

Hours, Evaluations, and Recomendations

Preview



OT Observation Hours



“How do I find an OT to observe?”

- Required: 60 observation hours under a licensed occupational therapist
 - At least 40 OT hours **or** a combined 20 OT hours and 20 community hours are required before applying.
- We do not have a list of OTs accepting observers
- Your volunteer hours supervised by an OT/L can be completed anywhere that employs an occupational therapist. The department has no specific preference about type of facility or program.
- A good place to start is often at a large hospital near you. Contact the volunteer coordinator and ask to be placed in the occupational therapy department.
 - Other places to reach out to include: pediatric clinics, hand clinics (with an OT not PT), rehab clinics, schools, the VA, and residential programs.
- You may go to more than one facility to complete your volunteer hours but we do want you complete at least 20 hours at each site so that your supervisor can provide a more accurate, informed assessment of your potential as an occupational therapist.
- The OT/L who supervises you at each facility must complete an “Evaluation Form for Volunteer Experience”.
 - Any hours you would like to claim, need to be accompanied with an evaluation
 - Please include the Right of Access form along with the evaluation when mailing to our department

Community Hours



Community Hours

- Applicants are also required to complete a minimum of 20 hours at a community agency under the supervision of a community agency supervisor (i.e., teacher, administrator, nurse, social worker, etc.) in addition to completing the 60 hours under the supervision of an OT/L.
 - Examples of acceptable community agencies include health care agencies, social-service groups, adult day centers, advocacy groups, community mental health agencies, services for the developmentally disabled, church outreach programs and homeless shelters just to name a few. This should not be in a therapy setting (we do not accept ABA work for this prerequisite)
 - The experience should focus on working with an underserved or disenfranchised population
 - This experience may be paid or volunteer
- Hours must be verified by the supervisor on the [Evaluation Form for Volunteer Experience \[pdf\]](#) and submitted at the time of application (available on the Department of Occupational Therapy website).
 - Please include the Right of Access form along with the evaluation when mailing to our department

Letters of Recommendation

“Who should write my LoR?”

- We require **3** letters of recommendation
 - We will only read **3** LoRs. If you have more than 3 on OTCAS you may either specify via a note in your mailed-in packet which 3 you would like us to read or we will randomly select 3
- Letters of recommendation need to be submitted via OTCAS
 - You will **not** need to upload the Right of Access form onto OTCAS for your 3 letters of recommendation, despite the title of the university document. You will be submitting a digital version of the Right of Access form when you complete your referee's information on OTCAS.
- The LoRs should be written by someone who can attest to academic ability, work performance record and personal attributes necessary for graduate study.
 - At least one of the letters must come from someone who can speak to your academic abilities (a professor).
- **NOTE:** Letter of Recommendation Forms *cannot* be completed by the same individual who completes the "Evaluation Form for Volunteer Experience".
 - Our evaluations are formatted very similar to a LoR. Having both from the same person would provide redundant information.
 - Because we do not conduct interviews, this is our way of getting to know you
 - You may ask a *different* supervisor the same site for a LOR