

University of Texas Rio Grande Valley
Department of Occupational Therapy

Doctoral Milestones Agreement Form
Occupational Therapy Doctorate (OTD) Program

This form is provided to inform the student about the academic milestones that they will be expected to reach to earn their OTD degree and when they are expected to complete these milestones. Students are expected to reach each milestone within the specified time to make satisfactory progress through the program. Advisors will work with each student to customize the responsibilities included in the Agreement.

Students who are not making satisfactory progress may lose funding, be placed on academic probation, or be dismissed from the program. If a student has ongoing concerns or grievances related to their Milestones Agreement, they should follow the institution's academic grievances policy and procedures as outlined in the institution's graduate catalog (or Handbook of Operating Procedures).

Academic Advising

Upon entering the OTD program, all students will be assigned an advisor who will serve as the student's advisor for the entire program. The advisor will be a member of the Occupational Therapy Department. Students are randomly assigned a faculty advisor before the program's orientation session. Academic advising includes the following elements designed to ensure that students remain in good academic standing and make satisfactory progress through the program. Advisors are responsible for the following:

- Ensuring that annual reviews between student and advisor occur. This review will be included in the program's annual doctoral progress report. It is the student's responsibility to schedule the advisement session.
- Reviewing the student's degree plan to determine if the student is making progress consistent with the expectations of the program and reaching milestones according to the timeline provided on this form; working with the student to determine if modifications are necessary.
- Clarifying the timetable for completing any remaining course requirements, examinations, and other requirements.
- Providing the student with assistance in understanding the requirements for completing their research study and c.
- apstone project & experience.
- Providing the student with experiences and information will optimize the student's career opportunities and success.

The purposes of the advising process are also to:

- Provide the opportunity for the student to give feedback on the program.
- Provide the opportunity for exploration of the student's strengths and weaknesses related to professional development.
- Provide resources for both academic and personal concerns.
- Chart progress through the curriculum, providing help and guidance when appropriate.
- Assist the student in defining professional career goals and roles.

The faculty advisor serves as the "first link" in aiding students with academic or personal difficulties. The advisor may direct the student to the appropriate support group or University services. Optimally, the student

and their faculty advisor will develop an open and interactive relationship, which will enhance the student's performance in the program.

Requirements for all Students in the Occupational Therapy Doctoral Program

<u>Milestone</u>	<u>Expected Time (DATE) of Achievement</u>
Successful completion and submission of pre-matriculation activities, health documents, and orientation items	Beginning of semester One
Review of student’s progress with the faculty advisor.	Annually or as determined by the program
Research protocols and IRB approval	Semester Four
Capstone proposal completed and approved	End of Semester Seven/Eight
Coursework successfully completed	End of Semester Nine
Research study completed and presented	Semester Nine
Student completes and files all paperwork required for graduation	End of Semester Ten
Capstone project completed and accepted by the faculty	Semester Eleven
Exit interview completed	Semester Eleven

Maximal Length of Time to Completion

The maximum time to complete the OTD Occupational Therapy program is five (5) years. This includes successfully completing all academic coursework and requirements, Fieldwork Level II, and the capstone experience.

Students have 24 months after completing the academic coursework to complete Level II fieldwork requirements as declared by ACOTE. Students must complete and pass the equivalent of a minimum of 24 weeks of full-time Level II fieldwork before proceeding to the doctoral capstone experience.

Degree Completion Checklist for Students

- Maintain active student status by registering for courses every fall, spring, and summer semester.
- Complete the *Milestones Agreement Form* with your advisor no later than the last class day of the first summer semester.
- Complete all required organized coursework.
- Successfully complete required competencies exams, Level II Fieldworks, and Capstone Experiences
- Prepare and successfully present your research study.
- Successfully complete your capstone project
- Submit required documentation to the Graduate School for completion and graduation.

I have read this form and have had the opportunity to discuss its information with my advisor. I understand the academic milestones that I am expected to reach to complete the Occupational Therapy Doctorate program and the anticipated timeline for achieving these milestones.

Signature lines for other stakeholders may be added as appropriate.

Student's Signature

Date

Advisor's Signature

Date

Department Chair / OTD Program Coordinator

Date