Department of Occupational Therapy and Occupational Science

Student Handbook for Doctor of Science in Occupational Science

2015-2016
# TABLE OF CONTENTS

## Program Information
- Mission Statement of Department of Occupational Therapy & Occupational Science ........................................ 5
- Occupational Science Doctoral Program ......................................... 5
- Educational Objectives .................................................................... 5
- Student Learning Goals ................................................................ 6

## Requirements
- Admission Requirements ................................................................. 6
- Degree Requirements .................................................................. 7
- Post Baccalaureate Certification Program ........................................ 8
- Tracking Academic Progress ........................................................... 8
- Course Tracking Form ..................................................................... 9
- Comprehensive Assessment ............................................................. 11
- Dissertation ................................................................................. 12

## University Information and Policies
- Class Attendance Policy ................................................................. 13
- Continuous Enrollment ................................................................. 14
- Full-Time and Part-Time Status ...................................................... 14
- Auditing Courses ........................................................................ 14
- Advising Policies ......................................................................... 15
- Visiting Graduate Students ............................................................. 15
- Inter-Institutional Enrollment .......................................................... 15
- Level 500 Courses for Graduate Credit .......................................... 15

## University Policy on Academic Progress
- Grading System ........................................................................... 16
- Academic Standing ...................................................................... 16
- Repeating Courses ....................................................................... 17
- Withdrawal from a Course .............................................................. 17
- Program of Study ......................................................................... 17
- Re-Entry after a Lapse of the Limitation Time ............................. 18
- Transfer of Credit ......................................................................... 18
- Time Limitation for Completion of Degrees .................................. 19

## Department Information and Policies
- Code of Conduct and Ethics .......................................................... 19
- Communication
  - Bulletin Board .......................................................................... 20
  - Black Board .............................................................................. 20
  - Office Hours ............................................................................ 20
  - E-mail ...................................................................................... 21
  - Faxing Policy ........................................................................... 21
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Policies and Background Checks</td>
<td>21</td>
</tr>
<tr>
<td>Background Check</td>
<td>21</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>21</td>
</tr>
<tr>
<td>Physical Examination</td>
<td>21</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>22</td>
</tr>
<tr>
<td>PPD Test</td>
<td>22</td>
</tr>
<tr>
<td>Course and Grading Policies</td>
<td>22</td>
</tr>
<tr>
<td>Appeal of Faculty Decisions and Grades</td>
<td>22</td>
</tr>
<tr>
<td>Class Attendance and Absence</td>
<td>23</td>
</tr>
<tr>
<td>Independent Study and Direct Reading Guidelines</td>
<td>23</td>
</tr>
<tr>
<td>Independent Study and Course Description</td>
<td>25</td>
</tr>
<tr>
<td>OCTH 692 Description</td>
<td>25</td>
</tr>
<tr>
<td>OCTH 691 Description</td>
<td>25</td>
</tr>
<tr>
<td>OSC 891 Description</td>
<td>26</td>
</tr>
<tr>
<td>OSC 892 Directed Readings</td>
<td>27</td>
</tr>
<tr>
<td>Course Substitutions</td>
<td>27</td>
</tr>
<tr>
<td>Prerequisite Courses</td>
<td>28</td>
</tr>
<tr>
<td>Required Courses and Required Electives</td>
<td>28</td>
</tr>
<tr>
<td>Policy Regarding Cheating and Plagiarism</td>
<td>28</td>
</tr>
<tr>
<td>Policy Regarding Students with Disabilities</td>
<td>29</td>
</tr>
<tr>
<td>Writing Policy</td>
<td>29</td>
</tr>
<tr>
<td>Transfer Student Policy</td>
<td>30</td>
</tr>
<tr>
<td>Inclement Weather Policy</td>
<td>30</td>
</tr>
<tr>
<td>Emergency Closing Policy</td>
<td>31</td>
</tr>
<tr>
<td>Emergency Essential Personnel</td>
<td>31</td>
</tr>
<tr>
<td>Radio and TV Stations</td>
<td>31</td>
</tr>
<tr>
<td>Morning Closings</td>
<td>32</td>
</tr>
<tr>
<td>Afternoon and Evening Closings</td>
<td>32</td>
</tr>
<tr>
<td>Expenses</td>
<td>32</td>
</tr>
<tr>
<td>Employment of Students by Faculty</td>
<td>32</td>
</tr>
<tr>
<td>General Safety Information and Policies for Classrooms</td>
<td>32</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>32</td>
</tr>
<tr>
<td>Society for the Study of Occupation- USA</td>
<td>32</td>
</tr>
<tr>
<td>International Society of Occupational Scientists</td>
<td>33</td>
</tr>
<tr>
<td>American Occupational Therapy Association</td>
<td>34</td>
</tr>
<tr>
<td>American Occupational Therapy Doctoral Network</td>
<td>34</td>
</tr>
<tr>
<td>ListServ</td>
<td>34</td>
</tr>
<tr>
<td>State Occupational Therapy Associations</td>
<td>34</td>
</tr>
<tr>
<td>Scholarships, Stipends, and Assistantships</td>
<td>35</td>
</tr>
<tr>
<td>Scholarships</td>
<td>35</td>
</tr>
<tr>
<td>State Scholarships</td>
<td>35</td>
</tr>
<tr>
<td>American Occupational Therapy Foundation Scholarships</td>
<td>35</td>
</tr>
<tr>
<td>Other Scholarships and Stipends</td>
<td>35</td>
</tr>
</tbody>
</table>
Program Information

Mission Statement

The mission of the Department of Occupational Therapy and Occupational Science is to promote education, research, and services that address occupational engagement, social and occupational justice in support of health and well-being of persons, organizations, and populations.

The educational programs prepare students and professionals to be competent, ethical, and empathic occupational therapists and occupational scientists while fostering research, leadership, and advocacy. Educational initiatives also address the academic and broader community’s awareness of the healthful benefits of occupation and occupational therapy. The research and scholarly activities of the department contribute to the body of knowledge in occupational therapy and occupational science. The service agenda improves the health and well-being of the university, community, and society, and strengthens the profession of occupational therapy and the discipline of occupational science.

Revised and Approved by Faculty on May 26, 2010

Occupational Science Doctoral Program (Sc.D.)

The applied doctoral degree in Occupational Science prepares graduates to teach, influence policy, and engage in applied research. Occupational science is the scientific study of human occupation related to the purposeful and meaningful activities that comprise everyday life experiences. The study of occupation involves the investigation of the relationship between humans' occupations and their health. This unique social science examines the capacity of humans to engage in occupation and develop healthy adaptive skills. The main emphasis of this doctoral program is to enhance the health of society by applying knowledge gained through the advanced study of occupational science. The doctoral degree requires the completion of at least 90 units beyond a bachelor's degree. Students who hold master's degrees in disciplines other than occupational therapy will be allowed to transfer a maximum of 30 units from their master's degrees; students who hold master's degrees in occupational therapy may transfer a maximum of 36 units from their master's degrees. Students with clinical doctoral degree in occupational therapy can transfer a maximum of 45 credits into the program. The Department of Occupational Therapy and Occupational Science at Towson University also offers a Combined M.S. /Sc.D. degree program in Occupational Therapy/Occupational Science.
Educational Objectives

The educational objectives for the Doctorate of Science in Occupational Science are congruent with the mission and vision of Towson University to develop doctoral level programs in health professions that prepare graduates for workforce requirements and that are responsive to an ever-evolving external environment. The specific educational objectives of the program are to prepare graduates who will:

- Engage in occupational science research and theory to develop, validate and disseminate knowledge that supports people’s capacities to participate in their daily life occupations at the individual, family, community and system levels.
- Develop and apply knowledge and skills to assume leadership roles in occupation-based education, practice, policy, and advocacy initiatives.
- Advance practice through the integration and application of occupation-based theory and research.
- Promote occupational justice that supports the health and wellbeing of individuals and communities within changing external environments. (September, 2008)

Key Student Learning Goals

- Promote the health, well-being, and life participation of people, communities, and populations of all ages and socioeconomic backgrounds through the use of occupation.
- Analyze, generate, and disseminate knowledge related to the form, purpose, and meaning of occupation as it applies to the daily life of people.
- Examine and produce knowledge related to the application of occupations to support the participation of people in their daily lives.

Requirements

Admission Requirements.

- A master's degree from an accredited college or university with an overall GPA of 3.25 in graduate course work. Students are eligible to request conditional admission with an overall GPA of 3.00.
- For applicants who are an Occupational Therapy (OT) provider, a degree of certificate in Occupational Therapy from a professional occupational therapy program accredited by the Accreditation Council for Occupational Therapy Education or by the World Federation of Occupational Therapists. A select number of students from other relevant disciplines who do not hold professional certification may apply for admission to the program and may be accepted on a limited basis. These students must take OSC 891 during the first semester enrolled.
• Proof of completion of prerequisite course work.
• If applicant is an occupational therapist, he/she must maintain licensure to practice occupational therapy to select the Occupation in Practice Track.
• Interview by the doctoral admissions committee.
• TOEFL scores of at least 600 for international students.

Degree Requirements.

Prerequisites.

OCTH 610  Data Analysis in Occupational Based Research & Evidence-Based Practiced
OCTH 613  Advanced Research Methods in Occupation-Based Practice Research Experience (3) or equivalent

Required courses.

OCTH 603  Issues in Occupational Therapy (or equivalent or professional issues and advocacy course) (3)
OCTH 604  Academic and Clinical Education (or academic assessment and teaching course) (3)
OCTH 611  Advanced Theory and Philosophy of Occupation (3)
OSC 742  Origins and Evolution of Occupational Science (3)
OSC 744  Participation and Quality of Life of People in Their Context (3)
OSC 746  Participation and Quality of Life in Communities and Populations (3)
OSC 890  Qualitative Research: Occupation and Life Narrative (3)
OSC 895  Applied Project: Everyday Life and Dimensions of Occupation (3)
OSC 997  Dissertation Research (1-9) (students complete a minimum of 12 units)
IDHP 741  Ethical and Legal Issues in Clinical Practice (3)

Electives.

Required electives (18). Two electives must be at the 700 level. One elective must be an additional education course and must be an additional quantitative course.

OCTH 612  Occupational Therapy Health Promotion Initiatives in the Community (3)
OCTH 628  Contemporary Occupational Therapy Practice (3)
OCTH 678  Assessment through the Lifespan (3)
OSC 891  Independent Study in Occupational Science (3)
OSC 892  Directed Readings in Occupational Science (3)

Total Units (43-51)

Post baccalaureate certification program.

- Students can earn a Graduate Certificate in Family-Professional Collaboration with elective units and some additional course work
- Students can earn post baccalaureate certification in Autism studies with elective units.

Tracking Academic Progress

The Doctor of Science in Occupational Science Course Planning and Tracking Form is a tool used by the student and the students’ advisor to plan course selection and to track progress toward completion of requirements. Students and the students’ advisor can track progress toward completion of requirements by accessing unofficial copies of the students’ transcript online through Peoplesoft® from the Towson University web page.
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<tr>
<th>PREREQUISITES</th>
<th>Planned Timing</th>
<th>Completed</th>
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<tr>
<td>OCTH 613 or equivalent</td>
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<td>PSYC 687</td>
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<td>Research Experience</td>
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<td>REQUIRED COURSES</td>
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<td>OCTH 603 or equivalent</td>
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<td>OCTH 604 or equivalent</td>
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<td>OSC 8XX Quantitative</td>
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<td>OSC 895 Applied Project</td>
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</tr>
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<td></td>
</tr>
</tbody>
</table>
### UNITS TRANSFERRED FROM MASTER'S DEGREE

<table>
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<th>Completed</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
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* Two electives must be at the 700 level

### ADDITIONAL REQUIRED ELECTIVES**

|                              |                |           |
|                              |                |           |
|                              |                |           |

** The doctoral degree requires the completion of at least 90 units beyond a bachelor’s degree. Students who have a master’s degree in a discipline other than occupational therapy may transfer a maximum of 30 units from their master’s degree. Students who hold a master’s degree in occupational therapy may transfer a maximum of 36 units from their master’s degree. Students who completed a clinical doctorate in occupational therapy may transfer a maximum of 45 units into the program. Students who have successfully completed required courses or required elective courses for the Doctor of Science in Occupational Science, as part of their master’s degree, may need to complete additional required elective courses to satisfy the minimum of 90 units.

If a student has taken an equivalent course and it has been approved as equivalent to a required course, the student needs to take another course to replace the units.

Doctoral Course Planning
Revised 11/11
Comprehensive Assessment

The Occupational Science Program is designed to prepare candidates to make contributions to occupational therapy and occupational science by extending the knowledge base about occupations to influence education, research, practice, and policy. Therefore, students enrolled in the Occupational Science Program will complete a comprehensive assessment in order to demonstrate their mastery, application, and integration of course content. Students are eligible to complete the Comprehensive Assessment following successful completion of the following courses: OCTH 611 (Advanced Theory and Philosophy of Occupation), OCTH 613 Advanced Research Methods in Occupation-Based Practice), OSC 742 (Origins and Evolutions of Occupational Science), OSC 744 (Participation and Quality of Life of People in their Context), and OSC 746 (Participation and Quality of Life of Communities and Populations). They are to pass the comprehensive assessment prior to enrolling in OSC 895 (Applied Project). Full time students usually will initiate and complete the comprehensive assessment during the second or third year of the program.

The comprehensive assessment consists of a written document that demonstrates the breadth of knowledge expected of doctoral candidates in this field. In the document, students are expected to address a problem in practice and/or applied research area and to integrate theoretical principles and knowledge of occupation, pertinent research, and related practice, policy, and educational information gained in prior core coursework. Although the content of the written work will vary depending on the professional practice focus of the student, the Department has established criteria for assessing core knowledge areas that all students must address within the document, as well as identify specific content areas that are critical to the problem being addressed. The standards for assessing the written work are comparable to those established for manuscripts submitted for peer review.

Specifically, to satisfy the requirements of the comprehensive assessment, students are to write an article or chapter of a text. Students also may elect to write several articles or chapters, or include supplemental writing they completed during their course work or professional projects to satisfy the requirements of the comprehensive assessment. The students are to complete their comprehensive assessment independently, without assistance from others. The writing is to reflect an integration of occupation-based theoretical principles and knowledge of research gained in prior coursework to an area of practice or applied research. The writing must be of sufficient quality to be ready for submission for publication in a scholarly journal or book. Students must address one of the following sets of criteria in their article(s) or chapter(s) as outlined in the Comprehensive Assessment to satisfy the requirements of the comprehensive assessment.
Prior to writing the article or chapter of a text, students are to meet with their faculty advisor to confirm that they have completed the prerequisites and to discuss their plans for completing the comprehensive assessment. This can include a general discussion of potential topics to address in the comprehensive assessment. Because the purpose of the comprehensive assessment is to demonstrate an independent integration of theoretical principles and knowledge of research, education, practice, and policy gained in prior coursework to a problem in practice or applied research area, students are not to submit drafts of their writing to their faculty advisor for feedback or editing. After successful completion, students will be advanced to candidacy. See section on Comprehensive Assessment Description and Rubrics [Doctoral Student Handbook]

Dissertation

Students can initiate the dissertation process (OSC 997) after they have completed all of their coursework and successfully passed the comprehensive assessment. Students can use OSC 895 (Applied Project) to prepare for their dissertation. As part of the dissertation process, students may ask a faculty member to serve as the Chairperson of the Dissertation Committee, contingent upon the approval of the Chairperson of the Department of Occupational Therapy and Occupational Science. The dissertation chair must be a faculty member in the Department of Occupational Therapy and Occupational Science and hold Towson University Graduate Faculty status. In consultation with the dissertation chair, and contingent upon the approval of the Chairperson of the Department of Occupational Therapy and Occupational Science, students ask at least three additional people to serve on their dissertation committee. One of these people is to be a member of the Department of Occupational Therapy and Occupational Science, and one is to be from outside of the Department. All committee members who are Towson University faculty must hold graduate faculty status. Committee members who are not faculty at Towson University must apply for and be approved by the Office of Graduate Studies for associate graduate faculty status. Application for graduate or associate graduate faculty status involves the submission of a curriculum vitae and the Graduate Faculty application form to the dean of the College of Health Professions, then the Dean of the Office of Graduate Studies for approval. Graduate Faculty application forms can be accessed through the Office of Graduate Studies web page. [See Preparation and Guidelines for Occupational Science Dissertation, Doctoral Student Handbook]

University Information and Policies

Below are some of Towson University policies for students in graduate programs. A complete posting of all of the policies is located in the Towson University Graduate Catalog at http://www.towson.edu/main/academics/coursesandcatalogs/graduatemktgcatalog.asp. Students are responsible for familiarizing themselves with all of the policies.
Class Attendance Policy

Students are expected to attend all classes. Consistent attendance offers the most effective opportunity for students to understand concepts, materials and expectations of those courses in which they are enrolled. Although some courses do not use attendance as a criterion for grading, there are others where in-class participation is an integral part of the course. Examples include, but are not limited to, seminars and courses that require public speaking, laboratories, language learning, group discussion and student teaching. Frequent absences from these types of courses, whether excused or unexcused, may affect the final grade (Towson University Graduate Catalog 2015-2016).

Faculty members who use absences as a factor in grading must explain in the course syllabus what effect even an excused absence might have on the evaluation of a student’s work (Towson University Graduate Catalog 2015-2016).

It is policy of the university to excuse the absences of students for the following reasons:

- Illness or injury when the student is unable to attend class
- Religious observance where the nature of the observance prevents the student from attending class
- Participation in university activities at the request of university authorities (e.g., intercollegiate athletics, forensics teams, Dance Company, etc.)
- Compelling verifiable circumstances beyond the control of the student

Students requesting an excused absence must provide documentation to the instructor two weeks prior to the scheduled absence when known in advance or as soon as possible when not known in advance (Towson University Graduate Catalog 2015-2016).

Absences that do not fall into any of the categories outlined in item No. 2 are unexcused. Faculty may set a limit on the number of unexcused absences. (Towson University Graduate Catalog 2015-2016).

Students who are absent from class are responsible for any missed work, assignments or assessments (e.g. quizzes, tests, papers, etc.). Faculty members are required to allow students with documented excused absences to make up missed work or assignments when this is feasible. When the nature of the assignment makes this impossible, faculty should attempt to make a reasonable adjustment of the assignment (Towson University Graduate Catalog 2015-2016).

Students who will be representing TU at events, conferences or other official activities should obtain a Notification of Absence from Class Form from the Office
of Student Activities, University Union 217, to be given to their instructors to verify the excused absence. Students are encouraged to notify faculty of anticipated class absences as soon as they learn they will be missing class. Faculty should use discretion regarding making up missed assignments and the ramifications of missing certain class periods (Towson University Graduate Catalog 2015-2016).

Students who fail to appear for the first two class sessions, or the first session of evening classes, may forfeit their space in class. Instructors have the right to release these spaces to other students wishing to add the class to their schedules. Students who lose their spaces must officially withdraw from the course through the Registrar’s office to avoid earning an FX grade for non-attendance (Towson University Graduate Catalog 2015-2016).

Continuous Enrollment

Students are expected to register for courses on a regular basis. Previous degree candidates who have missed two consecutive terms in one academic year must be reactivated for enrollment through the Office of Graduate Studies Office. (See the special policy on continuous thesis registration under Graduation Requirements.) If two academic years for degree students or five academic years for non-degree students elapse during which a student does not enroll in courses for graduate credit, the student’s records are removed from the Office of Graduate Studies office files. If the student desires to take graduate courses after this action, he or she must initiate the application process as a new applicant (Towson University Graduate Catalog 2015-2016).

Full-Time and Part-Time Status

Students who register for 9 graduate units in the fall, spring or summer term are considered full-time. The maximum load for full time students is 12 units. Students who register for six to eight units are half-time, and students who register for fewer than six units are less than half-time and therefore ineligible for financial aid.

Adjustments will be made as necessary for research students, teaching assistants, students in internships and graduate assistants in order for their academic load to comply with the policies approved by the Graduate Studies Committee (Towson University Graduate Catalog 2015-2016).

Auditing Courses

Students may audit courses that carry graduate credit with the written consent of the instructor. Any graduate student may audit a course through the 600 level. Courses at the 700 level may be audited only by students admitted to a degree program. Audited courses appear on the university record as AU and may not be used to repeat a course for which credit has already been earned. Audited courses
may not count as part of the unit load or be applied toward the master’s degree. The
regular tuition rate applies to audited courses (Towson University Graduate Catalog
2015-2016).

**Advising Policies**

**Specific department policies on faculty advising responsibilities.** The advisor
will extend an invitation to meet individually with each advisee a minimum of one
time per year thereafter. The advising may occur face to face, by phone conference
or virtually. It is the responsibility of the advisee to determine whether to accept the
invitation and to schedule an appointment. The advisor will follow the procedures
outlined in Towson University Graduate Catalog when a student earns an F in a
course, has a GPA of less than 3.0, or has other difficulties in the program.

**Visiting Graduate Students**

A student who is a candidate for a graduate degree at another college or
university may take graduate courses at Towson University. To complete an
admission application, the student must present a letter from the graduate dean of
the home institution indicating that the student is in good standing and that credit
earned at TU is acceptable toward his or her degree (Towson University Graduate
Catalog 2015-2016).

**Inter-Institutional Enrollment**

Students admitted to graduate programs are eligible to take courses at other
University System of Maryland schools (with the exception of University of
Maryland University College – UMUC – which does not participate in inter-
institutional enrollment). Units earned at a host school will be placed on the
student’s Towson record with the grade earned. Tuition and fees for any such
courses will be paid at Towson. Regulations governing this type of enrollment and
the form for registration may be obtained in the Office of Graduate Studies. The
form must be signed by the Office of Graduate Studies after appropriate approval is
obtained. Inter-institutional enrollment is not available for the summer session or
Minimester. (Towson University Graduate Catalog 2015-2016).

**Level 500 Courses for Graduate Credit**

A maximum of three courses at the 500-level may be included to meet the
requirements for a graduate degree. A course taken for undergraduate credit may
not be repeated at the 500 level for graduate credit (Towson University Graduate
Catalog 2015-2016).
University Policies on Academic Progress

Grading System

A: 4 grade points
A-: 3.67 grade points
B+: 3.33 grade points
B: 3 grade points
C: 2 grade points
F: 0 grade points

S or U (satisfactory or unsatisfactory)—used primarily for thesis or field-based courses or others with special recommendation from a program director with approval by the Graduate Studies Committee. The grade of S in graduate courses denotes that work of 3.00 level or higher has been completed. A grade of U is given to students whose work is below 3.00 level quality. A student cannot graduate with a U in his/her program.

FX—assigned when the student registers for a course but does not attend, or fails to withdraw officially from the course by the published last date to drop the course.

I (incomplete)—assigned at the end of the term because of illness or other reasons beyond the control of the student. Unless the course is completed within 180 days, the grade becomes F. It is the responsibility of the student to make arrangements to complete course requirements for removal of the I.

IP (in progress)—assigned for the thesis continuum. When the thesis is completed, the IP grades are changed to S (satisfactory) or U (unsatisfactory).

W (withdrawn)—assigned when the student withdraws from the course according to policy.

International students: Please be aware that FX and W grades do not contribute toward the Full Course of Study requirement for F-1 status (Towson University Graduate Catalog 2015-2016).

Academic Standing

Good academic standing in a degree program requires a minimum average 3.00 GPA for all courses taken for graduate credit whether or not they are required for the degree. Students must achieve a grade of B or better in prerequisite courses with only one individual course grade of C to be counted in the degree program. Good academic standing is necessary to transfer course work and to graduate.
Should the degree student’s average fall below a 3.00 (including prerequisite courses), a letter of academic warning will be sent. The GPA must be restored to 3.00 within 9 units or completed in a one-year period from the term in which the GPA fell below 3.00, whichever comes first. A student on academic probation who does not restore the GPA to 3.00 as required will be withdrawn from the degree program. The 3.00 average may be restored by repeating courses or by taking additional courses. With approval by the graduate program director, no more than two courses beyond those required in the degree can be used to raise the GPA. All requirements for the program must be completed within the time limitation policy (Towson University Graduate Catalog 2015-2016).

Repeating Courses

Courses for which a grade has been awarded may be repeated only once. The grade of W does not replace a previously awarded grade. When the course is repeated, the student receives the units for the course (counted once) and the higher of the two grades. Grades for courses taken at other institutions may not be used to replace grades for courses completed at Towson. Courses taken for undergraduate credit may not be repeated for graduate degree credit (Towson University Graduate Catalog 2015-2016).

Withdrawal from a Course

When a student drops a course within the change of schedule period, no grade is recorded. If the course is dropped after the change of schedule period, but within the period to drop with the grade of W, the W grade will be recorded on the permanent record. Students who do not officially drop a course during the established time periods will receive the grade earned in the course (A, B, C, F) as determined by the instructor.

Students with documented medical problems or verified circumstances beyond their control may petition the dean of the Office of Graduate Studies to drop a course after the established deadline and receive a grade of W. Documentation must accompany the petition. It is the responsibility of the student to inform his or her instructors of his or her petition to withdraw for medical reasons. If approved, grades of W will be recorded for all unearned grades (FX). Earned grades (A, B, C, F) will not be changed (Towson University Graduate Catalog 2015-2016).

Program of Study

Each degree student must follow a program which is approved by the student’s adviser and the program director, and which conforms to Office of Graduate Studies policy. Courses taken prior to planning the program of study can be included only if approved by the program director. The adviser’s and program director’s approval are needed for any revisions. The program of study may include
no more than three courses at the 500 level (Towson University Graduate Catalog 2015-2016).

Re-Entry to a Degree Program after Lapse of Time Limitation

For re-admission to the same or another degree program after the time limitation policy for completion of the degree has elapsed, the student’s records are evaluated and admission is granted under current Office of Graduate Studies policy. Previous course work will be reviewed by the program director. Up to 12 units of courses taken while previously admitted may be applied to the degree if they are still part of the program curriculum within the [ten]-year limit [for doctoral programs] and are approved by the program director. Any courses not approved must be repeated or replaced with additional courses approved by the program director (Towson University Graduate Catalog 2015-2016).

Transfer of Credit

A maximum of up to 50 percent of the units required for a certificate or degree program may be transfer credits, subject to approval by the program director. The seven-year limitation cannot be extended for transfer credits within a certificate or master’s program, and the 10-year limitation cannot be extended for transfer credits within a terminal or doctoral degree program. Courses taken prior to admission must have been taken at an accredited college or university, must be applicable to a graduate degree at the offering institution, and cannot be utilized if part of an already conferred bachelor’s, master’s or terminal/doctoral degree, unless variance is specified by an approved and/or accredited program of study. Where such variance is permitted, terminal or doctoral degree candidates may transfer courses that have been conferred in a master’s degree, at the discretion of the program director. Courses taken as part of a post-baccalaureate certificate (in progress or completed) can be used toward a master’s or terminal/doctoral degree if approved by the program director. Transfer courses must have been completed with a grade of B or higher. Pass/Fail or S/U grading is not acceptable (Towson University Graduate Catalog 2015-2016).

Procedures for requesting transfer of credits. Graduate students wanting to transfer credits to Towson, are to use the graduate of transfer credit petition form found here:

http://www.towson.edu/registrar/forms/

Students are to contact the Registrar’s to begin the process right away and not to wait another term.

Procedure:
1. Student completes Section 1 of Graduate Transfer Petition form and submits it to the Office of the Registrar/Academic Standards along with the course
description (required) and rationale for including the course in their program of study (optional, but highly suggested). If course was already taken, student should also submit official transcripts to Records if they have not already done so.

2. Academic Standards reviews course for preliminary standards of accreditation, time limit, level, etc. Form, course description, and rationale are sent to program director for review.

3. Program director reviews the course and specifies if course is acceptable, how it will transfer in, and the exact requirement that this course will satisfy per the program of study (e.g. Elective, Required Course, etc). Materials are sent back to Registrar’s Office for final posting.

4. Once transcript is on file, course will be posted to student’s record and student will be notified via a copy of the form. The Registrar’s Office will include on the form if the student took coursework prior to admission how their time limit is affected.

Time Limitation for Completion of Degree

All requirements for terminal or doctoral degrees must be completed within a 10-year period. The ten-year time clock begins with the earliest course applied toward the degree program (Towson University Graduate Catalog 2015-2016).

Department Information and Policies

The following statements inform our policies that have been developed by the Towson University’s Department of Occupational Therapy and Occupational Science. These policies are in addition to those policies set by the University which apply to all Towson University students. In accordance with University and Department policy students have the right to appeal via a Departmental petition.

Code of Conduct and Ethics Standards

Students are expected to be aware of the Towson University Student Code of Conduct and Ethics Code of their respective discipline and to adhere to it. Violation of the standards set forth in these documents may be reason for dismissal from the Occupational Science program. Students in the Occupational Science Program who are occupational therapists are expected to abide by the Occupational Therapy Code of Ethics and Ethic Standards (AOTA, 2015). Students in the Occupational Science Program who are from other disciplines or professions are expected to abide by the code of ethics of that profession or discipline.

The American Occupational Therapy Association (AOTA) Occupational Therapy Code of Ethics and Ethic Standards can be accessed at


The Occupational Science Program Code of Ethics is located in Appendix F.

Communication

Bulletin boards. A number of bulletin boards are located in the Enrollment Service building around the Occupational Therapy and Occupational Science office and classrooms. Different types of important department information are displayed on these boards. The bulletin board located nearest to the OT/OS Departmental office contains general information, and non-confidential messages from faculty to students and messages from students to students. Students should check this board often for messages. The following are types of information listed on the other bulletin boards:

- professional employment opportunities
- student employment opportunities
- volunteer opportunities
- graduate programs
- items for sale
- scholarships and stipends
- TU news
- Student Occupational Therapy Association news
- Maryland Occupational Therapy Association (MOTA) and American Occupational Therapy Association (AOTA) news
- faculty news
- current trends and issues relevant to occupational therapy and occupational science
- continuing education

Office Hours. The main office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. Full-time faculty members have at least one office hours per week per course, and also are available by appointment. Part-time faculty members have at least one office hour per week. Students are encouraged to meet with faculty during these office hours or through other mechanisms established with the faculty member. Faculty members may be available at other office hours through appointment.

E-mail. All full-time faculty members have e-mail. Faculty emails are listed on the Towson University web page directory. Students may use email to contact faculty about non-confidential information.
Faxing policy for students. Faxes will be accepted subject to pre-approval from the faculty member. The fax number for the Department of Occupational Therapy and Occupational Science is 410 704 2322.

Health Policies and Background Checks

Students are to adhere to the Towson University Immunization Policy and Towson University Health Insurance Policy for International Students. All students are expected to follow this policy upon admission to the University. Details of the Towson University Immunization Policy can be found at http://www.towson.edu/dowellhealthcenter/immunization.asp.

Details of the health insurance policy for international students can be found at http://www.towson.edu/studentaffairs/policies/healthinsuranceinternational.asp.

Due to requirements of clinical facilities, students in the doctoral program who elect to participate in a fieldwork experience are to provide documentation of the following to the Department of Occupational Therapy and Occupational Science prior to initiating the fieldwork experience and by the first Friday of the semester:

Background Checks. Students are to contact the Program Director for University procedures for background checks.

Health Insurance. Students are to carry a current policy. A student insurance plan is available through Towson University.

Physical Examination. Students are to document completed of a health examination no earlier than one year prior to admission to Towson University. The findings of the health examination will not necessarily exclude students from fieldwork placement.

Hepatitis B. Students are to complete at least the first two of the series of three hepatitis B vaccines or complete the declination form for this vaccine series. The series does not need to be repeated during your enrollment in the Occupational Science program.

PDD test. Students need to submit documentation of a PPD test completed within the past year.

Course and Grading Policy

The following are general statements concerning Occupational Therapy and Occupational Science Department grading guidelines.
• Grades are given according to the guidelines set forth by the instructor for each individual assignment.
• Faculty does not assign a set number of As, Bs, or Cs in any of the occupational science related courses.
• The faculty do not grade on the curve in this program, so competition with other students for grades is not necessary.
• Letter grades represent the following quality points per credit hour:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.67</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>F</td>
<td>below 2.00</td>
</tr>
</tbody>
</table>

**Appeal of Faculty Decisions and Grades**

Students who disagree with faculty decisions regarding their grades or adherence to course policies may follow a formal appeals procedure. In cases of incidents of academic dishonesty, students should review the current *Towson University Student Academic Integrity Policy*. If a student disagrees with any decision regarding grades or adherence to course policies, the student should follow these procedures for appeal:

• The students set up a formal meeting to discuss the concern with the faculty member.
• If concerns remain after the meeting, the student writes a formal business letter to the faculty member (not an e-mail) requesting reconsideration of the decision, including the rationale for the request.
• The faculty member then will respond to the student in writing. If the faculty member denies the request, the letter will include information on the next step of the appeal process (i.e., appeal to the Chairperson).
• If the faculty member denies the appeal and the student wishes to continue to appeal, the student then writes a formal letter to the Chairperson. The student should include copies of his or her letter to the faculty member and the faculty member’s response.
• If the Chairperson denies the appeal and the student wishes to continue to appeal, the student then writes a formal letter to the Graduate Studies Committee in care of the Dean of the Office of Graduate Studies. The student should include copies of his or her letter to the Chairperson, the Chairperson’s response, his or her letter to the faculty member, and the faculty member’s response.
• This appeal process, including the formal letter to the Graduate Studies Committee, must be completed no later than the end of the semester following the one in which the grade was received.
These procedures are consistent with University procedures regarding appeals (Towson University Graduate Catalog 2015-2016).

Class Attendance/Absence Rationale, Policies, and Procedures

The Department’s Philosophy Statement is based on the assumption that individuals learn best by doing. The curriculum design requires achievement of basic competencies at each level in order to successfully manage more complex theoretical material. Therefore, class attendance is required for learning and integration of course content.

The Class Attendance/Absence Policy: Students must abide by the University Class Attendance/Absence Policy described the Towson University Graduate Catalog.

Extended Absence Policy: Group work, presentations, and in-class lab experiences are integral to a course. Therefore, extended absences may result in an inability to meet course objectives. In such cases, the instructor will determine on a case-by-case basis whether the student can realistically make up work sufficiently to pass the course. If a student expects a period of prolonged absence, he or she is to submit a plan for completion of missed experiences for the approval of the faculty. The student is to draft the plan as soon as he/she is aware of the need to miss classes for an extenuating period so that reasonable accommodations can be made. (Towson University Graduate Catalog 2015-2016).

Independent Study/Directed Readings Guidelines

Student/faculty responsibilities general guidelines. Faculty members wanting to offer independent study and directed reading courses are to discuss their interest and availability with the Department Chairperson. The Department Chairperson makes the final determination based on workload responsibilities and authorizes offering of the course. The Department administrative staff assistant then registers the course in People Soft.

Students may take the following independent study and directed reading courses offered by the Department of Occupational Therapy and Occupational Science

- OCTH 691 Directed Readings in Occupational Therapy (1-3)
- OCTH 692 Independent Study (1-6)
- OSC 891 Independent Study in Occupational Science (1-6)
- OSC 892 Directed Readings in Occupational Science (1-6)
To request to take these courses, students should complete the following steps:

- Identify an appropriate faculty advisor and obtain the faculty member's consent prior to registering for the independent study or directed reading.
- Develop a written syllabus of the proposed project and provide sufficient substantiation of number of units requested for the course.
- Seek faculty member guidance and feedback about the syllabus.
- Complete and receive formal approval for the syllabus from the Program Director prior to registration for the course, during the semester preceding the start of the independent study or directed readings [See Appendix E and F]. (In those circumstances where the Program Director also is the faculty member, the Program Director will seek course approval from a member of the Doctoral Committee).
- Include content of independent study/directed readings and method to be used for evaluating student’s performance in the syllabus.
- Sign and obtain faculty signature on the syllabus.
- Make student and faculty copy of syllabus.
- Provide two hard copies and one electronic copy (to be posted on O Drive) to Department Administrative Assistant.
- Complete and receive formal approval for the syllabus during the semester preceding the start of the independent study or directed readings. Work collaboratively with the faculty member when an external placement is to be found.
- The degree of student responsibility is determined by the faculty member.
- The student may have full responsibility for finding the placement or may be assisted by the faculty member.

The following items are to be included in the syllabus:

- Course purpose and objectives
- Course readings
- Type of assignments and due dates (due date no later than the last day of classes)
- Justification for the proposed number of units
- Grading criteria for assignments (e.g. - for a paper: depth, thoroughness, writing skills, APA format; for a presentation: choice of material for presentation, effectiveness of speaking style, time use, handout and audiovisual use)
- Late penalty

Examples of additional items which may be included in the syllabus include:

- Specific workshop to be attended.
- When an oral presentation is the assignment: the type of audience, size of audience, and the date of presentation.
Independent Study Course Description

OCTH 692 Independent Study (1-6 units) course description. In-depth investigation specific to area of concentration. The goal of the independent study is to provide the student with an opportunity to investigate in-depth an area of interest in occupational therapy.

Options for independent studies.

Clinically-based experiences- basic requirements:
- Hours may be arranged weekly as indicated below with longer periods per day over fewer weeks for the semester.
- Clinical experience: 20 hours of clinical time per credit hour (i.e. 60 hours for 3 credits, 80 for 4 credits)
- Written assignments are required. The specifics are to be determined by faculty member and student, and may include: intervention plans, case studies, audiovisual materials or some combination the above or alternate assignments. Assignments are to be selected to illustrate accomplishments of the goal(s) of the independent study.
- Presentations may be utilized in place of or in conjunction with written assignments.

Teaching-based experiences- basic requirements:
- Classroom teaching experience and presentations to be determined by student in collaboration with faculty member. Examples include laboratory assistance in kinesiology.
- Written assignments to be determined by student in collaboration with faculty member.

Workshop based experience- basic requirements:
- Workshop attendance
- Assignments to be determined by student in collaboration with faculty member prior to workshop attendance; outcome of workshop attendance may be a presentation of information with the audience negotiated between the student and faculty member. A written assignment may be utilized.

Research experience- basic requirements:
- Participation in one or more aspects of a research study.
- Written assignments are required and must reflect the objectives of the independent study.

Other:
To be determined as needed.
OSC 891 Independent Study in Occupational Science. See Appendix E for a sample of an OSC 891 syllabus.

Research experience.

Basic Requirements:
- Participation in two or more aspects of a research study, including data analysis and discussion of implication of findings.
- An article appropriate for submission to a professional journal, written in the format required by the journal to which it will be submitted.

Occupation exploration.

Basic Requirements:
- In-depth analysis and study of selected occupation(s) or occupation-based project
- A scholarly outcome product approved by the faculty member supervising the study (i.e., journal article, major grant application, substantial needs assessment, major professional document, e.g. Guide to Occupational Therapy Practice, or substantial program evaluation report)

Directed readings.

OCTH 691 Direct Readings in Occupational Therapy (1-3 units). Study of selected topics in occupational therapy. Directed readings should include some combination of the following or an alternative determined by faculty member and student. [See Appendix G for a sample syllabus].

Written assignments:
- Annotated bibliography with 60 articles and/or book chapters OR
- Critical analysis paper with 45 references (length: approximately 50 pages) OR
- An article appropriate for submission to a professional journal, written in the format required for the journal to which it will be submitted.

Oral presentations:
- Presentation 3-6 hours in length. Suggested integration activities: presentations in classes and/or workshops and preparation and submission of papers based on independent study/directed readings for journal publication.

Guidelines for directed reading assignments.

Annotated Bibliography.
• References may be partially from bibliographies provided by workshop/conference speakers. However, no more than 1/2 of all citations should be from these bibliographies.
• Summary of article (objective) and brief critique of article (analysis, opinion) are included.
• Paper is type written and in APA format.

**Critical Analysis Paper.**
• References may be partially from bibliography(ies) provided by workshop/conference speakers. No more than 1/2 of all citations should be from these bibliographies.
• References must be related to one main concept.
• Paper provides introduction to topic, summaries of each reference with brief critique of each, comparison/contrast of at least one half of references with at least one other reference, and a conclusion.
• Paper is type written and in APA format.

**Oral Presentation.**
• Length is appropriate and allows for questions without extending over or under allotted time.
• Outline/handout is provided which includes key points of presentation; bibliography of 8-10 or more key references is provided.
• Quality visual and/or audiovisual material(s) are used to complement the presentation.
• Other Assignments, as developed by student/faculty member.

**OSC 892 - Directed Readings in Occupational Science.** See Appendix H for a sample of an OSC 892 syllabus. Readings in selected topic in occupational science.

**Option for directed reading.**

**Occupation Exploration.**

Basic Requirements:
• An article appropriate for submission to a professional journal, written in the format required by the journal to which it will be submitted or
• Submission of presentation to a regional, national, or international meeting on innovative teaching media, method, or support materials.

**Course Substitutions**

Students may petition to substitute a prerequisite course, a required course, or required elective course with another course. Students use the following guidelines to request course substitutions.
Prerequisite courses. The student meets with the Director of the Doctor of Science in Occupational Science Program to request course substitutions. The Director makes the determination based on a review of the student’s official transcripts. The Director may request copies of the course descriptions and/or course syllabi when determining whether the courses the student has completed meet the prerequisite course requirements. The Director also may seek the counsel of the Doctoral Committee when making the determination.

Required courses and required elective courses. The student submits a formal letter to the Director of Doctor of Science in Occupational Science Program to request the course substitutions. The letter should include the rationales for the substitution requests and the explanations of how the substitution courses meet the learning objectives of the required or required elective courses. For substitution courses the student already has completed, the student is to submit copies of the transcript, the course description, and the course syllabi (if obtainable), and/or examples of completed learning assignments. The Program Director makes the determination based on a review of the student’s materials and notifies the student in writing of the decision. The Director also may seek the counsel of the Doctoral Committee when making the determination. The Program Director notifies the Towson University Office of Graduate Studies of the substitution requests that the Doctoral Committee has approved.

For substitution courses the student has not yet taken, the student is to submit copies of the course descriptions, and the course syllabi. The Program Director makes the determination based on a review of the student’s materials and notifies the student in writing of the decision. The Director also may seek the counsel of the Doctoral Committee when making the determination. The student notifies the Program Director when he or she has completed the substitution courses. The student submits copies of the official transcripts to Towson University for those courses completed at other universities. The Program Director then notifies the Towson University Office of Registrar of the substitution requests that the Doctoral Committee has approved.

Policy Regarding Cheating and Plagiarism

A student who engages in cheating and/or plagiarism and/or other academic dishonesty will face disciplinary action by the Department. A failing grade for at least the assignment or test will be given. Faculty members also may determine that failure of the course is appropriate. In some cases, depending upon the nature of the cheating/plagiarism/dishonesty, the student may be dismissed from the occupational science program. Plagiarism includes: taking three or more words directly from a source and not using quotation marks and giving credit or using an idea from another source within your paper but not crediting the source. Plagiarism is equivalent to stealing - it is stealing another person's work. Students may use others' work, but must credit those sources appropriately. All handouts, directions
for activities, and visual aids for all class projects must have sources clearly identified using APA format. Cheating in any form is not compatible with professional behavior and violates the Occupational Therapy Code of Ethics. In addition, the Department’s policy adheres to Towson University’s Student Academic Integrity Policy. For a copy of this policy, go to: http://www.towson.edu/studentaffairs/policies/ (Student Academic Integrity Policy- TU 03-01.00).

Policy Regarding Students with Disabilities

Any student who has a disability that may affect his/her performance in the Occupational Science program is to register with the Office for Students with Disabilities, located in the Administration Building, prior to working with individual instructors regarding accommodations. Once notification is received by the instructor of a student having a disability, the student and instructor will develop a plan for accommodation that is appropriate for that particular course. The plan of accommodation may be shared with the student's advisor if this is determined to be appropriate by both the student and the instructor. The Department of Occupational Therapy and Occupational Science does recognize the need for flexibility in examination methods. Therefore, students with a documented learning disability, as communicated by the Office for Students with Disabilities, will be given additional time to complete in-class examinations.

Writing Policy

Students in the Doctor of Science in Occupational Science are expected to produce scholarly writing that reflects analysis of concepts, integration of constructs, and generation of new knowledge. They also are expected to demonstrate mastery of writing procedures including: abidance of English standards of grammar, sentence structure, and paragraph organization; adherence to APA guidelines; and logical sequence and substantiation of ideas. Students are responsible for the quality of the content and structure of their writing. Course instructors may grant students permission to seek editorial assistance for their 700-900 level courses. Students are encouraged to use an editor for journal article publications and the dissertation. However, students cannot seek editorial assistance to complete their comprehensive assessment.

Towson University provides a number of resources to assist students with the writing process. Some are free and others require the students to absorb the cost for the service. Resources include:

- College of Health Professions Graduate Writing Assistance
- English Language Center- for students who speak English as a second language
- Graduate courses in Professional Writing
- The Writing Center
• Online writing resources available at http://www.towson.edu/ows/

Transfer Students

A student who has begun a doctoral program at another university may apply for transfer to the Doctor of Science in Occupational Science at Towson University. To do so the student must meet the same qualifications for admission into the program as all other applicants. The student who meets these qualifications will be accepted conditionally into the program. To be fully admitted, the student will need to earn a grade of B+ or better in the first two occupational science (OSC) courses he/she completes. As determined by the Doctoral Admissions Committee, the student also may need to complete a graduate level writing class at the B+ level or higher. The student then is to submit writing samples from these courses to a subcommittee of the Doctoral Committee for review. The Subcommittee will be comprised of the instructors for the two OSC courses, the Chairperson of the Department of Occupational Therapy and Occupational Science, and the Director of the Doctoral Program in Occupational Science. The purpose of the review will be to determine whether the student demonstrates independent writing rigor consistent with the Writing Policy for the Program. That policy states that students in the Doctor of Science in Occupational Science are expected to produce scholarly writing that reflects analysis of concepts, integration of constructs, and generation of new knowledge. They also are expected to demonstrate mastery of writing procedures including: abidance of English standards of grammar, sentence structure, and paragraph organization; adherence to APA guidelines; and logical sequence and substantiation of ideas.

If the Doctoral Subcommittee approves, the student then will be fully admitted into the Program. If the Doctoral Subcommittee does not approve, the student will not be permitted to remain in the program.

Inclement Weather Policy

The Department of Occupational Therapy and Occupational Science abides by Towson University policies for emergency closing. These policies are stated below and can be found at http://www.towson.edu/main/abouttu/newsroom/emergencyclosing.asp.

Faculty members may make alternative arrangements for missed classes such as using virtual formats. Students are to consult the course syllabus regarding such arrangements.

Emergency closing policy. If a decision is made to close or delay opening the university information will be given to media. The university cannot make
announcements about individual department or program activities. Departments wishing to communicate cancellation information about specific activities are advised to set up their own systems of communication, either through recorded telephone messages or telephone trees, and to inform the department and/or outside groups in advance how cancellation information will be disseminated. When the campus is closed, all events (including those sponsored by off-campus organizations) are canceled.

**Emergency essential personnel.** Regardless of campus closing, emergency essential personnel are required to report for work. Emergency essential personnel are employees who have been designated as vital to the operation of the facility, whose presence is required regardless of the existence of an emergency, and whose absence from duty could endanger the safety and well-being of the campus population and/or physical plant. The presence of individuals on campus other than emergency essential personnel requires the approval of the appropriate vice president.

**Radio and TV stations.** The following stations are notified:

In the Baltimore area: WTMD (89.7 FM), WYPR (88.1 FM), WHFS (97.5 FM), WWMX (106.5 FM), WLIF (101.9 FM), WJFK (1300 AM), WBAL Radio 11 (1090 AM), WJZ (105.7 FM), WQRS 102.7, WBAL-TV (11), WJZ-TV (13) and WMAR-TV (2).

In the Washington, D.C. area: WTOP (820 AM/103.5 FM), WRC-TV (4), WUSA-TV (9), WJLA-TV (7) and Newschannel 8.

**Morning closings.** When an emergency occurs overnight or during early morning hours, the senior vice president and CFO will make a decision before 6 a.m. to close campus or delay classes. University Relations will call radio and television stations immediately and post a special announcement on the TU home page. Record a message on 410-704-2000 and 410-704-NEWS. The TU Police Department will send a campus-wide email announcement and text-message alerts to those who have signed up to receive them (register at [http://www.towson.edu/adminfinance/facilities/police/campusemergency/index.asp](http://www.towson.edu/adminfinance/facilities/police/campusemergency/index.asp)).

**Afternoon and evening closings.** When an emergency occurs during the day, a decision to close administrative departments early, and/or cancel classes will be made and media will be called immediately. University Relations will call radio and television stations immediately, post a special announcement on the TU home page and record a message on 410-704-2000 and 410-704-NEWS. [http://tunews.towson.edu/university-closing-information/]

**Expenses**
Students are required to purchase required books and materials. These expenses can be as high as $600+ per semester. Additional expenses to conduct research attend and present at conferences and workshops, copy or procure needed resources, and join professional organizations may occur.

Employment of Students by Faculty

Student employment is available through the University for departmental duties. However, OT/OS students are not to be employed for personal work by a member of the OT/OS faculty, including part-time or clinical faculty, while that student is enrolled in the program. This prohibits employment of students for child care, domestic services, or other personal work. This will avoid any potential conflict of interest between instructors and students.

General Safety Information and Policies for Classrooms

- Face-to-face occupational therapy and occupational science classes are to be held only when a faculty member present.
- The University Police are called (x42133) when someone becomes seriously ill or injured. The police will escort the person to the appropriate place – the Health Center/hospital.
- First aid kits are located in Rooms ES 115, ES 116, and ES 117 and should be stocked with band aids and tape. First aid kits lacking the supplies should be reported to the Department’s Administrative Assistant.
- CPR masks are attached to the teaching station in every classroom.
- Posters summarizing the hazardous waste disposal policy shall remain posted in ES 115 and 116.
- Escort service is available for faculty and students by calling x47233.

Professional Organizations

Society for the Study of Occupation-USA (SSO-USA)

The Society for the Study of Occupation-USA website can be found at http://www.sso-usa.org. “The mission of the Society for the Study of Occupation is to facilitate high quality scholarship and dynamic exchange of ideas that support the discipline of occupational science.”

Objectives.
• To form a national community of scholars to engage in the dynamic exchange of ideas to support the global discipline of occupational science.
• To provide a forum to promote and disseminate research in occupational science to the public.
• To foster cutting edge theory and research of occupation through the establishment of networks, resources, collaborations, and other identified supports.
• To explore and expand the knowledge of occupation; the application of occupation to understanding of the human condition; and, to foster understanding the fundamental nature of occupation in health and well-being.
• To study the interrelationship of the discipline of occupational science and the profession of occupational therapy
• To address the quality of the occupational experience of participants in its events.


International Society of Occupational Scientists

ISOS has a mission, which is the facilitation of a world-wide network of individuals and institutions committed to research and education on occupation and to promoting occupation for health and community development. ISOS describes occupation broadly as the various everyday activities people do as individuals, in families and with communities to occupy time and bring meaning and purpose to life. Occupations include things people need to, want to and are expected to do. ISOS has three main aims:

• To facilitate international collaboration in research on occupation
• To facilitate international collaboration in the development and delivery of occupational science / occupation-based curricula at all levels of education
• To promote occupation for health & community development in policy and practice arenas at local, national and international levels

ISOS will be a virtual society:

• ISOS will develop and maintain a website that will enable communication internationally among people and institutions interested in occupational science research and education, and in promoting occupation for health and community development.

American Occupational Therapy Association (AOTA)

4720 Montgomery Lane
P.O. Box 31220
Bethesda MD 20824-1220
(301) 652-2682
www.aota.org

"The American Occupational Therapy Association (AOTA) is the national professional association established in 1917 to represent the interests and concerns of occupational therapy practitioners and students of occupational therapy and to improve the quality of occupational therapy services" (AOTA, 1999-2010). http://www.aota.org/AboutAOTA.aspx (Retrieved July 9, 2015).

Benefits to becoming a member of AOTA, including:

- Access to professional publications such as The American Journal of Occupational Therapy, Journal of Occupational Therapy Students, OT Week, and Special Interest Section Newsletters.
- Free information and consultation
- Employment assistance
- Use of the Wilma West Library
- Minimum of 20% discount on professional publications and seminars/conference
- Development of a professional network
- Fellowships, scholarships, research grants, educational loans, and student liability and health insurance

American Occupational Therapy Doctoral Network ListServ

To access ListServ contact: listserv.aota.org

State Occupational Therapy Associations

State occupational therapy associations serve to maintain an active liaison with AOTA as well as to advocate for occupational therapists and the profession within their state. Benefits of state association membership include:

- Access to the association's newsletter
- Reduced rates for state and other conferences
- Opportunity to shape the OT profession in your state
- Information resource for available jobs in the state
- Consultation services
- Opportunity to network and form professional contacts
Depending upon their state of residency or employment, students may want to consider becoming a member of the Maryland Occupational Therapy Association (MOTA), District of Columbia Occupational Therapy Association (DCOTA), or Pennsylvania Occupational Therapy Association (POTA).

Scholarships/Stipends/Assistantships

Towson University Financial Aid Office is located in Enrollment Services 339; phone: 410-704-4236; fax: 410-704-2584; and [www.towson.edu/finaid](http://www.towson.edu/finaid).

Towson University offers a limited number of need and non-need-based scholarships and grants to graduate students. The Scholarship Seeker allows students to search for TU and state of Maryland scholarships and grants to fit their individual qualifications. Students can view lists of potential scholarships and detailed information about scholarship requirements and application procedures. The Scholarship Seeker is part of the Financial Aid Office Web site at [www.towson.edu/finaid](http://www.towson.edu/finaid) (Towson University Graduate Catalog, 2015-2016).

State Scholarships

The state of Maryland offers scholarships and grants based on financial need, academic major, merit or a combination of these factors. Legal residents of Maryland apply using the FAFSA or the Renewal FAFSA. The deadline is March 1. Some state programs, such as teaching scholarships, require separate applications and have different deadlines. For more information about all state scholarships and grants, students can visit the Maryland Higher Education Commission’s online at [www.mhec.state.md.us](http://www.mhec.state.md.us). (Towson University Graduate Catalog 2015-2016).

American Occupational Therapy Foundation Scholarships

The Dissertation Research Grant Program of the Institute for the Study of Occupation and Health represents one of AOTF's many investments in building the careers of scientists in the field of occupational therapy. Based in part upon the structure of the National Institutes of Health (NIH) research grant application, this program is unique to the field of occupational therapy as it specifically seeks to promote the development of qualified occupational therapy researchers who are enrolled in programs that value strong mentorship and whose careers are dedicated to advancing science in occupational therapy. These grants are available to occupational therapists whose dissertation research directly contributes to the AOTA-AOTF Occupational Therapy Research Agenda which can be found on AOTF's web site at: [http://www.aotf.org/scholarshipsgrants/dissertationresearchgrantprogram.aspx](http://www.aotf.org/scholarshipsgrants/dissertationresearchgrantprogram.aspx)

Other Scholarships/Stipends
Scholarships may be available from Towson University. The Graduate Student Association usually awards a $500 scholarship for research, conference, or project expenses. Visit their website online for additional information at: http://grad.towson.edu/gsc/gsa/awards.asp

Students are encouraged to check the scholarship/stipend bulletin board and the Tuition Assistance Handbook located in the Occupational Therapy & Occupational Science Department. The scholarship/stipend board contains the most recent opportunities received by the Occupational Therapy & Occupational Science Department while the tuition assistance handbook contains a more complete listing. In addition, students should explore the scholarship books in the reference section of Cook Library and inquire at Towson University’s Women’s Center.

Graduate Assistantships and Fellowships

Assistantships. The Office of Graduate Studies and various departments of the university offer a limited number of graduate, teaching and research assistantships each year to qualified degree-seeking students. Assistantships provide academic and professional enrichment to graduate students. They also offer stipends to compensate for the hours worked and also tuition waivers for graduate units required for the degree. The amount of the stipend and tuition waiver varies depending on the type and nature of the assistantship. There are 10- and 20-hour positions available in academic and several administrative departments and are highly competitive. Interested applicants may contact the Graduate Assistantship Office for more information at 410-704-4484, gao@towson.edu or http://www.towson.edu/provost/provost/graduatestudies/assistantships/index.asp (Towson University Graduate Catalog 2015-2016).

Fellowships. The Office of Graduate Studies is committed to supporting students enrolled in doctoral and other terminal degree programs at Towson University. The purpose of the Towson University Graduate Student Fellowship program is to advance the goals of increased excellence and diversity of graduate students. Awards are made to students on the basis of academic merit and/or depth of professional experience. Detailed information may be obtained by calling the Office of Graduate Studies Office, 410-704-2078, or by emailing gradstudies@towson.edu. Office of Graduate Studies (Towson University Office of Graduate Studies Catalog 2015-2016).

Alumni association graduate fellowship awards. The Alumni Association awards several scholarships each year to TU students who are full or part-time graduate or post-graduate students and are active leaders in their communities. The Alumni Association recognizes and rewards students who demonstrate the highest levels of intellectual achievement and the potential to be active supporters of the
university and the larger community. Each award shall consist of a certificate and a $1,000 to $2,000 scholarship that will be deposited directly into the student’s university account for tuition, books and/or living expenses. Applications may be obtained from the Towson University Office of Alumni Relations, 1-800-887-8152, or alumni@towson.edu, and must be postmarked no later than June 15 Office of Graduate Studies (Towson University Office of Graduate Studies Catalog 2015-2016).

Web site information. For up-to-date financial aid information visit the web site at http://www.towson.edu/finaid

Resources

Video and Equipment Loans

- Videos may be loaned to faculty, students, and clinical educators if we have a duplicate copy.
- Equipment and technology are available for use by faculty, students, and clinical educators for use in the community. These resources must be reserved through the administrative assistant.
- Assessments may be borrowed on a one-to-one basis by students through the Assessment Librarian. Typically materials can be borrowed for a one week interval.

Samples of Dissertations Completed by Towson University OT/OS faculty


Demchick, B. (2012). Quality of life in families with a transition-aged young adult on the autism spectrum. Towson, MD: Towson University.


Samples of Dissertations Purchased by Towson University OT(OS) Department


**Guidelines for Use of Learning Resource Center and Materials**

The Learning Resource Center (LRC) for the Occupational Therapy and Occupational Science Department is located in Enrollment Services 107. The LRC is staffed by a department technician at various hours during the week.

**Rules and Responsibilities:**

- Books are loaned out on an honor system. Students are to sign out the book on the sheet located on the LRC bulletin board inside the room and to return them within 2 weeks’ time. *AJOTs* are loaned out only with a request to the LRC technician. Students may make this request in person if the tech is on duty at the time, or by making a request via the request form and placing it in the request folder located just outside the LRC. There is an index of *AJOT* articles for the issues in the LRC on top of the bookcase.
- For requests that are not done in person, the LRC tech will place the requested *AJOT* in the pickup holder located in the OT office next to the faculty mailboxes. There is also a box where students can return *AJOTs* if they are unable to give the *AJOT* to the tech in person.
- *AJOTs* are loaned for 1-2 days at most. Many students request the same issue of journals. In order for everyone to have the opportunity to use the journals, students are asked to keep the *AJOT* issue for as long as it takes to copy the article. *AJOTs* are available on line for students who are members of the American Occupational Therapy Association.
• Students are expected to abide by copyright laws and the Occupational Therapy Code of Ethics (AOTA, 2015) when using all resources in the LRC or library.

Campus Resources

The following is a partial list of the resources available to you as a Towson student. For a more complete listing consult the Towson University Graduate Catalog 2015-2016.

Albert S. Cook Library
410-704-2456 Circulation Services
410-704-2462 Reference and Instruction Services
http://cooklibrary.towson.edu

Glen Esk
410-704-2512
counseling@towson.edu

Disability Support Services
Administration Building, Room 232
410-704-2638
Testing Services Center
410-704-2304

African American Cultural Center
University Union 313
410-704-2051

Dowell Health Center
Appointments and General Information:
410-704-2466
Fax: 410-704-3715

Campus Recreation Services
Burdick Hall 151
410-704-2367 Main Office
www.towson.edu/campusrec

The Career Center at Towson University
7800 York Road, Suite 206
410-704-2233
www.towson.edu/careercenter

Educational Technologies Center
Hawkins Hall 210
(410) 704-2541

Center for Student Diversity
University Union 313
410-704-2051
Office Hours:
Monday–Friday, 8:30 a.m.–5 p.m.
www.towson.edu/diversity

Graduate Student Association
7800 York Road
Room 215
410-704-3967
Fax: 410-704-4675

Copy Center
Cook Library, main lobby
(410) 704-3254

International Student and Scholar Office
Administration Building 246
410-704-2421
isso@towson.edu
www.towson.edu/isso

Counseling Center

Jewish Cultural Center
Newell Dining Hall

Women’s Center
410-704-4671
hillel@towson.edu

Office of Technology Services
Albert S. Cook Library,
First Floor Help Center, Rm 28
410-704-2041
http://www.towson.edu/administration/ots/

Parking and Transportation
University Union Garage
410-704-PARK
http://parking.towson.edu

Part-Time Employment Opportunities
gsa@towson.edu

Student Day Care Center
University Child Care
410-704-2652
childcare@towson.edu
www.towson.edu/daycare

The Career Center at Towson
University 7800 York Road,
Suite 206
TU Identification Card (OneCard)
http://onecard.towson.edu
410-704-2051
f. 410-704-4229
Office hours:
Monday-Friday: 8 a.m. –5 p.m.

Tutorial Services Center
Cook Library, Room 524
(410) 704-2291

University Store
University Union, first floor
410-704-BOOK (2665)
http://store.towson.edu
Occupational Science Comprehensive Assessment

Assessment Description

**Rationale.** The Occupational Science Program is designed to prepare candidates to make contributions to occupational therapy and occupational science by extending the knowledge base about occupations to influence education, research, practice, and policy. Therefore, students enrolled in the Occupational Science Program will complete a comprehensive assessment in order to demonstrate their mastery, application, and integration of course content. Students usually will initiate and complete the comprehensive assessment during the second or third year of the program.

**Process.** The comprehensive assessment will consist of a written document that demonstrates the breadth of knowledge expected of doctoral candidates in this field. In the document, students will be expected to address a problem in practice and/or applied research area and to integrate theoretical principles and knowledge of occupation, pertinent research, and related practice, policy, and educational information gained in prior core coursework. Although the content of the written work will vary depending on the professional practice focus of the student, the department will establish criteria for assessing core knowledge areas that all students must address within the document, as well as identify specific content areas that are critical to the problem being addressed. The standards for assessing the written work will be comparable to those established for manuscripts submitted for peer review. After successful completion, students will be advanced to candidacy.

To satisfy the requirements of the comprehensive assessment, students are to write an article or chapter of a text. Students also may elect to write several articles or chapters, or include supplemental writing they completed during their course work or professional projects to satisfy the requirements of the comprehensive assessment. The students are to complete their comprehensive assessment independently, without assistance from others. The writing is to reflect an integration of occupation-based theoretical principles and knowledge of research gained in prior coursework to an area of practice or applied research. The writing must be of sufficient quality to be ready for submission for publication in a scholarly journal or book. Students must address one of the following sets of criteria in their article(s) or chapter(s) to satisfy the requirements of the comprehensive assessment.

**Criteria for publication about occupational engagement**

Students are to critically analyze and propose methods for enhancing engagement in occupation(s) by humans in their context based on a synthesis of occupation-based models with non occupation-based conceptual models, *International Classification of Functioning (ICF)*, or evidence-based outcome studies. The analysis and proposals are to address individuals, as they engage in occupations at the

- family,
• community,
• or system level.

Criteria for publication about occupational therapy practice
Students are to critically analyze and propose alternative solutions, strategies, or approaches for occupational therapy practice based on a synthesis of best practice models, and occupation-based, and non-occupation-based conceptual models. The analysis and proposal are to address
• individuals,
• families,
• and communities,

as affected by system factors.

Criteria for publication about model development
Students are to critically appraise the strengths and limitations of current conceptual models for guiding occupational therapy practice or occupation-based research at the individual and the
• family,
• community,
• or system levels.

Students are to propose strategies to strengthen these models.

Criteria for publication about occupation-based research
Students are to critically appraise the strengths and limitations of current occupation-based research for guiding occupational therapy practice at the individual and the
• family,
• community,
• and system levels.

Students are to propose strategies to strengthen the direction and focus of research.

Criteria for publication about occupational therapy education
Students are to appraise the strengths and limitations of current occupation-based, and non-occupation-based conceptual models and related research for guiding occupational therapy education. Students are to propose strategies to strengthen the direction and focus of education.

Procedures
1. Students are eligible to complete the Comprehensive Assessment following successful completion of the following courses: OCTH 611 (Advanced Theory and Philosophy of Occupation), OCTH 613 Advanced Research Methods in Occupation-Based Practice), OSC 742 (Origins and Evolutions of Occupational Science), OSC 744 (Participation and Quality of Life of People in their Context), and OSC 746 (Participation and Quality of Life in Communities and Populations). They are to pass the comprehensive
assessment prior to enrolling in OSC 895 (Applied Project). Successful completion of the comprehensive assessment advances the students to candidacy.

2. Prior to writing the article or chapter of a text, students are to meet with their faculty advisor to confirm that they have completed the prerequisites and to discuss their plans for completing the comprehensive assessment. This may include a general discussion of topics to consider for the comprehensive assessment. Because the purpose of the comprehensive assessment is to demonstrate an independent integration of theoretical principles and knowledge of research, education, practice, and policy gained in prior coursework to a problem in practice or applied research area, students are not to submit drafts of their writing to their faculty advisor for feedback or editing.

3. The students must submit their scholarly written work for review and approval by the Comprehensive Assessment Subcommittee. The Comprehensive Assessment Subcommittee will be made up of two members of the Occupational Science Doctoral Committee. Students may select one of the reviewers. The Department Chair, in consultation with the Occupational Science Doctoral Committee, will appoint the second reviewer.

4. Students must submit three copies of their scholarly work to the Comprehensive Assessment Subcommittee. Students should place each copy in a binder with dividers and tabs as appropriate. They also must attach the applicable author guidelines for publication and a written justification of how they addressed at least one of the above sets of publication criteria. The actual length of the paper is to be sufficient to fully meet the expectations of the comprehensive assessment and may be longer than the maximum length or word counts stated in the publication criterion. The formatting and structure of the paper also may vary from the publication criterion guidelines to meet the expectations of the comprehensive assessment.

5. Students are to submit supplemental information to the committee if the area of writing as specified by the publisher does not provide a holistic view of knowledge gained and mastered.

6. The subcommittee members will review and rate the written work independent of one another. The subcommittee members can give one of four ratings:

   - Approved, student advances to candidacy.
   - Approved pending minor revisions; student must complete revisions prior to advancing to candidacy.
• Not approved; major revisions needed; student must complete the major revisions and resubmit to the subcommittee for approval.
• Not approved; student must reinitiate the comprehensive assessment process.

7. The subcommittee members have three weeks to review the student’s work and forward their ratings, in writing, to the director of the doctoral program. If the subcommittee members agree in their rating of the work, the director of the doctoral program will notify the student in writing of the rating. If the subcommittee members believe that changes are needed to the student’s work, they will provide directions for revisions in writing to the student.

8. If the two subcommittee members give differing ratings, the Department chair, in consultation with the Occupational Science Doctoral Committee will appoint a third reviewer. The approval status of the work will be determined by the consensus of the three reviewers. The three reviewers will have two weeks to reach consensus and forward their ratings to the director of the doctoral program. The director of the doctoral program will notify the student in writing of the rating.

Frequently Asked Questions

1. How long do students have to complete the comprehensive assessment?
   Students are expected to complete the comprehensive assessment within one academic year.

2. May students take other coursework while working on the comprehensive assessment?
   Yes, students may take other coursework while working on the comprehensive assessment. However, students must have completed OCTH 611, OCTH 613, OSC 742, OSC 744, and OSC 746 before beginning the comprehensive assessment. Students must pass the comprehensive assessment prior to enrolling in OSC 895. Students may take OSC 890 (Qualitative Research: Occupation, Life Narrative, and Acts of Meaning), OSC 8xx (Quantitative Research: Statistical Applications in Occupational Science), and other elective courses while completing the comprehensive assessment.

3. May students use work they have published before entering the doctoral program to satisfy the requirements of the comprehensive assessment?
   Because the purpose of the comprehensive assessment is for students to demonstrate an independent integration of theoretical principles and knowledge of research gained in doctoral coursework to a problem in practice or applied research area, students cannot use work they have published before entering the doctoral program to satisfy the requirements of the comprehensive assessment.
4. May students use work they have written during their enrollment in OCTH 611, OCTH 613, OSC 742, OSC 744, and OSC 746 to satisfy the requirements of the comprehensive assessment?
Students may use or expand upon work they have written during their enrollment in OCTH 611, OCTH 613, OSC 742, OSC 744, and OSC 746 to satisfy the requirements of the comprehensive assessment. However, the written work must:

- Reflect an integration of theoretical principles and knowledge of research gained in doctoral coursework to a problem in practice or applied research area,
- Satisfy the criteria for publication as outlined in the description of criteria for Comprehensive Assessment
- Be of sufficient quality to be ready for submission for publication in a scholarly journal or book.

5. May students obtain assistance from colleagues, faculty, or other individuals to complete the comprehensive assessment?
Because the purpose of the comprehensive assessment is for students to demonstrate an independent integration of theoretical principles and knowledge of research gained in doctoral coursework to a problem in practice or applied research area, students cannot obtain assistance from colleagues, faculty, or other individuals to complete the comprehensive assessment.

6. Must students receive notification that their work has been accepted for publication to complete the requirements of the comprehensive assessment?
The written work that the students submit to the Comprehensive Assessment Subcommittee must be of sufficient quality to be ready for submission for publication in a scholarly journal or book and must abide by the author’s guidelines for publication in the scholarly journal or book. However, students do not need to receive notification that their work has been accepted for publication to complete the requirements of the comprehensive assessment.

7. Can notification from a publisher that the work has been accepted for publication substitute for the review process by the Comprehensive Assessment Subcommittee?
Students must submit their work to the Comprehensive Assessment Subcommittee for review even if they have received notification that their work has been accepted for publication. The criteria for publication by the editor of the journal or text may differ from the criteria used by the Comprehensive Assessment Subcommittee to determine satisfactory completion of the requirements of the comprehensive assessment.

8. How should students prepare for the comprehensive assessment?
Students should review the course work from their core courses. The materials they submit for the comprehensive assessment should reflect mastery of objectives from those courses.
Rating Rubric for Comprehensive Assessment

Student____________________________________Date____________________

Criteria for Publication about Occupational Engagement

Through the written work the student demonstrates the ability to:

1. Analyze occupational engagement and its meaning.
   Yes ___
   Needs revision ___ Areas to address:

2. Integrate theoretical principles and knowledge of research and practice gained in doctoral coursework to a problem in practice or applied research area.
   Yes ___
   Needs revision ___ Areas to address:

3. Analyze and propose methods for assessing or enhancing engagement in occupation(s) by humans in their context.
   Yes ___
   Needs revision ___ Areas to address:

   Yes ___
   Needs revision ___ Areas to address:

5. Address the needs of individuals, as they engage in occupations at the family, community, or system level.
   Yes ___
   Needs revision ___ Areas to address:

6. Complete a written document that is ready for submission for publication in a scholarly journal or book.
   Yes ___
   Needs revision ___ Areas to address:

Overall rating
___Approved, student advances to candidacy.
___Approved pending minor revisions; student must complete revisions prior to advancing to candidacy.
___Not approved; major revisions needed; student must complete the major revisions and resubmit to the subcommittee for approval.
___Not approved; student must reinitiate the comprehensive assessment process

Signature_____________________________________ Date____________________
Rating Rubric for Comprehensive Assessment

<table>
<thead>
<tr>
<th>Student</th>
<th>Date</th>
</tr>
</thead>
</table>

Criteria for Publication about Occupational Therapy Practice

Through the written work the student demonstrates the ability to:

1. Critically analyze and integrate course work related to occupational therapy practice.
   Yes ___
   Needs revision ___ Areas to address:

2. Integrate theoretical principles and knowledge of research and practice gained in doctoral coursework to a problem in practice.
   Yes ___
   Needs revision ___ Areas to address:

3. Analyze current area occupational therapy practice and propose implications or alternative solutions for occupational therapy practice.
   Yes ___
   Needs revision ___ Areas to address:

4. Synthesize best practice models, and occupation-based, and non-occupation-based conceptual models.
   Yes ___
   Needs revision ___ Areas to address:

5. Address the needs of individuals, families, and communities, as affected by system factors.
   Yes ___
   Needs revision ___ Areas to address:

6. Complete a written document that is ready for submission for publication in a scholarly journal or book.
   Yes ___
   Needs revision ___ Areas to address:

Overall rating
___Approved, student advances to candidacy.
___Approved pending minor revisions; student must complete revisions prior to advancing to candidacy.
___Not approved; major revisions needed; student must complete the major revisions and resubmit to the subcommittee for approval.
___Not approved; student must reinitiate the comprehensive assessment process

Signature__________________________ Date________________
Rating Rubric for Comprehensive Assessment

Student  ________________________________  Date  __________________

Criteria for Publication about Model Development

Through the written work the student demonstrates the ability to:

1. Integrate theoretical principles and knowledge of research and practice gained in doctoral coursework to a problem in practice.
   Yes ___
   Needs revision ___ Areas to address:

2. Appraise the strengths and limitations of current conceptual model(s) for guiding occupational therapy practice or occupation-based research, occupation based health services, or education.
   Yes ___
   Needs revision ___ Areas to address:

3. Judge the strengths and limitations of current conceptual models for understanding or addressing the needs of the individual and the family, community, or system level.
   Yes ___
   Needs revision ___ Areas to address:

4. Propose strategies to strengthen these models.
   Yes ___
   Needs revision ___ Areas to address:

5. Complete a written document that is ready for submission for publication in a scholarly journal or book.
   Yes ___
   Needs revision ___ Areas to address:

Overall rating
___Approved, student advances to candidacy.
___Approved pending minor revisions; student must complete revisions prior to advancing to candidacy.
___Not approved; major revisions needed; student must complete the major revisions and resubmit to the subcommittee for approval.
___Not approved; student must reinitiate the comprehensive assessment process.

Signature  ________________________________  Date  __________________
Rating Rubric for Comprehensive Assessment

Student __________________________ Date ____________________

Criteria for Publication about Occupation-Based Research

Through the written work the student demonstrates the ability to:
1. Integrate theoretical principles and knowledge of research gained in doctoral coursework to a problem in practice.
   Yes ___
   Needs revision___ Areas to address:

2. Appraise the strengths and limitations of current occupation-based research for guiding occupational therapy practice, occupation based health services, or education.
   Yes ___
   Needs revision___ Areas to address:

3. Judge the strengths and limitations of current for occupation-based research for understanding or addressing the needs of the individual and the family, community, or system level.
   Yes ___
   Needs revision___ Areas to address:

4. Propose strategies to strengthen the direction and focus of occupation-based research
   Yes ___
   Needs revision___ Areas to address:

5. Complete a written document that is ready for submission for publication in a scholarly journal or book.
   Yes ___
   Needs revision___ Areas to address:

Overall rating
___ Approved, student advances to candidacy.
___ Approved pending minor revisions; student must complete revisions prior to advancing to candidacy.
___ Not approved; major revisions needed; student must complete the major revisions and resubmit to the subcommittee for approval.
___ Not approved; student must reinitiate the comprehensive assessment process

Signature____________________________ Date____________________
Rating Rubric for Comprehensive Assessment

Student ___________________________ Date ________________________

Criteria for Publication about Occupation Therapy Education

Through the written work the student demonstrates the ability to:
1. Integrate theoretical principles and knowledge of research gained in doctoral coursework to a problem in practice.
   Yes ___
   Needs revision___ Areas to address:

2. Appraise the strengths and limitations of current occupation-based research and conceptual models for guiding occupational therapy or occupation based education.
   Yes ___
   Needs revision___ Areas to address:

3. Appraise the strengths and limitations of current non-occupation-based research and conceptual models for guiding occupational therapy or occupation based education.
   Yes ___
   Needs revision___ Areas to address:

4. Propose strategies to strengthen the direction and focus of education.
   Yes ___
   Needs revision___ Areas to address:

5. Complete a written document that is ready for submission for publication in a scholarly journal or book.
   Yes ___
   Needs revision___ Areas to address:

Overall rating
   ___Approved, student advances to candidacy.
   ___Approved pending minor revisions; student must complete revisions prior to advancing to candidacy.
   ___Not approved; major revisions needed; student must complete the major revisions and resubmit to the subcommittee for approval.
   ___Not approved; student must reinitiate the comprehensive assessment process

Signature_____________________________ Date___________________

53
TOWSON UNIVERSITY
DEPARTMENT OF OCCUPATIONAL THERAPY
AND OCCUPATIONAL SCIENCE
COMPREHENSIVE ASSESSMENT SUBCOMMITTEE APPROVAL FORM

Section I – To be completed by student

Student’s Name ___________________________________________________________
(Signature) (Typed name)

Note date course completed.

☐ OCTH 611 ________________
☐ OCTH 613 ________________
☐ OCTH 742 ________________
☐ OCTH 744 ________________
☐ OCTH 746 ________________

Time frame for completion of comprehensive assessment.
(See Comprehensive Assessment Description)

Section II

Student Selected Member _______________________________________________
(Signature) (Typed name)

Chairperson Selected Member ___________________________________________
(Signature) (Typed name)

I. Approved by

Doctoral Program Director _____________________________________________
(Signature) (Date)

Department Chairperson _____________________________________________
(Signature) (Date)
TOWSON UNIVERSITY
DEPARTMENT OF OCCUPATIONAL THERAPY
AND
OCCUPATIONAL SCIENCE

GUIDELINES FOR PREPARING
THE OCCUPATIONAL SCIENCE DOCTORAL DISSERTATION

Adapted from the Office of Graduate Studies Guidelines for Preparation for Thesis and Dissertation
# TABLE OF CONTENTS

Section I: The Dissertation Manual................................................................. 58

Section II: Roles and Responsibilities

  Student........................................................................................................... 59
  Chair of the Committee.............................................................................. 59
  Committee Members.................................................................................... 62

Section III: Preparing the Doctoral Dissertation

  Procedural Steps............................................................................................ 64
  Intellectual Property and Copyright Information........................................ 66

Section IV: Formatting the Manuscript and Arrangement of Pages

  Manuscript Preparation.................................................................................. 68
  Arrangement of Dissertation......................................................................... 70

Section V: Discipline Styles............................................................................ 74

Appendices (can be downloaded for use at the web page of the Department of Occupational Therapy and Occupational Science http://wwwnew.towson.edu/ot/)

Appendix A

  Committee Approval Form............................................................................. 77
  Proposal Announcement Form........................................................................ 78
  Defense Announcement Form.......................................................................... 79
  Format Review Form...................................................................................... 80

Appendix B

  Sample A: Title Page.................................................................................... 82
  Sample B: Copyright Page............................................................................ 83
  Sample C: Proposal Defense Approval Page................................................ 84
  Sample D: Dissertation Approval Page....................................................... 85
  Sample E: Curriculum Vita............................................................................ 87
  Graduation End of Program Checklist.......................................................... 91
  Internet Release Form................................................................................... 86
SECTION I: THE DISSERTATION MANUAL

This manual is a tool developed to provide the doctoral student with the necessary information to organize and produce a doctoral dissertation within the Department of Occupational Therapy & Occupational Science and is consistent with the policies of Towson University. Please note that these guidelines refer to DISSERTATION preparation only.

This manual offers guidance on Towson University requirements related to the student’s research advisory committee, and the formatting, typing, printing, and arranging the manuscript, as well as library stipulations for binding purposes. The doctoral student and the Dissertation Committee Chair, and the Dissertation Committee members must adhere to the standards outlined in this manual and are responsible for understanding these requirements. Although it is helpful to review a published dissertation, a doctoral student should NOT use the published work as a guide for manuscript preparation! These guidelines may be modified periodically. Therefore, it is imperative that the student be very familiar with and adheres to CURRENT rules and requirements as stipulated in this manual. A copy of the current version is available on the website of the Department of Occupational Therapy and Occupational Science at http://www.towson.edu/ot/.

The student should read the guidelines thoroughly and completely, follow directions, and ask questions if in doubt about specific procedures, rules and manuscript requirements. If the student is in doubt as to whom to consult for answers to specific questions, he or she should begin by asking the Committee Chair or Faculty Advisor. Beyond that, the student may address inquires to the Dean of the Graduate Studies.

All thesis/dissertation submissions are electronic, usually as an email attachment. Students are welcome to produce paper copies and have them bound for themselves, their advisor, or others, but the Office of Graduate Studies and the archives at Cook Library only need electronic versions. Students should note, prior to submitting the final version to the Graduate Studies Office, a preliminary copy will be reviewed by the Chair of the Committee (also referred to in this manual as “Faculty Thesis/Dissertation Advisor”) and a staff person in the Office of Graduate Studies. Even though paper copies are not being submitted, the formatting requirements of a paper copy must be followed.

SECTION II: ROLES AND RESPONSIBILITIES

The doctoral dissertation should represent a more substantial project of original research than a master’s thesis. Consistent with Towson University policy, the Department of Occupational Therapy and Occupational Science may specify more details than those stated in the Office of Graduate Studies Guideline for Preparing Thesis and Dissertations about what is expected as the scope and level of work necessary in the Occupational Science doctoral dissertation. Also, the Department of Occupational
Therapy and Occupational Science is responsible for establishing rules for candidacy and other prerequisites for doctoral research for students in that program.

1. The student is exclusively responsible for correcting all errors--typographic, format, spelling, grammar, and syntax -- as well as for substantive content.

2. The Committee Chair and Committee Members are responsible for determining whether the finished manuscript meets required standards for content, writing, and consistency in disciplinary style. Because American Psychological Association (APA) format is the style most consistently used occupational therapy and occupational science, the student is expected to use this format. The student must obtain approval from the Committee Chair to use an alternative format.

3. The Office of Graduate Studies evaluates the signed manuscript to ensure compliance with the procedural and formatting requirements stipulated in this dissertation guideline manual. Dissertations that do not follow the guidelines will need to be corrected by the student before receiving final approval from the Office of Graduate Studies.

Committee Roles and Responsibilities

Student

The doctoral student bears primary responsibility for the dissertation from the inception of the idea through to the preparation of the final document. The student is responsible for insuring that the submitted work meets accepted standards of usage for scholarly writing, including grammar, spelling, punctuation, and APA format. Thorough proofreading of a submitted manuscript, at any stage of the process, is the responsibility of the student. The student must become familiar with all relevant rules and requirements detailed in this manual. Although the student may seek guidance from the Committee Chair for assistance with rules and requirements established for any sponsored research, the student assumes primary responsibility for understanding and abiding by the rules and requirements. When in doubt, the student should consult with the Committee Chair/Advisor and/or Office of University Sponsored Research [410-704-2236; ospr@towson.edu; http://www.towson.edu/ours/].

Chair of the Committee

The student may ask a member of the faculty of the Department of Occupational Therapy and Occupational Science to serve as Chair of the Dissertation Committee, contingent upon the approval of the Chairperson of the Department of Occupational Therapy and Occupational Science. The chair of the committee must be Graduate Faculty with a research doctoral degree in the Department of Occupational Therapy and Occupational Science at Towson University. The Chairperson of the Department of Occupational Therapy and Occupational Science bases the approval on student’s research
interests and dissertation chair preferences, the faculty member’s expertise and willingness to serve as Dissertation Committee Chair, and the workload responsibilities of the department. In those circumstances where the Dissertation Committee Chair begins but is not able to continue to serve in that role, the Chairperson of the Department of Occupational Therapy and Occupational Science, in consultation with the student, will appoint another Dissertation Committee Chair. Such an appointment is contingent on that faculty member’s interest in and availability to serve as Committee Chair.

The Chair of the Dissertation Committee assumes major responsibility for working directly with the student throughout all phases of the research project. The Chair is the student’s main consultant, advisor, and advocate. The Committee Chair should be an appointed Graduate Faculty member [http://www.towson.edu/provost/provost/graduatestudies/facultyresources/index.asp]. Potential members of the Committee should be reviewed with the Committee Chair and the Chairperson of the Department of Occupational Therapy and Occupational Science with the goal of maximizing available faculty expertise related to the research question. It is incumbent on the student and the Chair to assure that all content and methodological expertise needed for the research is present on the committee.

The Committee Chair challenges the student to anticipate theoretical, practical, and methodological complications that are likely to be encountered. All aspects of the research topic and research questions will be thoroughly discussed and debated with the student to determine ways of addressing theoretical and methodological problems. The student is expected to submit drafts of the research proposal and developing manuscript, including all chapters and related materials throughout all phases of the dissertation process, to the Committee Chair for editorial and content feedback. The Committee chair will determine the number and frequency of drafts to be submitted based on the quality and content of the student’s work. The Committee Chair and the student will determine if drafts of the research proposal and the developing manuscript, including all chapters and related materials throughout all phases of the dissertation process, also will be forwarded to the Committee members for editorial and content feedback. The quality of the research is a direct reflection of standards established by the discipline and enforced by the Committee Chair. When the student seeks consultation from another member of the Committee during any phase of the dissertation process, the Committee Chair should be present or the student should inform the Committee Chair of the meeting and discuss the meeting immediately with the Committee Chair. The student is to provide a written summary of the meetings and the recommendations to the Committee Chair and the committee member. This procedure will protect the student from inconsistent guidance and incompatible recommendations. If contradictory information is being given to the student, the Committee Chair must confer with the committee member and take steps to resolve the inconsistencies.

The Committee Chair conducts the proposal defense and dissertation defense meetings. A committee member or other designated faculty member should be identified.
to oversee the proposal defense and the dissertation defense process to assure it is consistent with Department/College/University requirements. The Committee Chair, committee members, and the student are to refer to and adhere to the established, written expectations and procedures for the proposal defense and the dissertation defense.

General expectations and procedures are to be discussed with the student prior to the proposal defense and the dissertation defense meetings. The student is responsible for arranging the date, time, and location of the proposal defense and the dissertation defense meetings. Typically, the student is asked to present the contents of the written proposal, or dissertation to the Committee, followed by questions from Committee members. Unless otherwise requested by the student and agreed upon by the Committee Chair, the proposal defense is open to the faculty and doctoral students in the Department of Occupational Therapy and Occupational Science, as well as guests invited by the student. The dissertation defense is open to all members of the Towson University academic community as well as guests invited by the student. The Committee Chair (or other designated faculty member) should make it clear to the audience at the outset of the proposal or defense meeting if and when questions to the candidate will be accepted from the audience. Proposal defense and dissertation defense meetings are to exemplify the highest level of professional and ethical conduct at all times.

For the proposal defense, the student is to have completed and distributed copies of the introduction, literature review, and methods and material sections of the dissertation to the Committee Chair and the Committee members at least 15 working days in advance of the proposal defense meeting. Typically, this is chapter 1, 2, and 3 of the dissertation. At least 7 days prior to the proposal defense, the student is responsible for completing the “Defense Proposal Announcement” form and for informing the faculty and doctoral students in the Department of Occupational Therapy and Occupational Science of the meeting. During the proposal defense, the student presents the contents of the written proposal to the Committee, followed by questions from Committee members. The student should allot 30 minutes to present the proposal and 30 minutes to answer questions.

Similarly, for the dissertation defense, the student is to have completed and distributed copies of the entire dissertation to the Committee Chair and the Committee members at least 6 weeks in advance of the dissertation defense meeting. The student is to obtain and complete a copy of the “Dissertation Defense Announcement” form and submit the form to the Office of Graduate Studies at least ten (10) working days prior to the defense date. During the dissertation defense, the student is to present a brief summary of the research question, literature review, and the research method, and a more thorough review of the research results and discussion sections of the dissertation to the Committee, followed by questions from Committee members. The questions should focus on the research results and discussion sections of the dissertation. The student should allot 30 minutes to present the proposal and 30 to 45 minutes to answer questions.

In some cases, a graduate student's research work may contain information that may be identified as proprietary in nature and/or relevant to patent applications. When
this occurs, the information will be made available to Committee members only and discussed in the defense meeting as part of a closed session between the candidate and the Committee. When the discussion moves to other aspects of the project, the meeting will be re-opened to the campus community. The Committee Chair in consultation with relevant Committee members and the student will be responsible for determining if some portion of the defense discussion should be closed. The Committee Chair also will be responsible for overseeing this process during the defense meeting.

Only the Committee Chair and the Committee members are to be present for the discussion and decision about the approval status of the proposal and the dissertation. Only the Committee Chair, the committee members, and the student are to be present when the student is informed about the approval status of the proposal defense and the dissertation defense. During this meeting, the Committee members and chair may make recommendations for improving the dissertation work, if applicable.

Dissertation Committee Members

Dissertation Committee members are responsible for thorough review of the research document. At least three committee members, in addition to the Committee Chair, are required for the Dissertation Committee. One must be a faculty member of the Department of Occupational Therapy and Occupational Science at Towson University. One must be a faculty member from another department or program at Towson University, or from another accredited university. The fourth committee person can be a faculty member from any of these sites. The student and the Committee Chair may add other committee members for their content or methodological assistance. Usually, a committee will have no more than six members.

All members of the Committee must hold appointment as full or associate graduate faculty [http://www.towson.edu/provost/provost/graduatestudies/facultyresources/index.asp]. In setting up the Committee, faculty members from other departments should be considered, for their interdisciplinary breadth, special expertise, or experience. In the event that the student and Committee Chair determine that successful completion of the project requires the specialized expertise of a professional who is not a member of Graduate Faculty, the Committee Chair may make such an appointment. The professional’s affiliation and credentials must be identified on the Committee Approval form, along with a copy of the professional’s curriculum vita. Similarly, if a committee member begins but is not able to continue to serve in that role, the Committee Chair, in consultation with the student will appoint a new committee member. Such an appointment is contingent on that faculty member’s interest in and availability to serve on the committee. The Program Director/Department Chair and the Dean of the Office of Graduate Studies must approve the entire Committee.

Each Committee member must be fully familiar with the contents of the dissertation prior to the proposal defense and the dissertation defense meetings, and be prepared to discuss the research and any related concerns during the defense. When being asked to be a member of a student’s dissertation committee, a faculty member should
inquire into the student's and the Committee Chair's expectations. The committee member should be willing to provide the student with the necessary time and support. All committee members are expected to be physically present at the proposal and dissertation defense. For extenuating circumstances, audio or video conferencing arrangements may be considered for a committee member who cannot be physically present, if it is determined by the Committee Chair, and the committee members that such arrangements will not compromise the proposal or the dissertation defense. Costs for transportation, food, and lodging of those committee members outside of Towson University to attend the meetings are the responsibility of the student.

Committee members are expected to inform the Committee Chair about and should resolve conflicts of values and professional opinions directly with other committee members or the Committee Chair prior to proposal and defense meetings.
SECTION III: PREPARING THE DISSERTATION

Procedural Steps

1. The process should begin with the student’s selection of a Dissertation Chair and a meeting to discuss the research idea and the faculty expertise needed to assist the student in completing the project. (See “Section II: Roles and Responsibilities of the Committee” in this manual for more information on determining the composition of the Dissertation Committee).

2. Once Committee members have been identified, the student should obtain a copy of the Dissertation Committee Approval Form, acquire the necessary signatures, and submit the completed form to Office of Graduate Studies for approval before the project is formally initiated. Once the Office of Graduate Studies has granted approval, students should be sure to forward a copy of the approval form to the Program Director and the Dissertation Chair. Forms are available in this manual or from the Graduate Thesis Guidelines [http://www.towson.edu/provost/provost/graduatestudies/documents/guidelines.pdf]. For your information, a sample of the form is provided in this manual.

3. The dissertation proposal and defense processes generally are more formalized than that which is expected for the master’s thesis. The student should prepare a proposal in consultation with the Committee Chair. The proposal does not need to be reviewed and approved by the Office of Graduate Studies.

4. The Towson University Institutional Review Board (IRB) for the Protection of Human Subjects must approve research that involves the use of human subjects. Contact the Office of University Sponsored Research [410-704-2236; http://grad.towson.edu/ours/] to apply for approval to use human subjects. The signature of the Director of University Sponsored Research on the IRB form indicates approval.

5. The same procedure is applicable for the use of animals in research projects; however, the Institutional Animal Care and Use Committee (IACUC) form is used. Contact the Office of University Research Services [410-704-2236; http://grad.towson.edu/ours/ to apply for approval to use animals as subjects. Students should be sure to allow ample time in project timelines for submission to and review by IRB or IACUC.

6. Once the student has received formal approval of the Committee membership from the Dean of the Office of Graduate Studies, the student should obtain a Dissertation Course Permit form from the Graduate Program Director or Department Chair, to register for dissertation credits in the fall, spring, or summer semesters. Decisions regarding whether to grant dissertation units during the winter session will be made by the Graduate Program Director or Department Chair, as applicable. Once students start their thesis/dissertation work, they are
expected to maintain continuous registration in a dissertation course (or continuum) under their work is completed and fully approved. (Summers may be exempted from continuous registration unless the student will graduate in the Summer Term.)

7. Students should always consult with their Dissertation Chair/Advisor regarding which semester(s) to register for dissertation units and the number of units to be taken in a given semester. Students must register for at least 3 units of OSC 997 in one semester and 9 units of OSC 997 in another semester. The student continues to register for at least one unit of OSC 997 in subsequent semesters until the dissertation is successfully completed and the student graduates. Students must also be aware that there is a ten-year limit. This time limit includes all coursework, transfer courses, and thesis/dissertation completion (defense inclusive).

8. Students should meet regularly with their Committee Chair/Advisor to discuss project progress. Students should expect to submit multiple drafts of each chapter of their dissertation. Students should also stay aware of ALL deadlines established by the graduate program and the Office of Graduate Studies for review and submission of the dissertation as well as formal submission of an intention to graduate. The Occupational Therapy and Occupational Science Departments has establish its own earlier deadlines for review and submission of the dissertation, by which students must abide. Deadlines established by the Office of Graduate Studies for review and submission of the final dissertation supersede all other deadlines that may be posted later.

9. Upon approval of the Committee Chair, the student is to distribute the final drafts of the introduction, literature review, and methods and material sections of the dissertation to the Committee Chair and the Committee members at least 15 working days in advance of the proposal defense meeting. Typically, this is chapter 1, 2, and 3 of the dissertation. The Committee Chair and the Committee members may require that the student submit the final draft of the proposal more than 15 days in advance of the proposal defense meeting. The student may use standard stock paper to print the proposal. The proposal should be in a binder with a table of content, appendices and dividers for each chapter. At the time of distribution, the student also should meet with the Committee Chair to establish a date and time for the proposal defense.

10. At least 7 days prior to the proposal defense, the student is responsible for completing the “Defense Proposal Announcement” form and for informing the faculty and doctoral students in the Department of Occupational Therapy and Occupational Science of the meeting.

11. After the student has defended the proposal and answered the related questions, the dissertation committee is to hold a closed meeting to evaluate the proposal. The committee is expected to reach a consensus as to whether the proposal meets expectations, and can proceed with the dissertation, or whether further revisions
are needed. If the committee is unable to reach a consensus, the Committee Chair determines the approval status.

12. The student is to remain in ongoing contact with the Committee Chair and the Committee members throughout each phase of the data collection, analysis, and interpretation, and the writing of the remaining chapters of the dissertation.

13. After approval of the Committee Chair, the student is to distribute a final hard copy draft of the dissertation to each Committee Member for final review at least six (6) weeks prior the dissertation defense and at least seven (7) weeks prior to the official end of the semester (final exam week) in which the student intends to graduate. In lieu of a hard copy, the Committee Chair and the Committee members may request electronic copies of the dissertation draft. At the time of distribution, the student also should meet with the Committee Chair to establish a date and time for the oral defense of the complete dissertation.

14. The student should obtain and complete a copy of the “Dissertation Defense Announcement” form and submit the form to the Office of Graduate Studies at least ten (10) working days prior to the defense date. Dissertation Defenses are open to all members of the Towson University academic community as well as guests invited by the student.

15. Prior to the defense, the student should prepare one copy of the Dissertation Approval page that will be inserted into the electronic copy submitted to the Office of Graduate Studies. The Approval page must conform to the dissertation guidelines in terms of font, margins, location of page number, type of paper.

16. After the student has defended the dissertation and answered the related questions, the dissertation committee is to hold a closed meeting to evaluate the dissertation and dissertation defense. The committee is expected to reach a consensus as to whether the dissertation and defense meet expectations for graduation or whether further revisions are needed. If the committee is unable to reach a consensus, the Committee Chair determines the approval status. If the manuscript requires little or no revision, the Committee Chair should have Committee members sign each page in ink at the end of the defense, signifying their approval. Student should take special care to make sure the signature page is in the correct format—if it is discovered to be wrong, it will be necessary to obtain the committee members signatures once again on the correct form.

17. Within two days following a successful defense, the student should meet with the Committee Chair to discuss necessary modifications specified by the Committee. The modified document should be presented to the Committee Chair/Faculty Advisor for final review. When submitting the modified document, students should also provide the Committee Chair/Faculty Advisor with a copy of the “Office of Graduate Studies Thesis/Dissertation Format Review” form to be completed and signed. When a
student is required to make changes to the document as stipulated by the Committee Chair/Advisor, s/he should allow at least two weeks (14 days) to make necessary changes. This will provide ample time for a final check for content, formatting, typing and page numbering errors thus avoiding delays that could compromise the student’s ability to graduate in the designated semester.

18. The signed “Office of Graduate Studies Thesis/Dissertation Format Review” form should be submitted to the Office of Graduate Studies at the time of the staff review. Staff will review the format of the document ONLY. This review should occur at least five (5) working days prior to the last day of classes. Following the format review, the student will make any necessary corrections of the noted error or deviations from the standard format.

19. The final approved thesis/dissertation in electronic form, and the paper approval page must be submitted to the Office of Graduate Studies at least ten (10) working days prior to the official end of the semester in which the student intends to graduate.

20. Once approved, students are to send electronic copies of their dissertations and the signature page to the Wilma West Library. Students are welcome but not required to submit bound copy to the Department of Occupational Therapy and Occupational Science, to the Wilma West Library, and the dissertation chair. Students can have copies of their dissertation bound at Cook Library. The current cost is $8.05 per copy. Students should make checks payable to Towson University.

21. Use the following link for checking compliance with Graduate Studies Graduation requirements:

**Intellectual Property and Copyright Information**

If the dissertation research contains information identified as proprietary in nature and/or relevant to patent application, the student is to contact the Office of the Dean, Office of Graduate Studies for detailed information.

Similarly, if the student is interested in obtaining a copyright for the work, information is available in the Office of the Dean, Office of Graduate Studies. It is NOT a requirement to copyright a dissertation, but usually it IS possible if the student so wishes.

The student should refer to University Microfilm Incorporated for procedures and fees to submit their dissertations electronically to the UMI database.
SECTION IV: Formatting the Manuscript and Arrangement of Pages

Manuscript Preparation & Arrangement of Pages

The student is to abide by the general format requirements presented in this guideline manual. These supersede all other requirements stipulated in previous editions of Towson University guideline manuals. Unless otherwise approved by the Committee Chair the student also is to abide by the most current edition of the APA style manual. When the Towson University guidelines conflict with APA style manual, the student is to abide by Towson University guidelines.

In those situations where the student is to submit the dissertation for publication, the student may seek approval from the Committee Chair to follow the format or style required by the journal monograph, book or other type of publication. The required format or style must be used consistently throughout the manuscript and must not compromise the quality and requirements of the dissertation. The Graduate Studies Office should be informed of any changes from the standard format and the reasons for such changes.

Type and Fonts
Because it is possible that the manuscripts will be reduced to microfilm or other small versions, type and fonts must be large enough and clear enough to retain their integrity during the reduction process. Type should not be larger than 12-point. The following fonts are acceptable:
Times New Roman
Arial
Courier

Print Quality
Print should be letter-quality preferably. As much as possible, use word processing techniques for any special symbols, lines, boxes, or other printing. If there are any lines or symbols that cannot be produced using word processing symbols, insert them on a hard-copy page with black ink that has adequate photographic reproduction quality. Use a ruler for any drawn lines and a fine-point pen for symbols inserted in the printed text. Be sure the size of the written symbols is in proportion with the printed characters. If any of these manual methods are used, the page must be scanned and added to the electronic document.

Margins
Use consistent margins throughout the manuscript.
Left margin -- Must be at least 1-½ inches to allow for any possible future binding.
Top margin -- Allow one inch above the top of the letters in the first line of type, and at least three-quarters of an inch above the top of the page number. It is suggested that on pages which begin with a major heading (such as a chapter), allow two inches for a top margin.
Right and bottom margins -- Should be at least one inch. Adjust the text to not leave less than isolated two lines at the top of a new page or above the bottom margin except for the final page of a chapter, a table, or an illustration.

Page Numbers and Numbering

Preliminary Pages (see “Arrangement of the Thesis” below)
Preliminary pages should be in sequence with lowercase Roman numerals (i, ii, iii, iv, etc.) centered above the bottom margin. Count the title page as page one but do not print a page number. Count the approval page (the page with the signatures) as ii. The acknowledgement page is page iii, etc. There are no blank pages.
Text
Beginning with the first page of the text and continuing to the end of the manuscript number pages in sequence with Arabic numerals, starting with 1. Count all pages and number them. Do not insert numbers such as "106a" or leave uncounted pages. Position page numbers uniformly at the top of the page, flush with the right margin. Students may choose to center numbers above the bottom margin on pages that begin a major heading (such as a Chapter) but are not required to do so. Even if a page has text/table/graph/diagram filling the page and printed sideways (for landscape orientation), the page number should still be in the same position and alignment as on a regular page. This may require manually typing or positioning the page number. It may be necessary to scan any unusual page to insert it into the electronic text.

Line Spacing
Double-space the main body of the text. Single space headings that are longer than one line. You should single space within footnotes or endnotes, bibliography entries, long quotations, and tables. Double spacing, not quadruple spacing, should be used between main headings and subheadings and between headings or subheadings and text.

Headings and Subheadings
Format headings and subheadings consistently throughout the manuscript. If any headings are over 3 1/2 inches long, arrange them in inverted pyramids with the longest line at the top.
- Do not hyphenate words at the ends of lines.
- Use the same font size for headings as used in the body of the text.
- Place chapter titles two lines below chapter numbers.
- Double space, not quadruple space, after the last line of the title before beginning the text.
- Double space, not quadruple space, before and double space after all subheadings.

Some style manuals give specific instructions for headings; others give none. In the latter case, satisfactory information may be found in Turabian’s A Manual for Writers of Term Papers, Theses, and Dissertations.

References Cited in the Text
Arrange notes or other methods of reference citation in a definite and consistent order and style according to the discipline style approved by the Program/Department. If unsure, students should consult Thesis Chair/Advisor.

If using footnotes, they should be placed at the bottom of the page within the designated margins. Footnotes should be separated from the text with a horizontal line 2 inches long. Allow sufficient space during typing so that an entire footnote can be placed on the page on which it begins. [Word processing programs, like MS Word may automatically perform this function. Consult the word processing manual for information about this feature.]
• If using endnotes, they should be placed at the end of each chapter, NOT at the end of the manuscript. They may be labeled "endnotes," "chapter notes," or simply "notes" but not "footnotes." Begin them at the top margin of a new page with a heading typed in the same manner as other subheadings in your manuscript.
• Whether using footnotes or endnotes, single-space the notes themselves and double-space between them.

Arrangement of the Thesis/Dissertation
Every manuscript is composed of three parts: 1). Preliminary Pages, 2). Text Pages, and 3). Supplemental Pages.

1) Preliminary Pages Use lower case Roman Numerals (ii, iii, etc.), centered at the bottom of the page.

a. Title Page (do not number this page, but consider it page i)
   The title page should include:
   the title of the study,
   the name of the author,
   the phrase "A dissertation in partial fulfillment of the requirements for the degree of DOCTOR OF SCIENCE IN OCCUPATIONAL SCIENCE
   the full name of the department to which it is submitted,
   "Towson University" and
   the date of expected graduation (month and year) (not the date of the defense)

   All of the above should be centered and spaced evenly on the title page. A sample of a title page is provided in Appendix B of this manual.

b. Approval Page
   See the sample of a Thesis/Dissertation Approval Page provided in Appendix B and should be followed exactly. This normally is page ii, unless a copyright is used on page ii (in which case, this is page iii)

c. Acknowledgement Page (optional)
   Most theses and dissertations do include a brief statement of appreciation for or recognition of, any special assistance, guidance, or support provided to the student during the thesis process. The word "ACKNOWLEDGMENTS" is centered without punctuation two inches from the top of the page. Text begins two lines below this heading and is double-spaced.
d. Abstract
The abstract should provide the reader with an overview of the problem, methodology, and conclusion in concise, specific, and informative language. The abstract text for a master’s thesis must adhere to a strict 150-word limit and must be complete on one page. Abstracts for doctoral work may be up to 350 words and may extend beyond one page. The heading "ABSTRACT" is centered without punctuation two inches from the top of the page. Two lines below this heading the title appears as written on the title page. The author's name is centered and placed two lines below the title. The text of the abstract begins two lines below the author's name and should also be double-spaced.

e. Table of Contents
Tables of contents may be quite brief, including only chapter headings, or considerably more detailed, including one or more levels of subheadings. The wordings of headings in the table of contents must correspond exactly to the wording of those headings in the text. No preceding material is listed, but any preliminary pages that follow the Table of Contents should be listed. All items of the main text and supplementary end material should be listed. Each item should be left justified and its page number should be on the right side of the page in line with the item. The heading "TABLE OF CONTENTS" is centered without punctuation two inches from the top of the page.
(The following—items f, g, and h—may or may not be used, depending on the contents of the dissertation/thesis)

f. List of Tables
This section is required if there are two or more tables in the manuscript. The heading "LIST OF TABLES" is centered without punctuation two inches from the top of the page. The list of tables uses either the captions exactly as they appear above the tables in the text or the first sentence of lengthy, multi-sentence captions. That first sentence must, however, provide an informative statement as to the subject matter contained in the table. The List of Tables should give a page number on the right side of the page for each item.

g. List of Figures
This section is required if there are figures in the manuscript. The heading "LIST OF FIGURES" is centered without punctuation two inches from the top of the page. The list of figures uses the captions exactly as they appear below the figures or the first sentence of lengthy, multi-sentence captions. That first sentence must, however, provide an informative statement as to the subject matter contained in the figure. The List of Figures should give a page number on the right side of the page for each item.
h. Keys to Symbols, Abbreviations, or Nomenclature

2) TEXT PAGES (numbering restarts HERE using Arabic numerals: 1,2,3,... in the upper right corner of the page)

a. Headings
Theses need to be carefully organized to reflect a logical development of the research project. Many, but not all, theses and dissertations are organized in five rather distinct chapters, although a structured organization can exist without the use of the specific heading "CHAPTER" and some research work may require a completely different structure. Often (but not required), the major sections of the work are:
INTRODUCTION,
LITERATURE REVIEW,
METHODS AND MATERIALS,
RESULTS, and
DISCUSSION

Also, each Chapter or major section might well be subdivided by second, third, and occasionally fourth and fifth level headings to emphasize specific aspects of the research. Chapters or major sections should each begin on a new page.

b. Spacing and Indentation of text, series, and block quotations
The text is double-spaced and a new paragraph begins five spaces from the left margin. Use only left-only justified margins. A numbered, lettered, or bulleted series is indented from the left margin or both the left and right margins. Block quotations are also indented from both the left and right margins. In addition, block quotations are single-spaced.

c. Footnotes and Endnotes
The format and style of documentation of sources varies from discipline to discipline. The format/style to be used may also be one that is required by the journal, monograph, book or other type of publication to which you intend to submit your dissertation/thesis for publication or is the standard for the field. Use the chosen format consistently throughout the thesis/dissertation. Please note that even if references are inserted as endnotes, they still must be included in the bibliography at the end of the work. Students should consult with the Committee Chair/Advisor to identify a style appropriate to be used consistently throughout the manuscript.

3). SUPPLEMENTAL PAGES (Arabic page numbering continues from the main text pages in the upper right corner of the page.)

a. Appendix or Appendices
Some students will not need to include this section. It is usually added to contain supplementary illustrative materials, research or survey instruments, original data,
extended tables or charts, mathematical derivations, computer programs, or quotations too lengthy for inclusion in the text or not immediately essential to an understanding of the text. If students were required to obtain IRB or IACUC approval to use human or animal subjects, the letter granting permission should be included here as well any Informed Consent forms used in the research process. If you use an appendix, it should follow the last page of the text. Introduce the appendix with a consecutively numbered page on which the word "APPENDIX" (or "APPENDICES") is centered without punctuation. Sequential pagination should be maintained, using Arabic numerals. Each appendix should be labeled, either at the top or on a proceeding blank page, as Appendix A, Appendix B, etc. In the main Table of Contents, include Appendix or Appendices, with the page number of the first page of the appendix section. If there are several appendices, each should be listed and labeled in the Table of Contents, indented, under the listing of Appendices, with its appropriate page number.

b. Bibliography (or List of References, or Citations, or List of Sources)
The last section of the thesis or dissertation is the bibliography. Since nearly all theses and dissertations make use of other works, either in direct quotation or by reference, this section is normally required. The format/style used may also be one that is required by the journal, monograph, book or other type of publication to which you intend to submit your work for publication or is the standard for the field. The minimum requirements usually are that the referencing system and bibliography be consistent throughout, that they be clear, and that they fully agree with each other.

c. Curriculum vita (See Sample in Appendix B)
A one-page vita of the author must be included. This page should be single-spaced, containing a brief account of the author’s academic credentials, work experience, professional memberships and contributions to the discipline, in the form of professional presentations and/or published manuscripts.

d. Blank White Page
At the end of every thesis/dissertation, there should be one blank white page with no page number.

SECTION V: DISCIPLINE STYLES

A significant aspect of the educational development of many professionals is to become comfortable with the writing style appropriate to their discipline or form of research selected. Therefore, the appropriate writing style and format for the dissertation is determined by the discipline standards to which the profession subscribes. The organization of the content of a dissertation should conform to the publication manual or guide most commonly used in the discipline, one that best accommodates the nature of the research /or the format and style required by the journal, monograph, book or other type of publication to which the student will submit the dissertation for publication. Use
the chosen format consistently throughout the dissertation. For occupational therapy and occupational science, the format used most frequently is APA.

Just a few final reminders before turning in the final document.....

The student should

_____ consistently use the appropriate style stipulated by the Program/Department

_____ attach IRB and Informed Consent forms in Appendix, if required

_____ check to be sure pages in original and copy are numbered appropriately, sequentially and are located on the page as instructed in the guidelines.

_____ verify that page numbering for Chapters/Major Headings in the Table of Contents is consistent with pages in the document.

_____ make appropriate margin adjustments for each page as instructed in this manual.

_____ follow margin guidelines consistently for footnotes, tables, figures, illustrations and photographs.

_____ use the correct font size.

_____ follow the line spacing guidelines identified in this manual.

_____ check for typing and grammatical errors.

_____ arrange the preliminary pages of the manuscript as instructed in this manual.

_____ use an appropriate print quality for printing the final document.

_____ use the right quality paper for the final document.

_____ make all the corrections stipulated by the Committee

_____ check to be sure all required paperwork for dissertation completion and graduation have been completed and submitted.

_____ pay all outstanding fees to the university.

See (http://www.towson.edu/provost/provost/graduatestudies/documents/guidelines.pdf) for guidelines to follow
Appendix A: Forms

Dissertation Committee Approval Form
Thesis / Dissertation Defense Announcement Form
Thesis / Dissertation Format Review Form
TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES
DISSERTATION COMMITTEE APPROVAL FORM

Student’s Name ____________________________________________________________

Chair, Dissertation Committee _____________________________________________
  Signature Typed name

Member _________________________________________________________________
  Signature Typed name

Member __________________________________________________________________
  Signature Typed name

Member __________________________________________________________________
  Signature Typed name

Member __________________________________________________________________
  Signature Typed name

Member __________________________________________________________________
  Signature Typed name

Member __________________________________________________________________
  Signature Typed name

Note: Please attach a description of the affiliation and credentials of any non-Towson
University members of the Committee, and the members’ curriculum vitae

Approved by

Graduate Program Director ________________________________________________
  Signature Date

Department Chairperson _____________________________________________
  Signature Date

Dean of Graduate Studies _____________________________________________
  Signature Date

Note: It is the responsibility of the student to obtain all signatures before beginning the
proposal.
TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES
Proposal Announcement Form

Student’s Name

Department/Program:

Chair, Thesis/Dissertation Committee:

Committee Chair’s phone: e-mail:

Title of Thesis/Dissertation:

Date of Proposal:

Time of Proposal:

Location of Proposal:
TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES
Thesis / Dissertation Defense Announcement Form

Student’s Name ________________________________________________________________

Department/Program: __________________________________________________________

Chair, Thesis/Dissertation Committee ____________________________________________

Committee Chair’s phone: ______________________ e-mail ____________________________

Title of Thesis/Dissertation: _____________________________________________________

____________________________________________________________________________

Date of Defense: ________________________________________________________________

Time of Defense: __________________________________________________________________

Location: ______________________________________________________________________
To: Dean of Graduate Studies  
From: (Student Name)  

Phone: _________________________________ E-mail: _________________________________

Enclosed is a draft of my thesis/dissertation. This work was defended successfully on (Date) _________. The format of this draft has been approved by my Committee Chair. I am now asking for final approval of the format from the College of Graduate Studies and Research. After making any corrections the Office of Graduate Studies requires, I will deliver two (2) copies on the appropriate paper. I have included a piece of the paper that I intend to use for the final copies. Please inform me if this paper is not suitable.

II. Areas to be Reviewed by the Office of Graduate Studies
1. Correct Ordering of the Preliminary Pages  Yes: ___  No: ___
2. Appropriate Margin Spacing in Text  Yes: ___  No: ___
3. Correct Positioning of Page Numbers  Yes: ___  No: ___
4. Correct page numbering in Table of Contents Yes: ___  No: ___
5. Correct Font Style and Size  Yes: ___  No: ___
6. Correct Line Spacing in Text  Yes: ___  No: ___

Areas Reviewed by the Committee Chair
1. Accuracy of Content, Research Methods, and Findings  Yes: ___  No: ___
2. Adherence to Professional Standards and English Rules of Grammar and Writing  Yes: ___  No: ___
3. Appropriate Reference Style used in text  Yes: ___  No: ___
4. Accuracy and Completeness of Appendices, References and Citations  Yes: ___  No: ___
5. Correct Table Formatting and Labeling  Yes: ___  No: ___
6. Correct Figure Formatting and Labeling  Yes: ___  No: ___
7. Correct Reference Style in Bibliography  Yes: ___  No: ___
8. Correct Headers and Chapter Titles  Yes: ___  No: ___

Committee
I confirm that I have thoroughly reviewed and approve the student’s work for accuracy and completeness of content and formatting.
Chairperson Signature ___________________________ Date: ___________________________

Chair’s phone number: _______________ Chair’s e-mail address: ____________________
APPENDIX B: SAMPLE PAGES

Sample: Dissertation Title Page
Sample: Copyright Page (for either Thesis or Dissertation)
Sample: Thesis Approval Page
Sample: Dissertation Approval Page
Sample: Curriculum Vita
TOWSON UNIVERSITY
OFFICE OF GRADUATE STUDIES

(TITLE OF DISSERTATION TYPED IN CAPITAL LETTERS) (LINE 11)
(DOUBLE SPACED AND CENTERED)

by (LINE 24)
(Student’s Name)

A Dissertation
Presented to the faculty of
Towson University
in partial fulfillment
of the requirements for the degree

Doctor of Science in Occupational Science
Department of Occupational Therapy and Occupational Science
Towson University
Towson, Maryland 21252
(Month Year of Graduation)
THIS IS A SAMPLE ONLY!!

© 2011 By John H. Jones
All Rights Reserved

NOTE: This page should only be included in a thesis or dissertation that is to be copyrighted.
This is to certify that the dissertation proposal prepared by

[INSERT Student’s Name]
entitled [INSERT Title of Dissertation] ______________________________

______________________________________________________________________

________ Has been approved by the Dissertation Committee as satisfactory
completion Proposal Defense requirement.

________ Has been approved by his or her committee as satisfactory completion of the
proposal defense, pending minor revisions that need to be submitted to and approved
by the Committee Chair

________ Requires additional revisions by the student, and another paper review to
determine proposal defense approval by the Committee

________ Requires major revisions by the student, and another paper and oral defense
to determine proposal defense approval by the Committee

Chair, Dissertation Committee                      Date

Committee Member                      Date

Committee Member                      Date

Committee Member                      Date

Committee Member                      Date

Committee Member                      Date

Committee Member                      Date

Dean, College of Graduate Studies and Research                      Date
This is to certify that the dissertation prepared by [INSERT Student’s Name]
Entitled [INSERT Title of Dissertation] has been approved by the thesis committee as satisfactorily completing the dissertation requirements for the degree Doctor of Science in Occupational Science.

Chair, Dissertation Committee Date

Committee Member Date

Committee Member Date

Committee Member Date

Committee Member Date

Dean of Graduate Studies Date
Internet Release Form for Electronic Theses and Dissertations (ETDs)

Student Name: ___________________________ TU ID ___________________________
Address: ________________________________________________________________
Phone: __________________________________ e-Mail ____________________________
Program: _________________________________________________________________
Title of Thesis/Dissertation/Project __________________________________________

Advisor: ____________________________
In consideration of the mutual promises and considerations herein, and of Towson University’s digitizing and disseminating the Work, I hereby grant to Towson University the perpetual, non-exclusive right to reproduce and distribute the Work, in whole or in part, and my abstract, in whole or in part, in electronic format over the World Wide Web, subject the access restrictions indicated below. I represent and warrant to Towson University that the Work and the abstract are my original work, do not infringe or violate any rights of others, and that I make these grants as the sole owner of the rights to the Work and abstract. The copyright in the Work, and in the digitized version of the Work prepared by the University, are and shall be owned by me, subject to the access restrictions indicated below.

Access restrictions (indicate one):
Open Access. No embargo is requested, catalog data and electronic thesis or dissertation is freely available.
Temporary Embargo with Limited Access. Expires on (MM-DD-YYYY): ___________. Catalog data will be freely available but access to the electronic thesis or dissertation is restricted to Cook Library staff members for the purpose of administering or maintaining electronic ETD files, to fulfilling requests for Interlibrary Loan (ILL), or to in-person use within the Special Collections department in the Towson University Albert S. Cook Library.
Temporary Embargo. Expires on (MM-DD-YYYY): ___________. Catalog data will be freely available but access to the electronic thesis or dissertation is limited to Cook Library staff members for the purpose of administering or maintaining electronic ETD files only. The PDF will not be made available in response to ILL requests unless permission is granted by the author. Reasonable written requests to extend the embargo expiration date will be granted.
Permanent Embargo. Catalog data will be freely available but access to the electronic thesis or dissertation is permanently and indefinitely restricted until or unless I submit a written request to Special Collections and Archives to change the access restrictions and/or make it freely available. Only Cook Library staff members may access the electronic thesis or dissertation for administrative purposes.

Student Signature ____________________________ Date ____________

___ This work does not relate to potential patented work
___ This work relates to potential patented work. Access to the electronic thesis or dissertation is permanently and indefinitely restricted until or unless a written request is submitted to Special Collections and Archives to change the access restrictions and/or make it freely available.

Faculty Advisor Signature ___________________________________________________________________

85
THIS IS A SAMPLE ONLY!! CURRICULUM VITA
NAME:
PERMANENT ADDRESS:
PROGRAM OF STUDY:

DEGREE AND DATE TO BE CONFERRED: e.g., Master of Arts., 2009
Secondary education: (name of school, city, state and graduation date:

Collegiate institutions attended Dates Degree Date of Degree
(NOTE: Include Towson University degree for which thesis/dissertation is submitted.)

Major:

Minor(s), if applicable:

Professional publications: (list publications chronologically in proper style)

Professional positions held: (include present or immediately prospective position; include addresses)

Awards

Professional Associations
APPENDIX C:
ADMINISTRATIVE PROCEDURES for PROJECTS, THESES AND DISSERTATIONS

Projects
In all Departments, the course number 880 (and, if necessary, 881 and 882) is the number for projects. If a student cannot finish the project work in one semester, he/she should register for Project Continuum, one credit, with course number 885 in the next semester. Usually 885 should not be repeated, but with special permission a repeat may be allowed. Setting up courses for projects and project continua is entirely within the department, with course term files like any other courses.

If a project is not completed at the end of the project course, the grade of "IP" (In Progress) will be given. Do not give "I" (Incomplete) since that will automatically change to "F" after one semester. At the end of the project work a letter grade is given for the project course and S (satisfactory) for the project continuum.

Theses/Dissertations
(The word “thesis” will be used here; but in general, all procedures also apply to dissertations) Similarly, thesis course numbers are the same in all departments. 897/997 is a six-credit course for thesis. It is used if the entire thesis work is expected to be done in one semester. If the work is to be spread over two semesters, the student should take 898/998 for three credits and then take 898/998 again in the next semester (normally the two semesters of 898/998 should be consecutive; if that is not the case, the program director should inform the Graduate Studies Office of the gap with an explanation). (If the catalog text for your program or your thesis courses does not show this, please make the correction when we are updating the catalog)

If a student does not have the thesis completely finished, submitted, and approved by the end of the six credits of work (897/997 or two 898/998s), he/she must register for 899/999 Thesis Continuum, which is one credit. This registration can be repeated as many semesters as necessary within the program limitations (though we hope it isn’t too long!) and, in fact, the student must have continuous registration until the work is approved (though summers can be skipped). In particular, the student must be registered in the semester of graduation.

Setting up courses for theses and thesis continua is started in the department, but with follow-up and final approval from the Graduate Studies Office. A student should have the thesis committee set up and approved before taking the thesis course. The thesis committee approval form must be submitted to the Graduate Studies for the Dean's approval and signature before thesis registration takes place. Departments should prepare separate course term files, with different section numbers, for each thesis student. On the Course Term File, the Dean of Graduate Studies should both be listed as the primary instructor (since the Grad College must have access to the grade roster to submit the final grade). The thesis advisor should be listed as the secondary instructor (to obtain workload credit). The course term file should be submitted to the Enrollment Services office (like other courses), but a copy should also be sent to the office of the Dean of the Graduate College. If the thesis course has been set up correctly as described here, the advisor will not have access to the grade roster and all grades will be submitted from the Graduate Dean’s office.
If a thesis is not yet finished after any thesis course, the grade of "IP" (In Progress) will be given (The grade of "I" (Incomplete) would automatically change to "F" after one semester).

At the end of the thesis work, the student will give an oral defense for the thesis committee, and possibly need to make corrections or additions. Once the committee has approved the thesis, the student submits an electronic draft to the Graduate Studies Office, along with the approval form signed by the members of the thesis committee (the student should make sure the format of the signature page is correct before getting signatures). At the Graduate Studies Office, the thesis is checked for technical details (margins, page numbering, etc.) and again the student may need to make corrections. Once it has been fully approved, the Graduate Dean signs the approval page and the student is asked to send an electronic copy of the final version. This will be forwarded to the Library for archival and access. After approval of the thesis, the grade for all thesis and thesis continuum courses is given by the Graduate Studies Office, and is S (Satisfactory). Previous grades of IP will be changed to S. Letter grades are not used for theses.
APPENDIX D:
TIMETABLE OF DEADLINES
FOR FINISHING THESIS/DISSERTATION WORK

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall semester</th>
<th>Spring semester</th>
<th>Summer term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis draft to advisor</td>
<td>Nov 5</td>
<td>April 5</td>
<td>June 20</td>
</tr>
<tr>
<td>Oral defense</td>
<td>Nov 30</td>
<td>April 30</td>
<td>July 10</td>
</tr>
<tr>
<td>Modify from defense</td>
<td>Dec 1-8</td>
<td>May 1-8</td>
<td>July 11-18</td>
</tr>
<tr>
<td>Committee signatures</td>
<td>Dec 9</td>
<td>May 9</td>
<td>July 29</td>
</tr>
<tr>
<td>Approved draft to Grad Studies Office</td>
<td>Dec 10</td>
<td>May 10</td>
<td>July 30</td>
</tr>
<tr>
<td>Format corrections</td>
<td>Dec 11-18</td>
<td>May 11-18</td>
<td>July 31-August 8</td>
</tr>
<tr>
<td>Submit final copy</td>
<td>Dec 18</td>
<td>May 18</td>
<td>August 8</td>
</tr>
<tr>
<td>Grad Studies Office submits grade</td>
<td>Dec 20</td>
<td>May 20</td>
<td>August 10</td>
</tr>
</tbody>
</table>
APPENDIX E: END-OF-PROGRAM CHECK-LIST: 
DOCTORAL STUDENTS

Application for Graduation
___ Submit an application for Graduation at the start of the semester in which you expect to
graduate. (If you do not graduate in that semester, you must reapply for graduation in the
following semester) The application can be done by using the online at
http://grad.towson.edu/graduation/apply.asp

Dissertation/Doctoral Project
___ Satisfy requirements within your Department/Program for writing and defending
carefully, and submit an electronic draft to Office of Graduate Studies for the check of the format
and the clearance of the dissertation/project.
___ after clearance of the draft copy, submit to the Graduate Studies Office:
___ on electronic Word copy, on diskette, CD, or via e-mail Word attachment.
___ (optional) if you wish to have bound copies of your dissertation/project, submit the number of
copies of dissertation/project (using paper of your choice) to the Cook Library with a check made
out to Towson University for $ 7.50 per copy.

University Microfilms, Incorporated
___ Write a $55 check made out to “UMI” To the Graduate Studies Office, for the submission of
your dissertation/project to University Microfilms, Incorporated, for archiving and dissemination.
(this is temporarily suspended unless arrangements with UMI are finalized)
___ Complete the UMI clearance form ( ). Make sure that you follow all the instructions on the
form. Note that you will be asked to include up to six keywords or short phrases for UMI to use
in indexing and database access of your word.
___ Prepare an abstract of your dissertation/project of up to 350 words for UMI. If your
approved abstract is not over 350 words, you can use it.
___ (optional) If you wish to order copies of your work from UMI, complete the appropriate part
of the form and add the listed amount to your check.
___ Submit the completed clearance form, the abstract, and a copy of your title page to the
Graduate Studies Office for onward submission to UMI with your dissertation/project.
___ Sign release form (page 29) to allow publishing your work on the Internet. Submit this form
to the Graduate Studies Office

Commencement Ceremony
___ Order your gown and hood from the University Store (for more infoimation about
preparation for commencement, check the University’s commencement website:
http://wwwnew.towson.edu/commencement/ )
___ If possible, attend the rehearsal of the hooding ceremony, to be announced by the Graduate
Dean.
___ Wear your cap and gown, but carry your hood, to the Commencement ceremony. (The hood
will be placed over your head as part of the ceremony).
___ Celebrate! Congratulations! (and get used to being called “Doctor”)
Appendix F:
Towson University Doctor of Science in Occupational Science Code of Ethics
This Code of Ethics is consistent with the American Occupational Therapy Association’s Code of Ethics, and Towson University Student Code of Conduct.

- Students shall be retained in the program if they maintain an overall GPA of 3.0, demonstrate appropriate academic, professional, and legal behavior as outlined in the Towson Student Code of Conduct.
- Students shall follow due process procedures outlined in the Towson Student Code of Conduct if complaints or charges are filed against faculty or administrative officers.
- Students shall first discuss course-related problems with their instructors, within the department; the department chairperson is available to discuss unresolved problems. Class advisors are available for discussion of academic problems of individual students.
- Students are to be familiar with and adhere to the AOTA Occupational Therapy Ethics or Code of Ethics associated with their particular discipline.
- Students are “to become knowledgeable of and to observe all university policies, regulations and procedures. In no case will a waiver of requirements or an exception be granted because a student pleads ignorance of policy or regulation or asserts that he/she was not informed of a specific requirement by an adviser or other university authority” (Towson University Graduate Catalog, 2008-2009, p.
- Students are to complete all exams and assignments without cheating and without plagiarism.
- Students are to complete all required learning experiences. Students are to notify instructors when they will not be able to attend and to give reasons for absences.
- Students are to discuss client or research participant information only for professional purposes. Client and research participant identification must be withheld in classes, seminars, and written reports, as well as in informal discussions, unless written permission has been granted by the client or research participant to disclose such information.
- Students are to maintain respect and demonstrate courtesy and cultural sensitivity toward their colleagues, faculty, university staff and administrators, clients, and research participants.
- Students are to engage in only those procedures with clients and research participants in which they have achieved an appropriate level of competence.
- Students are to complete constructive written evaluations of each course in which they are enrolled. These evaluations are to be done individually and confidentially.
- Students are to immediately report any and all breaches of ethical conduct that they observe to the appropriate person (i.e., course instructor, Program Director, Department Chair).
Appendix G

Syllabus Sample for OSC 891 Independent Study

OSC 891 Independent Study in Occupational Science- Syllabus Outline

Towson University
Department of Occupational Therapy and Occupational Science
OSC 891 Independent Study in Occupational Science

Course Description: In depth investigation and development of scholarly product.

Prerequisites: At least one 700-level OSC course and consent of Post-Professional Program Director or Doctoral Program Director, and Chair of the Department of Occupational Therapy and Occupational Science

Course Objectives (examples):
1. Develop a proposal for either a research experience or occupation exploration.
2. Select and develop a dissemination product (i.e., presentation, article).

Suggested Texts (Examples):
Additional texts to be selected by student and faculty.

Course Policies:

Incomplete:
It is the University’s policy that an incomplete may not be given except in cases of verified emergency, illness, or other circumstances beyond the student’s control.

Academic Integrity Statement:
Personal honesty and integrity are fundamental components of being a competent occupational therapist. Therefore, from the dual traditions of both academic and occupational therapy, it is incumbent upon the OT & OS student to maintain the highest standards of academic honesty. Any form of academic dishonesty will not be tolerated within the program. The specific definitions of dishonesty include plagiarism, supplying and/or receiving exam information and/or answers or completed term papers, and using a group to prepare written work when not instructed to do so. These and other examples are provided in the current *Graduate Catalog* under “Academic Integrity.” It is strongly recommended that you familiarize yourself with these sections of the catalogs and the
department’s Student Manual. The OT & OS Student Manual can be located on the web site at www.towson.edu/or.

Course Requirements:
To be developed by student with faculty oversight, approval, and review of policies in OT & OS Student Manual.

Evaluation Methods (Examples):
1. Faculty observations and feedback
2. Evaluation of written and oral assignments

Grading:
To be determined by student with faculty oversight, approval, and review of policies in OT & OS Student Manual, must include statement regarding penalty for late assignments.

Final Course Grade will be based on the following scale:
- A = 92 – 100% (92 – 100 points)
- A− = 90 – 91.9 (90 – 91.9 points)
- B+ = 88 – 89.9 (88 – 89.9 points)
- B = 80 – 87.9% (80 – 87.9 points)
- C = 70 – 79% (70 – 79.9 points)
- F = below 70 % (below 70 points)

Students with Disabilities: “This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services (DSS) 7720 York Road, Suite 232, 410/704-2638 (Voice or TDD) Students who suspect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made.”

Student/Faculty Responsibilities
1. Student identifies, with assistance of the Post-Professional Program Director, an appropriate faculty adviser and obtains the faculty member’s consent prior to registering for the independent study. The Student must present a written proposal for the independent study before receiving a permit to register for this type of experience.

2. Student follows the following procedures to develop and obtain approval for plan. Student develops a written plan using a contract format with student, faculty member, and Post-Professional Program Director signing the agreement. The plan must be signed prior to student receiving a permit to register. The plan includes:
   - the purpose and objectives
- type of assignments and due dates (due date no later than the last day of classes for the semester)
- grading criteria for assignments (i.e., for a paper: depth, thoroughness, writing skills, APA format; for a presentation: choice of material for presentation, effectiveness of speaking style, time use, handout and audio-visual use)
- method of evaluating performance
- justification for proposed number of credits.
- the conference or professional meeting, the type of audience, size of audience, and the date of presentation when an oral presentation is the assignment.

3. Student and faculty adviser should each receive and maintain a copy of the signed plan. When the plan is approved, the faculty adviser and the student set a schedule for meeting during the semester. If the project is three or more credits, at least a midterm and final meeting for the purpose of providing feedback to the student on his/her progress and/or performance must be held.

OPTIONS FOR INDEPENDENT STUDIES
A. Research Experience
   Basic Requirements:
   1. Participation in two or more aspects of a research study, including data analysis and discussion of implication of findings.
   2. An article appropriate for submission to a professional journal, written in the format required by the journal to which it will be submitted.

B. Occupation Exploration
   Basic Requirements:
   1. In-depth analysis and study of selected occupation(s) or occupation-based project
   2. A scholarly outcome product approved by the faculty member supervising the study (i.e., journal article, major grant application, substantial needs assessment, major professional document, e.g. *Guide to Occupational Therapy Practice*, or substantial program evaluation report)
Appendix H: Sample Syllabus for OSC 892 Directed Readings in Occupational Science

OSC 892 - Directed Readings in Occupational Science syllabus example

Towson University
Department of Occupational Therapy and Occupational Science
OSC 892 Directed Readings in Occupational Science

Course Description: Readings in selected topic in occupational science.

Prerequisites: At least one 700-level OSC course and consent of Post-Professional Program Director

Course Objectives:
1. Develop a plan for intensive reading in a specific topic in occupational science.
2. Select and develop a dissemination product (i.e., presentation, article).

Suggested Texts:
Additional texts to be selected by student and faculty.

Course Policies:

Incomplete:
It is the University’s policy that an incomplete may not be given except in cases of verified emergency, illness, or other circumstances beyond the student's control.

Academic Integrity Statement:
Personal honesty and integrity are fundamental components of being a competent occupational therapist. Therefore, from the dual traditions of both academic and occupational therapy, it is incumbent upon the OT or OS student to maintain the highest standards of academic honesty. Any form of academic dishonesty will not be tolerated within the program. The specific definitions of dishonesty include plagiarism, supplying and/or receiving exam information and/or answers or completed term papers, and using a group to prepare written work when not instructed to do so. These and other examples are provided in the current *Graduate Catalog* under “Academic Integrity.” It is strongly recommended that you familiarize yourself with these sections of the catalogs and the department’s *Student Manual*. The OT & OS *Student Manual* can be located on the web site at [www.towson.edu/or](http://www.towson.edu/or).
**Course Requirements:** To be developed by student after review of policies in OT & OS Student Manual

**Evaluation Methods (examples):**
Facility observations and feedback
Evaluation of written and oral assignments

**Grading:**
To be determined by student after review of policies in OT & OS Student Manual, must include statement regarding penalty for late assignments.

Final Course Grade will be based on the following scale:
- **A** = 92 – 100% (92 – 100 points)
- **A-** = 90 – 91.9% (90 – 91.9 points)
- **B+** = 88 – 89.9% (88 – 89.9 points)
- **B** = 80 – 87.9% (80 – 87.9 points)
- **C** = 70 – 79% (70 – 79.9 points)
- **F** = below 70% (below 70 points)

**Students with Disabilities:** “This course is in compliance with Towson University policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services (DSS) 7720 York Road, Suite 232, 410/704-2638 (Voice or TDD) Students who suspect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing your accommodation is needed before any accommodation can be made.”

**Student/Faculty Responsibilities**
Student identifies, with assistance of the Post-Professional Program Director, an appropriate faculty adviser, and obtains the faculty member’s consent prior to registering for the course. The Student must present a written proposal for the independent study before receiving a permit to register for this type of experience.

Student develops a written plan with sufficient work to substantiate the number of credits for which the student wishes to register. This proposal should be formulated prior to registration and include a method to be used for evaluating student’s performance. Plan must have faculty member’s signed approval in writing. Plan must use a contract format with student, faculty member, Post-Professional Program Director, and Chairperson signing the agreement. All individuals must have a copy of the plan.

Items which **must** be included in this plan include:
- the purpose and at least one student-specific objective
- type of assignments and due dates (due date no later than the last day of classes for the semester)
- linkage of assignment to course objectives (each course objective must be matched to at least one assignment)
- grading criteria for assignments (i.e., for a paper: depth, thoroughness, writing skills, APA format; for a presentation: choice of material for presentation, effectiveness of speaking style, time use, handout and audio-visual use)
- When an oral presentation is the assignment: the conference or professional meeting, the type of audience, size of audience, and the date of presentation/conference

When the plan is approved, the faculty adviser and the student set a schedule for meeting during the semester. If the project is three or more credits, at least a midterm and final meeting for the purpose of providing feedback to the student on his/her progress and/or performance must be held.

OPTIONS FOR DIRECTED READING
   A. Occupation Exploration
      Basic Requirements:
      1. An article appropriate for submission to a professional journal, written in the format required by the journal to which it will be submitted

      2. Submission of presentation to a regional, national, or international meeting on innovative teaching media, method, or support materials.