



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 **directly** to Mount Mary via mail or email to the appropriate address listed below. It is suggested that you provide the supervisor the form with your name printed on it and a stamped/ addressed envelope.
2. **Form B:** A one-page summary using Form B is to be completed by the applicant. Return the form via mail or email to the address listed below.

MSOT/OTD
Mount Mary University Graduate Admissions Office 2900 N. Menomonee River Pkwy Milwaukee, WI 53222-4597 mmu-admissop@mtmary.edu



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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>
PROFESSIONAL BEHAVIOR:		
Punctual in reporting to facility/ organization	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to policies and procedures of facility (e.g., dress code, confidentiality)	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/ reports on scheduled days	<input type="checkbox"/>	<input type="checkbox"/>
Completes assignments/ tasks in timely manner	<input type="checkbox"/>	<input type="checkbox"/>
INTERPERSONAL SKILLS:		
Initiates verbal interaction with client(s)	<input type="checkbox"/>	<input type="checkbox"/>
Remains calm in stressful situations	<input type="checkbox"/>	<input type="checkbox"/>
Courteous when speaking with client(s)	<input type="checkbox"/>	<input type="checkbox"/>
Shows respect for other team members	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with others on tasks	<input type="checkbox"/>	<input type="checkbox"/>
Asks questions/ seeks additional information	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

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 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: _____

Respond to the following below or attach a separate sheet:

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 him/her. If you were faced with a situation in which a client was a passive participant, predict how you might respond and explain why.