

**SCHOOL OF  
OCCUPATIONAL THERAPY**

**MSC (OT - POST-PROFESSIONAL) PROGRAM**

**POLICY and PROCEDURE MANUAL**

**June 2013**

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<b>Educational Accommodations for Students – Post-Professional</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Date Developed:</b> September 1, 2007	<b>Date Reviewed:</b> January 16, 2013
<b>Date Revised:</b> January 16, 2013	
<b>Governing Authority:</b> Dalhousie	<b>Date of Approval:</b> January 16, 2013
<b>References:</b> <ol style="list-style-type: none"> <li>1. University Regulations - Policy on Accessibility for Students with Disabilities <a href="http://gr.cal.dal.ca/UREG.htm#I9">http://gr.cal.dal.ca/UREG.htm#I9</a></li> <li>2. Dalhousie University Accommodation Policy for Students <a href="http://www.dal.ca/content/dam/dalhousie/pdf/campuslife/student services/academic support/Accessibility/aasc_student_policy.pdf">http://www.dal.ca/content/dam/dalhousie/pdf/campuslife/student services/academic support/Accessibility/aasc_student_policy.pdf</a></li> <li>3. Dalhousie University Statement on Prohibited Discrimination <a href="http://www.dal.ca/content/dam/dalhousie/pdf/hr/Policies-and-Guidelines/Policy-Prohibited-Discrimination.pdf">http://www.dal.ca/content/dam/dalhousie/pdf/hr/Policies-and-Guidelines/Policy-Prohibited-Discrimination.pdf</a></li> </ol>	

Students must use the university processes set out by the Advising and Access Services Centre to request accommodations each term (see [http://www.dal.ca/campus\\_life/student\\_services/academic-support/accessibility/requesting-accommodation.html](http://www.dal.ca/campus_life/student_services/academic-support/accessibility/requesting-accommodation.html)). This service will assess student requests for accommodations and communicate any approved accommodations directly to course instructors.

<b>Admission Requirements – Post-Professional Program</b>	
<b>Origin: Post-Professional Committee</b>	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Date Developed:</b> September 1, 2007	<b>Date Reviewed:</b> March 2013
<b>Date Revised:</b> March 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> March 2013
<b>References:</b> University Regulations: Admission requirements for graduate programs; <a href="http://dalgrad.dal.ca/regulations/iii/">http://dalgrad.dal.ca/regulations/iii/</a>  School of Occupational Therapy: <a href="http://www.registrar.dal.ca/calendar/gr/OCCU.htm#3">http://www.registrar.dal.ca/calendar/gr/OCCU.htm#3</a>	

Admission to the MSc (OT – Post-Professional) program is open to occupational therapists who have completed their occupational therapy education at a World Federation of Occupational Therapists (WFOT) approved educational programme. Priority will be given to those who hold an entry level 4 year undergraduate or Master's degree in occupational therapy. Occupational therapists with a 3 year undergraduate degree or a diploma who present strong evidence of experience or advanced study in theory and research will also be considered. Applicants must satisfy the general requirements for admission to the Faculty of Graduate Studies.

<b>Annual Progress Reports – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> December 2012
<b>Revised:</b> December 2012	
<b>Governing Authority:</b> Post-Professional Committee	<b>Date of Approval:</b> January 2013
<p><b>References:</b>            Calendar References: Faculty of Graduate Studies: <i>Degree Requirements</i>  <a href="http://dalgrad.dal.ca/regulations/vii/#7.4.1">http://dalgrad.dal.ca/regulations/vii/#7.4.1</a>            Graduate Student Information System  <a href="http://dalgrad.dal.ca/gsis.html">http://dalgrad.dal.ca/gsis.html</a></p> <p><b>Corresponding Policy:</b></p>	

All students are required to complete the Annual Progress Report for the Faculty of Graduate Studies. This report is due annually, one month prior to the anniversary of the student's admission to the program.

**Procedures:**

In the School of Occupational Therapy MSc (OT—Post-professional) program, this report is normally due August 1 of each year that the student is enrolled. The progress report is completed online through the Graduate Student Information System.

<b>Affirmative Action Policy Statement</b>	
<b>Origin:</b> Affirmative Action Committee	<b>Location:</b> Shared Drive S
<b>Developed:</b> July 11, 2007	<b>Date Reviewed:</b> <b>PPC:</b> January 16, 2013
<b>Date Revised:</b> <b>PPC:</b> January 16, 2013	
<b>Governing Authority:</b> Affirmative Action Committee	<b>Date of Approval:</b> <b>PPC:</b> January 16, 2013
<b>Comments:</b> References: <ol style="list-style-type: none"> <li>1. University Regulations: <i>Policy on Accessibility for Students with Disabilities</i>; <a href="http://www.registrar.dal.ca/calendar/gr/UREG.htm#9">http://www.registrar.dal.ca/calendar/gr/UREG.htm#9</a></li> <li>2. Faculty of Health Professions: <i>Policy Statement on Affirmative Action</i>; <a href="http://www.dal.ca/content/dam/dalhousie/pdf/healthprofessions/Policies-Other/Affirmative_Action_Policy_2009_-_Updated_October_2011.pdf">http://www.dal.ca/content/dam/dalhousie/pdf/healthprofessions/Policies-Other/Affirmative_Action_Policy_2009_-_Updated_October_2011.pdf</a></li> <li>3. School of Occupational Therapy's Affirmative Action Policy <a href="http://occupationaltherapy.dal.ca/Files/Affirmative_Action_Policy_-_April_2011.pdf">http://occupationaltherapy.dal.ca/Files/Affirmative_Action_Policy_-_April_2011.pdf</a></li> </ol>	

Consistent with requirements of the Nova Scotia Human Rights Commission, the Faculty of Health Professions, and the School of Occupational Therapy's Affirmative Action Policy Statement, the Post- Professional Committee recognizes the need to address the effects of discrimination toward specific groups. This policy will institute Affirmative Action for the admission and education of qualified persons from groups which historically have been marginalized and educationally disadvantaged including Aboriginal peoples, African Canadians and Persons with (dis)Abilities.

**Procedures:**

Applicants from these groups, who wish to take advantage of this policy, may voluntarily provide such information. Qualified Affirmative Action applicants who meet entry requirements will be granted admission into the programs governed by the Post-Professional Committee.

<b>Student Provision of Feedback on Courses/Instructors – Post-Professional</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> Handbook for MSc (OT – Post-Professional) Program
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> March 2013
<b>Revised:</b> March 2013	
<b>Governing Authority:</b> Coordinator, MSc (OT - Post-Professional)	<b>Date of Approval:</b> March 2013
<b>References:</b> Handbook for MSc (OT – Post-Professional) Program School Server S drive Student Rating of Instruction information <a href="http://www.dal.ca/dept/clt/SRI.html">http://www.dal.ca/dept/clt/SRI.html</a>	
<b>Corresponding Policy:</b>	

Feedback that is both constructive and provided within an atmosphere of mutual respect and understanding is highly valued by the faculty within the MSc (OT – Post-Professional) program. Students and faculty should have a clear process to follow to resolve issues and concerns that ensures faculty are fully informed and have adequate opportunity to respond to these concerns, whilst ensuring that student feedback is addressed in an appropriate and timely manner. Instructor/course evaluations will be implemented at the end of each course. Only signed evaluations are considered in decisions related to hiring, reappointment, tenure and promotion.

Student feedback will also be solicited as needed for curriculum development and academic review.

### **Procedures:**

**While a course is in process**, students should bring any feedback, particularly concerns or issues, directly to the course instructor. In the event that students do not feel their concerns or issues have been adequately addressed by the instructor, they may bring these to the attention of the MSc (OT – Post-Professional) Coordinator, who will assist students in identifying more effective ways of communicating concerns to the instructor. Students who feel these actions have not resulted in satisfactory outcomes may bring these to the attention of the Director of the School of Occupational Therapy, either verbally or in writing, recognizing that the likelihood of reaching a workable solution to concerns is maximized when students communicate directly with the course instructor.

**At the end of each course**, students have the opportunity to complete the University’s Student Rating of Instruction for each course taken. These include university-wide, program-wide and course-specific questions. Students are encouraged to complete these, and to provide thoughtful feedback. Results of the University-wide and Program multiple choice questions are forwarded to both the course instructor and the director, but with no names included. Results of course-specific questions are forwarded to the course instructor with no names included.

<b>Continuous Registration – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies Regulations	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> March 2013
<b>Revised:</b> March 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> March 2013
<p><b>References:</b>  Faculty of Graduate Studies: <i>Registration Procedures and Regulations</i>  <a href="http://www.dal.ca/faculty/gradstudies/currentstudents/registration.html">http://www.dal.ca/faculty/gradstudies/currentstudents/registration.html</a></p> <p><b>Corresponding Policy:</b>  Graduate students in program-fee programs must maintain their registration on a continuing basis. Program-Fee students must register for REGN 9999 in all three terms. REGN 9999 is listed in the Academic Timetable as 'Registration Course - Graduate'. In addition to REGN 9999, Program Fee students should be registered in a course, project or thesis every term. If graduate students allow their registration to lapse they will be considered to have withdrawn and will be required to apply for re-admission.</p>	

Students in the MSc (OT – Post-Professional) program pay a program fee and as such are required to maintain continuous registration throughout their program. In accordance with the Faculty of Graduate Studies Registration Procedures and Regulations, students who fail to register within the approved deadlines will be considered to have lapsed registration. If registration lapses, students are considered to have withdrawn and will be required to apply for re-admission. Students can be required to pay fees for up to three terms if their registration lapses for more than a year and they apply for re-admission. Students must always be registered for a course in addition to REGN 9999.

<b>Required Readings and Texts for Courses – Post-Professional</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> Handbook for MSc (OT – Post-Professional) Program
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> December 2012
<b>Revised:</b> December 2012	
<b>Governing Authority:</b> Coordinator, MSc (OT - Post-Professional)	<b>Date of Approval:</b> April 2013
<b>References:</b> Handbook for MSc (OT – Post-Professional) Program on School Server S Drive	

Course outlines will be distributed to students no less than *one week* prior to the first day of class, with directions related to how the student is to obtain and purchase course readings, texts, etc. The reading list must clearly indicate readings as available in required texts (to be purchased by students), from an online source, or in a course reader. Course instructors are not required to provide direct links to readings that are available electronically.

**Procedures:**

Course readers may be developed by course instructors, including only required readings which are not readily available on-line through Dalhousie Library’s electronic holdings or other internet-based sources. Such readers must adhere to Dalhousie copyright regulations and guidelines. Course readers are made available to students through the MSc (OT – Post-Professional) program secretary.

<b>Course Outlines / Syllabi – Post-Professional</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> School of Occupational Therapy Shared Server S Drive
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> December 2012	
<b>Governing Authority:</b> Coordinator, MSc (OT – Post-Professional)	<b>Date of Approval:</b> April 2013
<b>References:</b> School of Occupational Therapy Shared Server S Drive <b>Corresponding Policy:</b> See also policy on course required readings and texts	

Course instructors will prepare a Course Outline / Syllabus for courses in the MSc (OT – Post-Professional) program using the course template located on the shared server S drive. Course outlines must be updated annually by the instructor. The updated outline must be sent electronically to the post-professional secretary.

Course outlines may be reviewed by the Post-Professional Committee from time to time. Changes to objectives must have Committee approval and subsequent levels of approval as needed. Courses must remain in alignment with calendar descriptions.

<b>Deferrals</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> October 16, 2008	<b>Reviewed:</b> April 2013
<b>Revised:</b> October 23, 2008	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> April 2013
<b>References:</b> <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/iv.html">http://www.dal.ca/faculty/gradstudies/about/regulations/iv.html</a> <b>Corresponding Policy:</b> Faculty of Graduate Studies, Graduate Application Process, Deferrals, 4.6 (quoted below, first paragraph)	

Newly accepted applicants who, for reasons beyond their control, are unable to begin the program on the date for which they were accepted may request a deferral of their start date to a later term. Students may request a deferral of one, two, or three terms. No student may receive more than one deferral. Students wishing to request a deferral should contact the department to which they were accepted as soon as possible, and all deferrals are subject to the approval of the Faculty of Graduate Studies. If students request a deferral after they have registered, it is the student's responsibility to cancel their registration.

Students who request a deferral are still required to participate in the orientation program in August of the year they enter the program.

<b>Degree Requirements – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> October 12, 2008 April 2013
<b>Revised:</b> October 12, 2008 April 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies, Registrar, Post-Professional Committee	<b>Date of Approval:</b> April 2013
<b>References:</b> FGS: 7.4 Requirements for the Master’s Degree <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html#7.4">http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html#7.4</a> <b>Corresponding Policy:</b>	

The School of Occupational Therapy offers an MSc (OT – Post-Professional) program. Students can choose to enroll in either the Research Thesis or Practice Leaders stream. Students in the Research Thesis stream are required to complete OCCU 5010, 5030 and two elective courses in addition to completing a thesis. Students in the Practice Leaders stream are required to complete OCCU 5010, 5020, 5041, 5043, 5050 and four elective courses.

The MSc (OT – Post-Professional) program is offered as a full or part time program. Students who are not enrolled in the MSc (OT – Post-Professional) program may take single classes with permission of the Graduate Coordinator MSc (OT - Post-Professional) and the course instructor. The admission category for such students is Special Student-Graduate Studies (SSGS) and is described in FGS Regulation 5.3.7.  
<http://www.dal.ca/faculty/gradstudies/about/regulations/v.html>

<b>Faculty Advisor /Thesis Supervisor – Post-Professional Program</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> Handbook for MSc(OT – Post-Professional) Program
<b>Date Developed:</b> July 2007	<b>Date Reviewed:</b> April 2013
<b>Date Revised:</b> April 2013	
<b>Governing Authority:</b> Post-Professional Committee	<b>Date Approved:</b> April 2013
<b>References:</b> Handbook for MSc(OT – Post-Professional) Program	

Upon admission to the program, students in the Practice Leader Stream are assigned to one Faculty Advisor. Students in the Research Thesis Stream are initially assigned to a prospective Thesis Supervisor.

Faculty Advisors help students plan the order in which the student will complete classes; select appropriate elective classes; determine an appropriate course load, given student goals and other responsibilities; and obtain information on various academic matters. Thesis Supervisors provide the same support for students in addition to guiding the student through the completion of the thesis. Research Thesis Stream students can switch to a different thesis supervisor as their research becomes more clearly delineated, by contacting the Coordinator (OT – Post-Professional).

Thesis supervisors must be Dalhousie School of Occupational Therapy faculty members, or if they are adjunct faculty, the student must have an on-site co-supervisor.

<b>Leave of Absence / Parental Leave – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies: Registration Procedures and Regulations, Leave of Absence 5.4 <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/v.html">http://www.dal.ca/faculty/gradstudies/about/regulations/v.html</a>	
<b>Corresponding Policy:</b>	

All students are responsible for reviewing and following the FGS regulations with respect to leaves of absence. All requests for Leaves of Absence should be discussed with the Faculty Advisor or Thesis Supervisor.

In particular, FGS normally allows only three successive term leaves during a program. Applications for a leave must be submitted prior to the term for which leave is requested.

<b>Letters of Permission – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Graduate Coordinator, MSc (OT – Post-Professional), Faculty of Graduate Studies, Registrar’s Office	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies: 7.6.6 Letters of Permission and Classes Taken Outside Dalhousie <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html#7.6.6">http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html#7.6.6</a>	
<b>Corresponding Policy:</b>	

Students registered in the MSc (OT – Post-Professional) program are able to enroll in other universities as visiting students. Students planning to complete elective classes outside Dalhousie University, must apply for and receive approval from the Faculty of Graduate Studies before initiating the class. Permission will not be approved retroactively. Students must also discuss the content and appropriateness of the classes with their Faculty Advisor/Thesis Supervisor. Letters of Permission will only be granted to students who are registered at Dalhousie and have paid appropriate fees.

**Procedures:**

All paperwork must be processed through the MSc (OT – Post-Professional) program Secretary. A Letter of Permission request form must be approved by the Coordinator of the MSc (OT – Post-Professional) program. Once approved, the request will be forwarded to the Faculty of Graduate Studies and the Registrar’s Office for approval.  
(<http://www.dal.ca/faculty/gradstudies/currentstudents/forms.html>)

<b>Orientation – Post-Professional Program</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> Handbook for MSc (OT – Post-Professional) Program
<b>Developed:</b> August, 2006	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Post-Professional Committee	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies Calendar Handbook for MSc (OT – Post-Professional) Program	

All full-time and part-time students in the Practice Leaders and the Research Thesis Streams of the MSc (OT – Post-Professional) program are required to participate in an orientation period (typically one week in August) in the academic year admitted. Students can request to defer their acceptance if they are unable to attend orientation in the year of acceptance. Orientation materials and agenda will be forwarded to MSc (OT – Post-Professional) students prior to orientation.

<b>Reading Courses – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> December, 2012
<b>Revised:</b> December 2012	
<b>Governing Authority:</b> Coordinator, MSc (OT–PP), Faculty of Graduate Studies, Registrar	<b>Date of Approval:</b> April 2013
<b>References:</b> FGS Regulations: 7.6.5 Independent Study, Directed Readings and Special Topics <a href="http://dalgrad.dal.ca/regulations/vii/">http://dalgrad.dal.ca/regulations/vii/</a>	

Reading Courses enable students to pursue topics of interest not covered by existing course offerings. The instructor must have a Dalhousie faculty appointment (or an adjunct appointment – in which case the Instructor of Record is the Post-Professional Coordinator). Reading courses from other universities or programs are only accepted for credit with a Letter of Permission. If multiple students have similar interests, Reading Courses may be offered to more than one student at once, allowing the benefits of shared learning. Approval of the Reading Course Outline from the Dalhousie School of Occupational Therapy Post-Professional Committee is required prior to the start of the Reading Course. A Reading Course does not usually reward faculty with payment or reduced workload in other duties. Students may not register for more than two independent study, directed readings or special topics classes in any graduate program.

#### **Procedures:**

Students interested in a Reading Course must explore their options to find a match with a faculty member or adjunct with the School of Occupational Therapy. Students and faculty then negotiate to confirm the learning activities. For example:

- Development of a literature search and critique strategy for an area of practice or a theoretical area or question
- Survey or interviews with data analysis (if faculty has prior ethics approval) guided by literature
- Literature search and critique of a field or area in a field outside of but relevant to occupational therapy and/or science

Students must confirm with the Program Secretary the availability of a Reading Course Number (e.g. OCCU 5501) for the term in which they wish to study, and then enrol with the Registrar's Office. Before the Reading Course begins, the student drafts a course outline, using the Dalhousie University School of Occupational Therapy's template for course outlines (see appended sample). Student and faculty negotiate to refine the proposed Course Outline to their mutual satisfaction. The faculty member then submits the outline to the Dalhousie School of Occupational Therapy Post-Professional Committee for approval. Such submissions may be made between regular meetings as needed to facilitate timely approval.

This policy has not been revised as the issue of Awards/Scholarship is presently under review – when that process is complete the policy should be revised accordingly

<b>Post-Professional Program Committee Policy on Scholarship and Awards</b>	
<b>Location:</b>	
<b>Date Reviewed:</b> <b>PPPC:</b> <b>COW:</b>	<b>Date Revised:</b> <b>PPPC:</b> <b>COW:</b>
<b>Date of Approval:</b> <b>PPPC:</b> <b>COW:</b>	
References: 4. Faculty of Graduate Studies Policy on Scholarships and Fellowships <a href="http://healthprofessions.dal.ca/Files/AffirmativeAction.pdf">http://healthprofessions.dal.ca/Files/AffirmativeAction.pdf</a> 5. School of Occupational Therapy <a href="http://occupationaltherapy.dal.ca/index.php">http://occupationaltherapy.dal.ca/index.php</a>	

### **School of Occupational Therapy**

The School of Occupational Therapy Awards Committee and the Post-Professional Program Committee chooses award recipients. Current awards and award criteria are outlined in the School of Occupational Therapy MSc(OT-Post-Professional) Student Handbook and on the School of Occupational Therapy website

<http://occupationaltherapy.dal.ca/index.php>

Awards available in 2007 are:

Barbara O’Shea Award – One or two awards are given annually for a full-time or part-time student(s) entering their first year of the MSc (OT - Post-Professional) program

Gustave Gingras Award – Awarded to a full-time or part-time student entering their first year of the MSc (OT - Post-Professional) program and who will conduct research on an international topic.

School of Occupational Therapy Graduate Scholarship – Awarded to a full-time or part-time student

### **Faculty of Graduate Studies Policy on Scholarships and Fellowships**

Each department or school has a limited number of scholarships available for students pursuing a degree program on a full-time basis. The criteria for specific awards and scholarships is outlined in the graduate calendar, the calendar should be consulted for current policies surrounding the awards and scholarships.

[http://www.registrar.dal.ca/calendar/gr\\_awards/AWRD.htm](http://www.registrar.dal.ca/calendar/gr_awards/AWRD.htm)

<b>Special Student Graduate Studies – Post-Professional</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies: 5.3.7 Special Student-Graduate Studies (SSGS) <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/v.html#5.3.7">http://www.dal.ca/faculty/gradstudies/about/regulations/v.html#5.3.7</a>	

Applicants who meet Faculty of Graduate Studies criteria, and who have permission of the Graduate Coordinator of the MSc (OT – Post-Professional) Program and the Course Instructor may enroll in a maximum of two full credits (four .5 classes) offered within the MSc (OT – Post-Professional) program.

Occupational therapists who complete classes under SSGS status can at the time of their application to the MSc (OT – Post-Professional) program, apply to receive credit for up to two SSGS classes (1 full credit). Final approval must be granted by the Coordinator of the MSc (OT – Post-Professional) Program and the Faculty of Graduate Studies.

NOTE: The fees paid as an SSGS do not count towards the program fee paid by a student admitted to the MSc (OT – Post-Professional) program.

<b>Switching Streams – Post-Professional Program</b>	
<b>Origin:</b> Post-Professional Committee	<b>Location:</b> Handbook for MSc (OT – Post-Professional) Program
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Post-Professional Committee, Graduate Studies	<b>Date of Approval:</b> April 2013
<b>References:</b> <ol style="list-style-type: none"> <li>1. School of Occupational Therapy: <i>Programme Requirements</i> <a href="http://www.registrar.dal.ca/calendar/gr/OCCU.htm#3">http://www.registrar.dal.ca/calendar/gr/OCCU.htm#3</a></li> <li>2. Faculty of Graduate Studies: <i>Registration Procedures and Regulations</i> <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/v.html">http://www.dal.ca/faculty/gradstudies/about/regulations/v.html</a></li> </ol>	

Students admitted to the MSc (OT – Post-Professional) program may submit a request to change either from the Practice Leaders stream to the Research Thesis stream or from the Research Thesis stream to the Practice Leaders stream of the program. In the case of a change from the Practice Leaders stream to the Research Thesis stream, the student's request will be reviewed in light of how well his/her research interests fit with the program's resources and whether a member of the faculty has agreed to provide thesis supervision.

**Procedures:**

Students will discuss plans to switch streams with their faculty advisor or thesis supervisor prior to submitting a written request. Written requests to switch streams may be submitted to the MSc (OT – Post-Professional) Program Secretary at any time and will be reviewed at the following meeting of the Post-Professional Committee. Written requests will include a new Letter of Intent (see Admission Requirements and Application) and a completed Graduate Student Program Update form.  
<http://www.dal.ca/faculty/gradstudies/currentstudents/forms.html>

Notification of a final decision will be communicated to the student in writing within one month of submitting a request.

<b>Technology Requirements – Post-Professional</b>	
<b>Origin:</b> Post-Professional Program Committee	<b>Location:</b> Handbook for MSc (OT – Post-Professional) program
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Post-Professional Committee	<b>Date of Approval:</b> April 2013
<b>References:</b> Integrated learning online: <a href="http://its.dal.ca/services/other_services/ILO/">http://its.dal.ca/services/other_services/ILO/</a>	

The MSc (OT – Post Professional) courses are offered through distance education, and thus students are required to have access to the necessary technology to support their learning and participation in the courses. As such, students must have *continuous and reliable* access to the Internet while they are enrolled in Post-Professional courses. If students are required to travel while enrolled, the course instructor must be made aware so that alternative solutions can be developed.

Classes and seminars are accessed on the Blackboard Learning System (BLS) via the internet using a web browser. The officially supported browsers are Mozilla Firefox or Internet Explorer.

Technical requirements for the Blackboard Learning System can be obtained through the university's Integrated Learning Online website.

<b>Time to Completion / Extensions – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar, Handbook for MSc (OT – Post-Professional) program
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies: <i>Degree Requirements</i> <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html#7.3">http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html#7.3</a>	

### **Faculty of Graduate Studies VII, 7.3**

In accordance with Faculty of Graduate Studies Degree Requirements the normal upper time limits for completion of degrees are:

One year Master's, full time:           four years

One year Master's, part time:         five years

PhD, full time only:                   six years

All students are responsible for reviewing and following FGS regulations with respect to extensions.

Extensions of one year may be granted by the Faculty of Graduate Studies on the recommendation of the School, along with a satisfactory Progress Report form completed and signed by both the student and the supervisor. The Faculty of Graduate Studies may or may not grant the extension.

A second extension, if granted, is the Final Extension. Details for requesting a second extension are provided on the FGS website under Degree Requirements.

<b>Transfer Credits – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> July 11, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Coordinator, MSc (OT –Post-Professional), Faculty of Graduate Studies, Registrar	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies Regulations: 3.8 Transfer Credit <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/iii.html#3.8">http://www.dal.ca/faculty/gradstudies/about/regulations/iii.html#3.8</a>	

Graduate courses completed prior to admission to the program may be accepted as transfer credits towards the MSc (OT – Post Professional) degree, if requested with the initial application to the MSc (OT – Post-Professional) program. Graduate level credits earned at other universities or while enrolled in Dalhousie University programs may be transferred to the MSc (OT - Post-Professional) program, to a 1.0 credit maximum (2 single term or 1 double term course). Approval for Transfer Credits will only be considered for courses which have been completed prior to admission to the MSc (OT – Post-Professional) program.

**Procedures:**

To apply for transfer credits, prospective students must include relevant transcripts and course descriptions with their application. If appropriate, the MSc (OT – Post-Professional) Program Coordinator recommends approval of transfer credits at the same time that the Coordinator signs the Admission Form with a recommendation for admission to the program. Students will be notified of the School’s recommendation for admission, plus approval of transfer credits, in the letter of notification about the application sent from the School’s MSc (OT – Post-Professional) Program Coordinator. Students are responsible for checking their Banner file on line to ensure that transfer credit courses are listed on their program of studies towards the MSc (OT – Post-Professional) degree.

<b>Withdrawal / Academic Dismissal / Re-Admission – Post-Professional Program</b>	
<b>Origin:</b> Faculty of Graduate Studies	<b>Location:</b> Faculty of Graduate Studies Calendar
<b>Developed:</b> August 31, 2007	<b>Reviewed:</b> April 2013
<b>Revised:</b> April 2013	
<b>Governing Authority:</b> Faculty of Graduate Studies	<b>Date of Approval:</b> April 2013
<b>References:</b> Faculty of Graduate Studies: Registration Procedures and Regulations <a href="http://www.dal.ca/faculty/gradstudies/about/regulations/v.html#5.2">http://www.dal.ca/faculty/gradstudies/about/regulations/v.html#5.2</a>	

Students who **voluntarily withdraw** from a degree program are to immediately inform the MSc (OT - Post-Professional) Program Coordinator of their programme and the Faculty of Graduate Studies in writing. A withdrawal is not official until it has been approved by the Faculty of Graduate Studies and received in the Registrar's Office. Under no circumstances will the Faculty of Graduate Studies back-date a withdrawal notice.

A student may be **required to withdraw** from a program for academic reasons, for academic offences such as plagiarism, irregularities in the presentation of data, etc., for non-academic reasons, or for failing to maintain registration status. The student will be notified by the Program Coordinator of the reason for the required withdrawal. Academic work completed at another institution while on Academic Dismissal can not be used for credit at Dalhousie.

If a student receives a **failing grade** in two or more classes (See Faculty of Graduate Studies Regulation 7.6.2), they will receive an academic dismissal and be required to withdraw. There are no supplemental examinations within the Faculty of Graduate Studies. **Note:** A student is allowed to carry **one** failing grade as per the Pass Standard #2 of FGS Class Assessment and Grading Policy  
<http://www.dal.ca/faculty/gradstudies/about/regulations/vii.html>

A student who is academically dismissed may apply in writing to the Program Coordinator for immediate **readmission**. Upon the recommendation of the Coordinator and approval by the Faculty of Graduate Studies, a student may be immediately reinstated only once during the course of their program.

A student who is withdrawn for academic reasons, voluntarily withdraws, or whose registration has lapsed may apply for readmission within ten years of initial registration. Readmission is not automatic because of the competition for places with incoming students. A student who is academically dismissed and not immediately reinstated may not apply for re-admission to the Faculty of Graduate Studies for at least 12 months following the official date of the withdrawal.

## APPENDIX

### Sample Reading Course Outline

School of Occupational Therapy  
MScOT (Post-Professional) Program

Dalhousie University

**Course Number and Name:** OCCU 5501: Directed Study

**Student Name:** Jane Doe

**Instructor:** Dr. Anne Carswell

**Credit Hours:** Three (3) Hours

**Class Time and Location:** On-Line through Blackboard Learning System from January 7 to April 9, 2008. Student and instructor will talk by phone once a month, or more as needed.

#### **Course Goal:**

To complete a critical literature review related to older adults operating motorized vehicles (driving). The focus will be on the role of occupational therapists in assessing an older adult's ability to drive. Literature from occupational therapy, medicine, nursing and allied health professions will be used to evaluate and develop an understanding of driving assessments with older adults.

#### **Course Objectives:**

1. To present the current approach to assessing driving from an occupational therapy perspective;
2. To present the current approach to assessing driving from the physician's perspective;
3. To explore the particular challenges related to older adults driving;
4. To examine driving patterns of older adults;
5. To explore the current tools that are used to assess older adults' ability to drive;

#### **Evaluation:**

The student will:

1. Provide an initial reading list for the course by December 18, 2007; a final reading list will be provided at the closure of the course in April.
2. Submit an outline of the critical literature review by February 1, 2008.
3. Submit a draft critical literature review by March 8, 2008.
4. Submit a final critical literature review by April 9, 2008.

## **Reading List:**

### Books:

Pellerito Joseph, M. (2005). *Driver rehabilitation and community mobility: principles and practice*. Mosby.

### Articles:

AOTA (2004). Driver rehabilitation: a growing niche. *OT Practice*, 9(9), 13-8.

Baldock, M.R.J. (2006). Self-regulation of driving and older drivers' functional abilities. *Clinical Gerontologist*, 30(1), 53-70.

Brachtesende, A. (2005). Careers. OT-infused program helps seniors drive safely. *OT Practice*, 10(15), 9-11.

CAOT. (2005). Canadian association of occupational therapists position statement: occupational therapy and driver rehabilitation. *Canadian Journal of Occupational Therapy*, 72(4), 247.

Davis, E.S. (2005). Addressing the driving and community mobility needs of the older driver is part of everyday practice. *OT Practice*, 10(13), Suppl. (CE-1-CE-8, 2p).

Davis, E.S. (2003). Defining OT roles in driving. *OT Practice*, 8(1), 15-8.

Gourley, M. (2002). Driver rehabilitation: a growing practice area for OTs. *OT Practice*, 7(6), 15-6.

Hopewell, C.A. (2002). Driving assessment issues for practicing clinicians. *Journal of Head Trauma Rehabilitation*, 9(2), 48-61.

Kartje, P. (2006). Approaching, evaluating, and counseling the older driver for successful community mobility. *OT Practice*, 11(19), 11-5.

Korner-Bitenshy, N. et. al. (2006). Driving evaluation practices of clinicians working in the United States and Canada. *American Journal of Occupational Therapy*, 60(4), 428-34.

Lovell, R.K. (2005). Developing referral and reassessment criteria for drivers with dementia. *Australian Occupational Therapy Journal*, 52(1), 26-33.

Lloyd, S. et. al. (2001). Driving and dementia: a review of the literature. *Canadian Journal of Occupational Therapy*, 68(3), 149-56.

- Lopez, A. (2006). Occupational advocacy and therapeutic justice for the older driver. *OT Practice*, 11(19), Suppl. CE-1-CE-8-2p.
- McCarthy, D.P. (2006). Sensitivity and specificity of the assessment of driving-related skills older driver screening tool. *Topics in Geriatric Rehabilitation*, 22(2), 139-52.
- Odenheimer, G.L. (2006). Driver safety in older adults: the physician's role in assessing driving skills of older patients. *Geriatrics*, 61(10), 14-21.
- Posse, C. (2006). A pilot study of interrater reliability of the assessment of driving-related skills: older driver screening tool. *Topics in Geriatric Rehabilitation*, 22(2), 113-20.
- Sherman, F.T. (2006). Driving: the ultimate IADL. *Geriatrics*, 61(10), 9-10.
- Sommer, S.M. Toward a client-centred approach to fitness-to-drive assessment of elderly drivers. *Scandinavian Journal of Occupational Therapy*, 11(2), 62-9.
- Stav, W.B. (2006). Clinical practice in driving rehabilitation. *Topics in Geriatric Rehabilitation*, 22(2), 153-61.
- Stav, W. (2002). On the road again: an expanding practice realm, driving is a perfect fit for occupational therapy intervention. *The Interdisciplinary Journal of Rehabilitation*, 15(7), 28-9.
- Stutts, J.C. & Wilkins, J.W. (2003). On-road driving evaluations: a potential tool for helping older adults drive safely longer. *Journal of Safety Research*, 34(4), 431-9.
- Sweldlove, F. (2003). On the road again: driver rehabilitation. *OT Now*, 5(5), 1.
- Unsworth, C.A. (2007). Using social judgment theory to study occupational therapists' use of information when making driver licensing recommendations for older and functionally impaired adults. *American Journal of Occupational Therapy*, 61(5), 493-502.
- Unsworth, C.A. (2005). Review of tests contributing to the occupational therapy off-road driver assessment. *Australian Occupational Therapy Journal*, 52(1), 57-74.
- Whitehead, B.J. (2006). Older people's experience of driver licence cancellation: a phenomenological study. *Australian Occupational Therapy Journal*, 53(3), 173-80.