

Eastern Michigan University
Master of Science in Orthotics and Prosthetics
Student Handbook

Welcome to our program! We are delighted you have chosen to attend the Eastern Michigan University Master of Science in Orthotics and Prosthetics Program. This is an intensive, 5-semester program, that prepares you for your residency program 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.

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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

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

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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. They 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 emphasizing 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, particularly to the clinical classes. Students will be required to capture shapes both physically (casting) and virtually (scanning); modify these shapes; and 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 246 Student Center Phone: (734) 487-2470 Fax: (734) 487-5784 Email: 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.

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.

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 the orthotic and prosthetic management of patients. Affiliations will be arranged and supervised by Eastern Michigan University..
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 Introduction to Orthotics and Prosthetics, Lower Limb Prosthetics I, and Lower Limb Orthotics I.
4. Students must schedule days and times for their clinical affiliations directly with the facilities once all paperwork has been received.
5. Students must have completed training in the following areas with certification where appropriate:
 - Infection control
 - Body substance precautions
 - First Aid Principles
 - CPR/AED
 - HIPAA
6. Students must submit a completed background check by CertifiedBackground.com or equivalent approved by the course instructor.
7. 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
 - Flu shot, if required by site(s)
 - COVID-19
 - Tuberculosis test - if positive, must have radiographic analysis to confirm the absence of active tuberculosis
8. Student must have health care insurance through either EMU or other coverage.

9. 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 course instructor prior to beginning the clinical rotation. At the instructor's discretion, the student may be reassigned to an alternate clinical experience. In no cases may a student's training overlap with employment.
10. Documentation of clinical affiliation is the responsibility of the student. This documentation includes:
 - Clinical Affiliation Encounter log
 - Evaluation by Preceptor
 - Case Studies

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 ensure that there is as little disruption to this scheme as is possible, the following policies are instituted:

1. ORPR 580/480, Introduction to Orthotics and Prosthetics, may be taken as an elective, prior to admission in the program. 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, they 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 is not enrolled for more than one academic year, for any reason, either academic or non-academic, they 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 and 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 cumulative GPA of less than 3.0 at the conclusion of any semester
- fails to successfully complete and pass the end-of-program Comprehensive Examination after two attempts
- Unethical or unprofessional behavior in a lab, classroom, with patients, or in clinical rotations.

Dismissal will be automatic upon occurrence of any of these criteria. Students will be informed of their dismissal by the Program Director, including the reason for dismissal. The student can choose to appeal the dismissal by submitting their request in writing to the Program Director within 5 business days of the notice. An appeals committee, comprised of the Admissions Committee members, will review the reason for dismissal and determine if the criteria for dismissal were inappropriately applied. The Appeals Committee's decision will be provided in writing to the student within 5 business days of the appeal request. Decisions of the Appeals Committee are final.

If a student is dismissed from the program, they are not eligible to re-apply to the program. However, it is a program-level dismissal, and therefore the student is able to apply to other graduate programs at the university.

Program Review

Instructor and Course Evaluations

- Instructor and Course evaluations are crucial to the success of the program as one way to assess the effectiveness of the curriculum and the instructors. The feedback gained from student input is valuable to allow continued improvement of individual courses and the program as a whole. As such, students are strongly encouraged to complete evaluations at the completion of each course.
- All student Instructor and Course Evaluations are completed through the Canvas course shell.

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 and (d) focus groups.

Advisory Committee

The EMU MSOP program has an Advisory Committee comprised of faculty, students, alumni, practitioners, healthcare professionals, and community members. This body meets each academic year to review the program status, provide feedback, and advise on curriculum and program

Program Operations

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 or virtually except for field trips, 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 during field trips or clinical rotations.

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:

<https://www.emich.edu/sbs/billing-payments/request.php>

Grading

To maintain continuity of instruction and to ensure 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	≥ 93.0
A-	90.0-92.99
B+	87.0-89.99
B	83.0-86.99
B-	80.0-82.00
F	≤79

As this is a graduate level program, 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 the next available time based on space in the next cohort. 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.

<https://www.emich.edu/studenthandbook/policies/academic.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.

<https://www.emich.edu/graduate/about/policies/incomplete-course.php>

In-Progress grades An In-Progress (IP) grade will be awarded when an entire course or section extends beyond the normal end date for the semester. In-progress grades are not for individual students for incomplete courses. If an individual student requires additional time to complete the course, see the incomplete grade section.

University Resources and Policies

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 on the EMU policy regarding FERPA can be found at: http://www.emich.edu/registrar/registration_info/ferpa.php

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

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 Department of Public Safety oversees enforcement of parking regulations and traffic control, while ParkEMU manages parking hang tags sales, fines, gate receipts and meters. The spots allocated for O&P are for the express use of patient models and visiting lecturers. 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: <https://www.emich.edu/recim/index.php>

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 can 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>

Campus 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>)
- Ombuds (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>)
- Health Services (<https://ihacares.com/locations/mi/ypsilanti/iha-primary-care-@-emu>)

Safety and Health

The Orthotics and Prosthetics program has a large laboratory component to it. We believe we all learn best by doing. Thus, a majority of the courses have active projects to reinforce the learning. Moreover, O and P practice requires cognitive (thinking), affective (social), and psychomotor (mind-hand) skills. We hope the lab opportunities will enable all students to develop a minimum competency with each of these skills.

EMERGENCY PHONE NUMBERS:

Fire Department	911
Police Department.....	911 or 7-1222
EMS.....	911
Health and Safety Office.....	7-0794
Risk Management.....	7-1357
IHA Urgent Care.....	896-4112
Physical Plant.....	7-3591
Radiation Safety Officer.....	7-0794

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, instructor, or department head.
- Offer suggestions for accident prevention and recommend safety improvements.
- Provide input on safety policies and procedures and assist with their implementation.

Reporting a problem:

- Students should report all health and safety concerns to the graduate assistant, instructor, or open lab supervisor on duty.
- In the event the GA, instructor, or supervisor is unable to address the safety concern, the program coordinator should be contacted.

Material Safety and Data Sheets

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

Personal Protective Equipment

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

- Aprons
- Ear Muffs
- Face Shields
- Gloves
- Dust Masks
- Safety Glasses
- Safety Goggles

Lab Safety

If you are unsure how to use a piece of equipment, seek assistance from the lab supervisor, instructor, or a GA.

- Dust collection units should be **ON when working** with attached equipment and **OFF when not in use**.
- Utilize protective masks when cutting, grinding, working with vermiculite, and plastic etc.
- Eye Wash stations are located on the sink counter in 118 and on the sink in 143.
- First aid kits are located above the flammable cabinet in 118 and on the shelving unit in 143.
- Minimize contact and inhalation of all solvents and glues. Open the windows and hallway door when these materials are in use. Use gloves (located by the sink in 118) to decrease exposure.
- Use air filtration units in the plaster room when mixing plaster or other activities that produce airborne particles like sweeping, breaking out molds, etc.
- Personal belongings need to be stored out of the way, not in walkways or next to desks
- Report any injury to an instructor if an accident occurs. Instructors are responsible for completing the incident report form.

Machine Tool Rules:

- Check tools for loose or worn parts before use to ensure they are safe to use.
- Never wear gloves or use rags on a machine that is running because this exposes you to a high risk of injury due to the gloves or rags getting pulled into the machine along with your fingers and/or hand.
- Stay with the machine until it has come to a complete stop after pressing the stop button. Machines will stay in motion for some time after the stop button has been pushed. Someone else may not notice that it is still in motion and be injured.
- Do not try to stop the machine with your hands or body.
- Always check that cutting tools (blades, drill bits, etc.) on the machine are clamped securely before starting to work.
- Only one person should operate the machine or switches at a time.
 - Exception: Two people may work on the Landis.
- Keep a safe distance from people operating a machine so as not to bump them or startle them, which could cause an accident.
- Do not leave tools or work on the table of a machine (Landis, drill press, belt sander) 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.
- Report defective machinery, equipment or hand tools to the instructor.
- The red 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. Before shutting it off, run on low until the nozzle is cool to the touch to avoid burning out the heating element.

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

Lab Attire:

The following are required in ALL lab spaces (fabrication and plaster labs)

- *Protective eyewear* must be used at all times in the Fabrication Lab (118). They must also be used in the plaster room when any power tools are being used, or when chiseling, mixing plaster, and riveting are being done by anyone in the lab.
- Hearing protection is located outside of the machine room and may be used when operating machinery. No ear buds or ear phones should be used.
- Always wear closed-toe shoes in the lab. Do not wear sandals, open-toed shoes, or high-heeled shoes.
- Never use machinery while wearing loose clothing, including hanging scarves, flowing sleeves or blouses, hoodies with cinch strings, long necklaces, etc.
- Long hair must be tied back and kept behind your head/back.

Lab Attendance:

- First year students may use the lab if there is a faculty member present IN THE LAB.
- Second year students may use the lab if another second year student is present IN THE LAB and a faculty member is IN THE BUILDING.

Open Labs:

Open labs are times outside of scheduled classes that a faculty member will be present in the lab. If additional time is needed, please get in touch with a faculty member to arrange this. Open labs for the current semester are scheduled by the program director and lab supervisor. The schedule will be posted on the door to the lab. When classes are in session, that course has first priority for the lab spaces (both fabrication and plaster rooms). There may be space for additional students to work in the lab during these times, but you must speak with the instructor before using the lab spaces.

Food and Drink:

Closed drink containers are allowed in the lab (ones that can't spill). However, please leave the lab if you are going to be eating.

Cleaning Up:

Tools and supplies are available for your use in both the Fabrication Laboratory and the Plaster Room. These resources are shared between years and sections and should be treated as a communal responsibility. Please clean up tools, materials, etc when you are done with them. If another student is not immediately waiting to use it after you, put it away.

- Flammable items must be returned to the flammable cabinet when they are not being used. Flammable items (including glue, solvents, propane torches, etc.) do not belong near the ovens - they should be used at a lab bench and then returned to the cabinet.
- Lab benches and countertops should be free of clutter and wiped down at the end of lab time.
- Always brush dust off of machines and sweep the machine room floor prior to leaving your lab time.
- Do not attempt to oil, clean, adjust, or repair any machine while it is running. Machines should be UNPLUGGED BEFORE cleaning or servicing.
- All work spaces must be cleared of clutter, cleaned and tools returned to their appropriate locations prior to leaving the lab.
- Lab is not “over” until everything is cleaned and in order. Please check with your instructor prior to leaving the lab.
- Inform the lab coordinator or program director of any persistent issues.

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 <https://www.emich.edu/closures/index.php> as well as other radio and television stations.

Students are strongly encouraged to sign up for RAVE alerts which provide text alerts for weather and other emergency notifications, including school closures. Faculty will follow the university decisions regarding school closures.

<https://www.emich.edu/emergency-management/notifications-alerts/index.php>

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.

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.

Program of Study and Program Completion

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.

1 st Year Fall Term	1 st Year Winter Term
ORPR 580/480 Introduction to Orthotics and Prosthetics	ORPR 605/505 Clinical Gait Analysis
ORPR 581/481 Musculoskeletal Pathologies for O&P	ORPR 622/522 Applied Practicum I
ORPR 582/482 Kinesiology – Biomechanical Basis of O&P	ORPR 630/530 Research Methods for O&P
ORPR 583/483 Kinetics and the Human Body	ORPR 615/515 Lower Extremity Prosthetics I
ORPR 584 Human Anatomy Cadaver Lab for O & P	ORPR 640/540 Lower Extremity Orthotics I
ORPR 585/485 Materials: Choice and Usage in Orthotics and Prosthetics	ORPR 690 Project in O&P (some sections will occur during Summer Term)
Summer Term	
ORPR 620 Clinical Affiliation I	
ORPR 665 Management of an O&P Clinical Practice	
2 nd Year Fall Semester	2 nd Year Winter Term
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 weeks of the anticipated final 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 set by the University is charged to each student applying for a degree or a graduate or advanced graduate certificate. Check the Graduate School website for current fee:

<https://www.emich.edu/graduate/about/policies/graduation.php>

Commencement

Information about commencement, including tickets, regalia and procedures are published on the EMU website at 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 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 acknowledge to have read, understood, and accepted all terms of this handbook.

Signature _____

Date _____