

# Pi Theta Epsilon

## PTE

**The National Honor Society for  
Occupational Therapy**



## **New Member Orientation Handbook**

**a program of the American Occupational Therapy Foundation**

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## History

Pi Theta Epsilon is the national honor society for occupational therapists. Established in 1958, at the University of New Hampshire (UNH), Pi Theta Epsilon has evolved into a nationally recognized organization with purposes of which all occupational therapists can be proud and with a structure that supports these purposes and the resulting programs.

Why an honor society in occupational therapy? The students at UNH believed that it was important to recognize their outstanding classmates. Although they had access to a biology honor society, their records show that they felt it was “a bit remote.” They wanted to bestow a unique honor upon their own graduates and create a mechanism for other occupational therapy programs to follow in honoring academic excellence. Dr. Anne Henderson was instrumental in helping to form the chapter, as were three founding members: Nancy Anne Morehouse (Marshall), Faith Barnett, and Mickey Lane Leavey (Gresh). Charter members included Penny Webb, Priscilla Radcliff, Betty Ann Caton, Janet Marie Allaire (Kay), and Elizabeth Ellen Bunker (Lovejoy). The Alpha chapter at UNH, which served as national headquarters for Pi Theta Epsilon between 1959 and 1970, is still alive and well.

Beta chapter, at Colorado State University, was the second chapter of the honor society for occupational therapy students, followed by Gamma chapter at Kalamazoo State (now Western Michigan) University as the third and Delta chapter at Texas Woman’s University as the fourth chapter. These pioneer chapters recognized that in a true profession, scholarship and research are necessary components in the development of the profession’s knowledge base, as well as the development of a scholarly-based practice standard for providing care. They maintained careful records of inductees and initiated several studies to determine the similarity of the occupational therapy programs of the time. For example, they made an effort to exchange information regarding curriculum content at the different programs.

However, the society had no national structure and apparently no way to develop one. With the occupational therapy requirement for fieldwork education immediately upon completion of the academic portion of the program, no alumni were available to work toward the development of a national structure. The organization was seen as being for student members; students held office in their local chapters and made efforts to correspond with colleagues in other educational programs. A book of minutes from Alpha chapter indicated that members in 1959 created a poster about Pi Theta Epsilon for the next annual conference of the American Occupational Therapy Association (AOTA). Members suggested holding annual Pi Theta Epsilon meetings in conjunction with the “AOTA Convention” in the future.

In 1983, national headquarters moved to the University of North Dakota where an occupational therapy faculty member, Dory Marken, provided an invaluable service by establishing a record-keeping system; each chapter sent to her a list of inductees. These records have made it possible to trace many early members of Pi Theta Epsilon.



The urge to become a national organization arose periodically. Student members were eager to see Pi Theta Epsilon affiliated with the Association of College Honor Societies (ACHS). In 1987 the American Student Committee of the Occupational Therapy Association (ASCOTA), now the Assembly of Delegates (ASD), conducted a survey of existing chapters, inquiring about standards to establish and maintain a national honor society. Respondents were strongly in favor of working to achieve the standards required by ACHS, which were a minimum of 10 chapters and adoption of a unified constitution and a uniform set of eligibility criteria by all chapters. In 1987, there were 19 chapters across the country, but they had no means of communication, no shared constitution, no standard eligibility requirements, and no recognition by universities as a national honor society existed.

In 1988, ASD asked the Board of Directors of the American Occupational Therapy Foundation (AOTF) to sponsor Pi Theta Epsilon toward achieving recognition as a national honor society. As AOTF had already established the Academy of Research for selected scholars whose work exemplified the highest academic and scientific work, sponsorship of Pi Theta Epsilon was seen by AOTF as an opportunity to lay the groundwork for future scholars and Academy members.

In response to ASD's request, an advisory committee was established. This group first met in 1988 in Baltimore during the annual conference with Carolyn Baum, then a member of the AOTF Board of Directors, as chairperson. Other members of the group included Mary J. Bridle, Dory Marken, Paula Kraemer, and Truby La Garde. The group developed plans for a national structure and a national agenda to be carried out by the student members of a local working committee: Faye Jobe, Sheila Rae Krajnik, Michelle Cullen, and Susan Lin. Mary J. Bridle served as the faculty advisor, while Nedra Gillette served as the AOTF staff liaison. In 1991, a second advisory group was convened with Maralynne Mitcham as chairperson and Virginia Stoffel and Sandy Cash as members. AOTF provided an operating budget to support Pi Theta Epsilon activities through 1994. This loan of nearly \$10,000 has now been repaid through the successful dues structure of the new organization. Work was undertaken by the student leaders to (a) increase the number of existing chapters; (b) incorporate the society; (c) register its trademark (the pin worn by Pi Theta Epsilon members); and (d) apply successfully to ACHS. By March 1995, all of these goals had been accomplished except ACHS membership, which was finally achieved in February 1996. By March 1995 there were 43 chapters!

In 1990, a constitution was adopted through ratification by all existing chapters. This constitution supersedes any governing documents previously adopted by any specific chapter, although chapters are still encouraged to develop their own bylaws to govern their local operations. A uniform dues and fees structure was adopted through the constitution, thus creating the first fiscal base for the organization and putting it on the road to financial independence (one of the requirements of ACHS).

A quarterly newsletter was adopted as the primary means for fostering communications between chapters and between chapters and the national society. The Scroll & Pen serves as the vehicle for soliciting nominations for officers, promoting the agenda for the annual national meetings, and alerting members to important events such as nomination deadlines for the President's Award, the Award of Excellence, and the Mary J. Bridle First Research Award.

In 1992, the Pi Theta Epsilon Executive Committee developed a long-range plan for the society. This plan helps the organization monitor its goals and see to what extent its programs actually achieve their goals. Goals are not easily accomplished in the absence of staff, of course, and the Executive Committee had to face this problem early on. For the first few years of its life, Pi Theta Epsilon was staffed by the secretary to the Research Division at AOTF. The secretary also had the responsibility of producing the Scroll & Pen. By 1995 an independent coordinator was recognized as being essential, although only a half-time position could be afforded within the budget. The coordinator's role is vital to the success of the organization and includes responsibility for overseeing arrangements of the annual meeting, soliciting dues and maintaining a membership database, and producing the Scroll and Pen. In addition, the coordinator works closely with the Executive Committee, facilitating the quarterly conference calls that help to move the society's agenda in a timely fashion.

Recently, the Executive Committee established a mechanism for regional representation; each chapter is assigned to one Executive Committee member who will try to maintain regular contact and provide support for chapter initiatives that help Pi Theta Epsilon achieve its objectives. In addition, a new program providing for retroactive membership has recently taken place. Through this program, occupational therapists who did not have the opportunity to become members of Pi Theta Epsilon while they were in school will now be allowed to join by providing evidence of their qualifications at the time they entered the field. In still another program, Pi Theta Epsilon members are encouraged to become lifetime members by paying a single fee of \$125. Alumni members who do not live within a convenient distance of an occupational therapy program having a Pi Theta Epsilon chapter are invited to join a national satellite chapter; this affords them the opportunity to have a vote in national affairs and to get a better sense of "belonging" to the honor society. Alumni are encouraged to inquire about these opportunities.

The Executive Committee posed three purposes as the focus of the organization during the next several years: (a) to stimulate, recognize, and reward clinical practice that demonstrates authentic occupational therapy; (b) to stimulate, recognize and reward educational systems that support scholarship, research, and critical thinking in students and faculty; and to stimulate research through a program of awards and mentorship. These continue as the focus today.



## Trademark

On November 23, 1993 the Pi Theta Epsilon Service Mark (below) was published in the Trademarks Official Gazette. A Certificate of Registration was issued soon thereafter.



## Mission

The mission of Pi Theta Epsilon is to:

Support the practice of occupational sciences and the practice of authentic occupational therapy by promoting research, leadership and scholarly activities by its members. In this way, the organization serves not only the profession, but helps to ensure quality health care services for the general public.

## Ideals

The ideals of Pi Theta Epsilon are to:

- Stimulate, recognize and reward clinical practice that demonstrates the principles of authentic occupational therapy; and
- Stimulate, recognize and reward educational systems that support excellence in scholarship, research, and critical thinking (related to authentic OT) in its students and faculty.

For example: we want to support educational systems which prepare students to:

- Become practitioners of authentic occupational therapy;
- Endeavor to conduct research;
- Strive to attain the ideals of PTE; and
- Stimulate research through a program of awards and mentorship.

## Purpose

The purposes of Pi Theta Epsilon (PTE), as stated in the society's constitution, are to:

- Recognize and encourage scholastic excellence of occupational therapy students;
- Contribute to the advancement of the field of occupational therapy through scholarly activities, such as research development, continuing education, and information exchange between student and alumni members; and
- Provide a vehicle for students enrolled in accredited programs in Occupational Therapy to exchange information and to collaborate regarding scholarly activities.



## Pi Theta Epsilon Code of Ethics

In accordance with the national code of ethics for occupational therapists, Pi Theta Epsilon believes that each of its members shall conduct themselves with the highest moral and professional standards. The policies of Pi Theta Epsilon shall be that:

PTE prohibits the practice of hazing or discrimination in any form.

The use of illegal substances is strictly forbidden.

The use of alcoholic beverages shall be in accordance with all laws and entities governing the society.

Buildings used for official PTE business shall be in compliance with the American Disabilities Act (ADA) and local fire and health codes.

# Functions of Honor Societies

## (from Association of College Honor Societies' By Laws, Article IV)

Section 1. An honor society is an association of primarily collegiate chapters whose purposes are to recognize and encourage high scholarship and/or leadership achievement in some broad or specialized field of study.

Section 2. The following functions are properly served by an Honor Society:

- a. It confers distinction for high achievement in undergraduate, graduate, and professional studies; in student leadership; and in the various fields of research.
- b. It fosters the spirit of liberal culture.
- c. It stimulates and encourages mental development.
- d. It stands for freedom of mind and spirit and for democracy of learning.
- e. It provides spiritual and intellectual leadership.
- f. It preserves valuable traditions and customs.
- g. It associates outstanding leaders in mutual understanding for the advancement of society in the art of democratic living.
- h. It stimulates worthy attitudes for the improvement of the general welfare of the institution.
- i. It imposes upon members high citizenship responsibilities and emphasizes deeper study and discussion of the American tradition; its characteristics, ideals, and possibilities.



## Eligibility Requirements

Article III, Section 2.A Eligibility :

a. The Association of College Honor Societies (ACHS) requires that specialized honor societies be established to recognize and encourage superior scholarship in a specialized field of study at either undergraduate or graduate levels.

1. Election of new members shall include those who have demonstrated superior scholarship. Those who are eligible shall rank not lower than the highest 35% of their class in scholarship, shall have a GPA of at least 3.5 on a scale of 4.0 since entering the occupational therapy program and shall have completed the number of credit hours used by the institution to designate one full academic term equivalency in all master's level program in occupational therapy.

2. An eligible student need not apply for membership in the semester in which she/he becomes eligible, but may apply at any time until the beginning of the final academic semester/quarter prior to beginning fieldwork. A student must have at least one entire semester remaining after initiation before leaving for a fieldwork placement.

3. A piece of scholarly written work, completed while enrolled in the occupational therapy program, shall be submitted as evidence of the applicant's ability. The applicant shall also submit a short essay (250 words) stating why she/he wishes to join PTE. Uniform review criteria shall be established as PTE policy.

4. Part-time students are eligible for membership. Part-time students are those for whom the total span of time allotted to complete all requirements for the degree program is greater than the usual number of required semesters or quarters. To be eligible, part-time students must have completed the number of graduate credit hours used by the institution to designate one full academic term equivalency in an entry-level post baccalaureate program in occupational therapy. GPAs for part-time students shall be figured separately for each student, relative to a current full-time class in the program. The several part-time students enrolled in the program shall not be considered as a "class" but shall have met all other eligibility requirements.

5. Lapsed members (those who have not continued to pay chapter dues as alumni) may rejoin the local PTE chapter of their choosing by paying only the current year's membership fee. No reinstatement fees shall be charged by any local chapter. Membership in a local chapter automatically bestows membership in the national society.

6. ACHS does not permit a member honor society to require membership in any other organization such as the American Occupational Therapy Association or the Assembly of Student Delegates (ASD).



## Benefits of Membership

- Graduate with honors wearing gold and navy cords
- Receive membership card
- Receive honor certificate upon induction
- Receive four issues of the Scroll & Pen
- Induction year subscription to *OTJR: Occupation, Participation and Health*
- Name printed in and issue of *OTJR* upon induction or name printed in *OTJR*'s annual list of inductees.
- Establish networking across the profession
- Membership continues as alumni
- Attend the Annual Business Meeting at no cost which includes participation from prominent therapists in the profession
- Eligibility for scholarships and awards
- Attend extra activities during AOTA Conference at no cost such as poster sessions and alumni reception.
- Opportunity to contribute knowledge

## **PTE Questions and Answers**

### **As a student, what support does PTE provide?**

PTE has two awards available to students. Mary J. Bridle First Research Award and the President's Award. Information on the criteria for these awards can be obtained from the Membership Handbook, your chapter president or faculty advisors, or the national office.

### **Who can I contact with questions concerning PTE?**

First, contact your chapter president or faculty advisor. If they can not answer your questions, the president or faculty advisor can contact your regional representative. The regional representative list can be found in your Membership Handbook.

### **How can I stay informed about national issues?**

Periodically, as new issues arise, the National Coordinator will distribute necessary information to all chapters. This information is sent directly to the faculty advisors in order for the information to be passed along to the chapter president and all chapter members.

### **What can I do after graduation?**

As an alumni member, you can serve PTE in a number of ways. An alumni member has the option of remaining an active member in the local chapter or becoming a member of the national alumni chapter. Also, an alumni member can serve on various committees at the national level --executive committee; minutes review committee; nominations committee; and/or newsletter committee. Service on these committees may begin before graduation.

### **What are my national and local dues used for?**

PTE is a non-profit organization. Membership dues at the national level fulfill the annual expenses that support and expand PTE and its values. Dues go toward scholarships, newsletters, annual business meetings, membership cards and certificates, and other scholarly activities. Each local chapter has the option to assess dues to provide monetary support for activities specific to that chapter.



## **How can I serve my local chapter?**

Each chapter governs the election of officers, planning of events, and service on committees that assists with promoting scholarly activities at their college or university. Contacting the chapter president or faculty advisor is the first step to learn more about your chapter and ways in which you can serve.

## **How long will my membership last?**

PTE is a lifetime membership. However, in order to remain a member in good standing yearly and receive the benefits of membership, annual fees are required. Newly inducted members pay an initiation fee along with annual membership dues of \$75.00. Sustaining fees for alumni membership is an annual fee of \$50 dollar.

A life time membership can also be purchased for a one-time payment of \$125.00.

## **Will I be notified of membership renewal?**

Yes. However, as a member, you must inform the national office of any address changes. Send address changes to: [pte@aotf.org](mailto:pte@aotf.org).

## Awards

### Mary J. Bridle First Research Award

#### Application Instructions

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The purpose of the award is to foster scholarship and first research efforts within the occupational therapy community. The Mary J. Bridle Award (MJB) provides an opportunity for occupational therapy students and new practitioners to prepare a research manuscript and have it reviewed by experts in the field. The winner of the award will be prepared to submit the manuscript to a professional journal with the goal of publication. Manuscripts may be either original research or critical reviews. The cash value of the award is \$250.00. It will be available annually but will be awarded only when manuscripts of sufficient caliber are submitted.

The application can be found on the AOTF web site at <http://www.aotf.org/pithetaepsilon/membershipdocuments.aspx>. Applications must be emailed to [pte@aotf.org](mailto:pte@aotf.org) by October 1 each year. Curriculum vitae (CV) for each author must be included. For blinded review, the manuscript must not identify either the student or educational program with which s/he is associated. It is the applicant's responsibility to see that all identifying materials have been removed; failure to do so will disqualify the manuscript. The applicant's contact information should be provided in a cover letter which should also include definitive statements regarding each of the following:

1. When the study was initiated, and how it was related to the author's educational program at the time (e.g. "the manuscript was a required clinical research project during fieldwork," "the manuscript was a term paper required for a course in research," etc).
2. Identify any faculty members in your program who have assisted you in any way with the study, for purpose of insuring no conflict of interest in the review process.
3. Verify (as appropriate) approval granted by an Institutional Review Board (IRB) if relevant to the study. Please note that scholarly papers, such as literature-based studies, ARE acceptable for submission for this award in which case IRB approval does not apply.
4. Indicate whether or not the manuscript has been accepted for publication. [note: Manuscripts previously published or in the process of publication are NOT eligible for this award]



5. State that the applicant (primary author) has not been the recipient of any prior research award.

### **Submission Checklist**

- Cover letter
- De-identified manuscript
- CV for each author

### **Eligibility**

Competition is open to occupational therapy students, OT practitioners or teams.

The research must have been initiated while the primary author was enrolled as a student in an entry-level or post-professional masters or doctoral program in occupational therapy.

The manuscript must be submitted for the MJB Award within three years of graduation.

Although team members may represent other disciplines, the primary author must be an occupational therapist or occupational therapy student.

Applicants need not be members of Pi Theta Epsilon.

The applicant (primary author) must not have been the recipient of any prior research award.

### **Criteria for the Research Manuscript**

Research MUST:

1. Not have been published before nor accepted for publication at the time of submission for the MJB Award.
2. Add to the body of knowledge of occupational therapy.
3. Clearly demonstrate significance to the field of occupational therapy.
4. Present logical development of rationale for the study and for the specific research question.

5. Demonstrate methodologically correct form for the research question(s) asked by the study (not applicable to scholarly studies).
6. Be clearly written in manuscript form, using the style required by the journal to which the student plans to submit the manuscript. Please include in your cover letter a brief statement about where you plan to submit the manuscript and what that journal requires for formatting (i.e. APA style).

### **Terms**

Terms of the award require that the manuscript be submitted for publication to a journal of the authors' choosing.

### **Presentation**

The award will be presented at the awards ceremony at the next AOTA Annual Conference.



## President's Award

rev. 7/10

The President's Award has been established to honor and recognize Pi Theta Epsilon chapters who organize and implement outstanding scholarly activities. Examples of these events/activities are those developed to increase knowledge, develop professional skills, and further contribute to the advancement of occupational therapy. Applications are accepted during open submission annually and must be received by the national office no later than November 1. The application can be found on the AOTF web site at <http://www.aotf.org/pithetaepsilon/membershipdocuments.aspx>.

Each chapter may submit one application which details one scholarly chapter event conducted any time during the open submission period. All applications must be postmarked and mailed to the PTE national office November 1 each year. One additional electronic copy should be emailed to the national coordinator at [pte@aotf.org](mailto:pte@aotf.org). Applications will be reviewed by the national PTE executive committee and the winner will be determined by a majority vote of that committee. The winning chapter will be notified by February 1 each year. All submitted applications will be recognized at the PTE Annual Business Meeting and the winning submission will be awarded during the AOTA Annual Conference and Exposition Awards Ceremony presentation. Finally, your submission will be published in the spring issue of the Scroll and Pen newsletter. To apply, the following components must be submitted.

- Identifying Information:
  - Chapter Name
  - University
  - Contact Person
  - Address
  - Telephone Number
- Briefly define the activity conducted by your PTE chapter and why it was selected.
- Describe the relationship between this activity and the mission of your PTE chapter.
- Briefly describe the goal and/or purpose of the chosen activity.
- Summarize the outcome(s) of the activity, as related to your goal/purpose.
- Briefly provide a summary regarding the response of recipients to your activities, perhaps including quotes when appropriate.

## Opportunities to Serve Pi Theta Epsilon

Pi Theta Epsilon offers opportunities for professional development and contributions through serving the organization in a variety of ways at the local and national levels.

### Chapter Level:

- Participate in chapter meetings
- Participate as a committee member
- Serve as a committee chair
- Volunteer service as an elected chapter officer
- Actively participate by submitting articles for the Scroll & Pen

### National Level:

- Extend membership by joining the national alumni organization
- Actively participate in the annual business meeting
- Volunteer service as an elected national officer or appointed position. Each requires a 2 year term.
- Actively participate in committee structure: (committee member, chair). Positions require a 1 year term: Agenda/Minutes Review Committee, Nominations, Newsletter



## Collegiate Chapters

Alpha - University of New Hampshire

Beta - Colorado State University

Gamma - Western Michigan University

Delta - Texas Woman's University

Epsilon - Eastern Michigan University

Zeta - Mount Mary College

Eta - Wayne State University

Iota - Indiana University

Kappa - University of North Dakota

Lambda - Ohio State University

Mu - Florida International University

Nu - University of Texas, Galveston

Xi - Washington University, St. Louis

Omicron - Boston University

Pi - Temple University

Rho - University of Wisconsin

Sigma - University of Texas, San Antonio

Tau - SUNY Buffalo

Upsilon - Elizabethtown University

Phi - Virginia Commonwealth University

Chi - Quinnipiac University

Psi - College Misericordia

Alpha Beta - University of Alabama, Birm.

Alpha Gamma - Worcester State University

Alpha Delta - College of St. Catherine

Alpha Epsilon - Texas Tech University

Alpha Zeta - Eastern Kentucky University

Alpha Eta - Univ. of Southern California

Alpha Theta - Medical U. of South Carolina

Alpha Iota - Creighton University

Alpha Kappa - SUNY Brooklyn

Alpha Lambda - University of Indianapolis

Alpha Mu - University of Illinois at Chicago

Alpha Nu - St. Ambrose University

Alpha Xi - Baker College of Flint

Alpha Omicron - University of Toledo

Alpha Pi - Touro College

Alpha Rho - D'Youville College

Alpha Sigma - Keuka College

Alpha Tau - University of South Dakota

Alpha Upsilon - Tuskegee University

Alpha Phi - University of Hartford

Alpha Chi - U of Texas Med Branch at Gal.

Alpha Psi - University of New England

Alpha Omega - Barry University

Beta Alpha - Howard University

Beta Beta - Tennessee State University

Beta Gamma - Saint Louis University

Beta Delta - Nova Southeastern University

Beta Epsilon - University of Washington

Beta Eta - Xavier University

Beta Theta - Duquesne University

Beta Iota - Samuel Merritt College

Beta Kappa - Saginaw Valley State Univ.

Beta Lambda - Univ. of Southern Indiana

Beta Mu - Florida A&M University

Beta Nu - Mount Aloysius College

Beta Xi - Brenau University  
Beta Omicron - Louisiana State University  
Beta Pi - University of Mary  
Beta Rho - Spalding University  
Beta Sigma - Shenandoah University  
Beta Tau - University of Pittsburgh  
Beta Upsilon - Belmont University  
Beta Phi - Ithaca College  
Beta Chi - Saint Francis University  
Beta Psi - SUNY Stony Brook  
Beta Omega - NY Institute of Technology  
Gamma Alpha - Dominican College  
Gamma Beta - West Virginia University  
Gamma Gamma - California State University

Gamma Delta - Gannon University  
Gamma Epsilon - Univ. of South Alabama  
Gamma Zeta - University of Findlay  
Gamma Eta - Long Island University  
Gamma Theta - Maryville University  
Gamma Iota - University of Central Arkansas  
Gamma Kappa - Governors University  
Gamma Lambda - University of Mississippi  
Gamma Mu - San Jose State University  
Gamma Nu - Sacred Heart University  
Gamma Xi - Loma Linda University  
Gamma Omicron - College of St. Scholastica  
Gamma Pi - Sage Graduate Program



## PTE Regional Representative List

Revised 10/11

**Kim Schoessow, President**  
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### ALABAMA

Alpha Beta -- ktfoley@uab.edu

Alpha Upsilon -- grayg@tuskegee.edu  
dawsonc@tuskegee.edu

Gamma Epsilon -- riestes@usouthal.edu

### COLORADO

Beta -- Karen.atler@colostate.edu

### KENTUCKY

Alpha Zeta -- dana.howell@eku.edu

Beta Rho -- lstrickland@spalding.edu

### MINNESOTA

Alpha Delta -- kbarrett@stkate.edu

Gamma Omicron -- danders4@css.edu

### MISSOURI

Xi -- kniepmannk@wusm.wustl.edu

Beta -- Gamma-muellej3@slu.edu

Gamma Theta -- pbohr@maryville.edu

### MISSISSIPPI

Gamma Lambda -- lstreet@umc.edu

### NEBRASKA

Alpha Iota -- helenelohman@creighton.edu

### NORTH DAKOTA

Kappa-szimmer@medicine.nodak.edu

Beta Pi -- olsonc@umary.edu

### SOUTH DAKOTA

Alpha Tau - Barb.Brockevelt@usd.edu

### WASHINGTON

Omega -- inactive

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### WISCONSIN

Zeta -- garberj@mtmary.edu

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### IOWA

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### SOUTH CAROLINA

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GEORGIA

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LOUISIANA

Beta Omicron -- kalig@lsuhsc.edu

WEST VIRGINIA

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## Glossary of Terms

<b>Accredited Program</b>	An occupational therapy educational program that has been granted public recognition through a peer review process conducted by a non governmental agency and/or a professional association; in this case, by the ACOTE (Accreditation Council for Occupational Therapy Education).
<b>ACHS</b>	Association of College Honor Societies
<b>ACOTE</b>	Accreditation Council for Occupational Therapy Education
<b>AOTA</b>	American Occupational Therapy Association
<b>AOTF</b>	American Occupational Therapy Foundation
<b>ASD</b>	Association of Student Delegates
<b>Chapter</b>	A local branch of a national fraternity, sorority or honor society that is affiliated with a university or college. Collegiate chapters of member ACHS societies shall be established only in colleges and universities that grant baccalaureate or higher degrees and are accredited by the appropriate regional accrediting agency.
<b>Cumulative Scholastic Record</b>	The cumulative scholastic record of the student as interpreted by the institution where membership is to be conferred shall be the basis for computing scholastic eligibility.
<b>Entry Level</b>	BS/BA: Bachelor of Science degree/Bachelor of Arts degree
<b>GPA</b>	Grade point average
<b>Honor</b>	An academic distinction conferred on a superior student
<b>Members in Good Standing</b>	Those who have paid annual chapter dues.
<b>OT Program</b>	MOT, Master's level program in occupational therapy
<b>Professional</b>	Master's degree program or higher
<b>Quarter</b>	One fourth of the teaching period of the academic year.



**Scholarly Activities**

Academic pursuits, e.g. research, professional writing, presentations, and teaching.

**Scholastic Excellence**

Superior achievement in academic and professional endeavors.

**Section**

A segment of a Chapter established to accommodate students on a different campus of the name university, or in a non-traditional program on the same campus.

**Semester**

Half an academic year (usually lasting 15 to 18 weeks).

**Written Work**

Work should relate to the field of OT and be written while an occupational therapy student. The written work must reflect the students ability for critical thinking, written expression, and research.

## Member Orientation Handbook Agreement Form

This page must be signed and returned to the PTE National Office along with the students first year membership fee. This form should be collected from every newly inducted member by the local chapter Treasurer. Please attach and mail this form along with the PTE National membership form on March 1. All newly inducted members are required to read the PTE Member Orientation Handbook. Signing and returning the form promptly ensures that students are members in good standing

For additional information about PTE membership visit the web site at

<http://www.aotf.org/pithetaepsilon.aspx>

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By signing below and returning this form along with my induction fee and first year's dues of \$75 (I agree to pay an additional \$25 the following year), I acknowledge that I have read and understood the benefits of membership, and the obligation I have made as a member to uphold the ideals of the honor society..

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Student signature

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Date





THE AMERICAN  
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FOUNDATION

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