

**SCHOOL OF MEDICAL REHABILITATION
DEPARTMENT OF OCCUPATIONAL THERAPY**

**MASTER OF OCCUPATIONAL THERAPY:
REGULAR PROGRAM
Application Guide for the
2010-2011 Session**

Application Deadline: March 1, 2010

IMPORTANT NOTE: Applicants are advised to read all relevant admissions material thoroughly prior to completing and submitting an application. In addition to this document, relevant admissions material includes:

- Master of Occupational Therapy: Regular Program Application Instruction Sheet, Category of Application Form and Prerequisite Check List
http://www.umanitoba.ca/faculties/medicine/units/medrehab/media/reg_instruct_sheet_and_category.pdf
- Faculty of Graduate Studies Application for Graduate Admission Form
http://umanitoba.ca/faculties/graduate_studies/admissions/index.html
- Master of Occupational Therapy Supplemental Regulations
http://www.umanitoba.ca/faculties/medicine/units/medrehab/media/supplementary_regulations.pdf
- Faculty of Graduate Studies Academic Guide
http://www.umanitoba.ca/faculties/graduate_studies/media/academicguide.pdf

1. GENERAL INFORMATION

The selection of students for admission to the Master of Occupational Therapy (MOT) program follows the Academic Guide of The Faculty of Graduate Studies and the Supplemental Regulations of The Department of Occupational Therapy. The selection process is the responsibility of the Admissions and Selection Committee, a standing committee of the Master of Occupational Therapy Program Committee of the School of Medical Rehabilitation. Successful applicants are admitted to the Faculty of Graduate Studies.

There are two options in the Master of Occupational Therapy program: 1) *the Regular Program*, for persons holding a previous undergraduate degree who are interested in pursuing a career in occupational therapy, and 2) *the Accelerated Program*, for applicants who currently hold a Bachelor of Medical Rehabilitation (Occupational Therapy) degree or equivalent.

This Guide provides information to applicants who are seeking admission to the Master of Occupational Therapy **Regular Program** in 2010. Information on the Accelerated Program is described in a separate [Application Guide](#).

Application packages are available from the Department of Occupational Therapy, School of Medical Rehabilitation, at R106-771 McDermot Avenue, Winnipeg, Manitoba, R3E 0T6, or can be requested using the School of Medical Rehabilitation information phone line at (204) 789-3674. Admissions documents can also be obtained and printed from the SMR website at www.umanitoba.ca/medrehab/ot. Application packages include the following documents in addition to this Application Guide:

- Master of Occupational Therapy: Regular Program Application Instruction Sheet, Category of Application Form and Prerequisite Check List
http://www.umanitoba.ca/faculties/medicine/units/medrehab/media/reg_instruct_sheet_and_category.pdf
- Faculty of Graduate Studies Application for Graduate Admission Form
http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

2. STATEMENT OF QUOTA

In the academic year 2010-2011, the University of Manitoba will accept 50 students into the Regular Program.

3. ELIGIBILITY REQUIREMENTS

All applicants to the Regular Program must meet the following basic prerequisites by May 1st of the year of application*:

1. Successful completion of a previous undergraduate degree from a university recognized by the University of Manitoba.
2. A minimum grade point average of 'B' in the last 60 credit hours of study.
3. Successful completion of required prerequisite courses (or approved alternate courses)¹.
(For a listing of prerequisite courses refer to the Master of Occupational Therapy Pre-Approved Required Prerequisite Courses table on pages 10 & 11 of this Guide).
4. A minimum grade of 'C' in each prerequisite course or in approved alternate courses.

* Consideration may be given to applicants completing courses in intersession or summer session during the year in which they are applying.

4. SELECTION CRITERIA AND PROCEDURES

The criterion for selection shall be an **Overall Score** that considers an applicant's academic standing (based on grade point average of prerequisite courses) and interview performance. Each area shall be given equal weighting and students will be rank-ordered in accordance with the Overall Score.

¹ Students seeking approval for alternative courses, that is, for courses not included in the Master of Occupational Therapy Pre-Approved Required Prerequisite Courses table (see pages 10 & 11), should contact the Chair of the OT Admissions Committee to request a course equivalency review. These students will be required to submit a detailed course outline, including textbooks used, along with a course syllabus. It is advisable for students to seek a course equivalency review prior to the application process.

4.1 Calculation of Student Ranking

4.1.1 Academic Standing:

Grade point average for the prerequisite courses (GPAPC) is calculated using the following formulae:

$$\frac{\text{Sum of prerequisite courses weighted grade points}^*}{\text{Total number of credit hours required through prerequisite courses}}$$

* The weighted grade point of a prerequisite course is calculated by multiplying the number of credit hours in the course by the final grade in that course.

For Example:

A student with the following course grades and weighted grade points would calculate their GPAPC as follows:

Course Name	Credit Hours	Letter Grade	Grade Point	Weighted Grade Point
Introductory Psychology	6	B+	3.5	21
Introductory Sociology	6	B	3.0	18
Basic Statistics	3	A	4.0	12
Human Anatomy	3	B+	3.5	10.5
Human Physiology	3	A	4.0	12
Child Development	3	A+	4.5	13.5
Psychological Development Adolescence to Old Age	3	B	3.0	9
Total	27			96

$$\begin{aligned}\text{GPAPC} &= \frac{(21) + (18) + (12) + (10.5) + (12) + (13.5) + (9)}{27} \\ &= \frac{96}{27} \\ &= 3.556\end{aligned}$$

NOTE:

- i) Should an applicant repeat a prerequisite course, the higher grade will be considered in calculating the average of the prerequisite courses.
- ii) GPAPC for students who have been given advanced placement in Psychology through the International Baccalaureate (IB) or Advanced Placement (AP) programs will be calculated using 21 (rather than 27) as the required total number of prerequisite credit hours and the Introductory Psychology course grade will be dropped from the formulae.

4.1.2 Interview:

Eligible applicants with the potential for admission will be interviewed as part of the admissions process. For 2010, interviews will be held on Saturday, May 8, 2010. Each applicant will participate in three separate one-to-one 20 minute interviews. The applicant will be asked questions about him/herself, the profession, and the University of Manitoba Occupational Therapy program.

The interviewers represent the School of Medical Rehabilitation and the Occupational Therapy clinical community. Interviewers will not have access to academic information.

Applicants will be assessed and an interview score calculated based on responses to a standard set of interview questions. All applicants must pass the interview process to be considered for admission.

4.1.3 Overall Score:

The grade point average of the prerequisite courses (GPAPC) and the interview score (equally weighted) will combine to yield an Overall Score using the following formulae:

$$(GPAPC \times .5) + (\text{Interview Score} \times .5) = \text{Overall Score}$$

For Example: For a student with a 3.5 GPAPC (NOTE: the highest possible GPAPC is 4.5) and an interview score of 83/100, the Overall Score would be:

$$\left(\frac{3.5}{4.5} \times .5 \right) + \left(\frac{83}{100} \times .5 \right) = .805$$

The highest possible Overall Score is 1.

4.2 Priority For Selection

The Admissions and Selection Committee shall consider Regular Program category applicants in the following Priority Groups. Canadian Aboriginal People who meet all entry requirements will be given priority for up to 15% of the enrolment quota. In addition, up to 5 spots will be held for competitive out-of-province candidates.

First Priority: Manitobans

Graduates of the universities of Manitoba who are Canadian Citizens or Permanent Residents and Manitoba residents who are graduates of out-of-province universities.

Second Priority: Canadians Who Reside in Other Provinces or Territories

Canadian Citizens or Permanent Residents who are graduates of universities recognized by the University of Manitoba and who are residents of Canadian provinces or territories other than Manitoba.

Third Priority: International Applicants

International applicants who are graduates of universities recognized by the University of Manitoba and who hold appropriate visa status.

5. ADVISING OF APPLICANTS TO THE MASTER OF OCCUPATIONAL THERAPY PROGRAM

The Department of Occupational Therapy will assist all applicants who seek advising regarding admission to the Master of Occupational Therapy program. However, it is the Department's policy not to instruct applicants as to the specific course of action that they should follow, but rather to provide the information needed for applicants to make their own decisions. The following points should be noted:

1. Applicants are encouraged to discuss their plans with all who can usefully advise them, but they should be aware that second-hand information about the Department's admissions policies is not considered reliable.
2. No faculty member of the School of Medical Rehabilitation can guarantee admission of any applicant.
3. Applicants are advised to make inquiries in writing to the Chair of OT Admissions so that an official written response can be provided.

6. ADDITIONAL REQUIREMENTS FOR SUCCESSFUL APPLICANTS

Successful applicants who accept an offer of admission to the Master of Occupational Therapy program in the Faculty of Graduate Studies will be provided with detailed information regarding the following requirements. Please do not obtain checks before receiving and reviewing this information. No student will be permitted to participate in fieldwork experiences without this required documentation. Further information on rationale and implications of the Criminal Record and Child Abuse Registry Checks can be found in Section 7 of this Guide.

Health and Immunizations

Submitted to the Occupational Therapy Department **in mid-July**:

1. Standard Health Record Form Packages are provided to students within the provisional acceptance information distributed by the Occupational Therapy Department. New students in the Master of Occupational Therapy program are required to return forms to the Department by dates published yearly in the Health Record Form Packages.

Submitted **within the first few weeks of classes**:

2. Immunization is a protection for students and the clients with whom they will be working. Details about required immunizations are provided to students within the provisional acceptance information distributed by the Occupational Therapy Department. Students may obtain required immunizations through the Bannatyne Immune Status Program at the University during the early weeks of their classes or through their family physician. Prior to starting the required immunizations, students are encouraged to confirm student health insurance immunization coverage with the University of Manitoba Students' Union.

Records Checks, CPR, First Aid

Submitted **within the first 2 weeks of classes** of the year in which they are admitted:

3. Proof of current certification in Basic Rescuer Cardio Pulmonary Resuscitation Level C (CPR) or Basic Cardiac Support for Health Care Providers (BCS for HCP). This

certification must not have an issue date prior to July 1 of the year the student commences classes in the program.

4. A Certificate in Emergency First Aid is strongly recommended but not required. Please note that in most First Aid courses, the level of CPR certification attained is Level B which is not sufficient. Level C is required.
5. Applicants are advised that clinical/fieldwork education sites require that students complete a Criminal Record Check. This check must not have an issue date prior to July 1 of the year the student commences classes in the program.
6. Applicants are advised that clinical/fieldwork education sites also require that students complete a Child Abuse Registry Check (sometimes called a Vulnerable Persons Check). This check must not have an issue date prior to July 1 of the year the student commences classes in the program.

7. CRIMINAL RECORD AND CHILD ABUSE REGISTRY CHECKS

All successful applicants are required to provide the Occupational Therapy Department with a Criminal Record Check and a Child Abuse Registry Check. We request these documents as part of our professional mandate to protect the public and because they are required by many of the clinical/community facilities offering fieldwork opportunities to MOT students. In addition, in most Canadian jurisdictions, the MOT graduate must register with a provincial regulatory organization to secure employment and to practice as an Occupational Therapist. Most regulatory organizations require submission of a completed Criminal Record Check and Child Abuse Registry Check as part of the registration process. The implications for the MOT student who has a criminal record or who is on the Child Abuse Registry are as follows:

- the student may not be able to complete the MOT program because of denied access to required fieldwork components of the program, or
- the student, post-graduation, may have conditions placed on their registration status or be prevented from registering and working as an Occupational Therapist.

It is important to note that having a criminal record or having your name on the Child Abuse Registry will not necessarily result in denial of admission to the Department of Occupational Therapy. We encourage any individual who is planning to apply to the Master of Occupational Therapy program and who has a criminal record or is included on the Child Abuse Registry to:

1. Contact the Head of the Department of Occupational Therapy at the University of Manitoba to discuss potential issues related to his/her individual situation.
2. Seek information from the regulatory organization in the jurisdiction where they plan to practise upon graduation. For Manitoba, the regulatory organization is the College of Occupational Therapists of Manitoba (COTM).

Once a successful applicant is admitted into the MOT program, the Department of Occupational Therapy has a process in place to review, within the context of our professional mandate to protect the public, on a case-by-case basis, the situation of any student who has a criminal record or whose name appears on the Child Abuse Registry.

The review process by the Department of Occupational Therapy is independent of any review processes conducted by fieldwork sites or regulatory organizations.

8. SELECTION COMMITTEE

The Admissions and Selection Committee consists of:

- The Chairperson of the Committee (shall be a MOT faculty member)
- The Head of the Department of Occupational Therapy
- Two faculty representatives from the Department of Occupational Therapy
- One student representative from the Department of Occupational Therapy
- One representative from the College of Occupational Therapists of Manitoba
- Such other persons who, from time to time, be deemed appropriate
- The Director of the School of Medical Rehabilitation (Ex-Officio)

9. APPEALS

Individuals who wish to appeal decisions of the Admissions and Selection Committee should refer to The Faculty of Graduate Studies Academic Guide and the University of Manitoba Policy on Admission Appeals Procedures and Guidelines. See

http://www.umanitoba.ca/admin/governance/governing_documents/students/286.htm

Generally, these policies advise individuals who wish to have their applications reconsidered by the Committee to submit their request in writing to the Chair of the Admissions and Selection Committee within ten days of the mailing of the Committee decision.

Any appeal of a reconsidered decision should be submitted within ten days following the mailing of the reconsidered decision to the University Secretariat, Room 312 Administration Building, for transmission to the University of Manitoba's Senate Committee on Admission Appeals.

Applicants are advised that appeals of the reconsidered decisions by the Senate Committee on Admission Appeals focus on questions of correct adherence to published policies and procedures by Selection Committees, and not on substantive issues or the relative merit of applications. The procedures are listed in the following documents:

- * [Faculty of Graduate Studies Academic Guide](#)
- * [Master of Occupational Therapy Supplemental Regulations](#)
- * Master of Occupational Therapy: Regular Program Application Guide and [Application Instruction Sheet](#)

10. APPLICATION FORM AND SUPPORTING DOCUMENTATION

Applicants to the Master of Occupational Therapy program must apply using the Faculty of Graduate Studies *Application for Graduate Admission* form. This form is available as part of an application package from The Department of Occupational Therapy, School of Medical Rehabilitation, R106 - 771 McDermot Avenue, Winnipeg, Manitoba, R3E 0T6, or can be requested using the School of Medical Rehabilitation information phone line at (204) 789-3674.

Admissions documents can also be obtained and printed from the SMR website. Application packages include the following documents in addition to this Application Guide:

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- Faculty of Graduate Studies Application for Graduate Admission Form
http://umanitoba.ca/faculties/graduate_studies/admissions/index.html

11. DEADLINE DATES

- | | |
|------------------|--|
| January 15, 2010 | Deadline for receipt of applications from International students |
| March 1, 2010 | Deadline for receipt of all other applications |
| June 10, 2010 | Deadline for submission of complete and official university transcripts
(deadline <u>may</u> be extended to facilitate attaining a larger applicant pool) |

NOTE: Where deadline dates fall on a weekend or statutory holiday, the normal office closing time of the next working day will be used.

12. USEFUL NAMES, ADDRESSES & TELEPHONE NUMBERS

The mailing address for the first nine University Offices on the following list is:

(Name of Office)

(Room Number and Building)

University of Manitoba

Winnipeg, Manitoba

R3T 2N2

Faculty of Graduate Studies	500 University Centre (204) 474-9377 Fax: (204) 474-7553
Enrolment Services	424 University Centre (204) 474-8808 Fax: (204) 474-7554
Financial Aid and Awards	422 University Centre (204) 474-9531
Student Counselling & Career Centre	474 University Centre (204) 474-8592
Disability Services	155 University Centre (204) 474-6213
University Secretary	312 Administration Building (204) 474-9593
Housing & Student Life	106 Arthur V Mauro Res (204) 474-6404
Students' Union Office (UMSU)	101 University Centre (204) 474-8678
Aboriginal Programs and Services Access Programs	505 University Centre (204) 474-8000
Student Financial Assistance Branch	409-1181 Portage Ave. Winnipeg, Manitoba R3G 0T3 (204) 945-6321
School of Medical Rehabilitation Department of Occupational Therapy	R106-771 McDermot Ave. Winnipeg, Manitoba R3E 0T6 (204) 789-3674 Fax: (204) 789-3927 http://www.umanitoba.ca/medrehab
Chair, Admissions and Selection Committee Department of Occupational Therapy	R106-771 McDermot Ave. Winnipeg, Manitoba R3E 0T6 (204) 789-3422 (204) 977-5632 <i>after January 1, 2010</i> Fax: (204) 789-3927

MASTER OF OCCUPATIONAL THERAPY PRE-APPROVED REQUIRED PREREQUISITE COURSES

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UNIVERSITY OF MANITOBA	UNIVERSITY OF WINNIPEG	BRANDON UNIVERSITY	RED RIVER COLLEGE	UNIVERSITY OF SASKATCHEWAN	UNIVERSITY OF REGINA	DISTANCE EDUCATION
PSYC 1200* Introduction to Psychology (6 credits)	PSYC 1000/6 Introductory Psychology	82.160 General Psychology and 82.161 Introduction to Psychology		PSY 110.6 General Psychology	PSYC 101 Introductory Psychology A and PSYC 102 Introductory Psychology B	PSYC 289** Psychology as a Natural Science and PSYC 290** General Psychology or PSYCO 104*** Basic Psychological Processes and PSYCO 105*** Individual and Social Behaviour
SOC 1200* Introduction to Sociology (6 credits)	SOC 1101/6 Introduction to Sociology	90.154 Introduction to Sociology and 90.155 Social Institutions and Social Processes		SOC 110.6 Introduction to Sociology	SOC 100 Introduction to Sociology plus a 200 level course	SOCI 287** Introduction to Sociology I and SOCI 288** Introduction to Sociology II or SOC 100*** Introductory Sociology plus a 200 level course
STAT 1000* Basic Statistical Analysis 1 (3 credits)	STAT 1201/6 Introduction to Statistical Analysis or STAT 1501/3 Elementary Biological Statistics 1	62.171 Introduction to Statistics		STATS 244.3 Elementary Statistical Concepts or STATS 245.3 Introduction to Statistical Methods	STAT 160 Introductory Statistics	MATH 215** Introduction to Statistics or MGSC 301** Statistics for Business & Economics I or STAT 141*** Introduction to Statistics
BIOL 1410 Anatomy of the Human Body with a lab (3 credits) or KIN 2320 Human Anatomy (3 credits) when combined with BIOL 2410 & 2420 Human Physiology 1 & 2	BIOL 1112/6 Human Anatomy & Physiology or KIN 2301/3 Human Anatomy (when combined with KIN 2204/3)	94.132 Human Anatomy & Physiology	HEAL 1006 & HEAL 2070 (ZOO 1071 & 1072) Human Anatomy and Physiology I & II	ACB 210.3 Basic Human Anatomy or ACB 221.3 Gross Anatomy (will be under review in Fall 2010)	KHS 168 Human Anatomy (when combined with KHS 267 and KHS 268)	REHAB 250*** Introductory Human Anatomy or BIOL 235** Human Anatomy and Physiology or Scie 0005 & 0006+ Anatomy & Physiology 1 & 2
BIOL 1412 Physiology of the Human Body (3 credits) or BIOL 2410 & 2420 Human Physiology 1 & 2	BIOL 1112/6 Human Anatomy & Physiology or KIN 2204/3 Introduction to Human Physiology	94.132 Human Anatomy & Physiology	HEAL 1006 & HEAL 2070 (ZOO 1071 & 1072) Human Anatomy and Physiology I & II	PHSI 208.6 Human Physiology (under review in Fall 2010)	KHS 267 Human Physiology I and KHS 268 Human Physiology II	BIOL 230** Human Physiology or BIOL 235** Human Anatomy and Physiology or Scie 0005 & 0006+ Anatomy & Physiology 1 & 2

MASTER OF OCCUPATIONAL THERAPY PRE-APPROVED REQUIRED PREREQUISITE COURSES

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UNIVERSITY OF MANITOBA	UNIVERSITY OF WINNIPEG	BRANDON UNIVERSITY	RED RIVER COLLEGE	UNIVERSITY OF SASKATCHEWAN	UNIVERSITY OF REGINA	DISTANCE EDUCATION
PSYC 2290* Child Development (3 credits)	PSYC 3200/3 Developmental Psychology II: Childhood <u>or</u> KIN 2203/3 Growth & Development through Physical Activity (early/middle years)	82.274 Child Psychology		PSY 213.3 Child Development	PSYC 210 Developmental Psychology <u>or</u> PSYC 310 Child Psychology	PSYC 228** Introduction to Human Development <u>or</u> PSYC 323** Developmental Psychology <u>or</u> PSYCO 223*** Developmental Psychology
PSYC 2370 Developmental Psychology Adolescence to Old Age (3 credits)	PSYC 3220/3 Adult Psychology	82.356 Psychology of Aging I		PSY 216.3 Psychology of Aging	PSYC 210 Developmental Psychology	PSYC 381** The Psychology of Adult Development

* also available via distance ed at U of M

**Athabasca University

*** University of Alberta

+ Assiniboine Community College

NOTE: Students seeking approval for alternative courses, that is, for courses not included in this table as being equivalent to the University of Manitoba prerequisites, should contact the Chair of the OT Admissions Committee to request a course equivalency review. These students will be required to submit a detailed course outline, including textbooks used, along with a course syllabus. It is advisable for students to seek a course equivalency review prior to the application process.

Important Information Regarding Prerequisite: PSYC 2370 Developmental Psychology Adolescence to Old Age

Due to limited availability of seats and the fact that equivalent courses are not commonly available at other Canadian universities, the Department of Occupational Therapy will be waiving this course as a prerequisite for the 2010-2011 admissions year , i.e., for those applying in March 2010.

Although this course is being waived for admission purposes, the Department of Occupational Therapy continues to **highly recommend** that applicants take course content related to aging. This may include: taking any psychology course on adult development; taking any sociology of aging course; or by completing self-study. For self-study, the following textbook is recommended (and available at The University of Manitoba Bookstore and library): Novak, M., & Campbell, L., (2006). **Aging and Society: A Canadian Perspective** (5th ed.), Toronto, ON: Thomson Nelson.

Those applicants who have completed PSYC 2370 (or equivalent) and do not want their grade used in their grade point average for the prerequisite courses (GPAPC) must complete [Special Request Form A](#). The GPAPC for applicants who do not have PSYC 2370 (or equivalent) or who have requested that their grade not be used will be calculated using 24 (rather than 27) as the required total number of prerequisite credit hours.

Special Request Form A

PSYC 2370 Developmental Psychology Adolescence to Old Age

Those applicants who have completed PSYC 2370 (or equivalent) and do not want their grade used in their grade point average for the prerequisite courses (GPAPC) must complete Special Request Form A. The GPAPC for applicants who do not have PSYC 2370 (or equivalent) or who have requested that their grade not be used will be calculated using 24 (rather than 27) as the required total number of prerequisite credit hours.

Please return this form with your application if:

- you have taken PSYC 2370 (or equivalent)

AND

- you do not want PSYC 2370 (or equivalent) to be used in your Grade Point Average for the Prerequisite Courses (GPAPC).

Note: Applicants who have taken PSYC 2370 (or equivalent) who do not return this form will automatically have the course grade calculated into the GPAPC.

Please check:

_____ I do not want PSYC 2370 (or equivalent) calculated in my GPAPC.

Signature

Name (please print)