



School of

PHYSICAL & OCCUPATIONAL
Therapy



McGill School of Physical and Occupational Therapy

IMPORTANT INFORMATION FOR STUDENTS

2023-24

EXCELLENCE THROUGH GROWTH



L'EXCELLENCE PAR LE RAYONNEMENT

CONTENTS

Welcome to the School of Physical and Occupational Therapy	2
Vision and Mission Statements	4
Academic Advising	6
Student Affairs Coordinators.....	6
Your advisor.....	6
Communication.....	7
Policy on the Responsible Use of McGill Information Technology Resources.....	7
Email Policy	7
Student Services.....	8
Wellness	8
Support for Student needs.....	8
Safety.....	9
Financial Aid	10
Employment	10
Library Services and Resources.....	11
Schulich Library of Physical Sciences, Life Sciences, and Engineering	11
Liaison Librarian	11
Library resources.....	11
Space and equipment	12
Student use of Buildings.....	12
Hosmer 204 study area	13
Assessment Library.....	13
Lab Fee	14
Audiovisual resources	14
UPrint information	16
Student societies.....	16
committees with student representation.....	17
Financial support for student activities.....	17
Appendices.....	18
Appendix A: Contact Information for SPOT Student Services and Support.....	18
Appendix B: Contact Information for McGill Student Services and Support	20
Appendix C: List of committees with student representation.....	21

WELCOME TO THE SCHOOL OF PHYSICAL AND OCCUPATIONAL THERAPY

The undergraduate program at the School of Physical and Occupational Therapy at McGill is designed to prepare a student to enter the Professional Master's Program in Occupational or Physical Therapy.

Knowledgeable and effective practice in today's society requires students in these disciplines to develop life-long learning skills. The undergraduate program is designed to teach these skills and related behaviours. The goal of this program is to educate individuals who will strive to achieve the highest ethical and performance standards and prepare them for professional graduate programs.

The professional graduate programs are programs that lead to professional licensure to practice as an Occupational or Physical Therapist. After completion of the undergraduate and graduate professional programs, the graduate will be expected to

- have acquired a knowledge of normal and abnormal physiology and behaviour across the lifespan;
- have acquired the skills required to obtain relevant information from clients and other sources, to organize and interpret this information for making clinical decisions;
- critically assess and analyze problems and propose solutions across various practice settings and environments;
- have acquired the knowledge and skills necessary for entry-level practice;
- have the adaptability to meet various professional roles as a scholarly practitioner, treatment or research team member, educator, administrator/practice manager, consultant, innovator and change agent;
- have the ability to critically appraise the rehabilitation literature and to integrate new scientific information for treatment planning;
- have acquired an appreciation of the medical, psychological, social and spiritual aspects of illness and disability;
- be committed to health promotion and the facilitation of health, function and participation;
- have acquired interpersonal and communication skills that facilitate both effective and empathetic relationships with clients/family members/caregivers;
- have acquired professional ethics and attitudes and accepted the responsibilities of a professional;

- comprehend the necessity for ongoing education and self-directed learning;
- have attained the knowledge, aptitudes and competencies necessary for licensure and certification in keeping with provincial, national and international requirements;
- have the administrative knowledge, management skills and attitudes requisite for effective interaction within the health care system.

Prof. Laurie Snider, Director, School of Physical and Occupational Therapy

Prof. Liliane Asseraf-Pasin, Director, Physical Therapy Program

Prof. Sara Saunders, Director, Occupational Therapy Program

Prof. Richard Preuss, Associate Director, Physical Therapy Program

Prof. Susanne Mak, Associate Director, Occupational Therapy Program

VISION AND MISSION STATEMENTS

SCHOOL OF PHYSICAL AND OCCUPATIONAL THERAPY

Vision. Transforming lives through rehabilitation.

Mission. The School of Physical and Occupational Therapy educates future clinicians and scientists, and generates research evidence to advance the field of rehabilitation. Education, research and scholarly activities embody our core principles of innovation, partnership and social accountability.

(Revised & Approved February 2023)

PHYSICAL THERAPY PROGRAM

Vision. Excellence, innovation, and social accountability in physical therapy education, research, and clinical practice.

Mission. Through educational, research, and service activities, the PT program:

- Trains future physical therapists to become experts in optimizing health, function, and participation of individuals in society.
- Contributes to research and scholarly endeavours, including knowledge creation, dissemination, and implementation.
- Promotes equity, diversity and inclusion in health care education, research, and practice.

Values. In pursuing our vision and mission, the PT program is guided by the over-arching core values of:

- Integrity – includes accountability, fairness, honesty, respect, transparency.
- Professionalism – includes adaptability, collaboration, compassion, ethical behaviour, ongoing learning.
- Wellness – includes mental and physical health, safety, support, sustainability, work-life balance.

(Revised & Approved August 19, 2021)

OCCUPATIONAL THERAPY PROGRAM

Vision. From disability to ability, through occupation and scientific discovery.

Mission. The Mission of the Occupational Therapy Program at McGill University is to educate our students to become leaders and innovative practitioners. Our graduates use evidence and professional reasoning to enable clients, families, and communities to participate in meaningful occupations.

(Amended July 11, 2018)

IMPORTANT INFORMATION FOR STUDENTS

ACADEMIC ADVISING

The Mission Statement of the University expresses the commitment to offer students “the best education available”. An essential component of this is the advising process. The active participation of students in the advising process is essential for them to access the full range of academic opportunities during their studies. They must be proactive in seeking meetings with advisors, professors, and counsellors to ensure that they receive the advice they need to meet their academic goals.

It should be noted that, while advisors are there to provide students with guidance, students are ultimately responsible for meeting the requirements of their degree. It is the responsibility of the student to understand the requirements for their programs of study, to be familiar with University regulations that apply to students and to inform themselves about the rules and regulations of their faculty, and program. Students are expected to make use of the information made available to them through various University offices and websites. With the students’ cooperation, all advisers and counsellors will work together to help students throughout their studies.

STUDENT AFFAIRS COORDINATORS

The Undergraduate Student Affairs Coordinator is Ms. Alina Bezhanyan. Any student affairs problems or questions related to the undergraduate program should be brought to Ms. Bezhanyan’s attention at [SPOT Undergrad](#).

The Professional Master’s Student Affairs Coordinator is Ms. Marlene Brettler. Any student affairs problems or questions related to the Qualifying Year or Master’s program should be brought to Ms. Brettler’s attention at [SPOT Prof Masters](#).

The Physical Therapy Equivalency Program coordinator is Ms. Ana-Maria Moga. Any questions related to the Physical Therapy Equivalency Program should be brought to Ms. Moga’s attention at ana.moga@mcgill.ca.

See [Appendix A](#) for further information on these staff members’ roles and other staff members who may be able to assist you.

YOUR ADVISOR

For students in the B.Sc. (Rehabilitation Sciences) program, your advisor will be the Undergraduate Student Affairs Coordinator. Students in the Qualifying Year or M.Sc. Applied (OT or PT) program will have the Professional Master’s Student Affairs Coordinator as an advisor (see below for more information). This is a contact person in the School with whom you can discuss any matters and to whom you may go for advice. This does not preclude contacting a faculty member with whom you choose to speak.

As your primary advisor, the Student Affairs Coordinator can:

- guide you with both academic and non-academic concerns;
- provide information about rules, regulations and requirements governing your specific degree; this includes academic regulations and deadlines, registration, class schedules, exams, convocation and student records;
- offer guidance on registering for courses, help plan your credit load and adhere to upcoming deadlines;
- evaluate your requests for course equivalencies, approve inter-university transfer credits;
- provide information about scholarships, awards, university exchange programs and other opportunities;
- assist you with workload management;
- offer help managing academic situations during periods of personal, financial, or medical problems, by working with students to identify various possibilities and strategies for making informed decisions;
- communicate with other advisers within the university and, with a student's permission, serve as a direct link to other university resources.

Matters pertaining to a specific course should be addressed first to the course coordinator. The Program Director or delegate is also available for any student seeking guidance.

COMMUNICATION

POLICY ON THE RESPONSIBLE USE OF MCGILL INFORMATION TECHNOLOGY RESOURCES

McGill Information Technology Resources are intended to support the academic mission and the administrative functions of the university. This policy states the principles regarding their use. The official policies, protocols and guidelines can be found on the [Information Technology section](#) of the University Secretariat website.

Please review in detail the [Mobile Computing and Communications Devices guidelines](#)

EMAIL POLICY

E-mail is one of the official means of communication between McGill University and its students. Notices from McGill and the School, including your instructors, will be communicated via email to your McGill e-mail address only, and will not be sent to any other e-mail address. As well, you are required to send to us your questions or inquiries using your McGill e-mail.

As with all official University communications, it is the student's responsibility to ensure that time-critical e-mail is accessed, read, and acted upon in a timely fashion. Therefore, it is important to read your McGill e-mail on a regular basis since failing to access your e-mail will not be considered an acceptable reason for not acting on the correspondence. If a student chooses to forward University e-

mail to another e-mail mailbox, it is that student's responsibility to ensure that the alternate account is viable. [Policy on email communication with students](#).

STUDENT SERVICES

See [Appendix B](#) for further contact information for Student Services.

WELLNESS

The [First-Year Office \(FYO\)](#), a part of Campus Life & Engagement, can help new students navigate their way through the Undergraduate, Graduate and Health Science Course Calendars as well as the information contained in the [Newly Admitted Undergraduate Students website](#). The FYO can help new students prepare for course registration as well as orientation and other activities during their first year ([Campus Life & Engagement's First-Year Website](#)). FYO staff can also provide referrals to other support mechanisms at McGill.

The **Wellness Enhanced Lifelong Learning Office (WELL)** Office is situated within the Faculty of Medicine and Health Sciences and is dedicated to supporting students through their academic career by promoting wellness and resilience within a safe learning environment. Resources offered by the WELL office include academic support, wellness support as well as career advising; a resource guide is available on our [School website](#). Information about the WELL office can be found [here](#).

The [Student Wellness Hub](#) is a part of McGill Student Services that offers a wide variety of services to support student success and well-being. The Student Wellness Hub is a student's place to go for their holistic health and wellness needs. It provides access to basic physical and mental health services, as well as health promotion and peer support programs. The Student Wellness Hub offers a collaborative care approach and has a team of professional staff (psychologists, counsellors and social workers) who are available to discuss psychological and emotional issues and academic and career challenges, as well as provide crisis support. They offer individual or group study skills sessions or workshops on topics such as academic success, wellness and life skills and stress management, and may act as a resource for faculty, staff, and parents.

Counselling and Mental Health Services workshop information is available [here](#).

SUPPORT FOR STUDENT NEEDS

The role of the [Student Accessibility and Achievement \(SAA\)](#)

The SAA works with students who have documented disabilities, mental health conditions, chronic health conditions, or other impairments. These may be temporary, permanent, or episodic. We encourage all students to book an appointment with an Access Services Advisor to discuss your barriers and to determine what resources or accommodations will help to make your time at McGill a success. To meet with a SAA adviser, contact the office at (514) 398-6009 or e-mail access.achieve@mcgill.ca. For more details about the process for OT and PT students from the School of Physical and Occupational Therapy, refer to the process documents [OT Student Accessibility and](#)

[Achievement process and flowchart for students](#); and [Accommodations for Learning PT](#); and [OT Essential skills and Attributes](#) and [PT Essential skills and Attributes](#) documents.

The [First Peoples' House](#) provides a sense of community to Indigenous students who are pursuing higher education away from home and offers cultural, academic and campus support.

The [Indigenous Health Professions Program \(IHPP\)](#) was launched in 2017 with an overall goal of improving the health of Indigenous peoples in Canada by recruiting and training more Indigenous health care professionals and by teaching all health professionals about the unique health aspects regarding Indigenous peoples.

The [International Student Services \(ISS\)](#) offers a host of services to undergraduate and graduate degree students, exchange/visiting students, post-doctoral fellows.

The [Social Equity and Diversity Education \(SEDE\) Office](#) provides information, education and training to all areas of the University in order to cultivate a respectful and supportive campus.

SAFETY

CAMPUS SAFETY

University Safety works with the McGill community to promote a safe and healthy environment for everyone. Through public education and information, and through active security presence, their goal is to make sure that students, faculty, and staff are able to learn, teach and conduct research, free from safety concerns. More information can be found at: [Campus Public Safety](#).

The safety and well-being of students and faculty, both at the School of Physical and Occupational Therapy and on campus, are managed at multiple levels. Generally speaking, the establishment of policies, procedures and services for safety and well-being are the responsibility of main campus.

ACCIDENT AND INCIDENT REPORTING

In the event of an accident, the [Student Affairs Manager](#) assists students in the completion of an Accident Event Report to the Environmental Safety Office.

When a security incident occurs, the Security Incident Report is reviewed by the Security Services supervisors and the reports distributed accordingly. Should the incident involve a student, a copy of the report is sent to the Office of the Dean of Students, at which time the office may choose to contact the student, if they think it is appropriate, to see if any further assistance can be provided.

If the incident report describes a safety or security issue, the report is forwarded to the Environmental Safety office, to the Facilities Management and Development office or to one of the Security Services Staff so that measures can be taken to remedy the situation.

WALKSAFE

McGill University Walksafe Network provides a “safe and effective alternative to walking or using public transportation alone at night”. For more information, please refer to [Walksafe McGill](#).

SEXUAL VIOLENCE

The [Office for Sexual Violence Response, Support and Education \(OSVRSE\)](#) provides support to all who have been impacted by sexual violence. For McGill's Policy against Sexual Violence, please refer to this [link](#).

RESPECTFUL ENVIRONMENTS

The [Office for Respectful Environments](#) (Faculty of Medicine and Health Sciences) is responsible for the intake of mistreatment reports in clinical learning environments, triaging mistreatment reports and monitoring the progress of each incident dossier.

EMERGENCY MEASURES AND THE FIRE PREVENTION

Emergency Measures and the Fire Prevention Office, a part of University Safety, are committed to the safety of the McGill community. This is achieved by providing the support, information, training and leadership to foster a safe and secure environment for the students, faculty, staff, and visitors. More information can be found at [Emergency Measures and Fire Prevention | Emergency Measures and Fire Prevention - McGill University](#).

GET INVOLVED

The Joint Advisory Health and Safety Committee is an advisory body that is jointly comprised of McGill employees and students. This committee has multiple mandates including “to ensure mechanisms are in place for systematic hazard identification and risk assessment”, and “to oversee the system of internal responsibility and accountability within the organization”. For more details, refer to [University Health and Safety Committee \(UHSC\)](#).

In order to support the continual re-examination and promotion of health and well-being, the Dean of Students initiates a yearly call for applications to the [Mary H. Brown Fund](#). This is an endowment fund that provides a total of approximately \$20,000 annually for “the creation and early support of innovative, on-campus projects that benefit McGill students’ physical and psychological well-being and related initiatives”. For more information, please refer to [Student Services](#).

FINANCIAL AID

The [Scholarships and Student Aid Office](#) provides information on scholarships and student aid programs and the impact that any changes to your program or registration might have on these programs.

EMPLOYMENT

[Career Planning Service](#) provides career education, guidance, and individual advising to students in their search for permanent, part-time, or summer jobs.

LIBRARY SERVICES AND RESOURCES

SCHULICH LIBRARY OF PHYSICAL SCIENCES, LIFE SCIENCES, AND ENGINEERING

Schulich Library of Physical Sciences, Life Sciences, and Engineering is where you will find services and materials to support your program as well as places to study. Reopening in the summer of 2023 after four years of renovation, the library features a variety of study and workspaces totaling over 800 seats with both dedicated quiet zones and group study areas.

Books put on course reserve can be found on the main floor. You can search by course number or instructor here: <https://www.mcgill.ca/library/find/courses/course-reserves>

Help with finding information, library services, or locating library resources is available in person from friendly, expert staff at the information desk (hours here:

<https://www.mcgill.ca/library/branches/schulich>) or via online chat, email, and text:

<https://www.mcgill.ca/library/contact/askus>

LIAISON LIBRARIAN

The Liaison Librarian for Occupational and Physical Therapy is Ms. Jill Boruff (jill.boruff@mcgill.ca). Ms. Boruff teaches information literacy workshops for undergraduate and graduate students in the School of Physical and Occupational Therapy. She is also available for individual or group consultations to help with research, understanding library services, or any other questions that you may have.

The subject guide of library resources for Occupational and Physical Therapy can be found online:

[Physical and Occupational therapy | McGill Library - McGill University.](#)

LIBRARY RESOURCES

Library resources include a variety of biomedical databases such as Medline, EMBASE, and PsycInfo. CINAHL provides access to scholarly as well as clinical allied health literature, including Occupational and Physical Therapy.

Online resources include e-journals, databases, clinical tools and books. McGill now has over 85,000 e-journal titles. The following are a few of the pertinent journals available through McGill Library:

- American Journal of Occupational Therapy
- American Journal of Physical Medicine & Rehabilitation
- British Journal of Occupational Therapy
- Canadian Journal of Occupational Therapy
- International Journal of Rehabilitation Research

- Journal of Hand Therapy
- Journal of Orthopaedic and Sports Physical Therapy
- Physical Therapy: Journal of the American Physical Therapy Association
- Physiotherapy Canada

More information about library resources available at McGill can be found on the Occupational and Physical Therapy subject guide: [Physical and Occupational therapy | McGill Library - McGill University](#)

SPACE AND EQUIPMENT

STUDENT USE OF BUILDINGS.

CLASSROOMS

No eating or drinking is permitted in classrooms at any time except with permission of the instructor. Any containers, cartons or refuse must be placed in the wastebasket.

Students are permitted to use unoccupied classrooms for study and practice of therapeutic techniques but must leave the room in a tidy and orderly manner. Students must respect the equipment and materials and will be held accountable for damage. Footwear must be removed when using plinths in the practical classrooms.

BUILDINGS (DAVIS, HOSMER, AND HOSMER COACH HOUSE)

Use of buildings

All outdoor footwear (i.e. boots) must be removed at the building entrance during the late fall and winter sessions.

Smoking is only permitted in [designated areas on campus](#).

Students are not permitted to sit on or otherwise block any of the staircases. This is a safety precaution to allow for unencumbered traffic flow and to prevent injuries.

Access to buildings

Keys or ID cards to access Davis or Hosmer Houses will not be loaned to any unauthorized person. Davis House front door and Hosmer House front and side doors are equipped with timed-locking mechanisms. These outside doors self-lock at 5:00 p.m. at Davis House and at 6:00 p.m. at Hosmer House all year round. All doors are locked on weekends and statutory holidays throughout the year and buildings are therefore only accessible via card access. **Holding the door open for longer than 60 seconds, once the locking mechanism** has been activated, will set off an alarm, which will then be investigated by McGill Security.

During the academic year (September-May), students enrolled in programs at the School of Physical & Occupational Therapy can remain in Hosmer House until 9:00 pm (weeknights) for group learning and

practice purposes after the building is locked down at 6:00 pm. From September to May, students can access Hosmer House after hours by placing their student card over the card reader located to the right of the front door. Note that there is no student access to the Coach House (Annex) or Davis House after hours, and no access to any building on weekends or statutory holidays. Students may not remain in Hosmer House after 9 pm. McGill Campus Security patrols will report any students remaining later than 9 pm.

During the academic year (September-May) students may also access the McIntyre Medical Building at all times including weekends.

Parking lots are NOT under the authority of the School of Physical and Occupational Therapy. The parking area at Davis is for use by permit holders only. The parking lot adjacent to Hosmer House requires ticket purchase. Vehicles found parked without a permit or paid parking ticket will be subject to fines.

ROOM BOOKING FOR NON-ACADEMIC AND OUTSIDE SPECIAL EVENTS

Non-academic and outside special events are activities that are organized outside of the academic programs. If a student association or other group (e.g. Graduation Committee) wishes to book a room, student organizers must contact [SPOT Director's Academic Associate](#) at least 10 days prior to the date of the booking. An administrative fee may be charged. If an outside group or individual is involved (e.g. photographer), they may need to carry out a risk management assessment and may need insurance.

If you require additional details, please refer to [Events Bookings at McGill](#)

If rooms are required for a special event (e.g. larger gathering or reception), student organizers must contact SPOT Director's Academic Associate at least one month prior to the date of the event (please refer to the contact information in [Appendix A](#), or make requests online at [Booking guidelines](#).

HOSMER 204 STUDY AREA

Six computers are available for student use in this area.

In addition to this, a 7th computer is equipped with CD-ROMs of clinical demonstrations for students' independent study. There are self-learning materials for goniometry, manual muscle testing, gait analysis, vestibular rehabilitation, and proprioceptive neuromuscular facilitation (PNF).

Desks and power outlets for laptops are also available for individual and group study. As in the rest of Hosmer House, this room has wireless service.

ASSESSMENT LIBRARY

A library of resource materials is available to Occupational and Physical Therapy students and faculty. The library's collection of measures (primarily clinical assessments) provides students with access to standardized tests and materials for use in their course, clinic work and graduate-related research projects.

LIBRARY OPERATION

The library is located in Hosmer House, Room 204. Updated library loan out times are posted outside the door of Hosmer House, Room 204. All materials must be borrowed and returned directly to the library during library hours. In exceptional circumstances, special arrangements for borrowing or returning materials outside of library operating hours can be made by contacting the course technician at crstechnician2.spot@mcgill.ca or 514-398-4400/00826.

LIBRARY HOLDINGS.

A list of holdings is available at [SPOT Assessment Library Inventory](#).

LENDING PROCEDURES.

Students must show their McGill ID at the time of a loan transaction.

The borrowing of assessments that are required for Occupational and Physical Therapy courses is restricted to the instructors and students registered for that course during the term when the course is offered. In the pre-examination period, these may be restricted to use within Hosmer House, Room 204.

Students must return the items promptly and in the same condition as when borrowed. Most items have a one-week loan policy but may be recalled if required for coursework by other students or faculty. It is the student's responsibility to report any lost, stolen or damaged items immediately. Students will be responsible for the replacement cost of missing or damaged materials that were not previously reported.

LAB FEE

Students are charged an annual lab fee to cover the cost of supplies and services required in specific courses. For more information, please refer to [Student Accounts](#). Examples of supplies are materials for making splints (orthoses) or equipment/tools for client assessment and treatment. Laundering of sheets and towels is an example of a service. This cost is charged by the university on the student's fee account.

AUDIOVISUAL RESOURCES

CAMPUS LOAN RESOURCES

ICS-A/V (IT Customer Services audiovisual arrangements)

A full range of audio, video, computer and projection equipment is available for loan from IT Services. For more information, please refer to <http://www.mcgill.ca/it/get-started-it/students>

McGill faculty, staff, student, and affiliates (a non-McGill employee working in association with McGill) can borrow or rent equipment for **McGill related and non-commercial purposes**.

Requests are processed as received; therefore, advance reservations are highly recommended. McGill faculty and staff can make reservations by telephone. Students and affiliates must reserve equipment in person.

Note: Affiliates will be asked to provide a picture ID and proof of their McGill affiliation.

**For student reservations, visit the service desk:
Room 285
688 Sherbrooke West**

When reserving equipment **at least 2 business days in advance**, you may submit a [webform request](#), or for more information, please refer to: [IT Request and Support Forms](#)

MATERIALS FROM OTHER DEPARTMENTS

The Library offers CD-ROM's and DVD's from McGill departments and affiliated hospitals to students and faculty. These materials can be delivered to the Life Sciences Library upon request.

AUDIOVISUAL EQUIPMENT IN CLASSROOMS

McGill has recently upgraded a substantial number of classrooms and lecture halls with new seating and media packages. At the School of Physical and Occupational Therapy, our classrooms (Hosmer 102, 202, 301, Coach House, Davis 3 and 20) have been equipped as follows: podium, built-in PC with CD and DVD capacity and USB extension port, monitor, laptop capacity, LAN connectivity, and DVD-VCR player. Four of our classrooms are also equipped with SMART Boards (Hosmer 105, 202, Davis DB6 and D20).

The Coach House gymnasium (CH10), Hosmer 102 and Hosmer 104 are equipped with multiple plasma screens and the audiovisual functioning is linked between rooms.

All amphitheatres in McIntyre Medical Building, which are commonly used by the School, have state-of-the-art lecture hall equipment and public address systems. Faculty and students can obtain detailed information about the AV equipment within the classroom at <https://classroom-av.ncs.mcgill.ca/>.

Furthermore, wireless internet connection is available in most areas within McGill University. Hosmer House, Hosmer Coach House and Davis House have full wireless coverage. Hosmer house also has 2 computer kiosks for student use on the ground floor.

RESOURCES AVAILABLE WITHIN THE SCHOOL OF PHYSICAL AND OCCUPATIONAL THERAPY

Audio visual equipment available by reservations only:

- Video camera
- Webcams
- Data projectors (for unequipped rooms).
- Digital voice recorders
- Laser pointers

To reserve equipment and materials, please [email the course technician](#). Students must present their McGill ID to borrow equipment and must return equipment by the specified time frame. You may view audiovisual material by special arrangement in Hosmer and Davis Houses if school equipment and rooms are available.

PROCEDURES

All audiovisual material to be borrowed **MUST BE SIGNED OUT** and returned to the course technician.

Instruction sheets and pamphlets are available for all items of equipment. **STUDENTS MUST LEARN THE CORRECT METHOD OF OPERATION OF ALL EQUIPMENT BEFORE USE.** If you are having problems operating the equipment, please contact your course coordinator. If the equipment is not functioning properly, please contact the technician at 514-398-4400 ext.00826 or at crstechnician2.spot@mcgill.ca

1. Any equipment in need of repair should be reported to the technician immediately.
2. Students must return the items promptly and in the same condition as when borrowed. Most items have a 2-week loan period but may be recalled if other students are waiting for the materials. It is the student's responsibility to report any lost, stolen or damaged items immediately. Students will be responsible for the replacement cost of missing or damaged materials that were not previously reported.

CLINICALLY PRODUCED AUDIOVISUAL MATERIAL

The School has a collection of clinically produced audiovisual material focusing on different practice areas and client populations, as well as on basic sciences; these materials are available for faculty and/or students to support in-class learning or to borrow for review purposes. For information on clinical assessments available at the School, please refer to [Assessment Library Section](#).

UPRINT INFORMATION

To use uPrint to print from mobile devices or laptops and pick up the documents at any uPrint device on campus, please refer to the guidelines at: [uPrint Anywhere via email](#).

STUDENT SOCIETIES

For students in the **B.Sc.(Rehabilitation Science) program**, please refer to [POTUS](#) for information on the Physical and Occupational Therapy Undergraduate Society (POTUS).



For students in the **Qualifying Year or Professional Master's program**, please refer to [PGSS](#) for information on the Post-Graduate Students' Society (PGSS).



COMMITTEES WITH STUDENT REPRESENTATION

The School of Physical and Occupational Therapy values the input of our students in all academic, social and administrative functions. Please see [Appendix C](#) for a list of these committees.

FINANCIAL SUPPORT FOR STUDENT ACTIVITIES

The Directors of McGill's School of Physical and Occupational Therapy (SPOT) wish to encourage and facilitate participation in student life and activities within the above student societies. The Directors therefore support each of the student societies up to a fixed amount of money per year. Allocation of funds will be conducted in a manner that ensures value for money, a fair and open process, full accountability, and the University and its delegates (the SPOT) meeting their statutory, legal and ethical obligations.

For further information, please contact [Director's Academic Associate](#).

APPENDICES

APPENDIX A: CONTACT INFORMATION FOR SPOT STUDENT SERVICES AND SUPPORT

Contacts within the School of Physical and Occupational Therapy

SERVICES & SUPPORT	CONTACT INFORMATION
<ul style="list-style-type: none"> • Registration • Course changes/add/drop • Inter university transfer • Credit exemption • Supplemental/deferrals • Exam conflicts • Graduation 	<p>Ms. Alina Bezhanyan Student Affairs Coordinator, Undergraduate Program ✉ undergrad.spot@mcgill.ca Davis House, Room D5 📞 514-398-4500 📠 514-398-8193</p>
<ul style="list-style-type: none"> • Registration • Course changes/add/drop • Inter university transfer • Credit exemption • Supplemental/deferrals • Exam conflicts 	<p>Ms. Marlene Brettler Senior Administrative & Student Affairs Coordinator, Professional Masters Programs ✉ profmasters.spot@mcgill.ca Davis House, Room D5 📞 514-398-2784 📠 514-398-6360</p>
<ul style="list-style-type: none"> • Qualifying Year & Professional Master (Graduate) Admissions • Teaching Assistant support • Criminal Record checks 	<p>Ms. Meliza Coronell Administrative & Student Affairs Coordinator ✉ profmasters2.spot@mcgill.ca Davis House, Room D5 📞 514-398-5926 📠 514-398-6360</p>
<ul style="list-style-type: none"> • C.P.R. certification • PDSB Course • Clinical course supervision information • Immunization 	<p>Ms. Nadina Paraschuk Administrative and Student Affairs Coordinator Clinical Education ✉ clinicaleducation.spot@mcgill.ca Davis House, Room D4 📞 514-398-1293 📠 514-398-6360</p>
	<p>Ms. Roxanne Roman Administrative and Student Affairs Coordinator Clinical Education ✉ clinicaleducation.spot@mcgill.ca Davis House, room D46 📞 514-396-2001</p>

Contacts within the School of Physical and Occupational Therapy

SERVICES & SUPPORT	CONTACT INFORMATION
<ul style="list-style-type: none"> • Assessment Library Loans • Audiovisual equipment loans or assistance • Learning aids (CD's, skeletal material, videos) • Non-academic room booking (student meetings, variety show rehearsal) • Lost and Found H100 • Access to (key for) coach house 	<p>Ms. Gulbakhram Avakri Course Technician ✉ crstechnician.spot@mcgill.ca Hosmer House, Room H100 ☎ 514-398-4400/00826 📠 514-398-6360</p> <hr/> <p>Ms. Johanne Bourdon Course Technician ✉ crstechnician2.spot@mcgill.ca Hosmer House, Room H100 ☎ 514-398-4400/00826 📠 514-398-6360</p>
<ul style="list-style-type: none"> • Contact person for non-academic events • Contact person for evening or weekend use of the buildings • Contact person for student societies (POTUS, SPOTGSA, SPOTPGSS) 	<p>Ms. Sarah C. Marshall Director's Academic Associate ✉ sarah.marshall@mcgill.ca Davis House, Room D34A ☎ 514 399-9506 📠 514-398-6360</p>

APPENDIX B: CONTACT INFORMATION FOR [MCGILL STUDENT SERVICES](#) AND SUPPORT

SERVICES & SUPPORT	CONTACT INFORMATION
Student Services	514-398-8238  mcgill.ca/studentservices/
Dean of Students Office	514-398-4990  mcgill.ca/deanofstudents/
Athletics	514-398-7000  mcgill.ca/athletics
CAPS Career and Placement Service	514-398-3304  mcgill.ca/caps/
Office of Religious and Spiritual Life	514-398-4104  Office of Religious and Spiritual Life
Counselling Service	514-398-5836  Student Wellness Hub_Counselling
First Peoples House	514-398-3217  mcgill.ca/fph/
First Year Office	514-398-6913  mcgill.ca/firstyear/
Health Services & Dental Clinic	514-398-6017  Health Services 514-398-3155  Dental Clinic
International Student Services	514-398-4349  mcgill.ca/internationalstudents/
Psychiatric Services	514-398-6019  Psychiatric Services
Student Accessibility and Achievement	514-398-6009  https://www.mcgill.ca/access-achieve/
Tutorial Service	514-398-5816  mcgill.ca/tutoring/
Student Aid Office	514-398-6013  mcgill.ca/studentaid/
Residences & Student Housing	514-398-6368  mcgill.ca/students/housing/
Student Housing (Off campus)	514-398-6368  mcgill.ca/students/housing/offcampus/
First Year Assistance for Francophone Students	514-398-6913  Etudiants-francophones
Physical and Occupational Therapy Undergraduate Society	514-398-6913  involvement.mcgill.ca/organization/potus
Post-Graduate Students' Society	514-398-3756  pgss.mcgill.ca/

APPENDIX C: LIST OF COMMITTEES WITH STUDENT REPRESENTATION.

List of Committees with Student Representation

NAME OF COMMITTEE	STUDENT BASED	STUDENT & FACULTY BASED
Physical and Occupational Therapy Undergraduate Society (POTUS)	✓	
Physical and Occupational Therapy Graduate Society (SPOT GSA)	✓	
SPOT-PGSS	✓	
Graduation Committee	✓	
Orientation Planning Group	✓	
Global Health	✓	✓
Canadian Association of Occupational Therapist (CAOT) and Canadian Physiotherapy Association (CPA) Representative		✓
IDEAL Committee		✓
OT and PT Curriculum Committees		✓
OT and PT Clinical Advisory Committees (CAC)		✓
L'ordre des ergothérapeutes du Québec (OEQ) et l'ordre professionnel de la physiothérapie du Québec (OPPQ)		✓
OT and PT Faculty Meetings		✓
OT Program REPAIR Group		✓
OT and PT Student - Faculty Liaison Meetings		✓
WELL Office Wellness and Learning Environment Committee		✓