



# Supplemental Application

Regular and Early  
Admission

**For Fall 2011**

Combined  
Bachelor's/Master's  
Occupational Therapy  
Program

College of Health Professions  
Department of Occupational Therapy  
and Occupational Science



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## Why Study Occupational Therapy?

The practice of occupational therapy is the therapeutic use of everyday life activities (occupations) with individuals or groups for the purpose of enhancing participation in roles and situations in home, school, workplace, community, and other settings. Occupational therapy services are provided to those who have or are at risk for developing an illness, injury, disease, disorder, condition, impairment, disability, activity limitation, or participation restriction. Occupational therapy addresses the physical, psychosocial, sensory, and other aspects of performance in a variety of contexts to support engagement in everyday life activities that affect health, well-being, and quality of life. (American Occupational Therapy Association, 2004). Occupational therapists are qualified to work in a variety of settings such as hospitals, rehabilitation facilities, community centers, nursing homes, schools, early intervention programs, and private practice. Salaries compare favorably with other allied health professionals.

The following are examples of interventions provided by occupational therapists:

- Working with an elderly woman, who has had a stroke, to develop skills in bathing and dressing herself
- Training a man who has had his arm amputated to use a prosthesis for work
- Helping a group of withdrawn or confused individuals to learn basic social skills necessary for participation in community activities
- Engaging a child with learning disabilities in a game to improve perceptual and fine motor skills necessary for handwriting

Students entering occupational therapy must enjoy working with people, demonstrate curiosity, patience and sensitivity and have good communication and problem-solving skills. They must have the potential to work empathetically with people of all ages who vary in socioeconomic status and cultural background and who have various physical, perceptual-cognitive and/or psychosocial problems. Academic skills in physical, social, and human sciences are essential.

## Accreditation and Certification in Occupational Therapy

The occupational therapy program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA) located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. ACOTE's phone number, c/o AOTA, is 301-652-AOTA. Graduates of the program will be eligible to sit for the national certification examination for the occupational

therapist, administered by the National Board for Certification in Occupational Therapy (NBCOT).

(People convicted of felonies may be unable to sit for the certification exam and should inquire in advance of program entry regarding eligibility.) After successful completion of this exam, the individual will be an Occupational Therapist, Registered (OTR). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination. A Masters degree is required to sit for the Certification Examination.

## Occupational Therapy Assistants (OTAs) Application Procedures

OTAs who currently hold a B.S. or B.A. degree should apply to the OT Professional Master's program and the Graduate School (see [www.towson.edu/grad](http://www.towson.edu/grad)). OTAs who do not have a Bachelor's degree but have at least two years of experience as an OTA, may complete the program in an accelerated format by following the professional master's program plan of study. OTAs who choose this option must complete all requirements for the B.S. degree including OCHT 430 and general education requirements, prior to or within the first year of the program.

## Program Description

Core concepts of TU's Combined B.S./M.S. program curriculum emphasize knowledge of human development, human occupation, activities appropriate to each age level and the skills required for practice. The concepts of wellness and prevention are stressed, in addition to the traditional concepts of illness and remediation. Causes of problems in biological, psychological and social development are examined. Students are expected to develop skills in treatment, supervision, teaching, administration and research. The student practices problem-solving in a variety of settings, adapting occupational therapy practice to meet the needs of individuals, families, and communities.

## Admission to the Major

Applicants must meet both university and department requirements in order to be screened for admission to the occupational therapy major. Admission to the university does not guarantee admission to the occupational therapy major. Admission to the program is competitive. All combined B.S./M.S. students enter the Occupational Therapy Program in the fall term of the Sophomore year.

## Prerequisite Course Work

By December 31 of the year prior to screening, applicants must have completed the following:

- A. Introductory Biology for Health Professions or Human Anatomy and Physiology I, with a grade of B- (2.67) or higher.
- B. Two out of three of the following courses with a grade of B- (2.67) or better:
  - 1.) English Composition
  - 2.) Introduction to Psychology
  - 3.) Introduction to Sociology

By May 30 of the year in which screening takes place, applicants must have completed the remaining course from the list above with a grade of B- (2.67) or better.

College Board Advanced Placement credit may be granted with official test reports and a score of at least 4 for General Biology, English Composition, and Introductory Psychology.

You may request evaluation of your prerequisite course work prior to applying to the program by completing the enclosed *Combined B.S./M.S. Occupational Therapy Program Prerequisite Checklist*, and submitting it with a photocopy of the catalog course description of any course not taken at Towson University and transcripts that show these courses (please highlight the courses to be evaluated). Unofficial transcripts may be used for this purpose and should be mailed to the College of Health Professions admissions coordinator at the following address:

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

## Early Admission to the Major

High school seniors, current Towson University students, and transfer students with an overall grade point average of 3.40 may be considered for early admission to the Combined B.S./M.S. Program in Occupational Therapy. Early admission will result in Guaranteed Admission Status which will ensure the student a place in the program with the next class admitted. In order to receive Guaranteed Admission Status, applicants need to complete the application process and be selected by the program's Admissions Committee. In order to enter the program, students must meet all application criteria, including prerequisite grade requirements, and be admitted to the university.

Early admission applicants will be admitted on a first-come, first-served rolling admission basis.

Applications will continue to be accepted until all available spaces are filled. No more than 50 percent of the class will be filled with early-admit students and a maximum of ten students can be from out-of-state. Applicants will be informed of the status of their application within 30 days. Students interested in pursuing early admission under this policy must contact the CHP admissions coordinator, at 410-704-2653.

## Human Service Activity

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

## Reference Forms

Enclosed in this application packet are three reference forms. One form must be completed by a faculty member or teacher who has taught you, one by a supervisor of your human service activity, and one by another professional person; relatives or friends are not permitted to complete the forms. Please request that each individual complete the form and return it to you with his/her signature across the sealed flap. If any of the recommenders is unable to complete at least eight of the 10 items, he or she should return it to you to give to someone else.

## Admission Essay

Applicants are required to submit an admission essay, using the following guidelines:

Please address the following topics in NO MORE than two typewritten, double-spaced pages:

- 1.) Explain what has influenced you to choose occupational therapy as a career and how this profession fits with your life goals.
- 2.) Describe a difficult situation you have experienced and explain the problem solving process used to address the situation.
- 3.) Explain your understanding of occupational therapy and the steps you have taken to learn more about the scope of the profession.

The original essay must be enclosed with the application. Your essay must be written by you alone, without assistance or review by others for content or writing. Your essay must have the following statement with signature and date at the end:

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

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Essays that do not conform to these specifications will not be read.**

## Applying to the University

**By February 1** of the year in which screening takes place, applicants who wish to be screened must have applied to Towson University. You may receive a Towson University application by contacting the following:

Admissions Office  
Towson University  
8000 York Road  
Towson, MD 21252-0001  
t: 410-704-2113  
toll-free: 1-888-4TOWSON  
f: 410-704-3030  
www.discover.towson.edu

## Submitting Your Combined B.S./M.S. Occupational Therapy Program Application

**By March 1**, the following application materials must be submitted, in one envelope, to the admissions coordinator at the address below:

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

- A Combined B.S./M.S. Occupational Therapy Program application form
- Official transcripts that include course work taken through the fall term at institutions other than Towson University
- Evidence of spring term enrollment in the remaining prerequisite course
- Human Service Activity Verification Form
- Completed Application Prerequisite Checklist, if not already submitted to admissions coordinator
- Three official department reference forms completed by appropriate individuals (These

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

- Admission essay, following required guidelines
  - Professional Implications of Criminal Convictions Form, signed and dated
- Within three weeks of submitting your application materials, you will receive a letter confirming the receipt of your application.

## Other Admission Requirements

**By March 1**, applicants must have:

- completed a minimum of 14 units of college-level courses
- a minimum GPA of 3.00

**By August 31**, prior to beginning the first term of the Occupational Therapy Program, a minimum of 23 units that meet General Education (GenEd) requirements must be completed.

## Questions

For more information regarding admission prerequisite courses and other aspects of the application process, contact:

College of Health Professions  
Admissions Coordinator  
Towson University  
8000 York Road  
Towson, MD 21252-0001  
t: 410-704-2653

## Selection Process

The top 60 applicants are identified based on quality point average. The Department Screening Committee will then review completed files and choose the top 40 candidates for fall entry into the program. No more than 25 percent of each class of new students admitted as occupational therapy majors will be out-of-state residents, unless qualified in-state students are unavailable.

Towson University uses a term system and a 4.00 grading scheme. All grade point averages are calculated to two decimal places. Plus and minus grades can be included as follows:

A+ or A = 4.00  
A- = 3.67  
B+ = 3.33  
B = 3.00  
B- = 2.67  
C+ = 2.33  
C = 2.00  
D+ = 1.33  
D = 1.00  
F = 0  
Fx = 0

## Degree Requirements

The Combined B.S./M.S. program includes a minimum of 10 academic terms and a minimum of six months (940 hours) of fieldwork. The program leads to a master's degree. Occupational therapy majors must complete 70 units in occupational therapy courses, 22 units in other required courses and 27 units in fieldwork. All other General Education (GenEd) and elective courses must be completed by the end of the fifth term of the program.

## Academic Standards

Students must maintain a minimum cumulative grade point average (GPA) of 3.00 following admission into the occupational therapy major. By the end of the term preceding OCH 435, students must consistently demonstrate professional behaviors and necessary professional skills to enroll in OCH 435. Students must have a cumulative GPA of a 3.00 to be admitted into the graduate portion of the occupational therapy program. A grade equivalent below 2.00 in a required course will not count toward major credit. Students receiving a grade equivalent below 2.00 in a major course or a U in OCH 435/436 may retake the course once to improve their standing following department remediation policies and procedures. Students in the Combined BS/MS program in Occupational Therapy may repeat no more than 2 courses required for the major. After advancement to graduate student status, occupational therapy Combined B.S./M.S. students must meet all department and Graduate School academic standards and policies.

Level II fieldwork must be completed within 24 months after completion of the academic course work.

## Required Course Sequence

### Combined B.S./M.S. Degree Program

#### PREREQUISITES:

Introductory Biology for Health Professions  
English Composition  
Introductory Psychology  
Introductory Sociology

#### FALL

##### Term 1

|          |  |   |
|----------|--|---|
| OCH 217  | Analysis of Occupational Performance I | 4 |
| OCH 211  | Philosophy of Occupational Therapy     | 3 |
| OCH 216  | Life Span Adaptations and Occupations  | 4 |
| BIOL 213 | Anatomy and Physiology I               | 4 |

(or 18 credits with PSYC 361 or MATH 237)\* 15

#### SPRING

##### Term 2

|          |  |    |
|----------|--|----|
| PSYC 361 | Abnormal Psychology                        | 3  |
| OCH 213  | Small Group Dynamics                       | 3  |
| OCH 218  | Analysis of Occupational Performance II    | 3  |
| BIOL 427 | Neuromuscular Mechanisms of the Upper Body | 2  |
| BIOL 214 | Anatomy and Physiology II                  | 4  |
|          |  | 15 |

#### SUMMER

|          |                  |   |
|----------|------------------|---|
| MATH 237 | Biostatistics*   | 4 |
| or       |                  |   |
| MATH 231 | Basic Statistics | 3 |

#### FALL

##### Term 3

|                                |  |        |
|--------------------------------|--|--------|
| PHYS 202                       | General Physics for the Health Sciences                  | 4      |
| OCH 221                        | Clinical Kinesiology                                     | 3      |
| OCH 314                        | Principles of Psychosocial Occupational Therapy Practice | 5      |
| OCH 320                        | Psychosocial Function Clinical                           | 3      |
| GenEd or MATH 237 or Math 231* |  | 3 or 4 |
|                                |  | 18-19  |

#### SPRING

##### Term 4

|          |  |    |
|----------|--|----|
| OCH 313  | Adult Neurological Occupational Therapy    | 3  |
| OCH 317  | Adult Musculoskeletal Occupational Therapy | 3  |
| OCH 319  | Physical Dysfunction Clinical              | 3  |
| OCH 323  | Gerontological Occupational Therapy        | 3  |
| HLTH 207 | Health Care in the U.S.*                   | 3  |
|          |  | 15 |

#### FALL

##### Term 5

|         |  |    |
|---------|--|----|
| OCH 325 | OT Practice with Children and Youth                  | 4  |
| OCH 326 | OT Fieldwork with Children                           | 3  |
| OCH 428 | Occupational Therapy Organizations in Modern Society | 3  |
| OCH 430 | Research Methods in Occupational Therapy             | 3  |
|         |  | 13 |

#### SPRING

##### Term 6

|         |                                   |    |
|---------|-----------------------------------|----|
| OCH 435 | Physical Rehab Level II Fieldwork | 9  |
| OCH 436 | Psychosocial Level II Fieldwork   | 9  |
|         |                                   | 18 |

\*Can be substituted/exchanged

## Portfolio Review/Advancement to Graduate Student Status

### Original Option

#### SUMMER

##### Term 7

|          |  |   |
|----------|--|---|
| OTCH 610 | Data Analysis in Occupation Based Research and Evidence-Based Practice | 3 |
| OCH 611  | Advanced Theory and Philosophy of Occupation                           | 3 |
|          |  | 6 |

#### FALL

##### Term 8

|         |  |   |
|---------|--|---|
| OCH 612 | OT Health Promotion Initiatives in the Community: Clinical | 3 |
| OCH 678 | Assesment through the Life Span                            | 3 |
| OCH 613 | Advanced Research Methods in Occupation-Based Practice     | 3 |
|         |  | 9 |

#### MINIMESTER

|                    |  |   |
|--------------------|--|---|
| *Graduate elective |  | 3 |
| *Graduate elective |  | 3 |

#### SPRING

##### Term 9

|         |                                |    |
|---------|--------------------------------|----|
| OCH 603 | Issues in Occupational Therapy | 3  |
| OCH 781 | Graduate Seminar               | 3  |
|         | Graduate elective              | 3  |
|         | Graduate elective              | 3  |
|         |                                | 12 |

#### SUMMER

##### Term 10

|         |                   |   |
|---------|-------------------|---|
| OCH 880 | Graduate Project  | 3 |
|         | Graduate elective | 3 |
|         |                   | 6 |

### Accelerated Option

#### FALL

##### Term 8

See above courses under original option. In addition, must take one graduate elective in this term.

#### MINIMESTER

##### Term 9

|         |                    |   |
|---------|--------------------|---|
| OCH 781 | Graduate Seminar   | 3 |
|         | *Graduate elective | 3 |
|         |                    | 6 |

#### SPRING

##### Term 10

|         |                                 |    |
|---------|---------------------------------|----|
| OCH 678 | Assessment Through the Lifespan | 3  |
| OCH 880 | Graduate Project                | 3  |
|         | *Graduate Elective              | 3  |
|         | *Graduate Elective              | 3  |
|         |                                 | 12 |

**Note:** Four electives are required. For accelerated option, students must take two electives in Spring Term 9. Graduate electives must be pre-approved by your advisor.

**This sequence may change without prior notice.**

# Prerequisite Checklist

## Combined B.S./M.S. Occupational Therapy Program

Please complete this form and submit it to the admissions coordinator prior to applying to the program, for approval of prerequisite course work. This should be done as soon as possible. Courses not yet taken may be conditionally approved. You must include a photocopy of the catalog course description of any course not taken at Towson University. Transcripts that show these courses must also be included. Please highlight each of these courses on the transcripts. Unofficial transcripts may be used for this purpose.

- Social Psychology is NOT equivalent to either Introduction to Psychology or Introduction to Sociology; neither Social Problems nor Cultural Anthropology is equivalent to Introduction to Sociology.
- Applicants who have completed an approved Human Anatomy and Physiology I course, with a grade of B- or higher, do not need to complete BIOL 190.
- Each course must be at least 3 term hours to be considered equivalent to a Towson University course.
- Applicants who do not have a bachelor's degree must consult the Towson University *Undergraduate Catalog* to determine if specific courses fulfill General Education requirements.
- All occupational therapy majors are required to take OCTH 216 Life Span Adaptation and Occupations. Human development and developmental psychology courses will not be accepted as equivalent to this course.
- Courses listed below can be approved as program prerequisites only with appropriate documentation. The university must evaluate courses for transfer toward a Towson University degree. Students should contact Towson University Admissions, 410-704-2113.

Name \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_

### PROGRAM PREREQUISITE COURSES

| Towson University Course   | College/University | Course # and Title | Term/Year Completed | Grade Received | Dept. Evaluation (by TU staff only) |
|--|--------------------|--------------------|---------------------|----------------|-------------------------------------|
| <b>BIOL 190 Introductory Biology For Health Professions (4)</b> Basic principles of biology including process of scientific investigation, cells, macromolecules, metabolism, DNA, genetics, evolution, and ecology. Intended for College of Health Professions majors who will take additional biology courses. |                    |                    |                     |                |                                     |
| <b>ENGL 102 Writing for a Liberal Education (3)</b> Learning the critical methods of liberal education by writing college-level prose about significant books in four areas: natural sciences, humanities, social sciences and fine arts.  |                    |                    |                     |                |                                     |
| <b>PSYC 101 Introduction to Psychology (3)</b> Methods and principles. Attention to: measurement, experimentation, sensation, remembering, personality, adjustment, development and individual differences.  |                    |                    |                     |                |                                     |
| <b>SOCI 101 Introduction to Sociology (3)</b> Sociological concepts, theories, methods; a study of society and culture; the influence of the social environment on individual behavior.  |                    |                    |                     |                |                                     |

## OTHER COURSES THAT MAY BE TRANSFERRED INTO THE OCCUPATIONAL THERAPY PROGRAM



- The physics course must include mechanics and a lab to be considered equivalent.
- Human anatomy and physiology courses must include a lab to be considered equivalent, should be taken at the same institution, and must be completed within the last five years.
- A tests and measurements course is not equivalent to Basic Statistics. A biostatistics course (e.g., MATH 237) or a behavioral statistics course (e.g., PSYC 212) is acceptable.
- Courses listed below can be approved as program equivalents with appropriate documentation. The university must evaluate courses for transfer toward a Towson University degree; contact University Admissions, 410-704-2113.

| Towson University Course   | College/University | Course # and Title | Term/Year Completed | Credits | Dept. Evaluation (by TU staff only) |
|--|--------------------|--------------------|---------------------|---------|-------------------------------------|
| <b>BIOL 213 Human Anatomy and Physiology I (4)</b><br>Cell biology, histology, skeletal, muscular and nervous systems. Average of 3 lab hours per week. Prerequisites: BIOL 201 or BIOL 110.   |                    |                    |                     |         |                                     |
| <b>BIOL 214 Human Anatomy and Physiology II (4)</b><br>Cardiovascular, respiratory, digestive, excretory, endocrine and reproductive systems. Average of 3 lab hours per week. Prerequisite: BIOL 213.   |                    |                    |                     |         |                                     |
| <b>MATH 231 Basic Statistics (3)</b> Frequency distributions and graphical methods, percentiles, measures of central tendency and variability, probability emphasizing binomial and normal distributions, sampling distributions, point and interval estimation, one and two sample hypothesis tests, simple linear regression. MINITAB or an equivalent computer package is introduced as a computation tool. Practical applications and statistics. Prerequisite: MATH 111 or MATH 115 or equivalent.                        |                    |                    |                     |         |                                     |
| <b>PSYC 361 (542) Abnormal Psychology (3)</b><br>Disordered personal reactions to life. Organic and functional phenomena plus therapeutic techniques. Prerequisite: Nine hours of PSYC including PSYC 203 or consent of instructor.  |                    |                    |                     |         |                                     |
| <b>PHYS 202 General Physics B (5)</b><br>One term general physics with special emphasis on motion including kinematics and dynamics of linear and angular motion.<br><br>Or<br><br><b>PHYS 211 General Physics I (4)</b><br>For arts and sciences, biology, and natural science majors: mechanics, heat, light, electricity, magnetism, and a brief introduction to modern physics. Three lecture hours and one three-hour laboratory period. Prerequisite: Math 115 or good standing in high school algebra and trigonometry. |                    |                    |                     |         |                                     |

# Application for Admission Combined B.S./M.S. Occupational Therapy Program

## Personal Data

Date Submitted \_\_\_\_\_

Name \_\_\_\_\_

Permanent Address \_\_\_\_\_  
\_\_\_\_\_

Permanent Telephone \_\_\_\_\_ Cell \_\_\_\_\_

Local Address \_\_\_\_\_  
\_\_\_\_\_

Local Telephone \_\_\_\_\_ E-mail address \_\_\_\_\_

## Expected Start Dates:

Towson University     Fall         Spring        20\_\_\_\_\_

Combined BS/MS of Occupational Therapy     Fall    20\_\_\_\_\_

Are you currently an Occupational Therapy Assistant?     yes         no

Would you like to have your application reviewed for Early Admission?     yes         no

## Academic Data

Please list all institutions of higher education attended, beginning with the most recent.

| Name  | Dates | Major | Degree/credits |
|-------|-------|-------|----------------|
| _____ | _____ | _____ | _____          |
| _____ | _____ | _____ | _____          |
| _____ | _____ | _____ | _____          |
| _____ | _____ | _____ | _____          |



All applicants to the occupational therapy program must include the following documentation in their application package. Incomplete application packages will not be considered for admission. Please indicate completion of each item by checking the corresponding box.

- Occupational Therapy Program Application form
- Official transcripts from all institutions of higher education attended
- Prerequisite checklist, including course descriptions, if not previously submitted to admissions coordinator

Recommendation forms completed by:

- Human service activity supervisor
  - Faculty member (who has taught you as a student)
  - Other professional
- 
- All recommendation forms have been signed by the recommender across the seal of the envelope
  - Essay, following required guidelines
  - Implications of Criminal Convictions form, signed and dated
  - I also have submitted a separate Towson University application to the Admissions Office, on \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Human Service Activity Verification Form

## Combined B.S./M.S. Occupational Therapy Program

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

Applicant's Name \_\_\_\_\_

(1) Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_ Status of Applicant:  Employee  Volunteer

Type of Setting \_\_\_\_\_ Dates of Experience \_\_\_\_\_ Total Hours \_\_\_\_\_

Major Responsibilities \_\_\_\_\_

(2) Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_ Status of Applicant:  Employee  Volunteer

Type of Setting \_\_\_\_\_ Dates of Experience \_\_\_\_\_ Total Hours \_\_\_\_\_

Major Responsibilities \_\_\_\_\_

(3) Name of Facility \_\_\_\_\_

Address \_\_\_\_\_

Name and Title of Supervisor \_\_\_\_\_

Telephone \_\_\_\_\_ Status of Applicant:  Employee  Volunteer

Type of Setting \_\_\_\_\_ Dates of Experience \_\_\_\_\_ Total Hours \_\_\_\_\_

Major Responsibilities \_\_\_\_\_



# Professional Implications of Criminal Convictions Combined B.S./M.S. Occupational Therapy Program

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

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

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_



# Applicant Reference Form: Human Service Activity Supervisor Combined B.S./M.S. Occupational Therapy Program

## Part I to be completed by applicant

Name \_\_\_\_\_

Please check one of the following statements, then sign and date the statement checked:

- I waive my right to inspect and review this reference form following its completion. I understand that I have the right upon request to be notified of the persons who complete and return this reference form to the university. This waiver is not required as a condition of admission. I have read this waiver, and I understand its terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- I do not waive my right to inspect and review this reference form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

## Reference Information

Name \_\_\_\_\_

Title \_\_\_\_\_

Program/Facility \_\_\_\_\_

The university will use this reference form solely for the purpose of determining the applicant's qualifications for admission to the Occupational Therapy Program.

---



**Part II to be completed by person providing this reference**

Please rate the applicant on the following characteristics. In making your ratings, consider this applicant in comparison to similar students/employees, etc. whom you have observed in the past. **If you cannot complete at least eight of the 10 items, please do not accept this form.** Please use the following rating scale:

**N/O = Not Observed      1 = Poor      2 = Fair      3 = Good      4 = Outstanding**

**CHARACTERISTICS:**

|  |     |   |   |   |   |
|--|-----|---|---|---|---|
| 1. Ability to get along with people and look at situations from different points of view | N/O | 1 | 2 | 3 | 4 |
| 2. Ability to respond to and use feedback in a positive manner                           | N/O | 1 | 2 | 3 | 4 |
| 3. Exhibits ethical behavior - honesty and integrity                                     | N/O | 1 | 2 | 3 | 4 |
| 4. Ability to use good judgement   | N/O | 1 | 2 | 3 | 4 |
| 5. Ability to work independently; can function effectively without close supervision     | N/O | 1 | 2 | 3 | 4 |
| 6. Ability and/or interest in assuming responsibility                                    | N/O | 1 | 2 | 3 | 4 |
| 7. Ability to adapt to new situations and information                                    | N/O | 1 | 2 | 3 | 4 |
| 8. Perseverance in efforts   | N/O | 1 | 2 | 3 | 4 |
| 9. Concern for others - empathy and sensitivity  | N/O | 1 | 2 | 3 | 4 |
| 10. Ability to evaluate alternative solutions when solving problems                      | N/O | 1 | 2 | 3 | 4 |

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: In order for this applicant to be considered for screening, this form must be returned by the applicant with his/her application. Please place in an envelope, seal, sign your name across the seal and return to the applicant.**

# Applicant Reference Form: Faculty Combined B.S./M.S. Occupational Therapy Program

## Part I to be completed by applicant

Name \_\_\_\_\_

Please check one of the following statements, then sign and date the statement checked:

I waive my right to inspect and review this reference form following its completion. I understand that I have the right upon request to be notified of the persons who complete and return this reference form to the university. This waiver is not required as a condition of admission. I have read this waiver, and I understand its terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

I do not waive my right to inspect and review this reference form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

## Reference Information

Name \_\_\_\_\_

Title \_\_\_\_\_

College/University \_\_\_\_\_

Course(s) Taught \_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

\_\_\_\_\_ Year \_\_\_\_\_

The university will use this reference form solely for the purpose of determining the applicant's qualifications for admission to the Occupational Therapy Program.

---



**Part II to be completed by person providing this reference**

Please rate the applicant on the following characteristics. In making your ratings, consider this applicant in comparison to similar students/employees, etc. whom you have observed in the past. **If you cannot complete at least eight of the 10 items, please do not accept this form.** Please use the following rating scale:

**N/O = Not Observed      1 = Poor      2 = Fair      3 = Good      4 = Outstanding**

**CHARACTERISTICS:**

|  |     |   |   |   |   |
|--|-----|---|---|---|---|
| 1. Ability to get along with people and look at situations from different points of view | N/O | 1 | 2 | 3 | 4 |
| 2. Ability to respond to and use feedback in a positive manner                           | N/O | 1 | 2 | 3 | 4 |
| 3. Exhibits ethical behavior - honesty and integrity                                     | N/O | 1 | 2 | 3 | 4 |
| 4. Ability to use good judgement   | N/O | 1 | 2 | 3 | 4 |
| 5. Ability to work independently; can function effectively without close supervision     | N/O | 1 | 2 | 3 | 4 |
| 6. Ability and/or interest in assuming responsibility                                    | N/O | 1 | 2 | 3 | 4 |
| 7. Ability to adapt to new situations and information                                    | N/O | 1 | 2 | 3 | 4 |
| 8. Perseverance in efforts   | N/O | 1 | 2 | 3 | 4 |
| 9. Concern for others - empathy and sensitivity  | N/O | 1 | 2 | 3 | 4 |
| 10. Ability to evaluate alternative solutions when solving problems                      | N/O | 1 | 2 | 3 | 4 |

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: In order for this applicant to be considered for screening, this form must be returned by the applicant with his/her application. Please place in an envelope, seal, sign your name across the seal and return to the applicant.**

# **Applicant Reference Form: Professional Combined B.S./M.S. Occupational Therapy Program**

## ***Part I to be completed by applicant***

Name \_\_\_\_\_

Please check one of the following statements, then sign and date the statement checked:

- I waive my right to inspect and review this reference form following its completion. I understand that I have the right upon request to be notified of the persons who complete and return this reference form to the university. This waiver is not required as a condition of admission. I have read this waiver, and I understand its terms and conditions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- I do not waive my right to inspect and review this reference form.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

### **Reference Information**

Name \_\_\_\_\_

Title \_\_\_\_\_

Program/Facility \_\_\_\_\_

Relationship to Applicant \_\_\_\_\_

The university will use this reference form solely for the purpose of determining the applicant's qualifications for admission to the Occupational Therapy Program.

---



**Part II to be completed by person providing this reference**

Please rate the applicant on the following characteristics. In making your ratings, consider this applicant in comparison to similar students/employees, etc. whom you have observed in the past. **If you cannot complete at least eight of the 10 items, please do not accept this form.** Please use the following rating scale:

**N/O = Not Observed      1 = Poor      2 = Fair      3 = Good      4 = Outstanding**

**CHARACTERISTICS:**

|  |     |   |   |   |   |
|--|-----|---|---|---|---|
| 1. Ability to get along with people and look at situations from different points of view | N/O | 1 | 2 | 3 | 4 |
| 2. Ability to respond to and use feedback in a positive manner                           | N/O | 1 | 2 | 3 | 4 |
| 3. Exhibits ethical behavior - honesty and integrity                                     | N/O | 1 | 2 | 3 | 4 |
| 4. Ability to use good judgement   | N/O | 1 | 2 | 3 | 4 |
| 5. Ability to work independently; can function effectively without close supervision     | N/O | 1 | 2 | 3 | 4 |
| 6. Ability and/or interest in assuming responsibility                                    | N/O | 1 | 2 | 3 | 4 |
| 7. Ability to adapt to new situations and information                                    | N/O | 1 | 2 | 3 | 4 |
| 8. Perseverance in efforts   | N/O | 1 | 2 | 3 | 4 |
| 9. Concern for others - empathy and sensitivity  | N/O | 1 | 2 | 3 | 4 |
| 10. Ability to evaluate alternative solutions when solving problems                      | N/O | 1 | 2 | 3 | 4 |

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT: In order for this applicant to be considered for screening, this form must be returned by the applicant with his/her application. Please place in an envelope, seal, sign your name across the seal and return to the applicant.**



**Department of  
Occupational Therapy  
and Occupational Science**

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