

## COMMUNICATIONS INFORMATION

PI THETA EPSILON NATIONAL OFFICE  
American Occupational Therapy Foundation  
4720 Montgomery Lane  
2nd floor  
PO Box 31220  
Bethesda, Maryland 20824-1220  
(301) 652-2682, ext. 834  
(301) 656-3620 Fax  
[www.pithetaepsilon.org](http://www.pithetaepsilon.org)

Contact:

Jessica Halterman, National Coordinator

[jhalterman@aotf.org](mailto:jhalterman@aotf.org)

1-800-Say-AOTA, ext 834

(member line; give AOTA member number)

## **TABLE OF CONTENT**

### **CHAPTER 1 - HISTORY**

#### **HISTORY**

**WHAT IS PI THETA EPSILON?**

**NATIONALIZATION**

**TRADEMARK**

### **FUNCTIONS OF HONOR SOCIETIES**

### **ELIGIBILITY REQUIREMENTS**

### **CHAPTER 2 - CONSTITUTION**

#### **ARTICLE I - NAME**

#### **ARTICLE II - PURPOSES**

#### **ARTICLE III - MEMBERSHIP**

**Section 1. Classes of Membership; Section 2. Eligibility.**

#### **ARTICLE IV - CHAPTERS**

**Section 1. Conditions; Section 2. Names of Chapters; Section 3. Guidelines; Section 4. Sections.**

#### **ARTICLE V - CHAPTER OFFICERS**

**Section 1. Officers; Section 2. Eligibility; Section 3. Election of Officers; Section 4. Functions Of Officers.**

#### **ARTICLE VI - CHAPTER ADVISOR**

**Section 1. Eligibility.; Section 2. Selection; Section 3. Functions of the Advisor.**

#### **ARTICLE VII - CHAPTER MEETINGS**

**Section 1. Frequency; Section 2. Special Meetings; Section 3. Quorum.**

#### **ARTICLE VIII - INITIATION**

**Section 1. Initiation Schedule.**

#### **ARTICLE IX - FINANCES**

**Section 1. Initiation Fee; Section 2. Chapter Dues; Section 3. National Fees.**

#### **ARTICLE X - NATIONAL OFFICERS**

**Section 1. Officers; Section 2. Eligibility; Section 3. Election of Officers; Section 4. Functions Of Officers.**

#### **ARTICLE XI - NATIONAL MEETINGS**

**Section 1. Annual Meeting; Section 2. Chapter Vote; Section 3. Quorum; Section 4. Officer's Votes;**

**Section 5. Agenda.**

#### **ARTICLE XII - EXECUTIVE COMMITTEE**

**Section 1; Section 2; Section 3; Section 4; Section 5; Section 6.**

#### **ARTICLE XIII - AMENDMENT OF CONSTITUTION**

**Section 1; Section 2; Section 3; Section 4.**

#### **ARTICLE XIV - DISSOLUTION**

Revised 08/09JH

**Section 1.**

**CHAPTER 3 - RESOLUTIONS**

**PI THETA EPSILON POLICY**

**R1-000: Election of Delegates to PTE Annual Meetings**

**R2-991: Membership of Post-Professional Master's Degree Students**

**R3-991: Formation of Chapters in Programs too Small to Have Minimum of 10 Students in the Top 35% of the Class**

**R4-991: Chapter Fees Paid Annually to PTE National Office**

**R1-992: Collegiate Chapter Status, active/inactive**

**R1-993: Dues & Fees Structure of Pi Theta Epsilon**

**R2-993: Chapter Fees Paid Annually to PTE National Office**

**R3-993: Voting by Proxy**

**R4-993: Mary Bridle First Research Award**

**R1-994: Commencement Cords for Graduating PTE Members**

**R1-995: Lifetime membership**

**R2-995: Initiation Fee and Sustaining Memberships**

**R1-996: Establishing Chapters in Developing Programs**

**R1-997: Retroactive Membership**

**R2-005: Honorary Membership**

**CHAPTER 4 - CHAPTER PROCEDURES**

**HOW TO ESTABLISH A CHAPTER**

**INVITATION TO FACULTY MEMBERS TO SERVE AS CHAPTER ADVISORS [sample letter]**

**INVITATION FROM FACULTY ADVISOR TO APPLY FOR MEMBERSHIP [sample letter]**

**APPLICATION FOR MEMBERSHIP**

**GUIDELINES FOR INITIATION CEREMONY**

**INITIATION CERTIFICATES**

**INVITATION FROM CHAPTERS TO FORMER MEMBERS TO ACTIVATE ALUMNI MEMBERSHIP [sample letter]**

**GUIDE TO ELECTION PROCEDURES FOR LOCAL CHAPTERS**

**CHAPTER 5 - NATIONAL PROCEDURES**

**GUIDE TO NATIONAL ELECTION PROCEDURES (Reference: Constitution, Article X)**

**NOMINATION FORM FOR PTE EXECUTIVE COMMITTEE OFFICE**

**SUMMARY OF DUTIES FOR NATIONAL EXECUTIVE COMMITTEE OFFICES**

**QUALIFICATIONS FOR NATIONAL EXECUTIVE COMMITTEE OFFICER NOMINEES**

**APPENDIX**

**PTE CHAPTERS BY STATE**

## **CHAPTER I - HISTORY**

### **WHAT IS PI THETA EPSILON?**

Pi Theta Epsilon (PTE) was developed as a specialized honor society for occupational therapy students and alumni. This society recognizes and encourages superior scholarship among students enrolled in professional Master's programs at accredited schools across the United States.

PTE had its beginnings at the University of New Hampshire in the fall of 1958. Before the organization of PTE, students enrolled in the occupational therapy program who showed high scholastic ability were accepted into the biology honor society. The main purpose of this society was to "further the biological sciences". As one of PTE's founders stated, this aim "was a bit remote." The occupational therapy students at the University of New Hampshire felt that there should be a specific honor society which would recognize and encourage scholarship and service among occupational therapy students.

The objective of this society, as outlined by the founders of PTE, was to contribute to the advancement of occupational therapy through special projects of its members; to provide a basis for relationship among the accredited schools of occupational therapy; and to work in cooperation with the aims and ideals of the occupational therapy club (known as the Student Occupational Therapy Association or SOTA). At present, the mission of Pi Theta Epsilon is to promote research and scholarship among occupational therapy students. Its sister organization, ASCOTA, promotes service to the community and leadership through AOTA activities.

### **NATIONALIZATION**

In 1987, the American Student Committee of the Occupational Therapy Association (ASCOTA) 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 the Association of College Honor Societies (ACHS) which included adoption of a unified constitution by all chapters, a minimum of 10 Chapters, and a uniform set of election criteria. At the time, 27 chapters existed 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.

In 1988, ASCOTA asked the Board of Directors of the American Occupational Therapy Foundation to sponsor Pi Theta Epsilon towards achieving recognition as a national honor society. The mission of AOTF is to promote scientific, educational, and charitable work that benefits those who are recipients of occupational therapy services. In 1983, AOTF established the Academy of Research, a select group of scholars whose work exemplifies the highest academic

Revised 08/09JH

and scientific work. Recognition of such scholars serves to promote research and other scholarly pursuits across the profession and brings recognition both to the members of the Academy and to the profession at large. Sponsorship of Pi Theta Epsilon was seen as an opportunity to lay the groundwork for future scholars and Academy members.

An advisory committee was established and an operating budget was generously provided to support PTE activities through 1994. Work was undertaken to a) increase the number of existing chapters; b) to incorporate the society; c) to register its trademark (the pin worn by PTE members); and d) to apply successfully to the Association of College Honor Societies. By March 1995, all of these goals had been accomplished except for the ACHS membership which was pending only until the admissions committee of that organization held its next meeting. At that time there were 43 chapters in operation.

ACHS requires that its member societies be independent of any other sponsoring organization and to be self-supporting. The first national elections of officers for PTE were held in 1989. Annual membership meetings are held in conjunction with the annual conference of the American Occupational Therapy Association, and a quarterly newsletter, the Scroll & Pen, is produced and mailed to all chapters and to those alumni who have chosen to remain active in the society. AOTF's support at the present time includes providing a central location for communications and records, and indirect support for the national-level activities of the society by housing the PTE coordinator. The financial accounts of the society are also overseen by the AOTF's accountant.

## **TRADEMARK**

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

**FUNCTIONS OF HONOR SOCIETIES**  
**(from Association of College Honor Societies' By-Laws, Article IV)**

*Section 1. The functions of honor societies are not social as in the case of general college fraternities. Social activities of honor societies are incidental, and may obtain occasionally in connection with their major functions.*

*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**

The Association of College Honor Societies (ACHS) requires that specialized honor societies be established to recognize and encourage superior scholarship in a specialized field 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 an entry-level baccalaureate or post - baccalaureate program in occupational therapy.

2. An eligible student need not apply for membership in the semester in which she or he becomes eligible, but may apply 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 on 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 national honor society to require membership in any other organization such as the American Occupational Therapy Association, American Student Committee of the Occupational Therapy Association.

## **CHAPTER 2 - CONSTITUTION**

Revised 08/09JH

**Amended 8/1/09**

**ARTICLE I - NAME**

**Section 1. The name of the honor society shall be: Pi Theta Epsilon.**

**ARTICLE II - PURPOSES**

**Section 1. The purposes of the honor society shall be:**

- A. To recognize and encourage scholastic excellence of occupational therapy students.
- B. To contribute to the advancement of the field of occupational therapy through the scholarly activities of student and alumni members.
- C. To provide a vehicle for students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

**ARTICLE III - MEMBERSHIP**

**Section 1. Classes of Membership**

A. The membership of this organization shall consist of student, alumni, sustaining, life, and honorary members. All members shall exhibit high standards of personal and professional behavior and shall support the purposes of the honor society.

- 1. Student members shall be those who have been elected according to the qualifications set forth in the Constitution.
- 2. Alumni members shall be those past student members who were members in good standing upon graduation.
- 3. Sustaining members shall be those members who desire to support the purposes of this organization by contributing any amount larger than their designated dues.
- 4. Alumni who are active members of a local Pi Theta Epsilon (PTE) chapter shall be eligible for life membership in the national organization. The Executive Committee shall establish the fee for life membership.
- 5. Honorary membership may be conferred by an active chapter or at a national meeting upon individuals who have made an outstanding contribution to the field of occupational therapy.

B. Active members shall be student and alumni members in good standing. These shall be the only members entitled to vote.

C. Alumni members are eligible to belong to any chapter upon payment of dues.

## **Section 2. 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 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 an entry-level baccalaureate or post -baccalaureate program in occupational therapy.

2. An eligible student need not apply for membership in the semester in which she or he becomes eligible, but may apply 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 on 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 national honor society to require membership in any other organization such as the American Occupational Therapy Association, American Student Committee of the Occupational Therapy Association.

B. Candidates will be reviewed by a Review Board comprised of the current PTE chapter President, the advisor and two alumni members or two PTE members from a support Chapter.

C. Nominations of student members shall be made by the Review Board. Election shall be by a majority vote of the chapter.

D. Pi Theta Epsilon does not discriminate against any prospective member on the basis of race, gender, religion, ethnicity, disability, or age.

## **ARTICLE IV - CHAPTERS**

### **Section 1. Conditions.**

A. A chapter of the society may be established in a college or university in the United States of America or its territories which offers master level or advanced degrees and is fully accredited by its regional or professional accrediting agency. Chapters of PTE may be established at institutions offering an accredited curriculum in occupational therapy when evidence of interest and eligibility is shown by ten or more students who meet the eligibility requirements.

B. Alumni members who do not choose to participate in a collegiate chapter may belong to the National PTE Alumni Chapter.

### **Section 2. Names of Chapters.**

The active chapters shall be named in order of their formation from the letters of the Greek alphabet.

### **Section 3. Guidelines.**

Guidelines for establishing new chapters shall be available from the national PTE office (see How to Establish a Chapter in PTE manual).

### **Section 4. Sections.**

To accommodate groups of students enrolled in different programs at the same school (i.e. B.S. students, M.S. students) chapters may establish several sections and, if necessary,

Revised 08/09JH

on different campuses of the university or college.

### **Section 5. Alumni Liaison.**

Each chapter shall have an Alumni Liaison who is appointed by the Chapter President. The Alumni Liaison shall serve as a non-voting member of the Chapter Executive Committee. The Alumni Liaison may be either a student or alumni member. Responsibilities of the Alumni Liaison shall include communicating with the active alumni members of the chapter, chapter officers, and the PTE National Office, as well as assisting in the coordination of chapter activities involving PTE alumni.

## **ARTICLE V - CHAPTER OFFICERS**

### **Section 1. Officers.**

The officers shall be President, Vice-President, Secretary and Treasurer.

### **Section 2. Eligibility.**

Officers shall be elected from the active membership.

### **Section 3. Election of Officers.**

- A. Elections shall be held yearly by secret ballot.
- B. Officers shall be elected by a simple majority.

### **Section 4. Functions of Officers.**

- A. Elected officers shall serve for one year.
- B. The President shall notify the membership of meetings and shall preside at meetings. The President shall promote the functioning of the organization in accordance with the Constitution. The President shall serve on the Chapter Review Board. The President shall not vote in the election of officers except in the case of a tie.
- C. The Vice-President shall assist the President. The Vice-President shall preside over meetings in the absence of the President.
- D. The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain the records of the organization.

- E. The Treasurer shall be responsible for handling all monies and financial records of the chapter, including the preparation of the annual budget. The Treasurer shall provide for safe keeping of monies collected and exchanged with the national office of PTE.

## **ARTICLE VI - CHAPTER ADVISOR**

### **Section 1. Eligibility.**

- A. The advisor shall be a Registered Occupational Therapist (OTR) and a member of the occupational therapy faculty.
- B. The advisor shall have been a faculty member for at least one year.

### **Section 2. Selection.**

- A. The active membership of the chapter shall authorize the Secretary to send a written invitation to a faculty member each year inviting her or him to serve as advisor for the following year.
- B. The faculty member shall notify the organization in writing that she or he accepts or declines the position.

### **Section 3. Functions of the Advisor.**

- A. The advisor shall identify the top 35% of each class who are eligible to apply for membership.
- B. The advisor shall serve as a member of the Chapter Review Board.
- C. The advisor shall attend meetings regularly.
- D. The advisor shall act as a liaison between faculty and PTE.
- E. The advisor shall not have a vote.
- F. The advisor shall receive nominations for chapter officers.

## **ARTICLE VII - CHAPTER MEETINGS**

### **Section 1. Frequency.**

The frequency of meetings shall be decided upon at the first meeting of each year.

### **Section 2. Special Meeting.**

Special meetings may be called by the President or upon petition signed by fifty percent of the membership.

### **Section 3. Quorum.**

The number needed to constitute a quorum shall be 20 percent of the active membership. A quorum is necessary when establishing or amending the functions of the chapter.

## **ARTICLE VIII - INITIATION**

### **Section 1. Initiation Schedule.**

Initiation of new members shall take place within two months after the candidates have been elected.

## **ARTICLE IX - FINANCES**

### **Section 1. Chapter Initiation Fee**

An initiation fee may be established which is sufficient to cover local costs of initiation. It shall be payable to the Chapter Treasurer at or before the time of the initiation ceremony.

1.

### **Section 2. Chapter Dues.**

Chapter dues shall be paid annually by individual members. Chapter dues shall be sufficient for purposes of the chapter's activities so as to reduce the necessity of fund-raising. Local chapter dues shall be established by a simple majority vote of the active members of the chapter.

### **Section 3. National Fees.**

A. New members shall at the time of their initiation pay a standard initiation fee to the

national PTE organization. The fee shall be determined by members attending the annual national meeting. The Chapter Treasurer shall forward these fees, in a single payment, to the national office each Spring, at a time designated by the Executive Committee.

B. Chapters unable to meet the dues payment deadline must notify the national office in writing no later than one month prior to the deadline. Justification for the late payment should accompany the request for exception to the established deadline. The executive Committee will make the final decision regarding the deferred payment. Failure to notify and/or meet the requirements of National fees payments schedule will result in a \$75 penalty.

C. Active members will pay the annual membership dues to the national organization. The amount of dues shall be determined by the members attending the national meeting.

D. Fee increases determined at an annual meeting shall go into effect at the time of the next dues collection in order for chapters to have time to institute a change.

## **ARTICLE X - NATIONAL OFFICERS**

### **Section 1. Officers.**

The national officers shall be President, Vice-President, Secretary, and Treasurer.

### **Section 2. Eligibility.**

Officers shall be elected from the active membership of PTE chapters. For the positions of Secretary and Treasurer, the candidates must have been active members of PTE for a minimum of one year prior to taking office at the PTE Annual Meeting. For the positions of President and Vice-President, the candidates must have been active members of PTE for a minimum of two years prior to taking office.

### **Section 3. Election of Officers.**

A. Elections shall be held every year. President and Secretary shall be elected in

odd years and Treasurer and Vice-President shall be elected in even years.

B. The nominations Chair and two committee members shall be elected by the assembly from amongst those members present at the annual meeting. The individual receiving the highest number of votes shall be the Chair. The term of office shall be one year.

C. Officers shall be elected by a simple majority of those members who vote. Elections shall be completed by mail ballot three months prior to the national meeting.

#### **Section 4. Functions of Officers.**

A. Each officer shall serve a two-year term. In no case shall any individual serve more than eight consecutive years on the executive committee.

B. The President shall preside over all sessions at the national meeting. The President shall promote the functioning of the organization in accordance with the Constitution. The President shall serve as liaison between PTE and the Association of College Honor Societies (ACHS).

C. The Vice-President shall preside over all meetings in the absence of the President. The Vice-President shall be responsible for communication and the promotion of PTE.

D. The Secretary shall record the proceedings of all meetings, carry on all necessary correspondence, and maintain a current address list of all members. The Secretary shall serve as liaison between PTE and the Secretary of the American Student Committee of the Occupational Therapy Association (ASCOTA).

E. The Treasurer shall be responsible for keeping all financial records and shall serve as liaison between PTE and personnel at the National Office.

### **ARTICLE XI - NATIONAL MEETINGS**

#### **Section 1. Annual Meeting.**

A national meeting for PTE members shall be held every year.

#### **Section 2. Chapter Vote.**

Each chapter represented shall carry one vote at the national meeting.

### **Section 3. Quorum.**

The quorum shall be determined at each National Meeting, and shall be defined as 2/3rds of the chapters registered for that meeting, provided that a minimum of 1/3rd of all chapters are represented.

### **Section 4. Officer's Votes.**

The Vice-President, Secretary and Treasurer shall each carry one vote at the national meeting. The President shall vote only in the case of a tie.

### **Section 5. Agenda.**

The agenda will be published 60 days in advance of the annual meeting. Chapters unable to send delegates may submit written position statements on agenda items, which will be reported by the Secretary as appropriate.

Business to be conducted at the national meeting shall include:

- 1) election of Nominations Committee;
- 2) amendments to the Constitution;
- 3) financial matters including establishing national fees paid by chapters; and
- 4) induction of new officers.

## **ARTICLE XII - EXECUTIVE COMMITTEE**

### **Section 1.**

The Executive Committee shall consist of the President, Vice President, Secretary, Chair of the Newsletter Committee, and Treasurer. The immediate past president shall serve as a member without voting rights for one year following the conclusion of his/her term as president.

### **Section 2.**

The Executive Committee shall have general supervision of the society between national meetings and is vested with full power to conduct all business of the society between national meetings. The Executive Committee shall be subject to the orders of the society and none of its actions shall conflict with action taken by the society.

### **Section 3.**

Meetings of the Executive Committee shall be called by the President or by any

three members of the Committee.

**Section 4.**

A majority of the voting members of the Executive Committee shall constitute a quorum.

**Section 5.**

Any question may be submitted in writing to the Executive Committee for determination in lieu of a meeting of the Committee. If any two members challenge the mail ballot on the grounds that insufficient information is available for proper consideration of the question, the question will be postponed until the next meeting of the Committee. A report of any action taken by mail shall be verified and made a part of the minutes of the next meeting of the Committee.

**Section 6.**

Members of the Executive Committee may participate in a meeting of the Committee through conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other at the same time, and such participation shall constitute presence in person at the meeting.

**ARTICLE XIII - AMENDMENT OF CONSTITUTION**

**This Constitution may be amended in any one of the following ways:**

**Section 1.**

At the national meeting by a two-thirds vote, provided that the amendment has been submitted in writing to the chapters at least thirty (30) days prior to the meeting.

**Section 2.**

In the event that the amendment could not be submitted to the chapters 30 days prior to the meeting, an amendment approved by the Executive Committee by a two-thirds vote may be adopted at the national meeting by a three-fourths vote.

## **CHAPTER 3 - RESOLUTIONS**

### **PI THETA EPSILON POLICY**

**SUBJECT: Election of Delegates to PTE Annual Meetings**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Members elected as delegates must have completed one semester's active membership in the chapter.
2. Delegates may be:
  - a. Any active member having completed one semester.
  - b. An elected officer of the chapter.
  - c. An alumni member who is currently active in chapter affairs.
  - d. Any faculty advisor who has earned membership into PTE, who is NOT considered an honorary member, but is an active alumni member.
3. A chapter may establish other criteria so long as they do not contravene this policy or the Constitution.

\*\*\* This resolution shall replace #R1-991\*\*\*

REVIEWED: 5/30/91 RESCINDED:\_\_\_\_\_ AMENDED:5/30/91

ADOPTED: 5/30/91

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 1st Meeting of Pi Theta Epsilon, May 30,1991 CODE: R1-991

REVIEWED: 4/01/00 RESCINDED:\_\_\_\_\_ AMENDED:4/01/00

ADOPTED: 4/01/00

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 10th Meeting of Pi Theta Epsilon, April 1, 2000 CODE: R1-000

## **PI THETA EPSILON POLICY**

**SUBJECT: Membership of Post-Professional Master's Degree Students**

### **IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

Occupational Therapists who are enrolled in a post-professional program leading to a master's degree in occupational therapy may become members of a PTE chapter under these circumstances:

1. therapists who were PTE members in good standing in their entry-level programs may join as alumni members.
2. therapists who have never been members of PTE may be inducted if they:
  - a. maintain the academic requirements of the program, and
  - b. meet the criteria stated in Article III, Sec. 2 of the Constitution.

Revised 08/09JH

REVIEWED: 5/30/91 RESCINDED:\_\_\_\_\_ AMENDED: 5/30/91 ADOPTED: 5/30/91  
By the Executive Committee of Pi Theta Epsilon  
SOURCE: Minutes of the 1st Meeting of Pi Theta Epsilon, May 30, 1991 CODE: R2-991

### **PI THETA EPSILON POLICY**

**SUBJECT: Formation of Chapters in Programs too Small to Have Minimum of 10 Students in the Top 35% of the Class**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Waivers will be granted to educational programs who cannot meet the ten member minimum.
2. Such waivers will be limited to a maximum of three years at any educational program, and
3. The National PTE Advisor is authorized to issue such waivers, and to monitor the chapter's development to ensure that the minimum number of members has been attained at the end of three years.

Revised 08/09JH

REVIEWED: 5/30/91 RESCINDED:\_\_\_\_\_ AMENDED: 5/30/91 ADOPTED: 5/30/91  
By the Executive Committee of Pi Theta Epsilon  
SOURCE: Minutes of the 1st Meeting of Pi Theta Epsilon, May 30, 1991 CODE: R3-991

### **PI THETA EPSILON POLICY**

**SUBJECT: National Dues Paid Annually to PTE National Office**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. The National Fee to be paid by Chapter membership to the National office has been established at the rate of \$25.00 per member. The national dues fee is over and beyond the set induction fee.
2. Each chapter shall independently establish its annual membership fee above and beyond this amount in such a way as to cover adequately any additional expenses it might incur.
3. The National membership dues shall be reconsidered each year at the annual meeting.
4. The PTE Executive Committee is charged to propose financial policies for the national organization.

\*\*\* This resolution shall replace #R4-991\*\*\*

REVIEWED: 4/22/09 RESCINDED: AMENDED: ADOPTED: 4/22/09

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 19th meeting of PTE, April 22, 2009, 1991 Code: R5-009

## **PI THETA EPSILON POLICY**

**SUBJECT: Collegiate Chapter Status, active/inactive**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. To be considered active a chapter must meet the following criteria:
  - a. Adopt the National Pi Theta Epsilon Constitution
  - b. Pay the annual national PTE initiation fees
  - c. Provide the National PTE office with the current Chapter membership list annually
  - d. Induct new members annually
  - e. Have an identified Faculty Advisor at all times
2. Chapters are responsible for providing the Treasurer and National office staff annually with complete information regarding the criteria listed above.
3. Chapters in jeopardy of becoming inactive as a result of lack of compliance with any of the above criteria shall be so notified by the staff at the National Office.

Revised 08/09JH

4. Any chapter found out of compliance with any or all of the above criteria shall be deemed inactive and will no longer be eligible to vote on national issues, induct members, or use the PTE name.

5. The treasurer of the National PTE shall be responsible for monitoring criterion 1.b, the payment of initiation fees. Staff at the National Office shall be responsible for monitoring criteria 1.a, c, d, and e.

6. Inactive chapters may regain their active status by petitioning the Executive Committee for permission to induct new members, and complying with all of the above criteria.

REVIEWED: RESCINDED: AMENDED: 4/8/95 ADOPTED: 3/26/92

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 2nd Meeting of Pi Theta Epsilon, March 26, 1992 CODE: R1-992

### **PI THETA EPSILON POLICY**

**SUBJECT: Dues & Fees Structure of Pi Theta Epsilon**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Fees shall be established and defined in three categories:

a. INITIATION FEES shall be paid by the initiate prior to the induction ceremony. These fees are paid to the chapter treasurer. The initiation fee shall be established by each chapter, and should cover the costs of the initiation ceremony.

b. CHAPTER DUES shall be determined by each chapter. Such fees shall be collected by the chapter treasurer, and used to support and provide for the activities and expenses incurred by the local chapter.

c. NATIONAL DUES are established at the Annual Meeting each year. These fees help defray the costs of the annual business meeting, certificates, and basic operating expenses. National membership fees shall be forwarded by the chapter treasurer to the National Office by March 15th of each year.

Revised 08/09JH

2. The National Treasurer shall monitor each chapter's promptness and accuracy in payment of annual national fees according to the fiscal year of October 1 to September 30.
3. Chapters who have not paid their national fees by April 15th shall receive a letter of reminder from the National PTE Treasurer.
4. If a chapter has not paid their national fees by May 30th, the chapter status is considered to be probationary. A chapter will regain its active status once the appropriate fee amount is received by the National PTE Treasurer. A letter of reminder will be mailed by the National Treasurer to all chapters currently on probation.
5. If a chapter remains in arrears beyond September 30th, the National PTE Treasurer shall notify the chapter in writing that the chapter's status is immediately considered inactive.
6. Any individual, agency, facility, company, or corporation wishing to make a donation to Pi Theta Epsilon can do so by mailing their financial gift to the National PTE Treasurer in care of the National Office. Acknowledgment of receipt will be mailed by the National Treasurer. All donations will be announced at the Annual Meeting, with pre-approval from the donation source.

REVIEWED: RESCINDED: \_\_\_\_\_ AMENDED: ADOPTED: 6/20/93

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 3rd Meeting of Pi Theta Epsilon, June 20, 1993 CODE: R1-993

### **PI THETA EPSILON POLICY**

**SUBJECT: Chapter Fees Paid Annually to PTE National Office**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. The National Fee to be paid by chapters for 1994-1995 has been established at the rate of \$10.00 per member.
2. Each chapter shall independently establish its annual membership fee above and beyond this amount in such a way as to cover adequately any additional expenses it might incur.
3. The National Fee shall be reconsidered each year at the annual meeting.
4. The PTE Executive Committee is charged to propose financial policies for the national organization.

Revised 08/09JH

\*\*\* This resolution shall replace resolution #4-991. \*\*\*

REVIEWED: RESCINDED: \_\_\_\_\_ AMENDED:

ADOPTED: 6/20/93

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 3rd Meeting of Pi Theta Epsilon, June 20, 1993 CODE: R2-993

**PI THETA EPSILON POLICY**

**SUBJECT: Voting by Proxy**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Chapters may elect to be represented by a delegate from another active chapter, who will act as a proxy and can carry the chapter's vote at the Annual Meeting.
2. No chapter's delegate shall carry the vote of more than two chapters in addition to that of his/her own chapter.
3. In either of these instances, the chapter President and one other member or officer shall sign an affidavit confirming that the representative has, indeed, been named to serve as delegate on behalf of said chapter.
4. This affidavit must be presented to the Sergeant at Arms at the time of delegate registration at the Annual Meeting.

Revised 08/09JH

REVIEWED: RESCINDED: \_\_\_\_\_ AMENDED: ADOPTED: 6/20/93

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 3rd Meeting of Pi Theta Epsilon, June 20, 1993 CODE: R3-993

### **PI THETA EPSILON POLICY**

**SUBJECT: Mary Bridle First Research Award**

#### **IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. The Mary Bridle First Research Award will be established and awarded as deemed appropriate by the review committee at the Pi Theta Epsilon Annual Meeting.
2. The award will first be available in July, 1994.
3. The Executive Committee will appoint a committee to develop guidelines and timelines for submission and review of all submitted research manuscripts.
4. Any occupational therapy student, practitioner, or team may submit a research manuscript provided the following criteria are met:
  - a) This must be the first research study in that individual/team's Occupational Therapy career;
  - b) the research must be initiated while the individual/team is still in student status;
  - c) the individual(s) must be the senior author, co-authors, or principal investigator on the

Revised 08/09JH

study; and

d) no previous refereed publication or professional presentation (paper or poster) of the study may have been done.

5. The research study shall:

- a) Add to the body of knowledge of occupational therapy;
- b) clearly demonstrate significance to the field of OT;
- c) have logical development of rationale for the study and for the specific question;
- d) be methodologically correct; and
- e) be clearly written in publishable format.

6. The cash award value will be \$250 for 1994, to be reconsidered each year by the Executive Committee, based upon the PTE national budget.

7. The review will be conducted by 3 anonymous reviewers offering expertise in the area of the manuscript subject. The reviews will rate the manuscript using the standard Lichert scale.

REVIEWED: RESCINDED: \_\_\_\_\_ AMENDED: ADOPTED: 6/20/93

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 3rd Meeting of Pi Theta Epsilon, June 20, 1993 CODE: R4-993

### **PI THETA EPSILON POLICY**

**SUBJECT: Commencement Cords for Graduating PTE Members**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Graduating PTE members shall have designated commencement cords in the colors of navy blue and/or gold.
2. The local chapters shall be responsible for the acquisition and distribution of the commencement cords.

REVIEWED: 7/10/94 RESCINDED: \_\_\_\_\_ AMENDED: ADOPTED: 7/10/94  
By the Executive Committee of Pi Theta Epsilon  
SOURCE: Minutes of the 4th Meeting of Pi Theta Epsilon, July 10, 1994 CODE: R1-994

## **PI THETA EPSILON POLICY**

**SUBJECT: Lifetime Membership**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Alumni members of Pi Theta Epsilon may become Life Members of the organization.
2. Alumni members who so desire will complete a Life Membership Application.
3. Along with the Application, the said alumnus will donate an established amount to Pi Theta Epsilon, with the option of having \$25 of the donation returned to the chapter of her/his choice.
4. Life Memberships shall be kept on file at the National Office of Pi Theta Epsilon in order to create a database of Life Members so that they may receive mailings and newsletters as appropriate.
5. Life Members shall receive a membership card as a means of recognition for their commitment to Pi Theta Epsilon.

Revised 08/09JH

\*\*\*\*This shall replace R1-995

REVIEWED: RESCINDED: AMENDED: ADOPTED: 4/19/07

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 17th Meeting of Pi Theta Epsilon, April 19, 2007 CODE: R2-007

## **PI THETA EPSILON POLICY**

**SUBJECT: Establishing Chapters in Developing Programs**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

7. They shall be directed to follow all existing procedures in the chapter manual, with regard to selecting an advisor, soliciting applications from those in the top 35 % of the class, and working with a sister chapter to elect their provisional members.
8. No chapter name shall be assigned until after the program is accredited; no certificates shall be provided, and no induction ceremony shall be held.
9. Immediately upon notification that the program has been accredited, the PTE Coordinator shall assign a chapter name and provide certificates for students prior to their induction.
10. Provisional chapters shall receive all PTE mailing (except ballots) and all copies of the Scroll & Pen. They shall also be encouraged to hold regular meetings to discuss issues of concern regarding scholarship and/or PTE business.

Revised 08/09JH

11. Student provisional members shall be welcome at the annual meeting of the society; the chapter may have a voice but no vote. Provisional members are not eligible to hold office at the national level, nor serve on committees.

REVIEWED: 4/20/96 RESCINDED: AMENDED: ADOPTED:4/20/96

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the Sixth Annual Meeting of Pi Theta Epsilon, April 20, 1996 CODE: R1-996

## **PI THETA EPSILON POLICY**

**SUBJECT: Retroactive Membership**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. The prospective member will be responsible for obtaining his or her transcripts and pertinent information for review.
2. The prospective member will be responsible for submitting this information to the Review Board as designed by the Executive Committee at the national office for membership.
3. The prospective member must meet the following eligibility requirements:
  - e. Graduate of an accredited program in occupational therapy;
  - f. Graduate in the top 35% of the OT class; and
  - g. Evidence of three or more of the following, achieved either while a student is in an occupational therapy program or during his/her career as an occupational therapist:
    - membership in professional organization
    - scholastic recognition and awards

Revised 8/09JH

research  
evidence that papers have been submitted to and/or accepted for local or  
national meetings and publications  
documented leadership, e.g. service organizations or community activities  
requiring commitments to scholarship

4. Retroactive membership fee is established at \$125.00 which also bestows Lifetime membership in Pi Theta Epsilon.

5. Applicants who are accepted may join a local chapter, adhering to any other standards/requirements that the chapter may have established.

\*\*\*\*This shall replace resolution #R1-997

\*\*\*\* This shall replace R2-005

REVIEWED:3/01/05 RESCINDED: AMENDED: 4/19/07 ADOPTED:4/19/07

By the Executive Committee of Pi Theta Epsilon

SOURCE: Minutes of the 17th Annual Meeting of Pi Theta Epsilon, April 19, 2007 CODE:  
R3-007

## **PI THETA EPSILON**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

**SUBJECT: Criteria for Examination of Applicants for Membership**

The scholarly written work and the short essay, along with the application of PTE shall be submitted no earlier than the first week of the semester in which the student is eligible for induction into PTE. (The period of time immediately following the successful completion of one full academic term equivalency, as established by the university). GPAs shall be figured by a faculty member at the end of that full term, and invitations issues to those students deemed eligible to apply. Upon receipt of all application materials, on a date established by the faculty advisor, all material shall be examined by a review team comprised of the faculty advisor, and the president of the local PTE chapter.

Criteria for scholarly work includes:

Revised 8/09JH

- a.) 10 pts. Originality and creativity
- b.) 20 pts. The grade, and the comments on the paper as returned by the faculty member
- c.) 20 pts. The significance of the work for promoting quality occupational therapy; in other words, a.) Its relevance for using research as the basis for making practice decisions, OR b.) its historical, theoretical, cultural or sociological implications for understanding occupational therapy
- d.) 10 pts. The professionalism demonstrated in the paper, including its formatting, appearance, grammar, and spelling, and its suitability for sharing with peers and consumers who want to learn about OT

Criteria for written short essay:

- e.) 20 pts. Student makes it clear that s/he has a strong interest in contributing to the profession through research and continued scholarship
- f.) 20 pts. Student demonstrates a true understanding of the values of occupational therapy, and why or how they may be supported by participation in an honor society

Highest possible combined score: 100 pts. Total. Minimal score for membership: 65 points  
 Faculty advisors shall submit the results of their scoring to the national PTE office, along with the names of the candidates. Advisors shall also provide a list of names of the review team along with the date of the meeting at which these decisions were made. It is not necessary to submit copies of the essays or student scholarly papers. Permission to hold an induction ceremony will be granted upon receipt of these material.

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.

**Rationale for Criteria for Examination of Applicants for Membership as written:  
 Why does PTE wish to set criteria that states the need for a graded paper?**

Rationale: 1.) The faculty who made the assignment is the best person to evaluate the paper. 2.) Other reviewers would be less qualified to judge the paper. 3.) The time consumption of the

review committee seems unjustified to require them to grade a paper. 4.) If students select to submit a paper already graded, they are giving permission to be reviewed.

REVIEWED: 5/20/04 RESCINDED: ADOPTED: 10/01/04 SOURCE: Mail Ballot by the Executive Committee of Pi Theta Epsilon CODE: R1-004

## **PI THETA EPSILON**

**SUBJECT: Initiation Fee**

### **IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. The national initiation fee for Pi Theta Epsilon membership is hereby established at \$50.00, to be collected by the chapter upon member's initiation into the honor society. The initiation fee shall be forwarded in full to the national office by March 1 following initiation.
2. Upon receipt of the initiation fee, the chapter shall provide the student with a membership card. Active membership shall be valid until completion of the OT program. Upon graduation, the member is eligible to extend active membership as an alumni member or a sustaining member.

Revised 8/09JH

\*\*\* This resolution shall replace #R3-004. \*\*\*

REVIEWED 4/22/09: RESCINDED: AMENDED: ADOPTED: 4/22/09

By the Executive committee of Pi Theta Epsilon

SOURCE: Minutes of the 19<sup>th</sup> Meeting of Pi Theta Epsilon, April 22, 2009 CODE: R4-009

## **PI THETA EPSILON**

**SUBJECT: Sustaining Membership**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

1. Pi Theta Epsilon alumni shall be asked to make tax-deductible contributions to the society in the form of annual Sustaining Memberships.
2. The annual Sustaining Membership fee shall be \$50.00.
3. The Pi Theta Epsilon staff is hereby charged with developing and maintaining a database to handle this payment system.
4. A request for Sustaining Memberships shall be included in the winter edition of the Scroll and Pen.

Revised 8/09JH

\*\*\* This resolution shall replace# R2-995 \*\*\*

REVIEWED: RESCINDED: AMENDED: ADOPTED: 5/20/04

By the Executive committee of Pi Theta Epsilon

SOURCE: Minutes of the 14<sup>th</sup> Meeting of Pi Theta Epsilon, May 20, 2004 CODE: R3-004

## **PI THETA EPSILON**

**IT SHALL BE THE POLICY OF PI THETA EPSILON THAT:**

**SUBJECT: Honorary Membership**

1. Chapters will determine the individual to bestow the honorary membership based on the chapter's criteria.
2. The individual who receives the honorary membership will have all voting rights with PTE.
3. Chapters are responsible for paying the lifetime membership fee of \$125.00 for individuals to whom they are awarding the honorary lifetime membership. Payment shall be made to the National PTE office with the individual's name and contact information within 60 days of the awards ceremony.

Revised 8/09JH

\*\*\*\* This replaces R2-005

REVIEWED 3/01/05: RESCINDED: AMENDED: 3/1/06 ADOPTED: 4/26/06  
By the Executive committee of Pi Theta Epsilon SOURCE: Minutes of the 16<sup>th</sup> Annual  
Business Meeting CODE R3-007:

## **CHAPTER 4 - CHAPTER PROCEDURES**

Pi Theta Epsilon (PTE) Chapters may be established in programs awarding baccalaureate and/or Professional Masters degrees in occupational therapy. To establish a PTE chapter at your college or university, the following steps should be carried out:

1. Contact the national office of Pi Theta Epsilon for basic information about forming a chapter. A support chapter will be assigned to provide assistance throughout the formation period.
2. Identify a faculty member who has been active in supporting scholarship amongst the student body. Invite that person (who must be an OTR) to serve as the advisor.
3. Have the advisor compile a list of eligible students. (See Constitution, Article III, Section 2.A & B)
4. Notify these students of their eligibility to apply for membership. Using a formal letter,

Revised 12/08JH

explain 1) what PTE is; 2) what it stands for; and, 3) the reasons for establishing a chapter on your campus.

In the notification letter, enclose an application for membership to be filled out and returned to the advisor by a specified date.

5. Establish a committee to review the applications. In addition to your advisor, the committee may include members from your support chapter, or local alumni who have belonged to other chapters when they were students.

6. Convene the review committee which will use the eligibility criteria to nominate members from the pool of applicants (see attached) and notify all applicants of the outcome.

7. The names of the nominees will be presented to the chapter for election at the next meeting.

8. Set an initiation ceremony date and consider following the suggested "Guidelines for an Initiation Ceremony." Again, you may want to ask representatives from your support chapter and/or local alumni to assist you in holding the ceremony.

9. Contact the national PTE office four weeks prior to the initiation, enclosing a list of names of new members and faculty advisor, and the date of the initiation ceremony. Certificates will be sent in time for the induction.

10. Ask the PTE national office to assign a Greek chapter name to the newly established chapter.

11. Collect initiation fees from each initiate. Fees are set by individual chapters and should follow these guidelines:

a. Set the chapter's annual membership dues (defined as fees for local use, in addition to national dues and initiation fees). All current members and initiates will pay these dues. (Recommended amount: \$15 - \$20 per year);

b. Estimate the cost of the initiation ceremony. Divide by the number of initiates, and collect this amount from each initiate. (NOTE: materials and initiation certificates requested from the national office are covered by the national fees. No additional fee is required for the initiation);

c. The National Initiation Fee is currently set at \$50 per member, to be paid in full at the time of the induction;

d. Each chapter will forward \$50 for each student member to the national office by March 1st of each year; and

e. As of April 8, 1995, active alumni members will be requested to support the society in the form of Sustaining Memberships, payable by the same schedule as regular student initiation

fees. Please refer to Resolution #R2-995 for complete details (Chapter 3, Resolutions, page 3-12 in this manual).

**EXAMPLE:** On a yearly basis, a current student or alumni member would pay:

20.00 Chapter dues (optional by chapter)  
50.00 National fee  
70.00 Total

A new initiate would pay: 20.00 Chapter dues (optional by chapter)  
50.00 Initiation fee to the national office  
70.00 Total

It is recommended that all fees be collected by the Treasurer at the time of the initiation, or at some other regularly established date early in the academic year. **DO NOT**, however, forward national fees to the national office until requested to do so each spring (between February 1st and March 1st).

12. First-year members will receive a complimentary PTE certificate upon receipt of their national fee payment.

PTE pins may be purchased from the national office for \$15.00. Alumni may choose to purchase the pin; or Chapters may elect to pay for pins for their Honorary; or, schools may be interested in providing all or partial costs for pins. A sample order form is included in Chapter 7 of this manual.

13. Schedule the first meeting date, at which you:

- elect a President, Secretary, Treasurer, and Vice-President;
- adopt the Constitution of Pi Theta Epsilon; and,
- establish the Chapter's annual membership dues, (defined as fees in addition to the national fees and the initiation fee).

Be sure to notify the national office, giving a typewritten list of names and addresses of those elected and the date of the initiation.

Initiation certificates are available and must be specifically requested (see Initiation Certificates for more details.)

14. Register PTE as an honor society at your college/university.

15. The occupational therapy program at a college or university shall have a single chapter of Pi Theta Epsilon. At the discretion of the members of that chapter, sections may be established to accommodate different groups of students within the overall program. A college having programs on more than one campus may wish to establish a section on each campus, to promote greater participation by students and alumni. Weekend programs may also require separate sections for their members.

Criteria for admission shall be identical for all sections within a chapter. Grade point averages, to ascertain the 35 percent eligibility, shall be compiled for the class that is to comprise the section.

Further questions concerning the establishment of a PTE Chapter should be addressed to Pi Theta Epsilon National Office, 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220; (301)652-2682 ext. 834 or call 1-800-SAY-AOTA, and give your AOTA member number.

**INVITATION TO FACULTY MEMBERS TO SERVE AS CHAPTER  
ADVISORS  
[sample letter]**

Dear (Ms., Dr., Mr.) (Name):

The membership of (name of chapter) Chapter of Pi Theta Epsilon at (name of school) is pleased to invite you to serve as Chapter Advisor for the coming year. Pi Theta Epsilon's purpose is to promote research and scholarship among occupational therapy students. We believe that your work exemplifies the kinds of scholarly behavior we seek to encourage.

Article VI, Section 3 of the Pi Theta Epsilon Constitution describes the functions of the Chapter Advisor:

Section 3. Functions of the Advisor.

E. The advisor shall identify the top 35% of each class who are eligible to apply for membership.

Revised 12/08JH

- B. The advisor shall serve as a member of the Chapter Review Board.
  - C. The advisor shall attend meetings regularly.
  - D. The advisor shall act as a liaison between faculty and PTE.
  - E. The advisor shall not have a vote.
  - E. The advisor shall receive nominations for Chapter officers.
- We will be honored to have you join us in this capacity, and look forward to your acceptance. Your ideas regarding the promotion of scholarship by members of (name of chapter) Chapter would be enthusiastically received!

Sincerely,

(name)  
Secretary, (name of chapter)  
Pi Theta Epsilon

**INVITATION FROM FACULTY ADVISOR TO APPLY FOR  
MEMBERSHIP  
[sample letter]**

Dear (first name):

As faculty advisor of \_\_\_\_\_ Chapter of Pi Theta Epsilon, I am pleased to inform you that you are eligible to apply for membership in the honor society for occupational therapists. Your present grade point average puts you in the top 35% percent of your class, the minimum requirement for membership.

The enclosed materials explain the further requirements for membership. I would be happy to answer any questions you may have, or you could talk with \_\_\_\_\_ , who is currently Chapter President.

Revised 12/08JH

If you are interested in applying, and I hope you are, please return your application to me by \_\_\_\_\_ .

Sincerely,

(name)  
Faculty Advisor, (name of chapter)  
Pi Theta Epsilon

Enclosures:

[Faculty advisor should enclose History, Sponsorship by AOTF, Functions of Honor Societies, and Eligibility Requirements from Chapter 1 of this manual, as well as the 2-page membership application from Chapter 4.]

**PI THETA EPSILON  
APPLICATION FOR MEMBERSHIP**

*To be filled in by applicant:*

Full Name: \_\_\_\_\_

Present

Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Expected Date of Graduation:  
\_\_\_\_\_

\*\*\*\*\*

*To be filled in by faculty advisor:*

Program: Baccalaureate or Masters (MOT) [circle one]  
Semester \_\_\_\_\_ Quarter \_\_\_\_\_ Hours completed \_\_\_\_\_  
GPA: \_\_\_\_\_ Class standing: In top 35% of the occupational therapy class? \_\_\_\_\_  
Class standing: In top 35% of the university class? \_\_\_\_\_

\*\*\*\*\*

APPLICANT: Please submit materials which demonstrate accomplishments in the following categories, as required by the Constitution of Pi Theta Epsilon, Article III, 2. A.

Applicants must submit a piece of written scholarly work completed while in the occupational therapy program. The content of the written material must relate to the field of occupational therapy. The written work may take the form of: a research paper and/or critical essay for an occupational therapy course.

Applicants must submit a short essay (250 words) stating why the perspective member wishes to join PTE.

Membership Application  
*Page 2*

Please explain briefly why you wish to be considered for membership in Pi Theta Epsilon, and describe 1) how Pi Theta Epsilon would be beneficial to you, and 2) what attributes you possess that you feel would benefit the honor society.

Signature \_\_\_\_\_  
Date \_\_\_\_\_

### **GUIDELINES FOR INITIATION CEREMONY**

Choose a setting which is warm and attractive, if you can. Have a side table with refreshments and few flowers and candles, perhaps. Create an environment that helps to make the initiation a memorable occasion. If possible you should darken the room, so that most of the light is provided by candles.

Cover a larger, main table with a cloth, and place on it the membership book, along with one unlighted candle and one yellow rose for each initiate. An additional single candle should be lighted.

The advisor and the initiating officers should stand in a semi-circle, beginning at one edge of the main table. Other members and alumni form a semi-circle at the opposite edge of the table.

Members  
&  
Alumni

Officers  
&  
Advisor

Initiates

The initiates are invited to enter, and they complete the circle.

Initiating officer:

(President)By appearing before us you have signified your desire to become a member of Pi Theta Epsilon. Each of you should understand fully the meaning of its name, its purposes, and its ideal.

***NAME***

Four members:

(each reading one line)Pi is the first letter in the Greek word for advancement;

Theta is the first letter in the Greek word for therapeutic;

Epsilon is the first letter in the Greek word for occupation.

Therefore, Pi Theta Epsilon stands for:

Advancement in Occupational Therapy.

***PURPOSE***

5th member or another officer: The purposes of the honor society shall be:

A: To recognize and encourage scholastic excellence in occupational therapy students.

B: To contribute to the advancement of the field of occupational therapy through scholarly activities.

C. To provide a vehicle for professional, entry-level students enrolled in accredited programs in occupational therapy to exchange information and to collaborate regarding scholarly activities.

***IDEAL***

6th member or another officer: Pi Theta Epsilon strives to instill in its members the ideal of respect for learning and commitment to scholarship throughout one's professional life.

Initiating officer:

(President)By inviting you to join us we have conferred upon you an honor and an obligation.

Revised 12/08JH

The honor is in recognition of your integrity, your high standards of scholarship and the promise of your future as one of achievement.

In accepting the invitation to become a member of this honor society you have taken upon yourself the obligation to devote your efforts to the advancement of Occupational Therapy, through scholarship and research, and to the maintenance of the high standards of Pi Theta Epsilon.

One by one, the initiates come forward, sign the membership book, light a candle from the center candle, and return to their place.

Initiating Officer:  
(President)

We are completing the requirements of an education. We are learning how to learn. The real education is just beginning--the application and broadening of knowledge--testing our interest and diligence in our work. We are challenged today and in every coming day to go beyond the requirements of an education, to continue to learn for the knowledge and growth it brings to us, and to help others meet their needs to the best of our abilities. Excellence in purpose and scholarship is the key to opportunity and carries with it vast rewards to ourselves and others. This honor society, Pi Theta Epsilon, challenges us for excellence.

Initiating officer:  
(Secretary) Will you join those who are members of Pi Theta Epsilon in repeating the pledge after me?

(All members should repeat the pledge with the initiates): "Aware of the high calling of the scholar...and the great opportunity of service through Occupational Therapy... I \_\_\_\_\_ (each initiate states name) hereby pledge my efforts to further the purposes...and to uphold the ideal of Pi Theta Epsilon...and to prove myself a worthy member of this honor society."

As names are called, each new member will come forward to receive a certificate of membership from the advisor, and a rose from an initiating officer.

Initiating officer:  
(Treasurer) You have repeated the words of a pledge. The honor of this pledge is held within you. You can carelessly toss it aside or you can make it a meaningful part of your studies and outside activities. What you decide will influence the other members of your honor society and others outside your honor society. It becomes then your responsibility to integrate the pledge you have taken and to fulfill the goals as you are able. In this way the integrity of this organization, members past and present, and Occupational Therapy itself will be strengthened and maintained.

## **INITIATION CERTIFICATES**

Each chapter may request certificates of initiation for individual members for as many as two annual initiation ceremonies. Certificates for honorary membership will also be provided for those rare individuals who should be so honored. The cost of certificates is covered by national fees paid annually by the chapters.

The certificates are in the following basic format:

The Alpha Chapter of  
PI THETA EPSILON

Occupational Therapy Honor Society  
Certifies that  
IMA GUDE STUDENT  
was duly initiated as a member at  
East State University  
on the 11th Day of March, 2000

On Honorary Member's certificates, line six will read:

...was duly initiated as an honorary member at...

If you are a founding member of a new chapter, your certificate's line six could read:  
...was duly initiated as a charter member at... (Please specify!)

## **PROCEDURES**

1. The chapter shall send a letter, preferably by mail, requesting certificates and include a TYPED list with the name, address, and initiation date of each inductee. (Don't forget to indicate the chapter name and university name. The exact date of the initiation ceremony is also important.) If yours is a new chapter which has not held elections for officers yet, please indicate that we should leave off the line for Chapter President's Signature. The list must be received at the national office at least three weeks prior to the ceremony or desired dissemination date.

2. Errors in the printing of the certificates at the national office will be corrected free of charge. Certificates containing spelling mistakes or incorrect dates that were provided by the chapter will be corrected at a charge of \$5.00 per certificate.
3. The national office will be responsible for shipping the certificates to arrive in time for the initiation ceremony.
4. Certificates are available to replace those that have been lost or damaged at a cost of \$5 each. Certificates can also be provided, at \$5 each, for persons who were initiated before such certificates existed.

**INVITATION FROM CHAPTERS TO FORMER MEMBERS  
TO ACTIVATE ALUMNI MEMBERSHIP  
[sample letter]**

(A current address list compiled from AOTA membership records will be provided upon request for a fee of \$.50 per name.)

Dear (first name):

Among the accomplishments of which you must surely be proud is your election to Pi Theta Epsilon (PTE) during your education as an occupational therapist. This letter brings you an update on the activities of PTE, and an invitation to become active in your honor society as an alumni member.

In an effort to bring recognition to PTE as a national honor society, the American Student Committee of the Occupational Therapy Association (ASCOTA) asked the American Occupational Therapy Foundation (AOTF) to sponsor PTE, and help the current chapters to achieve the standards required by the Association of College Honor Societies (ACHS).

Among the opportunities set forth by the new Constitution is the category of alumni membership. Local chapters will benefit greatly by having alumni as active members. Any occupational therapist who was inducted into PTE as a student is now eligible to become an alumni member of any local PTE chapter. You will always be welcome as a member of chapter here at (name of university), of course. But you also have the option of joining any other chapter which is convenient to your present place of work or residence.

One becomes an alumni member of any chapter simply by paying the current year's dues, and annual dues thereafter. Here at chapter, our present dues are \$ per year. Other chapter's dues may vary slightly. Alumni will be especially important to us in nominating and electing new student members, holding an appropriate induction ceremony, and achieving our objectives to promote research and other scholarly activities among PTE members.

There is now a national PTE structure in place, as well. Membership in a local chapter automatically brings membership in the national organization. National PTE meetings are held each year in conjunction with the American Occupational Therapy Association's annual conference. Alumni members in good standing are eligible to serve as officers of the national organization, and will have full voting privileges.

Some of the activities we have planned for our chapter next year are... (This paragraph should be written by someone in the local chapter, or it could be omitted.)

## **INVITATION FOR ALUMNI MEMBERSHIP**

We invite you to consider becoming re-affiliated with your national honor society. We are now a broad-based organization, representative of the best young scholars in the profession of occupational therapy. Your continued membership in PTE will not only be of great benefit to the

future scholars in the profession, but will enrich your own professional development. A list of current chapters is enclosed. Please contact the one nearest to you and offer to get involved. You'll be glad you did, and so will we!

Sincerely,

(name of officer)  
(title), (name of chapter)  
Pi Theta Epsilon

Suggest:

1. Altering the final paragraph if the alumnus is obviously living at a local address.
2. Having signatures of two local chapter officers, or the President and the faculty advisor (whom alumni may remember and therefore be enticed to return!).

Enclosures:

1. current mailing list of chapters
2. updated mailing list of alumni for each chapter

## **GUIDE TO ELECTION PROCEDURES FOR LOCAL CHAPTERS**

### **1. Notice of Elections**

Notify members one month in advance of the meeting that officers are to be elected on a specified date. The announcement may also include time and place for the meeting.

### **2. Nominations**

Include the following information in a flyer, to be sent with the notice of the meeting:

a. The following positions are to be filled:

\_\_\_\_\_ and \_\_\_\_\_

b. Their duties are:

c. Persons may self-nominate or be nominated by others. Nominations will also be accepted from the floor.

d. Self-nominees should prepare a written statement of intent (purpose in serving) and qualifications.

Nominators of others should submit similar information prepared by their candidates.

e. Notification of the meeting and the request for nominations may be made in the same

mailing.

### **3. Ballots**

- a. Names of nominees will be posted in a convenient location. Alumni members and those on fieldwork assignments will be notified by mail. Ballots will be enclosed in the same mailing.
- b. For on-campus students, ballots will be distributed at the meeting.
- c. Dates for return of mail ballots must be clearly stated and included with the ballots.

### **4. Results**

- a. It is recommended that ballots be counted at the meeting of the local chapter, including mail ballots.
- b. All nominees should be promptly notified of the election outcomes.

## **CHAPTER 5 - NATIONAL PROCEDURES GUIDE TO NATIONAL ELECTION PROCEDURES Reference: Constitution, Article IX**

### **1. Eligibility**

All currently active members of any local Pi Theta Epsilon (PTE) Chapter, including alumni members, are eligible as candidates for national office.

### **2. Nominations Committee**

- a. The Executive Committee shall appoint a Nominations Committee of three members present at the national meeting.
- b. Before leaving the meeting (or the conference city), the Nominations Committee shall meet with the national office liaison to review the following procedures and make any necessary changes or additions.

### **3. Nominations Procedures**

- a. Within a month following the national meeting, the Nominations Committee shall

prepare a letter to be sent to all local Chapters requesting nominations for the two offices that will become vacant during the year. The letter shall be duplicated and mailed by the national office. Nominations shall be due on a date specified by the Nominations Committee, but no later than October 1st of the same year.

b. Nominations shall include a statement of the candidate's qualifications for the office, and a statement by the candidate regarding her/his purpose and goals in seeking the office.

c. Nominations shall be returned to the national office, where all materials will be duplicated and sent to each member of the Nominations Committee. Each member of the Committee shall rank the candidates for each of the two positions, preparing a brief rationale for her or his first three choices for each position.

d. A conference call shall be scheduled for the Nominations Committee and the national office liaison. A dual slate will be prepared during this call. The slate shall be completed no later than November 1st.

e. The Nominations Chair shall call those candidates who have been selected for the slate and ascertain their willingness to serve, if elected.

f. The Nominations Chair will prepare a report to the Executive Committee describing the nomination and selection procedures, and naming the slate of officers. This letter shall be sent to the President no later than October 15th, with a copy to the national office for the files.

#### **4. Ballots**

Ballots are prepared at the national office and are to be sent to the president of each local chapter under separate cover, but at the same time that the Scroll & Pen issue containing the candidate profiles are mailed. Chapters may use their own strategies for reaching consensus on a vote for each of the offices. Individual members may vote by written ballot returned to the local President; they may vote by written or voice ballot at a meeting of the local chapter, or other strategies may be employed. Each Chapter, however, will forward a single vote for each office to the Chair of the National Nominations Committee. Ballots shall be returned to the Nominations Chair no later than December 15th. (Note: All members who are away on fieldwork assignment or who have classes scheduled so as to prohibit participation in the voting process shall be accommodated by the method established for voting by each chapter.) Write-in candidates are allowed.

#### **5. Election Outcomes**

a. The Nominations Chair shall count the ballots. If she or he desires, the other two members of the Committee and/or the national office staff may be asked to verify the count.

b. When the results have been clearly established, the Chair shall prepare a report to the President, giving those results. A copy shall go to the national office for the files. This report shall be completed no later than March 1st.

c. The Nominations Chair shall also notify all individuals whose names appeared on the ballot of the outcome of the election. Notification shall be made within two weeks of the final election count.

d. Outcomes of the election shall be announced at the national meeting except for:

- notification of the candidates, and
- notification of the Executive Committee.

This permits some transition work between current and new officers prior to the national meeting.

**6. Election Report**

The Nominations Chair shall prepare a report for the national meeting. This may be a synthesis of the two previous reports sent to the President.

*Page 1 of 2*

**NOMINATION FORM  
FOR PTE EXECUTIVE COMMITTEE OFFICE  
(May be Duplicated)**

PART ONE: Background Information

Office Desired: \_\_\_\_\_ Date of Nomination: \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle/Initial

Present Address: \_\_\_\_\_  
street apt.#

\_\_\_\_\_

Phone: ( )

\_\_\_\_\_ Email: \_\_\_\_\_

Permanent Address: \_\_\_\_\_  
street apt.#

\_\_\_\_\_

Phone: ( ) \_\_\_\_\_

Date of Induction into PTE: (month/year) \_\_\_\_\_

Number of Months/Years Active Membership (at time of nomination): \_\_\_\_\_

Current Membership Status: (circle one) . . . . . STUDENT . . . . ALUMNUS

Are you a member in good standing with your Chapter? . . . . . YES . . . . NO

Are you able to attend the PTE Annual Meeting at the '05, '06, and '07 AOTA Conferences?  
. . . . . YES . . . . NO

Chapter President Signature

\_\_\_\_\_  
(to verify membership & standing; Vice-President if President is nominee)GO ON TO NEXT  
PAGE NOMINATION FORM FOR PTE EXECUTIVE COMMITTEE OFFICE

*Page 2 of 2*

**PART TWO:** Please List the Following [on a separate sheet(s) of paper]

- A. Organizations (e.g., school, community, church, etc.) in which you are presently involved; briefly explain your role and contributions in these organizations (e.g., office, position).
- B. Any other experiences which have significantly contributed to your leadership abilities (e.g., work, school, volunteer, etc.).
- C. Participation in scholarly activities (e.g., research publication, presentations, etc.).
- D. Awards or honors you have received for outstanding achievement (e.g., Dean's List, other honor societies, academic scholarships, awards, community and employment acknowledgments, etc.).

**PART THREE:** References

Please provide the Names, Addresses, and Phone Numbers (daytime & evening) of three references that can attest to your qualifications for the office for which you are being nominated.

Ask one of these individuals to send a confidential letter of reference to the nominations committee chair directly.

**PART FOUR: Statement**

Please write a brief statement (150 words maximum) covering the following:

A. A biographical sketch based on the information given in your nomination form.

B. Answer the questions:

"Why am I qualified to hold the PTE office for which I am being nominated?"

"Why do I desire to hold this office?"

If you are selected as a candidate, this statement will be published in the December issue of Scroll & Pen, the newsletter of PTE. (If the statement exceeds 150 words, only the first 150 will be published.)

If there are any questions regarding qualification standards, please contact:

Pi Theta Epsilon National Office  
4720 Montgomery Lane  
P.O. Box 31220 (301) 652-2682 ext. 834  
Bethesda, MD 20824-1220 1-800-SAY-AOTA (Member line)

**SUMMARY OF DUTIES FOR NATIONAL EXECUTIVE COMMITTEE OFFICES**

***PRESIDENT***

The President presides over the Pi Theta Epsilon (PTE) Annual Meetings and all meetings of the Executive Committee. He or she coordinates the activities of the Executive Committee throughout the year with assistance from the national office liaison, and promotes the functioning of PTE in accordance with the Constitution. The President serves as the liaison between PTE and the Association of College Honor Societies. The President also serves as the liaison between PTE and the American Student Committee of the Occupational Therapy Association (ASCOTA).

***VICE-PRESIDENT***

The Vice-President assists the President in carrying out his/her duties. S/he presides over all meetings in the absence of the President. The Vice-President serves as liaison between Pi Theta Epsilon and AOTA. If for any reason the President is unable to complete the term of office, the Vice- President shall assume the office of president for the remainder of the term.

***SECRETARY***

The Secretary records and distributes the minutes of the PTE Annual Meetings and all Executive Committee Meetings and Conference Calls. She or he maintains PTE's current membership roll

and conducts the necessary correspondence of PTE as directed by the Executive Committee.

***TREASURER***

The Treasurer maintains all financial records and prepares the annual budget for PTE working with the national liaison. The Treasurer serves as the liaison between PTE and the American Occupational Therapy Foundation.

***AGENDA/MINUTES REVIEW CHAIR***

The Agenda Chair screens issues and resolutions to be considered at the next annual meeting. He or she collaborates with two appointed members of the Committee and with the President to determine what may be brought to the attention of the delegates. You can see that this is a very powerful position! Criteria have been established to guide the work of this Committee.

The Minutes Review Committee examines the minutes of the meeting as prepared by the Secretary, comparing them with the Agenda and with their own notes concerning decisions made at the meeting. Their responsibility is to insure that legal actions and policy and procedural issues are accurately reflected in the minutes. Their recommendations should be incorporated into the minutes by the Secretary, prior to distribution of the minutes to the Chapters.

***NOMINATIONS CHAIR***

The Chairperson of the Nominations Committee shall work with the committee members and the national office liaison to establish a process by which an orderly mail ballot may be obtained. The Scroll & Pen, the PTE newsletter, shall be used as the mechanism for putting forth a ballot.

***NEWSLETTER CHAIR***

The Chair of the Newsletter Committee works with members of the Newsletter Committee and National Office staff to produce the Scroll & Pen, newsletter of Pi Theta Epsilon. Chair of this committee is responsible for determining timeline and content for each issue of the newsletter, editing all material submitted, and overseeing solicitation of items for publication. The Scroll & Pen serves as a main form of communication between the Executive Committee and members of Pi Theta Epsilon, and the Newsletter Committee Chair is responsible for facilitating this communication.

## **QUALIFICATIONS FOR NATIONAL EXECUTIVE COMMITTEE OFFICER NOMINEES**

All Nominees Must:

Be a member in good standing in his or her respective PTE chapter.

Be an active member of PTE for a minimum of one year prior to taking office at the PTE Annual Meeting.

Possess demonstrated leadership skills.

Possess good organizational skills.

Be able to express ideas clearly and concisely through oral and written communications.

Possess the ability to follow through on commitments made.

Revised 12/08JH

Be able to establish and maintain good working relationships with peers, professionals, and the general public.

Be able to attend the PTE Annual Meetings and Executive Committee meetings held in conjunction with the AOTA Annual Conferences. (Note: expenses incurred to attend these events will be covered by PTE.)

In Addition, All Nominees Are Expected to Possess:

A commitment to the development of scholarship among occupational therapy students and occupational therapists.

A commitment to the purpose and objectives of PTE and to further development of a strong organization on the national level.

## **GLOSSARY OF TERMS**

**Accredited Program** - 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 American Medical Association (AMA) and the American Occupational Therapy Association (AOTA)

**ACHS** - Association of College Honor Societies

**AOTA** - American Occupational Therapy Association

**AOTF** - American Occupational Therapy Foundation

**ASCOTA** - American Student Committee of the Occupational Therapy Association

**Chapter** - 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

Revised 12/08JH

**Cumulative** - The cumulative scholastic record of the student as interpreted by the Scholastic institution where membership is to be conferred shall be the basis for Record Computing scholastic eligibility

**GPA** - Grade point average

**Honor** - An academic distinction conferred on a superior student

**Members**

**in Good Standing** - Those who have paid annual chapter dues

**O.T.**

**Program** - One fourth of the teaching period of the academic year Quarter

**Professional - BS/BA** - Bachelor of Science degree/Bachelor of Arts degree

**Entry-Level MOT** - Master's level program in occupational therapy

**Scholarly** - Academic pursuits, e.g. research, Activities professional writing, presentations, and teaching

**Scholastic** - Superior achievement in academic Excellence and professional endeavors

**Section** - A segment of a Chapter established to accommodate students on a different campus of the same 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 O.T. and be written while an occupational therapy student. The written work must reflect the students ability for critical thinking, written expression, and research

