

BS in Health Sciences Program

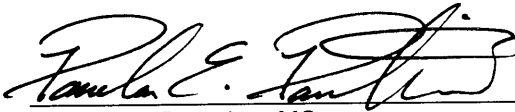
2008-2009 STUDENT GUIDE

**DEPARTMENT OF HEALTH SERVICES ADMINISTRATION
SCHOOL OF HEALTH PROFESSIONS
UNIVERSITY OF ALABAMA AT BIRMINGHAM
BIRMINGHAM, ALABAMA**

Revised 1/2009

2008-2009 STUDENT GUIDE

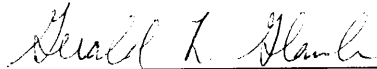
Health Sciences Program



Pamela E. Paustian, MS
HS Program Director

2/10/2009

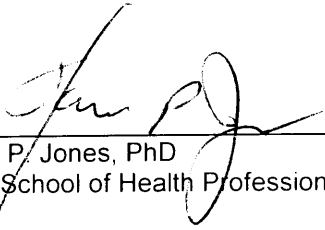
Date



Gerald Glandon, PhD
HSA Department Chair

2/10/09

Date



Harold P. Jones, PhD
Dean, School of Health Professions

2/10/09

Date

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ADMINISTRATION, FACULTY, AND STAFF

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OVERVIEW OF PROGRAM

Organizationally, the BSHS program is located in the Department of Health Services Administration, School of Health Professions. Other programs and operational units are shown on the department organizational chart. Physical facilities for the program are located in the Susan Mott Webb Nutrition Sciences Building, 1675 University Boulevard. Classes and most laboratory experiences are conducted in the Webb Building or in the adjacent Learning Resource Center and the School of Health Professions Building. Campus maps are available at www.uab.edu/campus_map/.

HSA Department Organizational Chart – Academic Units



WELCOME

Welcome to the UAB Health Sciences program, UAB's undergraduate health care manager program. On behalf of the program faculty and staff, I thank you for selecting this exciting major. Here are some of the reasons you made the right choice in selecting this academic major.

- Health care is one of the fastest growing career fields in the United States.
- There are a variety of job settings, such as hospitals, health professional associations, long term care facilities, government agencies, insurance companies, physician office management and more.
- The program internship requirement enables students to get a sample of the work environment in health care.
- The Health Sciences major is certified by the Association of University Programs in Health Administration which speaks to the excellence of our faculty, students, alumni, and program of study.

This student handbook should be used as a guide during your time in the Health Sciences program. This handbook contains programmatic policies and information for students. Please take the time to read the handbook and use it as your guide as you matriculate through the B.S. in Health Sciences program.

Our faculty and staff look forward to working with you during your successful pursuit of the program.

Pam Paustian, MS, RHIA
Assistant Professor and Program Director

PROGRAM AND CURRICULUM

BSHS PROGRAM

Welcome to the University of Alabama at Birmingham (UAB) Health Sciences Program. The Bachelor of Science in Health Sciences (BSHS) was established at UAB in 1982. The program prepares graduates for mid-level management positions in all types of health care organizations, including hospitals, ambulatory care centers, long term care facilities, and home health care agencies. More than 500 individuals have graduated from the program to date, and approximately 120 students are currently enrolled. The BSHS becomes the terminal degree for some individuals, and permits entry to graduate degree programs for others. Career opportunities for BSHS graduates exist in long term care, managed care, ambulatory care, corporate health programs, public health, medical equipment and supply firms, and in consultant or vendor companies serving the health care industry. In addition to the generalist manager curriculum, three focused curriculum options are available based on the student's previous academic work, current professional status, and personal interests.

Admission to the **Clinical Manager (CM) Track** is restricted to graduates of certificate and/or associate degree programs who are credentialed or licensed in a health professions discipline. Graduates of this track typically apply their management skills in facilities or organizational units that sponsor services in their clinical discipline.

Undergraduate students whose academic goal is completion of a master's level graduate program in program's such as health administration, health informatics, occupational therapy, physical therapy, surgical physician assistant, medical school or other graduate level health professions programs may apply for admission to the **Pre-professional Degree (PD) Track**.^{*} Prerequisites for admission to identified graduate programs can be incorporated into the program of study for this track in the BS in Health Sciences degree curriculum.

Undergraduate students whose academic goal is Long Term Care Administration will apply for admission to the **Long Term Care Administration (LTCA) Track**. This option will benefit those students who plan to test for licensure as a nursing home administrator or who desire to manage an assisted living or other resident care facility.

Individuals who do not meet the special requirements for the above listed tracks may apply to the **General Manager Track**. Students in this track complete the professional curriculum courses and electives selected in collaboration with their adviser.

PROGRAM MISSION STATEMENT

The B.S. in Health Sciences Program exists to deliver high-quality market-relevant education that builds the knowledge and skills required for successful management careers in the healthcare industry.

PROGRAM GOALS

The BSHS Program goals are as follows:

1. To deliver an academically sound program of study that develops the knowledge and skills required of managers and professional staff in health care organizations.
2. To make the program accessible to working health professionals.
3. To recruit and retain qualified students.
4. To employ teaching formats and instructional media appropriate to achieve desired learning outcomes.
5. To establish and maintain professional networking relationships among faculty, students, and alumni.
6. To provide a supportive and stimulating environment for faculty to achieve excellence in teaching and scholarly activities.

BSHS PROGRAM CURRICULUM

Students in the BS in Health Sciences Program complete specific courses according to a planned and structured program of study. Students fulfill both core degree requirements and major/professional curriculum requirements in a logical sequence. The sequence is intended to facilitate success in the overall degree requirements.

Through the core curriculum, students develop global perspectives, acquire knowledge, and enhance cognitive skills that they apply in the professional curriculum and in their careers. Students develop their ability to acquire and evaluate new knowledge and perspectives critically, and to communicate their ideas to others effectively. The core curriculum enables students to learn about ethnic, cultural, and social groups other than their own. Exposure to diversity in the academic setting enhances performance in a multi cultural work setting. Graduates should demonstrate achievement of the following professional curriculum goals:

- Communicate effectively in speaking and writing
- Solve problems by generating, evaluating, and selecting alternative solutions
- Acquire and synthesize knowledge from diverse sources
- Apply various analytical tools
- Pursue knowledge throughout their careers
- Demonstrate ethical reasoning by analyzing, evaluating, and defending decisions regarding ethical issues

UAB Core Curriculum Requirements for Health Sciences

Area I. Written Composition (6 hours)

EH 101 - 3
EH 102 - 3

Area II. Humanities & Fine Arts (12 hours)

Literature - 3
Arts - 3
Public Speaking - 3
Elective - 3 (must be literature unless 6 hour history sequence)

Area III. Natural Science & Mathematics (11 hours)

Pre-calculus (MA 105) **or** Finite Mathematics (MA 110)
Science Electives with Laboratory (8)

Area IV. History, Social, & Behavioral Science (12 hours)

History - 3
Electives - 9 (3 in history unless 6 hour literature sequence)

Area V. Pre-Professional, Major, and Elective Courses

Accounting I
Accounting II

Licensed or certified health professionals may apply up to 23 hours credit for technical health care professions courses. **NOTE: Students in the Pre-professional Degree Track should contact the academic adviser to determine specific additional required pre-requisites courses.**

BSHS Professional Curriculum

Health Care Organization, Financing, & Reimbursement

AHS 330 Health Care Systems (3, Powell, All Terms)

AHS 416 Financial Management in Health Care Organizations (3, Montgomery, Spring and Summer)

AHS 482 Current Issues Seminar (3, Powell and Elder, Spring and Summer)

Management & Leadership

AHS 401 Organizational Studies in Health Care (4, Paustian, Spring)

AHS 403 Operations Management in Health Care Organizations (4, Paustian, Summer)

AHS 405 Human Resources Management in Health Care Organizations (4, Paustian, Fall)

AHS 407 Strategic Management in Health Care Organizations (3, Trimm, Fall)

AHS 481 Management Internship (3 or 6, Trimm, All Terms)

Ethics, Law, & Regulation

AHS 318 Law for Health Care Professionals (3, Hamer, Spring and Summer)

AHS 411 Bio/Psycho/Social Issues of Aging (3, Giardina, Fall)

AHS 415 Ethics for the Health Professional (3, Powell, Summer and Fall)

Evaluation and Outcomes

AHS 360 Statistics for Managers (3, Smith, All Terms)

AHS 425 Epidemiology (3, Elder, Summer)

AHS 460 Research Methods (3, Elder, Fall and Spring)

AHS 450 Quality Improvement for Health Professionals (3, Spath, Spring and Summer)

Information Resources

AHS 320 Microcomputer Applications for Health Care Managers (3, Erwin, All Terms)

AHS 435 Survey of Clinical & Administrative Information Systems (3, Trimm, Spring)

Required Electives

AHS 300 Survey of Health Professions (2, Paustian, All Terms)

AHS 350 Medical Terminology (3, Slovensky, All Terms)

Electives*

***NOTE: Students in the Pre-professional Degree Track should contact their adviser to determine recommended electives.**

BUILDINGS AND FACILITIES OF THE SCHOOL OF HEALTH PROFESSIONS

The Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard houses SHP Administration and the Department of Health Services Administration.

The Learning Resource Center Building (LRC) at 1714 Ninth Avenue South is used as a student learning resources center and houses the program's state-of-the-art classroom facilities.

ACADEMIC AND OPERATIONAL POLICIES

General Policies

The Health Sciences Program policies and procedures are established to provide an environment that is conducive to learning. The following policies include overall program operational policies and academic policies. It is not an exhaustive list and may/will have additions/revisions made during your tenure with the Health Sciences Program.

Should there be a programmatic question or need not addressed in one of the published policies, you should contact the faculty or administrative staff of the Program.

Any general inquiry as to UAB campus-wide student policies can be found in the *Directions—Student Handbook*, available from the Admissions Office in UAB's Hill University Center. This publication is available online at: http://www.uab.edu/images/stuaff/pdf/Direction_Handbook2007-09.pdf . School-level student polices are available online at: <http://main.uab.edu/Shrp/Default.aspx?pid=78864>

1.0 Equal Education Opportunity

All applicants will be considered without regard to an applicant's race, color, religion, sex, national origin, disability, disabled veteran status, or Vietnam era veteran status.

All students will be dealt with without regard to an applicant's race, color, religion, sex, national origin, disability, disabled veteran status, or Vietnam era veteran status, as to program performance.

Inquiries or complaints regarding the above stated commitment to equality should be directed sequentially to:

Pam Paustian, MS, RHIA
Program Director, Health Sciences Program
Webb 610
(205) 975-9376

Dr. Gerald Glandon, PhD
Chair, Health Services Administration Department
Webb 522
(205) 934-5665

2.0 Conduct

The faculty expect acceptable academic achievement and mature professional behavior from every student enrolled in the BSHS program. Complaints of unprofessional behavior that cannot be resolved by the individuals involved will be addressed in a conference between the student, program director, instructor, and/or program faculty or authorized committee. A meeting of these parties will be scheduled by the instructor or program director to decide whether there is reasonable cause to take any disciplinary action. The student will be notified of the time and place for the meeting by letter.

Student grievances and appeals procedures are published in the *UAB Catalog of Undergraduate Programs*. Additional information about the appeals process is available from the judicial officer, Room 101, Hill University Center. Acceptable behavior includes, but is not necessarily limited to, the following statements.

2.1 Students shall demonstrate integrity in all program assignments.

- 2.1.1 Each individual student is responsible for their own learning. Although participation in group projects and teamwork is a common requirement in the BSHS program, individual assignments (i.e., examinations, homework, take-home tests, etc.) are to be completed by the individual student without assistance from classmates, colleagues, or other persons. Students shall refrain from giving or receiving unauthorized assistance in individual assignments. If you are unclear about requirements for any assignment, contact the course instructor.
- 2.1.2 No reference books, journals, audiovisuals, lab equipment or other instructional materials may be removed without the knowledge of the faculty or staff. Some materials may be checked out but must be returned within five (5) days to avoid incurring a penalty.

- 2.1.3 Plagiarism is one form of academic misconduct, and will not be tolerated. Please incorporate referenced content appropriately in written assignments and cite all references, Internet or otherwise, using APA format. Plagiarism on any assignment will result in a grade of zero (failing) for the assignment and may result in disciplinary action. Please refer to the University and School guidelines for information about penalties applied when academic standards have been violated. ***Written papers submitted for grading may be reviewed using the online plagiarism monitoring software, Turnitin.com.*** Please note that any papers submitted via Turn-It-In will remain in the database used to screen future assignments for plagiarism. Confirmed cases of plagiarism (i.e., passing off ideas, writings of another as your own in assignments and papers) shall result in a failing grade (F) for the assignment. The failed assignment may result in course failure. Repeated plagiarism will result in dismissal from the program.
- 2.1.4 Cheating on any examination, whether online or in the classroom, will result in a failing grade (F) in the course in which such misconduct occurs. A second offense will result in dismissal from the program.
- 2.1.5 Students should recognize unethical conduct or violations of the BSHS Honor Code and report relevant information to the Program Director.

2.2 Students shall demonstrate dependability in program assignments.

- 2.2.1 Class Attendance - Class attendance (or review of weekly audio and unit material for on-line students) and student participation are expected. Students are responsible for completing course assignments and for participating on the Vista course site. Students enrolled in the online section are expected to attend the orientation class meetings (first scheduled class) unless prior arrangements have been made with the instructor. Students are responsible for obtaining any assignments or materials missed due to absence from traditional or virtually conducted class sessions. Excused absences are determined by the *UAB Attendance and Excused Absence Policy for Undergraduate Students* published at <http://main.uab.edu/Sites/undergraduate-programs/general-studies/academic-success/university101/33894/>. Students may be

required to provide documentation to support their request for an excused absence.

- 2.2.2 Students should complete all assignments in a timely manner. Students enrolled in on-line sections are not exempted from assignment due dates specified in the course syllabus. If late assignment submissions are accepted, a 20% penalty will be assessed if an assignment is submitted late and an additional 20% penalty will be applied for each additional 24-hour period the assignment is late.
- 2.2.3 Students should submit assignments accurately and in the appropriate format. All papers must be word processed utilizing the Microsoft Word software application and submitted via Blackboard Vista. Graded projects, papers, exams, and other materials will not be returned to the student. Grading criteria and grades assigned will be posted on the Vista course site. Students should maintain a backup copy of all assignments until final course grades for the course have been posted.

2.3 Students shall demonstrate responsibility for their own actions in didactic and internship courses.

- 2.3.1 Students should accept constructive criticism, and participate in developing action plans aimed at improving performance.
- 2.3.2 Students are expected to contribute to and protect the learning environment. Cell phones and other electronic communication or entertainment media, including text messaging, may NOT be used in the classroom or during internship experiences. Computers may be used only for note-taking and assigned class activities. Violations may result in the student being dismissed for the remainder of the class and counted as absent.

3.0 Academic Issues

- 3.1 Disability Support Services - Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (HUC 516), and provide an accommodation request letter before receiving academic adjustments. Additional

information is available on the UAB website at <http://main.uab.edu/Sites/students/services/disability-support/> or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).

- 3.2 Academic Regulations – Students are expected to read and comply with all academic regulations as published in the *UAB Catalog*, the *SHP Catalog*, and the *UAB Class Schedule*. In particular, students should note the following policies:
- 3.3 Because of the nature of professional instruction, it is difficult to make up missed assignments and exams. If serious circumstances, such as illness, make absence unavoidable, the student is responsible for making arrangements to re-schedule any missed assignments or exams within one week after the original due date.
- 3.4 Quizzes and examinations will be administered through the Blackboard Vista course sites, and will be given only on the scheduled dates at specified times. Scheduled examinations may be taken on an alternate date only if appropriate arrangements are made prior to the time of the examination. ***Students in both in-class and online sections may be required to come on campus for examinations unless an alternate site and proctor have been prior approved.*** The course syllabus will note testing requirements for the course.
- 3.5 Make-up exams for unexcused absences will be conducted at the discretion of the course instructor. In the event of illness or family emergency, the student must obtain a signed statement from a physician or other relevant documentation and submit it to the instructor.
- 3.6 Alternate test options are permitted only with prior approval from the course instructor. Students who are geographically distant from the campus or who have conflicting work schedules may request testing under an approved proctor. The student is responsible for identifying a proctor and submitting the Proposed Proctor Form (Appendix B) well in advance of the scheduled exam to allow time for the faculty to evaluate the proctor.

4.0 Internship Assignments

Students are provided with supervised "real world" learning experiences to apply professional knowledge and job skills in health care organizations. While in these organizations, students may have access to patient records and other sensitive information. All students are expected to adhere to confidentiality policies and procedures as published in the health care organization.

- 4.1 Students are responsible for transportation to internship sites.
- 4.2 Students are responsible for meals and lodging expenses incurred during internships.
- 4.3 Internship sites will be selected and assigned to the student at the discretion of the faculty.
- 4.4 Address employees and other individuals at the internship site by their title (Dr., Mr., Ms.) until requested to do otherwise.
- 4.5 If a student is absent during a scheduled internship assignment, they must notify both the program director and the internship preceptor. It is the student's responsibility to arrange with the internship preceptor the date and time to complete assignments missed due to an unavoidable absence. The missed time must be made up before the student will be assigned a final internship course grade.

5.0 Dress

- 5.1 Neat, casual dress is acceptable for class; shorts and abbreviated tops are not acceptable.
- 5.2 When at internship sites, students are expected to appear in suitable business attire. Students must adhere to the dress code of the health care organization.

6.0 Scholastic Requirements

The faculty expect high scholastic achievement. Students are expected to perform well in didactic classes and in management internships in health care facilities.

- 6.1 Program of Study: Many courses in the HS curriculum have designated prerequisites, Students may not take courses out of sequence without

permission from the program director. The program of study is documented following transcript evaluation and initial academic advising. Students will be provided with a curriculum plan when they begin professional courses.

- 6.2 Curriculum Progression: The minimum level of achievement for progression to the next course in sequential courses is a course grade of "C." A student making a grade of "D" or "F" in any professional course may be dismissed from the program. See the current *UAB Catalog* and *School of Health Professions Catalog* for additional policies related to scholastic requirements.
- 6.3 Grading: Faculty in each course are responsible for grading assignments, papers, exams and projects. Grading criteria are published in each course syllabus.

7.0 On-Line Course Policies

- 7.1 Students should attend an orientation to VISTA prior to beginning their first online course. Generally, this orientation is held the first night of class or at a date specified in the registration information.
- 7.2 Students registering for the online section of courses should attend the first scheduled class meeting to meet the instructor and other students and to review course requirements, unless prior arrangements have been made with the instructor.
- 7.3 Students are responsible for maintaining current virus scan software on their personal computers. Files should be scanned before uploading onto the Blackboard Vista course site or sent as e-mail attachments. Files containing a virus will be deleted to protect the integrity of the system. No credit will be given for assignments that cannot be evaluated due to presence of a virus.
- 7.4 Student names must be included on each paper document and within the text file of all documents submitted electronically. Students should keep a backup copy of all files transmitted to the instructor and all papers submitted in hard copy until final course grades have been recorded.

- 7.5 Students registering for the online sections of courses must have access to a personal computer with the adequate functionality to operate effectively in the Blackboard Vista environment. System requirements and links to free downloads are published under the Getting Started icon located on the Blackboard Vista log-in website. Operating system upgrades and Microsoft Office 2007 Professional can be purchased at the UAB Barnes and Noble Bookstore. An agreement with Microsoft allows currently enrolled students to purchase Office 2007 for \$10.75.
- 7.6 Students who experience technological problems while accessing course materials on the Blackboard Vista course site should contact Pam Paustian at (205) 790-5616 or Dana Beaupre at (205) 996-7242. Solutions to common problems and other helpful information are available via the main login screen of Blackboard Vista. If you experience PC or Internet Browser problems please contact the AskIT Help Desk at (205) 996-5555.
- 7.7 To access courses, students should go to <http://www.uab.edu/academiccourses> and then login using their Blazer ID and password. All courses for which you are registered should be listed. Students having trouble logging in, OR who do not have the proper courses listed, should contact Pam Paustian at (205) 790-5616 or by e-mail at paustian@uab.edu.
- 7.8 Each student registered should review the course syllabus and assignments prior to the first scheduled in-class section meeting. If any personal or work activities conflict with requirements on the course calendar, please inform the course instructor immediately.
- 7.9 At a minimum, students should monitor the bulletin board and private e-mail on the course site three times per week – the day before the scheduled on-campus class meeting and the day after the scheduled on-campus class meeting and one additional time during the week.

8.0 Alternative Credit Policies

Courses in the professional curriculum for the BSHS Program are designed around competencies or skills expected of an entry-level practitioner in specific areas of professional competence identified by the accrediting agent. Additional information about **alternative credit is available from the Academic Programs and Policy Office by calling (205) 934-5504.**

- 7.1 Challenge Examination – Students who have previously mastered knowledge and skills taught in a course may petition to earn credit for the course by examination. The Request for Challenge Examination Form is available from the Academic Programs and Policy Office.
- 7.1.1 Restrictions
- 7.1.1.1 Students petitioning for credit by examination must be enrolled in the School of Health Professions, have a cumulative GPA ≥ 2.75 , and must have met all prerequisites for the course(s) for which credit is sought.
- 7.1.1.2 A score $\geq 70\%$, or the score equivalent to a grade of "C" for the course, must be earned.
- 7.1.1.3 Students who have previously attempted the course through traditional means may not petition for credit by examination.
- 7.1.1.4. An applicant who does not pass the challenge examination with a grade of "C" or higher is required to register for the course.
- 7.1.1.5. No more than 45 semester hours of alternative credit from any combination of allowed alternatives (Advanced Placement, College Level Examination Program, International Baccalaureate Credit, Credit by Examination, Credit by Portfolio, Noncollegiate Courses, Credit for Military Experience) may be applied toward the BS degree. Alternative credits may not be used to fulfill residency requirements.
- 7.2 Credit by Portfolio – Students who have mastered course objectives through experiential learning or through other means, such as military courses, may petition for credit through evidence of learning documented in a portfolio. Students should contact the UAB Office of Academic Programs and Policy for information.
- 7.2.1 Restrictions - Students petitioning for credit for prior learning must be enrolled in the BSHS Program, and must have met all prerequisites for all courses under assessment.

If a course consists of lecture and laboratory and/or clinical components, students should address all components in developing a portfolio. A student may petition for credit for any or all components of a course, or use other mechanisms to earn credit for those components not included in the portfolio; i.e., challenge exam, independent study, or traditional classroom experience. A minimum grade of “C” (or Pass) must be earned in all components before credit is awarded for the course.

7.2.2 Credit will be posted on the student’s transcript using the relevant course numbers and titles, but credit will be awarded as “Pass” only. AHS 481 Management Internship and AHS 482 Current Issues Seminar are not open to petition for credit for prior learning.

8.0 Test Policies and Procedures

The BSHS faculty are committed to assuring the integrity of grades assigned in Health Science courses (AHS prefix). Although all courses are available online and computer-based testing is common practice, faculty may require the student to take midterm and final examinations on-site in HS classrooms or under the supervision of an approved proctor at an alternative site.

- 8.1 Honor Code – Students must read and attest to the BSHS Honor Pledge prior to beginning a quiz or examination. Breaking the UAB or program honor code will result in penalties established by the course instructor and program director. As stated in the UAB Academic Conduct policy (published in the Undergraduate Catalog), “Violations of the Academic Code of Conduct are punishable by a range of penalties from receiving a failing grade on an assignment or examination to an F in the course.”
- 8.2 Unit quizzes – Quizzes are designed primarily to test a student’s satisfactory progress through course content, and may be administered online without supervision. The BSHS Honor Code applies to quizzes. Specific instructions related to taking quizzes will be published in the course syllabus.
- 8.3 Examinations – Examinations are designed to test a student’s mastery of course content. For most courses, a comprehensive final examination will be administered. Some courses may also include a midterm examination. These examinations will be administered onsite at UAB or under the direct

supervision of an approved proctor at an alternate site. Multiple test times will be scheduled to accommodate the number of students and work schedules.

- 8.4 Proctors – Students who are geographically distant from UAB, or who have conflicting work schedules may request to test under the supervision of a proctor. Proctors must be prior approved by program faculty and appropriate documentation must be on file prior to scheduled testing. The Prospective Proctor Form is included in Appendix B.

Proctors may not be family members or friends, and testing should occur in a corporate or academic setting. Appropriate persons to request as proctors include librarians or instructional faculty at high schools, community colleges, or universities; administrative or education personnel at the student's employing facility; and commercial testing centers. Any costs associated with proctoring are the student's responsibility. Computer resources at the proposed test site should be consistent with requirements stated for online courses in this Guide.

9.0 HIPAA Privacy Training

Completion of HIPAA training is required. Go to the link listed to complete your federally mandated HIPAA training that is required for all School of Health Professions students.

1. HIPAA training link: <http://www.hipaa.uab.edu/training.htm>.
2. Select the "UAB HIPAA TRAINING" button.
3. Select the green button "Click here to log in now"
4. Enter your Blazer ID (all lower case letters) and your associated password
5. Complete the HIPAA training session.
6. Go out of the testing section: Please notify Ms. Susan Packa at packa@uab.edu that you have completed the HIPAA training.

STUDENT ORGANIZATIONS

Health Sciences Student Association (HSSA)

The BSHS Student Association is open to all BSHS students. The Association was established in 1999 to establish a communication forum for students and faculty. The Association sponsors service and fraternal activities during the academic year. For more information regarding the HS Student Association, contact Susan Packa, Academic Adviser or Pam Paustian, faculty sponsor.

SHP Student Association

This association was formed for the purpose of self-government, to promote a clear and continuous exchange of ideas and opinions among the students, the faculty, the administration, and the community, and to assume the fullest responsibility and power of self-government consistent with the constitution and laws of the state of Alabama and the policies of the administration of this University, including any policies hereinafter established. Membership in this organization includes all students enrolled in SHP.

The Senate of the SHP Student Association consists of representatives elected from each of the programs at SHP, to be represented as follows:

Number of Students in Program	Number of Representatives
15	1
15 – 29	2
30 – 44	3
45 – 59	4
60 or more	5

Election of representatives is held on or before the first Monday of October of each academic year. Representatives are elected for one-year terms and no representative may serve more than three consecutive years.

AWARDS AND HONORARY SOCIETIES

ALPHA ETA SOCIETY

The Alpha Eta Society/UAB Chapter of Allied Health Professional National Honor Society recognizes students registered in the final term of a baccalaureate or graduate program of the School of Health Professions who have a cumulative grade point average of at least 3.0 (4.0 scale). The students must be in the upper 10 percent of their chosen fields of study. Nominations are generally solicited in spring and summer terms of each year.

DEAN'S LEADERSHIP AND SERVICE AWARD

The Dean's Leadership and Service Award is presented by the Dean of SHP to up to three outstanding SHP students for scholarship, leadership and service to SHP and UAB. This award is given in the summer for students graduating in June or December of that year. Students are nominated by program faculty.

PHI KAPPA PHI

Phi Kappa Phi is a national honor society that recognizes superior scholarship in academic disciplines. Seniors must rank in the upper 5 percent of their class and have attended UAB for at least one year; juniors must rank in the upper 30 percent of their class. Nominations are generally submitted in the spring of each year.

THOMPSON T. ABERCROMBIE AWARD

The Thompson T. Abercrombie Award is presented each year to a graduate who has demonstrated academic excellence in the BS in Health Sciences Program. Dr. Tom Abercrombie was the first director of the Program, which was established in 1982. He was a key player in establishing a foundation for excellence in education and service to our student customers – two factors that continue to be the cornerstones of the BS in Health Sciences Program.

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Who's Who Among Students in American Universities and Colleges is a national organization whose membership is open to outstanding college students who are junior, senior or graduate students. General criteria include outstanding scholarship, leadership and service to the school and community. Nominations are generally submitted in the spring of each year.

SCHOLARSHIPS AND LOANS

THE ETHEL AND JESSE SMITH SCHOLARSHIP

This award is given in alternating years to a UAB Nursing or SHP student. It is awarded only to Alabama undergraduate students who demonstrate financial need and maintain an overall 3.0 GPA.

LETTIE WHITEHEAD FOUNDATION SCHOLARSHIP

Recipients must demonstrate financial need and meet specific outlined Foundation criteria. Available only to women.

DEAN'S MERIT SCHOLARSHIP

A non-need based scholarship that can be awarded to students enrolled in SHP undergraduate programs.

DIVERSITY STUDENT SCHOLARSHIP

Available to under-represented minority students based on academic achievement and financial need.

FOSTER G. MCGAW SCHOLARSHIP

A \$500 award made annually to a current student in the Health Sciences Program by the Association of University Programs in Health Administration. The award is based on financial need.

MATTHEW MCNULTY FUND

A short term emergency loan of up to \$250 repayable within 90 days; long term loans for enrolled, established SHP students; disbursement and repayment schedule set up by student accounting.

See the SHP Student Admissions Office for further information about scholarships or loans.

GRADUATION

Application for graduation must be made on forms provided by the UAB Registrar and should be completed and returned to the UAB Registrar at least six (6) months before course work is completed. A graduation fee is billed after the application for degree is filed. Graduates are encouraged to participate in the graduation exercises for the University of Alabama at Birmingham, which are held at the end of Spring and Fall terms. Date, time, and location are announced in the *UAB Class Schedule*.

Upon successful completion of the BSHS program curriculum, graduates earn a Bachelor of Science degree awarded by the University of Alabama at Birmingham.

Students who hold a baccalaureate degree prior to program admission may complete professional curriculum requirements and earn a second baccalaureate degree and/or certificate in Health Sciences. The School of Health Professions awards the baccalaureate certificate.

REGISTRATION AND FEES

Students register at the beginning of each semester (time, date and location announced in the *UAB Class Schedule*). Payment of fees at time of registration is not required. Fees may be paid by mail, online, or in person within four weeks after registration at the Cashier's Office, Hill University Center, third floor, 1400 University Boulevard, University of Alabama at Birmingham, UAB Station, Birmingham, Alabama, 35294-1150. Telephone: (205) 934-3570.

Payment must be received by the date outlined in the class schedule whether paid in person, online, or by mail. After this deadline, your debt to UAB is considered in default and UAB reserves the right to take immediate action to collect the debt. Failure to receive a statement does not alter the student's responsibility to remit payment by the deadline. Information on the amount owed by each student is available at the Cashier's Office.

No transcripts will be issued for students who have outstanding debts or fines with any school, department, or library of the University.

STUDENT SERVICES

Bookstores

The **UAB Barnes and Noble Bookstore** is located on the first level of Hill University Center, 1400 University Boulevard. All required textbooks and other school supplies, as well as cards and gift items, may be purchased here. The UAB Blazer Bookstore is open Monday through Thursday, 8:00 a.m.-6:00 p.m., and Fridays, 8:00 a.m.-5:00 p.m. The phone number 934-4686. Textbooks may be purchased online from the UAB Bookstore. If you have any problems accessing the bookstore to place your order, contact Daryl R. Bishop at (205) 934-8208; fax: (205) 934-0394. Textbooks will be shipped within 3-5 days of order with no shipping charge. Overnight shipping charges must be paid in advance. Students using this option should check for textbook availability two weeks before the term starts to ensure receiving textbooks before the first day of class.

Snoozy's Bookstore is located on 10th Avenue South. Snoozy's Bookstore is open Monday through Friday, 8:00 a.m.-6:00 p.m. and Saturdays, 10:00 a.m. – 4:00 p.m. Snoozy's phone number is (205) 328-2665. Snoozy's web address is www.snoozysbookstore.com.

Computer Facilities

Health Professions Building, Room 421 - Available for individual student use when classes are not scheduled. See Marian Collins, Webb Building, Room 604 to reserve a computer.

Learning Resource Center, University Boulevard adjacent to the Webb Building and School of Nursing - Available for individual student use. Hours are: Monday-Thursday, 7:00 a.m. - 9:00 p.m.; Friday, 7:00 a.m. - 6:00 p.m.; Saturday, 8:00 a.m. - 4:00 p.m.

Lister Hill Library, first floor - Available for individual student use. Staffed hours: same as regular library hours.

Financial Assistance

A variety of financial aid programs are available for SHP students through the UAB Office of Student Financial Aid. These include, but are not limited to, the Pell Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, and

National Direct Student Assistant Grant. An application and further information can be obtained from:

UAB Office of Student Financial Aid; Hill University Center; 1400 University Boulevard; Birmingham, Alabama 35294-1150; Telephone: (205) 934-5317.

Food Services

Blazer Cafe – Located on the first floor of the Hill University Center adjacent to the UAB Bookstore. Cafeteria open Monday through Thursday, 7:00 a.m.-7:00 p.m., and Friday, 7:00 a.m.-6:00 p.m. Phone: 934-8045.

Commons on the Green – UAB's state-of-the-art dining facility located on the Campus Green (formerly 15th Street South), just south of 9th Avenue and the Campus Recreation Center. Information available at www.uabdining.com.

Learning Resource Center, University Boulevard, adjacent to the Webb Building - Basement floor, Student Lounge, vending machines.

Campus Recreation Center

The Recreation Center is located on University Boulevard at 15th Street. The gym is for student, staff and faculty use. A student identification card is required to use the facilities. Gym facilities include basketball courts, racquetball courts, weight rooms, swimming pool, exercise rooms, and indoor track.

Health Services

Participation in the UAB Student Health Service program is optional for students in the following programs: Administration-Health Services, Health Sciences, Health Administration, Health Information Management, Health Informatics, and Nutrition Sciences (PhD). Waiver forms must be completed at the beginning of enrollment by those who elect not to participate. Proof of alternate insurance coverage is required.

Students who elect to participate are required to pay the Student Health Fee and are eligible for outpatient services. A full range of outpatient (non-hospital) services is provided including all laboratory and x-ray services. The Student Health Services physician arranges any necessary referrals for specialized treatment. Such consultations by specialists occasionally necessitate additional fees that must be paid by the student.

Students can access their own immunization history form at Student Health Services. The link is <https://info.dom.uab.edu/shots/student.asp>. Students can access the Health History form by visiting the Student Health website at <http://students.uab.edu/services/show.asp?durki=26766>.

Students should submit documentation to the Student Health Services office. Contact and address information is listed below:

Student Health Services
Community Health Services Building, Suite 221
930 20th Street South
Birmingham, AL 35294-2042
Telephone (205) 934-3580 or (205) 975-7751
Fax (205) 975-6193

Immunization Contact: Asher Maystein
Telephone (205) 975-7751

Health Insurance Contact: Becky (Rebecca) Hallman
Telephone (205) 975-2791

Libraries

Lister Hill Library of the Health Sciences, 1700 University Boulevard, houses the library collections of the Medical Center. The Library serves the Schools of Dentistry, Medicine, Nursing, Optometry, and Health Professions, and the health personnel in the Medical Center. This facility incorporates the latest features of library design and contains sufficient space to accommodate 160,000 volumes.

Hours of operation are 7:30 a.m.-10:00 p.m., Monday through Thursday; 7:30 a.m.- 7:00 p.m., Friday; 9:30 a.m.-6:00 p.m., Saturday; Sunday; 1:00 - 10:00 p.m. Microcomputer lab operates under the same hours. The library is closed for the following holidays: New Year's Day, Christmas, Fourth of July, Labor Day, and Thanksgiving. Phone: (205) 934-2230. Check quarterly for any changes in hours.

The Mervyn H. Sterne Library houses a collection of over 800,000 items selected to support current teaching and research. In addition to books and subscriptions of more than 2,500 periodicals, the collection consists of microforms, films, recordings, and slides. The main collection is housed at 917 South Thirteenth Street. This

APPENDICES

APPENDIX A

SELECTED UAB POLICIES

University of Alabama at Birmingham

IMMUNIZATION POLICY

December 4, 2000

(Replaces policy dated June 21, 1991)

Introduction

The American College Health Association recommends that students be immunized against certain diseases. Therefore, UAB hereby establishes this policy on immunization.

For purposes of this policy, immunization against Rubeola (Red Measles) includes an initial vaccine plus a second dose of vaccine (see below).

Policy Statement--First-time Entering UAB Students

Beginning with the Fall Term 1991, all first-time entering students born on or after January 1, 1957, who enroll in credit courses on UAB's main campus must show proof of immunization against Rubeola (Red Measles). (*Two doses are required for proof of previous immunization: Dose 1 must have been given at 12 months after birth or later, and Dose 2 must have been given after 1980.*) Enrolling students must show proof of these immunizations with either an official certificate of immunization, a photocopy of an immunization certificate, or written documentation from their physicians. If the person has never been immunized, two injections of the vaccine at least one month apart are required.

Policy Statement--International Students, International Scholars, and Students Enrolled in Health-related Schools

Because of the lack of immunization requirements in many foreign countries, all UAB international students and international scholars currently are required, and will continue to be required, to be immunized against Tetanus, Diphtheria, and Rubeola (Red Measles). Furthermore, all international students and international scholars must show proof of a non-reactive Tuberculin Skin Test (or successful treatment) within one year prior to enrollment. In lieu of being re-immunized, such individuals may present proof of having had such immunizations. If they do not have such proof or have not been immunized, they must be immunized against these diseases prior to attending, enrolling, or participating in campus academic, research, or clinical programs and activities.

Because of the nature of their work, students engaged in health professional training programs could have a higher risk of contracting Rubeola, Rubella, Mumps, Tetanus, and Diphtheria. Therefore, all UAB students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Professions currently are required, and will continue to be required, to be immunized against Tetanus, Diphtheria, Mumps, Rubeola (Red Measles), and Rubella. +Furthermore, all students enrolled in health-related schools must have had a Tuberculin Skin Test with negative results (or successful treatment) prior

to matriculation, and it is recommended that they have a Tuberculin Skin Test at least once per year. In lieu of being re-immunized, such individuals may present proof of having had such immunizations. Proof must be either official medical documentation or certificates of immunization or positive titer. If students do not have such proof or have not been immunized, they must be immunized against these diseases prior to being admitted, attending, enrolling, or participating in campus academic, research, or clinical programs and activities.

The UAB Student Health Service will provide such immunizations on a fee-for-service basis for any student who needs to meet his or her immunization requirements. Students may choose to fulfill these requirements at the Jefferson County Health Department or with a private physician.

Individual health-related schools may impose additional immunization requirements (such as Varicella, Hepatitis B, or other vaccines) for their students.

Exceptions

Exceptions to this policy will be made only for those students who can document medical or religious contraindications to the vaccine. Such documentation must be submitted to the appropriate admissions or registration office as indicated in the procedures to implement this policy.

Implementation

The Provost (in conjunction with the Vice President/Dean, School of Medicine and the Assistant Vice President for Enrollment Services and University Registrar) is responsible for procedures to implement this policy for students in the Joint Health Sciences programs and in the Schools of Medicine, Dentistry, Optometry, Public Health, Nursing, and Health Professions.

The Vice President for Student Affairs (in conjunction with the Assistant Vice President for Enrollment Services and University Registrar and the Associate Vice President for Enrollment Management) is responsible for procedures to implement this policy for all other UAB students.

The Office of International Scholar and Student Services is responsible for procedures to implement this policy for international students and international scholars.

NOTE RE: ONLINE STUDENTS:

All SHP professional students, including online students, need tuberculosis, MMR and tetanus immunizations. Pre-SHP students only need the MMR. Online students follow the same requirements as residential students. Proof of immunizations is required. [E-mail notice from Dr. Claire Peel, 4/11/02]

Academic Conduct – UAB Policy

All UAB students are expected to be familiar with the UAB Academic Honor Code as well as any honor codes that are specific to their schools or disciplines. The code represents a commitment to integrity in the academic community and a respect for an individual's educational endeavors:

I have read and, by choosing to become a member of the UAB academic community, accept the UAB Academic Honor Code. I understand that violation of this code will result in penalties as severe as expulsion from the university. I promise and confirm that I will not, at any time and under any circumstances, involve myself with abetting, cheating, plagiarism, fabrication, or misrepresentation while enrolled as a student at the University of Alabama at Birmingham.

The UAB Academic Honor Code

The University of Alabama at Birmingham expects all members of its academic community to function according to the highest ethical and professional standards. Students, faculty, and the administration of the institution must be involved to ensure this quality of academic conduct. Academic misconduct undermines the purpose of education. Such behavior is a serious violation of the trust that must exist among faculty and students for a university to nurture intellectual growth and development. Academic misconduct can generally be defined as all acts of dishonesty in an academic or related matter. Academic dishonesty includes, but is not limited to, the following categories of behavior:

ABETTING is helping another student commit an act of academic dishonesty. Allowing someone to copy your quiz answers or use your work as their own are examples of abetting.

CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.

PLAGIARISM means claiming as your own the ideas, words, data, computer programs, creative compositions, artwork, etc., done by someone else. Examples include improper citation of referenced works, the use of commercially available scholarly papers, failure to cite sources, or copying another person's ideas.

FABRICATION means presenting falsified data, citations, or quotations as genuine.

MISREPRESENTATION is falsification, alteration, or the misstatement of the contents of documents, academic work, or other materials related to academic matters, including work substantially done for one class as work done for another without receiving prior approval from the instructor.

Violations of the UAB Academic Honor Code are punishable by a range of penalties, from receiving a failing grade on an assignment to an F in the course to dismissal. Any course grade of F for academic misconduct supersedes any other grade or notation for that class. Withdrawal from a course while a possible violation of the Academic Honor Code is under review will not preclude the assignment of a course grade that appropriately reflects the student's performance prior to withdrawal.

Procedure for Suspected Violation

In the event of a suspected violation of the Academic Honor Code, UAB follows this procedure:

1. Upon reaching the conclusion that academic dishonesty may have occurred and that action is warranted, the instructor should inform the student of the charge as soon as possible. The student has the right to hear the instructor's reasons for making the charge, to inspect all relevant evidence in the instructor's possession, and to respond to the charge. Based on the student's response and all the evidence, the instructor will determine if a penalty is appropriate. If a penalty is deemed appropriate, the instructor will inform the student of the action to be taken. If the student is not in agreement with the findings or the penalty, the instructor will provide the student

with a written statement of the action taken and the basis for it. A copy of this letter will be sent to the chair of the department.

2. Within two weeks of this notification of a judgment of academic dishonesty, the student may appeal the instructor's decision by letter to the chair of the department or his/her designated representative. The chair, acting expeditiously, should take testimony from the student, the instructor, and all appropriate witnesses and make a decision. If the chair reverses the finding of academic misconduct, the instructor must reexamine the work in question and assign credit without prejudice. In the event that the chair is the instructor in the course, the dean will replace the chair in the appeal process.
3. In cases where a grade of F is assigned in the course and the student has utilized the appeal process described above (in section 2), the student has two weeks to appeal the decision by letter to the dean of the school responsible for the course. The dean should acknowledge receipt of the student's appeal and inform the student of the course of action within 10 working days of the date the appeal is received in the dean's office. At the dean's discretion, an advisory panel may be appointed to study the appeal and make a recommendation to the dean. However, it is the responsibility and prerogative of the dean alone to make, in a timely manner, the final decision. The decision of the dean is final.
4. In cases where the final decision concerning an academic misconduct charge is an F for the course, a letter to this effect will be sent to the Office of the Associate Provost for Undergraduate Programs and be kept on file. The course repeat policy will not apply to course grades resulting from instances of academic misconduct. In these cases, the grades of F received will be computed in the UAB grade point average.

A student who has received the grade of F for two instances of academic misconduct will be expelled from the university. Under certain circumstances, a student may be expelled on the first offense. The student will be duly informed of the pending expulsion and will be provided the opportunity to be heard. The student has two weeks after notification to request in writing a hearing with the associate provost for undergraduate programs. Students expelled for academic misconduct will have that noted on their transcripts.

In addition, students should consult the policies of the school/program in which they are enrolled to determine school/program guidelines and penalties regarding academic misconduct and suspension for academic misconduct. Schools that suspend a student on the first offense may post this offense on the student's UAB academic record.

A student suspended from a UAB school for academic misconduct will have a hold placed on his/her registration and will not be permitted to enroll in another UAB school without that school's permission. Some UAB programs have policies preventing enrollment of students with past academic misconduct offenses.

APPENDIX B

PROGRAM FORMS

**BS In Health Sciences Program
Department Of Health Services Administration
School of Health Professions
University of Alabama at Birmingham**

HONOR CODE POLICY AND HONOR PLEDGE

HONOR CODE POLICY

Academic honesty is vital to the integrity of the learning experience. Academic dishonesty is serious violation of the trust between faculty and students. The need for that trust gains additional importance in online courses where students are not visually monitored during assignments and examinations. The honesty of students is ultimately their own responsibility and the presence of an instructor during an examination or other assignment should not be a prerequisite for their honorable behavior.

All examinations, quizzes, and assignments not specifically identified as group projects are considered individual assignments. Students should not ask for or receive help from other persons on individual assignments. Textbooks and other reference materials should not be used during examinations unless the instructor directs you otherwise. A student should not discuss any aspect of an examination or graded assignment with any student until the instructor has reported grades.

Students must read and attest to the Honor Pledge prior to beginning an examination. Breaking the honor code will result in penalties established by the course instructor and program director. As stated in the UAB Academic Conduct policy (published in the Undergraduate Catalog), "Violations of the Academic Code of Conduct are punishable by a range of penalties from receiving a failing grade on an assignment or examination to an F in the course."

Students should report any observed violation of this policy to the course instructor or to their program director.

ATTESTATION OF HONOR PLEDGE

I have read and understand the BSHS Honor Code Policy as printed above. On my honor, I affirm that I will use no textbooks or other information resources, or information from another person to complete this test or assignment. I understand that if I fail to honor this pledge, I will be penalized under the guidelines established by the UAB Academic Code of Conduct.

Yes

No

BS in Health Sciences Program Prospective Proctor Form

STUDENT SECTION		
<p>Complete the information below about yourself, and then have your prospective proctor complete the proctor section that follows. Once completed, submit the <i>original</i> of this form to the BSHS Program Office, School of Health Professions, Webb Bldg. 604, Birmingham, AL 35294-3361. <i>Photocopy or facsimile will not be accepted.</i> If you have any questions please contact Susan Packa at (205) 934-5173. Please refer to the BSHS Student Guide for complete information and policies related to course examinations.</p>		
Student's Name	Social Security Number	E-mail
Complete mailing address		
Phone numbers: Day	Evening	Student ID:
IMPORTANT INFORMATION FOR PROSPECTIVE PROCTORS		
<p>The student indicated on this form has requested that you serve as a proctor, or monitor, as they complete examinations required in their curriculum. The examination length will vary by course, and you will be expected to be physically present during each examination. Test dates and times will be established at the beginning of each course. If you agree to serve as a proctor, please complete the following information. Your signature on this form is only used to match with any future documents you submit. If you have any questions please contact Susan Packa at 205/934-5173.</p> <p>Thank you for your willingness to serve as a proctor to help our students achieve their educational objectives.</p>		
PROSPECTIVE PROCTOR		
Name	Employer	Signature
Complete Mailing Address		
Phone number:	Fax	E-mail address
How do you know the student?		

Approved: _____ Yes _____ No

APPENDIX C

ESSENTIAL FUNCTIONS STATEMENT

B.S. IN HEALTH SCIENCES

Guidelines for Americans with Disability Act Compliance

I. Essential Components

A. Program Purpose

The B. S. in Health Science Program prepares graduates for mid-level management positions in all types of health care organizations, including hospitals, ambulatory care centers, long term care facilities, and home health care agencies. The BSHS becomes the terminal degree for some individuals, and permits entry to graduate degree programs for others. Program admission is restricted to individuals who have completed prerequisite coursework and attained the minimum cumulative grade point average specified for the curriculum track to which they apply. Admission requirements are published in the UAB *Undergraduate Catalog*. Currently active options include the Clinical Manager, Preprofessional, Long Term Care Administrator, and General Manager Tracks.

B. Outcome Variables

1. Program

a. Competencies and skills needed by graduates

- 1) Ability to make proper assessments and lawful judgments regarding management of health care services.
- 2) Ability to prioritize and carry out management interventions.
- 3) Ability to communicate effectively.
- 4) Ability to obtain, interpret, and document data.
- 5) Ability to measure outcomes of patient care.
- 6) Ability to solve problems.
- 7) Ability to perform duties while under stress.

b. Requirements for licensing or professional accreditation

None required; graduates of the Long Term Care Administrator Track may apply for Nursing Home Administrator licensure.

2. Courses

a. Required academic skills

- 1) Ability to participate in discussions in the class room, in the organizational setting, and with colleagues/patients/clients/public.
- 2) Ability to acquire information developed through classroom instruction, clinical experiences, independent learning, and consultation.
- 3) Ability to complete reading assignments and to search and evaluate literature.
- 4) Ability to complete written assignments and maintain written records.
- 5) Ability to meet deadlines and to manage time.

- 6) Ability to complete computer-based assignments and use a computer for searching, recording, storing and retrieving information.
- 7) Ability to complete assessment examinations.

b. Percentage of subject area knowledge to be mastered.

- All courses outlined in curriculum must be completed with minimum grade of "C"
- Each course requires a minimum of 70% on examinations or graded products.
- Specific knowledge, principles and concepts outlined in required courses must be mastered at a minimal level.

C. Methods of Instruction

Abilities may be accomplished through direct student response, through use of personal prosthetic devices, or through personal assistance (e.g. readers, signers, note takers, etc.). The responsibility for the purchase of personal prosthetic devices enabling a student to meet the above required abilities remains with the student and/or the agency supporting the student. The university will assist with providing note takers, readers, signers, and other assistive services through the Office of Disability Support Services.

D. Methods of Assessment

Negotiable

E. Acceptable levels of Performance

70% on examinations

Students who may need course accommodations should make an appointment with the instructor to discuss their needs. Students with disabilities must be registered with Disability Support Services (DSS) and provide an accommodation request letter before receiving academic adjustments. DSS is located in HUC 516. Additional information is available on the UAB website at <http://main.uab.edu/Sites/students/services/disability-support/> or by calling (205) 934-4205 (Voice) or (205) 934-4248 (TDD).

Revised 1/29/09