

FLORIDA A&M UNIVERSITY



**SCHOOL OF ALLIED HEALTH SCIENCES
DIVISION OF OCCUPATIONAL THERAPY**

APPLICATION PROCESS

Master of Science in Occupational Therapy

FLORIDA AGRICULTURAL & MECHANICAL UNIVERSITY
SCHOOL OF ALLIED HEALTH SCIENCES
Division of Occupational Therapy
Master of Science in Occupational Therapy (MSOT)
APPLICATION PROCESS

Thank you for your interest in Florida A&M University's School of Allied Health Sciences' Master of Science in Occupational Therapy (MSOT) program, accredited through the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA). www.acoteonline.org

Applying to the MSOT program is a **TWO STEP** process in which applicants must:

1. **Apply to the Occupational Therapist Centralized Application Service (OTCAS).** Go to www.otcas.org , Select the "*Create New Account*" button to begin your application or enter your username and password to log back into to your current OTCAS application. There is a non-refundable OTCAS application fee (the fee is based on a graduated scale that varies according to the number of institutions you designate to receive your OTCAS application). Be sure to **read all OTCAS and program-specific instructions** in order to properly complete the application process, including the submission of transcripts, references, test scores, OT observations hours, essay, supplemental materials, and other important items the Florida A&M University MSOT program requires.
 - Allow up to **4 weeks** for OTCAS to process and verify your application once your application, official transcripts, and fee are received. Applying early is a good way to avoid mishaps with missing information and deadlines OTCAS has in place.
 - You are encouraged to pay the OTCAS application fee on-line by credit card (OTCAS accepts VISA and MASTERCARD credit cards ONLY).
 - If you choose the money order option, go to <https://portal.otcas.org/otcasHelpPages/instructions/application-fee/> for proper instructions and a mailing address. FYI the *instructions are imperative to your money order being received.*

2. **Florida A&M University's School of Graduate Studies & Research** requires applicants have a Graduate Studies & Research application completed and submitted online (<https://www.applyweb.com/famug/>) with a \$30.00 non-refundable application fee. All official application materials, with the exception of test scores and transcripts, should be submitted online. All supporting documents (such as transcripts, test scores) should be mailed to the Graduate Admissions Office:

The Graduate Admissions Office
515 Orr Drive
Suite 469 Tucker Hall
Florida A&M University
Tallahassee, FL 32307

- Graduate Requirements here:
<http://www.famu.edu/index.cfm?graduatestudies&U.S.Applicants>

APPLICATION REQUIREMENTS FOR THE MSOT PROGRAM

The procedures and requirements for admission into the University and the MSOT program are outlined within this packet. The information given must be complete and submitted by **ALL** applicants. The Admission Committee will *only* consider candidates whose applications are “*Complete*”, therefore it is your responsibility to ensure all your materials have been received by OTCAS (www.otcas.org) and by the School of Graduate Studies & Research. Eligible candidates *may* be interviewed by the Admissions Committee

The MSOT program selects applicants based on the completion of *all* requirements within the packet.

1. The candidate **MUST** meet the following **minimum** requirements identified by the University and send scores to OTCAS and The School of Graduate Studies & Research.
 - (A) A baccalaureate degree from an accredited college or university or an equivalent degree from an institution of recognized standing in another country. No particular undergraduate degree or concentration is required. Diversity of backgrounds is encouraged.
 - (B) A **GPA of 3.0 or better** in the last 60 semester hours (or equivalent) of completed undergraduate coursework
 - (C) Completion of **ALL pre-requisite** coursework by Spring of the admission year with a **GPA of 3.0 or better**.
 - (D) An official **score of 300 or better on the *combined* Quantitative and Verbal sections of the Graduate Record Examination (GRE) AND a GRE Analytical Writing score of 3.5 or better.**
 - Official scores should be submitted to OTCAS and the School of Graduate Studies & Research by **the application deadline** (*Institution Code for FAMU is 5215*)
 - (E) Test of English as a Foreign Language (TOEFL= 550/paper-based; 80 internet-based) or International English Language Testing System (IELTS) scores (6.5) sent directly to FAMU from the Testing Service if an applicant is from a country in which English is not the official language, or if an applicant's degree is not from an accredited U.S. institution, or if an applicant did not earn a degree in a country in which English is the only official language.
 - Official scores should be submitted to OTCAS and the School of Graduate Studies & Research by **the application deadline** (*Institution Code for FAMU is 5215*)
 - (F) Be sure that your GRE score is not more than 5 years old.
2. **Transcripts:** Applicants must submit OFFICIAL copies of all transcripts, from ALL colleges and/or universities/ attended to The School of Graduate Studies & Research, as well as OTCAS. Transcripts from foreign colleges and universities must be evaluated by an accepted international credentialing agency before being sent to OTCAS.**Course Description:** Course syllabi and/or course

descriptions must be submitted to the Graduate Admissions Office for *any and all courses not taken at* Florida A&M University.

3. **Clinical Observation (Volunteer) / Work Hours:** Candidates for admission to graduate level coursework must provide documentation of **significant inquiry** into the practice of Occupational Therapy. Documentation must reflect **completion of a minimum of forty (40) hours** of clinical observation and/or work experience in at least **two (2) Occupational Therapy settings** (i.e., Hospital, Out Patient Clinic, Skilled Nursing Facility or School System). Documented evidence must be submitted to OTCAS (www.otcas.org) **on company or business letterhead signed by a licensed/registered occupational therapist**. There are NO exceptions to this rule! The hours of observation are specifically based on applicant observation of a licensed/registered occupational therapist during the provision of occupational therapy services.
4. **Letters of Recommendation:** Applicants *MUST* submit **three (3) letters of recommendation** (using the Reference Information form provided by OTCAS) from:
 - (A) One can be from a course **Instructor**.
 - (B) Second can be from a **Supervisor in a professional or work capacity and if possible**
 - (C) Third can be from an individual in a **Health Care or Related profession**

**** Letters of Recommendation CANNOT be from any of the FAMU OT faculty members.**

PRE-REQUISITE COURSES:

The following pre-requisite courses must have been taken within the past 10 years and the **overall GPA for them must be 3.0 or better. Indicate where and when taken, and the grades you received** (that information is listed on OTCAS)

<u>Course Title</u>	<u>Credits</u>	<u>Date Taken</u>	<u>Institute</u>	<u>Grade</u>
Human Growth and Development/ Lifespan	3			
Intro to Anthropology or Sociology	3			
Intro to Psychology	3			
Abnormal Psychology	3			
General Biology Lecture	3			
General Biology Lab	1			
Chemistry ("Fundamentals" or higher)	3			
College Physics I (<i>can sub Kinesiology w/out Lab</i>)	3			
College Physics Lab	1			
Anatomy and Physiology I	3			
Anatomy and Physiology I Lab	1			
Anatomy and Physiology II	3			
Anatomy and Physiology II Lab	1			
Introduction to Statistics	3			
Research (<i>Healthcare / Research Methods</i>)	3			
Total required pre-requisite credits	37			

**** The Graduate School does NOT recognize Plus (+) / Minus (-) grade categorization at this time.**

**** Any course not completed will delay a definitive answer regarding admission to the MSOT program. All pre-requisite courses must be completed prior to the start of the program.**

Visit our website anytime:

<http://www.famu.edu/index.cfm?alliedHealth&Division-OccupationalTherapy>

The following courses are **NOT** required, but are recommended as electives to provide a strong base for the MSOT curriculum:

- Death & Dying (SOW 4740)
- Critical Health Issues (HSC 4634)
- Cross Cultural Conflict Resolution (ANT 3711)
- Self Awareness (SOW 3801)
- Ethics and Professional Development (SOW 3290)

OTHER IMPORTANT INFORMATION

Tuition/ Fees

Go to <http://www.famu.edu/index.cfm?Registrar&TuitionandFeesSchedule>

Scholarships and Financial Funding

Financial Aid is a limited source in Graduate School. You *must* be admitted as a full time student to receive funding. You may visit the School of Graduate Studies & Research Website and The FAMU Foundation to search for funding options.

<http://www.famu.edu/index.cfm?GiveToFAMU&FoundationScholarships>

Elinor Jackson Scholarship

The Elinor Jackson Scholarship is available to second semester MSOT occupational therapy students ONLY. This scholarship is available through the portal (www.famuscholarships.com).

Scholarship for Disadvantaged Students (SDS)

Dr. Cynthia Hughes-Harris, Dean of the School of Allied Health Sciences, is the principal investigator for a project titled “Scholarship for Disadvantaged Students Graduate degree in Occupational Therapy,” which received more than \$1.2 million for four years. The program will provide support for professional degree-seeking students in the Division of Occupational Therapy’s graduate program. This program will provide needed scholarship tuition, other reasonable educational expenses (i.e. books), and reasonable living expenses per year based on need and other financial awards. Please contact Mrs. Cheree Wiltsher, Director of Student Services for the School of Allied Health Sciences (cheree.wiltsher@famu.edu) to request application.

Assistantships

Applicants may seek work study positions in occupational therapy after their first semester of Graduate School. Student will be expected to complete 10 hours of work per week. Please contact the OT Interim Director, Dr. Debora Oliveira (debora.oliveira@famu.edu) with the following information: name, address, email address, GPA, and a one page statement of need for assistantship.

***Criminal Background Checks Mandatory Post Admission; Evidence of certain criminal offenses and/or providing false information may result in inability to matriculate through the program or sit for your national board exam.**