

New York Tech OT Professional Enhancement Program (PEP)

Policies and Procedures

Overview

The Professional Enhancement Program (PEP) is designed to promote professionalism, community outreach, and professional development and socialization of our students.

PEP activities support the student's professional growth and emphasize the development of leadership skills, contribute to the department and university, and/or the community. Completion of the minimum required PEP activities is a requirement of graduation.

Each student in the occupational therapy programs must complete 6 PEP activities within the three years of the professional phase of the programs.

Qualifying PEP activities for occupational therapy students are decided on by the department. Each academic year, the list of qualifying PEP activities will be posted to PEP Headquarters on CANVAS. *Each student is responsible for enrolling in PEP Headquarters.* An enrollment link is sent to all new/incoming occupational therapy students.

PEP Tracking

Tracking mechanisms for PEPs will differ depending on the activity. If it is a SHP on-campus event, a sign-in sheet is always available. If it is an off-campus event, it is expected that the burden of proof would be minimal, such as a copy of the program, a photo of the student at the event, a signed letter from the event sponsor, etc. Often, faculty in each discipline are also present at many of these events and can confirm student participation.

It is the student's responsibility to obtain proof and upload it to the appropriate section on PEP headquarters.

Approved PEP Activities

Standing PEP events include:

- The SoHP Dean's Speaker series
- SoHP IPEC-sponsored events
- Intrepid Museum event

- CarFit
- St Mary's Event
- Peer mentorship

As new opportunities develop, the department will post announcements on the PEP Headquarters CANVAS board.

PEP Proposals

Students may offer suggestions for PEP activities by completing the [PEP proposal form](#). *Please review the form and submission guidelines on the document.* Completed forms may be submitted by email to Dr. Christina Finn, Assistant Department Chairperson for review. If approved, Dr. Finn will notify students via PEP Headquarters announcements.