HUMAN SERVICE GUIDELINES

A minimum of ten (10) 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 Fieldwork Coordinator at 414-256-0163.

Verification of human service is required:

1) Verification of human service using the attached Form A needs to be submitted by the supervisor of this experience. The supervisor cannot be related to the applicant. The supervisor will be asked to comment on your professional behavior including punctuality, interpersonal skills and professional inquiry. It is suggested that you provide the supervisor the form with your name printed on it and a stamped envelope with the following address:
   Mount Mary University
   Occupational Therapy Dept.
   2900 N. Menomonee River Pkwy
   Milwaukee, WI  53222-4597
   The forms can also be sent to: mmu-ot@mtmary.edu

2) Applicant is to write a one page summary of human service experience using the attached Form B.

3) If there are any questions about the human service experience requirement, contact the Occupational Therapy Department at 414-256-1246.
BS/MS IN OCCUPATIONAL THERAPY PROGRAM

VERIFICATION OF HUMAN SERVICE

This confirms that ______________________________________________ has
(aplicant’s name)
Completed _______ hours of human service at __________________________________
(facility/organization)
________________________________________________________________________
(address)      (phone)

SUMMARY OF STUDENT’S PROFESSIONAL BEHAVIOR AND SKILLS

<table>
<thead>
<tr>
<th>Professional Behavior</th>
<th>Strength</th>
<th>Needs Development</th>
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<tbody>
<tr>
<td>Punctual in reporting to facility/organization</td>
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<tr>
<td>Adheres to policies and procedures of facility</td>
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<tr>
<td>(e.g., dress code, confidentiality)</td>
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<td></td>
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<tr>
<td>Attendance/reports on scheduled days</td>
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<tr>
<td>Completes assignments/tasks in timely manner</td>
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Interpersonal Skills:

<table>
<thead>
<tr>
<th>Interpersonal Skills</th>
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<tbody>
<tr>
<td>Initiates verbal interaction with client(s)</td>
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<tr>
<td>Remains calm in stressful situations</td>
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<td></td>
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<tr>
<td>Courteous when speaking with client(s)</td>
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<tr>
<td>Shows respect for other team members</td>
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<td></td>
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<tr>
<td>Cooperates with others on tasks</td>
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<td></td>
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<tr>
<td>Asks questions/seeks additional information</td>
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</tr>
</tbody>
</table>

Comments:

Supervisor signature: ___________________________________________ Date: _____________

Printed name: ___________________________________________________

Note: Student cannot be related to the supervisor or client(s). Please contact us at 414-256-1246 or mmu-ot@mtmary.edu if the student is related to you or any of the clients.
BS/MS IN OCCUPATIONAL THERAPY PROGRAM

APPLICANT’S SUMMARY OF HUMAN SERVICE EXPERIENCE

Name: ________________________________   Date: ________________

Facility Name and Address: ____________________________________
____________________________________

Name of supervisor: __________________________________________

Respond to the following below or attach a separate sheet:

1. Briefly describe the type of population or person you worked with.

2. Briefly describe your responsibilities and experiences.

3. Identify one of your strengths and one area you feel you can improve in working with this particular person or population.