OTD Portfolio Submission Process

Step 1. Student submits the following documents to the Review Committee:

- Three copies of the completed portfolio are turned in to the Review Committee (OTD Program Coordinator, mentor, and outside member).
- One copy of form: Approval to Submit Defended and Final Copy of Doctoral Work (Replaces green Final Typing card)
- One copy of form: Verification of Completion of the Requirements for the Non-Ph.D. Doctoral Degree (Replaces the Triple Card)

Step 2. Committee reviews the portfolio

Step 3. Committee accepts, accepts with changes, or rejects portfolio

- If accepted without changes, forms are signed and submitted, degree is posted.
- If accepted with minor changes, forms are signed, the student makes changes and no further review is needed. Forms are submitted and the degree is posted according to the date on the form that replaces the triple card.
- If accepted with changes, student makes changes (may need to meet with faculty mentor prior to re-submitting) and re-submits final portfolio. One committee member reviews the re-submission and accepts or does not accept the changes. Once accepted, forms are signed and submitted, final portfolio must be submitted to the OTD Program Coordinator, and degree is posted.
- If not accepted, student must meet with faculty mentor, make recommended changes and re-submit portfolio to committee for review. If accepted, forms are signed and submitted, final portfolio copy must be submitted to the OTD Program Coordinator, and degree is posted.

Step 4. Final Portfolio Submission

- Once the portfolio is accepted and, if applicable, requested changes are made, the student must submit a complete, final portfolio to the OTD Program Coordinator at the USC Department of Occupational Science and Therapy.
  The final portfolio must be spiral-bound with double-sided pages.

Revised draft – 3-15-2006/Revised and accepted February 13th, 2009

University of Southern California
Department of Occupational Science and Occupational Therapy
OTD Portfolio Guidelines

Overview of Main Sections

- Title Page
- Acknowledgments
- Table of Contents
  - Roman numerals for section titles
  - Tabs with section names
  - Page numbers

- Introduction - (3 page maximum)
  - Overview of doctoral program, residency, and residency project.
    This section should include a statement of your interest in project, how coursework supported your goals, general statement regarding the nature of residency, and purpose of residency project. Relate how project is built upon occupational science.

- Coursework (2 page maximum)

  Academic Program of Study – Construct a Timeline Table with OS courses, cognates, residency (semester by semester – 1st and 2nd year coursework)

- Residency (5 page maximum)
  - Initial Residency Plan
  - The Residency Experience (5-10 pages)
    - Name the preceptor and rationale for selection
    - Describe your objectives for the residency and the outcomes of your experience

- Project (depends on which track students select) (20 pages maximum)
  - Purpose,
    - Objectives for the project

  Background and Significance

  Needs Assessment:
  - Relevant literature
  - Summary of Interviews with experts (professionals and consumers)

  Program Description based on needs assessment (please provide your program manual on a CD)

  Program Evaluation

  Outcomes
Appendix
  - Supporting documents: Selected papers submitted during second year coursework
  - Original proposal
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