



## OCCUPATIONAL THERAPY PROGRAM

### Human Service Guidelines

A minimum of **ten hours** of human service is a criterion for admission to the Occupational Therapy program at Mount Mary University. Human service is defined as a paid employment or volunteer experience with an individual or individuals **not related** to the applicant and who may be a potential client for occupational therapy. Examples include but are not limited to: volunteering at a hospital, working at a summer camp with children who have disabilities, or employment as a health aide.

Human service needs to be completed **within two years** prior to application to the Occupational Therapy program. If help is needed in finding a human service experience, contact the Mount Mary University Occupational Therapy Department at 414-930-3059.

#### **Required Verification of Human Service:**

1. **Form A:** The supervisor of this experience will comment on your professional behavior including punctuality, interpersonal skills, and professional inquiry. The supervisor *cannot* be related to you. Ask the supervisor to complete Form A and return it you. You will then upload the completed form to OTCAS.
2. **Form B:** A one-page summary using Form B is to be completed by the applicant.

Please upload the completed form to OTCAS (<https://otcas.liasoncas.com>). Current Mount Mary undergraduate students can contact the Office of Graduate Admissions at [mmu-gradinfo@mtmary.edu](mailto:mmu-gradinfo@mtmary.edu) or (414) 930-3049 for guidance on how to submit this form directly to the university.



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### Verification of Human Service – Form A

This confirms that \_\_\_\_\_ completed \_\_\_\_\_ hours of  
(applicant's name)

human service at \_\_\_\_\_  
(facility name and location)

<u>Summary Of Student's Professional Behavior And Skills:</u>	<u>Strength</u>	<u>Needs Development</u>
<b>PROFESSIONAL BEHAVIOR:</b> Punctual in reporting to facility/organization Adheres to policies and procedures of facility (e.g., dress code, confidentiality) Attendance/ reports on scheduled days Completes assignments/ tasks in timely manner		
<b>INTERPERSONAL SKILLS:</b> Initiates verbal interaction with client(s) Remains calm in stressful situations Courteous when speaking with client(s) Shows respect for other team members Cooperates with others on tasks Asks questions/ seeks additional information		
<b><u>Additional Comments:</u></b>		

Supervisor name (printed): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Phone: \_\_\_\_\_

*Note: Student cannot be related to the supervisor or client(s). Please contact us at 414-930-3059 or [mmu-ot@mtmary.edu](mailto:mmu-ot@mtmary.edu) if the student is related to you or any of the clients. Thank you for completing this form!*



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### Applicant's Summary of Human Service Experience – Form B

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

**Please address the following statements below or on a separately attached sheet in 200 words or less:**

1. Briefly describe the type of population or person with whom you worked as part of your human service experience.
  
  
  
  
  
  
  
  
  
  
2. Describe your responsibilities and type/level of interaction with the 'clients' in this setting.
  
  
  
  
  
  
  
  
  
  
3. One of the core concepts of occupational therapy is that the client is an active participant and the process of therapy should be meaningful to the client. If you were faced with a situation in which a client was a passive participant, predict how you might respond and explain why.