



University of
Pittsburgh

Manual for the Doctor of Clinical Science (CScD) in Occupational Therapy Student

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INTRODUCTION

Welcome to the University of Pittsburgh Doctor of Clinical Science (CScD) in Occupational Therapy Program

The University of Pittsburgh's Doctor of Clinical Science (CScD) in Occupational Therapy program is a **post-professional clinical doctorate** that empowers occupational therapists all over the world to:

- Develop advanced leadership skills
- Implement evidence into practice
- Transform both clients' lives and the profession of occupational therapy

The program is offered 100% online and in a part-time format that allows students to enjoy a **personalized approach** to their education.

The CScD in Occupational Therapy program is designed to prepare eligible or already credentialed or licensed occupational therapists to practice clinically with competencies above and beyond those expected of entry-level professionals. These students develop advanced skills to identify and implement evidence in clinical practice, as well as professional communication, leadership and clinical teaching skills. ***This program provides a foundation for moving into leadership positions in clinical, community and educational settings.***

This manual will assist you in becoming acquainted with the policies, procedures and expectations of the Department of Occupational Therapy of the University of Pittsburgh School of Health and Rehabilitation Sciences (SHRS).

We ask that you read this manual carefully and seek clarification from your faculty mentor about content that you do not understand. We will keep you informed about any changes in the content that occur during your enrollment. Although this manual provides you with some of the more salient policies and procedures, the University, the Division of Health Sciences and the School of Health and Rehabilitation Sciences also have policies and procedures that may affect you. You are responsible for being cognizant of the University, Division, School and Department regulations relevant to the CScD in Occupational Therapy program and should refer to the websites and sources listed in this manual for handbooks and bulletins containing these policies.

After you have read this manual, please digitally sign the Manual Acknowledgment Agreement (last page of this manual) and submit to Katie Caspero at kac748@pitt.edu, indicating that you understand and agree to abide by all the policies, procedures and expectations of the Department of Occupational Therapy, School of Health and Rehabilitation Sciences and the University of Pittsburgh.

THE DEPARTMENT OF OCCUPATIONAL THERAPY

Our Mission

The University of Pittsburgh Department of Occupational Therapy's mission is to:

- Educate entry-level professional students to practice evidence-based occupational therapy in a variety of healthcare, community and educational settings; manage occupational therapy service delivery; and contribute to the profession through service and participation in research;
- Provide customized courses of study for post-professional students (master's and doctoral), designed to meet their individual learning needs and to enhance their ability to assume leadership roles in practice, education, research, program development or program evaluation;
- Provide continuing education for practicing therapists to facilitate their continued competence;
- Plan and engage in research to advance occupational therapy (and rehabilitation) practice and education; and
- Serve the University and public and professional communities through participation in University and community service and professional associations.

Our Vision

The University of Pittsburgh's Department of Occupational Therapy will be nationally and internationally recognized as a leader in occupational therapy education, a pioneer in occupational therapy research, and a partner in regional practice and development.

DOCTOR OF CLINICAL SCIENCE (CScD) IN OCCUPATIONAL THERAPY PROGRAM

The Doctor of Clinical Science (CScD) in Occupational Therapy program, delivered 100% online, provides post-professional, doctoral-level training to eligible or already credentialed or licensed occupational therapists to practice clinically with competencies above and beyond those expected of entry-level professionals. The highly personalized curriculum focuses on:

- Implementation of evidence;
- Assessment;
- Intervention;
- Evidence-based protocols and guidelines; and
- Data-based decision making.

Degree-seeking students culminate their matriculation through the program with an **eight-credit capstone project**. With the support of a faculty mentor, students will individually design and complete a capstone project that demonstrates their advanced knowledge for implementing evidence into practice.

This program also offers an **Advanced Practice Certificate in Implementation of Evidence in Clinical Practice**, which is earned as part of the CScD in Occupational Therapy degree or can be earned on a standalone basis. Degree-seeking students will complete the Advanced Practice Certificate prior to completing their degree requirements. Students receive official recognition from the University for the advanced practice certificate upon completion of the required 12 credits. Degree credentials (CScD) may be used following graduation from the program.

Admission Requirements

The CScD in Occupational Therapy advanced-practice program is designed for occupational therapists who are seeking advanced knowledge and skills. There are no prerequisite courses for the degree or Advanced Practice Certificate, however, applicants must have an entry-level baccalaureate or master's degree in occupational therapy from a program accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) or approved by the World Federation of Occupational Therapy (WFOT).

Occupational Therapists with Master's Degrees

Occupational therapists with 1) an entry-level master's degree in occupational therapy, or 2) a baccalaureate degree in occupational therapy and an advanced master's degree in occupational therapy (or another field) may be eligible to transfer up to 30 credits from their master's-level coursework, providing that these credits meet requirements in the CScD in Occupational Therapy curriculum. This is subject to the University's approval.

Occupational Therapists with Baccalaureate Degrees

Occupational therapists with a baccalaureate degree in occupational therapy, and no additional graduate degrees, should apply to the Master of Science (MS) in Occupational Therapy program. **All Applicants**

To apply to the CScD in Occupational Therapy program, you must complete and submit the following:

- [GradCAS online application](#)
- Application fee of \$50 (waived if application is submitted by priority deadline)
- Two professional letters of recommendation that attest to your professional abilities and conduct, collegiality, oral and written communication skills and leadership.*
- Evidence of graduate-level writing skills in an essay that outlines:

- 1) why you are interested in pursuing the Doctor of Clinical Science in Occupational Therapy degree or Certificate in Implementation,
 - 2) why you are interested in advancing your education through the University of Pittsburgh,
 - 3) what makes you a good fit for an advanced training education program that is delivered online and,
 - 4) the future professional goals that you hope to achieve as a result of this advanced training.*
- Professional resume indicating knowledge of rehabilitation through previous paid work experiences, internships or field experiences, or volunteer work experiences.
 - Official transcripts from all US institutions attended.
 - Course-by-course evaluation with GPA conversion for all higher institutions you have attended outside the US.
 - National certification in occupational therapy (NBCOT) or eligibility; equivalent documentation from country of residence for international applicants.
 - Minimum cumulative graduate GPA of 3.00 on a 4.00 point scale.
 - Virtual interview with the CScD in Occupational Therapy program director.*

*Requirements do not apply to Advanced Practice Certificate applicants.

Additional Requirements for International Applicants

- [Academic Credential Evaluation](#)
- [Verification of English Language Proficiency](#)

Application Deadlines

Applications are accepted on a rolling basis for students intending to start the program in August of the same calendar year or January of the following calendar year.

Curriculum Design

Objectives, Outcomes and Program Overview

Objective: Prepare advanced practitioners to lead the field in evidence-based occupational therapy practice, education, advocacy and system change.

Outcomes:

1. Engage partners at the level of the client, program, population and system.
2. Identify a need for change and opportunities for improvement in areas of specialization.
3. Appraise, interpret, synthesize and apply evidence and data-driven strategies.
4. Understand trends, identify barriers to and facilitators of change, and influence change.
5. Apply effective negotiation, communication, advocacy and conflict management strategies.
6. Implement, evaluate and disseminate evidence-based practices.

Overview: The Doctor of Clinical Science (CScD) in Occupational Therapy program is offered 100% online on a part-time basis and requires completion of 72 credits.

Students with an entry-level master's degree in occupational therapy or a baccalaureate degree in occupational therapy and an advanced-level master's degree in occupational therapy or another field may be eligible to transfer up to 30 credits from their master's degree, leaving a remaining 42 credits.

With a transfer of 30 credits, students are able to complete the program in as little as 7 terms or 28 months. **Required courses are held in the fall, spring and summer terms.**

The CScD in Occupational Therapy curriculum includes:

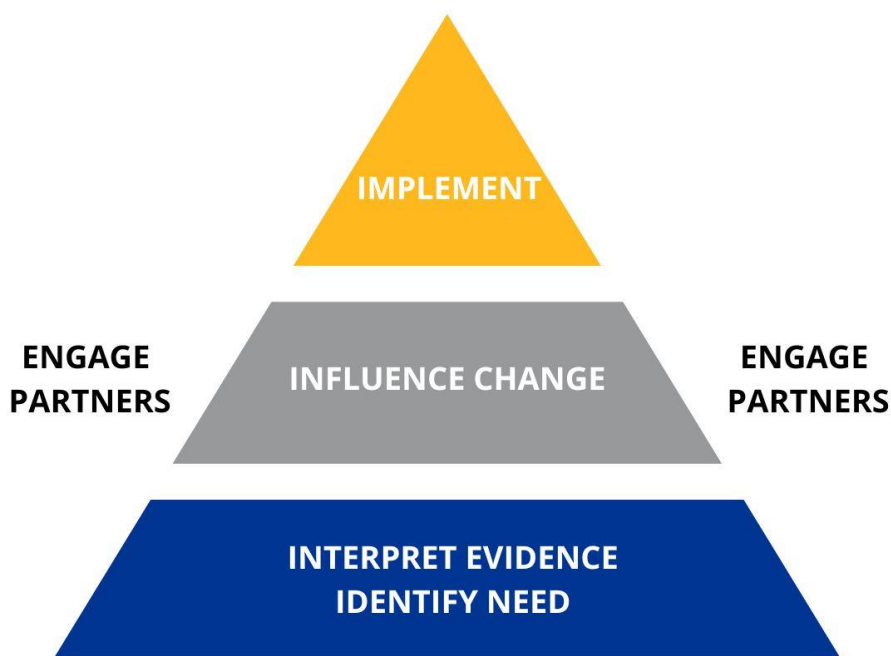


Image Concept Credit: Jessica Kersey, PhD, OTR/L

- Didactic coursework
- A preliminary examination (requirement of the University for doctoral programs)
- Completion of an independent capstone project which will satisfy the comprehensive examination requirement of the University for doctoral programs

See page 14 for the recommended course sequence for part-time students.

Academic Support and Mentoring

Students receive support from a student success coach and faculty mentor. In the first semester of study, students will be asked to complete:

- Plan of Study Form
- Credit Transfer Request Form

Students will receive assistance from the student success coach to complete these administrative tasks in addition to registering for courses. The success coach will communicate regularly with each student through a mode of virtual communication and cadence preferred by the student. All students are assigned a faculty mentor. Faculty mentors will be assigned at the start of the first term. Students will meet with their mentor at least once per term and more frequently as needed. **The primary role of the mentor will be to oversee and mentor the student in completion of their capstone project.** Mentors will also support students and the success coach as needed with management of their plan of study, the transfer of credit process and course registration. This information is specific to the CScD in Occupational Therapy program. Please refer to the [SHRS Graduate Student Handbook](#) for additional school guidelines related to advising.

Plan of Study: All CScD in Occupational Therapy students will submit a Plan of Study. Refer to Appendix B. The Plan of Study documents the courses that the CScD in Occupational Therapy student will, or has, enrolled in to meet their educational goal of a CScD in Occupational Therapy degree. The CScD in Occupational Therapy student will complete the Plan of Study in consultation with the success coach and mentor. The Plan of Study will be completed during

the first term of enrollment and will be updated, in consultation with the success coach and mentor, when course changes are made.

Academic Advisement Report:

Academic Advisement Reports also give a snapshot of which courses a student will be completing during their degree. See Appendix C. Please refer to [Academic Record/Academic Advisement Report \(AAR\) | Office of the University Registrar | University of Pittsburgh](#) for more details.

Transfer of Credits: Up to 30 credits may be transferred from a master's degree towards the CScD in Occupational Therapy degree. Students will meet with their mentor to discuss credits and make determination regarding transfer. With support from their mentor, students will complete and submit the Credit Transfer Request Form to the CScD in Occupational Therapy program director and program administrator. See Appendix D.

Registering for Classes: CScD in Occupational Therapy students are to complete the SHRS Self-Service Enrollment process for courses in consultation with the success coach and mentor.

Preliminary Examination

The University of Pittsburgh requires completion of a preliminary examination for all doctoral programs and is intended to assess the breadth of the student's knowledge of the discipline and the potential to apply knowledge appropriately. ***For the CScD, the preliminary examination is administered in the form of a short paper.***

This examination builds on content introduced in OT 3010, 3020, 3400 and 3500 and addresses the following CScD in Occupational Therapy program outcomes:

1. Engage partners at the level of the client, program, population and system.
2. Identify a need for change and opportunities for improvement in areas of specialization.
3. Appraise, interpret, synthesize and apply evidence and data-driven strategies.
4. Understand trends, identify barriers to and facilitators of change, and influence change.

Students will complete an analysis in response to a prompt in the form of a written paper. Students will receive detailed instructions and a grading rubric which will guide the preliminary examination committee to assess your work.

Students may receive a score of: **UNCONDITIONAL PASS, CONDITIONAL PASS, or FAIL.**

CScD in Occupational Therapy Preliminary Examinations will be offered twice per year on the first non-holiday weekend of the fall and spring terms. The examination prompt is delivered to students by the program director on Friday at 3:00 PM EST and the examination is due via email to the program director by Monday at 8:00 AM EST of the assigned weekend.

Students are expected to take the examination on the dates provided. If a circumstance prevents the student from taking the examination on the scheduled dates, the student may request alternate examination dates by submitting via email a description of the reason why the examination must be missed to the CScD in Occupational Therapy program director. Students will be notified by email if an exception is to be made and under what conditions an alternate examination date will be offered.

Students must successfully pass the preliminary examination at least six months before they graduate.

Comprehensive Examination: Capstone Project

The capstone project serves as the basis of the comprehensive examination and will be developed and implemented in collaboration with a student's doctoral capstone committee. The comprehensive examination includes a written paper and a virtual presentation of the capstone project, both of which are graded by the student's doctoral capstone committee. Students must successfully pass both the

written and oral components of the comprehensive examination to complete the CScD in Occupational Therapy program. Students must be registered for at least one course credit during the semester in which they will graduate from the CScD in Occupational Therapy program.

Capstone Committee

Each student will be supervised by a doctoral committee that will be formed before or at the successful completion of the preliminary examination. The doctoral committee will be comprised of three-four members with the chair of this committee being the student's faculty mentor and at least one of the other members being faculty appointed in the Department of Occupational Therapy. Additional members will be determined collaboratively by the student and mentor and can include external partners. This committee will oversee the development, implementation and grading of the capstone project.

Capstone Project

The capstone project is an independent initiative of the CScD in Occupational Therapy student in the form of a quality improvement project. Mentors will guide the student in the conceptual development of the project by providing exemplars and a menu of potential project models. The capstone project begins informally in the early courses within the curriculum and culminates with concentrated work in the capstone phase of the program (OT 3600 and OT 3700) in the form of a final written brief report and oral presentation.

1) Brief Report Criteria (Written Product)

- This report will be 1800 – 2000 words (approximately 10 pages, double spaced, **not** including cover page, abstract and references)
- This report will include the following sections:
 - **Abstract (250 words)**
 - Background or Purpose: Explain why your project is needed and how your project addresses an important problem or issue in occupational therapy. State the purpose of the project and goal/research question (as applicable).
 - Method: Describe the methods and/or instruments used to collect data (e.g., measurement tools, qualitative methods (interview, approach, etc.) and the analysis procedure.
 - Results: Summarize findings,
 - Conclusion: Link findings to your purpose, goal/question and analysis. Include knowledge translation or implementation strategies. Include a brief impact statement explaining how this work is important to practice, policy, and/or science
 - **Introduction**
 - Provide a context or background for the project including the nature of the problem and its significance to the stakeholders, including the occupational therapy community
 - Include purpose of the project and objectives/goals
 - **Methods**
 - Should include information on materials, methods and procedures in sufficient and succinct detail so that the project could be replicated
 - **Results**
 - Present results in logical sequence in the text, giving the main or most important findings first
 - **Discussion**
 - Include the new and/or important findings and related conclusions

- Include discussion on any limitations within the project
- Include discussion regarding implications for future occupational therapy practice
- **Conclusion**
- **References (APA formatting)**
- **Final paper should be submitted to committee no later than two weeks prior to oral presentation**

2) Presentation (Oral Product)

- Student will prepare a virtual presentation using department resources on best practice guidelines and ***the program powerpoint template unless otherwise pre-approval provided for an alternate format***
 - **Student will submit presentation in the form of PDF to capstone committee in advance of presentation**
- All CScD in Occupational Therapy students will have the opportunity to schedule for either a Fall (December) or Spring (April) virtual presentation session
- Students will be allotted 15 minutes to present their capstone project, findings and summary in addition to 10 minutes for questions

Capstone Process and Timeline (subject to vary)

Formally begins upon successful completion of preliminary examination (may also begin sooner on an informal basis depending on student, mentor and intended project)

Steps of the Capstone Project:

1. Approval of description of capstone project idea (abstract or summary that can be used by mentor to discuss the project)
 - Students present justification for the project idea in writing. This will include:
 - i. Brief rationale
 - ii. Site information (as appropriate)
 - A summary of the organization/facility (including what type of business structure (i.e. a hospital, a community center, etc.); the mission/vision of the organization; type of employees (i.e. MDs, social workers, etc.); and client/customer population(s)
 - Statement of the process/policy for QI projects (if any)
 - Statement of current relationship with the organization (if any)
 - Name and contact information for a member of the administrative team
 - Approval from both the Capstone Committee and the placement site will be demonstrated
2. Identification of Capstone Committee members with support of mentor (faculty and partners)
3. Identification of organization/facility in which the capstone project will be implemented
4. Identification of QI approval process
 - Meeting with mentor to review and begin completion
 - If the site does not have a QI approval process, then student will default to Pitt OT's QI approval process for CScD students
5. Prepare and finalize capstone project proposal
6. Implement capstone project
7. Evaluate capstone project
 - Register for Fall or Spring virtual presentations
8. Student submits draft of brief report and presentation
9. Student schedules and completes one practice session for virtual presentation

- Includes peers and one Pitt OT faculty member not serving on student's committee
 - Student submits summary of feedback from practice presentation to mentor
10. Present capstone project in virtual presentation at Pitt OT Virtual Colloquium
 11. Student will submit FINAL brief report and PDF of the virtual presentation
 12. Committee determines PASS/CONDITIONAL PASS/FAIL

Registration

The University Academic Regulations and Registration information can be found in the [Graduate and Professional Studies Catalog](#).

Students must be officially admitted to the University to be eligible to register for classes. CScD in Occupational Therapy students should follow the [SHRS Student Self-Service Enrollment Instructions](#). Once registered, students may view their course schedule online at my.pitt.edu.

Cost per credit in the online CScD in Occupational Therapy program is currently \$1,150 (based on 2021-2022 academic year rates). All students will receive the in-state tuition rate, regardless of residency status. This cost does not include registration and student fees and is subject to change each year. Visit ir.pitt.edu/tuition-rates-and-fees for the University's current tuition and mandatory fee rates.

Graduation

Credentials

Students receive official recognition from the University for the Advanced Practice Certificate in Implementation of Evidence in Clinical Practice upon completion of the required 12 credits. The certificate should be listed under education on a resume or curriculum vitae.

Degree credentials (CScD) may be used following graduation from the program. The credential is placed immediately following your name (e.g., Jane Doe, CScD, OTR/L).

Graduation Ceremonies

Students who graduate in December will be invited to participate in the December in-person University Commencement. Students who graduate in April will be invited to participate in the April in-person SHRS Recognition Day and the University Commencement.

Students who graduate in August will have the option to participate in the December University Commencement.

CScD in Occupational Therapy students who elect to attend the in-person SHRS Recognition Day Ceremony in April or the University Commencement in December will be "hooded" on stage. This ceremonial process reflects the efforts achieved through a doctoral degree.

Graduation Regalia

All students who participate in either the April or December graduation ceremonies are expected to wear graduation regalia. CScD in Occupational Therapy students will receive a DOCTORAL hood in the color of **SCIENCE YELLOW**. More information on graduation regalia can be found here: commencement.pitt.edu/academic-regalia.

CScD in Occupational Therapy Curriculum

Upon admission to the Doctor of Clinical Science (CScD) in Occupational Therapy program, students will follow one of the curriculum plans listed below (based on the cohort start date):

Fall Cohort Curriculum Plan for Degree-Seeking Students (Part-Time)

Fall* – Term 1	Spring – Term 2	Summer – Term 3	Fall – Term 4	Spring – Term 5	Summer – Term 6	Fall – Term 7
<u>OT 3010</u> <i>Evidence Interpretation for Implementation</i> (3 credits)	<u>OT 3000</u> <i>Advanced Assessment</i> (4 credits)	<u>OT 3100</u> <i>Evidence Analysis and Synthesis</i> (4 credits)	<u>OT 3300</u> <i>Conceptualizing and Assessing Quality Improvement</i> (4 credits)	<u>OT 3040</u> <i>Advocacy for Implementation</i> (3 credits)	<u>OT 3600</u> <i>Capstone Phase I</i> (3 credits)	<u>OT 3700</u> <i>Capstone Phase II</i> (5 credits)
<u>OT 3020</u> <i>Foundations in Implementation</i> (3 credits)	<u>OT 3400</u> <i>Theories of Change</i> (3 credits)	<u>OT 3500</u> <i>Implementation Evidence</i> (3 credits)	<u>OT 3030</u> <i>The Business of Implementation</i> (3 credits)	<u>OT 3200</u> <i>Evidence-Based Protocols and Practice Guidelines</i> (4 credits)		
Total Credits: 6	Total Credits: 7	Total Credits: 7	Total Credits: 7	Total Credits: 7	Total Credits: 3	Total Credits: 5

Spring Cohort Curriculum Plan for Degree-Seeking Students (Part-Time)

Spring* – Term 1	Summer – Term 2	Fall – Term 3	Spring – Term 4	Summer – Term 5	Fall – Term 6	Spring – Term 7
<u>OT 3000</u> <i>Advanced Assessment</i> (4 credits)	<u>OT 3100</u> <i>Evidence Analysis and Synthesis</i> (4 credits)	<u>OT 3010</u> <i>Evidence Interpretation for Implementation</i> (3 credits)	<u>OT 3040</u> <i>Advocacy for Implementation</i> (3 credits)	<u>OT 3600</u> <i>Capstone Phase I</i> (3 credits)	<u>OT 3300</u> <i>Conceptualizing and Assessing Quality Improvement</i> (4 credits)	<u>OT 3700</u> <i>Capstone Phase II</i> (5 credits)
<u>OT 3400</u> <i>Theories of Change</i> (3 credits)	<u>OT 3500</u> <i>Implementation Evidence</i> (3 credits)	<u>OT 3020</u> <i>Foundations in Implementation</i> (3 credits)	<u>OT 3200</u> <i>Evidence-Based Protocols and Practice Guidelines</i> (4 credits)		<u>OT 3030</u> <i>The Business of Implementation</i> (3 credits)	
Total Credits: 7	Total Credits: 7	Total Credits: 6	Total Credits: 7	Total Credits: 3	Total Credits: 7	Total Credits: 5

Description	Credits
Master's Degree ^{††} Transfer Credits	30
Required Doctoral Coursework Credits	42
Doctor of Clinical Science Program Total Credits	72

* Term 1 begins in late August (fall cohort) or early January (spring cohort).

^{††} Transfer credits of up to 30 credits may be granted for students who earned a master's degree from an accredited college or university, provided that credits address doctoral program requirements.

An average GPA of at least 3.00 is required in the CScD in Occupational Therapy program.

CScD in Occupational Therapy Course Descriptions:

OT 3000 – Advanced Assessment (4 credits)

This course focuses on building foundational knowledge in classical test and item response theories to identify assessments for improving outcomes at the patient, program, system, and population levels. Students will learn to differentiate between levels of assessments; examine the uses of various assessment methods (e.g., self-report, proxy report, clinical judgment, performance assessment, and survey); and analyze the impact of measurement issues on outcomes. Additionally, students will utilize knowledge gained in this course to create a program proposal showcasing the utility of assessments in improving outcomes at a facility.

OT 3010 – Evidence Interpretation for Implementation* (3 credits)

This course provides a basic understanding of methods to interpret research in the context of evidence-based practice. Content includes critical appraisal and interpretation of descriptive and inferential statistics (including univariate and multivariate parametric and nonparametric tests) that are commonly used in published clinical research studies.

OT 3020 – Foundations in Implementation* (3 credits)

This course introduces opportunities and barriers for implementing changes designed to improve clinical practice processes and outcomes. Content will include definitions, distinctions, and applications of key concepts including evidence-based practice, knowledge translation, implementation, and dissemination.

OT 3030 – The Business of Implementation* (3 credits)

This course shares effective techniques for negotiating, facilitating, and leading change in clinical contexts. Topics will include establishing new or renewing old relationships, changing behaviors and expectations, resolving dispute, and interpersonal effectiveness.

OT 3040 – Advocacy for Implementation* (3 credits)

This course will provide a framework for understanding and analyzing legislative and regulatory processes that have an impact on clinical services delivery and implementation of processes across contexts to improve clinical practice.

OT 3100 – Evidence Analysis and Synthesis (4 credits)

This course uses systematic methods (e.g., PRISMA, Pedro, Consort, Strobe, Trend, CASP) to critically appraise and synthesize research to inform design and implementation of clinical protocols and best practice guidelines to improve clinical practices and outcomes.

OT 3200 – Evidence-Based Protocols and Practice Guidelines (4 credits)

This course focuses on the use of evidence checklists for evaluating and developing practice guidelines (e.g., AGREEII). Current professional practice guidelines will be evaluated, generated, implemented, and assessed for adoption and sustainability.

OT 3300 – Conceptualizing and Assessing Quality Improvement (4 credits)

This course focuses on the application of data analytic strategies (e.g., descriptive, correlational, comparative, predictive, and qualitative strategies) that practitioners can use to analyze clinical data related to patient, program, population, or health system-level outcomes.

OT 3400 – Theories of Change (3 credits)

This seminar focuses on analysis and synthesis of health, behavior, and organizational change theories and application to clinical practice, program development, and adult learning.

OT 3500 – Implementation Evidence (3 credits)

This seminar focuses on evidence-based practices to support implementation, with particular attention on approaches to support partner engagement, knowledge translation, and dissemination.

Following completion of the 34 credits of online courses, CScD in Occupational Therapy students will culminate their matriculation through the program with an eight-credit capstone project. With the support of a faculty mentor, students will individually design and complete a capstone project that demonstrates their advanced knowledge for implementing evidence into practice.

OT 3600 – Capstone Phase I (3 credits)

Students will design and initiate a project to implement evidence-based knowledge in partnership with partners and an academic mentor to improve occupational therapy outcomes. This phase of the capstone project includes project development and approval, stakeholder engagement, faculty guidance and feedback, project implementation, and data collection.

OT 3700 – Capstone Phase II (5 credits)

Students will complete and analyze the results of their project implementation to demonstrate the synthesis of integrated learnings. This phase of the capstone project includes the delivery of findings through both an oral presentation to and collegial discussion with an audience of academic peers, faculty and professional colleagues, as well as a written defense.

*Required courses for the Advanced Practice Certificate in Implementation of Evidence in Clinical Practice.

REGULATIONS

The University, the Division of Health Sciences, the School of Health and Rehabilitation Sciences and the Department of Occupational Therapy have policies affecting students. Students are responsible for being cognizant of the University, Division, School and Department regulations relevant to their program of study and should refer to the websites and sources listed below for handbooks, bulletins and manuals containing these policies. The information in this manual is limited to key policies affecting CScD in Occupational Therapy students.

University Graduate and Professional Studies Catalog – catalog.upp.pitt.edu/index.php
Health Sciences – health.pitt.edu
SHRS Graduate Student Handbook – shrs.pitt.edu/student-life/student-handbooks
Department of Occupational Therapy – shrs.pitt.edu/OT

Notice of Nondiscrimination

University of Pittsburgh Nondiscrimination Policy Statement

Please refer to the [University's Notice of Nondiscrimination](#) for the full policy statement.

Academic Conduct and Integrity

Students are expected to comply with the University of Pittsburgh's Academic Integrity Code, SHRS Academic Integrity Policy and the canons of ethics of the student's discipline (*Occupational Therapy Code of Ethics, AOTA, 2020).

The American Occupational Therapy Association (AOTA) has developed its own code of ethics to assist OT students, OT faculty and occupational therapists in making ethical decisions. It is the expectation of the Department that all University of Pittsburgh OT students will understand and abide by these principles throughout the curriculum.

For the complete University of Pittsburgh Academic Integrity Policy visit provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines. Visit shrs.pitt.edu/student-life/student-handbooks for the SHRS Graduate Student Handbook; shrs.pitt.edu/academic-integrity for the SHRS Guidelines on Academic Integrity; and aota.org/practice/practice-essentials/ethics for the AOTA Occupational Therapy Code of Ethics (2020).

Use of Artificial Intelligence (AI) Generator/Chatbot Policy

The use of AI tools, including generative AI like ChatGPT, GrammarlyGO, GPT-3, GPT-4, BERT, or similar platforms, is permitted in coursework under specific guidelines to enhance learning and creativity while upholding academic integrity.

Guidelines for AI Use

1. Permitted Use: You may use AI tools to aid in brainstorming, drafting, and revising assignments or projects.
2. Acknowledgement Requirement: All AI-generated content must be properly acknowledged to avoid plagiarism and uphold scholarly values.
3. Proper Citation: You must cite AI-generated content with in-text citations and/or quotations where applicable. A reference list must also include any AI tools used.
4. Academic Integrity: Using AI tools without proper citation or attempting to pass off AI-generated content as your own work constitutes academic dishonesty.

Acknowledgement of AI Use Statement

For any assignment or exercise where AI tools were employed, include an "Acknowledgement of AI Use" statement at the end of your submission. This statement should include:

- Technology Used: Specify which AI system(s) were used (e.g., ChatGPT, GPT-3).
- Prompts Used: List the specific prompts or inputs provided to the AI system(s).
- Assignment Parts: Clearly indicate the part(s) of the assignment for which AI was used (e.g., brainstorming, content generation).

Example of Acknowledgement of AI Use

"I acknowledge the use of ChatGPT for this assignment. I used the following prompts to generate materials for brainstorming and drafting the introduction section: [list specific prompts used]."

Responsibility and Authorship

- Authorship Responsibility: You are responsible for the content produced with the aid of AI tools. Authorship implies ownership and accountability for all claims and ideas presented in your work.
- Violation Consequences: Failure to acknowledge the use of AI tools in your assignment will be treated as a violation of academic integrity policies.

This policy may slightly differ from policies in each course within the program. Always refer to the syllabus for each course to understand the AI policy specific to that course. For further information on Pitt's Academic Integrity policies, please refer to Pitt's Academic Integrity Code. If you have questions about AI tools use or acknowledgment requirements, consult your instructor.

Grievances and Complaints Regarding Faculty Obligations and Student Rights: The Department of Occupational Therapy adheres to the University and SHRS policies and procedures regarding grievances and complaints. Visit provost.pitt.edu/faculty/academic-integrity-freedom/academic-integrity-guidelines for the University's Guidelines on Academic Integrity, and Student and Faculty Obligations and Hearing Procedures and studentaffairs.pitt.edu/conduct/guidelines/.

Grievances and Complaints Regarding the Program: The Department of Occupational Therapy strives to maintain good working relationships and a supportive learning environment and encourages open and honest dialogue about concerns. Pending the nature of the concern, students may discuss the matter with their faculty mentor or another appropriate faculty member. The faculty mentor's and/or faculty member's responsibility is to meet in a timely and professional manner with the student to discuss the concern and consider reasonable solutions that would remedy the situation consistent with Department, School and University policies. Students who feel they are not able to direct the particular concern to their faculty mentor or to a faculty member, may discuss the matter with the Program Director and/or Department Chair. If such discussion does not prevent or solve a problem, additional actions may be taken, and the concern can be expressed in writing to the SHRS Associate Dean of Graduate Studies or the SHRS Dean.

Students who wish to bring a complaint regarding the CScD in Occupational Therapy program should submit a complaint in writing to the Department Chair. The written complaint must be signed by the student(s). The Department Chair will acknowledge receipt of the complaint within three business days and will meet with the student or respond to the complaint in writing within three weeks of receipt of the complaint. The student will be informed of the Chair's response to the complaint, the steps being taken to address the complaint, or the steps being taken to investigate it. Any investigation will be time limited.

If the student is dissatisfied with the response to the complaint, a written appeal may be made to the

SHRS Associate Dean of Graduate Studies or the SHRS Dean; the appeal must be made within three weeks of receipt of the Chair's response. The Associate Dean's/Dean's response to the complaint will be communicated to the student within three weeks of the appeal. The Associate Dean's/Dean's decision is final.

The Chair/Dean will maintain a written record of a complaint, including the nature of the complaint, the steps taken to resolve the complaint, the final decision, and any external actions initiated by the student. This record will be confidential and will be held for eight years.

Statute of Limitations: The purpose of the statute of limitations is to ensure that a graduate degree from the University of Pittsburgh represents mastery of current knowledge in the field of study. Please refer to the "Statute of Limitations on Allowable Coursework" section in the [SHRS Graduate Student Handbook](#) for additional information.

All requirements for the CScD in Occupational Therapy degree and Advanced Practice Certificate in Implementation of Evidence in Clinical Practice must be completed within a period of eight consecutive calendar years from the student's initial registration for graduate study.

Students who decide to pursue the Doctor of Clinical Science in Occupational Therapy degree upon completion of the Advanced Practice Certificate in Implementation of Evidence in Clinical Practice must matriculate into the degree program within two years of initial graduation from the certificate program. All requirements for the Advanced Practice Certificate in Implementation of Evidence in Clinical Practice stacked onto the Doctor of Clinical Science in Occupational Therapy degree must be completed within a period of eight years from the student's initial registration for graduate study.

Leave of Absence: Under special conditions, graduate students may be granted one leave of absence. A maximum leave of two years may be granted to doctoral students. Students who need to request a leave of absence should contact the program administrator for further information. To submit an official request, the student will need to complete the [Request for a Leave of Absence from a Graduate Degree form](#) which requires approval from the student's faculty mentor, program director and Associate Dean of Graduate Studies. If approved, the time of the leave shall not count against the total time allowed for the degree (Statute of Limitations) being sought by the student.

If the reason for a leave is medical in nature, a formal note from a doctor must be attached to the form when it is turned into SHRS Student Services and a note to return to class should be provided to SHRS Student Services.

Please refer to the "Leave of Absence" section in the [SHRS Graduate Student Handbook](#) for additional information.

Students who need to request a leave of absence must also complete a [Completion Agreement of "G" Grade form](#) for any courses in which they are currently enrolled. The "G" must be complete no later than one year after the term or session in which the class was taken. Once the one-year deadline has passed, the "G" grade will automatically change to the fallback grade and will no longer appear as "in progress" on a student record. The fallback grade will remain on the record and the student will be required to re-register for the course if it is needed to fulfill requirements for graduation.

If the reason for a "G" grade is medical in nature, a formal note from a doctor must be attached to the form when it is turned into SHRS Student Services and a note to return to class should be provided to SHRS Student Services.

Students may be granted an "I" grade for work in a course that has not been completed due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars. It is to be assigned only to students who have been doing the regular work of the course but who need more time than the term allows to complete the course work.

All incomplete grades are expected ***to be completed by no later than the end of the next***

consecutive semester. A SHRS Completion Agreement of Incomplete Credits form must be completed by the student, instructor and faculty mentor and submitted to SHRS Student Services (form and instructions can be found on the SHRS website under current students/forms/misc.).

- It is the responsibility of the instructor to clearly state the objectives for completion of course requirements as well as the expected due date to the student.
- If the incomplete grade is assigned in the spring, it is expected that outstanding course requirements will be completed by the end of the summer term in August.
- This agreement must be submitted before the next semester add/drop deadline.
- Failure to submit this form before the next semester add/drop deadline will be at the discretion of the instructor to change the grade to a failing grade.

SHRS Student Services will follow up on any “I” grades that are not changed within the expected timeframe at the end of every term.

Service Restrictions: Restrictions can be placed by a variety of University offices. If a student has a restriction, they will be referred to the appropriate office to resolve the matter before registration can be completed. Types of restrictions include academic, missing data, disciplinary and financial.

Academic Standards

Quality Point Average (GPA) is a numerical indication of a student’s academic achievement. GPA is the average of letter grades earned toward a degree. To maintain full graduate status, the CScD in Occupational Therapy student must achieve a minimum cumulative GPA of 3.00 (based on a 4.00 scale) in the courses that make up the CScD in Occupational Therapy program.

Conditions for loan eligibility and many scholarships usually require students to complete a specified number of credits each year and maintain a specified quality point average. Questions about the effect of unsatisfactory academic standing on loans should be directed to the Office of Admissions (Alumni Hall) and Financial Aid (Thackeray Hall), 412-624-7488. Questions about the effect of unsatisfactory academic standing on scholarships should be directed to the particular department or organization awarding the scholarship.

Ombudsperson

CScD in Occupational Therapy students have access to the Ombudsperson for the School of Health and Rehabilitation Sciences (SHRS).

The Ombudsperson is a person who handles complaints, serves as a mediator and a spokesperson for the rights of a particular individual or group. The Ombudsperson in SHRS will be a neutral person (non-faculty) for students whom they can engage in informal discussions to express concerns about conflicts and other issues that may arise during the course of their education that they believe are difficult to address with the academic department.

The Ombudsperson for SHRS is Jessica Maguire, Executive Director of Student Affairs. To find out more information on the role of the Ombudsperson for SHRS and for contact information, visit shrs.pitt.edu/current-students/contact-us.

Grades

Grades are available shortly after the term ends or after a grade change has been made. Students can access their grades online via the University Portal at my.pitt.edu. Visit registrar.pitt.edu/faculty-staff/grades and the [SHRS Graduate Student Handbook](#) for more information on grades.

The University of Pittsburgh Grading System follows:

Level of Attainment			
Grade	Quality Points	Percentile Score	First Professional
A+	4.00	97 – 100	Superior
A	4.00	93 – 96	
A-	3.75	90 – 92	
B+	3.25	87 – 89	Adequate
B	3.00	83 – 86	
B-	2.75	80 – 82	
C+	2.25	77 – 79	Minimal
C	2.00	73 – 76	
C-	1.75	70 – 72	
D+	1.25	67 – 69	
D	1.00	63 – 66	
D-	0.75	60 – 62	
F	0.00	< 60	

The following grades carry no quality points:

G	Coursework unfinished because of extenuating personal circumstances
H	Exceptional (honors) completion of course requirements
I	Incomplete coursework due to the nature of the course, clinical work, or incomplete research work in individual guidance courses or seminars
N	Non-credit audit
NC	No Credit
R	Student resigned from the University
S	Satisfactory (successful) completion of course requirements
U	Unsatisfactory (failing) completion of course requirements
W	Withdrawal
Z	Invalid grade reported
**	No grade reported

SHRS Impaired Student Policy

The School of Health and Rehabilitation Sciences Impaired Student Policy details expected professional behaviors of SHRS graduate students in all settings. The policy notes student safety as the first concern of the university, school, and department as related to student use or impairment from drugs and alcohol. Visit www.shrs.pitt.edu/SHRShandbooks/ for the full SHRS policy regarding student impairment in the Graduate Student Handbook.

Probation, Suspension and Dismissal

The Department of Occupational Therapy adheres to the University and SHRS policies and procedures regarding probation, suspension and dismissal. Please reference the [SHRS Graduate Student Handbook](#).

Graduate students must have a 3.000 cumulative GPA to be eligible to graduate.

Visit <https://www.provost.pitt.edu/policies-guidelines> for the University policy and procedure regarding probation, suspension and dismissal.

Visit shrs.pitt.edu/student-life/student-handbooks for the SHRS policy and procedure regarding academic probation in the Graduate Student Handbook.

Visit studentaffairs.pitt.edu/conduct for the University of Pittsburgh's Student Code of Conduct and Judicial Procedures which outlines nonacademic standards of conduct appropriate to the University in consonance with the educational goals of the University.

Class Attendance

CScD in Occupational Therapy students are expected to attend all synchronous classes and to be prepared to begin class on time. Attendance and punctuality (unexcused absences, excused absences and lateness) may be taken into account in the final course grade. If a student is unable to attend a class, they must notify the course instructor and course liaison of their pending absence and the reason for their absence, as early as possible but no later than prior to the start of class on the day of their absence.

University Holidays: Please refer to the Academic Calendar for the full list of University holidays and closures (provost.pitt.edu/students/academic-calendar). The University attempts to recognize religious observances of members of the University community in instances where those observances may conflict with University activities. Examples of such occasions are Rosh Hashanah, Yom Kippur and Good Friday. On such dates, course instructors will work with students to allow for missed class for reasons of religious observations. It is the student's responsibility to notify the program director and course instructor of an absence due to a religious observance well in advance of the known religious observance.

University-wide Closure and Class Cancellation: It is the policy of the University to remain open. In rare instances, circumstances beyond the University's control may necessitate a closure of the University which could include cancelling all classes and/or events or activities during the affected period. The Chancellor will make that decision in consultation with appropriate members of the University's administration. When executing this Policy, the Chancellor may decide to either: (1) close the entire University, including cancelling all classes, events, and activities; or (2) cancel classes at the University, but allow certain University events and activities to continue. In both cases (closure and class cancellation), faculty and students are not required to report to the University. In instances of extreme weather or natural disaster when the University is not closed, University Members (including all faculty, staff, and students) are urged to use their own discretion in deciding whether they can safely commute to the University. If personal health or safety is at issue in that decision, responsible judgment should be used in accordance with this Policy. For more information, visit policy.pitt.edu/university-closure-and-cancellation.

Disaster Preparedness: In the event of a disaster, such as flooding, fire, or health pandemic, the University of Pittsburgh will post general information for faculty, staff and students on the University's website home page (pitt.edu). The Department of Occupational Therapy will distribute information and instructions for occupational therapy students through recorded messages on the front office voicemail (412-383-6620) and through email (University of Pittsburgh accounts only). Students will be

responsible for maintaining open lines of communication with course instructors/liaisons, and completing all required work as instructed.

Course Assignments, Quizzes and Examinations

Students are to turn in assignments on their due dates and are to take examinations/quizzes at the scheduled time. Completion of assignments in a timely manner facilitates learning and instruction. Completing quizzes and examinations at the schedule time removes students, who have taken a quiz/examination, from the temptation to share this information with students who have not taken the examination and removes students who have not taken the quiz/examination from the temptation to ask for information from students who have taken the quiz/examination. It also prevents the instructor from having to do extra work to develop a second test or monitor another test. In other word, it is fair to students and instructors.

Assignments

Due dates for assignments are listed in the syllabus and/or identified by the course instructor. Turning in assignments late, that is, after their due dates, is taken into account in the final course grade. All assignments, whether they are to be graded or not, must be submitted. It is the responsibility of the student to obtain and complete any missed in-class assignments prior to the next class.

Quizzes/Examinations

Dates of quizzes/examinations are listed in the syllabus. Students are expected to take all quizzes/examinations on the dates listed and are expected to plan accordingly. Make up quizzes/examinations will only be scheduled under extreme circumstances. If an extreme circumstance prevents the student from taking the quiz/examination on the scheduled day at the scheduled time, the student may request an alternate quiz/examination date by submitting, in writing, a description of the reason why the quiz/examination must be missed to the course instructor/course liaison and program director. The student will be notified in writing if an exception is to be made and if so under what conditions/penalties an alternate quiz/examination will be given. Students are encouraged to submit requests as soon as they are aware there may be an extreme circumstance.

Academic and Professional References

CScD in Occupational Therapy students must submit a signed waiver to each faculty member who is requested to provide a written or oral reference for admission to academic programs or professional employment. Under the Buckley Amendment, records or information pertaining to students' academic performance are confidential. By submitting a signed waiver, CScD in Occupational Therapy students will notify the faculty member that they are requesting a written or oral reference and permit the faculty member to share information with the academic or professional entity identified by the student. See Appendix E for waiver form.

Student Release Permitting the Use of Academic Products

Department of Occupational Therapy faculty must ask a CScD in Occupational Therapy student to sign a release permitting faculty members to use examples of the student's academic work for educational purposes beyond the student's own learning (e.g., models for future students, curriculum review). Under the Buckley Amendment, records or information pertaining to students' academic performance are confidential. By signing a release, the CScD in Occupational Therapy student gives permission for faculty to use examples of the student's academic work for future educational purposes. See Appendix F for release form.

Additionally, CScD in Occupational Therapy students may be asked to sign an authorship agreement form for sharing of information related to the student's capstone project through professional publications or presentations. While the CScD in Occupational Therapy curriculum requirements do

not include publication or presentation of a professional product, there is value in advancing the practice of occupational therapy through sharing of this information. The authorship agreement form will confirm agreement by all parties related to this goal including authorship order and support towards product development.

Audio Recording, Video Recording and Photographic Imaging of Classroom Activities and Course Materials

CScD in Occupational Therapy students may not audio or video record or take a photographic image of lectures, discussions and/or activities and course materials without the advance written permission of the instructor. Any such recordings or images properly approved in advance can be used solely for the student's own private use. The CScD in Occupational Therapy student requesting permission to record or take an image of a lecture, discussion, activity and/or course materials must submit the request in writing to the instructor prior to the start of class on the day of the lecture, discussion, and/or activity. Acceptance of the request (i.e., permission to record or image) will be determined by the instructor.

Social Media Policy

Social media is rapidly expanding and new outlets are created every day. Professional organizations and ethical codes are often outdated given the rapid expansion of social media. It is essential that students and faculty remain aware and vigilant regarding the social media ethical challenges facing health professionals, clients, patients and students.

Students are responsible for maintaining a professional social media presence related to any SHRS education activities. Some students may find it helpful to create separate professional and personal social media accounts.

We recommend that students consider the following prior to posting or transmitting on social media:

- Consider the audience and potential impact of your post prior to transmission.
- Assume anything that you post or transmit on social media can be viewed by the public.
- An electronic post or transmission is often traceable, without an opportunity for removal.
- Employers often search social media to learn more about you prior to interviews or offered employment.
- Clients often search social media to learn more about you. Proximity based apps and social media post new challenges to maintaining professional boundaries between health professionals and clients or patients.

SHRS students must:

- Respect the ethical standards of the profession in carrying out their academic assignments.
- Comply with [HIPAA's social media rules](#).
- Read, review and follow the social media policy of their practicum or internship placement.
- Comply with [School and University academic integrity guidelines](#).
- Do not post or transmit *any* information or reference about their work with clients.
- Do not post clinical encounters, clinical experiences or information that pertains to working with clients.

Please note that boundaries on social media are no longer as simple as not 'friending' a client, professor or colleague on Facebook. For example, all contacts in your phone book can read your posts on Venmo without being friends on the app. It is difficult to predict the next ethical problem or boundary that will arise with social media. Therefore, please remain aware and consult with faculty or

supervisors on these important issues. Faculty may have to act upon any material that does not comply with current academic integrity guidelines, professional ethical standards or HIPAA policies.

Visit technology.pitt.edu/security/best-practices-safe-social-networking for the University's Best Practice Guidelines for Safe Social Networking.

Sexual Misconduct and Title IX Overview

The University requires that all incoming new graduate and professional students complete a Sexual Misconduct and Title IX Overview training module through the Office of Equity, Diversity, and Inclusion (OEDI). This module must be completed in the student's first term at the University and will be tracked at the department level. A copy of the student's certificate of completion must be filed with the Department of Occupational Therapy. Students will be contacted by a department representative with details on how to complete the training and submit the certificate.

Professional Liability

Students must carry professional student liability insurance coverage while participating in the CScD in Occupational Therapy program. This coverage is provided by the University's medical professional liability insurance plan at no cost to enrolled students and Pitt-employed health professionals. CScD in Occupational Therapy students are automatically enrolled under the University's policy. The SHRS Office of Student Services will provide verification of coverage to the department and student upon request.

Counseling Services for Online Students

Counseling is available to online students who are not on campus through ComPsych Guidance Resources Worldwide. This service, staffed by experienced clinicians, is available by calling toll-free, 24 hours a day, seven days a week. Online students can call any time with personal concerns, including: relationships, major life changes, substance abuse, grief and loss, stress and anger and anxiety or depression.

To contact this student assistance program, dial 877-567-8327 and mention the University of Pittsburgh. When students call, they will speak with a Guidance Consultant, a master's- or PhD-level counselor who will conduct a short needs assessment and offer guidance.

Students who prefer to access this assistance online can do so by visiting guidanceresources.com/groWeb/login/login.xhtml and following the steps below:

1. First-time users will need to click on the "Register" tab and then enter the University of Pittsburgh's organization web ID (studentsuccess). Once complete, click on the "Register" button.
2. Students will then be asked to enter a username and password. Access to the site will be granted upon completion.
3. For future logins, students will only need to login using their username and password.

For questions or issues with the site, email member services at memberservices@compsych.com. Students may also contact their success coach or program administrator for more information.

SHRS New Student Survey, Orientation Acknowledgement and Photo Permission Form

The School of Health and Rehabilitation Sciences (SHRS) requires all students to complete a new student survey, orientation to SHRS and a photo permission form. SHRS provides an orientation for all incoming new graduate and professional students. The SHRS orientation includes, but is not limited to, information and resources about SHRS, the Pittsburgh campus, safety guidelines, getting a

Pitt ID, PeopleSoft, social security cards, student billing, links for international students, other University offices, information technology and living in Pittsburgh. Students are required to review the information on the website and then complete the SHRS New Student Survey, Orientation Acknowledgement and Photo Permission Form. SHRS student services keeps a record of the form. Go to shrs.pitt.edu/student-life/orientation for instructions on completing the SHRS orientation.

STUDENT RESOURCES

Disability Resources and Services

The University is committed to providing equal opportunities in higher education to academically qualified students with disabilities. Students with disabilities will be integrated as completely as possible into the University experience. Visit [Home | Office of Institutional Engagement and Wellbeing](#) for more information.

CScD in Occupational Therapy students with a disability who are or may be requesting an accommodation should contact both the instructor and DRS, 140 William Pitt Union, 412-648-7890 or 412-383-7355 (TTY) as early as possible in the term. DRS will verify the disability and determine reasonable accommodations for the course.

Technology

Email

All correspondence between faculty and students must be conducted using University of Pittsburgh email accounts. No personal email accounts will be used. Therefore, students should ensure accessibility to their University email account. Students are advised to check their email at least daily throughout the curriculum for distribution of information. Students should contact the SHRS Information Technology Department at 412-383-6657 and/or the University Information Technology Department at 412-624-HELP (4357) for all questions and access issues related to their email account.

Canvas

Canvas is the official online learning management system of the University of Pittsburgh. The University of Pittsburgh Teaching Center has created a toolkit, hosted through Canvas, to help students learn about technology tools and strategies that are needed to succeed in hybrid and online courses. Students are strongly encouraged to review the information in the Online Student Toolkit.

To access the Canvas Student Guide, visit community.canvaslms.com/t5/Student-Guide/tkb-p/student.

To view courses and become familiar with Canvas tools and features, log in to canvas.pitt.edu.

Software

Software plays an integral role in fulfilling the University of Pittsburgh's mission of education and higher learning. Pitt IT provides a wide variety of software titles to students, faculty, and staff through the University's agreements with software vendors. There are several ways that students can get software via the Software Distribution Services.

Students are advised to download Adobe Creative Cloud, which includes Adobe Acrobat DC. Adobe Acrobat DC can be used to complete and sign forms electronically, among many other functionalities. To download Adobe Creative Cloud, visit technology.pitt.edu/software/adobe-creative-cloud-students.

For more information visit technology.pitt.edu/software/student.

Visit shrs.pitt.edu/technology/support to obtain a complete list of SHRS Information Services including

links to University resources.

Technical Support for SHRS Online

SHRS has implemented a support desk to provide 24/7 assistance to online programs offered through the Office of Online Learning. This support team will work in collaboration with Pitt IT and the Office of Online learning to direct students and faculty to resources and quickly resolve issues. Faculty and students can rely on the support desk as their first point of contact for course support needs. The support team can quickly resolve a number of course questions and issues. Expected time to resolution may vary based on your method of contact; issues are generally resolved within 24 hours.

The technical support desk is available 24/7 by phone, chat or webform. Faculty and students can reach the support desk two ways:

1. Navigate from a Canvas course – each SHRS Online course has a navigation item titled “Technical Help”. This navigation page links to SHRS Online’s support desk.
2. Navigate directly to the support desk’s website – faculty and students may also go directly to the support desk’s website. The address is onlineshrs.zendesk.com/hc/en-us.

Emergency Preparedness

The University’s Notification Service will be used to communicate through voice and text messages as deemed appropriate in the event of an emergency. All students are eligible to subscribe. The University does not charge a fee to subscribe to this service; however, subscribers are responsible for any per message fees from their mobile phone/device provider. Additionally, the University is able to send emergency email simultaneously to all faculty, staff, and students and can make announcements over the public address systems in campus buildings. The Rave Guardian App is an optional companion safety feature of the Emergency Notification Service. The app leverages mobile technology to provide new options for contacting the Pitt Police. The app is available through the Pitt App Center, the Apple App Store, or Google Play.

Visit emergency.pitt.edu for more information on emergency preparedness.

Information and Updates

It is important to notify all appropriate departments of information changes immediately. Failure to do so may result in the student not receiving important mailings.

Students must notify the Office of the University Registrar (220 Thackeray Hall), the SHRS Office of Student Services (Forbes Tower, Room 4024), and the Department of Occupational Therapy of name, mailing address, permanent address, and telephone number changes. Any name change requires documentation (i.e., marriage license, birth certificate, court order, or divorce decree).

Financial Aid and Scholarships

There are many choices for higher education, but few offer the range of opportunities available at Pitt for a comparable price point. In fact, the University of Pittsburgh is regularly included in The Princeton Review’s annual “Best Value Colleges” list. Pitt also ranks #1 in value among all public colleges and universities in Pennsylvania, according to *Kiplinger’s Personal Finance*. In short, the University of Pittsburgh offers exemplary value: Pitt puts so much within reach—and in ways that feel truly individualized (Source: financialaid.pitt.edu).

University of Pittsburgh Resources

Office of Financial Aid

412-624-7488 (option 2)

financialaid.pitt.edu

SHRS Financial Aid Representative (Kellie Beach)

412-383-6554

kbeach@pitt.edu

PittFund\$Me (personalized scholarship opportunities)

Students should access the PittFund\$Me portal via my.pitt.edu and create a profile. It is recommended that students update their profile often (at least twice per year).

Grad Ready (financial literacy/wellness software)

gradready.com/sponsor/pittfinlit

Financial Wellness Program

financialwellness.pitt.edu/

Nationality Rooms and Intercultural Exchange Program Scholarships

nationalityrooms.pitt.edu/opportunities/scholarships

Office of the Provost Awards and Funding

provost.pitt.edu/provost-awards-funding

Free Application for Federal Student Aid (FAFSA)

Why should graduate and professional students complete the FAFSA? There are five good reasons:

1. Many scholarships (i.e., free money) are based on financial need. Financial need is determined through the filing of a FAFSA. By filing a FAFSA you may be eligible for free money!
 - a. Visit PittFund\$Me to do a University scholarship search.
 - b. Non-Pitt scholarships may also verify need to determine eligibility.
2. Students may be offered a Federal Direct Unsubsidized Loan because they filed a FAFSA. This doesn't mean that students are required to accept the loan, but know that they have the security of securing these funds should they need them during their college career. These loans do not require a credit check or a co-signer.
3. Federal direct loans offer specific student loan forgiveness programs.
4. Federal direct loans offer forbearance and deferment options that other loans may not.
5. Federal direct loans offer low interest rates and can be consolidated with other federal loans.

Useful Telephone Numbers and Web Addresses

The University Store on Fifth (Official Pitt book store) pittuniversitystore.com
412-648-1455

Career Development (OACD) www.oacd.health.pitt.edu/
412-648-8486

Counseling Center studentaffairs.pitt.edu/cc
412-648-7930

Cool Pittsburgh coolpgh.pitt.edu
412-624-4141

Emergency Notification Service	technology.pitt.edu/services/emergency-notification-service
Graduate Studies Student Services 412-624-4222	gradstudies.pitt.edu
Information Technology 412-624-HELP (4357)	technology.pitt.edu
Office of Admissions 412-624-7488 (Option 1)	admissions.pitt.edu
Office of Institutional Wellbeing & Engagement 412-648-7120	diversity.pitt.edu/disability-access/disability-resources-and-services
Office of Financial Aid 412-624-7488 (Option 2)	financialaid.pitt.edu
Office of International Services 412-624-7120	ois.pitt.edu
Office of Veterans Services 412-624-3213	veterans.pitt.edu
Pitt Online (Student Resources) 412-624-9499	teaching.pitt.edu/pitt-online/resources/student-resources
Police Department Campus Emergency 412-624-2121	police.pitt.edu
Public Safety 412-624-4040	safety.pitt.edu
Resolve Crisis Services 888-796-8226	upmc.com/services/behavioral-health/resolve-crisis-services
SHRS Office of Student Services 412-383-6565	shrs.pitt.edu/student-life
Student Payment Center 412-624-7520	payments.pitt.edu
Student Health Service 412-383-1800	studentaffairs.pitt.edu/shs

STUDENT AND PROFESSIONAL ORGANIZATIONS

Graduate and Professional Student Government (GPSG)

The Graduate and Professional Student Government (GPSG) is the student government that represents the interests of all graduate and professional students at the University of Pittsburgh and serves as the umbrella organization for all of the graduate/professional school student governments. Our mission is to act as the voice of our constituents and to actively ensure that the concerns of these students are heard. Programs and services offered by GPSG include annual funding for graduate and professional student organizations, travel grants to students presenting and/or attending conferences, free legal services and sponsorship of additional activities.

Visit pittgpsg.com for more information.

American Occupational Therapy Association (AOTA)

The American Occupational Therapy Association (AOTA) is the nationally recognized professional association of occupational therapists, occupational therapy assistants and students of occupational therapy. AOTA advances the quality, availability, use and support of occupational therapy through standard-setting, advocacy, education and research on behalf of its members and the public. Student members are eligible to receive professional OT publications, reduced fees to the annual AOTA conference and the opportunity to apply for scholarships offered by the American Occupational Therapy Foundation (AOTF).

Visit aota.org for more information.

World Federation of Occupational Therapists (WFOT)

The World Federation of Occupational Therapists (WFOT) is the official international organization for the promotion of occupational therapy. WFOT supports the development, use and practice of occupational therapy worldwide, demonstrating its relevance and contribution to society. WFOT membership can be obtained through AOTA.

Visit wfot.org for more information.

APPENDIX A

Our History

- 1982 The Department of Occupational Therapy and the program in occupational therapy (BS) were established in the School of Health Related Professions.
- 1985 The entry-level baccalaureate curriculum was accredited by the Council for Allied Health Education and Accreditation (CAHEA), American Medical Association.
The program in occupational therapy graduated its first students with a BS degree.
- 1990 The entry-level baccalaureate curriculum was re-accredited by CAHEA.
- 1992 The post-professional master's program (MS) with an emphasis in occupational therapy was established in the School of Health and Rehabilitation Sciences (formerly titled the School of Health Related Professions).
- 1993 The first students from the MS program with an emphasis in occupational therapy graduated.
- 1997 The entry-level baccalaureate curriculum was re-accredited by the Accreditation Council for Occupational Therapy Education (ACOTE), American Occupational Therapy Association (AOTA).
- 1999 The Department of Occupational Therapy began participating in the interdisciplinary doctoral program in rehabilitation science (PhD).
- 2000 The entry-level master's program in occupational therapy (MOT) was established and accredited by the ACOTE.
The Beta Tau Chapter of Pi Theta Epsilon was established at the University of Pittsburgh.
- 2002 The program in occupational therapy graduated its first students with an MOT degree.
- 2003 The first student from the Department of Occupational Therapy graduated with a PhD degree.
- 2005 The MOT program was re-accredited by ACOTE for a period of 10 years from academic year 2004/2005 to 2014/2015.
- 2014 The Doctor of Clinical Science (CScD) with an emphasis in occupational therapy was approved as a post-professional degree.
- 2015 The MOT program was re-accredited by ACOTE for a period of 10 years from academic year 2014/2015 to 2024/2025.
- 2016 The first students graduated from the CScD with an emphasis in occupational therapy program.
The Doctor of Occupational Therapy (OTD) program was approved and the OTD was established as a degree type at the University of Pittsburgh.
- 2018 The post-professional master's program was revised and established as a Master of Science (MS) in occupational therapy.
The Department of Occupational Therapy moved to Bridgeside Point I.
- 2019 The OTD program was accredited by ACOTE for a period of 7 years (the maximum length of time granted for a new program) from academic year 2019/2020 to 2026/2027.
- 2020 The program in occupational therapy graduated its first students with an OTD degree.
- 2024 OTD Program ranked #1 in the Nation by U.S. News & World Report

The OTD program was designated as a Program of Merit (POM) in Gerontology which acknowledges a commitment to providing a high-quality program that prepares students to contribute their talents and knowledge to the field of aging.

The Doctor of Clinical Science (CScD) in Occupational Therapy program was updated and transformed into an online post-professional program.

The Advanced Practice Certificate in Implementation of Evidence in Clinical Practice was established.

Our Success

Our Faculty:

Nationally Recognized Achievements:

- American Occupational Therapy Association—Award of Merit; Eleanor Clarke Slagle Lectureship (highest academic honor); Recognized Fellows; and Association Leadership: President-Elect, Board of Directors, Representative Assembly, Special Interest Sections and Ad-hoc committees
- American Occupational Therapy Foundation—Research Academy honored members; and Leaders & Legacies Society
- Research Grants—National Institutes of Health; Patient-Centered Outcomes Research Institute; Centers for Disease Control and Prevention; Department of Defense; and Foundations
- Experts in the fields of pediatrics, gerontology, neurorehabilitation, disability analysis and health policy

Our Students:

- Recipients of research/scholarly and leadership awards by the American College of Rheumatology Research & Education Foundation, RESNA/Whitaker Foundation, Albert Schweitzer Fellowship, Jewish Healthcare Foundation (JHF) Patient Safety Fellowship, JHF Jonas Salk Health Fellowship, JHF Death and Dying Fellowship, JHF Health Innovations Fellowship, National Institute for Disability and Rehabilitation Research, and Pi Theta Epsilon (nationally recognized honor society for occupational therapy students and alumni)
- University (Alumni Association, UPMC Endowed Scholarship, Nationality Room Scholarships, Anne Pascascio Scholarship), Department (Joan C. Rogers Student Award, Caroline Robinson Brayley Student Enrichment Fund, Department of Occupational Therapy Award of Professional Excellence), and professional (American Occupational Therapy Foundation, American Occupational Therapy Association, Pennsylvania Occupational Therapy Association, National AMBUCS, Inc.) scholarship awardees
- Traditional and non-traditional students with diverse backgrounds and life experiences
- Application of education through participation in research and service activities
- Achieve the gold-level of AOTA Student Membership Circle (100% student membership).

Our Facilities:

- Located within the School of Health and Rehabilitation Sciences, one of six schools (Dental Medicine, Medicine, Nursing, Pharmacy, Public Health) of the health sciences in a large academic medical center, the University of Pittsburgh Medical Center (UPMC)

- UPMC is rated among "the best" in the nation by *U.S. News and World Report*
- The University has numerous federally funded Centers of Clinical Excellence
- Best library facilities in Western Pennsylvania, among the top in the nation for psychiatric holdings
- State-of-the-art teaching and laboratory facilities
- Interprofessional learning opportunities

Our University and Community:

- Founded in 1787—one of the oldest institutions of higher education in the US
- Member of the Association of American Universities, an association of the leading research universities in North America
- In 2021, the *Wall Street Journal/Times Higher Education* College Rankings again named Pitt as the No. 1 public university in the Northeastern United States.
- Ranks 5th among all US universities in terms of competitive grants awarded to members of its faculty by the National Institute of Health
- Ranks 9th nationally in terms of total federal science and engineering research and development support, according to the National Science Foundation
- Strong university ties to the local medical community
- 132 acres (yes, we have trees—in fact, over 500!)
- Access to ethnic diversity and cultural resources of a large city with a small-town atmosphere

APPENDIX B

Note : Plan of study can be found [here](#)

SCHOOL OF HEALTH AND REHABILITATION SCIENCES UNIVERSITY OF PITTSBURGH						
PLAN OF STUDY						
PLEASE PRINT						
☐ MR. ☐ MS. ☐ MRS.	LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME	PEOPLESOFT ID		
PRESENT MAILING ADDRESS						
STREET		CITY	STATE	ZIP CODE	PHONE	
PERMANENT MAILING ADDRESS						
STREET		CITY	STATE	ZIP CODE	PHONE	
STATUS (CHECK ONE)			PROGRAM		DATE ADMITTED	
☐ FULL TIME ☒ PART TIME			☒ CScD (OT)		Fall 2022	
COURSE NO. (REQUIRED)	TITLE OF COURSE		UNIVERSITY WHERE TAKEN EXPERIENCE	YEAR/ TERM	GRADE	CREDIT
Doctor of Clinical Science (CScD) in Occupational Therapy Degree						
-----	Transfer Credits (up to 30)		University of Pittsburgh	2022/Fall	T	30
	Electives		University of Pittsburgh			
OT 3010	Evidence Interpretation for Implementation*		University of Pittsburgh	2022/Fall	A-	3
OT 3020	Foundations in Implementation*		University of Pittsburgh	2022/Fall	A	3
OT 3000	Advanced Assessment		University of Pittsburgh	2023/Spring	A+	4
OT 3400	Theories of Change		University of Pittsburgh	2023/Spring	A+	3
OT 3100	Evidence Analysis and Synthesis		University of Pittsburgh	2023/Summer	A	4
OT 3500	Implementation Evidence		University of Pittsburgh	2023/Summer	A+	3
-----	Preliminary Examination		University of Pittsburgh	PASSED		---
OT 3300	Conceptualizing and Assessing Quality Improvement		University of Pittsburgh	2023/Fall	A	4
OT 3030	The Business of Implementation*		University of Pittsburgh	2023/Fall	A	3
OT 3040	Advocacy for Implementation*		University of Pittsburgh	2024/Spring	A+	3
OT 3200	Evidence-Based Protocols and Practice Guidelines		University of Pittsburgh	2024/Spring	A+	4
OT 3800	Capstone Phase I		University of Pittsburgh	2024/Summer	A	3
OT 3700	Capstone Phase II		University of Pittsburgh	2024/Fall		5
-----	Comprehensive Examination and Capstone Defense		University of Pittsburgh	PASSED		---
	*Required course for Advanced Practice Certificate					
			QPA	TOTAL CREDITS		72
STUDENT'S SIGNATURE		DATE	ADVISOR'S SIGNATURE		DATE	

APPENDIX C

Note : Academic Advisement Report instructions can be found [here](#)



ACADEMIC ADVISEMENT ADMINISTRATOR REPORT

Program: Sch Hlth & Rehabilitation Scs Program
Plan: Occupational Therapy Major
Sub Plan: Online Occupational Therapy Track

Term Declared
Fall Term 2025-2026
Fall Term 2025-2026
Fall Term 2025-2026

Status *
Not Satisfied
Not Satisfied
Satisfied

* Status pending verification from academic advisor/school.

ANNOUNCEMENT REGARDING THE ACADEMIC ADVISEMENT REPORT

This Academic Advisement Report will indicate the degree requirements for each academic program (schools) and plan (majors, minors, etc.) you are currently enrolled in. Students that have declared two or more majors will have all degree requirements presented in this advisement report. Students should contact their advisor(s) for details regarding how courses are counted towards each major.

Completed degree requirements will show courses used and credits earned. It is important to note that this report includes In Progress courses (currently enrolled or those with G or I grades) in its calculations. The report assumes the successful completion of all In Progress courses and indicates the degree requirements they are applied to as satisfied. Please note that In Progress courses may include repeated courses, and In Progress courses may not be counted as new credits.

This report may require manual adjustments to reflect approved exceptions to requirements, credit earned while studying abroad, and other unique circumstances. If you have any questions about this report, please contact your academic advisor. This report is not an official transcript and is subject to changes, updates, and corrections as needed. (RG 9717)

The following courses are considered 'In Progress'.

The following courses are considered 'In Progress'.

This report assumes the successful completion of the following (3113-10).

The following courses are considered 'In Progress'.

The following courses are considered 'In Progress'.

This report assumes the successful completion of the following (3113-10).

Term	Subject	Catalog Nbr	Units	Grade
2025Fall	OT	3010	3.00	In Progress
2025Fall	OT	3030	3.00	In Progress

Occupational Therapy CScD

Overall Requirement Not Satisfied: Doctor of Clinical Science (CScD) in Occupational Therapy (RG 9435)

OT-CSD Coursework

Overall Requirement Not Satisfied: OT-CSD Coursework (RQ 4836)

OT 3000 - Not Satisfied: OT 3000 Advanced Assessment (RQL 4836-10)

? Units:4.00 required, 0.00 used, 4.00 needed

Courses Available - OT 3000

OT 3010 - Satisfied

OT 3010 Evidence Interpretation for Implementation (RQL 4836-20)

Term	Subject	Catalog Nbr	Units	Grade
2025Fall	OT	3010	3.00	In Progress

OT 3020 - Not Satisfied: OT 3020 Foundation in Implementation (RQL 4836-30)

? Units:3.00 required, 0.00 used, 3.00 needed

Courses Available - OT 3020

OT 3030 - Satisfied

OT 3030 The Business of Implementation (RQL 4836-40)

Term	Subject	Catalog Nbr	Units	Grade
2025Fall	OT	3030	3.00	In Progress

OT 3040 - Not Satisfied: OT 3040 Advocacy for Implementation (RQL 4836-50)

? Units:3.00 required, 0.00 used, 3.00 needed

Courses Available - OT 3040

OT 3100 - Not Satisfied: OT 3100 Evidence Analysis and Synthesis (RQL 4836-60)

? Units:4.00 required, 0.00 used, 4.00 needed

Courses Available - OT 3100

OT 3200 - Not Satisfied: OT 3200 Evidence-Based Protocols and Practice Guidelines (RQL 4836-70)

? Units:4.00 required, 0.00 used, 4.00 needed

Courses Available - OT 3200

OT 3300 - Not Satisfied: OT 3300 Conceptualizing and Assessing Quality Improvement (RQL 4836-80)

? Units:4.00 required, 0.00 used, 4.00 needed

Courses Available - OT 3300

OT 3400 - Not Satisfied: OT 3400 Theories of Change (RQL 4836-90)

? Units:3.00 required, 0.00 used, 3.00 needed

Quality Improvement (RQL 4836-80)

? Units:4.00 required, 0.00 used, 4.00 needed

Courses Available - OT 3300

OT 3400 - Not Satisfied: OT 3400 Theories of Change (RQL 4836-90)

? Units:3.00 required, 0.00 used, 3.00 needed

Courses Available - OT 3400

OT 3500 - Not Satisfied: OT 3500 Implementation Evidence (RQL 4836-100)

? Units:3.00 required, 0.00 used, 3.00 needed

Courses Available - OT 3500

OT 3600 - Not Satisfied: OT 3600 Capstone Phase 1 (RQL 4836-110)

? Units:3.00 required, 0.00 used, 3.00 needed

Courses Available - OT 3600

OT 3700 - Not Satisfied: OT 3700 Capstone Phase 2 (RQL 4836-120)

? Units:5.00 required, 0.00 used, 5.00 needed

Courses Available - OT 3700

Doctoral Preliminary Exam - Not Satisfied: Doctoral Preliminary Exam (RQL 4836-124)

Not Satisfied: Dynamic Condition Equal Doctoral Prelim Evaluation
Doctoral Comprehensive Exam - Not Satisfied: Doctoral Comprehensive Exam (RQL 4836-126)

Not Satisfied: Dynamic Condition Equal Doctoral Comp Examination
30 Transfer Credits - Not Satisfied: 30 Transfer Credits (RQL 4836-05)

? Units:30.00 required, 0.00 used, 30.00 needed

Courses Available - TRNSFR 0000, OT 2###

DEGREE CREDITS / GPA

Note : Credit Transfer Form can be found [here](#)

Submit to Student Services when Completed

Date Submitted: _____ PeopleSoft ID: _____
Student Name: _____ Advisor Name: _____
Student Signature: _____ Advisor Signature: _____

SAMPLE

Program Director Signature of Approval: _____

APPENDIX E

Note : Student Waiver For Faculty/Staff Reference Form can be found [here](#)

University of Pittsburgh
Department of Occupational Therapy
STUDENT WAIVER FOR FACULTY/STAFF REFERENCE

I, _____ [*print student's name*], hereby authorize
_____ [*print name of faculty member*] of the University

of Pittsburgh to release my educational record information for the purpose of providing a written and/or oral reference to the following: [check all that apply]

- ☐ Any and all potential employers
- ☐ Any and all scholarship and award opportunities
- ☐ Specific recipient(s): _____

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only to the person(s)/organizations(s) specifically listed. This release does not permit the disclosure of these records to any other persons or entities without my written consent or as permitted by law.

I further understand that I do not have to consent to this disclosure and that I may revoke the authorization by sending a written revocation of this authorization to the University of Pittsburgh's Department of Occupational Therapy.

I understand that any revocation of authority hereunder would only govern subsequent releases and only be valid from the time of the University of Pittsburgh's actual receipt of a written notice.

[*date*]

[*student signature*]

APPENDIX F

Note : Student Release Form can be found [here](#)

University of Pittsburgh
Department of Occupational Therapy
**STUDENT RELEASE PERMITTING THE USE OF ACADEMIC
PRODUCTS FOR FUTURE EDUCATIONAL PURPOSES**

Student's Full Name (Last, First, Middle or Maiden Name)

I, _____, give permission to the faculty of the
Department of Occupational Therapy to share samples of my academic products for
future educational purposes (e.g., models for future students, curriculum review).

Title of Academic Product

I understand that this authorization is indefinite; however, I may revoke authorization by
sending a signed, written revocation of the authorization to:

Department of Occupational Therapy
University of Pittsburgh
100 Technology Drive
Bridgeside Point I, Suite 350
Pittsburgh, PA 15219

Revocation of authorization will only be effective upon the date of receipt going forward
and will not impact prior disclosures. I further understand that: 1) I am not required to
consent to the disclosure, and 2) I am doing so knowingly and voluntarily.

Student's Signature

Date

MANUAL ACKNOWLEDGEMENT AGREEMENT

I have read the manual for the Doctor of Clinical Science (CScD) in Occupational Therapy Student Manual in its entirety. I understand all the policies and procedures included in this manual and agree to abide by them at all times while enrolled as a CScD student in the Department of Occupational Therapy, School of Health and Rehabilitation Sciences, at the University of Pittsburgh. If I have questions at any time regarding the content of the manual, I will make an appointment with my faculty mentor for clarification.

Additionally, I agree that any photos taken during education-related activities (curricular and extracurricular), with or without my name attached to the photo or video, may be used by the Department for recruitment, educational, and promotional materials.

Name of Student – PLEASE PRINT

Signature of Student

Date

PLEASE RETURN to Katie Caspero via email at kac748@pitt.edu by August 25, 2025.