

Grand Valley State University Occupational Therapy Program

ACHIEVEMENT SUMMARY FORM

TO THE APPLICANT:

Using the Achievement Summary Criteria to guide you, please indicate the activities in which you have engaged during your college career and beyond, that meet the criteria shown. Be specific. Please be sure to indicate the **year**, nature of the **activity**, the **length of time of your participation** in the activity, and **how often you participated** in the activity (E.g. 2009, homeless shelter service, one day, August or 2008, President, Pre-OT Club, Winter, Summer and Fall semesters)

PRACTICE (paid work involving direct patient contact)

Activity and Year/Dates	Duration of Activity	Number of Times
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LEADERSHIP (any leadership role in any capacity)

Activity and Year/Dates	Duration of Activity	Number of Times
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EDUCATION (any teaching role in any kind of organization.)

Activity and Year/Dates	Duration of Activity	Number of Times
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RESEARCH (any research role in any capacity)

Activity and Year/Dates	Duration of Activity	Number of Times
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PROFESSIONAL SOCIALIZATION (any volunteer work in an area of help for those with health issues, the disabled or members of underserved populations not with an Occupational Therapist)

Activity and Year/Dates	Duration of Activity	Number of Times
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Grand Valley State University College of Health Professions Occupational Therapy Program

Admissions Form: Achievement Summary Criteria

Guidelines: Students are awarded points for achievement in the areas of Practice, Leadership, Education, Research and Professional Socialization. Scoring is done by the OT Admissions Committee. These Criteria are provided as a guide.

Categorical Criterion (Maximum point award per category is 4.00)*	Points
A. <u>Practice</u> = any paid work <u>involving direct patient contact</u>, such as	Max 4.00 pts
1) CNA/Nursing Assistant	0.25 pts
2) Rehab (OT/PT) technician or aide	0.50 pts
3) Activity leaders/exercise leaders	0.50 pts
4) Health care professional of any kind (BS or higher)	4.00 pts
B. <u>Leadership</u> = any leadership role in any capacity , such as	Max 4.00 pts
1) Leadership role in any youth/service organization, such as,	.25 pts
i. Boy/Girl Scout Leader	
ii. Camp Counselor	
iii. Church Group Leader	
2) Officer or Committee Chair in any formal extracurricular organization	.50 pts
3) Supervisor/manager in an employment capacity,	1.00 pts
C. <u>Education</u> = any teaching role in any kind of organization, such as	Max 4.00 pts
1) Sunday School Teaching	.25 pts
2) Classroom Instructional Aide	.25 pts
3) Tutor (group or individual)	.50 pts
4) Certified activity instructor for a service organization	1.00 pts
D. <u>Research</u> = any kind of research activity, such as	Max 4.00 pts
1) Research papers /study participant/subject	.25 pts
2) Research Assistant/input or collect data	.50 pts
3) Involvement in analyzing research data for another	.75 pts
4) Carried out independent research	1.00 pts
E. <u>Professional Socialization</u> = any volunteer work for those with health issues, the disabled or members of underserved populations not with an Occupational Therapist	Max 4.00 pts
1) Participation in volunteer one-time activity	.25 pts
2) Participation in ongoing volunteer activity	.50 pts
3) Member of planning committee for a major volunteer effort	1.00 pts

Temporal Criterion (<i>Added to categorical criterion</i>)** Time criteria are cumulative, that is, if an activity extends over one year, that extended time is added incrementally at value shown	Points
A. Completed in a single encounter, such as 1) Shadow a therapist for an afternoon/a day 2) One-time activity for a community or church group, like a Walk-a-Thon, or attendance at a charity event	.25 pts
B. Activity that extends three months or less 1) Required ongoing participation for 1 - 3 months a) Summer activity b) Community/church project 2) Is completed in 3 months or less	.25 pts .25 pts
C. Ongoing activity that extends 4 - 5 months (one semester)	.50 pts
D. Ongoing activity that extends over 2 semesters (6 - 9 months) 1) Tutorial work (any level) 2) Holding office in any organization for 1 academic year 3) Leading any project over 1 academic year	.75 pts
E. Ongoing activity that extends over a 10 - 12 month period 1) Employment experiences 2) Organizational experiences (e.g. Scouting, social groups)	1.00 pts
<hr/> <p>**E.g. Sunday School Teaching (.25) over 3 years(3.0) = 3.25 pts</p> <p>*E.g. Sunday School Teaching (.25) over 4 years (4.0)= 4.00 pts</p> <p>NOTE: For employment <u>not</u> directly with consumers, credit will be given only <u>for the length of time</u> the candidate had <u>involvement in any of the four achievement categories</u> (research, education, leadership, professional socialization).</p>	
<p>Rev 10</p>	

Grand Valley State University Occupational Therapy Program Prerequisite GPA Calculation

A student must receive a minimum average GPA of 3.0 or higher in the following or equivalent prerequisite courses, with no individual course grade lower than a "C". These courses must be taken within five years prior to admission to the program.

Social Sciences: Complete a minimum of 9 credits from the social sciences. 3 credits must include a course in life-span developmental psychology, including motor, cognitive, emotional learning and social development. 3 credits must include a course in abnormal psychology or psychopathology. For the additional 3 credits, a course from sociology, psychology, anthropology, public health or a related field may be selected.

Natural Sciences: Complete a minimum of 10 credits in the physical sciences, including one introductory course in human physiology, one course in human anatomy with a laboratory, one course in neuroscience (neuropsychology, physiological psychology or neuroanatomy) and one course in kinesiology (or a similar course covering movement science).

Statistics (STA 215 at GVSU) or equivalent is highly encouraged. Most majors require a statistics course.

GPA CALCULATIONS

Pre-Req GPA	Pre-Req Pts	Pre-Req GPA	Pre-Req Pts
3.00 - 3.10	2	3.51 - 3.60	12
3.11 - 3.20	4	3.61 - 3.70	14
3.21 - 3.30	6	3.71 - 3.80	16
3.31 - 3.40	8	3.81 - 3.90	18
3.41 - 3.50	10	3.91 - 4.00	20

Prerequisite	Equivalent	Grade	Credit Hrs	Quality Pts	Location & Date Completed
BMS 202 or BMS 290 (Physiol) and BMS 208 (Hum Anat) and BMS 309 (Hum Anat Lab)					
Take the sequence above or below for anat and physiol					
BMS 250 and BMS 251 (Anat and Physiol w/labs)					
MOV 300 Kinesiology (prereq BMS 202)					
PSY 430 Physiological Psychology or PSY 431 Intro to Neuropsychology or BMS 427 Neuroanatomy					
PSY 303 Psychopathology (prereq PSY 101)					
PSY 364 Life Span Development Psychology (prereq PSY 101)					
One Elective from Psychology, Sociology, Anthropology, Public Health, or related field (200 level or higher)					

Quality Points _____ ÷ Credit Hours _____ = _____ (Pre Req GPA)
Pre Req points (from table) = _____

GRAND VALLEY STATE UNIVERSITY
SCHOOL OF HEALTH PROFESSIONS
OCCUPATIONAL THERAPY PROGRAM

DOCUMENTATION OF EXPERIENCE FORM

TO BE COMPLETED BY APPLICANT <u>Please Print</u> SS# _____			
APPLICANT NAME _____		APPLICATION YEAR _____	
APPLICANT ADDRESS _____			
Street Address	City, State	Zip	

THERAPIST Name	Title	Facility	Phone
DATES SPENT AT FACILITY _____		TOTAL HOURS _____	
Starting		Ending	
TYPE OF FACILITY _____		AGE RANGE OF CLIENTS _____	

Student's Waiver Certificate:

You may voluntarily waive your right to have access to this form completed about you in accordance with the Federal Family Education Rights and Privacy Act of 1974 by signing this certificate.

I waive, relinquish and disclaim all my rights to have access to the assessments provided in this form.

Date Social Security Number (required) Signature

TO BE COMPLETED BY OCCUPATIONAL THERAPIST:					
Please summarize your assessment of this applicant by placing an "X" in the appropriate box.					
Characteristic	Very Strong	Strong	Average	Weak	Can't Say
Understanding of OT					
Interest in the field					
Listening Skills					
Desire to Initiate					
Responsiveness					
Dependability					
Interpersonal Skills					

Therapist Signature Position/Title State and Credential # Date

To the Therapist: Please mail this form in the envelope provided. **SEAL** and **SIGN ACROSS THE SEAL** to ensure confidentiality. Return the signed, sealed envelope to applicant to submit with the remainder of his/her application. **Questions?** Call (616) 331-3356 and ask for the OT Program. Thanks for your help!

**GRAND VALLEY STATE UNIVERSITY
OCCUPATIONAL THERAPY DEPARTMENT**

LETTER OF RECOMMENDATION

Student's Waiver Certificate: To the Student:

You may voluntarily waive your right to have access to a specific letter of recommendation written about you in accordance with the Federal Family Education Rights and Privacy Act of 1974 by signing this certificate.

I waive, relinquish and disclaim all my rights to have access to the letter of Recommendation/Evaluation described in this form.

Date	Social Security Number (required)	Signature
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Name of Applicant: _____

Name of Evaluator: _____

Position or Title of Evaluator: _____

Department: _____

Place of Employment: _____

Address: _____

City/State/Zip: _____

Approximate hours of contact with applicant: _____

List of duties performed by applicant:

Give a brief description of how well you know the applicant.

Date	Signature
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PLEASE RETURN TO: Admissions Office
Student Services Building
Grand Valley State University
Allendale, MI 49401

Instructions for completion: For the recommendation to be acceptable, it is necessary that the applicant be scored **in all 5 areas**. Comments are encouraged.

Compared to other students with whom you have had contact, where would you rank this student in:

1. Ability to communicate. (Written and verbal)

1 Poor	2 Below Average	3 Average	4 Above Average	5 Exceptional
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COMMENTS:

2. Acceptance of responsibility for work or assignment.

1 Poor	2 Below Average	3 Average	4 Above Average	5 Exceptional
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COMMENTS:

3. Ability to organize and complete assigned tasks well. (Academic or work related)

1 Poor	2 Below Average	3 Average	4 Above Average	5 Exceptional
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COMMENTS:

4. Ability to understand and get along with others.

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COMMENTS:

5. General ability to function as a health care professional; that is, integrating a knowledge base with the ability to problem-solve.

1 Poor	2 Below Average	3 Average	4 Above Average	5 Exceptional
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COMMENTS:

OVERALL RATING:

- _____ Strongly Recommend
- _____ Recommend
- _____ Recommend with Reservations
- _____ Do Not Recommend

SUMMARY COMMENTS:

**GRAND VALLEY STATE UNIVERSITY
OCCUPATIONAL THERAPY DEPARTMENT**

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COMMENTS:

OVERALL RATING:

- _____ Strongly Recommend
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SUMMARY COMMENTS: