, have reviewed it in its entirety and have had all of my questions satisfactorily answered. Furthermore, I attest that I understand and agree to comply with all provisions outlined in the Student Handbook.

As a Master of Science in Orthotics and Prosthetics Student at Eastern Michigan University, I have read, understand and accept all terms of this handbook.

\_\_\_\_\_ Signature

\_\_\_\_\_ Date