

Supplemental Application

Master's Degree
in Occupational
Therapy Program



College of Health Professions
Department of Occupational Therapy
and Occupational Science

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The information in the Occupational Therapy Supplemental Application is current as of January 2008. Please check the Occupational Therapy website (www.towson.edu/ot) or call the College of Health Professions Admissions Coordinator at 410-704-2653 for the most up-to-date information.

Program Description

The Master's Degree in Occupational Therapy Program is designed to prepare graduates to assume key roles in clinical practice, research, education, or administration. Occupational therapists' responsibilities in these roles are to assure high quality services for client groups and to advance the practice of occupational therapy.

Incoming students can select one of two tracks, depending on whether they are already occupational therapists.

- **Post-Professional Master's Degree Program (for Occupational Therapists)**
- **Professional Master's Degree Program (for Non-Occupational Therapists)**

Occupational Therapy Assistants (OTAs) Application Procedures

OTAs who would like to pursue an occupational therapy degree can do so via an application to the Combined BS/MS Program. Those OTAs who have earned a BS degree may apply to the Professional Master's Degree Program. Please contact the College of Health Professions Admissions Coordinator at 410-704-2653 for assistance in selecting the best program to meet your needs.

Post-Professional Master's Degree Program (for Occupational Therapists)

This program consists of a total of 36 hours of required and elective courses, with or without a thesis. Students may specialize in pediatrics, gerontology, education, administration/supervision, or another approved specialty. For more information, contact:

S. Maggie Reitz, Ph.D, OTR/L, FAOTA
Chairperson and Post-Professional MS
Program Director
410-704-2762
mreitz@towson.edu

Professional Master's Degree Program (for Non-Occupational Therapists)

The major in occupational therapy is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4729 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is 301-652-AOTA. Graduates of the program are able to sit for the National Certification Examination for the Occupational Therapist administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT). (People convicted of felonies may be unable to sit for the certification exam and should inquire in advance of program entry regarding eligibility.) After successful completion of this exam, the individual is an Occupational Therapist, Registered (OTR). Many states require licensure as well as initial registration in order to practice.

Once certified as an occupational therapist, the individual is qualified to seek employment in a variety of settings such as hospitals, rehabilitation facilities, community centers, nursing homes, schools, early intervention programs or in private practice settings. Salaries compare favorably with other allied health professionals.

The program is a 3-year, full-time program starting in the fall semester. Students must adhere to the academic standards outlined in the *Graduate Catalog*.

Because this program is designed for persons without an occupational therapy degree, undergraduate prerequisite coursework in occupational therapy is required in addition to graduate level coursework in occupational therapy. The full-time program is a year-round program that includes six months in two, full-time internships (Level II Fieldwork*) where students apply the theoretical knowledge and skills appropriate to an entry-level professional occupational therapist. Most sites for these internships are in the mid-Atlantic area, but arrangements can also be made in other locations if openings are available. For more information on this program, contact:

Sonia Lawson, PhD, OTR/L
Professional Education Program
Director
410-704-2313
slawson@towson.edu

**All Level II Fieldwork is completed within 24 months of completion of academic course preparation*

Completing the Program on a Part-time Basis

Students may complete the program on a part-time basis. Individual plans of study are created. Approximately 5 years is needed to complete the program part-time. Students must have the flexibility to take courses during the daytime hours 2-3 times per week. Evening courses are not guaranteed. In addition, students are required to complete 2 full time internships (Level II Fieldwork*) where students apply the theoretical knowledge and skills appropriate to an entry-level professional occupational therapist. Most sites for these internships are in the mid-Atlantic area, but arrangements can also be made in other locations if openings are available. It is highly recommended that students discuss these clinical requirements with their employers prior to beginning the program on a part-time basis to ensure that the needed time away from work is granted. For more information on this option, contact:

Sonia Lawson, PhD, OTR/L
Professional Education Program
Director
410-704-2313
slawson@towson.edu

**All Level II Fieldwork is completed within 24 months of completion of academic course preparation*

Post Professional Master's Degree Program for Occupational Therapists

Application Requirements

Step 1: Before you apply

Applicants who are already occupational therapists must meet all of the following requirements:

- possess a bachelor's degree with a minimum 3.00 GPA for full admission or a minimum 2.50 GPA for conditional admission
- complete an accredited BS professional training program in occupational therapy
- successfully complete the National Certification Examination for Occupational Therapists administered by the National Board for Certification in Occupational Therapy, Inc. (NBCOT).

Step 2: Submit two Applications

A) The Graduate School application (including a non-refundable application fee) and official transcripts from all institutions of higher education attended.

**** The Graduate School application must be submitted first in order to process any application materials. The application may be submitted online at <http://grad.towson.edu>**

B) the Supplemental Application Master's Degree in Occupational Therapy:

- Master's Degree in Occupational Therapy Program Application Form
- three Recommendation Forms (you will need to make copies); these forms must be submitted in sealed envelopes, with the

recommender's signature across the seal

- proof of original NBCOT certification
- graduate occupational therapy admission essay for occupational therapists, using the following guidelines:

Content

Please address the following topics using narrative style:

- Describe your career as an occupational therapist to date.
- Describe the kinds of situations that are most difficult for you and why. Explain how you handle them.

Format

- The essay must be **no more** than two double-spaced, typed pages.
- The print must be 12 point font.
- Margins must be at least 1 inch on all sides.

Evaluation Criteria

- content in response to all three areas
- clarity in addressing content
- writing quality

Your essay must have the following statement with signature and date at the end. Please see sample below:

"I certify that I have written this essay, in its entirety, independently."

Applicant's Signature

Date

All application materials need to be submitted to the Graduate School:

Graduate School
Towson University
8000 York Road
Towson, MD 21252-0001

For more information regarding the application procedures, contact:

College of Health Professions
Admissions Coordinator
t. 410-704-2653
f. 410-704-2117

Admission Criteria

Occupational therapist applicants are screened after the Graduate School receives application materials on an applicant-by-applicant basis. These applicants are admitted to the occupational therapy graduate program throughout the academic year. Applicants must follow the procedures outlined below:

- submit application and transcripts to the Graduate School
- meet standards for GPA
- meet standards for scores on the three reference forms
- meet standards for scores on the admission essay

Degree Requirements

The Post-Professional Master's Degree Program for Occupational Therapists consists of 36 credits of required and elective courses, including a graduate project or thesis.

Required Courses

- OCTH 603 Issues in Occupational Therapy (3)
- OCTH 611 Advanced Theory and Philosophy of Occupation (3)
- PSYC 687 Advanced Experimental Design I (3)
- OCTH 613 Research Methods in Occupation-based Practice (3)
- OCTH 781 Graduate Seminar in Occupational Therapy (3)
- OCTH 880 Graduate Project (3)
or
- OCTH 897 Graduate Thesis (6)

Specialization Courses

Students specialize by completing 6 semester hours in pediatrics, gerontology, education, administration/supervision, or other related specialty.

Pediatrics

- OCTH 623 Evaluation in Pediatric Occupational Therapy (3)
- OCTH 633 Occupational Therapy Treatment in Pediatrics (3)
- OCTH 678 Assessment Throughout the Lifespan (3)

Gerontology

- OCTH 621 Geriatric Rehabilitation (3)
- OCTH 631 Community Gerontology (3)
- OCTH 678 Assessment Throughout the Lifespan (3)

Education

- OCTH 604 Academic and Clinical Education
Elective approved by adviser (3)

Administration/Supervision

- OCTH 605 Managing Human Resources in Occupational Therapy (3)
or
- IDHP 605 Managing Healthcare Professionals (3)
- OCTH 606 Managing Occupational Therapy Services (3)
or
- IDHP 651 Planning and Marketing Health in Business and Industry (3)

Electives

(9-12 semester hours)

Students who complete the project option will have 12 credits of electives; students who complete the thesis option will have 9 credits of electives.

Please see the list of Occupational Therapy courses, which includes possible electives on page 6 of this packet.

Professional Master's Degree Program for Non-Occupational Therapists

Admission Requirements

Feb 1st is the application deadline for fall admission. (as of 2009)

Step 1: Meet the Admission Requirements

Applicants who are not certified occupational therapists must meet the following requirements:

- A. Possess a bachelor's degree with a minimum GPA of 3.00 for full admission or a 2.50 GPA for conditional admission. All GPA calculations for admission are based upon the last 60 credits of undergraduate and post-baccalaureate study.
- B. Applicants must complete the following eight admission prescreening courses with a minimum grade of C:
 - English Composition
 - Introductory Sociology
 - Introductory Psychology
 - Abnormal Psychology
 - Basic Statistics
 - Physics (including mechanics and a lab)
 - Human Anatomy and Physiology I with lab*
 - Human Anatomy and Physiology II with lab*
- By May 31st of the year of application, applicants must have completed 6 out of the 8 prescreening courses in order to be considered for admission for the fall program.
- By August 15th of the year of application, applicants admitted to the fall program must have completed all 8 prescreening courses in order to begin the program.

- A minimum grade of a C (2.00) is required for all prescreening courses. Anatomy and Physiology courses must have been completed within the last 5 years of the application deadline.

You may request an evaluation of your admission prescreening course work prior to applying to the program by submitting unofficial transcripts along with course descriptions for any courses not taken at Towson University to the Admissions Coordinator at the address below:

College of Health Professions
Admissions Coordinator
Towson University
Burdick 105
8000 York Road
Towson, MD 21252-0001

- C. Meet standards for scores on the three reference forms.
- D. Meet standards for scores on the admission essay.
- E. Complete and verify at least 30 hours of human service activity (the department's form must be used). This work or volunteer experience must have involved direct contact with people with disabilities and/or illness and/or other disadvantages. Examples include work/volunteer experience in hospitals, nursing homes, rehabilitation facilities, senior centers, drug rehabilitation programs, programs for the homeless, camps and/or attendant care for a child, an adolescent or an adult with special needs. The following experiences do not satisfy this requirement: babysitting with children who do not have disabilities and administrative/ clerical work. All 30 hours of human service activity must have been completed within two years of the screening deadline. The 30 hours must have been completed in no more than three different settings, and the applicant must have been in each setting for at least 10 hours.

Early Admission Option for Professional Master's Degree Program

Students are eligible for early admission to the program if they have:

- a 3.60 GPA (based on the last 60 credits of undergraduate course work)
- completed all except two of the pre-screening course requirements (all completed with a C (2.00) or better)
- completed the human service activity, essay, and three reference forms

Early admission is offered on a limited basis and guarantees the student a place in the next upcoming class. Students interested in this option should contact the College of Health Professions Admissions Coordinator or the Department's Professional Education Program Director.

Application Procedures

Step 2: Submit two Applications

A) The Graduate School application (including a non-refundable application fee) and official transcripts from all institutions of higher education attended.

**** The Graduate School application must be submitted first in order to process any application materials. The application may be submitted online at <http://grad.towson.edu>**

B) The Supplemental Application Master's Degree in Occupational Therapy:

- Master's Degree in Occupational Therapy Program Application Form
- Human Service Activity Verification Form
- Admission Prescreening Course Work Checklist

- Three Recommendation Forms (you will need to make copies), completed by the following people:

1. human service activity supervisor (required)
2. faculty member (who has recently taught you - recommended)
3. one or two professionals (required)

These forms must be submitted in sealed envelopes, with the recommender's signature across the seal.

- Graduate occupational therapy admission essay, using the following guidelines:

Content

Please address the following topics using narrative style:

- Explain the life experiences which have influenced your choice of occupational therapy as a career.
- Describe the kinds of situations that are most difficult for you and why. Explain how you handle them.
- Discuss how becoming an occupational therapist fits with your life goals.

Format

- The essay must be no more than two double-spaced, typed pages.
- The print must be 12 point font.
- Margins must be at least 1 inch on all sides.

Evaluation Criteria

- content in response to all four areas
- clarity in addressing content
- writing quality

Your essay must have the following statement with signature and date at the end. Please see sample below:

"I certify that I have written this essay, in its entirety, independently."

Applicant's Signature

Date

- Professional Implications of Criminal Convictions Form. This form must be signed and dated.

All application materials need to be submitted to the Graduate School:

Graduate School
Towson University
8000 York Road
Towson, MD 21252-0001

For more information regarding admission prescreening courses and other aspects of the application procedures, contact:

College of Health Professions
Admissions Coordinator
t. 410-704-2653
f. 410-704-2117

Please note application materials may be submitted any time prior to Feb 1st. Applications received after the application deadline will be marked late and will be reviewed only on a space available basis. Early submission is recommended.

Degree Requirements

The Professional Master's Degree Program for Non-Occupational Therapists consists of 59 hours of undergraduate prerequisites and 36 hours of required and elective graduate courses with or without thesis (a total of 95 credits hours of course work).

Undergraduate Prerequisite Courses

- BIOL 427 Neuromuscular Mechanisms of the Upper Body (2)
- HLTH 207 Health Care in the United States (3)
- OCTH 211 Philosophy of Occupational Therapy (3)
- OCTH 213 Small Group Dynamics (3)
- OCTH 216 Life Span Adaptation and Occupations (4)
- OCTH 217 Analysis of Occupational Performance I (4)
- OCTH 218 Analysis of Occupational Performance II (3)
- OCTH 221 Clinical Kinesiology (3)
- OCTH 313 Adult Neurological OT (3)
- OCTH 314 Psychosocial Dysfunction (5)
- OCTH 317 Adult Musculoskeletal OT (3)
- OCTH 319 Physical Dysfunction Clinical (3)
- OCTH 320 Psychosocial Function Clinical (3)
- OCTH 323 Gerontological Occupational Therapy (3)
- OCTH 325 Pediatric Occupational Therapy (4)
- OCTH 326 Pediatric Clinical (3)
- OCTH 428 Occupational Therapy Organizations in modern society (3)
- OCTH 435 Occupational Therapy Internship I (6)

Required Graduate Courses

- OCTH 536 Occupational Therapy Internship II (6)
- OCTH 603 Issues in Occupational Therapy (3)
- OCTH 611 Advanced Theory and Philosophy of Occupation (3)
- OCTH 612 Occupational Therapy Health Promotion Initiatives in the Community (3)
- OCTH 613 Advanced Research Methods in Occupation-based Practice (3)
- OCTH 678 Assessment Throughout the Lifespan (3)
- PSYC 687 Advanced Experimental Design I (3)
- OCTH 781 Graduate Seminar in Occupational Therapy (3)
- OCTH 880 Graduate Project in Occupational Therapy (3)

Electives

(6 semester hours)

Students who complete the project option will have 6 credits of electives.

Students may choose to take electives based on their area of interest that support occupational therapy practice. The department offers elective courses in the following areas including but not limited to: Administration, Education, Gerontology, Pediatrics, Physical Disabilities, and Psychosocial Occupational Therapy. Students may transfer pre-approved graduate courses (limit to 6 credits) from another university to meet elective requirements.

Graduate Occupational Therapy Course Descriptions

OCTH 536 Occupational Therapy Internship II (6)

Supervised fieldwork in occupational therapy practice. Prerequisites: OCTH 325-326, OCTH 412. S/U grading

OCTH 603 Issues in Occupational Therapy (3)

Analysis of current issues in occupational therapy. Prerequisite: consent of department.

OCTH 604 Academic and Clinical Education (3)

College/university teaching and clinical supervision strategies for the preparation of professionals in clinical discipline. Prerequisite: consent of department.

OCTH 605 Managing Human Resources in Occupational Therapy (3)

Issues and trends: in leadership, decision-making styles, productivity, professional development recruitment and retention, and performance appraisal systems. Prerequisite: consent of department.

OCTH 611 Advanced Theory and Philosophy of Occupation (3)

Analysis of the theories and philosophical assumptions underlying occupation. Prerequisite: Consent of department.

OCTH 612 Occupational Therapy Health Promotion Initiatives in the Community (3)

Theory and practice of occupational therapy in health promotion in the community with special emphasis on the cultural context of the community. Prerequisite: OCTH 611 or consent of department.

OCTH 613 Advanced Research Methods in Occupation-based Practice (3)

Application of qualitative and quantitative research methods. Prerequisite: Consent of department.

OCTH 621 Geriatric Rehabilitation (3)

Older adult assessment and rehabilitation within a variety of health care systems. Prerequisite: consent of department.

OCTH 623 Evaluation in Pediatric Occupational Therapy (3)

Theory and practice of evaluation in the area of pediatric occupational therapy. Prerequisite: consent of department.

OCTH 628 Contemporary Occupational Therapy Practice (3)

This course combines classroom preparation with a directed independent study focused on expanding and developing skills in an area of occupational therapy practice of special interest to the student. Prerequisite: completion of one level II fieldwork or consent of department.

OCTH 631 Community Gerontology (3)

Planning and consulting for adult community programs. Prerequisite: consent of department.

OCTH 633 Occupational Based Pediatric Intervention (3)

Advanced intervention principles for pediatric populations, including provisions for care of children from birth to 21 years of age in health delivery systems, including the schools. Prerequisite: Consent of department, permit required.

OCTH 637 Specialty Internship (4-6)

A supervised Occupational Therapy fieldwork experience with a population of special interests. Prerequisites: OCTH 536 and consent of department.

OCTH 670-675 Special Topics in Occupational Therapy (1-3)

Study of selected topics in occupational therapy. Prerequisites: vary with each topic; consent of department.

OCTH 678 Assessment Throughout the Lifespan (3)

Examination, selection, administration, and evaluation of a variety of measurement tools used in occupational therapy practice. Prerequisite: consent of department.

OCTH 691 Directed Readings in Occupational Therapy (1-3)

Guided review of literature to explore in-depth subjects related to occupational therapy theory and practice. Prerequisite: consent of department.

OCTH 692 Independent Study (1-6)

In-depth investigation specific to area of interest in Occupational Therapy. Prerequisite: Consent of department.

OCTH 781 Graduate Seminar in Occupational Therapy (3)

Graduate project or thesis proposal preparation with feedback and discussion. Prerequisite: admission to Master's Degree Program, PSYC 687 and consent of department.

OCTH 880 Graduate Project in Occupational Therapy (3)

Implementation and documentation of a project designed in OCTH 781 that is oriented toward the application of specific techniques in occupational technology.

Prerequisites: OCTH 781, and consent of department.

OCTH 885 Project Continuation (1)

Continuation of graduate project. Prerequisite: Previous registration for project work.

OCTH 897 Thesis (6)

Original investigation using an acceptable research method and design conducted under the direction of a faculty member. Prerequisites: OCTH 781, and consent of department.

OCTH 898 Thesis (3)

The previous course, OCTH 897, taken over two consecutive semesters.

OCTH 899 Thesis Continuum (1)

Professional Master's Degree Program for Non-Occupational Therapists. Admission Prescreening Course Work Checklist Master's Degree in Occupational Therapy Program



Please complete both sides of this form and include with the rest of your application materials. You may request an evaluation of your admission prescreening course work prior to applying to the program by submitting unofficial transcripts along with course descriptions for any courses not taken at Towson University to the Admissions Coordinator. Notification of approval or denial of your prescreening courses requires a self-addressed, stamped envelope.

- Social Psychology is NOT equivalent to either Introduction to Psychology or Introduction to Sociology; neither Social Problems nor Cultural Anthropology is equivalent to Introduction to Sociology.
- Human anatomy and physiology courses must include a lab to be considered equivalent, should be taken at the same institution, and must be completed within the last five years.
- The physics course must include mechanics and a lab to be considered equivalent.
- A tests and measurements course is NOT equivalent to Basic Statistics.
- Each course must be at least 3 semester hours to be considered equivalent to TU courses.

Name _____

Address _____

Telephone _____ E-mail _____

IMPORTANT: To which program are you applying? Full-time Part-time

Evaluator's Signature (TU staff only)

Date

PROGRAM PRESCREENING COURSES

TU Course	College/University	Course # and Title	Semester/Year Completed	Grade Received	Dept. Evaluation (by TU staff only)
<p>ENGL 102 Writing for a Liberal Education (3) Learning the critical methods of liberal education by writing college-level prose about significant books in four areas: the natural sciences, the humanities, the social sciences and the fine arts.</p>					
<p>PSYC 101 Introduction to Psychology (3) Methods and principles. Attention to measurement, experimentation, sensation, remembering, personality, adjustment, development and individual differences.</p>					
<p>PSYC 361 [542] Abnormal Psychology (3) Disordered personal reactions to life. Organic and functional phenomena plus therapeutic techniques. Prerequisites: 9 hours of PSYC including PSYC 203 or consent of instructor.</p>					
<p>SOCI 101 Introduction to Sociology (3) Sociological concepts, theories, methods; a study of society and culture; the influence of the social environment on individual behavior.</p>					
<p>BIOL 213 Human Anatomy and Physiology I (4) Cell biology, histology, skeletal, muscular and nervous systems. Average of 3 laboratory hours per week. Prerequisite: BIOL 201 or BIOL 110. *must be completed within last 5 years.</p>					
<p>BIOL 214 Human Anatomy and Physiology II (4) Cardiovascular, respiratory, digestive, excretory, endocrine and reproductive systems. Average of 3 laboratory hours per week. Prerequisite: BIOL 213. *must be completed within last 5 years.</p>					
<p>MATH 231 Basic Statistics (3) Frequency distributions and graphical methods, percentiles, measures of central tendency and variability, probability emphasizing binomial and normal distribution, sampling distributions, point and interval estimation, one and two sample hypothesis tests, simple linear regression. MINITAB or an equivalent computer package is introduced as a computational tool. Practical applications of statistics. Prerequisite: MATH 111 or MATH 115 or equivalent. OR PSYC 212 Behavioral Statistics (4) Distributions and graphs, notations, levels of measurement, percentiles, measures of central tendency and variability, principles of probability, the normal curve, standard scores, sampling theory, hypothesis testing, significance of differences, correlation and prediction, computation on computer terminals, Chi square, non-parametrics, one-way analysis of variance. Prerequisites: four years of high school math or one college-level math course, excluding DVMT courses and MATH 204/205.</p>					
<p>PHYS 202 General Physics for Health Sciences (5) Special emphasis on motion, including kinematics and dynamics of linear and angular motion. Prerequisites: three years of high school mathematics. OR PHYS 211 General Physics I (4) For arts and sciences, biology, and natural science majors: mechanics, heat, light, electricity, magnetism and a brief introduction to modern physics. Three lecture hours and one three-hour laboratory period. Prerequisite: MATH 115, or good standing in high school algebra and trigonometry.</p>					

Application Form Master's Degree in Occupational Therapy Program



Date Submitted

Name

Address/Phone/E-mail

(1) Are you currently a(n):

Planned Start Date

OT? yes no
OTA? yes no

(2) To which program are you applying?

- Post-Professional Master's Degree Program (for Occupational Therapists)
- Professional Master's Degree Program
 - Early Admission

(3a) All applicants to the Master's Degree Program for Certified Occupational Therapists must include the following documentation in their application package. Incomplete application packages will not be considered for admission. Please indicate completion of each item by checking the corresponding box.

- three recommendation forms
- recommendation forms have been signed by the recommender across the seal of the envelope
- essay, following required guidelines
- official transcripts from all institutions of higher education attended
- proof of NBCOT original certification

(3b) All applicants to the Professional Master's Degree Program for Non-Occupational Therapists must include the following documentation in their application package. Incomplete application packages will not be considered for admission. Please indicate completion of each item by checking the corresponding box.

- prescreening checklist, including course descriptions, if not previously submitted to admissions coordinator

Recommendation forms completed by:

- human service activity supervisor (required)
- faculty member (who has had you as a student – recommended)
- one or two other professionals (required)
- recommendation forms have been signed by the recommender across the seal of the envelope
- essay, following required guidelines
- Professional Implications of Criminal Convictions Form
- official transcripts from all institutions of higher education attended

– OVER –

(4) All applicants must submit, directly to the Graduate School, the following information. Please indicate submission of these materials by checking the corresponding box.

- Graduate School application, including required fee
- official transcripts from all institutions of higher education attended
- The Supplemental Application Master's Degree in Occupational Therapy materials

Signature _____ Date _____

Human Service Activity Verification Form

Master's Degree in Occupational Therapy Program



The Human Service Activity Verification Form provides evidence of completion of at least 30 hours of work and/or volunteer experience in a human service activity. This work or volunteer experience must have involved direct contact with people with disabilities and/or illness and/or other disadvantages. Examples include work/volunteer experience in hospitals; nursing homes; rehabilitation facilities; senior centers; drug rehabilitation programs; programs for the homeless; camps and/or attendant care for a child, an adolescent or an adult with special needs. **The following experiences do not satisfy this requirement:** babysitting with children who do not have disabilities and administrative/clerical work. All 30 hours of human service activity must have been completed within two years of the screening deadline. The 30 hours must have been completed in no more than three different settings, and the applicant must have been in each setting for at least 10 hours. Random phone calls will be made to verify accuracy of the information on this form.

Applicant's Name: _____

(1) Name of Facility: _____

Address: _____

Name and Title of Supervisor: _____

Telephone: _____ Status of Applicant: Employee Volunteer

Type of Setting: _____ Dates of Experience: _____ Total Hours: _____

Major Responsibilities: _____

(2) Name of Facility: _____

Address: _____

Name and Title of Supervisor: _____

Telephone: _____ Status of Applicant: Employee Volunteer

Type of Setting: _____ Dates of Experience: _____ Total Hours: _____

Major Responsibilities: _____

(3) Name of Facility: _____

Address: _____

Name and Title of Supervisor: _____

Telephone: _____ Status of Applicant: Employee Volunteer

Type of Setting: _____ Dates of Experience: _____ Total Hours: _____

Major Responsibilities: _____

Recommendation Form

Complete this form when required by program - (see Chart of Admission Requirements)

(Please copy this form as needed.)



Instructions to the Applicant:

Please complete the information in Part A and then give this form to the person(s) who will offer a recommendation on your behalf. Also, provide this person with a self-addressed envelope so you may include this recommendation with your application.

Part A – to be completed by applicant

Name:

Last: _____ First: _____ Middle or Maiden: _____

E-Mail: _____

Current Address:

Street: _____

City: _____ State/Country: _____ ZIP: _____

Phone (day): _____ Phone (evening): _____

Proposed Graduate Program: _____ Proposed Degree: _____

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students' access to their educational records. Students, however, are entitled to waive their right of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

- I waive my right to inspect the contents of this recommendation.
- I do not waive my right to inspect the contents of this recommendation.

Applicant's Signature (mandatory): _____

Personal Assessment



(Please copy this form as needed.)

Part B – to be completed by recommender

Applicant's Name _____

How long have you known the applicant? _____

In what capacity? _____

The person listed in Part A has applied for admission to graduate study at Towson University. We would appreciate your assessment of the applicant's scholarship, personality, character and professional promise. Please fill out the chart below. In addition, we request that you attach a statement to this form (on your own letterhead) that is an evaluation of the person's strengths, weaknesses and abilities, particularly those qualities that bear on his or her potential for successful graduate study.

Applicant Rating Chart

Please rate the applicant on the following dimensions in comparison with other students you have known at a similar stage in their careers.

	Outstanding Highest 10%	Very Good Next 20%	Average Mid- 40%	Below Average Lowest 30%	No Basis for Judgment
Motivation for proposed program of study					
Research aptitude					
Intellectual potential					
Ability to analyze problems and formulate solutions					
Ability to work independently					
Communication skills – written					
Communication skills – verbal					
Interpersonal skills					
Imagination/creativity					

Please indicate the strength of your overall endorsement: (circle one)

Not recommended Recommended with some reservations Recommended Highly recommended

Recommender Information: (please print)

Name: _____

Title: _____ Institution Affiliation: _____

Street Address: _____

City: _____ State/Country: _____ ZIP: _____

Phone: _____ E-Mail: _____

Signature: _____ Date: _____

Recommender: Please return this form to the applicant in a sealed envelope so that the applicant may include your recommendation with the application. Sign your name over the seal.

NOTE: For doctoral candidates, please attach a letter of recommendation or a brief summary of the applicant's potential to successfully complete a doctoral program.

Recommendation Form

Complete this form when required by program - (see Chart of Admission Requirements)

(Please copy this form as needed.)



Instructions to the Applicant:

Please complete the information in Part A and then give this form to the person(s) who will offer a recommendation on your behalf. Also, provide this person with a self-addressed envelope so you may include this recommendation with your application.

Part A – to be completed by applicant

Name:

Last: _____ First: _____ Middle or Maiden: _____

E-Mail: _____

Current Address:

Street: _____

City: _____ State/Country: _____ ZIP: _____

Phone (day): _____ Phone (evening): _____

Proposed Graduate Program: _____ Proposed Degree: _____

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students' access to their educational records. Students, however, are entitled to waive their right of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

- I waive my right to inspect the contents of this recommendation.
- I do not waive my right to inspect the contents of this recommendation.

Applicant's Signature (mandatory): _____

Personal Assessment



(Please copy this form as needed.)

Part B – to be completed by recommender

Applicant's Name _____

How long have you known the applicant? _____

In what capacity? _____

The person listed in Part A has applied for admission to graduate study at Towson University. We would appreciate your assessment of the applicant's scholarship, personality, character and professional promise. Please fill out the chart below. In addition, we request that you attach a statement to this form (on your own letterhead) that is an evaluation of the person's strengths, weaknesses and abilities, particularly those qualities that bear on his or her potential for successful graduate study.

Applicant Rating Chart

Please rate the applicant on the following dimensions in comparison with other students you have known at a similar stage in their careers.

	Outstanding Highest 10%	Very Good Next 20%	Average Mid- 40%	Below Average Lowest 30%	No Basis for Judgment
Motivation for proposed program of study					
Research aptitude					
Intellectual potential					
Ability to analyze problems and formulate solutions					
Ability to work independently					
Communication skills – written					
Communication skills – verbal					
Interpersonal skills					
Imagination/creativity					

Please indicate the strength of your overall endorsement: (circle one)

Not recommended Recommended with some reservations Recommended Highly recommended

Recommender Information: (please print)

Name: _____

Title: _____ Institution Affiliation: _____

Street Address: _____

City: _____ State/Country: _____ ZIP: _____

Phone: _____ E-Mail: _____

Signature: _____ Date: _____

Recommender: Please return this form to the applicant in a sealed envelope so that the applicant may include your recommendation with the application. Sign your name over the seal.

NOTE: For doctoral candidates, please attach a letter of recommendation or a brief summary of the applicant's potential to successfully complete a doctoral program.

Recommendation Form

Complete this form when required by program - (see Chart of Admission Requirements)

(Please copy this form as needed.)



Instructions to the Applicant:

Please complete the information in Part A and then give this form to the person(s) who will offer a recommendation on your behalf. Also, provide this person with a self-addressed envelope so you may include this recommendation with your application.

Part A – to be completed by applicant

Name:

Last: _____ First: _____ Middle or Maiden: _____

E-Mail: _____

Current Address:

Street: _____

City: _____ State/Country: _____ ZIP: _____

Phone (day): _____ Phone (evening): _____

Proposed Graduate Program: _____ Proposed Degree: _____

The Family Education Rights and Privacy Act of 1974 and its amendments guarantee students' access to their educational records. Students, however, are entitled to waive their right of access concerning recommendations. The following signed statement is the applicant's wish regarding this recommendation.

- I waive my right to inspect the contents of this recommendation.
- I do not waive my right to inspect the contents of this recommendation.

Applicant's Signature (mandatory): _____

Personal Assessment



(Please copy this form as needed.)

Part B – to be completed by recommender

Applicant's Name _____

How long have you known the applicant? _____

In what capacity? _____

The person listed in Part A has applied for admission to graduate study at Towson University. We would appreciate your assessment of the applicant's scholarship, personality, character and professional promise. Please fill out the chart below. In addition, we request that you attach a statement to this form (on your own letterhead) that is an evaluation of the person's strengths, weaknesses and abilities, particularly those qualities that bear on his or her potential for successful graduate study.

Applicant Rating Chart

Please rate the applicant on the following dimensions in comparison with other students you have known at a similar stage in their careers.

	Outstanding Highest 10%	Very Good Next 20%	Average Mid- 40%	Below Average Lowest 30%	No Basis for Judgment
Motivation for proposed program of study					
Research aptitude					
Intellectual potential					
Ability to analyze problems and formulate solutions					
Ability to work independently					
Communication skills – written					
Communication skills – verbal					
Interpersonal skills					
Imagination/creativity					

Please indicate the strength of your overall endorsement: (circle one)

Not recommended Recommended with some reservations Recommended Highly recommended

Recommender Information: (please print)

Name: _____

Title: _____ Institution Affiliation: _____

Street Address: _____

City: _____ State/Country: _____ ZIP: _____

Phone: _____ E-Mail: _____

Signature: _____ Date: _____

Recommender: Please return this form to the applicant in a sealed envelope so that the applicant may include your recommendation with the application. Sign your name over the seal.

NOTE: For doctoral candidates, please attach a letter of recommendation or a brief summary of the applicant's potential to successfully complete a doctoral program.

Professional Implications of Criminal Convictions Form Master's Degree in Occupational Therapy Program



This form must be signed, dated and returned with your application.

The laws in several states, including Maryland, require that persons in certain health occupations be licensed as a condition to performing the duties and responsibilities of those occupations. These laws generally permit a licensing board or agency to deny a license or to revoke or suspend a license or to reprimand a licensee if the applicant or licensee is convicted or has pled guilty or nolo contendere to a felony or other specified crimes. In the event you have a criminal record, the university urges that you make a timely inquiry of the applicable state licensing authority to determine the effects, if any, of your criminal record on eligibility for licensure before you make your decision to apply for or to accept admission to the occupational therapy program at Towson University.

The above program also requires that you successfully complete certain clinical courses. These courses are generally offered at off-campus sites, including hospitals or other institutional settings that are not part of the university. These clinical sites may require that you disclose whether you have a criminal record or that you submit to a criminal background investigation as a condition of your participation in the clinical experience. The university shall have no obligation either to refund your tuition or to otherwise accommodate you in the event your criminal record renders you ineligible to complete required clinical courses.

Graduates of the program have completed the academic and clinical requirements necessary to sit for the national examination for the occupational therapist administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual is an Occupational Therapist Registered (OTR). Persons convicted of felonies may be unable to sit for the Certification Examination and should inquire in advance of program entry regarding eligibility.

"I acknowledge that I have read the above three paragraphs relating to the possible consequence of having a criminal record, that I understand the effects a criminal record may have upon my eligibility to complete the requirements of my major, to sit for the national certification exam, and my eligibility for licensure."

Signature _____ Date _____

*Towson University's policies,
programs, and activities comply with
federal and state laws and University
System of Maryland regulations
prohibiting discrimination on the
basis of race, color, religion, age,
national origin, sex, disability, and
sexual orientation.*

1107.030

**Department of Occupational Therapy
and Occupational Science**

Towson University
8000 York Road
Towson, MD 21252-0001

