

Exhibit A

TEXAS WOMAN'S UNIVERSITY SCHOOL OF OCCUPATIONAL THERAPY DOCTORAL CAPSTONE MEMORANDUM OF UNDERSTANDING

In conjunction with the Memorandum of Agreement (the "MOA"), this Memorandum of Understanding (the "MOU") specifies the unique conditions, contributions, and outcomes of an occupational therapy doctoral student's Capstone Experience. This MOU is between Texas Woman's University School of Occupational Therapy Entry-Level Occupational Therapy Doctoral Program ("TWU SOT") located at 5500 Southwestern Medical Ave, Dallas, TX, 75235 and City of Mission, Texas located at 1201 E 8th St, Mission, TX 78572. Community partners at the Capstone Agency agree to have the occupational therapy doctoral learner (the "Student") participate in the Capstone Agency's programming and services for the Student's capstone experience as a requirement for completion of their doctoral degree. This Capstone Experience will begin on 01/13/2025 and end on 04/19/2025.

Date of original MOU: 08/02/24

If the circumstances surrounding this Capstone Experience evolve and/or change **and** the terms and conditions of this MOU are no longer applicable or relevant *to the method of outcomes assessment*, then modifications and/or additions to the MOU will be necessary. See Exhibit B for *amendment* template and Exhibit C for *addendum* template.

Date(s) of MOU amendment/addendum:

SECTION A: Stakeholders of the Capstone Experience.

The following individuals are identified as primary stakeholders who possess vested interests in and evaluative privileges of the outcomes of this Capstone Experience:

Stakeholder 1: The Student

Name: Ithaly Vega

Email: ivega1@twu.edu

Phone: 956-801-9344

Focused Area(s) of Study: Education and Program & Policy Development

Specialty Topic and/or Skill: Autism & Sensory areas

Professional Mission Statement: As a dedicated student at TWU's Occupational Therapy Doctoral program, I strive to enhance the field of OT through engaging in continued learning, providing assistance to all and in increasing the knowledge on the ever growing benefits of OT in the community. With the use of evidence based practice, my mission is to enhance the quality of life for individuals of all ages through the development and implementation of therapeutic interventions, and by providing sensory supports that advance independence and well-being within the community.

Stakeholder 2: The Faculty Mentor

Name and Credentials: Linda Barnett, OTD, MA, OTR

Title: Assistant Clinical Professor and Fieldwork Associate

Email: lindabarnett@twu.edu

Phone: 214-689-7761

Statement of Expertise: Dr. Linda Barnett has 28 years of experience in occupational therapy with a specialization in early intervention of 21 years. Her expertise in leadership extends several years as an active leader in state and national occupational therapy associations. She has been a professor at TWU since 2019 and an Academic Fieldwork Coordinator Faculty Associate since 2021. Dr. Barnett is actively involved in her local community and is engaged in the Dallas Sensory Consortium providing consultation to agencies partnering with Texas Woman's University to meet the needs of individuals with neurodevelopmental disorders.

Stakeholder 3: The Agency Mentor

Name and Credentials: Yenni Espinoza

Title: Library Director

Email: sml_director@missiontexas.us

Phone: 956-580-8750

Statement of Expertise: As the library director, my main goal is to oversee and manage the library's resources, services, and operations to encourage literacy, lifelong learning, and community involvement. My duties include creating strategic plans and budgets, managing and developing staff, handling collection development and management, organizing events and programs to cater to diverse audiences, engaging with the community and creating partnerships, fundraising, and writing grants, integrating technology and innovating, ensuring excellent customer service and user experience, and promoting equity, diversity, and inclusion in all aspects of library services. By fulfilling this mission, I aim to contribute to the community's educational, cultural, and economic growth and make the library a lively hub for discovery and connection.

Stakeholder 4: Doctoral Capstone Coordinator

Name and Credentials: Lisa Griggs-Stapleton, PhD, OTR

Title: Associate Professor, Doctoral Capstone Coordinator

Email: lgriggsstapleton@twu.edu

Phone: 214-689-7761

See Appendix A for verification of Mentor expertise.

SECTION B: Description of Doctoral Capstone Experience and Project.

Title of Doctoral Capstone Project: Adaptive Libraries: Enhancing multi-sensory inclusivity in libraries

Description of Doctoral Capstone Project: Increasing inclusivity and accessibility in libraries to assist in decreasing limitations and difficulties faced by individuals with autism when accessing

these institutions. Planning and implementing sensory supports in libraries and providing advanced resources to the site.

SECTION C: Individualized Goals, Collaborative Objectives, and Mutual Outcomes.

The goals identified in this section are unique to the Student's focused area(s) of study and desired specialization of this Capstone Experience. The objectives included with these goals are reflective of collaboration between all Stakeholders to ensure outcomes and deliverables are mutually beneficial.

Experience Goal:

Objective #1: Increase sensory supports within the library through the creation of a sensory room

Action Items: Acquire items, adjust room to meet sensory needs of children with ASD, address needs for children in ASD population

Outcomes and Deliverables: Completed sensory space/room

Specific Outcomes Measure: Satisfaction Survey

Objective #2: Develop and implement advanced sensory integration activities for children with autism spectrum disorder

Action Items: Address needs for children in ASD population, completion of activity

Outcomes and Deliverables: Sensory inclusive butterfly garden

Specific Outcomes Measure: Feedback form

Objective #3: Staff training

Action Items: Develop training/education PowerPoint, address need for education on topic

Outcomes and Deliverables: PowerPoint presentation and digital education manual to increase staff knowledge and understanding.

Specific Outcomes Measure: Feedback form, quiz at the end.

Objective #4: Increase knowledge of autism & sensory sensitivities within the community

Action Items: Address need for increased education within the community to increase knowledge/awareness

Outcomes and Deliverables: Education handout, translated in English and Spanish.

Specific Outcomes Measure: Survey

For measuring success of these goals, objectives, outcomes, and other deliverables, please see the Student-Specific Outcomes Measure in Appendix B.

SECTION D: Sustainability Plan of Capstone Outcomes.

To promote continuity of the outcomes of this capstone experience, the following sustainability plan will set processes, procedures and/or resources in place for members of the Capstone Agency to employ.

The agency will be provided a copy of the needs assessment results, a digital program manual with resources, program materials and program dissemination PPT. This is with the hope that the program will continue and have longevity after initial implementation through the assistance of the agency, their faculty and any future capstone students.

SECTION E: Dissemination Plan.

The Student will disseminate the findings and outcomes of the capstone experience according to the following preferences and requirements of TWU SOT and the Capstone Agency:

TWU SOT Dissemination: The student will disseminate capstone experience and project during an on campus event at Texas Woman's University School of Occupational Therapy in Dallas at the end of spring semester 2024 in poster and/or oral presentation. Date and forum will be announced in the future.

Capstone Agency Dissemination: The student will disseminate capstone project to community partners/key stakeholders by week 14 of spring semester 2024. The student will work in collaboration with faculty mentor and community partner on specifics of project dissemination once on site in January 2024.

Other Methods of Dissemination: N/A

SECTION F: Roles and Responsibilities of Stakeholders.

Each stakeholder identified in this MOU will fulfill their roles and responsibilities described in this section.

The Student

As a **doctoral student** of the TWU SOT by efficiently utilizing the knowledge gained from this OTD program to develop a significant capstone project.

As a **mentee** to Faculty and Agency Mentors by being open to feedback and ensuring open communication with mentors.

As a **representative of TWU SOT** by representing the mission that TWU has, maintaining integrity and honesty.

As a **representative of the Capstone Agency** by remaining engaged, exhibiting excellent time management skills, working well within a team, and fostering a collaborative environment.

As a **collaborator** with stakeholders within this MOU by being open, adaptable and readily available to ensure the success of this capstone project.

The Faculty Mentor

As a **mentor** for the Student by providing feedback on capstone project goals and objectives.

As the **point of contact** for the Student and the Agency Mentor by facilitating communication between site, site mentor, and student when needed.

As a **collaborator** with stakeholders within this MOU by working in conjunction with the student, site mentor, and Doctoral Capstone Coordinator to finalize the Doctoral Capstone Memorandum of Understanding and to provide feedback on capstone project goals and objectives.

The Agency Mentor(s):

As a **mentor and/or supervisor** for the Student by providing feedback on capstone project goals and objectives and on-site mentorship by sharing information, advice, and guidance on project progress.

As the **point of contact** for the Student and the Faculty Mentor by providing access to organization, program participants, key stakeholders, and pertinent participant information.

As a **collaborator** with stakeholders within this MOU by working in conjunction with the student, site mentor, and Doctoral Capstone Coordinator to finalize the Doctoral Capstone Memorandum of Understanding and to provide feedback on capstone project goals and objectives.

The Doctoral Capstone Coordinator:

As the **responsible party** for ensuring compliance with meeting Accreditation Council for Occupational Therapy Education standards for the doctoral capstone by procuring and/or appraising required documentation for the preparation, process, and completion of this Capstone Experience.

As a **representative of TWU SOT** by providing outreach to community partners for orientation to and additional education about the Capstone Experience.

As a **support person** for the Student, Faculty Mentor, and Agency Mentor by being accessible through identified communication methods within this MOU and providing assistance per request of stakeholder.

SECTION G: Mentoring and Supervision Plans.

The Student will coordinate and participate in regular and scheduled mentoring or supervision meetings with Faculty and Agency Mentors according to the Mentors' preferences and abilities and in consideration of the Student's needs.

Mentoring/Supervision with Faculty Mentor:

- Meeting once/week or every other week throughout the 14 weeks, unless more frequent meetings are required to discuss specific needs or issues.
- Meetings will take place face-to-face, by zoom, phone, or other agreed

upon communication method.

- Faculty mentor will provide verbal and/or written guidance and feedback with both traditional one on one and distance mentoring through electronic communication.
- Faculty mentor will evaluate student at midterm and at the end of the capstone project; evaluation form to be provided.

Mentoring/Supervision with Agency Mentor(s):

- Meeting every other week/once a month throughout the 14 weeks, unless more frequent meetings are required to discuss specific needs or issues.
- Meetings will take place face-to-face, by zoom, phone, or other agreed upon communication method.
- Agency mentor will provide verbal and/or written guidance and feedback with both traditional one on one and distance mentoring through electronic communication.
- Agency mentor will evaluate student at midterm and at end of capstone project; evaluation form to be provided.

SECTION H: Timeline and Phases.

The Capstone Experience will occur over a minimum of **fourteen (14) consecutive weeks** for a **minimum of 560 hours**. *All of this time will be directly applicable to the outcomes of this Capstone Experience unless permitted otherwise through Faculty and Agency Mentor agreement.* See Appendix C for Time and Supervision Log.

The following time line describes a tentative but anticipated progression of the Capstone Experience:

Phase 1: Getting started

Week 1: Meet with Capstone agency mentor and staff to discuss and understand needs, conduct thorough needs assessment, establish clear goals/objectives, and develop daily schedule/plan.

Week 2: Develop list of required resources, materials, budget estimates, and develop design plan for sensory room.

Week 3: Acquire materials needed for sensory room, and sensory activities. Begin assembling resources for education handouts/staff education PPT on sensory inclusivity practices.

Phase 2: Beginning to meet goals and objectives

Week 4: Begin implementation of sensory supports in designated sensory room.

Week 5: Create signage for sensory room/activities, and continue to develop sensory areas.

Week 6: Progress sensory butterfly garden activity development, create surveys and feedback forms.

Phase 3: Meeting goals and objectives

Week 7: Complete education handouts and complete staff education PPT.

Week 8: Present staff education PPT and translate education handout, continue working on sensory room & activities.

Week 9: Complete sensory room, provide feedback survey and print education handout to be provided at the library

Phase 4: Finishing goals, objectives, and outcomes/deliverables

Week 10: Continue to work on digital education manual, complete sensory activities (butterfly garden), post signage.

Week 11: Collect feedback data from staff and patrons on sensory supports provided.

Week 12: Make any adjustments to sensory supports based on patron and agency feedback collected.

Phase 5: Wrapping up and finalizing MOU terms/conditions

Week 13: Gather all results from all feedback forms and surveys, complete digital education manual.

Week 14: Project dissemination with capstone agency, ensure goals and objectives were met/followed.

SECTION I: Statement of Authorship.

The stakeholders within this MOU agree to the following statement of *authorship*: to be determined and amended in collaboration with all key stakeholders once student is onsite.

SECTION J: Statement of Ownership.

The stakeholders within this MOU agree to the following statement of *ownership*: to be determined and amended in collaboration with all key stakeholders once student is onsite.

SECTION K: Signatures of Agreement, Authorization, and Execution.

By my signature, I confirm that this MOU was created in collaboration with TWU SOT and Capstone Agency stakeholders, and I agree to uphold terms and conditions stated in this MOU.

Student	
Printed/typed name: Ithaly Vega	
Signature: Ithaly Vega	Date: 08/01/24
Faculty Mentor	
Printed/typed name:	
Signature:	Date:
Agency Mentor	
Printed/typed name:	
Signature:	Date:
Doctoral Capstone Coordinator	
Printed/typed name:	
Signature:	Date:

Appendix A: Verification of Mentor Expertise

The following documentation verifies that this Mentor possesses expertise related to the Student's focused area(s) of knowledge and/or specialized topic or skill.

Appendix B: Student-Specific Outcomes Measure (template)

Capstone Experience Information
Student:
Faculty Mentor: Linda Barnett
Agency Mentor:
Capstone Agency:
Title of Capstone Project:
Capstone Focus Area(s):
Specialty Topic/Skillset:
Dates of Capstone Experience:

TWU SOT Components of Relative Mastery	Assessment of Student-Specific Outcomes per Outcomes Measure Criteria	Met or Not Met
Performance Goal:		
Objective:		
Objective:		
Professional Reasoning Goal:		
Objective:		
Objective:		
Experience Goal:		
Objective:		
Objective:		
Comments (optional):		

Declaration of Success
The goals, objectives, outcomes, and other terms and conditions set forth on this MOU—to which all stakeholders have agreed— <i>have been met and are deemed satisfactory</i> . This declaration provides evidence of the Student’s Relative Mastery of in-depth knowledge in their focused area(s) of study and desired specialization.
OTD Student Signature and Date:
Faculty Mentor Signature and Date:
Agency Mentor Signature and Date:

Appendix C: Time and Supervision Log (template)

ACOTE Standard D.1.5 requires a minimum of 560 hours over a minimum of 14 weeks for a Capstone Experience (40 hours/week for 14 weeks). All actions and events that occur during this time will be directly applicable to the outcomes of this Capstone Experience per MOU unless permitted otherwise through Faculty and Agency Mentor agreement.

Week # __	Actions/Events Related to MOU	Mentor Supervision (“F” = Faculty; “A” = Agency)	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours for Week ____			
Week # __	Actions/Events Related to MOU	Mentor Supervision (“F” = Faculty; “A” = Agency)	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours for Week ____			
Week # __	Actions/Events Related to MOU	Mentor Supervision (“F” = Faculty; “A” = Agency)	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Total Hours for Week ____			

Exhibit B

AMENDMENT TO MEMORANDUM OF UNDERSTANDING

Date of amendment:

Section(s) of MOU requiring modification(s) to terms and conditions:

Proposed modification(s):

Justification/reasoning for proposed modification(s):

By my signature, I indicate my review, understanding, and agreement of the proposed modification(s) as an **amendment** to the current Memorandum of Understanding.

Student	
Printed/typed name:	
Signature:	Date:
Faculty Mentor	
Printed/typed name:	
Signature:	Date:
Agency Mentor	
Printed/typed name:	
Signature:	Date:

Exhibit C

ADDENDUM TO MEMORANDUM OF UNDERSTANDING

Date of addendum:

Section(s) of MOU requiring addition(s) to terms and conditions:

Proposed addition(s):

Justification/reasoning for proposed addition(s):

By my signature, I indicate my review, understanding, and agreement of the proposed addition(s) as an **addendum** to the current Memorandum of Understanding.

Student	
Printed/typed name:	
Signature:	Date:
Faculty Mentor	
Printed/typed name:	
Signature:	Date:
Agency Mentor	
Printed/typed name:	
Signature:	Date: