

Master of Occupational Therapy
MOT Application Cover Page

Last Name: _____ First Name: _____

Muskingum ID # _____

Address 1: _____

Address 2: _____

City: _____ State: _____ Zip: _____

Cell Phone Number: _____

If no cell phone, reliable phone for contact: _____

Email Address: _____

OTA Institution: _____ Grad Year: _____

Master of Occupational Therapy Program Application to the Master of Occupational Therapy Program

Please note: This application assumes that you have either already completed all of the prerequisite courses required for admission to the MOT or are on a plan that will result in all courses being completed prior to starting the program. If you are uncertain about this or have questions, please contact Jan Winland at jwinland@muskingum.edu or 740.826.6151.

Otherwise, let's get started.

To begin the MOT application process, you will need to:

1. Apply
By completing the 3-step *Application Criteria and Documentation Checklist* (below). Because you earn admission points through this process, please take care to complete each step thoroughly and as instructed. If you have questions, please contact Program Director Dr. Mary Arnold at 740-826-8466 or at marnold@muskingum.edu.
2. Request recommendations
By arranging the submission of 3 *Recommendation Assessment forms*: one from your supervising OTR; one from a faculty member from your OTA program or occupational science course; one from a community professional.
3. Submit answers to questions on the *Written Interview* form.

As part of the MOT application process, applicants who receive high scores may be invited to participate in an oral (face-to-face or Skype) interview with the MOT program director or her designees prior to a final decision about admission to the MOT program.

The MOT program at Muskingum welcomes applications at any time, however, to be fully considered for acceptance into a fall cohort, please complete your application file by February 15.

Remember, too, if you have any questions along the way, assistance is available by contacting Program Director Dr. Mary Arnold at marnold@muskingum.edu or 740-826-8466.

Now, get started and good luck!

Master of Occupational Therapy
Application Criteria and Documentation Checklist 2020

This document should come immediately after the cover page in your application folder. It both allows you to verify that you have remembered to include everything and will be used as a review document by the admissions team.

Your completed application documents must be submitted by February 15 to be considered for admission to the fall cohort.

Step 1 (part 1): *Preliminary qualifications required for admission to the MOT*

You must first meet each of the following qualifications to be considered for admission to the MOT program. Therefore, no admission points are ascribed with any of these criteria. Listed in parentheses () after each item are descriptors of supporting document(s) you need to submit with your application.

Check each item that applies to you.

- 1) I am a credentialed OTA, initially certified by NBCOT and licensed in my state of residence. (NBCOT certificate or document of initial certification from NBCOT and state license look-up document or copy of pocket license ID)
- 2) I have or will have completed all prerequisite courses prior to the start of MOT classes. I understand that each prerequisite course must have been completed with a "C" or better grade. (Copy of transcripts from all institutions with prerequisite courses highlighted)
- 3) I have completed a minimum of 90 semester hours or equivalent of undergraduate coursework credit (transcripts cited above)
- 4) I have worked as an OTA for the equivalent of one year of full-time (1500 hours) employment within the most recent 60 months. (A document from employer(s) identifying timeframe and number of hours worked.)

Step 1 (part 2): *Scored Qualifications:* The MOT program will complete scoring.

Applicant please check items as verification that you have submitted required items

Each of the qualifications below is worth a maximum of 100 points for a combined total of 300 points. These items, therefore, each represent one-third of the total points in the required written (paper) portion of your application.

- 5) A minimum GPA of 2.75 on a 4.0 scale.
We will use the transcripts you submit to calculate your GPA using your GPA from your OTA education and averaging it with the GPA for all prerequisite courses, regardless of where they were taken. In the event that prerequisite courses were part of courses within the OTA program, those courses will count in both calculations. Scoring: The average GPA will be multiplied by 25 and the total reported as the score for this item.

- 6) Two recommendation assessments.
Each assessment will be worth a maximum of 100 points. *Your score will be the average of the three assessment scores.* Remember that we ask that the assessments be completed by 1) one of your supervising OTRs from the past 36 months, 2) a community professional (ex: supervisor, volunteer leader, clergy member)

- 7) A Written Interview.
Please submit responses to the 5 questions presented, each worth a maximum of 20 points.

Step 2: Bonus Points: Applicant please check items for which you are providing proof

Believing that the following experiences would serve to make a more skilled and well-rounded applicant and might enhance the ability to engage and be successful in the MOT program, you can earn a small number of extra points by documenting all or some of the following experiences.

While these items are NOT REQUIRED for admission to the MOT program, the additional points you may earn through this process will be considered in the admission decision.

I have earned a **bachelor's degree** (transcripts)

- 1.5 points for a bachelor's degree in any subject
- 2 points for a bachelor's degree in Occupational Science

I serve/have served in an **organizational leadership role** (please provide documentation of appointment or election, documents that show work done while in the role, or a letter on agency letterhead and signed by a representative that outlines your leadership role and accomplishments)

- 1 point for a leadership role in the department in which you work
- 1 point for a leadership role within the company for which you work
- 1 point for a leadership role in a non-OT agency or organization
- 2 points for a leadership role within an OT agency/organization

I have volunteered **service to the community** in non-leader roles during the past 12 months (documentation from community organization indicating the timeframe and number of hours you volunteered for their agency)

- 1 point for 1-25 hours
- 2 points for 26-60 hours
- 3 points for over 61-90 hours
- 4 points for over 90 hours

I have been a **member of a professional association** for a minimum of 1 year prior to application (documentation from the professional association)

- .5 point for state association membership 2 years or less
- 1 point for state association membership more than 2 years
- .5 points for AOTA membership 2 years or less
- 1 point for AOTA membership 3-5 years
- 1.5 points for AOTA membership 6-10 years
- 2 points for AOTA membership over 10 years

I have completed more than the minimum 20 hours of continuing education in the past 24 months.

.5 point for 21-25 hours

1 point for 26-30 hours

1.5 points for 31 or more hours

Step III: *Oral Interview* (either face-to-face or via teleconference)

Candidates may be asked to submit to an oral interview. Oral interviews will be conducted at the discretion of the MOT program director by invitation only. Should such an interview be required, you will be notified by the MOT program director.

Interviews will be conducted by ad hoc committees assembled at the invitation of the MOT program director.

Additional details about the oral interview process will be provided if you are invited to participate in such an interview.

Master of Occupational Therapy APPLICATION FOR ADMISSION

Muskingum University
Graduate & Continuing Studies
10 College Drive, New Concord, OH 43762-1837
PH: 740-826-8038 • FAX: 740-826-6038
www.muskingum.edu • gcs@muskingum.edu

▼ ABOUT YOU

Last Name: _____ First Name: _____ MI: _____ ID#: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Employer: _____ Title: _____

Have you ever been convicted of a felony? Yes No

How would you describe yourself? *(Please check all that apply, if multi-racial, provide percentage for each category checked.)*

<i>Gender</i>	<i>Ethnicity</i>	<i>Race</i>		
Female	Hispanic/Latino	American or Alaskan Native	_____ %	Asian _____ %
Male	Non-Hispanic/Latino	Black or African-American	_____ %	White _____ %
		Hawaiian or Pacific Islander	_____ %	

▼ OTA TRANSCRIPT INFORMATION *(Please list college or university where you earned your OTA)*

<u>Name of College/University</u>	<u>City and State</u>	<u>Degree Earned</u>	<u>Date Earned</u>	<u>GPA</u>
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▼ OTHER COLLEGE/UNIVERSITY TRANSCRIPT INFORMATION *(Please list colleges or universities you've attended)*

<u>Name of College/University</u>	<u>City and State</u>	<u>Degree Earned</u>	<u>Date Earned</u>	<u>GPA</u>
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(Please complete the reverse side of this form)

▼ HAVE YOU SUBMITTED/COMPLETED THE FOLLOWING REQUIRED APPLICATION MATERIALS?

Official transcripts from all previous colleges and/or universities

Three (3) recommendation assessments

Written interview questions

Completion of all pre-requisite courses

Would you like information about financial aid? Yes No Don't Know

How did you become interested in Muskingum University Graduate and Continuing Studies?

Referred by friend Website Google Search Social Media
OT Conference Other: _____

I certify that the information provided on this application is complete and correct to the best of my knowledge. I understand that I am responsible for arranging for the forwarding of official transcripts from schools I have attended, and that such transcripts become the property of Muskingum University and will not be returned.

Signature

Date

Availability of Student Records: Muskingum University abides by the Family Educational Rights and Privacy Act of 1974 as amended. All students have access to their education records on file with the College and have the right to challenge records they feel are inaccurate. Further information is available from the Registrar's Office.

Sources of Consumer Information: Graduate academic programs and policies (including costs, fees, refunds, financial aid and accreditation) are described in the Graduate Catalog. Additional information about graduate programs is available from the Office of Graduate and Continuing Studies, and from program directors. Muskingum University, as an educational institution, does not discriminate on the basis of race, color, religion, sex, national or ethnic origin, handicap, physical challenge, disability, sexual orientation, socio-economic status and political affiliation.

Muskingum University Annual Crime Statistics Disclosure: This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Muskingum University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting Campus Police or by accessing the following website: <http://www.ope.ed.gov/security/index.aspx>.

Master of Occupational Therapy Program Recommendation Assessment Instructions and Form

The student named below is applying for admission to the Master of Occupational Therapy Program at Muskingum University. Students applying to this program are required to have recommendation assessments from 1) their supervising OTR, 2) a faculty member from their OTA Program (or if not available an instructor for one of their occupational science courses) and 3) a community professional. This student has requested that you act as his/her professional reference. Please complete this form beginning on page 2 as thoroughly as possible and return the form to the Occupational Therapy Program at the address provided. Seal the form in the envelope and sign the flap of the envelope across the seal. Mail the document to the MOT Program Director: Mary M. Arnold OTD, OTR/L FAOTA, Muskingum University, 10 College Drive, MH 117, New Concord, Ohio 43762-1837

The purpose of this reference form is to gain information on skills and abilities desirable for students planning a career in occupational therapy at the professional level. Information from this reference will be one of several factors used in determining the student's qualifications for the Master of Occupational Therapy Program.

I. APPLICANT INFORMATION – to be completed by the applicant

Potential Student's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

____ I do ____ do not waive my rights to review this reference form at some future time

Signature: _____ Date: _____

I am requesting that the following person complete a recommendation assessment on my behalf:

Reference Name (Please print): _____

Title: _____ Company/Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Recommendation Assessment

Please circle a rating for each item below. Not Applicable (N/A) or don't know do not count against the applicant however we request an explanation (on back) as to why the item is N/A or don't know for the applicant or facility.

Scoring Guide

The applicant meets the requirement:

5 = a minimum of 95% of the time

3 = a minimum of 80% of the time

1 = less than 75% of the time

4 = at least 90% of the time

2 = at least 75 % of the time

Applicant's Name:						
Professional Behaviors – Does the applicant exhibit:						
Positive Attitude and flexibility						
Fosters helpful communication	5	4	3	2	1	N/A or don't know
Ability to adapt to change	5	4	3	2	1	N/A or don't know
Managing stressors	5	4	3	2	1	N/A or don't know
Pleasant demeanor	5	4	3	2	1	N/A or don't know
Professional Communication Skills						
Uses proper grammar	5	4	3	2	1	N/A or don't know
Monitors and appropriately uses nonverbal communication	5	4	3	2	1	N/A or don't know
Handles conflict constructively	5	4	3	2	1	N/A or don't know
Uses assertive communication when necessary	5	4	3	2	1	N/A or don't know
Teamwork						
Knows and tries to achieve team goals	5	4	3	2	1	N/A or don't know
Anticipates the needs of others	5	4	3	2	1	N/A or don't know
Works well in groups	5	4	3	2	1	N/A or don't know
Shares or pools resources	5	4	3	2	1	N/A or don't know
Keeps others informed	5	4	3	2	1	N/A or don't know
Respects diversity	5	4	3	2	1	N/A or don't know
Personal Responsibility						
Seeks out learning opportunities	5	4	3	2	1	N/A or don't know
Is aware of strengths and weaknesses	5	4	3	2	1	N/A or don't know
Volunteers for additional responsibilities	5	4	3	2	1	N/A or don't know
Is punctual	5	4	3	2	1	N/A or don't know
Demonstrates initiative	5	4	3	2	1	N/A or don't know
Asks questions when in doubt	5	4	3	2	1	N/A or don't know
Modifies performance after feedback	5	4	3	2	1	N/A or don't know
Has good attendance	5	4	3	2	1	N/A or don't know
Organization skills						
Maintains neat and orderly workspace	5	4	3	2	1	N/A or don't know
Is timely	5	4	3	2	1	N/A or don't know
Organizes assignments and duties	5	4	3	2	1	N/A or don't know

Signature: _____ Print Name: _____ Date: _____

Explanations/Comments:

Positive Attitude and flexibility	
Fosters helpful communication	
Ability to adapt to change	
Managing stressors	
Pleasant demeanor	
Professional Communication Skills	
Uses proper grammar	
Monitors and appropriately uses nonverbal communication	
Handles conflict constructively	
Uses assertive communication when necessary	
Teamwork	
Knows and tries to achieve team goals	
Anticipates the needs of others	
Works well in groups	
Shares or pools resources	
Keeps others informed	
Respects diversity	
Personal Responsibility	
Seeks out learning opportunities	
Is aware of strengths and weaknesses	
Volunteers for additional responsibilities	
Is punctual	
Demonstrates initiative	
Asks questions when in doubt	
Modifies performance after feedback	
Has good attendance	
Organization skills	
Maintains neat and orderly workspace	
Is timely	
Organizes assignments and duties	

Master of Occupational Therapy Program Written Interview Instructions and Questions

Please answer the following questions by submitting carefully written responses that are thorough and well thought out.

Please be sure to save your document for upload into your online application once completed.

Please be sure to include the question you are answering with each response and to limit each reply to no more than 250 words.

QUESTIONS:

- 1) What strengths will you contribute to the MOT program and fellow students, should you be accepted?

- 2) What are the differences between the role of OTR and OTA?

- 3) Within the role described in question 2, what do you most look forward to doing, and why?

- 4) What specific ways do you envision occupational therapy having a role in overcoming the opioid epidemic?

- 5) The American Occupational Therapy Association has established the following Vision for 2025:

“Occupational therapy maximizes health, well-being, and quality of life for all people, populations, and communities through effective solutions that facilitate participation in everyday living.”

What leadership skills and experiences do you have that could help the profession to realize that vision?