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INTRODUCTION

Dean’s Welcome Message

Welcome to the University of Alabama at Birmingham School of Health Professions, one of the nation’s leaders in the health care industry.

We are home to one of the largest health professions schools in the nation with more than 20 programs at the baccalaureate, master’s, and doctoral levels with nearly 2,000 undergraduate and graduate students enrolled. The School of Health Professions is part of UAB’s thriving academic health center. As one of our students, you will have the opportunity to work side-by-side with world-renowned researchers and faculty, utilize the most advanced technologies and experience the most cutting-edge approaches to clinical treatment.

All of our programs are fully accredited by their respective professional organizations, which means you will be eligible for licensure, national certification or registration, and enjoy mobility in the job market. Our first-time student pass exam rate on credentialing exams is an astounding 98 percent.

Several of our programs rank in the nation’s top 30 by U.S. News and World Report including our master’s in Health Administration ranked at number five, entry level Physical Therapy at number 19, Physician Assistant program at number 25 and Occupational Therapy at number 29. We continue to rank at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both a NIH-funded Nutrition and Obesity Research Center and a NIH Diabetes Research and Training Center.

What this means to you is that you will graduate with a degree with an esteemed reputation, job opportunities in the health care industry that will continue to grow in the next decade, and a chance for you to make a difference in your field.

Our alumni give advice to current students that’s worth repeating: be a sponge, learn your craft to be a better professional for your patients, be open minded to all future possibilities, and remember to have life balance. I look forward to seeing you grow in your respective field and watch as you become the professional we know you can be in the next few years.

Harold Jones, Ph.D.
Dean
UAB School of Health Professions
Overview of the School of Health Professions

A leader in federally funded research, the UAB School of Health Professions (SHP) is the largest academic institution of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950s as a collection of courses in various paraprofessional disciplines has grown into an internationally recognized center of academic excellence.

The SHP initially took shape in 1969 as UAB gained autonomy within the University of Alabama System. Originally christened the School of Community and Allied Health Resources (SCAHR), the school incorporated the School of Health Services Administration and the Division of Allied Health Sciences from the College of General Studies with parts of the Department of Public Health and Epidemiology from the Medical School. An innovative organization designed to meet the growing needs of the health care industry, the SCAHR was divided into four academic divisions that functioned like regular academic departments: Health Services Administration, Public Health and Environment, Allied Health Sciences, and the Regional Technical Institute for Health Occupations.

Throughout the 1970s, ‘80s, and ‘90s, the school’s offerings were expanded to reflect the changing and growing health care industry. As a result of those changes, SCAHR became SPAH (the School of Public and Allied Health), before becoming SCAH (the School of Community and Allied Health), and then SHRP (the School of Health Related Professions). During that time, the school added several new areas of study including the nationally ranked Nutrition Sciences program.

In 2001, Dr. Harold Jones was recruited to become the school’s dean. Through his visionary leadership and guidance the school has experienced a period of unparalleled success beginning with the school’s reorganization and physical relocation. Up to that point in time, the SHRP’s programs had been housed in various locations throughout the UAB campus but during the spring of 2002, many of the classrooms, laboratories and faculty offices moved into the newly completed School of Health Professions Building (SHPB), the first such building dedicated to housing those programs since their original grouping more than 30 years before. In the summer of 2013, two additional floors were completed to provide additional office and classroom space and a new executive learning center in the SHPB.

Today, the School of Health Professions is comprised of more than 20 programs – at the baccalaureate, master's and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the SHPB.

With more than 2,100 faculty, staff and students, the SHP is one of the six schools comprising the world-renowned UAB Academic Health Center. Students are exposed to vast intellectual and physical resources, state-of-the-art facilities, and progressive research during their academic and clinical education at UAB.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranking of several SHP programs in the nation’s top 25
- Total research funding rapidly approaching the $11 million level
- National Institutes of Health research funding at either first or second rank for schools of its type since 1969
- Full programmatic accreditation for all eligible school programs

The School of Health Professions continues to be strong and vibrant, sponsoring health professions programs delivered by nationally-recognized faculty committed to providing "education that will change your world."
Office of Student Success

The SHP Office of Student Success supports UAB’s mission and values with a focus on achievement, collaboration and diversity. Guided by our commitment to student achievement and dedication to excellence, the Office of Student Success provides academic counseling and advising support to all students through a number of programs including:

- Academic and professional advising and counseling
- Peer tutoring services
- ADA accommodations
- Campus resource referral
- Professional development programming

At the Office of Student Success, we understand that undergraduate and graduate studies can be challenging and we provide students with a network of services specifically designed to address those challenges and explore the many opportunities of attending an internationally renowned research university. We have created a series of seminars, available in person and on-line to assist students with:

- Test taking strategies
- Time management
- Resume preparation
- Interview skills and techniques
- Professionalism in health care

Additionally, the Office of Student Success team recognizes that with classes and labs, internships and studying, students’ in the health professions can have particularly demanding schedules. In response we have created a number of programs specifically to address our students’ limited availability:

- The OSS Information Coffee House
- OSS Brown Bag Lunch Seminars
- OSS Virtual Seminars
- OSS’s own, in-office, liaison to the UAB Office of Career Services
- The OSS Finals Week Breakfast Fiesta

The advising and professional team at the Office of Student Success is here to support individual students and student groups, contributing to the University’s strong sense of community. We have an open-door policy and encourage students to connect on a personal basis with advisors and mentors. To that end, students should feel free to drop-by, no appointment needed – but if they prefer, they can call, email or arrange a meeting with one of our advisors through the OSS website. We are here to help students make the most of their UAB experience and will assist in any way we can.

Our Goal is Student Success!

Check us out!

www.uab.edu/shp/home/about-shp/student-services
Clinical and Diagnostic Sciences Information

Welcome
The Department of Clinical and Diagnostic Sciences is comprised of academic programs essential to today’s healthcare system. Our programs provide training for future health care professionals in a variety of disciplines ranging from the diagnosis of illness and disease, the administration of advanced treatment therapies, and the performance of vital roles in surgical suites and in outpatient and inpatient healthcare settings. Graduates of our programs are well poised for a wide variety of job opportunities due to the outstanding education received at UAB.

About the Department
Comprised of seven academic programs, the Department of Clinical & Diagnostic Sciences provides training for tomorrow’s health care professionals from surgical physician assistants, genetic counselors to nuclear medicine technologists. Students receive hands-on training from renowned faculty while using the tools to prepare them for a career in the health care industry.

The accrediting agencies for programs offered by the Department include:

- Accreditation Review Committee on Education Programs for the Physician Assistant, Inc.
- Commission on Accreditation of Allied Health Education Programs in collaboration with
  - Committee on Accreditation for Respiratory Care
- Joint Review Committee on Educational Programs in Nuclear Medicine Technology
- National Accrediting Agency for Clinical Laboratory Sciences
- American Board of Genetic Counseling
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

ACADEMIC CALENDAR
All dates related to registration, payments of tuition and fees, drop/add dates, other administrative requirements, and official school holidays are recorded on the UAB Academic Calendar available at www.uab.edu/academiccalendar.

ACADEMIC HONOR CODE (UAB)
The University expects the highest ethical and professional behaviors from the academic community. The code, including penalties for violations, is published on the UAB website at http://www.uab.edu/graduate/area-3/online-orientation/227-the-uab-academic-honor-code.

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 if the violation is substantiated.
AskIT
AskIT is the technology help desk for faculty, staff, and students. AskIT staff provides free support via telephone, email, or in-person. AskIT is physically located in the Center for Teaching and Learning in the Education Building, room 238. You can make contact through the website at https://ask.it.uab.edu/ or by telephone at 205-996-5555. Questions or problems can also be submitted by email to ASKIT@uab.edu. You will be asked to supply your BlazerID when you request assistance.

Attendance
Class attendance is expected in all SHP programs. Specific program requirements for class, laboratory, and clinical site attendance may be more stringent than those established by the University. Please refer to the program requirements elsewhere in this handbook and in individual course syllabi for program attendance policies. The UAB policy for undergraduates follows. Please note the categories of excused absences; they typically apply to both undergraduates and graduates.

UAB Attendance and Excused Absence Policy
The University of Alabama at Birmingham recognizes that the academic success of individual students is related to their class attendance and participation. Each course instructor is responsible for establishing policies concerning class attendance and make-up opportunities. Any such policies, including points for attendance and/or participation, penalties for absences, limits on excused absences, total allowable absences, etc., must be specified in the course syllabus provided to students at the beginning of the course term. Such policies are subject to departmental oversight and may not, by their specific prescriptions, negate or circumvent the accommodations provided below for excused absences.

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:
- Absences due to jury or military duty provided that official documentation has been provided to the instructor in a timely manner in advance.
- Absences of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
- Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  - Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  - If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.
  - Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/ quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.
Awards and Honor Societies

All students in the School are eligible for consideration for following awards or society memberships.

Alfred W. Sangster Award for Outstanding International Student – One award is made annually to an international student in recognition of academic and non-academic achievements.

Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A), and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.

Cecil Clardy Satterfield Award for Humanism in Health Care – One award is made annually to recognize an outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may be made by faculty, students, patients, or preceptors.

Charles Brooks Award for Creativity – One award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.

Dean’s Leadership and Service Award – This award is made to a maximum of three outstanding SHP students annually, and recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.

Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

Who’s Who Among Students in American Colleges and Universities – Membership in this national organization is open to outstanding college juniors, seniors, and graduate students. Criteria include scholarship, leadership, and service to the School and community. Applications should be submitted in spring term to the Office of Student Success.

Please refer to the program section of this handbook for awards and honors available to students in individual programs.

Background Check

By policy, SHP students are required to undergo a background check using the school’s approved vendor, CertifiedBackground, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the background check and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

Blackboard Learning System

The platform used for managing instructional materials online is Blackboard Learn. Blackboard course sites can be accessed through BlazerNET or at www.uab.edu/bblearn. Students should monitor their course sites routinely for communications from faculty and to manage course assignments.
BlazerID / BlazerNET / Email
All students are assigned a unique identification, their BlazerID, which is established by the student at www.uab.edu/blazerid. BlazerNET is the official portal to the UAB information networks. The portal can be accessed from any Internet-accessible computer, on- or off-campus at https://blazernet.uab.edu/cp/home/displaylogin. Your BlazerID is required to access BlazerNET and other campus information resources, such as the UAB email accounts. Your UAB email is the official communication medium and should be monitored routinely.

Bookstores
Two bookstores are located on the UAB campus, both offering a wide variety of products and services to students, including online purchasing and shipping. Both bookstores stock UAB memorabilia and college wear in addition to all required textbooks and course material.

UAB Barnes and Noble Bookstore
Location: Food Fair Building, 6th Avenue South and 14th Street (Relocation during HUC reconstruction)
Hours: M – Th 7:30 a.m. – 6:00 p.m.; Fri 7:30 a.m. – 5:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 996-2665
Email: Through website Contact page Website: http://uab.bncollege.com

Snoozy’s Bookstore
Location: 1321 10th Avenue South
Hours: M – F 7:45 a.m. – 6:00 p.m.; Sat 10:00 a.m. – 2:00 p.m., Sun - Closed
Telephone: (205) 328-2665 Fax: (205) 933-2229
Email: info@snoozysbookstore.com Website: www.snoozysbookstore.com.

Campus Card
The UAB ONE Card is the official university identification card. It is used for personal identification, for entry to residence halls, campus events and the recreation center, for library check-out, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Students should wear the ONE card visible on a clip or lanyard while in the SHP buildings, labs, and classrooms. Additional information is available at https://campuscard.uab.edu.

Campus Map
A downloadable campus map is available at http://www.uab.edu/map/images/Campus%20Map.pdf.

Counseling Services
The Counseling and Wellness Center offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. The Center is located in the Holley-Mears Building, 924 19th Street South. For more information, call 205-934-5816 or visit http://www.uab.edu/handbook/student-services/c-counseling

Direction Student Handbook
**Disability Support Services**

The UAB Office of Disability Support Services (DSS) is staffed to make UAB’s programs and services accessible to students with disabilities. Students must be registered with DSS and be assessed for type of disability and need for accommodations. It’s best to register with DSS upon application to UAB. A request for assessment and accommodations can be made at any time, but accommodations are not granted retroactively. For more information about DSS, contact the office directly or visit their website.

**Disability Support Services**

1701 9th Ave. South / 9th Avenue Office Bldg. / Birmingham, AL 35294-1150

(205) 934-4205 (Voice)  (205) 934-4248 (TDD)

Fax: (205) 934-8170  Email: dss@uab.edu

Website: [http://www.uab.edu/handbook/student-services/c-disability](http://www.uab.edu/handbook/student-services/c-disability)

**Drug Screening**

By policy, SHP students are required to undergo a routine drug screen using the school’s approved vendor, CertifiedBackground, at the time of program admission and again prior to placement in a clinical rotation. Instructions for requesting the drug screen and appropriate consent forms will be provided to students by their programs. Please refer to the policy section of this handbook for the school and university policy statements related to drug use and substance abuse.

**Emergencies**

Any suspicious or threatening activity should be reported to the UAB Police Department immediately. In addition to calling via a regular telephone, more than 300 emergency blue light telephones connected directly to the police dispatcher are located throughout the campus. Police are staffed 24 hours, seven days a week.

UAB Police Numbers: 911 from a campus phone; 934-3535; 934-HELP (4357); 934-4434.

Emergency situations affecting the campus are communicated to students in several ways:

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- University home web page ([www.uab.edu](http://www.uab.edu))
- Cell phone messages and SMS text – register to receive these notices with the UAB Emergency Notification System (B-ALERT) via [www.uab.edu/balert](http://www.uab.edu/balert); text short code will be 23177 or 63079; cell phone calls will come from 205-975-8000. Store these numbers and codes in your cell as B-ALERT.
- Mass emails – uses the official xxx@uab.edu email system
- Announcements on the BlazerNET portal
- Facebook and Twitter – B-Alert integrates with these media at [www.facebook.com/UABALERT](http://www.facebook.com/UABALERT) and @UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- Weather and Emergency Hotline: 205-934-2165
**Equity and Diversity Office**
The mission of the UAB Office of Equity and Diversity is to “increase, retain and enhance faculty, student, and staff diversity at all levels of the University and to ensure equity.” UAB defines diversity as “the full range of human difference and potential...”. This administrative office supports faculty recruitment, provides scholarships for graduate and undergraduate students, and promotes programs to enhance the campus diversity experience. The office provides a diversity awareness training program for employees. A key component of this Office is the Commission on the Status of Women, which is charged with assuring the best possible conditions for women who work and study at UAB. Additional information is available at [http://www.uab.edu/equitydiversity/](http://www.uab.edu/equitydiversity/). Dr. Louis Dale is the Vice President responsible for the activities of this Office.

**Escort Services**
The UAB Escort /service provides students and employees with after-dark escort to or from any point on campus, including parking facilities. The escort will accompany the customer to the on-campus destination in a marked vehicle. The service is available Monday through Friday from 5:15 p.m. to 10:15 p.m. After hours calls are directed to the UAB Police department. White escort telephones are located throughout campus, or you may call 205-934-8772. Website: [http://www.uab.edu/handbook/student-services/escort-service](http://www.uab.edu/handbook/student-services/escort-service)

**FERPA**
The Family Educational Rights and Privacy Act of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites: [https://sa.uab.edu/enrollmentservices/ferpa/](https://sa.uab.edu/enrollmentservices/ferpa/); [https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp](https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp). If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office of Student Success.

**Financial Aid**
The Office of Financial Aid provides students with resources and guidance in seeking 3rd party funding for their college expenses. Students should complete the Free Application for Federal Student Aid (FAFSA), available at [www.fafsa.gov](http://www.fafsa.gov), as the first step. The FAFSA is required to apply for school scholarship as well as loans.

Location:  Ground floor of the Lister Hill Library, University Boulevard (temporary location during reconstruction of the Hill University Center)
Hours:  8:00 a.m. – 5:00 p.m., Monday – Friday
Telephone:  (205) 934-8223
Fax:  (205) 934-8941

**Food Services**
UAB offers seven meal plans for students that are billed to the student account. All students, even commuters, are required to purchase a meal plan. Up to 25% of dining fees not used by the end of the school year are converted to Blazer Bucks, which can be used to shop at campus bookstores, local restaurants, and the campus CVS. Several dining facilities that accept the meal plans are available on campus. Those closest to the SHP buildings include:
• Commons on the Green – located on the Campus Green, just south of 9th Avenue and the Campus Recreation Center. Multiple serving stations of various food options, from deli to international to homestyle, are available. Open 7 days a week, offering three meals Monday – Friday, and two meals Saturday and Sunday.
• Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Open Monday – Thursday, 8:00 a.m. – 5:00 p.m., and Friday 8:00 a.m. – 3:00 p.m.

There are soda and snack vending machines available in the basement of the Learning Resource Center, on the 6th floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at www.uab.edu/dining.

GRADUATE SCHOOL
The UAB Graduate School offers doctoral programs in 37 areas, eight post-master’s specialist programs, and master’s level programs in 45 areas. Most graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at http://www.uab.edu/graduate/

GRADUATION
SHP students are encouraged to participate in graduation exercises, held at the end of spring and fall terms. Students must apply for graduation one academic term prior to the expected graduation date. The application for degree can be found at https://www.uab.edu/students/one-stop/item/890-application-for-degree.

HEALTH INSURANCE
All SHP students are required to have adequate health insurance. Registration holds are automatically placed on all student accounts until proof of coverage is provided. Insurance may be purchased through the university, or through another carrier. Proof of insurance coverage from another carrier results in a waiver of billing for university-sponsored insurance. This waiver process must be completed annually. Additional information is available at http://www.uab.edu/studenthealth/insurance-and-waivers.

HEALTH SERVICES AND MEDICAL CLEARANCE
The University provides prevention, counseling, and treatment services to students through the UAB Student Health Services (SHS) clinic located at 930 20th Street South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday and 8:00 a.m. - 4:30 p.m. on Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3581.

SHP students are required to receive medical clearance at the time of program admission. A secure web-based process using CertifiedBackground, an external vendor, is used to document medical information and immunization records. Each student will have a personal account with CertifiedBackground for storage of required documents. More information is available on the SHS website at http://www.uab.edu/studenthealth/medical-clearance. An instruction sheet and access code are provided to students by programs or the Office of Student Success.

HIPAA TRAINING
The Health Insurance Portability and Accountability Act includes significant requirements for protecting
individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at http://www.uab.edu/learningsystem. Students who do not complete the training are reported by name to the Office of Student Success for follow-up with the appropriate program director. Registration holds are placed for failure to complete the training.

**INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB)**

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website (www.uab.edu/irb), including resources and services specifically for students. The brochure “IRB Guidance for Student Research and Class Projects” may be downloaded from this site as a PDF document.

**INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. A training module defining inventor status, patent criteria, and other intellectual property issues is available at http://www.uab.edu/ethicscenter/educational-materials/rcr-materials/intellectual-property.

**LIBRARIES AND LEARNING RESOURCES CENTER**

UAB’s libraries house excellent collections of books, periodical, microforms, and other media. The libraries have online remote access to catalogs and online collections. Customer services are extensive. All facilities have computers available for student use during regular hours of operation.

**Birmingham Public Library**

In addition to the main library facility, there are 17 branch libraries. The library holdings include print and digital media. Library services are described on the website.

Location: 2100 Park Place

Hours: M – Tu 9:00 a.m. – 8:00 p.m.; W – Sat 9:00 a.m. – 6:00 p.m.; Sun 2:00 p.m. – 6:00 p.m.

Telephone: (205) 226-3600 Website: http://www.bham.lib.al.us/

**Learning Resource Center**

The Learning Resource Center (LRC) comprises the electronic media center for the School of Health Professions (SHP), the School of Nursing (SON), and the Clinical Simulation and Skills Labs. Some of the services and resources available here include:

- Room reservations
- Packets of articles placed on reserve for various courses
- CD-ROMS, and DVDs for viewing in-house
- Reference books and clinical skills handbooks
- Physical assessment equipment for checkout

http://www.uab.edu/lrc/index.php

**Lister Hill Library of the Health Sciences**

This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.
Location: 1700 University Boulevard  
Hours: M – Th 7:00 a.m. – 9:00 p.m.; Fri 7:00 a.m. – 5:00 p.m.; Sat 9:00 a.m. – 4:00 p.m.; Sun 12:00 p.m. – 8:00 p.m.  
Telephone: (205) 934-2230  
Website: www.uab.edu/lister/  
The SHP library liaision is Susan C. Smith, MPA, MLIS, a reference librarian at the Lister Hill Library. She can be contacted by email at susanc@uab.edu, or by phone at 205-934-2230.

**Mervyn H. Sterne Library**  
A collection of more than one million items supporting teaching and research in the arts and humanities, business, education, engineering, natural sciences and mathematics, and social and behavioral sciences.

Location: 913 13th Street South  
Hours: M – Th 7:30 a.m. – 2:00 a.m.; Fri 7:30 a.m. – 7:00 p.m. Sat 9:00 a.m. – 5:00 p.m.; Sun 1:00 p.m. – 2:00 a.m.  
Telephone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)  
Website: www.mhsl.uab.edu  

**Reynolds Historical Library**  
A collection of rare and important books, manuscripts and artifacts in the medical sciences. The Reynolds historical collection is located on the top floor of the Lister Hill Library.

**OneStop Student Services**  
If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Residence Life Center, 2nd floor meeting room. You may contact the OneStop office by phone or email at 205-934-4300; 855-UAB-1STP (toll-free); onestop@uab.edu. Additional information is available at [http://www.uab.edu/onestop](http://www.uab.edu/onestop).

**Parking**  
Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 4:30 p.m. Parking is allocated on a first-come, first-served basis. Commuter student lots are designated as Lot 15, Deck 12, and Deck 16. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at [http://www.uab.edu/parking/](http://www.uab.edu/parking/).

**Patient Care Partnership**  
Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) ([www.aha.org](http://www.aha.org)) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.  

**Plagiarism and Turn-it-In**  
Plagiarism is academic misconduct that will result in a grade of zero on the plagiarized assignment and may result in dismissal from the School of Health Professions and the University (see DIRECTION Student Handbook or SHP Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, *Turnitin*.  

com. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

**Recreation Center**
The campus Recreation Center, located on University Boulevard at 15th Street, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website at [http://www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation) for information about hours and services.

**Scholarships**
Many programs in the School have scholarships available to students currently enrolled in those programs. Please see the program section of this handbook for that information. The following scholarships are available to students enrolled in any program in the School.

*Dean’s National Alumni Society Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student. One student per program is nominated by the program director for consideration by the School’s Scholarship Committee.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for baccalaureate students with GPA 3.0 or above and unmet financial need. Students apply to the UAB Office of Student Financial Aid. Awards are made by the University General Scholarship Committee.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for Christian women students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need. Students apply to Mr. Bernard Harris in the SHP Office of Student Success.

*Matthew F. McNulty Jr. Health Services Emergency Loan* – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need. Students apply to Mr. Bernard Harris in the Office of Student Success.

*SHP General Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need. Program directors apply for funding on behalf of qualified students. Awards up to $4500 over the length of the student’s duration in the program are made by the School’s Scholarship Committee.

**Social Media**
Social media such as Facebook and Twitter are useful communication tools, but health professions students should use these forums judiciously. In addition to the School’s official sites listed below, individual programs and student organizations may have networking sites.

- Website: [http://www.uab.edu/shp/](http://www.uab.edu/shp/)
- Twitter: [http://twitter.com/#!/UAB_SHP](http://twitter.com/#!/UAB_SHP)
- Facebook: [http://www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- LinkedIn: [http://www.linkedin.com/](http://www.linkedin.com/)
- Vimeo: [http://vimeo.com/uabshp](http://vimeo.com/uabshp)
- YouTube: [http://www.youtube.com/uabshp](http://www.youtube.com/uabshp)
The School’s Academic Affairs Committee published the following guidelines related to use of social media:

UAB School of Health Professions
Guidelines for Social Networking

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like Facebook, MySpace, Flickr and Twitter provide opportunities for faculty, staff, and students to share and explore interests that enrich the higher education learning experience. However, using these mediums with discretion is advised. UAB online community members are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, sensibilities, and property of others.

Professional Use
Only UAB employees authorized by their departments may use social networking Web sites to conduct University business. The authorized employee/position will serve as the point of contact for the web site. In keeping with University policy 1, the authorized employee may post on a social network profile: the University’s name, school, department, and/or unit information, a University email address or University telephone number for contact purposes, or post official department information, resources, calendars, and events. The employee should use care that any personal opinions or opposition to the University either by direct statement or perception not be published.

General Use
The following guidelines are strongly suggested:
1. Use networking sites legally and appropriately. Consider your personal obligation as a citizen of the university. Use proper conduct in your posts regarding the university and your colleagues/fellow students.
2. Consider the use of a student, staff or faculty member to monitor any departmental social pages. All parties need to understand the guidelines presented.
3. Remember, you cannot ensure who does and does not have access to your information. Any text or photo placed online is available to anyone in the world – even if you limit access to your site.
4. Information that you post online may continue to stay on the World Wide Web even after you erase or delete that information from your profiles or blog. Do not post anything that could reflect negatively on you, your family, your friends, and the university.
5. Do not post any confidential or sensitive information online.
6. By agreeing to the terms of use, online communities have your permission to republish your content worldwide and share information with advertisers, third parties, law enforcement, and others.
7. You are legally responsible for your posts on the social networking sites. Be discreet, respectful, and as accurate/factual as you can be in any comments or content you posted online.
8. Potential employers, admissions officers, and scholarship committees often search social networking sites to screen candidates. Your profile will be a part of how others know you.

1 The Official UAB Web Policy >> http://www.uab.edu/brand/web/planning/policies-and-standards

Tuition and Fees
Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.
SHP programs may have specific fees attached to courses or laboratories. These fees will be addressed in the program section of this handbook. Questions about program-specific fees should be addressed with your program director. Current standard tuition and fees for the School, and links to program cost estimations, are posted at http://www.uab.edu/shp/home/admissions-tuition/tuition/ tuition-fees.

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at http://www.uab.edu/whentopay/. Please note that failure to meet payment deadlines can result in administrative withdrawal from courses.

Tuition and fees may be paid through BlazerNET (tutorial available at http://www.uab.edu/images/stuaff/pdf/Making_a_payment_in_BlazerNET.pdf).

**WEATHER**
Severe weather situations that may affect the safety of students, faculty, and staff are communicated through the same channels as other emergencies. Severe weather precautions are published at http://www.uab.edu/emergency/severe-weather/precautions. Other information sources include:

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- B-ALERT system: Register to email, cell phone, and text notices with the UAB Emergency Notification System via [www.uab.edu/balert](http://www.uab.edu/balert);
- Hotline: 205-934-2165
- WBHM Radio (90.3 FM): Announcements about University closings or delayed openings are made on the UAB radio station.

**WITHDRAWAL FROM COURSE / PROGRAM**
Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and/or program director. Most programs in the School are full-time and the curriculums are specifically sequenced. Withdrawal from a course may put you at risk for being required to wait for a full year before resuming courses in the program. Course withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Program withdrawal should be made in writing to the program director. Please refer to the program section of this handbook for additional information.
SECTION 2 – POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

BACKGROUND CHECK AND DRUG SCREEN

With the exceptions noted below, students admitted to programs in the School of Health Professions will complete a routine drug screen and criminal background check using the vendor(s) with whom the School has a current agreement for those services. These screens should be completed prior to the conclusion of the voluntary add/drop period of the first term of enrollment. A second routine drug screen and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in a clinical rotation. Any required additional screens, and those desired for waived programs, will be at the discretion of the program. School-negotiated fees for these screens will be the responsibility of the student. **If either the criminal background check and/or drug screen is unfavorable, the student may not be able to complete degree requirements and therefore not be able to graduate from the program.**

Programs Waived from the Policy:
- Master of Science in Health Administration – International Track
- Master of Science in Health Administration – Executive Track
- Master of Science in Occupational Therapy – Post-professional Track
- Graduate Certificate in Low Vision Rehabilitation – Occupational Therapy

Procedure for Criminal Background Check and Drug Screen:

1. Program directors (or designees) provide all accepted students with the Student Instructions form (attached), the Consent to Release of CBC Results form (attached), and the Consent to Release Drug Screen Results form (attached).
2. Students sign and return the consent forms, which are placed in the student’s program file.
3. Students go to the designated website, request the specified background check and drug screen, and pay for the service.
4. Program directors access the secure website to view a student’s background check and drug screen results.
5. Program directors discuss with individual students the implications of any information in their background report or drug screen that might prevent them from being placed in a clinical rotation or that would make them ineligible for professional certification. If such information exists, the student must acknowledge in writing his or her decision to continue in the program’s didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice.
6. Prior to clinical placement, program directors (or designees) provide students with the Student Instructions form to request a repeat background check and drug screen. If the vendor is specified by the clinical site, instructions are provided to the program director and/or the student by the preceptor.
7. Students go to the designated website, request the specified background check and drug screen, and pay for the service.
8. Program directors access the secure website to view a student’s background check and drug screen results.
9. Program directors discuss with individual students the implications of any information in the background report that might prevent them being placed in a clinical rotation.
10. Program directors (or designees) provide students with necessary contact information to release background check and drug results to their assigned clinical preceptor.
11. Should any clinical site require drug testing or a background check beyond those specified by the School, the student will follow the facility’s procedures for those screens.
UAB School of Health Professions
Consent to Drug Testing and Release of Drug Test Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to drug testing as a prerequisite to my assignment to a clinical site. I hereby consent to be tested for drugs and consent to the release of any such drug test results to my Program Director; and the subsequent release of such drug test results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require additional drug testing as a condition of my placement. I hereby consent to any facility-required drug testing and consent to the release of such drug test results to my Program Director.

____________________________________________  ___________________________
Student’s Signature            Date

____________________________________________
Signature of parent/ legal guardian
(required only if student is under 19)
UAB School of Health Professions
Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, I understand that I will be required to submit to a criminal background check as a prerequisite to my assignment to a clinical site. I hereby consent to have a criminal background check and consent to the release of the results to my Program Director, and the subsequent release of the results to the clinical site to which I am assigned.

I understand that any clinical site to which I am assigned has the right to require an additional background check as a condition of my placement. I hereby consent to any facility-required background check and consent to the release of the results of the check to my Program Director.

____________________________________________  ___________________________
Student’s Signature     Date

____________________________________________
Signature of parent/ legal guardian
(required only if student is under 19)
Student Instructions

CertifiedBackground.com

Background Checks Are Required
This school requires that each student purchase a background check through CertifiedBackground.com.

What is CertifiedBackground.com?
CertifiedBackground.com is a background check service that allows you to purchase your own background check. The results of a background check are posted to the CertifiedBackground.com website in a secure, tamper-proof environment, where the student, as well as the school, can view the results.

How do I order my background check?
IT'S EASY!
1. Go to www.CertifiedBackground.com and click on "Students".
2. In the Package Code box, enter the package code listed below.

Your Package Code is:
AH01

www.certifiedbackground.com
Phone: (888) 666-7788
info@certifiedbackground.com
GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS
http://www.uab.edu/shp/home/images/PDF/grievance%20procedures.pdf

SHP HEALTH IMMUNIZATION CHECK
http://www.uab.edu/shp/home/admissions-tuition/health-immunization-check

IMPAIRMENT AND SUBSTANCE ABUSE

PLAGIARISM
http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf

Please note that all papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to their database of papers used to screen future assignments for plagiarism.

UAB POLICIES

AIDS AND HIV INFECTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=252

ALCOHOLIC BEVERAGES, USE AND CONSUMPTION
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

ATTENDANCE / ABSENCE (UNDERGRADUATE)
http://catalog.uab.edu/undergraduate/academicstudentresources/progresstowardadegree/#enrollment
text

BODY FLUID EXPOSURE
http://www.uab.edu/studenthealth/emergencies/blood-a-body-fluid-exposure

UAB Blood/Body Fluid Exposure Guidelines

Updated 8-24-2012

This guideline outlines recommended actions following any blood/body fluid exposure to a UAB enrolled student or visiting scholar. For purposes of these guidelines, “student” is defined as “any student enrolled in UAB in a clinical, research, or classroom setting.” A “visiting scholar” is any student, graduate student, post-doctoral student, instructor, or practitioner participating in UAB clinical, research, or classroom activities for a short-term period.

Students and scholars may be exposed to blood/body fluids in the course of their clinical and/or research duties at a UAB facility or at a non-UAB facility where a student is involved in a practical experience for credit at UAB. As all blood and body fluids are considered infectious, regardless of the perceived status of the source individual, all students and scholars must follow OSHA guidelines for universal precautions to prevent contact with blood or body fluids in classroom settings and clinical rotation sites. This includes use of gloves, eyewear, and protective clothing, as well as proper care of sharp objects and other precautionary
measures. These guidelines are printed on UAB Medicine safety cards; students should keep a safety card with them and consult it in the event of exposure.

An “exposure” is generally defined as a percutaneous injury (e.g., a needle stick or cut with a sharp object) or contact of mucous membrane or non-intact skin with blood, tissue, or body fluids, whether or not there is visible blood.

In the case of any needlestick injury or other accidental blood/body fluid exposure, students and scholars should immediately take appropriate measures as follows:

- **Remove and properly dispose of all contaminated personal protective equipment.** Wash the exposed area thoroughly with soap and running water. Use antibacterial soap if possible. If blood/body fluid is splashed in the eye or on a mucous membrane, flush the affected area with running water for 15 minutes.
- **Report all exposures to a preceptor or clinical supervisor.**
- **Request that an incident report be filed at the host institution (if applicable) and at UAB.**
- **Gather the following information:**
  - a) Hepatitis and HIV status of the source patient. If a source patient’s serological status is unknown, the student, scholar, or preceptor/clinical supervisor should contact the source patient’s attending physician and request that the physician obtain a specimen for serologic testing. Recommended testing of the source patient includes a **Rapid HIV, HBsAg, and HCV antibody.** Be sure that the hosting institution draws labs from the source patient.
  - b) Baseline serologic evaluation of the student or scholar, including the following:
    - HBV history and vaccination status
    - HCV history
    - Serology for **HBsAg and HBsAb, HIV Antibody, and HCV Antibody**

After taking appropriate immediate measures as outlined above, students or scholars should seek further evaluation and care based on where the incident occurred:

For exposures occurring **on the UAB campus** (UAB Hospital, Kirklin Clinic, UAB outpatient clinics, classrooms, research labs):

- During the day (7:00 a.m. to 5:00 p.m.) go to UAB Employee Health, UAB Spain Wallace 123 (extension 205-934-3675).
- After 5:00 p.m. and on weekends and holidays, call Hospital Paging (205-934-3411) and ask the operator to page the needlestick team member on call, who should then page the needlestick team.
- Continue to communicate with Employee Health regarding all follow-up care.

For exposures occurring **at a non-UAB hospital or clinic:**

- Inquire about the institution’s exposure policy. If the hosting institution or physician’s office offers to provide medical care and recommended testing, have an initial evaluation and follow-up performed there.
- If the hosting institution refuses to provide medical care and recommended testing, report to a local emergency room for initial treatment.
- If the hosting facility provides initial treatment, but refuses to provide long-term follow-up care, gather all serologic results from post-exposure, including the patient’s lab work, and notify UAB Employee Health. UAB Employee Health will provide the long-term follow-up care at no charge.
All students or scholars in a clinical, classroom, and/or research placement will be covered for costs incurred in assessing and/or treating potential or actual exposures. This includes costs incurred for any appropriate services rendered (e.g., ER evaluation, including but not limited to lab work, post-exposure prophylactic therapy, immunizations provided onsite or at follow-up at UAB Employee Health), whether on campus or at a non-UAB hospital or clinic.

For treatment costs incurred outside of a UAB facility, please forward all invoices and/or proof of payment to:

UAB Hospital Employee Health
Suite SW123
619 19th Street South
Birmingham, AL 35249
Phone: 205-934-3675
Fax: 205-975-6900

For questions, UAB Employee Health may be reached by phone at 205-934-3675 during normal business hours or by email at employeehealth@uabmc.edu. This e-mail address is being protected from spambots. You need JavaScript enabled to view it.

**Computer and Network Resources (Acceptable Use)**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=4

**Computer Software Copying and Use**

**Drug Free Campus (General Policy)**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

**Drug-free Campus Policy for Students -Attachment A**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=632

**Drug-free Campus Policy for Students -Attachment B**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=626

**Drug-Free Campus/Workplace Policy-Attachment B.1**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=627

**Drug-free Campus Policy for Students -Attachment C**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=628

**Equal Opportunity and Discriminatory Harassment**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=52

**Ethical Standards in Research and Other Scholarly Activities**
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=263&
Firearms, Ammunition, and Other Dangerous Weapons
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=257

Immunization
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=86&

Nonsmoking
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=110&

Patent (Intellectual Property)
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=115&

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at http://sppublic.ad.uab.edu/policies/Pages/default.aspx.

CDS Policies

Academic Progress

Academic Progress Review is implemented to promote, assist, and maintain student performance. The main purpose is to provide feedback to students regarding their performance and to identify areas of strength and/or weakness in performance or behavior.

Generally speaking, program faculty and/or the program director may academically counsel students on a semester-by-semester basis to assess progress in the curriculum and to provide students counseling regarding deficiencies as needed. These meetings may be documented and the student may be required to sign the documentation of the academic progress sessions with associated notes placed in the students file.

In cases regarding deficiencies, suggestions and/or action plans may be developed in conjunction with the student so as to provide a plan for reversing the deficiencies by a specified timeframe. Such suggestions and/or action plans will be documented and signed (by both faculty and the student) and will be placed in the students file. If a student does not comply with the suggestions and/or action plan and/or does not meet the deadlines as specified, the student may be dismissed from the program.

Attendance and Excused Absences

CDS Attendance Policy
Attendance is mandatory for all classes, lectures, labs, program-related seminars, clinical practice, internships, etc.

Absences are either excused or unexcused and both require timely notification to the course instructor. Students who are absent during clinical practice or an internship must notify both the program clinical practice coordinator/internship coordinator and the clinical practice instructor/clinical internship instructor as soon as possible. Time missed during clinical practice or the internship must be made up and this may result in a delay in graduation.

Below is a list of excused absences recognized by the Department of Clinical and Diagnostic Sciences and UAB.
• Absences due to jury or military duty, provided that official documentation has been provided to the instructor in a timely manner in advance.
• Absences of students registered with Disabilities Services for disabilities eligible for “a reasonable number of disability-related absences” provided students give their instructors notice of a disability-related absence in advance or as soon as possible.
• Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:
  • Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.
  • If a change in the absence schedule occurs, students are responsible for providing their instructors with advance notification from the sponsoring unit or department.
• Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students.
• Absences due to religious observations provided that students give faculty written notice prior to the drop/add deadline of the term.

In instances resulting in unavoidable absence(s), a student is expected to inform the program office and the affected course instructor in advance of the planned absence. For unforeseen events (car accident or breakdown, injury), the student is expected to notify the program office at the earliest possible time.

Make-up of missed class information or assignments is the student's responsibility. Make-up of class activities and projects is at the discretion of the course faculty – refer to individual course syllabi for more detailed attendance policies pertaining to the course.

*NOTE: The program cannot guarantee that all work missed for an excused absence can be made up. Some activities (including laboratories) due to their complex, time intensive, and/or cost intensive nature will not be able to be made up. Similarly, when students arrive to laboratories late they risk missing important information/directions that may adversely affect their grade. Instructors are not obligated to repeat directions for students when they are tardy.

**Attendance Infractions**

For each unexcused absence, there will be a 1% overall grade reduction for that course or lab per absence. Two tardies will equal one unexcused absence. A tardy is considered being more than 10 minutes late to class. Faculty may choose to include attendance and timeliness in grading criteria and may implement a more restrictive attendance policy. The attendance policy for each course will be described in all course syllabi. The Department of Clinical and Diagnostic Sciences also reserves the right to institute an attendance policy for official program/department activities.

**Consensual Romantic Relationships**

**Course Examinations**
In each course, examinations are given and are of a written, oral, practical, or clinical format. The frequency, scoring, weighing of questions and passing score of each examination will be announced by the instructor for that course.

Unit exams will be given only on the date announced in class. The only excuses that will allow for a make-up exam are: being hospitalized or sick; being in court or jail; or death of an immediate family member. In each instance, the excuse must be verified by a note from a physician, judge, law enforcement officer, or member of the clergy as is appropriate for the occasion.

**Data Protection and Security**

**Dress Code**
Guidelines for professional attire require consideration for patients, visitors, and coworkers, as well as personal safety. Therefore, CDS students are expected to promote a professional image by following these guidelines.

**Clothing:**
- Clothing should be clean, neat, in good repair, and appropriate for the profession.
- Casual or athletic wear such as sweat suits or warm-up pants are not acceptable.
- Shorts are not acceptable.
- Skirt length shall be no shorter than two inches above the top of the knee and may not be tight fitting.
- Undergarments shall be worn and shall not be visible, even when in stretching or bending positions.
- Shoes shall be appropriate for the work environment and compliant with professional attire. Flip flops are not appropriate.
- Caps or head coverings are not acceptable unless they are for religious purposes or are part of a uniform.
- Sunshades (or hand-tinted, non-prescription glasses) shall not be worn unless they are required for medical purposes.
- Identification badges shall be worn at all times.

**Grooming:**
**Piercings**
- Facial and/or body adornments are not permitted other than in the ear lobe.
- No more than two pairs of earrings may be worn. Earrings will be no longer than one inch in diameter or length.

**Hair**
- Hair should be clean and neat.
- Hair may not be dyed unnatural colors and/or have patterns.
- Hair ornaments should be moderate and in good taste.
- Hair should be well-groomed, closely trimmed beards, sideburns, and mustaches are allowed.
Daily Hygiene

- Daily hygiene must include clean teeth, hair, clothes, and body, including use of deodorant.

**In addition to these basic guidelines, students are expected to follow any additional provisions of a facilities dress code while in clinical practice.**

**Dress Code Infractions:**

Failure to comply with the above dress code requirements will result in removal from program activities until requirements are met. Students will be counted as absent (unexcused) and will receive a grade of zero for any missed work during that time with no opportunity to make-up the missed work.

*Note- The above Dress Code is a minimum standard set forth by the Department of Clinical and Diagnostic Sciences. Each program and/or course within CDS has the liberty to set forth and enforce a stricter dress code. Similarly, clinics also have their own dress codes that must be followed precisely.*

**Food and Drink in the Classroom**

Food or drinks in laboratories is prohibited. Food and drink in classrooms is allowed at the discretion of faculty.

**Grading Policy**

In each CDS course, the instructor will announce the grading criteria and publish it in the course syllabus. The following policy relating to the I (incomplete) grade or deferred credit supplements the School of Health Professions’ policy.

**Incomplete & Deferred Credit Policy**

The awarding of an “I” (incomplete) grade is not done lightly. An “I” will be given only when an emergency or unexpected event prohibits the student from meeting course objectives in a timely manner. A student receiving a grade of “I” (incomplete) must arrange with the instructor to complete the course requirements as soon as possible, and in order to progress within the program the student must arrange to complete the requirements prior to the final day of registration for the next term. A grade of “I” not changed by the instructor by the beginning of the next regular term will automatically convert to an “F.”

**Infection Control**

Because students are working with patients having low immunities, the clinical supervisor reserves the right to send any student to UAB Student Health Services if the need arises. The clinical supervisor will call UAB Student Health Services and request that the student be sent off duty if he/she has an infection of any kind. The student must then acquire a doctor’s written permission to return to clinical education. Students are required to adhere to the policy of the clinical affiliate for working with patients with local infections or infectious diseases. Students are required to inquire about this policy at the beginning of rotation through a clinical affiliate.

**Liability Insurance**

Liability insurance is provided by the University for all students registered for clinical education courses. The coverage protects students in any assigned clinical site to which they are assigned as a student.
NON-Academic Student Conduct
http://www.uab.edu/handbook/F-policies-procedures/studentconduct

Non-Resident Tuition Policy

Pregnancy Policy
All students are encouraged to inform the program director immediately in writing once pregnancy has been confirmed. If students choose not to inform the program of their pregnancy, the program will not consider them pregnant and cannot exercise options that could protect the fetus.

For students who voluntarily disclose pregnancy the program director will discuss factors to be considered in cases of pregnancy with the student based on acceptable professional guidelines.

A student is offered three alternatives after the consultation with the program director. These are:

1. Immediate withdrawal in good standing from the program. Readmission to the program after the pregnancy will be in accordance with the Readmit Policy.
2. Continuation in the program after being given specific instruction regarding safety practices, safety monitoring, and specific clinical and laboratory assignments.
3. Continuation in the program with additional safety monitoring but without modification of assignments.

The student must be able to progress in her educational experiences, both clinical and academic. If the student cannot, she will be strongly advised to withdraw as in alternative number 1.

If there are any questions regarding any aspect of the above statements, please call the Program Director.

Probation and Dismissal
Assignment of grades in the didactic curriculum is the responsibility of the individual instructor, and appeal of the grade can be made according to the grade appeal process (refer to the Grievance Procedures for Violations of Academic Standards). The Program Director’s decision will be final. If the Program Director is the course instructor, appeal can be made to the Department Chair. This decision will be final.

Graduate Students admitted in good academic standing who fail to obtain a minimum 3.0 GPA during any semester will be placed on probation. These students must re-establish good academic standing by bringing their overall GPA to at least 3.0 within two subsequent semesters or they will be permanently dismissed from the School of Health Professions and the UAB Graduate School.

Professional Conduct
The Department of Clinical & Diagnostic Sciences expects that all students:

1. Attend Class.
2. Be on-time for all commitments (class, clinics, appointments, etc).
3. Thoughtfully complete and submit all assignments by the due date.
4. Use proper grammar in written and oral assignments.
5. Use proper grammar and email etiquette in all emails to faculty, clinics, classmates, etc. Do not use “text speak”.

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6. Present an appearance that is not distracting to others and reflects a professional image as defined in the CDS Dress Code.
7. Are courteous in the use of electronic devices: pagers, cell phones, laptops. Your device should be on silent/vibrate when in lecture, lab, and clinic.
8. Treat individuals with respect. Comply with applicable laws, regulations, and policies.
9. Profanity is not allowed at any time.
10. Use confidential information responsibly and do not violate a patient’s rights.
11. Acknowledge and appropriately manage conflicts of interest.
12. Conduct and present yourself in such a manner that reflects the high professional standard set forth by the Department of Clinical and Diagnostic Sciences and the School of Health Professions.

Remediation and Readmission
Didactic year students will be eligible for personal leave in the event of individual illness, death or severe illness in an immediate family member, jury duty, military duty, or a similar personal crisis resulting in more than three consecutive days of absence. With the exception of personal illness, students must obtain prior written approval for personal leave from the CDS program and the course instructor. The following rules apply to personal leave, remediation, and withdrawal from the CDS program:

1. Students may be granted up to one week of personal leave.

2. Absences greater than one week may require Remediation or Withdrawal from the Program.

3. Remediation should be completed within the same semester. If this is not possible, an “I” will be reported to indicate that the student has performed satisfactory in the course but, due to unforeseen circumstances, has been unable to finish all course requirements. Students who receive an “I” for a course should note that in many instances, the student will not be allowed to register for the following semester’s courses because many courses in the didactic curriculum have pre-requisites that require successful completion of the previous semester’s courses. Students should also note that because of the limited resources of the program, many courses cannot be repeated until the following year when they are normally scheduled. Students are referred to this manual’s section on “Didactic Course Prerequisites” for a listing of course pre-requisites.

4. Students who return after Remediation or Withdrawal and readmission to the Program will have to demonstrate continued proficiency in the courses they have previously completed in the Program. In most cases, this will be accomplished by sitting-in on these courses and passing a comprehensive exam with a grade of 70% or better. Exam content and timing will be determined by the course instructor. To be re-admitted after dismissal from a CDS program, students will have to present convincing evidence to the faculty and the Graduate School that the reason for the dismissal has been completely resolved and the student is now likely to perform at the level required by the Department of Clinical & Diagnostic Sciences and the Graduate School. Readmission will only occur after a year of absence from the CDS program. The student will be required to register as a new student and complete the entire curriculum from the beginning.

5. To be re-admitted after dismissal from a CDS program, students will have to present convincing evidence to the faculty that the reason for the dismissal has been completely resolved and the student is now likely to perform at the level required by the Department of Clinical & Diagnostic Sciences. Readmission will only occur after a year of absence from the CDS program. The student will be required to register as a new student and complete the entire curriculum from the beginning.
**Student Records Policy**

The Department of Clinical and Diagnostic Sciences defers to the official UAB Student Records Policy found in, *Direction*, the student handbook as well as the Graduate School Student Handbook.
SECTION 3 - PROGRAM INFORMATION

Welcome
Welcome to the biotechnology program. This handbook has been compiled to provide you with information to help you as you progress through your program. Where appropriate, the contact for more detailed information on various subjects has been included. If, however, you desire or need further explanation of any matter, or other types of information, please contact your faculty advisor or program director. The UAB web pages, or links, are included for some of the sections of this handbook, and you are encouraged to review the links for information you may need. The UAB and School of Health Professions (SHP) pages have search engines to allow you to input keywords and find information. Also, the campus directory and calendars are located on the main UAB page: www.uab.edu. Students should regularly refer to the web site for their specific program for updates.

Program Mission Statement
The mission of the Biotechnology program is to provide quality education to prepare a diverse student body for careers in various fields involving biotechnology and its related disciplines.

The program is designed to provide students with broad training and education in:
- Scientific principles and knowledge underlying biotechnology, drug discovery and design.
- Scientific principles and knowledge underlying emerging diagnostic technologies associated with biotechnology.
- Basic laboratory techniques in biotechnology.
- Business principles and knowledge underlying the commercialization of science.
- Processes and procedures required to launch a biotechnology company.
- Legal, regulatory and marketing issues in biotechnology.

About the Program
Biotechnology is an industry based on biology that harnesses cellular and molecular processes to create novel technologies and products that will positively impact the quality of our lives and the health of our planet. The Biotechnology program at UAB provides students with the training necessary to be a part of the industry’s specialized workforce with a strong knowledge base in science, technology and research and industry-specific entrepreneurial skills that can translate scientific discovery into commercial products --products that will ultimately improve the odds for millions of patients around the world who are suffering from diseases for which there are no adequate treatments. Students will also learn how the biotechnology industry is advancing new technologies to overcome the challenges of the dwindling supply of fossil fuels and the looming threat of climate change.

Upon completion of the program, graduates are well prepared for leadership roles in the biotechnology industry that range from management, research and development, regulatory affairs as well as the marketing and commercialization of biotechnology products and technologies. Graduates will be qualified for high quality jobs with an average wage significantly higher than the national wage for all other knowledge based industries. In the 21st century, the biotechnology industry will be a key economic engine to the United States greatly outpacing other industries with strong job growth. At UAB, we are proud to offer students the specialized training needed for the continued support and growth of the biotechnology industry in the United States.
## Faculty & Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Address</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Kathy Nugent</td>
<td>Assistant Professor and Director</td>
<td>1705 University Blvd, SHPB 478</td>
<td>205.934.7384</td>
<td><a href="mailto:knugent@uab.edu">knugent@uab.edu</a></td>
</tr>
<tr>
<td>Dr. Joseph Garner</td>
<td>Assistant Professor</td>
<td>1705 University Blvd, SHPB 469</td>
<td>205.934.3882</td>
<td><a href="mailto:drgarner@uab.edu">drgarner@uab.edu</a></td>
</tr>
<tr>
<td>Dr. Tino Unlap</td>
<td>Associate Professor</td>
<td>1705 University Blvd, SHPB 476</td>
<td>205.934.7382</td>
<td><a href="mailto:unlap@uab.edu">unlap@uab.edu</a></td>
</tr>
<tr>
<td>Dr. Carol Robbins</td>
<td>Teacher</td>
<td>1705 University Blvd, SHPB 475</td>
<td>205.934.5988</td>
<td><a href="mailto:cbrobbns@uab.edu">cbrobbns@uab.edu</a></td>
</tr>
</tbody>
</table>

The Department of Clinical & Diagnostic Sciences has a centralized staff team that supports all CDS programs. For student questions, please contact the CDS Receptionist:
- SHPB 430
- 205.975.4CDS (4237)
- ASKCDS@uab.edu
## Curriculum

### Prerequisite Courses for BT:

<table>
<thead>
<tr>
<th>Curriculum Track</th>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biotechnology</td>
<td>Math 105 (or higher)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>General Chemistry I (CH 115/116L)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>General Chemistry II (CH 117/118L)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Biology (BY 123)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Genetics (BY 210)</td>
<td>3</td>
</tr>
</tbody>
</table>

### Curriculum Courses for BT:

#### FALL: 11 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 500 Principles of Biotechnology I - Nucleic Acid Technology</td>
<td>3</td>
</tr>
<tr>
<td>BT 650 Applications of Biotechnology I</td>
<td>1</td>
</tr>
<tr>
<td>BT 670 Bench to Commercialization I</td>
<td>3</td>
</tr>
<tr>
<td>CDS 610 Research Design and Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BT 676 Innovative Technologies in Biotechnology</td>
<td>1</td>
</tr>
</tbody>
</table>

#### SPRING: 13 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BT 550 Principles of Biotechnology II - Amino Acid Technology</td>
<td>3</td>
</tr>
<tr>
<td>BT 651 Applications in Biotechnology II</td>
<td>1</td>
</tr>
<tr>
<td>BT 671 Bench to Commercialization II</td>
<td>3</td>
</tr>
<tr>
<td>BT 676 Innovative Technologies in Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BT 698 Non-Thesis Project</td>
<td>2</td>
</tr>
<tr>
<td>CDS 625 Scientific Publications</td>
<td>3</td>
</tr>
</tbody>
</table>

#### SUMMER: 12 Semester Hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Semester Hours</th>
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</thead>
<tbody>
<tr>
<td>BT 600 Principles of Biotechnology III - Systems Biology and Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>BT 652 Applications in Biotechnology III</td>
<td>1</td>
</tr>
<tr>
<td>BT 672 Bench to Commercialization III</td>
<td>3</td>
</tr>
<tr>
<td>BT 676 Innovative Technologies in Biotechnology</td>
<td>1</td>
</tr>
<tr>
<td>BT 695 Biotechnology Internship</td>
<td>2</td>
</tr>
<tr>
<td>BT 698 Non-Thesis Project</td>
<td>2</td>
</tr>
<tr>
<td>TOTAL</td>
<td>36</td>
</tr>
</tbody>
</table>
**Expected Student Behavior**

Students are expected to demonstrate interest and an ability for professional education, as well as mature professional behavior. Acceptable behavior includes, but is not limited to, the following:

1. **Integrity in all program assignments.**
   - refrain from giving or receiving unauthorized aid in examinations or other assigned work
   - treat knowledge concerning patients and official documents as confidential (comply with HIPAA)
   - refrain from plagiarism and falsification of student laboratory results, patient reports, official documents and classroom assignments

2. **Dependability in program assignments.**
   - arrive for class (didactic and clinical) on time
   - attend all scheduled classes
   - remain in the area of assignment until dismissed (by the instructor or supervisor)
   - inform appropriate individuals as soon as possible when absence/tardiness is unavoidable (see Attendance policies)
   - carry out assignments as scheduled and complete them on time
   - record and/or report data in an accurate and orderly fashion
   - make up course work and assignments missed during excused absences

3. **Responsibility for own actions in didactic and clinical courses.**
   - accept constructive criticism and use it to improve performance
   - refrain from personal habits that distract or disrupt the classroom and/or clinical environment (e.g., excessive talking, profanity, chewing gum or tobacco, eating and drinking)
   - maintain neat, clean personal appearance complying with existing dress codes
   - comply with established safety standards
   - refrain from any behavior or action that jeopardizes the welfare of the patient, fellow students and faculty
   - keep the work area clean and orderly
   - refrain from activities which potentially damage equipment, supplies, and/or private and public property
   - refrain from the use of alcoholic beverages or illegal drugs at required school activities and during all courses
   - adjust to changes such as work-flow and procedures without sacrificing accuracy and reliability in clinical assignments

Students are also expected to report violations of “Expected Student Behaviors”, or any other instances of unethical conduct in any case to the faculty or other appropriate authorities.

**GOALS & OBJECTIVES**
Adopted 1993; Revised 2001

The Graduate Program in Biotechnology is designed to prepare a diverse student body for careers in various fields involving biotechnology and its related sciences. The program is divided into three major content areas of emphasis to provide students with broad training and education in scientific knowledge, research principles and business practices and entrepreneurship. Specifically, the curriculum includes broad training and education in:

- Scientific principles and knowledge underlying biotechnology
- Scientific principles and knowledge underlying emerging diagnostic technologies associated with biotechnology
- Basic laboratory techniques in biotechnology
- Instrumentation and automation principles used in the biotechnology industry
- Legal and regulatory issues in biotechnology
- Biotech business operations, management and entrepreneurship

More specifically, graduates of this program are expected to:

1. Demonstrate attributes desirable of Biotechnology Professionals
   a. Dependability
      i. Demonstrate integrity, honesty and conscientiousness in work.
      ii. Accept responsibility for own actions.
      iii. Organize and complete work on schedule without sacrificing accuracy and reliability.
      iv. Follow established policies and procedures.
      v. Be punctual when required or assigned.
   b. Stability
      i. Work effectively under conditions of stress and/or change
      ii. Maintain professional demeanor under adverse conditions.
c. Ability to interact effectively with others
   i. Influence and contribute to a pleasant work environment.
   ii. Communicate with others in a professional and courteous manner.
   iii. Contribute willingly to the accomplishment of group endeavors.

d. Professionalism
   i. Maintain a neat, clean, personal appearance complying with existing dress codes.
   ii. Show initiative and interest to improve technical skills and expand knowledge.
   iii. Investigate appropriate sources (literature and personnel) for technical and professional information.
   iv. Maintain confidentiality of patient and laboratory data.

Note: Students are evaluated based on the criteria listed above during the didactic courses using an Affective Evaluation Form. This form is completed twice (at the end of fall and at the end of Spring semesters). Students are advised of the observations of the faculty so that changes in student behavior can occur to assure successful transition to internships. The starred criteria are identified as essential behaviors that are expected of all students in the classroom and in clinical practice settings.

The objectives below will be addressed within the Biotechnology courses.

1. Analyze quantitatively and/or qualitatively, body fluids and materials to aid in the diagnosis, monitoring, treatment and/or prevention of disease.
   a. Obtain and process specimens using appropriate techniques and established safety measures.
   b. Evaluate the suitability of specimens for the analysis requested.
   c. Understand the principle and use the appropriate equipment and techniques in biotechnology testing procedures.
   d. Apply physical, chemical, instrumental, and physiological theories pertinent to tests to recognize and solve problems.

2. Interpret and correlate test data.
   a. Accurately determine the results of tests using the appropriate controls, standards and/or references.
   b. Calculate results of tests performed if necessary.
   c. Evaluate the validity of test results in terms of reference intervals, quality control data, and analytical system performance.
   d. Correlate results of tests with other test data and pertinent information to identify potential errors.
   e. Repeat abnormal tests or perform confirmatory or additional procedures as indicated.
f. Record and report results in writing, orally or by computer conforming to established procedures.

3. Institute and monitor quality control and quality assurance measures in order to optimize precision and accuracy of laboratory tests.
   
   1. Perform quality control procedures on analytical tests, equipment, reagents, media, and products according to protocol.
   
   2. Acknowledge unacceptable control results and take corrective action if indicated.
   
   3. Recognize and correct basic instrument malfunction.
   
   4. Following standard laboratory procedures, document all information such as quality control, maintenance and remedial actions taken.
   
   5. Set up policies and record forms for a simple quality control program.
   
   6. Use the appropriate safety precautions and barriers in the performance of various tasks in order to prevent the transmission of infectious agents or other laboratory accidents and document any incidents.

4. Participate in the development of skills and knowledge needed for technology assessment (statistics, scientific literature analysis, study design, presentations, and evaluation skills).
   
   a. Evaluate data for sensitivity, specificity and predictive value.
   
   b. Evaluate tests, methods, instruments and new technology in biotechnology
   
   c. Evaluate systems processing for total testing for inpatient, outpatient, point of care and referral specimens.

5. Develop a general understanding of regulatory requirements and health & safety management topics governing biotechnology.
   
   a. Describe the purpose of UAB and external agencies concerning safety and biosafety guidelines, standards, laws and regulations that recommend and/or mandate compliance with established standards of practice
   
   b. Describe implications for non-compliance with health and safety management practices
   
   c. Describe federal and state regulatory statutes for the development, approval, and commercialization of drugs, biologics and medical devices.

6. Develop the abilities of critical thinking, innovation and problem solving
   
   a. Demonstrate how to identify a specific problem
   
   b. Use scientific knowledge to propose a solution to the problem
   
   c. Develop the solution to the problem in the form of a technology
   
   d. Generate a plan on how to move the technology from the bench to commercialization
Note: Students are evaluated based on the criteria listed above using the following Affective Evaluation Form. This form is completed twice (SP and Fall semesters) prior to clinical practice, and students are advised of the observations of the faculty so that changes in student behavior can occur prior to clinical practice courses. The marked criteria are identified as essential behaviors that are expected of all students in the classroom and in clinical practice settings.

**AFFECTIVE EVALUATION**

**S** = Satisfactory; **I** = Improvement Needed; **U** = Unsatisfactory; **E** = Essential Function

<table>
<thead>
<tr>
<th>A. Dependable in performance of classroom and laboratory responsibilities which may be demonstrated by:</th>
<th>S</th>
<th>I/U</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrating integrity, honesty and conscientiousness in work.</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>2. Accepting responsibility for own actions. (eg, admits and corrects mistakes)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Organizing and completing assignments or work on schedule without sacrificing accuracy and reliability. (eg, requires no prodding or reminder of completion of responsibility, leaves work area clean and restocked without reminding, appropriately prepares for class, lab or clinical setting, completes assignments/work within established deadlines)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Following established policies and procedures of program. (eg, uses references, laboratory procedure manuals, adheres to policies, adheres to safety regulations)</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>5. Being punctual and in class when required or assigned. (eg, follows attendance policy, is in class laboratory area and ready to begin activities prior to time expected and has all materials supplies needed for the activities of the session/day, does not take lengthy breaks, does not plan work or other activities during time assigned for class/clinical practice)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Stable in response to work environment which may be demonstrated by:</th>
<th>S</th>
<th>I/U</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Working effectively under conditions of stress and/or change. (eg, continues to perform at an appropriate rate without making mistakes when the workload is heavy and plans and budgets time)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Maintaining professional demeanor under adverse conditions. (eg, continues to perform with a calm, logical, respectful and positive manner and provides competent or accurate service even when conditions are less than ideal)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
C. Demonstrates Professionalism which may be demonstrated by:

1. Maintaining a neat, clean, personal appearance complying with existing dress codes.
   (eg, follows program dress code)

2. Showing initiative and interest to improve technical skills and expand knowledge.
   (eg, asks to learn more than minimally required, offers to start an activity without being told, reads information prior to laboratory sessions, participates in professional societies, continuing education, and self-study programs, attends district and state meetings, attends hospital in-service education programs)

3. Investigating appropriate sources (literature and personnel) for technical and professional information.
   (eg, looks up information in writing before inquiring from others, utilizes faculty, teachers, rather than other students for information, uses student laboratory and clinical procedure manual)

4. Maintaining confidentiality of patient and laboratory data.
   (eg, does not talk about laboratory work outside of the laboratory)

5. Demonstrating ethical conduct in professional endeavors.
   (eg, does not release inappropriate information to patient, fellow student or other individual, does not offer advice to health care workers beyond scope of practice, repeats any work in which problems are suspected)

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**Essential Requirements**

In order to successfully complete the degree requirements for the Biotechnology Curriculum for the Master of Science in Biotechnology, students must complete the academic and internship requirements. Students must meet the essential requirements in addition to the academic requirements. “Essential requirements are those physical abilities, mental abilities, skills, attitudes, and behaviors the students must evidence or perform at each stage of their education.” The absence of an essential requirement would fundamentally alter the program’s goals. The essential requirements include categories of observation, movement, communication, intellect, and behavior:

**Observation**

The student must be able to:

1. Observe laboratory demonstrations in which biologicals (i.e., body fluids, culture materials, tissue sections, and cellular specimens) are tested for their biochemical, hematological, immunological, microbiological, and histochemical components.

2. Observe personnel in a UAB core facility as they demonstrate the necessary skills needed to perform the routine operations in each core facility.

3. Observe business personnel as they relate to each other in the performance of their tasks.

4. Characterize the color, odor, clarity, and viscosity of biologicals, reagents, or chemical reaction products.
5. Employ a clinical grade binocular microscope to discriminate among fine structural and color (hue, shading, and intensity) differences of microscopic specimens.

6. Read and comprehend text, numbers, illustrations, and graphs displayed in print, on a projection screen, and on a video monitor.

Movement

The student must be able to:

1. Move freely and safely about a laboratory.

2. Reach laboratory benchtops and shelves, patients lying in hospital beds or patients seated in specimen collection furniture.

3. Travel to numerous research core facilities and businesses for practical experience.

4. Perform moderately taxing continuous physical work, often requiring prolonged sitting, in confined spaces, over several hours.

5. Maneuver equipments safely around the laboratory in order to facilitate specimen and data collection.

6. Control laboratory equipment (i.e. pipettes, inoculating loops, test tubes) and adjust instruments to perform laboratory procedures.

7. Use an electronic keyboard to operate laboratory instruments and to calculate, record, evaluate, and transmit laboratory information.

Communication

The student must be able to:

1. Read and comprehend technical and professional materials (i.e. textbooks, magazine and journal articles, handbooks, and instruction manuals).

2. Follow verbal and written instructions in order to correctly perform test procedures.

3. Clearly instruct patients prior to specimen collection.

4. Effectively, confidentially, and sensitively converse with patients regarding laboratory tests.

5. Communicate with faculty members, fellow students, staff, other health care professionals and business executives verbally and in a recorded format (writing, typing, graphics, or telecommunication).

6. Prepare scientific manuscripts, scientific posters, grant and business proposals, laboratory reports, and take examinations within specified times.

Intellect

The student must:

1. Possess these intellectual skills: comprehension, measurement, mathematical calculation, reasoning, integration, analysis, comparison, self-expression, and criticism.

2. Be able to exercise sufficient judgment to recognize and correct performance deviations.
Behavior

The student must:

1. Be able to manage the use of time and be able to systematize actions in order to complete professional and technical tasks within faculty-defined time limits.

2. Possess the emotional health necessary to effectively employ intellect and exercise appropriate judgment.

3. Be able to provide professional and technical services while experiencing the stresses of task-related uncertainty (experimental failures, lack of enthusiasm about a current discovery, disagreements over data interpretations), emergent demands (i.e. “stat” test orders), and a distracting environment (i.e. high noise levels, crowding, complex visual stimuli).

4. Be flexible and creative and adapt to professional and technical change.

5. Recognize potentially hazardous materials, equipment, and situations and proceed safely in order to minimize risk of injury to patients, self, and nearby individuals.

6. Adapt to working with unpleasant biologicals.

7. Support and promote the activities of fellow students and of health care professionals. Promotion of peers helps furnish a team approach to learning, task completion, problem solving, and patient care.

8. Be honest, compassionate, ethical, and responsible. The student must be forthright about errors or uncertainty. The student must be able to critically evaluate her or his own performance, accept constructive criticism, and look for ways to improve (i.e. participate in enriched educational activities). The student must be able to evaluate the performance of fellow students and tactfully offer constructive comments.


Classroom & Laboratory Supplies

Students are expected to supply their own notepaper, pens and pencils, and calculators. All students are required to purchase the following supplies.

- Laboratory Coat (Program approved; Snoozy's)
- Permanent markers

The Program will supply gloves and face shields as needed. Students are expected to have access to a computer (either personal, or in the LRC or Lister Library.) Computer applications are essential for completion of course requirements and the projects in courses and the end of program project.

Documentation of Course Completion

Your student file will contain documentation of the courses you complete while in the program. This assures that you complete all requirements for a given program and if applicable it will document courses completed for achieving eligibility for the national certification examination. This form will be completed and updated by your advisor.
### Biotechnology Course Completion Checklist

<table>
<thead>
<tr>
<th>COURSE</th>
<th>TITLE</th>
<th>CR HRS</th>
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APPLICATION FOR DEGREE & CERTIFICATE

Application for Degree

Upon successful completion of all program requirements students will be awarded an M.S. degree. All students must apply for their degrees at least 6 months prior to their anticipated graduation date. The application for degree forms are in the online format and may be accessed from the following website:

Application for an M.S. degree
http://www.uab.edu/graduate/images/acrobat/forms/app-for-degree-masters.pdf

BIOTECHNOLOGY INTERNSHIPS

Each student in the Biotechnology Program is required to complete two internships. Each internship will consist of 40 hrs (2.5 hours per week). The first internship will be carried out at research core facilities (1-27) which are located at UAB in order to allow each student to learn techniques in areas of interest and to enhance his/her abilities in the application of scientific principles to developing novel technologies. The second internship will be carried out at a business firm, which will be identified for the students. The intention of the second internship is to provide the student with the opportunity to apply knowledge acquired in the curriculum including hands on experience in business fundamentals, tech transfer, project management, intellectual property, regulatory affairs, entrepreneurship, leadership and ethics. The core research facilities are as follows:

1. CYSTIC FIBROSIS TRANSMEMBRANE CONDUCTANCE REGULATOR (CFTR) EXPRESSION CORE: The Cystic Fibrosis Transmembrane Conductance Regulator (CFTR) Expression Core facility assists Cystic Fibrosis (CF) Center investigators with the complex technology necessary to efficiently express the CFTR in experimental systems.

2. CYSTIC FIBROSIS (CF) MOUSE MODELS CORE: The mission of the Mouse Models Core is to generate and provide mouse models for the study of cystic fibrosis.

3. CLINICAL NUTRITION RESEARCH CENTER (CNRC) GENETICS CORE: The CNRC Genetics Core, funded by the National Institute for Diabetes and Digestive and Kidney Diseases (NIDDK), provides investigators performing nutrition/obesity-related research access to common Core resources in order to enhance and strengthen the quality of genetic and molecular studies.

4. COMPARATIVE PATHOLOGY LABORATORY: The UAB Comparative Pathology Laboratory supports the Animal Resources Program diagnostic and health quality assurance programs and assists UAB investigators in achieving their specialized animal research objectives.

5. DATA MANAGEMENT AND ANALYSIS CORE (DMAC): The purpose of the Data Management and Analysis Core (DMAC) of the UAB Center for Aging is to assist and collaborate with investigators concerning data management needs and statistical analysis approaches for funded research programs.

6. DNA SEQUENCING AND ANALYSIS CORE FACILITY: The DNA Sequencing and Analysis Core provides automated sequencing and computer analysis services, as well as technical support. The Core operates automated DNA sequencing instruments with multi-capillary and slab-gel systems and a robotic liquid handler for automation capabilities. Trained personnel provide critical technical support to facilitate data acquisition and analysis.

7. LEUKOCYTE/ENDOTHELIAL CELL ADHESION MOLECULE (LECAM) MUTANT MOUSE RESOURCE:
The UAB Leukocyte/Endothelial Cell Adhesion Molecule (LECAM) Mutant Mouse Resource is a core facility, previously funded by the University of Alabama Health Services Foundation, which provides many different gene targeted mouse mutations to interested UAB investigators.

8. **EPITOPE RECOGNITION IMMUNOREAGENT CORE (ERIC):** The Epitope Recognition Immunoreagent Core (ERIC) has evolved from the expansion and diversification of the Hybridoma Core Facility. The major goal of the ERIC is to provide investigators with efficient, economical, state-of-the-art monoclonal antibody (Mab) production. To achieve this objective, the ERIC provides expertise in hybridoma and antibody phage display technologies. In addition, it produces and distributes a variety of frequently utilized monoclonal reagents (i.e., anti-tag reagents, anti-mouse and human CD mAbs) at prices far below the commercial market.

9. **CENTER FOR AIDS RESEARCH (CFAR) FLOW CYTOMETRY CORE:** The objectives of the CFAR Flow Cytometry Core Facility are: Service; To provide cell sorting and analytical flow cytometry services; Education and Training; To provide up-to-date information regarding the use of flow cytometry in research applications; Innovation; To ensure that users can take advantage of current technological advances and employ state of the art techniques in their research activities.

10. **GAMMACELL 40 IRRADIATION FACILITY:** The Gammacell 40 was designed to meet the demanding needs of the medical and life science researcher. It is one of the most suitable irradiators for low dose biological studies, such as those involving small animals or cells. It is also useful for a wide range of experiments in the natural and physical sciences.

11. **GENOMICS CORE:** The Genomics Core has established three high-priority technological resources: 1) microarray analyses, 2) high-throughput sequencing, 3) high-throughput genotyping, including single nucleotide polymorphisms (SNPs) and microsatellite analysis.

12. **HISTOMORPHOMETRY AND MOLECULAR ANALYSES CORE (HMAC):** The Histomorphometry and Molecular Analyses Core (HMAC) provides state-of-the-art histological, histomorphometric, and highly sensitive cellular and tissue molecular probe techniques. The goal of the facility is to provide specialized analysis of hard tissues through techniques which have previously been unavailable at the Institution or in the state.

13. **HIGH RESOLUTION IMAGING FACILITY:** The mission of the facility is to provide investigators with access to state-of-the-art Confocal laser scanning microscopy, Multiphoton laser scanning microscopy, digital imaging equipment, and electron microscopy, as well as the technical expertise to use them effectively. The facility was established with the goals of: providing biomedical researchers at UAB with access to state-of-the-art Confocal laser scanning microscopy and Multiphoton laser scanning microscopy imaging instrumentation; providing both the technical resources and expertise for the application of specialized imaging techniques including high resolution 3-dimensional fluorescence imaging of intra- or extracellular constituents such as Ca2+, intracellular trafficking of molecules or organelles, and subsequent image analysis and interpretation to problems in biomedical research; and fostering more interdisciplinary research including the development of new imaging applications and modalities for biomedical research.

14. **LABORATORY FOR MULTI-MODALITY IMAGING ASSESSMENT AND SMALL ANIMAL IMAGING CORE:** The facility was established to enable UAB researchers to apply non-invasive, molecular imaging technologies in animal models. Imaging is accomplished with a range of imaging modalities, including gamma camera imaging, X-ray CT, bioluminescence, fluorescence, and ultrasound imaging. It is expected that the successful application of small animal imaging will speed efforts to translate basic research to human clinical trials. The goals of the facility include the following: 1) to apply imaging to evaluate the health status of animal models, including the function of organ systems; 2) to detect and monitor cancer progression during therapeutic intervention; 3) to evaluate targeting of gene therapy vectors for various applications; 4) to evaluate targeting of peptide, proteins, and unique molecular conjugates; 5) to develop imaging approaches for autoimmune disease research;
and 6) to develop new instrumentation and imaging systems for increasing the sensitivity and specificity for molecular imaging.

15. LASER MICRODISSECTION FACILITY (LMF): The Laser Microdissection Facility (LMF) provides the instrumentation and technical expertise to perform laser microdissection of specified cells from tissue sections and cytologic samples. It is available to all investigators at UAB and the Birmingham VA Medical Center.

16. MASS SPECTROMETRY AND PROTEOMICS SHARED FACILITY: The goal of this facility is to provide state-of-the-art technology and education in mass spectrometry and proteomics to the UAB research community, to support ongoing research efforts, and to enhance capabilities for obtaining future extramural funds.

17. UAB COMPREHENSIVE CANCER CENTER (CCC) MICROARRAY SHARED FACILITY: The UAB Comprehensive Cancer Center (CCC) Microarray Shared Facility assists investigators who wish to use Microarray technology to study genetic alterations associated with cancer.

18. MOLECULAR AND GENETIC BIOINFORMATICS FACILITY (MGBF): The UAB Molecular and Genetic Bioinformatics Facility provides a variety of analytical software tools, biological databases, and training and assistance opportunities to support the computer analysis of genetic information by UAB researchers.

19. NUCLEAR MAGNETIC RESONANCE (NMR) SHARED FACILITY: The Nuclear Magnetic Resonance (NMR) Shared Facility provides state-of-the-art high-resolution NMR instrumentation and scientific expertise in the form of service, consultation, advice, and collaboration to UAB faculty members interested in the NMR spectroscopic investigation of biologically significant molecules.

20. PEPTIDE SYNTHESIS CORE FACILITY: The mission of the Peptide Synthesis Core Facility is to provide purified synthetic peptides in milligram to gram quantities containing natural and unnatural amino acid sequences to investigators in a short period.

21. COMPREHENSIVE CANCER CENTER (CCC) RADIOLABELING/ IMAGING/DOSIMETRY SHARED FACILITY (RIDSF): The Radiolabeling/Imaging/Dosimetry Shared Facility (RIDSF) was established to provide radiolabeling services for in vitro laboratory studies, in vivo animal model investigations, and in vivo human clinical protocols. The facility has extensive experience with radiolabeling procedures for a wide range of radioactive isotopes and provides appropriate quality control procedures to assure standardized and high-quality reagents to Comprehensive Cancer Center (CCC) members. The primary objective of the RIDSF is to provide high-quality radiolabeled reagents for in vitro studies and for in vivo use in animals and humans.

22. RECOMBINANT TECHNOLOGIES CORE UNIT (CORE B): The Recombinant Technologies Core supports faculty in the application of molecular biology techniques to their research.

23. SKIN CELL CULTURE CORE: The objective of the Skin Cell Culture Core (SCCC) is to promote interdisciplinary research in skin cell biology among UAB campus-wide Skin Diseases Research Center (SDRC) members by providing epidermal and dermal cell specific primary cell cultures. The Skin Cell Culture Core provides expertise in the generation and maintenance of epidermal and dermal cell specific cultures from both mouse and human skin. The Core provides these services to Center members in an efficient cost-effective manner while assuring quality control.

24. STATISTICAL AND MOLECULAR GENETICS CORE: The Statistical and Molecular Genetics Core promotes genetic research on minority related studies by incorporating the use of genetic approaches in research designs in health disparities.

25. TISSUE COLLECTION AND BANKING FACILITY (TCBF): The Comprehensive Cancer Center and the UAB Department of Pathology sponsor the Tissue Collection and Banking Facility (TCBF). From
UAB associated hospitals, normal, malignant, benign, and diseased fresh human tissues and fluids are obtained and are preserved appropriate to the protocol. This preservation can include fresh storage in media or saline, snap-frozen storage in liquid nitrogen, freezing in OCT for frozen section preparation, or preservation in a fixative of choice. The TCBF can also provide procurement of control tissues including uninvolved tissues or matched tissues from patients with benign disease processes. The histology laboratory can provide paraffin blocks and/or stained or unstained slides. In addition, investigators can obtain access to rare tissues through the national Cooperative Human Tissue Network.

All samples are identified by control numbers to protect patient confidentiality. A copy of the surgical pathology report from which all patient identifiers have been removed will be provided to the researcher. If requested, the TCBF will attempt to obtain additional information such as follow-up, clinic-pathologic, and demographic features. The facility is funded by the National Cancer Institute and is regulated by the UAB Institutional Review Board (IRB) regarding human use approval for use of human tissues.

26. TRANSGENIC MOUSE FACILITY (TMF): The Transgenic Mouse Facility (TMF) provides a centralized facility for the efficient production of genetically modified or transgenic mouse models.

27. X-RAY CRYSTALLOGRAPHY SHARED FACILITY: The X-Ray Crystallography Shared Facility provides CCC members, UAB investigators, and regional scientists access to a premiere facility for protein crystal structure determinations for both aqueous and membrane proteins. The facility includes automated high throughput systems for crystallization screening capable of preparing up to 10,000 crystallization experiments a day in nanoliter to microliter volumes and other techniques to optimize crystal growth in order to obtain the diffraction quality crystals necessary for structure determination. The facility maintains four operational bays for in-house diffraction data collection as well as access to two dedicated beamlines at the Argonne National Laboratory. The utilization of these systems positions the facility to rapidly determine protein structures of interest.

28. BUSINESSES: A list of companies including Biotech/Pharma, Venture Capitals firms and other businesses will be provided in order for the student to select one for internship.
Grades

Final grades and credits for each student are recorded and preserved as a permanent record at UAB. The final grades for academic courses are compiled and proportioned to develop a final course grade. The course instructor will inform the students at the beginning of each term in each course syllabus of the system of proportioning of scores used to develop the course grade. Minimum performance criteria designated by the course instructor must be achieved by the student. These criteria indicate the level of competency of the individual student.

Grades are awarded according to the level of the student’s achievement in each course. The grades for academic courses are indicated by letters:

A = Excellent
B = Above Average
C = Average
D = Inadequate (undergraduate only)
F = Failure
P = Pass
W = Withdrawal, a notation (Not a Grade) assigned by the Registrar and reflects an administrative action initiated by the student in accordance with UAB regulations.
I* = Incomplete, a temporary notation assigned a student who has not completed course requirements.
N = No Grade Submitted, a temporary notation made by the Registrar if the course instructor does not assign a grade prior to issuing of grade reports or when the course is designated to extend beyond a single term.
X = Absent from Final Exam

* Such a notation is the prerogative of the instructor and is normally assigned only if the student’s circumstances are extenuating and if there is reasonable expectation that the course requirements can be satisfactorily completed by the end of the following term. The notation of “I” will convert to an “F” unless an extension is requested specifying the date the student will complete the course requirements.

The student’s grade point average is calculated by dividing the total quality points earned by the semester hours attempted. Semester hours attempted is defined as the total semester hours for any course in which the student was registered on a regular basis and receives an A, B, C, D, F, or WF. Quality points are awarded as follows:

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<th>Letter Grade</th>
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<tr>
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</tr>
<tr>
<td>1</td>
<td>D</td>
</tr>
<tr>
<td>None</td>
<td>P, NP, F, or W</td>
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Graduate School Requirements – Good Academic Standing
A student must maintain a grade point average of at least 3.0 (B average) and earn at least as many hours of P grades as the total of NP and WF grades combined to be in good academic standing as defined by the Graduate School.
Graduate Student Requirements
Information on Graduate School Policies and Procedures may be found online at:

http://www.uab.edu/graduate/graduate-catalog/72-policies-and-procedures

Graduate School policies and procedures are developed to ensure that high standards for graduate study are maintained at UAB. These policies and procedures are the joint responsibility of the Graduate Council and the Graduate School Dean. The Graduate Council, through consultation with the dean, is responsible for developing academic requirements and describing these requirements through appropriate policies. The dean, through consultation with the Graduate Council or the Advisory Committee of the Graduate Council, is responsible for developing procedures that effectively enforce academic requirements and implement policies.

The Graduate Council, through its Advisory Committee, will review academic requirements, policies, procedures, and Graduate School activities annually and recommend appropriate changes. Changes in academic requirements and related policies will require a majority vote of the Graduate Council. A change in composition or responsibility of the Graduate Council will require a two-thirds majority vote of the Graduate Council.

Introduction
All UAB graduate students are required to complete a Plan II (Non-thesis) project prior to completion of the biotechnology program.

Students are encouraged to meet with their advisors early in the curriculum (first semester) to aid in identification of the type of final project and for determination of a topic of interest. The biotechnology program curriculum is designed to allow students time early in the curriculum (first semester) to investigate areas of interest. Once a topic has been identified, students will be matched with an appropriate content-specific advisor for the remainder of the program. In conjunction with the assigned advisor, students will further develop/refine the project, identify committee members and develop a timeline for completion of the graduate project.

Graduate Committee
Plan II Project (Non-Thesis)
While not a specific UAB graduate school requirement, the program requires that a committee of at least 2 faculty serve on the graduate committee for those completing a plan II project. Each member should be able to bring some relevant insight and expertise to guide the student. The graduate study committee advises the student during the project process and advises the student on conduct and completion of the thesis or non-thesis project.
**Student Organizations & Activities**

Biotechnology Association of Alabama (BAA)

BAA is a statewide organization representing Alabama’s bio related industries, research scientists, clinicians and business professionals who are working together to foster, develop and support the life sciences in Alabama.

BAA events, programs and member benefits are designed to enhance the progress of the Biotechnology industry and its members. The BAA is the state affiliate in Alabama of the Biotechnology Industry Organization (BIO), the preeminent national association for biotechnology companies.

For more information on the BAA refer to the following link: [http://www.bioalabama.com/about/](http://www.bioalabama.com/about/)

The biotechnology program encourages students to join BAA. The BAA membership application may be found at the link below:

Laboratory Safety Rules and Procedures

The administrators and faculty of the School of Health Professions are committed to the health and welfare of students enrolled in health care professions. Various immunizations and medical requirements must be satisfied prior to enrollment in SHP. In addition, the UAB Medical Center Student Health Service provides specific medical care to enrolled students. Every attempt is made to provide appropriate instruction in the utilization of universal precautions and exposure control procedures. Specific requirements vary according to the curricula of each academic program. Students are expected to comply with the standards set by the U.S. Department of Labor Occupational Safety and Health Administration (OSHA) (29.CFR Part 1910.1030) and the program policies and procedures. The policies and procedures apply to all students, faculty and staff.

The rules and procedures described below have been developed for the protection and health of students, faculty and staff. Noncompliance will be considered as misconduct and handled as such. These rules and procedures are in compliance with the OSHA Standards for Occupational Exposure to Bloodborne Pathogens, CDC Recommendations for Prevention of HIV Transmission in Health-Care Settings, CDC Recommendations for Airborne Pathogens, UAB Biosafety Manual and UAB Chemical Safety and Waste Management Manual.

General Regulations for Student Laboratory Courses

A. Eating, drinking, smoking, chewing gum or tobacco, applying cosmetics or lip balm, or handling contact lens is PROHIBITED in the labs. No items should be placed in the mouth or near the face. Use of cell phones in the student laboratory is prohibited. Cell phones must be turned off during laboratory sessions. Keep cell phones in a location of your possessions so as not to contaminate the phone.

If the laboratory space is being used for an examination, there is to be NO food or drink in the student laboratory area for any reason. If during a laboratory exam the student must leave the laboratory area they must obtain permission before leaving. Multiple students are not permitted to exit the area at the same time during an examination.

B. Dress must be professional at all times and in compliance with the program dress code. Please refer to the program dress code for more details.

C. Standard precautions (which combine universal precautions and body substance isolation) must be observed in the laboratory to prevent contact with blood, all body fluids, and all secretions and excretions.

D. All procedures involving blood or other potentially infectious materials are performed to minimize splashing, spraying, spattering, and generating droplets.

E. Personal Protective Equipment

1. Long-sleeved fluid resistant (fluid barrier) lab coats (not jackets) and shoes which completely cover the feet (not open toe, not open heel, not cloth) must be worn during all lab sessions. Lab coats must be buttoned or secured completely for protection. Students will not be admitted to lab sessions without lab coats or the appropriate clothes and shoes. Disposable laboratory coats will not be available for student use and shoe covers will not be available; student must wear appropriate shoes and have required laboratory coat to be able to conduct student laboratory sessions. Student who does not comply will not be permitted to stay in the laboratory session. Dress appropriately for all laboratory sessions.
2. Gloves must be worn in ALL lab sessions. Non-latex gloves are used in the student laboratory sessions. Students must not use oil-based lotions, which decrease the integrity of gloves.

3. An eye and face protection unit must be worn when performing procedures that may generate droplets of blood, body fluids, secretions or excretions, or other infectious/harmful materials.

4. Plastic aprons must be worn over lab coats when performing procedures with blood, body fluids, secretions or excretions, or microbial broth cultures/simulated specimens. Contaminated aprons must be disinfected immediately using precautions as for a small spill.

5. Protective goggles or safety glasses must be worn in chemistry labs when performing procedures that may result in possible splashing of harmful chemicals. Additional requirements for personal protective equipment and/or environmental controls required for certain procedures will be designated in individual course lab manuals.

F. Gloves are removed inside out aseptically (without producing aerosols) and are discarded in the biohazard container with red bag at the end of each laboratory session or when necessary due to gross contamination, tearing or puncturing.

G. “Finger bowls” may be made by pouring disinfectant on gauze sponges in a petri dish. “Finger bowls” may be used to clean gloves when contaminated slightly (e.g. finger stuck in plate of bacteria) before touching microscopes or other equipment. Soaked gauze can also be used to cover minor spills. In the case of excessive contamination, change gloves.

H. The plastic face shield should be cleaned with disinfectant spray at the end of each lab in which it is used (or when gross contamination occurs). Goggles or safety glasses should be cleaned in the same manner. If a woven nose and mouth facemask is worn, it should be discarded (in biohazard container with red bag) at the end of each lab session in which it is used (or if gross contamination occurs).

I. Lab coats should be hung on the designated coat rack after each lab session. The program washes laboratory coats on a regular basis for the student. Soiled lab coats must be removed immediately.

J. Lab coats and other protective equipment must be removed before leaving lab for any reason.

K. Open operations with flammable, combustible, or toxic chemicals must be carried out under a fume hood. Material safety data sheets are located in the laboratory.

L. Hands must be washed (upon removing gloves) with an antimicrobial solution before leaving a lab session for any reason or when gross contamination occurs. After washing and drying hands, turn off faucet using a paper towel. This towel is potentially contaminated and must be placed in a special container located by the sinks.

M. Skin (other than hands) which has come in contact with blood or other potentially infectious material must be washed immediately with antimicrobial solution and water. If eye contamination occurs the eyewash must be used immediately.

N. A pipetting aid or semi-automatic pipette must be used to pipette all fluids. Mouth pipetting is prohibited.

O. Food and drink must not be stored in lab refrigerators or anywhere in lab area.

P. The workstation must be cleaned with disinfectant before and after each lab period and after spills of potentially contaminated material. Lamps and all objects left on the desktop must be wiped with disinfectant-soaked towels.
Q. The workspace should be covered with a large, white, plastic-coated absorbent towel at the beginning of each lab session. All contaminated materials should be kept on the towel. Books and papers needed for lab should be kept off the towel. Personal items MUST be stored in day lockers and not left on the floor in the prep area or in the student laboratory. Students must have a lock for use with the day lockers. The towel should be discarded (in the biohazard container with red bag) at the end of each lab session (or when grossly contaminated).

R. Small spills of contaminated material may be wiped up with a disinfectant soaked gauze or towel. Wash the surface a second time with another disinfectant soaked towel. Discard towels in a biohazard (red bag) container. Never pick up broken glass with hands but use a mechanical device such as tongs, forceps or a brush and dustpan. Large spills must be reported to the instructor or lab staff. Staff (faculty or teacher) must oversee cleanup of any spills.

S. Used needles and other sharps are not bent, broken, recapped, or re-sheathed by hand. Used needles are not removed from disposable syringes. Needles and sharps are disposed of in impervious disposable containers.

T. Do not remove pencils, pens, or other materials used during lab sessions because they may be contaminated. Use the materials supplied or leave your personal pencils, etc., as donations for the lab.

U. Unauthorized visitors are not permitted to enter the lab. If an emergency situation requires that someone speak with a student during a laboratory session, the visitor must first approach the teacher or course master to obtain permission to speak with student; student must remove lab coat, wash hands and leave the laboratory. If a student is expecting someone the student must obtain permission from teacher or course master before leaving the laboratory area.

V. Wounds/Accidents

1. Cuts or other skin abrasions must be covered by Band-Aid(s) prior to putting on gloves.

2. All accidents occurring in lab regardless of severity, must be reported promptly to the instructor or lab staff who will take appropriate action (e.g., send student to Student Health or Emergency Department). An incident report will be completed by the student, signed by the instructor and kept on file in the MT Program Office.