



2023-2024 Qualifying Year for the M.Sc. (A) O.T. Guide

IN THIS GUIDE, YOU WILL FIND:

1. Overview of program and Qualifying Year course details
2. Registration information.
3. Immunisation information.
4. OT Orientation information.
5. Campus Life and Engagement New Students Information

PROGRAM OVERVIEW

The Qualifying Year (OT QY) for the M.Sc. (A) O.T. is one academic year given over two semesters: fall and winter. This is immediately followed by the Master of Science (Applied) Occupational Therapy [M.Sc.(A) O.T.] program which is 1.5 academic years (5 semesters) in duration.

Program Direction and Staff Support

- Director of the QY and M.Sc.(A)O.T. program is Prof Sara Saunders
sara.saunders@mcgill.ca
- Associate Program Director of the QY and M.Sc.(A)O.T. program is Prof Susanne Mak
susanne.mak@mcgill.ca
- Student Affairs Coordinator responsible for the QY and M.Sc.(A) O.T. program
Ms. Marlene Brettler profmasters.spot@mcgill.ca

If you have any questions or concerns, please do not hesitate to reach out to us for advising.

Program Timeline Overview		
Term	Content	Approximate Time Period
QY Fall	Academic Classes	End of August to December
QY Winter	Academic Classes	January to mid- April
M1 Summer	Clinical Practica 1 and 2	Mid-April to the end of August
M1 Fall	Academic Classes	End of August to December
M1 Winter (Part 1)	Clinical Practicum 3	January to March break (Reading Week)
M1 Winter (Part 2)	Academic Classes	After March break(Reading Week) to mid-May
M2 Summer	Master's Project	Mid-May to August
M2 Fall	Clinical Practicum 4	September to December

Fall term: Wednesday August 30th 2023 – Wednesday December 21st, 2023

Fall 2023 Important Dates:

Registration

- **Registration starts on July 4th**
- **Deadline to register for at least one course to avoid registration penalties: Monday, August 14th**
- **As long as at least one course is registered before August 14th, you can continue to register by the add/drop deadline, with no registration penalty.** (See note regarding IPE courses)
- Deadline to cancel registration: Thursday, August 31st
- Add/Drop deadline: Tuesday, September 12th
- Course or University Withdrawal with refund deadline: Tuesday, September 19th
- Course or University Withdrawal WITHOUT REFUND deadline: Tuesday, October 24th

Classes and Exams

- Classes begin: Wednesday, August 30th
- Fall Reading Break: Friday, October 6th to Wednesday, October 11th
- Makeup Days: Thursday, November 30th
- Classes end: Tuesday, December 5th
- Study Day: Wednesday, December 6th
- Exams begin: Thursday, December 7th
- Exams end: Thursday, December 21st (11 days, including evening exams)

Winter term: Thursday January 4th 2024 – Wednesday December 21st, 2023

Winter 2024 Important Dates:

Registration

- Deadline to cancel registration: Thursday, January 4th, 2024
- Deadline to register without penalty (new students only): Thursday, January 4th
- Add/Drop deadline: Tuesday, January 16th (See note regarding IPE courses)
- Course or University Withdrawal with refund deadline: Tuesday, January 23rd
- Course or University Withdrawal WITHOUT REFUND deadline: Tuesday, February 27th

Classes and exams

- Classes begin: Wednesday, January 4th
- Winter Reading Break: from February 27th to March 3rd
- Classes end: Thursday March 28th
- Exams begin: Tuesday, April 2nd
- Exams end: Friday, April 12th

ADMISSION TO THE MASTER OF SCIENCE, APPLIED, OCCUPATIONAL THERAPY –SUMMER 2024

Master of Science (Applied) Occupational Therapy begins with 2 summer clinical courses from mid-April. Details to follow in your Clinical Seminar (OCC1 500).

There are spaces reserved for all students who enter the OT QY stream to the MSc (A) in the same discipline. You will need to complete a simplified SLATE application for admission to the MSc (A) OT for summer 2024 – instructions will be provided during the fall term.

Note: A minimum cGPA of 3.0/ 4.0 is required. Students may not be admitted to the MSc (A) OT degree if they have demonstrated a lack of academic integrity or professional behaviour during the QY.

CURRICULUM OVERVIEW AND MINERVA REGISTRATION FALL AND WINTER COURSES

You must log on to Minerva and register between:
July 4th to August 14th, 2023 (inclusive) to avoid late registration fees.

*Students **who fail to register** in at least one course by August 14th, 2023, may continue to register after this date, up to the end of the registration period on September 12th, 2023, but with late registration penalties.*

*Students **who register** in at least one course by August 14th, 2023, may continue to register after this date, up to the end of the registration period on September 12th, 2023, with no late registration penalties.*

Note 1: You will need to attend to any holds before you are able to register on Minerva. You will NOT be able to register if you have any outstanding fee balance with the University or if you have any other holds that prevent you from registering.

Premasters QY COURSES AND THEIR COMPONENTS

- All Premasters students have spaces reserved in each course and section components.
- You must be registered in all courses, and all the different sections of the courses as indicated in the table below.

- Note 1:

All graduate students must add the Registration Confirmation course (REGN RCGR) to their records for each term:
CRN 180 (Fall 2023)
CRN 190 (Winter 2024).

- Note 2:

Registration includes the required non-credit courses:
Fall 2023:
*IPEA 500: Roles in Interprofessional Teams.
OCC1 500D1: Pre-Clinical Practicum Seminar.

- Note 2:

Winter 2024:
*IPEA 501: Communication in Interprofessional Teams.
OCC1 500D2: Pre-Clinical Practicum Seminar
*IPEA courses: For both fall and winter *the add/drop deadline is September 12th*.
After this date you will be subject to a late registration fee.

- Exemptions for IPEA 500 or IPEA 501 are handled by the Inter-Professionalism Office. The Deadline to request a review for an exemption from IPEA 500 or IPEA 501 is Monday July 31st.

- Note 3:

At the start of classes, you will be subdivided into groups as appropriate, and will be directed to your activity group.

- Note 4:

Break out room sections are additional rooms for the courses/sections. Therefore, the sections are not required to be registered

OT FALL 2023 COURSES & SECTIONS

CRN 6050	OCC1	500D1	Section 1	Seminar	Pre-Clinical Practicum Seminar.	
6436	OCC1	545	1	Lecture	Therapeutic Strategies in OT 1.	
NOTES: This section must be taken with a seminar and a workshop.						
6437	OCC1	545	2	Workshop	Therapeutic Strategies in OT 1.	
NOTES: This section must be taken with a lecture and a seminar.						
6438	OCC1	545	3	Seminar	Therapeutic Strategies in OT 1.	
NOTES: This section must be taken with a lecture and a workshop.						
6440	OCC1	550	1	Lecture	Enabling Human Occupation.	
NOTES: This section must be taken with a laboratory.						
6441	OCC1	550	2	Laboratory	Enabling Human Occupation.	
NOTES: This section must be taken with a lecture.						
6466	POTH	563	1	Lecture	Foundations of Professional Practice.	
NOTES: This section must be taken with a tutorial.						
6467	POTH	563	2	Tutorial	Foundations of Professional Practice.	
NOTES: This section must be taken with a lecture. This section is for OT students.						
6468	POTH	563	4	Tutorial	Foundations of Professional Practice.	
NOTES: This section must be taken with a lecture. This section is for PT students.						
653	IPEA	500	001	Workshop	0.000	Roles in Interprofessional Teams.

OT PREMASTERS WINTER 2024 COURSES & SECTIONS

5267	OCC1	500D2	1	Seminar	Pre-Clinical Practicum Seminar.	
5592	OCC1	547	1	Lecture	Occupational Solutions 1.	
NOTES: This section must be taken with a seminar.						
5593	OCC1	547	2	Seminar	Occupational Solutions 1.	
NOTES: This section must be taken with a lecture.						
5595	OCC1	548	1	Lecture	Holistic Approaches in OT.	
5596	OCC1	548	2	Break-Out Room	Holistic Approaches in OT.	
5597	OCC1	549	1	Lecture	Therapeutic Strategies in OT 2.	

NOTES: This section must be taken with a laboratory and a seminar and a workshop.					
5598	OCC1	549	2	Laboratory	Therapeutic Strategies in OT 2.
NOTES: This section must be taken with a lecture and a seminar and a workshop.					
5599	OCC1	549	3	Clinical reasoning workshop	Therapeutic Strategies in OT 2.
NOTES: This section must be taken with a lecture and a laboratory and a seminar.					
5600	OCC1	549	6	Seminar	Therapeutic Strategies in OT 2.
NOTES: This section must be taken with a lecture and a laboratory and a workshop.					
4298	OCC1	551	1	Lecture	Psychosocial Practice in OT.
NOTES: This section must be taken with a laboratory.					
5601	OCC1	551	2	Laboratory	Psychosocial Practice in OT.
NOTES: This section must be taken with a lecture.					
635	IPEA	501	1	Workshop	Communication in Interprofessional Teams
NOTES: Schedule to be posted in January on myCourses					

o Program requirements are also listed on the [School's curriculum page](#) as well as in the [Graduate and Postdoctoral eCalendar](#).

ACADEMIC ADVANCEMENT

- A minimum grade of B- (**65%**) must be obtained in courses specific to the profession, including each course section, with the course designations of OCC1 & POTH.
- Similarly, the passing grade on any remedial or supplemental assessment or examination is B- (65%) for these courses.
- Students should be aware that there are specific criteria for promotion for courses with theoretical and practical components or individual and group work.
This is in addition to fulfilling all specific course requirements outlined in the Important Information, Rules and Regulations, Code of Conduct and other [QY documents](#).

NB: **A minimum cGPA** of 3.0 or higher is necessary to be promoted to M1 [MSc (A) OT] in addition to achievement of the required skills and attributes for entry to practice ([see Essential Skills and Attributes](#)).

RESOURCES RELATED TO REGISTRATION AND ADDITIONAL INFORMATION

- **Courses and Programs – [Registering for Courses and How to Use Minerva](#)**
- **How to verify your course registration**

To ensure that you have correctly registered to all your courses, look up your [\(student record\) in Minerva](#).

STUDENT CONFIDENTIALITY

Confidentiality of personal information and access to documents are governed by the provisions of the Quebec Act respecting Access to documents held by public bodies and the Protection of personal information (the Access Act). The privacy regulations prohibit McGill from releasing any academic or other information regarding students without their specific written and signed consent.

STUDENT ID:

Details about obtaining a McGill Student ID card are available at [How to get a student ID card](#)

STUDENT ACCOUNTS

Please refer to the [Student Accounts website](#) for payment information including deadlines and mode of payment. You can access your e-billing assessment through your Minerva student account. Consult the [Tuition Fees Table](#) and the [Tuition Calculator](#).

NB: The University shall have no obligation to issue any transcript of record, award any diploma or re-register a student in case of non-payment of tuition fees, library fees, residence fees or loans on their due date. Access to Minerva for the Registration functions will be denied until these debts are paid in full, or arrangements made to settle the debt.

YOUR STUDENT RECORD

While all courses offered at McGill have academic merit, not all are appropriate for credit towards the qualifying year for the M.Sc. (A) O.T. Students should consult the information on the School's website for the regulations governing which courses are required for Qualifying Year and program completion.

Keep in mind that students are responsible for the correctness and completeness of their records. It is your responsibility to make sure that your student record is accurate and that all required courses are correctly recorded in order to be promoted.

While faculty advisers and staff are always available to give advice and guidance, it is the student's ultimate responsibility for: (1) completeness and correctness of course selection, (2) compliance with and completion of program and degree requirements, and (3) observance of regulations and deadlines. It is the student's responsibility to seek guidance if in any doubt; misunderstanding or misapprehension will not be accepted as cause for dispensation from any regulation, deadline, program, or degree requirement.

[myProgress](#)

Graduate and Postdoctoral Studies (GPS) has developed a tool called **myProgress that** is available for all graduate students. This tool allows graduate students to view their degree progress; it shows what degree requirements have been completed and what ones must be completed. The web-based tool also sends students reminders about graduate milestones.

[STUDENT RECORDS – FORMS:](#)

Select “Graduate Students” in the navigation bar.

Select “Physical and Occupational Therapy – Professional Programs” as your department.

You can access useful forms including the **Request for Registration/Course Changes** form that is necessary to make a late-registration or late-withdraw request.

EMAIL NOTICES

[Policy on email communication with students.](#)

Email 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 e-mail 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 your questions or inquiries using your **McGill e-mail**.*

[CLINICAL COURSES](#)

The first clinical courses in the M.Sc. (A) O.T. program begin in the spring and summer immediately following the Premasters (OT QY) academic year. Details on clinical courses will be provided in the Premasters year and can be found on [the School’s website](#).

The Academic Coordinators for Clinical Education are

Professor Caroline Storr (caroline.storr@mcgill.ca)

Professor Karen Falcicchio (karen.falcicchio@mcgill.ca)

Professor Anne-Marie Brassard (anne-marie.brassard@mcgill.ca)

- Administrative and Student Affairs Coordinator for Clinical Education:

Ms. Nadina Paraschuk (clinicaleducation.spot@mcgill.ca)

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[Immunisation and CPR \(for Clinical Courses\)](#)

A **compulsory** immunisation program exists at McGill for students in the Health Sciences programs. Health Sciences students must start the immunization process as soon as they are accepted at McGill and must complete it well before they are permitted contact with patients. Entry into the McGill University Teaching Hospitals may be delayed if immunizations are incomplete.

Prior to starting their first clinical course, students must ensure that their immunization records are complete. Failure to do so will prevent students from starting their first clinical course in the professional masters' program.

Some vaccines may require you to follow immunisation schedules that last several months. Verify details of the immunization requirements and obtain the [form](#) to be completed from the [McGill Student Wellness Hub](#), which allows students to submit their immunisation records directly to the Hub. Students must contact the [Student Wellness Hub](#) for an appointment. All supporting documentation regarding immunization must be submitted to the Student Wellness Hub.

Students are asked to submit their duly completed and signed immunization forms (with supporting documentation if specified) or their supporting immunization documentation via the Student Wellness Hub's secure [document submission platform](#).

For complete details, consult the [Student Wellness Hub](#)

Other details provided in Clinical Seminar 1 (OCC1 500D1).

CPR

Valid CPR/AED Level (Health Care Provider) certification or equivalent is required prior to going into any of the clinical affiliation placements and must be maintained throughout the professional Master's program.

FRENCH LANGUAGE REQUIREMENT

English and French is essential for students who will be working in clinical affiliations throughout the province of Quebec. French is the official language in Quebec and thus health and social services administered by the Ministry of Health are bound by the Charter of the French Language. This means that all health and social service institutions operate in French.

Certain institutions have a bilingual mandate for patient care but team meetings and dealings with third party agencies operate in French only. Some of the clinical communication competencies you will exercise during your studies include: listening to a client or their family describe the reason for consulting, asking questions to learn more, explaining a condition in formal and informal terms, and communicating with other healthcare professionals. This could be in-person, on the phone, or with written documentation. As such, all applicants should be aware that any clinical placements in the province of Quebec require the ability to communicate (written and oral) in French.

Language Requirements for Professions

Quebec law requires that candidates seeking admission to provincially recognized professional corporations must be able to communicate verbally and in writing in French. To demonstrate a working knowledge of French, the professional corporation requires one of the following:

- Evidence that you have completed three years of full-time instruction in a French post-primary school.
- A certificate that shows you completed your secondary education in Quebec in 1986 or later
- Successful completion of a written examination set by Quebec's *Office québécois de la langue française* (OQLF). See below for more information.

If you are a registered student and are within two years of graduating with a degree that will give you access to a professional corporation, you can write the OQLF examination. You should contact Enrolment Services for an application form. Examinations take place every three months and may be attempted an unlimited number of times. Priority is given to students closest to graduation.

More information may be obtained from the *Office québécois de la langue française*, 125 Sherbrooke Street West, Montreal, Quebec, H2X 1X4. Telephone: 514-873-6565. Website: www.oqlf.gouv.qc.ca.

Visit www.oqlf.gouv.qc.ca and <https://examens.oqlf.gouv.qc.ca/Compte/inscription> for information on the online application for the exam.

FRENCH FOR HEALTH SCIENCES STUDENTS

Students might find French as a Second Language courses beneficial to ameliorate their language Skills.

[McGill French Language Centre](#) offers great courses geared to Health Science students.

Note: These require a placement test.

PREPARATORY WORKSHOP FOR OQLF EXAM

There has been excellent feedback/positive outcomes for the Office québécois de la langue française (OQLF) exam preparatory workshops.

To be eligible to practice in Quebec as health and social service professionals you may have to pass the exam administered by the Office québécois de la langue française.

Please note that if you obtained a secondary school certificate in Québec as of the school year 1985-1986, you are recognized as already having the required knowledge in French.

Information about the OQLF Workshops

1. What is the purpose of these workshops?

The objective is to make students become familiar with the structure of the OQLF exams and the type of possible activities they may encounter the day of the exam. This is not a French course to prepare students for the OQLF exam. If students require preparation, they should do a French for Health Sciences course at the [French Language Centre](#).

The workshop offers a simulation of the OQLF exam. Students will receive feedback to prepare themselves more adequately for the exam. 2 x 3-hour classes

2. Who can do these workshops?

Registered McGill University students. Other cases, please consult with me.

3. When are they offered?

They are offered around twice a semester, depending on the profession. Students are grouped by profession.

4. How many students per Workshop?

Preferably, between 4 and 8.

5. Which level of French is required?

A minimum of an intermediate level of French, equivalent to a level 8 in the Canadian Benchmark or B2 of the European Framework. To have an idea of what an intermediate level of French means, the person should be able to communicate in a professional setting fluently, although not perfectly.

6. How long do these workshops usually last?

The first meeting lasts two hours and all the participants must be there. The second part is arranged individually with each student and it lasts 30 minutes.

7. What is the modality of these workshops?

They are done on Zoom.

8. Who should I contact?

Prof. Dr. Ariel MERCADO: ariel.mercado@mcgill.ca

[MCGILL SCHOLARSHIP AND STUDENT AID](#)

McGill Student Aid and Scholarship office has all the resources and advice you need to help pay for university, from step-by-step guides on how to apply for funding to information on how to budget effectively.

McCall MacBain Scholarships at McGill



Eligible SPOT programs

- MSc, Rehabilitation Science (Non-Thesis)
- MSc, Rehabilitation Science (Thesis)
- MSc(A) OT, Occupational Therapy (Non-Thesis)
- MSc (A) PT, Physical Therapy (Non-Thesis)

Who should apply?

McCall MacBain Scholars have a track record of community engagement, informed by a sense of duty, empathy, intellectual curiosity, grit, and a willingness to take risks. They aim to create meaningful and lasting change, while improving the lives of others.

How to apply

Starting on June 1st, you can apply at mccallmacbainscholars.org/apply. This application involves the submission of two reference forms and other materials before **September 27, 2023** at 4:00 PM Eastern Time. Don't delay!

Scholar experience

The scholarship provides much more than financial support. Hear from inaugural McCall MacBain Scholars about their experience in the program:

[What is it like to be a McCall MacBain Scholar? \(video\)](#)

[Conversations with scholars: Raymond Tu](#)

[Conversations with scholars: Daisy Couture](#)

[Application tips from scholars \(video\)](#)



This email was sent to by "McCall MacBain Scholarships at McGill" <info@mccallmacbainscholars.org>. [Unsubscribe](#) from McCall MacBain Scholarships at McGill.

McGill International Student Requirements

International Students have mandatory requirements imposed by the Federal and Provincial governments.

- Federal Government Requirements
- Study Permit
- Provincial Government Requirements
- Québec Acceptance Certificate (CAQ)
- [Co-Op Work Permit](#) (requirement for students in programs with mandatory clinical practica which begin in summer of M1)

Students are advised to inform themselves of all requirements early and to ensure that applications for all necessary documentation are made well ahead of time because application processing times can be lengthy. Failure to have the necessary documentation can result in the delay of student's clinical placements or in university withdrawal.

For full details on what is required, international students are advised to contact [International Student Services](#).

ORIENTATION

**Please join the U3 students for a MANDATORY
In-person orientation:**

Thursday August 31st from 9:00 am – 11:00 am
McIntyre Medical Building room McMed 206/7

Attend Classes as scheduled starting Wednesday August 30th 2023

CAMPUS LIFE AND ENGAGEMENT (CL&E)

Campus Life & Engagement provides multiple virtual programs to help orient incoming graduate students.

All new students are encouraged to view the information at [Your First Year at McGill](#) for details about orientation activities and workshop.

Orientation includes many activities for new students in the days leading up to the beginning of classes. It is an opportunity for you to get to know the University, the city of Montreal, other new students, and upper-year students.

Orientation is your chance to learn all about the services, resources, and opportunities dedicated to supporting the success of graduate students at McGill. It's also a great opportunity to connect directly with service representatives and have your questions answered in real time.

Watch the [GradLife Orientation \(GLO\) videos available on myCourses](#).

Graduate Orientation Workshop Series

Monday August 22nd to Wednesday, August 24th

Join us for three days of in-person workshops, panels, and info sessions for new graduate students! This includes the **What I Wish I'd Known (When Starting Grad School)** student panel, where returning graduate students share their experiences and advice on life as a new McGill student.

[Grad Connect \(GX\)](#)

August 28

GX is Graduate Orientation's biggest event, attended by hundreds of graduate students each year! GX is Orientation's social/networking event to help new graduate students meet, connect, and have some fun as they learn more about the downtown area and some of the local resources and hidden gems. Attendees will take part in fun, team-based activities, explore McGill's Downtown Campus and the surrounding neighbourhood, and compete with other teams for prizes!

[Discover McGill Graduate Services Fair and Reception](#)

August 24

The Graduate Services Fair and Welcome Reception is your official welcome to graduate school at McGill! Join us for a welcome address from the Dean of Graduate Postdoctoral Studies and other guests, connect with your peers over light refreshments, and take the opportunity to speak one-on-one with representatives of the most important services, resources, and offices dedicated to support graduate students.

[PGSS Orientation](#)

The Post-Graduate Students' Society hosts a ton of social events on and off campus for new graduate students. Join your peers for Montreal tours, a hike up Mont-Royal, the Welcome Back BBQ, and much more! Keep an eye out for more information on the [PGSS website](#) later this summer.

International Student Orientation

If you're an international student, join **International Student Services** for opportunities to connect with new and returning international students, receive essential information and advice, and explore Montreal's iconic neighbourhoods and local food culture! Visit the [Orientation for New International Students webpage](#) for more information!

We encourage you to partake in all these activities.