



Sage Graduate School

Office of Admission • 45 Ferry Street
Troy, NY 12180 • 518/ 244-2217

www.sage.edu/ot

MS in Occupational Therapy Applicant Handbook

Occupational Therapy: Skills for the Job of Living



Sage Program in Occupational Therapy • 45 Ferry Street • Troy, NY 12180 • 518/244-2267

6/08

Master of Science in Occupational Therapy

Application Materials -- Priority Deadline: February 1

The MS in Occupational Therapy Program is offered through the School of Nursing and Health Sciences of The Sage Colleges. Qualified men and women who possess a baccalaureate degree and who complete the prerequisite courses for the professional program in Occupational Therapy may apply directly through the Sage Graduate School.

Students seeking admission must meet the Occupational Therapy Program and College's acceptance criteria. Each candidate's application is reviewed, with selection based upon the number of applications, candidates' collective qualifications and the number of openings in the program.

Admission Requirements

All applicants are strongly urged to visit the college and meet with a representative of the Occupational Therapy (OT) Program. Candidates should call the OT Program office at 518/ 244-2267 to schedule an appointment with the program director.

Occupational Therapy Program applicants must meet the following requirements prior to admission:

_____ Earn a minimum grade point average (**GPA**) of 3.0 in undergraduate study, including OT Program **prerequisite courses** (minimum grade of "C" or better in each course):
Anatomy & Physiology I and II with labs; Physics I with lab; Introduction to Psychology;
Lifespan Human Development; Abnormal Psychology; Statistics; and Sociology or Anthropology

- Submit official **transcripts** of all previous undergraduate or graduate study
- Provide two letters of **reference** (academic or professional)
- Provide current **resume**
- Submit a career goals statement/ personal **essay** (200 words)
- Provide documentation of 20 hours of **clinical observation** under the supervision of an occupational therapist before beginning the professional program. *Applicants are encouraged to complete clinical observation hours as early as possible. Students who are unable to complete observations prior to submitting the admission application must include a letter outlining a plan for completion of these hours with their applications (see *observation documentation form in this packet). (*send to OT Department if not included with admission paperwork)*
- Submit **Program Prerequisite Record** (see *form in this packet – send to OT Department if not included with admission paperwork)
- Review and sign the **Occupational Therapy Program Academic Standards Statement**
- Submit **application** by February 1 priority deadline

Please submit application materials to:

Sage Graduate School Office of Admission
45 Ferry Street, Troy, NY, 12180
518/ 244-2217 or 1-888/VERY SAGE
<http://www.sage.edu>

Students who meet the February 1 deadline will be notified of acceptance by April 1.

For more information, please contact:

Occupational Therapy Department
518/ 244-2267 or 1-888/VERY SAGE

The Occupational Therapy Program is located on the campus of The Sage Colleges in historic Troy, one of the tri-cities of the Capital District of New York State.

Accepted Student Requirements

Students in the Occupational Therapy Program are expected to fulfill the following requirements during their student experience at Sage.

- A. Maintain professional organization memberships: Sage Student Occupational Therapy Association (SOTA); American Occupational Therapy Association (AOTA); New York State Occupational Therapy Association (NYSOTA)
- B. Complete documentation/ materials required for Fieldwork:
 - a. Annual Physical examination
 - b. Annual update of immunizations according to fieldwork site requirements
 - c. Annual CPR certification
 - d. Annual renewal of professional liability insurance
 - e. Requirements unique to specific fieldwork sites. Many settings require students to be fingerprinted, undergo a criminal history review, and/or gain clearance from the NYS Sex Offender Registry. Students are responsible for the costs of these processes, as well as for transportation arrangements and costs associated with fieldwork experiences. Information regarding how to meet these requirements is provided by the program.
- C. Complete professional portfolio (due during spring of second year of coursework)

Certification/ Licensure Requirements to Practice Occupational Therapy

To practice as an occupational therapist, students must satisfy all the requirements for the MS in Occupational Therapy degree, including maintaining a 3.0 GPA, satisfactory completion of fieldwork, and complete the following:

- A. Apply for Sage graduation through the Office of Student Services
- B. Apply for and pass the *NBCOT national certification exam as a prerequisite for state licensing
- C. Complete the NYS (or other state) *licensing application
*A felony conviction may affect a student's ability to be placed at a fieldwork setting, sit for the certification exam or to attain state licensure.

Sage OT Program Accreditation

The Sage Colleges Occupational Therapy Program is registered with the NYS Education Department and accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association, 4720 Montgomery Lane, Bethesda, MD 20824-1220, 301/652-2682. The most recent reaccreditation was granted in May 2007. Upon graduation students are eligible to sit for the national certification exam that is administered by the National Board for Certification in Occupational Therapy (NBCOT). In addition, most states require licensure in order to practice occupational therapy; however, state licenses are usually based on the results of the national certification exam. A felony conviction may affect a graduate's ability to sit for the certification exam or to attain state licensure.

Occupational Therapy Program Academic Standards

The M.S. in Occupational Therapy is a professional education program. Students enrolled in the program must demonstrate achievement in academic and clinical competencies necessary for professional practice, and meet academic standards consistent with graduate school criteria. Students must also demonstrate effective professional behavior as detailed in the *Standards of Professional Behavior*.

1. Grade Point Average (GPA)
 - A minimum overall grade point average of 3.0 must be maintained in Occupational Therapy coursework each semester. A semester GPA below 3.0 will result in probation for the following semester.
 - If the semester GPA is below 3.0 for two consecutive semesters, the student will be subject to suspension from the full-time program.
 - A student must attain a minimum overall 3.0 GPA prior to enrolling in fieldwork courses.
 - A student must achieve a minimum overall 3.0 GPA to be eligible to graduate
2. Passing Course Grades
 - If a grade of “F” is obtained in a course, the student will be suspended and the course must be repeated before continuing in the curriculum. A course may be repeated only once and the student must achieve a minimum grade of “B-“ (“P” in pass/fail course) on the second attempt. If a student receives a grade of “F” in two OT Program courses, the student will be dismissed from the program.
3. Practical/Proficiency Exam Grades
 - Each student is expected to pass every oral/practical/proficiency exam on the first attempt with a minimum passing grade of 80%. If unsuccessful, the student will be allowed one retake of the exam. If the student does not achieve the minimum passing grade of 80% on the retake, the student will receive a grade of “F” for that course and will be suspended from the program.
 - The second occasion that a student needs to repeat an oral/practical/proficiency exam will result in probation. On the third occasion the student will be suspended from the program.
 - Each student is expected to demonstrate competency in all safety items in order to successfully pass the lab practical exam or proficiency.
4. Retention and Dismissal
 - a. Probation
 - A student who receives a grade of “C” or “C-“ in any course will be placed on probation for the next semester. Probation for two consecutive semesters will result in suspension. Probation for three semesters will result in dismissal.
 - Violations of the OT Program’s *Standards of Professional Behavior* or *AOTA Code of Ethics* are also grounds for being placed on probation.
 - b. Suspension
 - Suspension from the program will be for a one-year period of time. A program of remediation will occur during this time period. Since the program is a lock-step curriculum, courses that were not successfully completed cannot be repeated until the following year.
 - A second suspension results in dismissal
 - Repeated violations of the OT Program’s *Standards of Professional Behavior* or *AOTA Code of Ethics* are also grounds for suspension.
 - c. Dismissal

A student is subject to dismissal from the OT Program for any of the following:

 - Student receives a grade of “F” in two courses;
 - Student has to retake a lab practical/proficiency exam in three courses;

- Student has two suspensions;
- Student has three probations;
- Student does not achieve a minimum grade of B- (P in pass/fail course) when repeating a course;
- Egregious conduct that violates professional and/or legal standards.

A student who is academically dismissed from the OT Program may apply for readmission after a period of at least one year. A program of reassessment and review will be required during this period. Students having difficulty maintaining the academic standards may be required to enroll in an extended curriculum.

Students who withdraw or who are dismissed for reasons other than GPA will have their records reviewed for possible readmission by Occupational Therapy program faculty. Readmission will be determined by the faculty based on this review and any additional criteria required at the discretion of the faculty.

5. Fieldwork

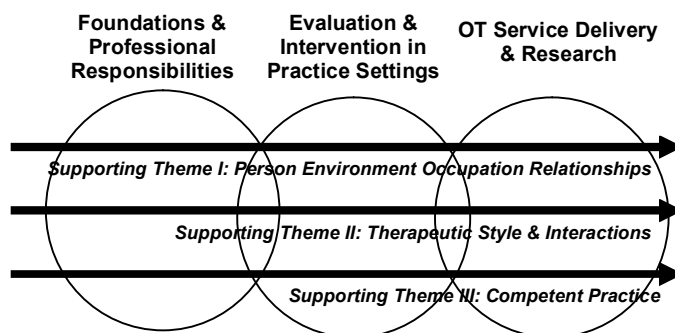
- By the terms of the College's contractual agreement with fieldwork sites, only students who have satisfactorily completed the requisite professional courses and demonstrate safety and competence in all lab proficiency exams/ check-offs will be placed in fieldwork.
- Students must have demonstrated the ability to meet the academic and program standards of the OT Program outlined in the *OT Student Handbook*, demonstrate effective interpersonal communication, professional behavior, and judgment necessary for the field setting, and be recommended by the faculty for fieldwork education.
- Faculty will formally review all students' progress at the end of the spring semester of the second year of professional coursework (or equivalent) to ensure that students are demonstrating mastery of material and are ready for Level II fieldwork. This appraisal includes a review of students' grades and professional behavior. Faculty retains the final decision to approve students for fieldwork placements.
- Students who frequently display unprofessional behavior and/or judgment, or who are unable to address professional behavior concerns that have been identified by faculty, will be required to appear before a sub-group of the OT Program faculty that includes at a minimum the fieldwork coordinator, program director, and faculty advisor. This faculty group may impose sanctions which can include probation, suspension or dismissal from the program, and/or delay the student from engaging in the fieldwork portion of the curriculum.
- Students must successfully complete Level II Fieldwork within 15 months beyond the date of completion of evaluation and intervention courses, or repeat the course(s), and/or demonstrate academic and clinical competency in the course(s) prior to beginning fieldwork experiences.
- Students must obtain permission of faculty prior to repeating a failed fieldwork experience. Failure to complete a fieldwork or having to be removed from a placement may result in a student's dismissal from the program. Students who need to repeat more than one Level II fieldwork course will be dismissed from the program.

6. Continuous Matriculation

- Maintain continuous matriculation in the program. If there is inactivity in coursework, or there are two or more years since completion of the last Level II Fieldwork experience, students will be required to repeat all of the evaluation and intervention courses, or demonstrate academic and clinical competency in each of these courses, via examination, to be eligible to graduate.

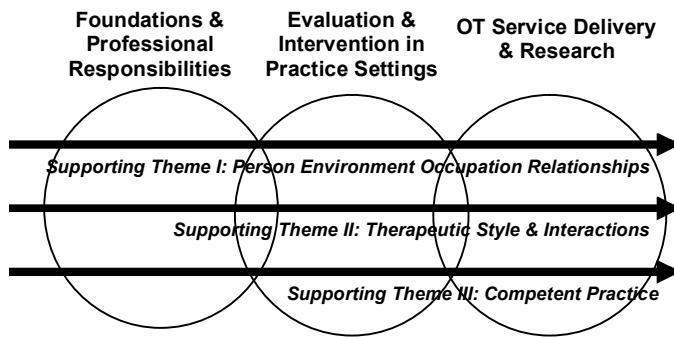
The Sage Colleges Occupational Therapy Program Curriculum Design

The occupational therapy curriculum is developed around humanistic values and incorporates an experiential approach that focuses on students becoming active learners. Foundation and upper level clinical courses promote an understanding of the dynamic relationship between health, well-being and occupational engagement, or a person's ability to participate in valued life activities and roles. Students are immersed in learning opportunities to both promote clinical reasoning skills and develop a systemic view of health and the health care system. The curriculum model is organized around three elements: *Foundations and Professional Responsibilities*, *Evaluation and Intervention in Practice Settings*, and *OT Service Delivery and Research*. It is further supported by three major themes that are infused throughout coursework: *Person-Environment-Occupation Relationship*, *Therapeutic Style and Interactions*, and *Competent Practice*.



OT Program Outcome Statements (clustered by curricular *Organizing Elements*)

Foundations & Professional Responsibilities	Demonstrate knowledge of the history of the profession, the scope and role of occupational therapy within the health delivery system, and its contributions to quality of life.
	Establish and sustain therapeutic relationships.
	Articulate a professional development plan that demonstrates a commitment to lifelong learning.
	Demonstrate professional behaviors, attitudes and actions reflective of ethical standards and values.
	Communicate effectively in writing and speaking to a variety of audiences
	Advocate for the profession and the people we serve through active participation and membership in community and professional organizations
Evaluation & Intervention in Practice Settings	Consider culture and other person-environment factors in developing meaningful interventions across clinical and community settings.
	Demonstrate knowledge of the relationship of theory to practice and the ability to use theoretical models and frames of reference to guide clinical reasoning.
	Select and use appropriate screening and evaluation methods to determine client needs and priorities; make referrals to other disciplines as indicated
	Develop and implement occupation-based intervention plans that support participation in relevant environments.
	Document services to ensure accountability and to meet standards for reimbursement
OT Service Delivery & Research	Work cooperatively with members of multi-disciplinary teams and other stakeholders within the health delivery system
	Demonstrate knowledge of state, federal and professional standards and regulations that shape community and clinical practice.
	Demonstrate skills in the management of occupational therapy services including supervising and collaborating with others
	Identify opportunities to address societal needs by participating in the development and marketing of OT services
	Use research literature to make evidence-based decisions and engage in research activities that contribute to best practice
Demonstrate skills in research methods, the development of a research design, and implementation of a research study.	



**Program in Occupational Therapy Course Sequence
(clustered by curricular *Organizing Elements* and Themes)**

Curricular Themes	Organizing Elements		
	Foundations & Professional Responsibilities	Evaluation and Intervention in Practice Settings	OT Service Delivery & Research
Year 1 <i>Person-Env't-Occupation Relationship</i> <i>Therapeutic Style & Interactions</i> <i>Competent Practice</i>	OTH 504 Foundations of Occupational Therapy OTH 503 Models & Theories in OT Practice OTH 507 Functional Anatomy & Applied Kinesiology OTH 514 Occupational Performance in Children & Youth OTH 515 Occupational Performance in Adulthood OTH 512 Technology & Adaptations OTH 501 Neuroscience	OTH 606 Eval & Inter: Hand & Upper Extremity Rehab OTH 608 Foundations of Physical Rehabilitation OTH 609 Eval. & Intervention: Psychosocial Settings OTH 623 Fieldwork I: Psychosocial Settings	
Year 2 <i>Person-Env't-Occupation Relationship</i> <i>Therapeutic Style & Interactions</i> <i>Competent Practice</i>		OTH 624 Fieldwork I: Physical Rehabilitation OTH 622 Fieldwork Seminar OTH 611 Eval. & Inter: Adult Physical Rehabilitation I OTH 616 Eval & Intervention: School-based Practice OTH 626 Fieldwork I: Pediatric Settings OTH 617 Eval & Intervention: Early Intervention Settings OTH 618 Eval. & Inter: Adult Physical Rehabilitation II	OTH 567 Research Methods for the Health Professions OTH 620 Community OT Practice OTH 669 Research Seminar I OTH 612 Management of OT Services OTH 636 Clinical & Professional Reasoning Seminar OTH 670 Research Seminar II
Year 3 <i>Person-Env't-Occupation Relationship</i> <i>Therapeutic Style & Interactions</i> <i>Competent Practice</i>	OTH 640 Professional Issues	OTH 627 Fieldwork IIa OTH 628 Fieldwork IIb	

Fieldwork Courses

Sage Graduate School Program in Occupational Therapy
45 Ferry Street, Troy, NY 12180 (518) 244-2267

Occupational Therapy Academic Standards Statement
(return this form to the Occupational Therapy Department)

Name: _____

School Address: _____

School Tel #: _____

Home Address: _____

Home Tel #: _____

E- mail address: _____

Place
Photograph
Here
(optional)

To: Program in Occupational Therapy

I wish to apply to the Occupational Therapy Program. I am aware of the criteria I must meet each year in order to maintain my status as an Occupational Therapy major and to be eligible for continuation in the professional program.

I understand I must achieve a grade of "C" or better in all professional courses (OTH), and an overall 3.0 grade point average. Should I achieve a grade of "C" in multiple professional courses, I understand I may be required to repeat courses or complete other remedial work to assure competence for clinical practice. I agree to these requirements and understand that failure to do so could result in my dismissal from the program.

I understand that I must demonstrate effective interpersonal communication skills and judgment to remain in good standing and in order to participate in the fieldwork education component of the program. I agree to maintain these standards at all times. I understand that faculty retains the final decision to approve students for fieldwork placements.

The occupational therapy education process includes multiple fieldwork experiences. I understand students are responsible for transportation arrangements to and from fieldwork settings. I also understand that I am responsible for obtaining yearly physical examinations, immunizations, and cardio-pulmonary resuscitation (CPR) certification in order to complete my fieldwork experiences. In addition, many fieldwork settings require students to be fingerprinted and undergo a criminal history review. I understand students are responsible for the costs of these processes.

I understand that I must be continuously matriculated in the program. In the event a leave of absence is required, this must be requested and approved by Occupational Therapy Program faculty in order for the student to maintain a place in the Program and eventually be eligible to graduate. A formal leave of absence must also be filed through appropriate College offices (see College catalogue for more information).

I understand that it is my responsibility to review the additions and amendments to the Occupational Therapy Handbook on an annual basis while a member of the program.

(Signature)

(Date)

**Sage Graduate School
Program in Occupational Therapy
45 Ferry Street, Troy, NY 12180 (518) 244-2267**

Clinical Observation Hours
(return this form to the Occupational Therapy Department)

The Sage Colleges Program in Occupational Therapy requires that each of our Occupational Therapy students observe or assist as a clinical volunteer under the direction of an Occupational Therapist for a minimum of **20 hours**. We believe that this time helps provide prospective students with a realistic perspective of the clinical aspects of therapy that are essential to their academic success. Please have the licensed Occupational Therapist complete this form and rating scale, and return it to the Sage Occupational Therapy Department by **February 1**. Multiple copies of this form can be made if observation hours will be completed at more than one site. Thank you.

Name of Student: _____
Name of Clinical Facility: _____
Address: _____

Total Hours Spent at your Facility: _____
In What Capacity? Observation: _____
 Assistance: _____
 Other (explain): _____

Please rate the student in each of the following areas by circling the corresponding rating for each category:

	1/ Below Average;	2/ Average;	3/ Above Average;	4/ Superior		1	2	3	4
Relates to Patients	1	2	3	4	Reliable/Dependable	1	2	3	4
Relates to Staff	1	2	3	4	Judgment	1	2	3	4
Accepts Direction	1	2	3	4	Initiative	1	2	3	4
Carries Out Instruction	1	2	3	4	Maturity	1	2	3	4
Verbal Communication	1	2	3	4	Appearance, Hygiene	1	2	3	4
Written Communication	1	2	3	4	Professional potential	1	2	3	4
Grasp theoretical concepts	1	2	3	4	Interest/Motivation	1	2	3	4

Additional Comments: Also please indicate on the back of this form reasons that you believe the applicant will be an asset to the Occupational Therapy profession.

Signature

Institution/Department

Therapist's Title

Date

**Sage Graduate School
 Program in Occupational Therapy
 45 Ferry Street, Troy, NY 12180 (518) 244-2267**

Occupational Therapy Program Prerequisite Record
 (return this form to the Occupational Therapy Department)

Name of Student: _____

Indicate Anticipated Entry Date to the Occupational Therapy Program (August 20xx): _____

Program Prerequisite Record

For each of the program's prerequisite courses or activities listed below, indicate the timeframe during which they have been completed, are in progress, or the anticipated date of completion. For completed coursework, indicate the grade received.

	<i>Semester/Year Completed</i>	<i>Grade Received</i>	<i>Semester/Year in Progress</i>	<i>Anticipated Completion Date</i>
Anatomy & Physiology I with lab				
Anatomy & Physiology II with lab				
Physics I with lab				
Introduction to Psychology				
Lifespan Human Development				
Abnormal Psychology				
Statistics				
Sociology or Anthropology				
Clinical Observation Hours				

Additional Comments:

Signature: _____ Date: _____

Master of Science in Occupational Therapy

OT Program Prerequisite Courses <i>(the following prerequisite courses must be completed before beginning graduate OT Program coursework)</i>	
Anatomy & Physiology I & II /Lab Physics I /Lab Statistics	Introduction to Psychology Lifespan Human Development Abnormal Psychology Sociology or Anthropology

M.S. in Occupational Therapy Graduate Course Sequence

First Year: Summer (course offered on-line during first three weeks in August)
OTH 504 Foundations of Occupational Therapy	2
Fall and Spring	
OTH 503 Models & Theories in OT Practice	1
OTH 504 Foundations of Occupational Therapy Lab	1
OTH 507 Functional Anatomy & Applied Kinesiology/Lab	6
OTH 514 Occupational Performance in Children & Youth/Lab	4
OTH 515 Occupational Performance in Adulthood.....	4
OTH 512 Technology & Adaptations (offered on-line in January)	1
OTH 501 Neuroscience/Lab	4
OTH 606 Evaluation & Intervention: Hand and Upper Extremity Rehabilitation/Lab	4
OTH 608 Foundations of Physical Rehabilitation/Lab	3
OTH 609 Evaluation and Intervention: Psychosocial Settings/Lab	4
OTH 623 Fieldwork I: Psychosocial Settings.....	1
Second Year: Summer	
OTH 567 Research Methods for the Health Professions	3
OTH 624 Fieldwork I: Physical Rehabilitation	1
OTH 622 Fieldwork Seminar	2
Fall and Spring	
OTH 611 Evaluation and Intervention: Adult Physical Rehabilitation I/Lab	4
OTH 616 Evaluation & Intervention: School-Based Practice /Lab	3
OTH 626 Fieldwork I: Pediatric Settings	1
OTH 669 Research Seminar I	3
OTH 620 Community OT Practice	3
OTH 618 Evaluation and Intervention: Adult Physical Rehabilitation II/Lab	4
OTH 617 Evaluation and Intervention: Early Intervention Settings/Lab.....	4
OTH 612 Management of OT Services.....	3
OTH 636 Clinical & Professional Reasoning Seminar.....	2
OTH 670 Research Seminar II	3
Third Year: Summer	
OTH 627 Fieldwork IIa	5
OTH 640 Professional Issues	1
Fall	
OTH 628 Fieldwork IIb	5
Total Credit Hours	82

Note: Fieldwork Requirements: Annual physical examinations, immunizations, CPR certification, and professional liability insurance are required by fieldwork sites. In addition, many settings require students to be fingerprinted, undergo a criminal history review, and/or gain clearance from the NYS Sex Offender Registry. Students are responsible for the costs of these processes, as well as for transportation arrangements and costs associated with fieldwork experiences. Information regarding how to meet these requirements is provided by the program.