

### **HUMAN SERVICE GUIDELINES**

A minimum of ten (10) hours of human service is a criterion for admission to the Occupational Therapy program at Mount Mary College. Human service is defined as a paid employment or volunteer experience with an individual(s) not related to the applicant and who may be a potential client for occupational therapy. Examples include but are not limited to, volunteering at a hospital, working at a summer camp with children who have disabilities, or employment as a health aide.

Human service needs to be completed within two years prior to application to the occupational therapy program. Exceptions will be evaluated by the O.T. Admissions and Retention Committee. If help is needed in finding a human service experience, contact the Mount Mary College Occupational Therapy Fieldwork Coordinator at 414-256-0163.

**Verification of human service is required:**

- 1) Verification of human service using the attached Form A needs to be submitted by the supervisor of this experience and submitted by the due date given to the applicant by the advisor. The supervisor will be asked to comment on your professional behavior including punctuality, interpersonal skills and professional inquiry. It is suggested that you provide the supervisor the form with your name printed on it and a stamped envelope with the following address:  
Mount Mary College  
Occupational Therapy Department  
2900 N. Menomonee River Pkwy  
Milwaukee, WI 53222
- 2) Applicant is to write a one (1) page summary of human service experience using the attached (Form B) and submit by the due date provided by the OT advisor.
- 3) If extra time is needed to complete the human service experience, contact the OT Department at 414-256-1246



**VERIFICATION OF HUMAN SERVICE**

This confirms that \_\_\_\_\_ has  
(student's name)

Completed \_\_\_\_\_ hours of human service at \_\_\_\_\_  
(facility/organization)

\_\_\_\_\_  
(address) (phone)

**SUMMARY OF STUDENT'S PROFESSIONAL BEHAVIOR**

<b>Professional Behavior:</b>	<b>Strength</b>	<b>Needs Development</b>
Punctual in reporting to facility/organization	<input type="checkbox"/>	<input type="checkbox"/>
Adheres to policies and procedures of facility (e.g. dress code)	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/reports on scheduled days	<input type="checkbox"/>	<input type="checkbox"/>
Completes assignments/tasks in timely manner	<input type="checkbox"/>	<input type="checkbox"/>
<b>Interpersonal Skills:</b>		
Initiates verbal interaction with client(s)	<input type="checkbox"/>	<input type="checkbox"/>
Remains calm in stressful situations	<input type="checkbox"/>	<input type="checkbox"/>
Courteous when speaking with client(s)	<input type="checkbox"/>	<input type="checkbox"/>
Shows respect for other team members	<input type="checkbox"/>	<input type="checkbox"/>
Cooperates with coworkers on tasks	<input type="checkbox"/>	<input type="checkbox"/>
Asks questions/seekes additional information	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

