SCHOOL OF OCCUPATIONAL THERAPY  
MSc(OT) SUPPLEMENTARY APPLICATION FORM  
2017

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>First Name:</th>
<th>Middle Name:</th>
</tr>
</thead>
</table>

PART I  RESIDENCY STATUS – Please Indicate your permanent home address  
(Province of residence corresponds with where you would apply for a government student loan)

Atlantic Canadian Residents: 
Mailing Address: 
Phone: 
# years resident in Atlantic Canada:  
Banner No. (if applicable): B 0 0  
Canadian □  International □  
Email: 

Non-Atlantic Canadian Residents: 
Mailing Address: 
Phone: 
# years resident in Atlantic Canada:  
Canadian □  International □  
Email: 

How did you learn about our program?

- [ ] Dalhousie marketing/Fairs
- [ ] Family/Friends/Work site
- [ ] Online search
- [ ] Other (please specify): ________________________________
PART II  PRE-REQUISITE COURSES

Please record the pre-requisite courses you would like to have considered as meeting pre-requisite requirements – either completed or in progress. Please include the corresponding course numbers from your submitted transcript(s).

Please note: Applicants are required to have a total of nine credit hours. Three credit hours of Human Anatomy and six credit hours of Human Physiology. A combined Human Anatomy & Physiology course only counts as six credit hours.

<table>
<thead>
<tr>
<th>Pre-requisite Courses</th>
<th>Course Name and Number</th>
<th>University</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Physiology</td>
<td>(6 credits)</td>
<td></td>
</tr>
<tr>
<td>Human Anatomy</td>
<td>(3 credits)</td>
<td></td>
</tr>
</tbody>
</table>

PART III  UPGRADING COURSES

If you are taking courses for the purpose of upgrading, please record them in the chart below. Applicants can take a maximum of five courses at the 3rd/4th year level to be substituted with a maximum of five courses from the fall of 3rd year, for the purpose of upgrading. Please include the corresponding course numbers from your submitted transcript(s). Note: Contact the School at occupational.therapy@dal.ca with any questions you may have in this area.

<table>
<thead>
<tr>
<th>Course Name and Number</th>
<th>University</th>
<th>Year course was completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PART IV  DO YOU HOLD ANY OTHER DEGREE(S)? If yes, please specify below.

<table>
<thead>
<tr>
<th>Degree</th>
<th>University (Year of Graduation)</th>
<th>Faculty and Thesis Title (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PART V  AFFIRMATIVE ACTION POLICY

The School of Occupational Therapy is committed to increasing the admission of and number of graduates from underrepresented groups: Aboriginal peoples, African Canadians and Persons with a Disability. Applicants from these groups who meet the minimum application requirements will be given preference in admissions. If you belong to one of these groups and wish to take advantage of this policy, you may voluntarily provide this information about yourself. Please note that students who will require accommodations for their disability are required to register with the Dalhousie University Office of Student Accessibility and Accommodation.

☐ Aboriginal Peoples
☐ African Canadians
☐ Persons with a Disability

☐ This policy does NOT apply to my application

Applicant’s Signature: ____________________________ Date: ______________
PART VI REQUIREMENTS AND EXPECTATIONS OF STUDENTS ADMITTED TO THE MSc(OT) PROGRAM

I understand that if I am accepted into the MSc(OT) program at Dalhousie University:

1. I will be expected to assume an active role in my own learning.
2. It is my responsibility to demonstrate professional behaviour in the classroom, fieldwork settings and with faculty, staff, preceptors, clients and my fellow classmates.
3. I will be required to participate in and complete specified workshops such as a personal safety session organized by the School and First Aid and Cardiopulmonary Resuscitation (CPR) training.
4. I will be required to ensure that all my required immunizations are up-to-date, and I will be able to provide documented proof to fieldwork sites as requested.
5. In addition to all required on-site academic course work, I will be required to complete approximately 1,000 hours of fieldwork education in four different fieldwork placements while being supervised by a licensed occupational therapist.
6. Fieldwork placements will be arranged by the Fieldwork Education Coordinator at the School of Occupational Therapy.
7. My first fieldwork placement will require 1 day per week for 13 weeks within Halifax Regional Municipality (year 1, Winter Semester combined with 4 days per week of academic classes at Dalhousie). Three additional fieldwork placements will require me to spend five days per week for eight weeks each in a designated site.
8. Fieldwork placements may be required to occur within the Atlantic region (i.e., New Brunswick, Newfoundland and Labrador, Nova Scotia, and Prince Edward Island). I understand that I may not receive a fieldwork placement in Halifax, Nova Scotia and may be placed in rural areas throughout Atlantic Canada. I will have the opportunity to indicate my geographic preferences and area of practice; however, I recognize that not all student preferences can be met and the School must balance student requests with placement availability and collective student learning needs.
9. During all of my fieldwork placements, I am responsible for all costs associated with travel and living expenses, immunizations, and any special insurance fees as required by some placement sites.
10. I will not expect to be paid during any of my fieldwork placements.
11. It is my discretion and responsibility to inform the School and/or fieldwork preceptors if I have disabilities or health conditions that may affect my learning or performance. Please note that students who require accommodations must be registered with the Dalhousie Student Accessibility Services.

I have read the Requirements and Expectations of Students Enrolled in the MSc(OT) Program at Dalhousie University. I understand that if I am accepted into this program, I will be expected to fulfill these requirements and meet these expectations.

Applicant’s Signature: _______________________________ Date: ____________________________
PART VI
FACULTY OF HEALTH PROFESSIONS (FHP) STATEMENT REGARDING CRIMINAL RECORDS CHECK

The Faculty of Health Professions of Dalhousie University does not require a Criminal Records Check or other screening procedure (e.g., Vulnerable Sector Screen) as a condition of admission into its programs. However, students should be aware that such record checks or other screening procedures will be required by the facilities outside the University that are used for clinical, fieldwork or co-op placements or experiences related to an academic course assignment, which, in some instances, will be a requirement for graduation. It is the student’s responsibility to have such procedures completed.

Such facilities may refuse to accept students on the basis of information contained in the record check or other screening procedure. If the student is unable to complete a clinical/fieldwork requirement due to a failure to meet the record check or screening requirements of the facility, or if the student is refused access to the facility on the basis of the information provided, such a student will fail the course, and as a result, will not be eligible for progression or graduation.

Students should check with their School/College for details concerning any record checks or screening requirements relevant to clinical, fieldwork, or placements in their particular program. Note that facility requirements do change from time to time and are beyond the control of the University.

Students should also be aware that some professional regulatory bodies will require a satisfactory record check as a condition of professional licensure.

Approved by Faculty Council, June 22, 2006
Approved by Faculty Council, April 25, 2013

I have read the Faculty of Health Professions Statement Regarding Criminal Records Checks. I understand it is my responsibility to have checks or screen procedures completed as required by the facilities outside of the University used for clinical, fieldwork or co-op placements or experiences related to an academic course assignment, which, in some instances, may be a requirement for graduation. I am also aware that some professional regulatory bodies may require a satisfactory record check as a condition of professional licensure.

Applicant’s Signature: Date:
APPLICATION CHECKLIST

It is the applicant’s responsibility to ensure that all documentation is complete. A confirmation letter will be sent to you as soon as your application package has been opened and documentation has been verified. See detailed information in Table below.

***Please note: Incomplete applications will not be processed.

<table>
<thead>
<tr>
<th>Application Documentation:</th>
<th>Submit to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Graduate Studies Application form</td>
<td>Registrar’s Office&lt;br&gt;Dalhousie University&lt;br&gt;PO Box 15000&lt;br&gt;Halifax NS B3H 4R2</td>
</tr>
<tr>
<td>2. Application Fee (See Application Form) (Applications will not be processed if fee is not included)</td>
<td></td>
</tr>
<tr>
<td>3. Two Letters of Reference prepared according to the guidelines of the Faculty of Graduate Studies</td>
<td>By Mail: MSc(OT) Admissions Secretary&lt;br&gt;School of Occupational Therapy&lt;br&gt;Dalhousie University&lt;br&gt;1459 Oxford Street&lt;br&gt;PO Box 15000&lt;br&gt;Halifax NS B3H 4R2</td>
</tr>
<tr>
<td>4. Two copies of official transcripts from all universities previously attended. Official transcripts must include all courses, including in-progress courses.</td>
<td>or</td>
</tr>
<tr>
<td>Note: It is your responsibility to ensure that final transcripts for all courses “in-progress” as of January 31 are received at the School of Occupational Therapy by June 15. If these transcripts are not received by June 15, the Admissions Committee will not consider your application.</td>
<td>By Courier: MSc(OT) Admissions Secretary&lt;br&gt;School of Occupational Therapy&lt;br&gt;Dalhousie University&lt;br&gt;Rm 215, Forrest Building&lt;br&gt;5869 University Avenue&lt;br&gt;Halifax NS B3H 4R2</td>
</tr>
<tr>
<td>5. Completed MSc(OT) Supplementary Application Forms &lt;br&gt; I. Contact Information (p. 1) &lt;br&gt; II. Pre-requisite Courses (p. 1) &lt;br&gt; III. Affirmative Action Policy (p. 2) &lt;br&gt; IV. Program Requirements and Expectations (p. 3) &lt;br&gt; V. FHP Statement Regarding Criminal Records Check (p. 4)</td>
<td></td>
</tr>
<tr>
<td>6. Proof of proficiency in English (TOEFL) if non-Canadian whose primary language is not English</td>
<td></td>
</tr>
</tbody>
</table>