

**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.

Classroom Dress

Pants

Acceptable

- Khakis
- Chinos
- Wool blend
- Linen
- Cotton
- Denim jeans in good condition with no holes, frays, etc. and modest fit
- Twill
- Corduroy
- Knit
- Polyester
- Capris

Unacceptable

- Denim jeans in ill-repair or ill-fitting
- Spandex/stretch tights
- Sweat or jogging pants
- Bib overalls
- Shorts
- Pants with frayed hems or holes
- Pants that are too loose at the waist/too low riding at the hips and reveal undergarments or skin when squatting down

Skirts/Dresses

Acceptable

- Hems at knee length
- Modest neckline

Unacceptable

- Spaghetti straps
- Shorter than knee length

Shirts/Blouses/Sweaters

Acceptable

- Long-or short-sleeved blouses
- Tank tops under 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
- On game days, we encourage official USD "business casual" athletic wear that meets the criteria above

Unacceptable

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| <p>Shirts:</p> <ul style="list-style-type: none"> • T-shirts • Tank tops alone without cover • Camisoles • Sweatshirts • Spaghetti Straps • Shirts that are ill-fitting that reveal back or midriff • Shirts that are too low cut in the front • Form fitting/immodest shirts | <p>Fabrics:</p> <ul style="list-style-type: none"> • Lace • Sheer • Leather |
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Undergarments

Acceptable

- Discrete and modest

Unacceptable

- Bright and/or noticeable colors, patterns or lines
- Undergarments should not be visible when bending or reaching (please check!)

Foot Attire

Acceptable

- Clean
- Leather/leather-like shoes or boots (Clogs, Casual dress shoes, Flats)
- Closed toed
- Athletic shoes
- Sandals

Unacceptable

- Flip flops
- Hiking boots
- Slippers

Accessories	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Watch (silenced to avoid personal phone calls/texts) • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Baseball caps • Elaborate jewelry • Artificial nails
Grooming	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut and styled • Long hair pulled back • 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
Laboratory Dress	
Slacks/Pants	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Plain black or red shorts and pants • Purchased black shorts and black pants with approved SHS or USD OT logo through approved vendor 	<ul style="list-style-type: none"> • Any other attire than plain red or black shorts and pants • Any attire with a logo other than the approved department logo • 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	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Plain black or red shirt • Purchased red shirts with approved SHS or USD OT logo through approved vendor • Purchased jacket or fleece with SHS or USD OT logo through approved vendor • Sports bra or tank top <ul style="list-style-type: none"> ○ A racerback style may be required for some labs 	<ul style="list-style-type: none"> • Any other attire than SHS red t-shirt or red long sleeve shirt • Shirts that are ill-fitting that reveal back or midriff (unless required for lab) • Shirts that are too low cut in the front • Acceptable attire that is soiled, tattered or has holes
Undergarments	
<i>Acceptable</i>	<i>Unacceptable</i>
<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	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Clean • Leather/leather-like shoes or boots (Clogs, Casual dress shoes, Flats) • Closed toed • Athletic shoes • Sandals 	<ul style="list-style-type: none"> • Flip flops • High heels • Hiking boots • Slippers
Accessories	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Watch (silenced to avoid personal phone calls/texts) • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Baseball caps • Elaborate jewelry • Artificial nails
Grooming	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut and styled • Long hair pulled back 	<ul style="list-style-type: none"> • Facial hair should be neatly trimmed • Nails – trimmed, clean, and well groomed; conservative nail polish
Professional Presentation Dress	
Slacks/Pants	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Dark colored slacks or knee-length skirt, suits or suit separate 	<ul style="list-style-type: none"> • Khakis • 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/Jackets	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Professional button-down shirt with tie or modest business style shirt • Sport or business coat 	<ul style="list-style-type: none"> • Shirts that are ill-fitting that reveal back or midriff • Shirts that are too low cut in the front • Acceptable attire that is wrinkled, soiled, tattered or has holes • Polo shirts or other “business casual” shirts
Undergarments	
<i>Acceptable</i>	<i>Unacceptable</i>
<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	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Clean, polished • Dress shoes 	<ul style="list-style-type: none"> • Flip flops • Sandals • Hiking boots • Slippers
Accessories	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Watch (silenced to avoid personal phone calls/texts) • Appropriate and conservative jewelry 	<ul style="list-style-type: none"> • Baseball caps • Elaborate jewelry
Grooming	
<i>Acceptable</i>	<i>Unacceptable</i>
<ul style="list-style-type: none"> • Clean and neat • Hair neatly cut and styled • Facial hair should be neatly trimmed • Nails – trimmed, clean, and well groomed; conservative nail polish • Conservative make-up 	<ul style="list-style-type: none"> • Perfumes or colognes • Discernible body odor