

Associate Degree Occupational Therapy Assistant Information Packet

**Start
NOW**



Qualification Deadline - Last Friday of July

Qualified students must complete all pre-requisite coursework by the summer semester prior to fall program start.

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The Occupational Therapy Assistant Program at Rhodes State College
is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE)
of the American Occupational Therapy Association
6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929
phone: 301-652-6611; email: accred@aota.org
website: www.acoteonline.org

If needing to contact the program/institution directly,
please call 419-995-8259 or email: hannouz.k@RhodesState.edu

Occupational Therapy Assistant

Dear Occupational Therapy Assistant Candidate:

This Information Packet contains information about the qualification process for the Occupational Therapy Assistant (OTA) Program at Rhodes State College. The standards of the profession are established by the American Occupational Therapy Assistant Association and are regulated by licensure in the state of Ohio. In order to provide a program that promotes student success, it is essential to admit students who meet rigorous curriculum requirements.

Students who wish to enter the OTA must first complete all courses within the pre-requisite semester of the OTA curriculum. A maximum of 30 students will be permitted to begin the OTA program during each Fall Semester.

Student Success Navigators and Advisors at Rhodes State College are available to help you with this process and help you:

- apply to Rhodes State College: <https://www.rhodesstate.edu/admissions/apply.html>
- confirm a career path
- answer questions about qualification process
- develop a plan to meet educational goals
- receive appropriate transfer credit: request your “official” transcripts from previous college/ universities be mailed to: Rhodes State Admissions, 4240 Campus Drive, Lima, Ohio 45804
- assist with general education course registration

To get started, here are contact options:

- If you are new to Rhodes, contact: 419-995-8320 or Enroll@RhodesState.edu
- If you are currently in CCP coursework with Rhodes, contact: 419-995-8334
- If you are a current student at Rhodes, contact the OTA Program Coordinator at hannouz.k@RhodesState.edu

Thank you for inquiring about the OTA Program at Rhodes State College. Our program is highly respected for its' high educational standards, commitment to professionalism, dedicated faculty with over 50 years of teaching experience, and strong national certification pass rates.

We look forward to helping you reach your career goals.

Sincerely,

Krystal Hannouz, BS, COTA/L
OTA Program Coordinator
hannouz.k@RhodesState.edu

What is Occupational Therapy?

Occupational Therapy is the art and science of helping others live life to the fullest. Practitioners of this profession are occupational therapists (OT) and occupational therapy assistants (OTA). OT practitioners work with individuals of any age to develop, recover, or maintain the skills needed to participate in occupation (everyday activities) with meaning, satisfaction, and productivity.

Under the supervision of an OT, the OTA will develop and provide therapeutic activities and strategies that will help their clients gain the cognitive, physical, emotional, and/or developmental skills necessary for everyday life. They may also provide adaptive equipment or techniques necessary to carry out life tasks, provide education, and consultation to individuals, families, and society; and address prevention/wellness.

The OTA will work with the health care team which may include physicians, nurses, physical therapists, physical therapy assistants, psychologists, social workers, speech, and language pathologists; as well as many others, in a variety of settings.

Employment Opportunities

- Hospitals
- Outpatient Clinics
- Skilled Nursing Facilities
- Home Health
- Pediatric Centers
- Rehabilitation Facilities
- Schools
- Psychiatric Facilities
- Community Mental Health Centers



Program Mission

The OTA Program exists to provide excellent and innovative classroom and fieldwork education to members of our community who pursue the career of an occupational therapy assistant. We will equip these individuals with the tools necessary to practice passionately and successfully. In turn, we will provide the community with superior and compassionate members of their health care teams who can drastically improve the quality of life for the recipients of this care. Ultimately, our graduates will be fulfilled as they touch the lives of people with physical, emotional and/or mental needs in helping them toward independent and productive living.

[Click here](#) for the program's excellent board pass, graduation, and job placement rates.

Associate Degree Occupational Therapy Assistant Program

*Course Number/College			Course/Semester	Credit Hours (RSC)	Contact Hours (RSC)		
RSC	NWSCC	CSCC			Lect.	Lab	Cl.
Pre-requisite Semester							
BHS 1000			Introduction to Patient Care	2	1	2	
BHS 1390	OAS 180	MST 1105	Medical Terminology	2	2		
BIO 1110	BIO 231	BIO 2121	Anatomy and Physiology I	4	3	2	
COM 1110	ENG 111	ENG 1111 ENG 1112	English Composition	3	3		
MTH 1260 or MTH 1151	STA 120 or MTH 105	MTH 1050	Statistics or Quantitative Reasoning	3	3		
SDE 1010		FYE 1100	First Year Experience	1	1		
Total Credit Hours				15			
Fall							
BIO 1120	BIO 232	BIO 2122	Anatomy and Physiology II	4	3	2	
OTA 1021			Occupational Therapy Principles and Practice	3	2	2	
OTA 1030			Therapeutic Activities and Occupations	2	1	2	
OTA 1050			Human Anatomy and Pathology I for OTA	3	2	2	
Total Credit Hours				12			
Spring							
OTA 1060			Human Anatomy and Pathology II for OTA	2	1	2	
OTA 1141			OT Therapeutic Procedures I	4	2	4.5	2.5
PSY 1010	PSY 210	PSY 1111	General Psychology	3	3		
SOC 1010	SSC 101	SOC 1110	Sociology	3			
Total Credit Hours				12			
Second Year Summer							
PSY 1730	PSY 210	PSY 2230	Abnormal Psychology	3	3		
OTA 2130			OTA Therapeutic Procedures II	5	2	4.5	2.5
Total Credit Hours				8			
Fall							
OTA 2140			Occupational Therapy for Pediatrics	3	2	2	
OTA 2151			Psychosocial Occupational Therapy	4	2	4	
OTA 2161			OTA Therapeutic Procedures III	2	1	1.5	2.5
Total Credit Hours				9			
Spring							
OTA 2170			Fieldwork I	4	.25		21.5
OTA 2180+			Fieldwork II	4	.25		21.5
OTA 2200			Capstone	2	2		
Total Credit Hours				10			
Total Program Credit Hours				65			

+These courses involve full-time field work in clinical sites and must be completed no later than 18 mths. after completion of academic preparation.

*C grade policy applies: Pre-requisite semester except B- for BHS-1000; all OTA courses, A&P II, Abnormal Psychology

Section
ONE

Enrollment Process

Eligibility Requirements

The Occupational Therapy Assistant (OTA) program is a limited enrollment program. The program enrolls thirty (30) qualified students each fall semester. If more than thirty are qualified, students will be ranked by date of qualification. Remaining students will be placed on wait list for the next program admission.

OTA Program Eligibility Requirements:

1. Completion of all pre-requisite courses with the following required grades:

- BHS-1000 (Introduction to Patient Care): B- or better
- BHS-1390 (Medical Terminology): C or better
- BIO-1110 (Anatomy and Physiology I): C or better
- COM 1110 (English Composition): C or better
- MTH-1260 (Statistics) or MTH 1151 Quantitative Reasoning: C or better
- SDE-1010 (First Year Experience): C or better

NOTE: BIO-1110 and BHS-1390 must be successfully completed within 5 years and BHS-1000 within 2 years of entry into the program. This requirement may be waived by the program coordinator with submission of proof of employment in a health care field.

2. Completion of 20 hours each (for a total of 40 hours) in two different clinical settings using the verification forms provided in this packet.
3. The student must be at least 18 years of age by the start of the first clinical experience (fall semester of the second year of the OTA program).

Section TWO

Clinical Observation

Student applicants are required to have a total of **40 observation hours** with a licensed OT or OTA practitioner divided equally between **2 different types of setting**. It is acceptable to complete both observations at one facility if it is a large facility where you can observe another OT or OTA practitioner in a different type of setting.

- The student applicant must contact a site that provides occupational therapy and request to complete observation with an OT or OTA practitioner. The site may have specific requirements that must be completed before observation can occur. (Note: you may complete observation hours at any facility that is willing to host you.)
- Expect that it may be one to two weeks before the observation time can be scheduled. Do not wait until the last minute to schedule observation hours.

Types of settings that provide occupational therapy may include:

Inpatient Hospital

- Hospital
- Rehabilitation Unit
- Sub-Acute Unit

Skilled Nursing Facility (Nursing Home)

Outpatient

- Outpatient Centers

Pediatrics

- Education Service Centers (Schools)
- Early Intervention Centers
- Hospital Pediatric Unit
- Outpatient Care

Other

- Home Health
 - Psychiatric Outpatient Centers or Community Center
 - Older Adult Community Centers or Day Programs
 - Psychiatric Unit in Hospital
- Upon initial meeting for observation the student should inform and show the OT/OTA practitioner the observation form that must be mailed or faxed by the practitioner to the school. (See form for instructions).

Professional Behavior Guidelines

For The Student During Observation Hours

1. Remember you are making a first impression on a potential future employer.
 - Your behavior is being evaluated. Should you return to this site for a future job interview or clinical site your behavior during your observation hours may help or hinder you
 - ✓ BE ON TIME and PRESENT when scheduled
 - ✓ IF there is an emergency, and you must miss a scheduled visit then call before your scheduled time to cancel and reschedule
2. APPEARANCE guidelines:
 - Dress:
 - ✓ Nice, clean, and ironed dress pants (no shorts or capris)
 - ✓ Comfortable shirt (sweater, blouse, collared shirt) that is not tight or revealing (not high cut at belly and not low cut at chest)
 - ✓ Clean shoes that have toes and heels covered and no high heels
 - No perfumes or excessive jewelry (wedding band is appropriate)
 - Hair-clean and combed
3. According to National and State guidelines you are to observe ONLY, you are not permitted to have your hands-on during the treatment. Some facilities may allow you to help set-up or clean-up the treatment area
 - It is appropriate to ask what you can do to help
4. THIS is your chance to make sure you have chosen the correct career path for you
 - WATCH, LISTEN, and FEEL what your job will entail
 - MAKE SURE THIS is a good fit for you
 - DO NOT APPEAR BORED OR TIRED!
 - ✓ If you do, then you are communicating to potential employers that you are not good-fit for this job
 - USE body posture that communicates interest or engaged attention
 - ✓ Lean forward, actively listen
 - DISPLAY a positive attitude towards becoming a professional
 - ✓ SHOW an energetic, positive and motivated manner
 - ✓ REMEMBER you are to observe only so DO NOT interrupt the treatment
 - TAKE initiative to direct your own learning through observation and questions BUT CHOOSE an appropriate time to approach the clinician – do not interrupt treatment
 - ✓ BE sensitive and respond to others' feelings and behaviors by listening and by showing no bias or prejudice
 - ✓ BE attentive and actively engaged when others are speaking
5. PLEASE feel free to contact the Rhodes State College OTA Program Coordinator, at 419-995-8259, if you have any questions or concern, or would like clarification to these guidelines.

Occupational Therapy Assistant Observation Form #1

To be completed by Student Applicant

Student Applicant Name (print) _____ Student ID (R#) _____

Phone Number _____ Email _____

To be completed by Licensed OT or OTA Evaluator: Thank you for your time in introducing this applicant to the Occupational Therapy profession. The student is required to observe an OT or OTA. Upon completion of the students time in your facility, please complete the form below to verify hours in the facility and professional characteristics. Your ratings and comments provide valuable feedback for continued professional development. We appreciate your candid opinion.

Observation Dates: ____/____/____ to ____/____/____ TOTAL HOURS: _____

Characteristic	Poor	Fair	Good
Personal appearance	Sloppy, too casual, and/or too revealing 1	One clothing item inappropriate 2	Complies with dress code 3
Attitude toward patients	Rude, careless, or disrespectful 1	Indifferent or overly chatty 2	Pleasant and appropriate 3
Attitude toward staff	Rude or sullen 1	Indifferent or overly friendly 2	Cooperative and respectful 3
Communication skills	Poor listener, no attempts to ask questions and/or talks about self only 1	Unclear questions or random attempts 2	Thoughtful questions that are on topic 3
Motivation	Disinterested in patient care 1	Occasional interest in therapy process 2	Seeks out learning in appropriate ways 3

Rate your overall endorsement of the applicant as a future colleague (Select one):

- Highly recommended
 Recommended
 Recommended with reservation
 Not recommended

Evaluating Therapist Name (print) _____ Date ____/____/____

Evaluator's Phone Number if verification is required _____

Name of Facility _____ (Check type of setting below)

- Inpatient (IE: Hospital)
 Skilled Nursing Facility (IE: Nursing Home)
 Outpatient (IE: Outpatient Clinic, Hand Clinic)
 Pediatrics (IE: Schools, Hospital Unit, Outpatient)
 Other (IE: Home Health, Mental Health)

Signature _____ License # _____

Please give completed form to the student for submission. If desired, form may be placed in a sealed envelope. Please sign over the seal of the envelope.

Occupational Therapy Assistant Program FAX (419) 995-8093
 Rhodes State College
 4240 Campus Drive, TEL 105E
 Lima, Ohio 45804

For office use only	
Program Director signature /date	
Banner entry and date	

Occupational Therapy Assistant Observation Form #2

To be completed by Student Applicant

Student Applicant Name (print) _____ Student ID (R#) _____

Phone Number _____ Email _____

To be completed by Licensed OT or OTA Evaluator: Thank you for your time in introducing this applicant to the Occupational Therapy profession. The student is required to observe an OT or OTA. Upon completion of the students time in your facility, please complete the form below to verify hours in the facility and professional characteristics. Your ratings and comments provide valuable feedback for continued professional development. We appreciate your candid opinion.

Observation Dates: ____/____/____ to ____/____/____ TOTAL HOURS: _____

Characteristic	Poor	Fair	Good
Personal appearance	Sloppy, too casual, and/or too revealing 1	One clothing item inappropriate 2	Complies with dress code 3
Attitude toward patients	Rude, careless, or disrespectful 1	Indifferent or overly chatty 2	Pleasant and appropriate 3
Attitude toward staff	Rude or sullen 1	Indifferent or overly friendly 2	Cooperative and respectful 3
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Rate your overall endorsement of the applicant as a future colleague (Select one):

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Name of Facility _____ (Check type of setting below)

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Signature _____ License # _____

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Program Director signature /date	
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Section THREE

Informed Consent

Occupational Therapy Assistant Program Informed Consent Packet

Please read the following information and sign the on-line application acknowledging your consent.

I. Program Duration

The OTA Program begins in the Fall Semester and is designed to be completed in 5 semesters after a pre-requisite semester. However, students may take general education courses required for the degree prior to admission. Secondary to the sequencing of the OTA classes, it will take 5 consecutive semesters to complete the program regardless of the amount of course work that has been completed prior to admission.

II. Travel to Clinical Sites

Students enrolled in the OTA program at Rhodes State College must complete fieldwork (clinical) assignments in conjunction with on-campus classroom and laboratory instruction prior to completion of the program. Fieldwork assignments for students are arranged so that all students can benefit by learning through a variety of clinical experiences. *Students must be prepared to meet the financial obligations associated with the clinical assignment (i.e. – transportation to the facility which can be up to an hour from their home).*

III. State of Ohio Licensing Procedure for Occupational Therapy Assistants

Taken from the State of Ohio Licensing Procedure for Occupational Therapy Assistants, section **4755.11**: In accordance with Chapter 119. of the Revised Code, the occupational therapy section of the Ohio occupational therapy, physical therapy, and athletic trainers board may suspend, revoke, or refuse to issue or renew an occupational therapist license, occupational therapy assistant license, occupational therapist limited permit, occupational therapy assistant limited permit, or reprimand, fine, or place a license or limited permit holder on probation, for any of the following:

1. Conviction of an offense involving moral turpitude or a felony, regardless of the state or country in which the conviction occurred;
2. Violation of any provision of sections 4755.04 to 4755.13 of the Revised Code;
3. Violation of any lawful order or rule of the occupational therapy section;
4. Obtaining or attempting to obtain a license or limited permit issued by the occupational therapy section by fraud or deception, including the making of a false, fraudulent, deceptive, or misleading statements in relation to these activities;
5. Negligence, unprofessional conduct, or gross misconduct in the practice of the profession of occupational therapy;

6. Accepting commissions or rebates or other forms of remuneration for referring persons to other professionals;
7. Communicating, without authorization, information received in professional confidence;
8. Using controlled substances, habit forming drugs, or alcohol to an extent that it impairs the ability to perform the work of an occupational therapist, occupational therapy assistant, occupational therapist limited permit holder, or occupational therapy assistant limited permit holder;
9. Practicing in an area of occupational therapy for which the individual is untrained or incompetent.
10. Failing the licensing or Ohio jurisprudence examination.
11. Aiding, abetting, directing, or supervising the unlicensed practice of occupational therapy;
12. Denial, revocation, suspension, or restriction of authority to practice a health care occupation, including occupational therapy, for any reason other than a failure to renew, in Ohio or another state of jurisdiction.
13. Except as provided in division (B) of this section:
 - a. Waiving the payment of all or any part of a deductible or co-payment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers occupational therapy, would otherwise be required to pay if the waiver is used as an enticement to a patient or group of patients to receive health care services from that provider;
 - b. Advertising that the individual will waive the payment of all or any part of a deductible or co-payment that a patient, pursuant to a health insurance or health care policy, contract, or plan that covers occupational therapy, would otherwise be required to pay.
14. Working or representing oneself as an occupational therapist, occupational therapy assistant, occupational therapist limited permit holder, or occupational therapy assistant limited permit holder without a current and valid license or limited permit issued by the occupational therapy section;
15. Engaging in a deceptive trade practice as defined in section 4165.02 of the Revised Code;
16. Violation of the standards of ethical conduct in the practice of occupational therapy as identified by the occupational therapy section.

The complete Revised Code (in regards to occupational therapy practice and licensure) may be accessed at: <https://otptat.ohio.gov/Portals/0/laws/OT%20Practice%20Act%20September%202022.pdf?ver=GEwU7ddlz-6TeSk6dl6mp-w%3d%3d>. Therefore, any person to whom any of the above conditions applies may be denied licensure to practice as an occupational therapy assistant (OTA) in the State of Ohio.

IV. Criminal Background Checks and Drug Screens

To meet the expanding requirements of our clinical affiliates, both a criminal background check and a drug screen will be mandatory prior to clinical experiences for all students with the division of Health Sciences. You are at risk if you have been convicted of a prior felony and/or some misdemeanors. Students with certain felony, misdemeanor, or drug-related convictions will be ineligible for admission into clinical experiences. A criminal record may also prevent you from obtaining a license or certificate in your chosen healthcare profession or to obtain employment post graduation. Students admitted to a program containing off campus clinical/practicum experiences will be required to submit to drug screening. Positive drug screenings will result in dismissal from all clinical courses. Any student who refuses/fails to cooperate, or complete any required drug screening will be considered “positive” and dismissed from the clinical component of their program. All students requiring drug screening may be subject to random drug screens and for cause during the program.

Upon completion of the OTA Program graduates will be eligible to apply for licensure by examination. Section 4755.70 of the Ohio Revised Code requires all individuals applying for a license issued by the Ohio Occupational Therapy, Physical Therapy, and Athletic Trainers Board to submit fingerprints for a criminal records check completed by the Ohio Bureau of Criminal Identification and Investigation (BCI) and the Federal Bureau of Investigation (FBI). The BCI and FBI records checks are both required for initial licensure. By law, the Board cannot complete the processing of any application until it receives the background check reports from BCI and FBI. The graduate is responsible for the cost of the BCI and FBI records checks.

V. Physical Examination

Prior to the first fieldwork experience, the student will be required to have a physical examination completed by a physician (or other acceptable healthcare provider), completion of required immunizations, and a two-step TB (Mantoux) skin test. **The student is responsible for these costs.**

VI. Technical Standards

All applicants for the Health Science Programs must possess the essential skills and abilities necessary to successfully complete the requirements of the curriculum either with or without reasonable accommodations for any disabilities the individual may have.

Note: The use of an intermediary that, in effect, requires a student to rely on someone else’s power of selection and observation will not be permitted. The essential skills and abilities for the Health Science Programs are categorized in the following TECHNICAL STANDARDS:

1. **Sensory/Observational Skills:** The applicant must be able to observe a patient accurately at a distance and close at hand. Observation necessitates the functional use of all the senses.

2. **Communication:** The applicant must be able to speak, hear, and observe patients in order to elicit information, describe changes in mood, activity and posture, and perceive nonverbal communications. An applicant must be able to communicate effectively with patients and all members of the health care team. Communication includes listening, speaking, reading, as well as writing.
3. **Motor Skills:** Applicants must have sufficient motor skills to gain access to clients in a variety of care settings and to manipulate and utilize the equipment central to the assessment, as well as general and emergency treatment of patients receiving allied health practitioners' care. Such actions require coordination of both gross and fine muscular movements, equilibrium, and functional use of the senses of touch and vision.
4. **Intellectual-Conceptual, Integrative, and Quantitative Abilities:** These abilities include measurement, calculation, reasoning, analysis, and evaluation. Problem solving, the critical skill demanded of health practitioners, requires all of these abilities. In addition, the applicant should be able to comprehend three dimensional relationships and to understand the spatial relations of structures.
5. **Behavioral/Social Skills and Professionalism:** An applicant must possess the emotional health required for utilization of his/her intellectual abilities. The exercise of good judgment, the prompt completion of all responsibilities attendant to the care of patients, and the development of effective relationships with the patients, are essential skills for allied health practitioners. Applicants must be able to tolerate physically taxing workloads, and to function effectively under stress. They must be able to adapt to changing environments, to display flexibility, and to learn to function in the face of the uncertainties inherent in the clinical problems of many patients. Concern for others, integrity, interpersonal skills, interest, and motivation, are all personal qualities necessary for the practice of allied health.
6. **Environmental:** All applicants must interact with diverse patient populations, of all ages, with a range of acute and chronic medical conditions. Applicants must be able to tolerate frequent exposure to communicable diseases, toxic substances, ionizing radiation, medicinal preparations, hostile individuals, and other conditions common to the health care environment.

VII. Health Insurance

Due to potential risks, all OTA students are expected to purchase personal health insurance if they are not covered on a family policy. Rhodes State College is not responsible for any accidents or illnesses that result from student negligence during experiences in the campus or clinical laboratories.

VIII. Working While in the OTA Program

Some students continue to work while enrolled in the OTA Program, but this is dependent upon work schedule, flexibility, semester schedule, and credit hour load, as well as the student's learning style and other responsibilities. Students are required to attend all scheduled classes, and must be available for the required full-time clinical education experiences. The OTA faculty strongly recommend that a student does not work more than 10 hours per week while in the program. It is an expectation that a student will spend at least two hours of outside preparation and studying for every one credit hour.

IX. Academic Standards of the OTA Program

The grading policies of the OTA Program are more rigorous than those of Rhodes State College to ensure student competence for fieldwork (clinical) assignment. The student must earn a 75% (C) or better in every OTA course, as well as, Anatomy, Physiology I and II, Medical Terminology, and Abnormal Psychology to demonstrate achievement of prerequisite and graduation requirements. In addition the student must achieve a 75% or better on all final exams and lab practical competencies within 2 trials to achieve a final score of C or better in every OTA course.

X. Licensure and Certification Required Upon Completion of Program

After successfully completing an accredited Occupational Therapy Assistant Program, the graduate is eligible to take the National Certification Examination for the Occupational Therapy Assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a COTA. In addition, most states including Ohio require licensure to practice; however, Ohio and most other state licenses are based on passing of the NBCOT exam. After achieving licensure, the individual will be a COTA/L.

Nondiscrimination Policy

Pursuant to federal regulations and state law, it is a policy of Rhodes State College that discrimination against any individual for any reasons of race, color, religion, national origin, sex, sexual orientation, qualified disability, age (40 or older), or because he/she is a Vietnam-era veteran or a disabled veteran is specifically prohibited. Accordingly, equal opportunity will be extended to all persons. The College's admissions policies, instructional programs, extracurricular activities and employment practices will reflect this Nondiscrimination Policy. The College has appointed the individual listed below as Title IX and Section 504 compliance officers. Students who believe that they have experienced any form of discrimination, including sexual harassment, should contact: Andrea Goings, Executive Director, Human Resources, Title IX Coordinator Public Service Building, 419-995-8302, goings.a@Rhodes.State.edu.

Rhodes State College

4240 Campus Drive

Lima, Ohio 45804

www.RhodesState.edu