

**THE UNIVERSITY OF SOUTH DAKOTA
DEPARTMENT OF OCCUPATIONAL THERAPY**

Professional Image Policy/Dress Code

POLICY

Our appearance and presentation are powerful tools for making a positive impression and showing respect for self and others. As a representative of the Occupational Therapy Program, students contribute to the public image of our department and the profession of occupational therapy. This requires special attention to your appearance and clothing choices.

PROCEDURE

Students will be notified of the acceptable attire guidelines for specific contexts (clinic/fieldwork/clinic simulation/guest presenter; classroom; lab; and professional presentation) in the annual *USD OT Student Handbook* and course syllabi. When the Course Director/Course Instructor or Adjunct Instructor observes inappropriate dress, one warning will be issued. In the event of a second warning, the student will be expected to go home and change. If class is missed, a leave slip will need to be completed and may result in a deduction in course grade (see Leave Policy). The USD OT Progress & Conduct Committee may place a student on professional probation, if the Professional Image Policy is routinely violated.

The tables that follow outline specific attire for each setting. For all experiences outside of the classroom, students will comply with the Clinic/FW dress code. Exceptions to professional dress at specific Level II Fieldwork experiences may exist, and in those cases students are expected to conform to the dress requirements of the setting. Dress codes are usually written in consideration of the clients served, the types of services provided, the type of facility, safety, and so as not to distract from the services delivered or to offend clients, families, or other staff.

The Occupational Therapy Program considers t-shirts with sexual, alcohol or drug-related expressions to be offensive at **all** times, including after hours, outside the classroom, lab, or clinic environment.

**The University of South Dakota Occupational Therapy
Classroom Dress**

Work Attire	Expected	Unacceptable
Pants/ Skirts or dresses	<p>Pants for Women and Men:</p> <ul style="list-style-type: none"> • Khakis, Chinos, Wool Blend, Linen, Cotton, Twill, Corduroy, Knit, Polyester • Denim without frayed hems, dark dye, no holes/distressed areas <p>Skirts/Dresses:</p> <ul style="list-style-type: none"> • Hems no shorter than 3 finger widths above the knee • Modest neckline <p>Shorts & Capris:</p> <ul style="list-style-type: none"> • Capris – dress, not carpenter/cargo style • Dress shorts must be at least the length of the tip of the middle finger when arms are extended at the side (without elevating shoulders) 	<p>Pants for Women and Men:</p> <ul style="list-style-type: none"> • Spandex/stretch tights • Sweat or jogging pants, yoga pants • Bib overalls • Carpenter/cargo pants • Pants that are too loose at the waist/too low riding at the hips and reveal undergarments or skin when squatting down • Pants with frayed hems or holes <p>Skirts/Dresses:</p> <ul style="list-style-type: none"> • Spaghetti straps • Shorter than length described <p>Shorts & Capris:</p> <ul style="list-style-type: none"> • Carpenter/cargo style • Gym shorts • Jean shorts • Any shorter than length described at left
Shirts/Blouses/ Sweaters	<ul style="list-style-type: none"> • Long-or short-sleeved blouses • Sleeveless dresses and tops are acceptable if modest • Dress shirts • Long or short sleeved sweaters, cardigans, vests • Long or short sleeved shirts (such as Polo shirts, Henley, Turtlenecks) • Appropriate, modest neckline with midriff and back coverage • Neat, clean, conservative, practical, dignified, safe, and appropriate for duties • On game days, we encourage official USD "business casual" athletic wear that meets the criteria above. 	<p>Fabrics:</p> <ul style="list-style-type: none"> • Lace, Sheer, Leather <p>Shirts:</p> <ul style="list-style-type: none"> • T-shirts • Camisoles • Sweatshirts • Spaghetti Straps • Shirts that reveal back, midriff, or cleavage when reaching or bending • Form fitting/immodest shirts
Under garments	<ul style="list-style-type: none"> • Discrete and modest 	<ul style="list-style-type: none"> • Bright and/or noticeable colors, patterns or lines • Undergarments should not be visible when bending or reaching (please check!)
Foot Attire	<ul style="list-style-type: none"> • Clean • Leather/leather-like shoes or boots (Clogs, Casual dress shoes, Flats) • Athletic shoes • Sandals • Heels or wedges no more than 2 ½" high 	<ul style="list-style-type: none"> • Flip flops • Hiking boots • Slippers • Heels greater than 2 ½" • Bare feet
Accessories	<ul style="list-style-type: none"> • Watch • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Baseball caps • Elaborate jewelry • Artificial nails
Grooming	<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut, styled, worn safely (pulled back) during patient care • Facial hair should be neatly trimmed • Nails – trimmed, clean, and well groomed; conservative nail polish 	<ul style="list-style-type: none"> • Perfumes or colognes • Discernible body odor

**The University of South Dakota Occupational Therapy
Clinic/FW/Clinic Simulation/Guest Presenter Dress**

Work Attire	Expected	Unacceptable
Pants/ Skirts or dresses	Pants for Women and Men: <ul style="list-style-type: none"> • Khakis, Chinos, Wool Blend, Linen, Cotton, Twill, Corduroy, Knit, Polyester 	Pants for Women and Men: <ul style="list-style-type: none"> • Spandex/stretch tights • Sweat or jogging pants, yoga pants • Bib overalls • Carpenter/cargo pants • Pants that are too loose at the waist/too low riding at the hips and reveal undergarments or skin when squatting down • Pants with frayed hems or holes Skirts/Dresses Shorts & Capris
Shirts/Blouses/ Sweaters	<ul style="list-style-type: none"> • Tailored shirts with a collar and sleeve • Tank tops – when worn under a blouse • Dress shirts • Long or short sleeved sweaters, cardigans, vests • Long or short sleeved shirts (such as Polo shirts, Henley, Turtlenecks) • Appropriate, modest neckline with midriff and back coverage • Neat, clean, conservative, practical, dignified, safe, and appropriate for duties 	Fabrics: <ul style="list-style-type: none"> • Lace, Sheer, Leather Shirts: <ul style="list-style-type: none"> • T-shirts • Tank tops alone without cover • Camisoles • Sweatshirts • Spaghetti Straps • Shirts that reveal back, midriff, or cleavage when reaching or bending • Form fitting/immodest shirts
Under garments	<ul style="list-style-type: none"> • Discrete and modest • Hose or socks are mandatory 	<ul style="list-style-type: none"> • Bright and/or noticeable colors, patterns or lines • Undergarments should not be visible when bending or reaching (please check!)
Foot Attire	<ul style="list-style-type: none"> • Clean • Closed-toe • Leather/leather-like shoes or boots (Clogs, Casual dress shoes, Flats) 	<ul style="list-style-type: none"> • Flip flops • Hiking boots • Slippers • Open-toed shoes • Bare feet
Accessories	<ul style="list-style-type: none"> • Watch • ID badge • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Baseball caps • Elaborate jewelry • Artificial nails • Cell phones, personal pagers
Grooming	<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut, styled, worn safely (pulled back) during patient care • Facial hair should be neatly trimmed • Nails – trimmed, clean, and well groomed; conservative nail polish 	<ul style="list-style-type: none"> • Perfumes or colognes • Discernible body odor


**The University of South Dakota Occupational Therapy
Professional Presentation Dress**

Work Attire	Expected	Unacceptable
Pants/Skirts/Dresses	<ul style="list-style-type: none"> • Men: Dress slacks, suits or suit separate (sport coat) <ul style="list-style-type: none"> • When presenting only to each other and faculty, you may omit the sport coat or suit jacket. • Women: Dress pants or dress/skirt no shorter than 3 finger widths above the knee, suit ensemble or suit separate jacket <ul style="list-style-type: none"> • When presenting only to each other and faculty you may omit the suit jacket 	<ul style="list-style-type: none"> • Khakis, chinos, carpenter/cargo pants • Ill-fitting slacks/pants that are too low riding at the hips and reveal undergarments or skin when bending over or squatting down • Acceptable attire that is wrinkled, soiled, tattered or has holes
Shirts/Blouses	<ul style="list-style-type: none"> • Men: Professional button down shirt with tie <ul style="list-style-type: none"> • When presenting only to each other and faculty, you may omit the tie • Women: Modest business style shirt 	<ul style="list-style-type: none"> • Shirts that are ill-fitting that reveal back, midriff, or cleavage • Acceptable attire that is wrinkled, soiled, tattered or has holes
Under garments	<ul style="list-style-type: none"> • Discrete and modest 	<ul style="list-style-type: none"> • Undergarments should not be visible when bending or reaching (please check!)
Foot Attire	<ul style="list-style-type: none"> • Clean, polished • Dress shoes with heels 2 ½" or less 	<ul style="list-style-type: none"> • Flip flops • Sandals
Accessories	<ul style="list-style-type: none"> • Watch • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Elaborate jewelry • Artificial nails
Grooming	<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut, styled, worn safely (pulled back) during patient care • Facial hair should be neatly trimmed • Nails – trimmed, clean, and well groomed; conservative nail polish 	<ul style="list-style-type: none"> • Perfumes or colognes • Discernible body odor

**The University of South Dakota Occupational Therapy
Lab Dress – Class of 2019**

Work Attire	Expected	Unacceptable
Pants/Shorts	<ul style="list-style-type: none"> • Purchased black shorts with SHS logo • Purchased USD OT logo sweat pants 	<ul style="list-style-type: none"> • Any attire other than SHS black shorts & sweatpants • Ill-fitting shorts or pants that are too low riding at the hips and reveal undergarments or skin when bending over or squatting down • Acceptable attire that is soiled, tattered or has holes
Shirts/Jackets	<ul style="list-style-type: none"> • Purchased red shirts with SHS logo through approved vendor • Purchased SHS racerback tank for women • Purchased black USD OT logo jacket through approved vendor • Black sports bra 	<ul style="list-style-type: none"> • Any attire other than indicated to the left • Shirts that are ill-fitting that reveal back, midriff, or cleavage when reaching or bending • Sports bra for women that is not racerback • Acceptable attire that is soiled, tattered or has holes
Under garments	<ul style="list-style-type: none"> • Discrete and modest 	<ul style="list-style-type: none"> • Bright and/or noticeable colors, patterns or lines • Undergarments should not be visible when bending or reaching (please check!)
Foot Attire	<ul style="list-style-type: none"> • Clean • Closed toed • Athletic shoes • Leather/leather-like shoes or boots (Clogs, Casual dress shoes, Flats) 	<ul style="list-style-type: none"> • Flip flops • High heels • Hiking boots • Slippers • Bare feet, unless instructed otherwise
Accessories	<ul style="list-style-type: none"> • Watch • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Baseball caps • Elaborate jewelry • Artificial nails
Grooming	<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut, styled, worn safely (pulled back) during patient care • Facial hair should be neatly trimmed • Nails – trimmed, clean, and well groomed; conservative nail polish 	<ul style="list-style-type: none"> • Perfumes or colognes • Discernible body odor

**The University of South Dakota Occupational Therapy
Lab Dress – MS Class of 2017 and OTD Class of 2018**

Work Attire	Expected	Unacceptable
Pants/Shorts	<ul style="list-style-type: none"> Purchased black shorts with SHS logo Black sweat pants or USD/Coyote logo sweat pants, such as 	<ul style="list-style-type: none"> Any attire other than SHS black shorts and black/USD sweatpants Yoga pants Ill-fitting shorts or pants that are too low riding at the hips and reveal undergarments or skin when bending over or squatting down Acceptable attire that is soiled, tattered or has holes
Shirts/Jackets	<ul style="list-style-type: none"> Purchased red shirts with SHS logo through approved vender Black fleece jacket or USD/Coyote logo jacket Purchased racerback tank and/or black sports bra for women 	<ul style="list-style-type: none"> Any attire other than indicated to the left Shirts that are ill-fitting that reveal back, midriff, or cleavage when reaching or bending Tank or sports bra for women that is not racerback Acceptable attire that is soiled, tattered or has holes
Under garments	<ul style="list-style-type: none"> Discrete and modest 	<ul style="list-style-type: none"> Bright and/or noticeable colors, patterns or lines Undergarments should not be visible when bending or reaching (please check!)
Foot Attire	<ul style="list-style-type: none"> Clean Closed toed Athletic shoes Leather/leather-like shoes or boots (Clogs, Casual dress shoes, Flats) 	<ul style="list-style-type: none"> Flip flops High heels Hiking boots Slippers Bare feet, unless instructed otherwise
Accessories	<ul style="list-style-type: none"> Watch Appropriate and conservative jewelry 	<ul style="list-style-type: none"> Baseball caps Elaborate jewelry Artificial nails
Grooming	<ul style="list-style-type: none"> Clean and neat Hair neatly cut, styled, worn safely (pulled back) during patient care Facial hair should be neatly trimmed Nails – trimmed, clean, and well groomed; conservative nail polish 	<ul style="list-style-type: none"> Perfumes or colognes Discernible body odor