

# **PhD in Rehabilitation Science 2017-2018**



# **STUDENT HANDBOOK**

**UAB SCHOOL OF HEALTH PROFESSIONS**  
***PHD IN REHABILITATION SCIENCE PROGRAM***  
**2017-2018 ACADEMIC HANDBOOK**



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8/14/17



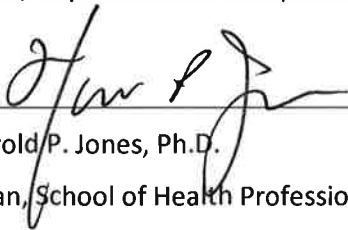
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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions (SHP), 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 25 programs at the baccalaureate, master's, and doctoral levels with over 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 advanced technologies and experience cutting-edge approaches to clinical treatment.

We understand that healthcare needs are constantly changing. That is why we continue to add innovative programs such as Biotechnology, Genetic Counseling, our one-of-a-kind Low Vision Rehabilitation graduate certificate, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and a Master's in Biomedical and Health Sciences, which can be completed within eleven months. Our newest program is Health Physics, and we have many other well-established curriculums.

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

All of our programs with rankings reside among the nation's top 25 of the *U.S. News and World Report*. We continue to be rated 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 an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

Graduating from SHP means you will have acquired an esteemed degree, enjoy choosing among a host of job options in healthcare, an industry that continues to grow rapidly, and be well-prepared to make a difference in your field.

Our alumni give advice to current students that is worth repeating: 'be a sponge, learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance'. I look forward to seeing you grow in your respective field and watching you become the professional we know you can be.

Harold P. Jones, PhD

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 nationally ranked programs. What began in the 1950's as a collection of courses in various para-professional 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 facility 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 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including the consistently nationally ranked program in Nutrition Sciences.

Dr. Harold Jones became the school's dean in 2001. Through his visionary leadership and guidance the school is experiencing unparalleled success. Up until that time, the SHRP's programs were housed in various locations throughout the UAB campus. However, in the spring of 2002, many of the classrooms, laboratories and faculty offices moved to the newly completed School of Health Professions Building (SHPB). This was the first building dedicated to housing health related programs since their original grouping more than 30 years prior.

Today, the school is the School of Health Professions, and is comprised of more than 25 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 School of Health Professions Building (SHPB).

With more than 2,200 faculty, staff, and students, SHP is one of six schools comprising the world-renowned UAB Academic Health Center. Students have access to vast academic resources, state-of-the-art facilities, and progressive research.

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks SHP programs in the nation's top 25
- Research funding is over \$14 million and growing
- The school is at the top of the list in research funding from the National Institutes of Health for schools of its type and has been either first or second in funding received since 1969

## OFFICE FOR STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS (OSRES)

The SHP Office for Student Recruitment, Engagement and Success (OSRES) supports UAB's mission and values with a focus on achievement, collaboration and diversity. It furthers the School of Health Professions' mission to be a leader shaping the future of healthcare by recruiting the best and brightest to SHP; developing students to impact the campus and communities; and graduating tomorrow's healthcare leaders. Guided by these commitments, the OSRES provides support to all students through a number of programs including the following:

- Academic Coaching
- Tutoring and Supplemental Instruction
- Campus Resource Referral
- Management of school-wide Scholarships in SHP

The OSRES also coordinates the School of Health Professions Student Affairs Committee (SAC.) SAC is responsible for student activities, services, programs, organizations, policies and procedures consistent with the university's non-academic conduct policies. Subcommittees of SAC include the following:

- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

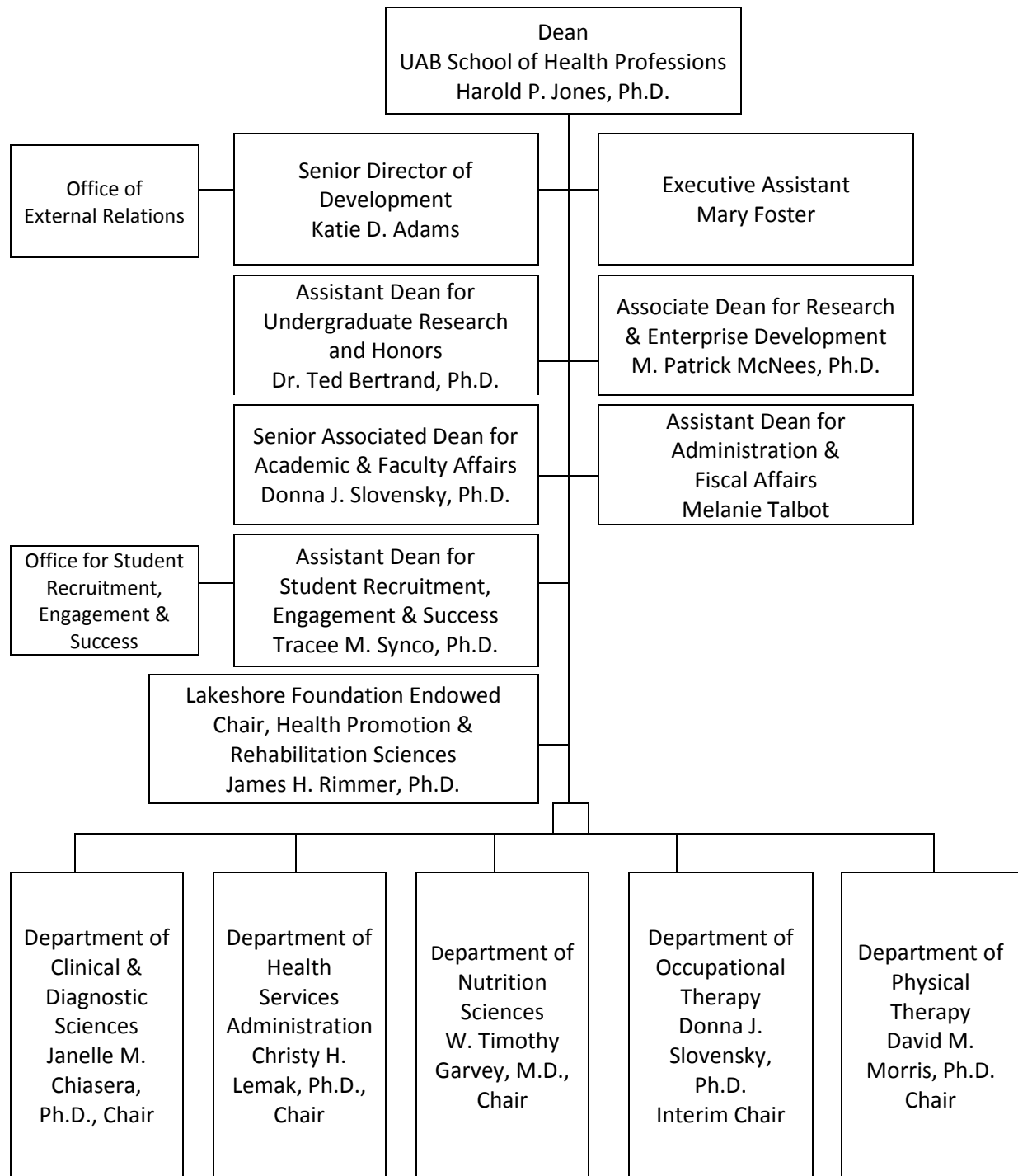
Additionally, the OSRES team recognizes that with classes and labs, internships, and studying, students have particularly demanding schedules. In response, we bring resources to you and serve as liaison between SHP and university departments across student services.

The team at OSRES is here to support students. We have an open-door policy and encourage students to connect. Students should feel free to drop-by, no appointment needed; call, email or schedule a meeting. We are here to help students in the School of Health Professions make the most of their UAB experience.

**OSRES** - Location: SHPB 230 Telephone: 205-934-4195 or 205-934-4194 Email: [shp@uab.edu](mailto:shp@uab.edu)



## SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2017-2018



## 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](http://www.uab.edu/academiccalendar).

### ACADEMIC HONOR CODE (UAB)

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.

For more information go to: [www.uab.edu/students/one-stop/policies/academic-honor-code](http://www.uab.edu/students/one-stop/policies/academic-honor-code)

## AskIT

AskIT is the technology help desk for faculty, staff, and students. They provide free support via telephone, email, or in-person. You will be asked to supply your BlazerID when you request assistance.

Phone: (205) 996-5555 Email: [askit@uab.edu](mailto:askit@uab.edu) Website: [https://uabprod.service-now.com/ess\\_portal/home.do](https://uabprod.service-now.com/ess_portal/home.do)

## ATTENDANCE

Class attendance is expected in all SHP programs. Specific class, laboratory or clinical site attendance requirements may be more stringent than university guidelines. Refer to the program requirements in this handbook and in course syllabi for policies. The UAB policy for undergraduates follows.

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 of Health Professions are eligible for consideration for following awards or society memberships.

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her 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.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This 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 – Presented to a maximum of three outstanding SHP students annually, this award 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.

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

## BACKGROUND CHECK

SHP students are required by policy, to undergo a background check using the school's approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), 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 are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

**BLAZERID:** All students receive a unique identifier, the BlazerID, established at: [www.uab.edu/blazerid](http://www.uab.edu/blazerid). Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

**BlazerNET** is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page [www.uab.edu](http://www.uab.edu) then choose UAB Quicklinks.

**Email: [uab.edu](mailto:uab.edu)** Monitor your email regularly. Your UAB email is the official communication medium for courses, news, information and announcements. UAB student email is provided through Microsoft Office 365, a cloud based system. Students have 50 GB of email space and 25 GB of free file 1 TB storage.

## **BLAZER EXPRESS**

The UAB Blazer Express Transit System provides transportation throughout the UAB campus. With a valid UAB ID badge, students can enjoy fare-free bus transportation. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to [www.uab.edu/blazerexpress/](http://www.uab.edu/blazerexpress/).

## **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: 1400 University Blvd, 35233

Hours: M – F 9:00 a.m. – 5:00 pm.; Sat 7:00 a.m. – 6:30 p.m.; Sun --Closed

Telephone: (205) 996-2665      Website: <http://uab.bncollege.com>

### **SNOOZY'S BOOKSTORE**

Location: 1321 10<sup>th</sup> 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](mailto:info@snoozysbookstore.com)      Website: [www.snoozysbookstore.com](http://www.snoozysbookstore.com)

## **CAMPUS ONECARD**

The UAB OneCard is the official university identification card. It is used for personal identification, for entry to campus events and the recreation center, for library checkout, and other UAB services. It also serves as a declining balance card for the UAB meal plans and for Blazer Bucks accounts. Additional information is available at [www.uab.edu/onecard](http://www.uab.edu/onecard).

## **CAMPUS MAP**

UAB's campus map can be found at the following: [www.uab.edu/map/](http://www.uab.edu/map/)

## **CANVAS LEARNING MANAGEMENT SYSTEM**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas). Students should monitor their course sites routinely for communication from faculty and manage course assignments.

## 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 Student Health and Wellness Center at 1714 9<sup>th</sup> Ave. South. For more information, call 205-934-5816 or [www.uab.edu/studenthealth/counseling](http://www.uab.edu/studenthealth/counseling)

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. The UAB student conduct code may be accessed online: <http://www.uab.edu/students/sarc/services/student-conduct-code>

## DISABILITY SUPPORT SERVICES (DSS)

"DSS provides an accessible university experience through collaboration with UAB partners. These partnerships create a campus where individuals with disabilities have equal access to programs, activities, and opportunities by identifying and removing barriers, providing individualized services, and facilitating accommodations."

"DSS serves as the university-appointed office charged with providing institution-wide advisement, consultation, and training on disability-related topics which include legal and regulatory compliance, universal design, and disability scholarship."

To apply for accommodations contact DSS. **Note:** *You must have your Blazer ID and password.*

Telephone: (205) 934-4205 or (205) 934-4248 (TDD) Fax: (205) 934-8170

Email: [dss@uab.edu](mailto:dss@uab.edu) Website: [www.uab.edu/students/disability/](http://www.uab.edu/students/disability/)

## DRUG SCREENING

By policy, SHP students are required to undergo a routine drug screen using the school's approved vendor, CastleBranch [www.castlebranch.com](http://www.castlebranch.com), 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. The Office for Student Recruitment, Engagement and Success (OSRES) manages the procedures and compliance for the school. If you have questions, contact them at (205) 934-4194 or [shp@uab.edu](mailto:shp@uab.edu) or visit room 230 in the School of Health Professions Building.

For more information visit: <http://www.uab.edu/shp/home/about-shp/student-services>

## EMERGENCIES

Report suspicious or threatening activity to the UAB Police Department immediately. Law officers are available 24 hours, seven days a week. Also, more than 300 emergency blue light telephones connected directly to the police dispatch are located throughout campus.

**UAB Police:** Dial 911 *from a campus phone* or call: 934-3535; 934-HELP (4357); or 934-4434

Emergencies affecting campus are communicated via the following:

Weather & Emergency Hotline: (205) 934-2165 • University home web page: [www.uab.edu](http://www.uab.edu)

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](https://twitter.com/uabalert)
- facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via [www.uab.edu/balert](http://www.uab.edu/balert)

## DIVERSITY, EQUITY AND INCLUSION (DEI)

The mission of DEI is to “... champion equity and inclusion and, in particular, to advocate for inclusive excellence and equity so that UAB students, faculty, staff, community partners and friends can flourish and excel.” Inspired by “... what we value, what we learn from research and what we teach and share with the world.” DEI’s goal is “... to inspire our people to take a courageous step to inspire equity and inclusive excellence throughout our state, nation and world, every day.” Dr. Paulette Patterson Dilworth is the Vice President responsible for the activities of this office. Information: <http://www.uab.edu/dei/>

## FERPA

The Family Educational Rights and Privacy Act (FERPA) 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/>; If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu), or contact the SHP Office for Student Recruitment, Engagement and Success.

## FINANCIAL AID

Located at 1700 University Blvd., Lister Hill Library, Room G20. Hours of Operation are from 8:00 am to 5:00 pm Monday thru Friday. Phone: (205) 934-8223; Fax: (205) 975-6168. Additional information can be located on the website [www.uab.edu/students/paying-for-UAB](http://www.uab.edu/students/paying-for-UAB).

## FOOD SERVICES

Dining facilities available on campus, closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Hours vary per semester.

Vending machines are located in the basement of the Learning Resource Center and on the 6<sup>th</sup> floor of the Webb Building. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master's specialist programs, and master's level programs. 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 [www.uab.edu/graduate/](http://www.uab.edu/graduate/).

## GRADUATION

All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to [www.uab.edu/commencement/degree-applications](http://www.uab.edu/commencement/degree-applications). SHP holds a special commencement ceremony for graduates in the professional masters programs in the spring and fall semesters. The SHP ceremonies are scheduled on the Friday afternoon prior to the university commencement ceremonies being held the next morning on Saturday. The University holds commencement every semester. Check the commencement website for the most current information: <http://www.uab.edu/commencement/>

## STUDENT HEALTH AND WELLNESS

The University provides prevention, counseling, and treatment services to students through the UAB Student Health and Wellness located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – 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](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3581.

### MEDICAL CLEARANCE

SHP students are required to receive medical clearance at the time of program admission. UAB Student Health and Wellness utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health and Wellness website: [www.uab.edu/students/health/medical-clearance/immunizations](http://www.uab.edu/students/health/medical-clearance/immunizations).

## 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 [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported to the Office for Student Recruitment, Engagement, and Success for follow-up with the appropriate program director.

## 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](http://www.uab.edu/irb)



## 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. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at [www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx](http://www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx).

## LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at [www.uab.edu/women/resources/campus-lactation-centers](http://www.uab.edu/women/resources/campus-lactation-centers).

## LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation.

### Learning Resource Center (LRC)

The School of Health Professions Learning Resource Center (LRC) provides a unique set of enterprise solutions that promote an exciting, intriguing and innovative learning environment. It provides a state-of-the-art media studio; audio/visual support; and information technology management of public, classroom and testing labs. Web: <http://www.uab.edu/lrc/>

Located: 1714 9<sup>th</sup> Avenue S. Phone: (205) 934-5146 Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

Hours: Monday – Thursday 7:00 am – 8 pm; Friday 7 am – 5:30 pm; closed weekends

### 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 Phone: (205) 934-2230

Website: [www.uab.edu/lister/](http://www.uab.edu/lister/)

### 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 13<sup>th</sup> Street South Website: [www.mhsl.uab.edu](http://www.mhsl.uab.edu)

Phone: (205) 934-6364 (Reference) (205) 934-4338 (User Services)

## 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 Hill Student Center 1400 University Blvd. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787. [onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

## PARKING

Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8<sup>th</sup> Street South. The office is open Monday – Friday from 7:30 a.m. – 5:00 p.m. Parking is allocated on a first-come, first-served basis. Parking fees are established by location, payable by semester or year, and are billed to the student's account. Additional information is available at [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.

[www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html](http://www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html).

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see 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. 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 at 1501 University Blvd, Birmingham, AL 35294, 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 for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

## SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART)

The OSRES manages the School of Health Professions' scholarship offerings and will send reminders to students when applications are open. Visit B Smart and start an application to automatically be considered for scholarship opportunities in SHP.

OSRES manages the following:

*National Alumni Society Dean's Scholarship* – Funding from the UAB National Alumni Society for two scholarships per year, one to a graduate student and one to an undergraduate student.

*Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship* – Funding for students enrolled in SHP programs with GPA 3.0 or above and unmet financial need. Student must be a resident of the state of Alabama at the time of enrollment.

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female 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.

*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.

*SHP Dean's Scholarship* – Funding to recruit or retain outstanding students. Awards are based on academic achievement, and unmet financial need.

*Sandra Dunning Huechtler Endowed Memorial Award* – Funding for students enrolled in SHP program with GPA 3.0 or above and unmet financial need.

You must visit B-SMART <http://www.uab.edu/students/paying-for-college/> to apply.

Many programs in SHP also have scholarships available to currently enrolled students. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

Social media can serve as useful communication tools. However, health professions students should use the forums judiciously. The School's official sites are the following:

- Twitter: [https://twitter.com/uab\\_shp](https://twitter.com/uab_shp) • Vimeo: <http://vimeo.com/uabshp>
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP) • LinkedIn: [www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp) • Website: [www.uab.edu/shp](http://www.uab.edu/shp)

The School's Academic Affairs Committee published the following guidelines:

The Academic Affairs Committee proposes the following for social networking vehicles. Online communities like provide opportunities to share and explore interests that enrich the higher education learning experience. However, use them with discretion. UAB social media users are expected to act with honesty, integrity, and respect for 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<sup>1</sup>, 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.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. 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. Non-resident tuition is charged for on-site courses such as: clinical practicums, independent study courses, and project courses.

SHP programs have specific fees attached to programs, courses or laboratories. These fees are addressed in the program section of this handbook. Current standard tuition and fees for the School are posted at [www.uab.edu/shp/home/admissions-tuition/tuition](http://www.uab.edu/shp/home/admissions-tuition/tuition).

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

## 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 [www.uab.edu/emergency/preparedness](http://www.uab.edu/emergency/preparedness). Other information sources include:

<ul style="list-style-type: none"><li>• Webpage: <a href="http://www.uab.edu/emergency">www.uab.edu/emergency</a></li></ul>	<ul style="list-style-type: none"><li>• B-ALERT system: <a href="http://www.uab.edu/balert">www.uab.edu/balert</a></li></ul>
<ul style="list-style-type: none"><li>• Hotline: (205)- 934-2165</li></ul>	<ul style="list-style-type: none"><li>• WBHM Radio (90.3 FM)</li></ul>

## 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 curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the handbook for additional information.

Check the Academic Calendar for deadlines: <https://www.uab.edu/students/academics/academic-calendar>

## **SECTION 2 – SHP AND UAB POLICIES**

### **SCHOOL OF HEALTH PROFESSIONS POLICIES**

#### **BACKGROUND CHECK AND DRUG SCREEN**

[www.uab.edu/shp/home/images/PDF/SHP\\_Background\\_and\\_Drug\\_Screen\\_Policy05\\_2012.pdf](http://www.uab.edu/shp/home/images/PDF/SHP_Background_and_Drug_Screen_Policy05_2012.pdf)

#### **GRIEVANCE PROCEDURES FOR VIOLATIONS OF ACADEMIC STANDARDS**

[www.uab.edu/shp/home/images/PDF/grievance\\_procedures.pdf](http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf)

#### **IMPAIRMENT AND SUBSTANCE ABUSE**

[www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf](http://www.uab.edu/shp/home/images/PDF/shp%20substance%20abuse%20policy.pdf)

#### **PLAGIARISM**

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](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**

#### **CLASSROOM BEHAVIORS**

##### **ATTENDANCE / ABSENCE (UNDERGRADUATE)**

<http://catalog.uab.edu/undergraduate/progresstowarddegree/#enrollmenttext>

#### **HEALTH**

##### **AIDS AND HIV INFECTION**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx)

##### **BODY FLUID EXPOSURE**

[www.uab.edu/humanresources/home/employeehealth/reportingexposures](http://www.uab.edu/humanresources/home/employeehealth/reportingexposures)

##### **IMMUNIZATIONS**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx)

## **SUBSTANCE USE/ABUSE**

### **ALCOHOLIC BEVERAGES, USE AND CONSUMPTION**

[www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000071.aspx)

### **DRUG FREE CAMPUS (GENERAL POLICY)**

[www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx](http://www.uab.edu/policies/content/Pages/UAB--POL-0000046.aspx)

Drug-free Campus Policy for Students (Attachments)

Attachment A - [www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000632.aspx)

Attachment B - [www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx)

Attachment B.1 - [www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx](http://www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx)

Attachment C - [www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx](http://www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx)

### **NONSMOKING**

[www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx](http://www.uab.edu/policies/content/Pages/UAB-HS-POL-0000110.aspx)

## **TECHNOLOGY GUIDELINES**

### **COMPUTER AND NETWORK RESOURCES (ACCEPTABLE USE)**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000004.aspx)

### **COMPUTER SOFTWARE COPYING AND USE**

[www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx](http://www.uab.edu/policies/content/Pages/UAB-IT-POL-0000028.aspx)

## **INCLUSIVENESS**

### **EQUAL OPPORTUNITY AND DISCRIMINATORY HARASSMENT**

[www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx](http://www.uab.edu/policies/content/Pages/UAB-BT-POL-0000052.aspx)

## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ETHICAL STANDARDS IN RESEARCH AND OTHER SCHOLARLY ACTIVITIES**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000263.aspx)

### **PATENT (INTELLECTUAL PROPERTY)**

[www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx](http://www.uab.edu/policies/content/Pages/UAB-RA-POL-0000115.aspx)

### **FIREARMS, AMMUNITION, AND OTHER DANGEROUS WEAPONS**

[www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx](http://www.uab.edu/policies/content/Pages/UAB-HR-POL-0000257.aspx)

*Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at [www.uab.edu/policies/Pages/default.aspx](http://www.uab.edu/policies/Pages/default.aspx).*

**SECTION 3 – PROGRAM INFORMATION**  
**The University of Alabama at Birmingham**  
**School of Health Professions**  
**Departments of Occupational Therapy and Physical Therapy**

**GRADUATE STUDY LEADING TO THE  
DOCTOR OF PHILOSOPHY IN REHABILITATION SCIENCE DEGREE**

**Goals**

The program will prepare individuals who will advance the field of rehabilitation science through research, teaching, and translation of discoveries into practice. Rehabilitation science is the systematic study of the improvement, restoration and maintenance of function that enables individuals, groups, and communities who have had an illness, injury or who may be at risk for disabling health conditions to achieve the best possible health and health-related outcomes thereby improving their life and wellbeing. Encapsulating science from the level of the cell and body structure to the person, family, group, community and society level, rehabilitation science serves as a foundation and the body of knowledge by which individuals, working with interdisciplinary teams, may develop and evaluate current and emerging approaches to enhancing enablement and minimizing disability. Rehabilitation science extends beyond the boundaries of traditional academic departments and demands interdisciplinary and collaborative partnerships.

**Objectives**

The program is designed to prepare graduates to:

1. Design and implement research studies that will contribute to the knowledge base of rehabilitation science.
2. Contribute to national and international organizations committed to the advancement of rehabilitation practice through translation of innovative research into practice.
3. Design and deliver educational courses related to rehabilitation science research.

Graduates will be qualified to work as:

1. Faculty/scholars, scientists and researchers in industry, educational, health care and government institutions
2. Consultants to individuals, communities, governments and global partners
3. Advocates for societal change



# CURRICULUM

Credit hours - Required major courses: 33 credit hours

- RHB 780 Topics in Rehabilitation Science I – 3
- RHB 785 Topics in Rehabilitation Science II– 3
- RHB 782 Topics in Rehabilitation Science III– 3
- RHB 783 Research Design and Measurement in Rehabilitation Science I – 3
- RHB 784 Research Design and Measurement in Rehabilitation Science II – 3
- RHB 789 Rehabilitation Science Seminar – 2 (3 terms; 6 credit hours total)
- RHB 790 Rehabilitation Science Research Project – 1 (2 terms; 2 credit hours total)
- RHB 791 Rehabilitation Science Clinical Project – 1
- GRD 717 Principles of Scientific Integrity - 3
- EPR 608 Biostatistics or equivalent – 3
- EPR 609 Biostatistics or equivalent – 3

Credit hours - Required or free electives: 18 – 24 credit hours

Electives are determined in conjunction with the graduate committee based on the student's academic background, courses taken in a focus area, and proposed dissertation question. Courses are specifically selected to develop the expertise needed to complete the dissertation requirements. Courses may be in content areas such as neuropsychology, bioengineering, etc. which are currently offered at UAB.

Please note: RHB 740 (Teaching Practicum, 1 cr.) and RHB 746 (Journal Club, 1 cr.) are required electives.

Credit hours for thesis or dissertation: 21 – 24 hours

- RHB 798 Non-Thesis Research – 3-9 cr. (min 9 cr. hours over 3 semesters)
- RHB 799 Thesis Research – 3-9 cr. (min 12 cr. hours over 3 semesters)

Total credit hours: 72-81

## Doctor of Philosophy in Rehabilitation Science Degree

### Typical Curriculum

Degree Plan Example	Semester 1 - Fall	Semester 2 - Spring	Semester 3 - Summer
Year 1	RHB 780 (3) RHB 783 (3) RHB 789 (2) RHB 790 (1) EPR 608 (3)	RHB 785 (3) RHB 784 (3) RHB 789 (2) RHB 790 (1) EPR 609 (3)	RHB 782 (3) RHB 789 (2) RHB 791 (1) GRD 717 (3) Qualifier Exam
Year 2	Semester 4 - Fall RHB 798 (3) RHB 740 (1) Electives (5)	Semester 5 - Spring RHB 798 (3) Electives (6)	Semester 6 - Summer RHB 798 (3) RHB 746 (1) Electives (5) Dissertation Proposal
Year 3	Semester 7 - Fall RHB 799 (6-9)	Semester 8 - Spring RHB 799 (6-9)	Semester 9 - Summer RHB 799 (6-9)
Year 4	Semester 10 – Fall RHB 799 (6-9)	Semester 11 – Spring RHB 799 (6-9) Dissertation Defense	

The degree plan will vary by the student's academic discipline and preparation upon entry to the PhD in Rehabilitation Science Program.

A sample of possible elective courses currently offered at UAB includes:

HCO 787 Empirical Methods for Health Research (3 cr hr)  
 HCO 721 Clinical Decision Making and Cost Effectiveness Analysis (3 cr hr)  
 MCH 710 Perinatal Epidemiology (3 cr hr)  
 EPI 709 Theoretical Basis of Epidemiology (3 cr hr)  
 EPI 710 The Analysis of Case Control Studies (3 cr hr)  
 HCO 692 Advanced Topics in Health Disparities Research (3 cr hr)  
 HB 604 High Technology Approaches to Health Communications and Behavior  
     Change Interventions (3 cr hr)  
 NCH 760 Child Health Theories and Concepts (3 cr hr)  
 NRM 773 Qualitative Research Methods (4 cr hr)  
 NUR 752 Responsible Conduct of Research: A Cross-Cultural Perspective (2 cr hr)  
 NCC 613 Acute Care Pediatric Pharmacology (1 cr hr)  
 CS 610 Database Systems I (3 cr hr)  
 CS 681 Simulation Models (3 cr hr)  
 CS 640 Bioinformatics I (3 cr hr)  
 AH 722 Regression Analysis (3 cr hr)  
 BME 512 Biomechanical Measurement (3 cr hr)  
 Neur 710 Integrative Neuroscience (3 cr hr)  
 NTR 650 Body Composition and Energy Metabolism (3 cr hr)  
 OT 677 Foundation of Low Vision Rehabilitation I (3 cr hr)  
 PAT 700 Biology of Disease (3 cr hr)  
 EPR 596 Introduction to Qualitative Methods in Educational Research (3 cr hr)

## **COURSE DESCRIPTIONS**

- RHB 400/500 Introduction to Rehabilitation Science** 3 credit hours  
Basic principles and examples of the impact of rehabilitation science on individuals, groups, and communities with disabilities.
- RHB 490/590 Quantitative Biomechanics of Injury and Rehabilitation** 3 credit hours  
Basic and applied principles of biomechanics as applied to situations of injury and recovery from injury.
- RHB 740 Teaching Practicum** 1-3 credit hours  
Mentored involvement with teaching in an existing course.
- RHB 746 Rehabilitation Science Journal Club** 1 credit hour  
Selected readings with student-led discussions about new and emerging research topics related to Rehabilitation Science.
- RHB 775 Special Topics in Rehabilitation Science** 1-3 credit hours  
Content and discussions about new and emerging research topics related to Rehabilitation Science. As per student/instructor interest.
- RHB 780 Principles in Rehabilitation Science I – Movement Science** 3 credit hours  
Interdisciplinary discussion of concepts, theories, principles, and research literature underlying the understanding of neural control, biomechanics, motor learning, and motor development and how purposeful and functional body movements are accomplished under a variety of health conditions and disease processes
- RHB 785 Principles of Rehabilitation Science II – Behavior Science** 3 credit hours  
Interdisciplinary discussion of an in-depth discussion and analysis of the scientific and theoretical principles underlying health behavior change in the context of rehabilitation science. This course focuses on understanding health behavior from an ecological perspective, examining seminal behavior change theories, and understanding key elements required for design, implementation, and analysis of rigorous health behavior change research.
- RHB 782 Principles of Rehabilitation Science III – Occupation Science** 3 credit hours  
Interdisciplinary discussion of concepts, theories, principles, and research literature underlying the understanding of occupation science and how work and play activities are accomplished under a variety of health conditions and disease processes
- RHB 783 Research Design and Measurement in Rehabilitation Science I** 3 credit hours  
A detailed overview of research design and methodologies used in rehabilitation science, including quantitative and qualitative methods.
- RHB 784 Research Design and Measurement in Rehabilitation Science II** 3 credit hours  
A continuation of RHB 783. A detailed overview of research design and methodologies used in rehabilitation science, including quantitative and qualitative methods.

**RHB 789 Rehabilitation Science Seminar**

2 credit hours

Varied discussion of rehabilitation science topics to help students explore research questions in preparation for their dissertation.

**RHB 790 Rehabilitation Science Research Project**

1 credit hour

Research experience where the student rotates through a variety of research areas related to Rehabilitation Science.

**RHB 791 Rehabilitation Science Clinical Project**

1 credit hour

Working with clinicians in a variety of clinical settings, the student develops a project to help solve a Rehabilitation Science-related problem

**RHB 798 Non-Thesis Research**

3 credit hours: minimum of 9-variable

Development of research proposal

**RHB 799 Thesis Research**

3 credit hours: minimum of 12-variable

Post-proposal meeting research

## Checklist for completion of the PhD degree

<i>PhD in Rehabilitation Science - Program Outline and Checklist</i>					
	<i>Course Credits</i>	<i>Actual</i>	<i>Recommended sem/yr</i>	<i>Completed (sem/yr)</i>	<i>Notes</i>
<b>Core Courses (must take all before Qualifier Exam)</b>	<b>33</b>	<b>must add up to 33</b>			
RHB 780 Principles of Rehabilitation Science I - Movement Science	3		F1		
RHB 781 Principles of Rehabilitation Science II - Behavior Science	3		Sp1		
RHB 782 Principles of Rehabilitation Science III - Occupation Science	3		Su1		
RHB 783 Research Design and Measurement in Rehabilitation Science I	3		F1		
RHB 784 Research Design and Measurement in Rehabilitation Science II	3		Sp1		
RHB 789 Rehabilitation Science Seminar Fall	2		F1		
RHB 789 Rehabilitation Science Seminar Spring	2		Sp1		
RHB 789 Rehabilitation Science Seminar Summer	2		Su1		
RHB 790 Rehabilitation Science Research Project 1st rotation	1		F1		
RHB 790 Rehabilitation Science Research Project 2nd rotation	1		Sp1		
RHB 791 Clinical Research Project	1		Su1		
EPR 608 Biostatistics I or appropriate substitute	3		F1		
EPR 609 Biostatistics 2 or appropriate substitute	3		Sp1		
GRD 717 Principles of Scientific Integrity	3		Su1		
<b>Qualifier Exam (must pass before Spring 2nd year)</b>		<b>must pass</b>	<b>start F2</b>		
Part 1: Oral Exam/RHB courses learning objectives	0		-		note if remediation was needed
Part 2: Teaching/Learning Exam	0		-		note if remediation was needed
Part 3: Research Proposal Presentation	0		-		note if remediation was needed
Part 4: Research Proposal Written	0		-		note if remediation was needed
<b>Electives</b>	<b>18-24</b>	<b>18 min</b>			
RHB 740 Teaching Practicum (required)	1 to 3		F2		highly recommended for those with no advanced teaching experience
Academic Writing (GRD 726, 727, 728, 729, 736, 737)	1 to 3		F2 or Sp2		course number and name
RHB 775 Special Topics in Rehabilitation Sciences	1 to 3		Year 3		course number and name
RHB 590 Quantitative Biomechanics of Injury and Rehabilitation	3		Sp2		course number and name
RHB 746 Rehabilitation Science Journal Club (required)	1		Su2		course number and name
Elective 6	3		Year 3		course number and name
Elective 7	3		Year 3		course number and name
Elective 8	3		Year 3		course number and name
<b>Dissertation Research</b>	<b>21+</b>	<b>21 min</b>			
RHB 798 Non-Dissertation Research Fall	3		F2		
RHB 798 Non-Dissertation Research Spring	3		Sp2		
RHB 798 Non-Dissertation Research Summer	3		Su2		
RHB 798 Non-Dissertation Research (optional)	3		Year 3		
Proposal defense (must be completed before you can take RHB 799)	0		end Su2		advance to candidacy
RHB 799 Dissertation Research Fall 1	3		F3		
RHB 799 Dissertation Research Spring 1	3		Sp3		
RHB 799 Dissertation Research Summer 1	3		Su3		
RHB 799 Dissertation Research Fall 2	3		F4		
RHB 799 Dissertation Research Spring 2 (optional)	3		Sp4		
RHB 799 Dissertation Research Summer 2 (optional)	3		Su4		
Journal Paper Manuscript 1 (must be accepted for pub)	0		Su2-Su3		Journal name, article title, status of review
Journal Paper Manuscript 2 (must be submitted for pub)	0		F3-Su4		Journal name, article title, status of review
Journal Paper Manuscript 3 (must be submitted for pub)	0		Sp3-Su4		Journal name, article title, status of review
Private Committee Defense Meeting	0		Sp3-Su4		Dissertation Title
Public Defense Meeting	0		Sp3-Su4		
<b>Total Credit Hours (min 69 - max 81)</b>					

## **FACULTY AND STAFF CONTACT INFORMATION**

### **The University of Alabama at Birmingham School of Health Professions Departments of Occupational Therapy and Physical Therapy**

#### **Administrative Offices**

**David Morris, PT, PhD**

Chair, Dept. of Physical Therapy

SHPB 374

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SHPB 384

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**Kerry McAlpine**

Coordinator of Program Admissions

SHPB 352

[kmcalpin@uab.edu](mailto:kmcalpin@uab.edu)

**Andrew Grill**

Program Administrator (scholarships, stipends, travel, reimbursements, poster printing)

SHPB 381

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**School of Health Professions  
Doctor of Philosophy in Rehabilitation Science Program**

**Didactic Faculty**

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## **Annual Student Review**

The academic pursuits of a doctoral student extend beyond required coursework. In order to follow your progress in these areas and provide faculty with opportunities to give feedback on these activities, the Program conducts an annual review of all your academic achievements. These include conference abstract submissions and presentations, fellowship awards, submitted and published manuscripts, grant submissions and awards, teaching, research, and service activities, and/or any other special skills training. This information is collected on an annual basis during the summer semester, and is used as a tool to enhance the mentoring relationship between you and your advisor.

## **The Comprehensive Qualifier Exam: General Information**

A four part, written and oral comprehensive examination is required of all candidates for the Ph.D. degree. Part I examines the broad content areas introduced in the five core courses (RHB 780, 785, 782, 783, 784). Part II is an opportunity for the student to demonstrate Advanced Teaching/Learning Abilities. Part III, is a written report, which describes an NIH-formatted proposal for research, followed by, Part IV, an oral examination of the contents of the proposal.

The comprehensive exam is offered at the end of the Summer Semester in the student's 1<sup>st</sup> year, after completing all of the core course requirements. You will be eligible to take the exam after having completed the 33 core course hours. Although the sections of the Part I exam correspond to the five core course topics, examination questions are not limited to content presented in class or assigned during the course. You should be prepared to demonstrate knowledge that goes beyond coursework and integrates information across the five courses.

The content of the Advanced Teaching/Learning Abilities exam (Part II) is negotiated between you and the Faculty associated with the Teaching/Learning curriculum of the program, chaired by Ms. Nancy Abney. You will decide on a topic, relevant to Rehabilitation Science, to focus on during a 20 minute Teaching/Learning Session attended by select faculty. Grading criteria are established by Ms. Abney and her committee.

Part III and Part IV consists of both a written element (Part III) and an oral element (Part IV) related to your intended Dissertation topic. The written element (Part III) will be a 12 page NIH-format, R01-style research proposal that will reflect your current ideas about your dissertation proposal. While this document's ideas should be negotiated in concert with your dissertation advisor, the written portion must be entirely reflective of your efforts. The oral element (Part IV) will be a 25 minute "chalk talk" where you will utilize a white board and your communication skills to explain and defend the key elements of your proposed research (Problem and Background, Theoretical underpinnings, Specific Aims and Hypotheses, Methods, Innovation and Significance).

Overall, the result of the four part exam will be Unconditional Pass, Conditional Pass, or Fail. All parts must be passed unconditionally before you can present your dissertation proposal and advance to candidacy. With Conditional Pass, you will be asked to remediate certain sections that were below competency level before the exam result can be changed to Unconditional Pass. With a Fail result, you will be asked to retake the entire exam at a later date not to exceed 6 months from the original date. If, after the first Fail result, the second exam result is also a Fail, then you will be dismissed from the Program.

## **The Dissertation Process**

The doctoral dissertation is the capstone of your training. It demonstrates your capacity to conceptualize, design, implement and report on data related to a feasible, important, and testable research question. The dissertation should constitute an original contribution to the literature. The dissertation requires the completion of a minimum of 12 hours of dissertation credit. According to UAB Graduate School regulations, you may begin taking dissertation research credit hours after successfully completing required coursework, passing the comprehensive examination, and being admitted to candidacy. You must select a doctoral study committee and chair, receive IRB approval for the project, and develop and have approved a dissertation proposal. Part of the IRB approval is a departmental review and an annual continuing IRB review.

After selecting a committee, you must submit a Graduate Study Committee Letter form to the Graduate School. This form must be submitted prior to the proposal meeting. The committee will work with you in proposing the dissertation, conducting the research and presenting the results in a final defense. The committee should include a minimum of five faculty members: at least one from the Core Rehabilitation Science Program Faculty list. Your committee chair must be a person other than your research mentor and must be a member of the Program Faculty. All committee members must have a Graduate School Faculty appointment. If they do not, please contact the Program Director for guidance with acquiring approval.

## Proposal, Proposal Defense and Admission to Candidacy

Once the comprehensive examinations are passed, you must prepare a formal document outlining the proposed dissertation topic. It is recommended that you begin the process by providing potential committee members with a pre-proposal or concept paper of 3-10 pages in length that outlines hypotheses, background and significance (briefly), methods, time line and concerns and questions. Sometimes a pre-proposal meeting of committee members is held.

The formal proposal document will typically follow NIH R01 guidelines and include problem and background, hypotheses, literature review, significance, study design, analytical methods and strengths and limitations. The document should be a minimum of 15 pages but not exceed 25 pages. There should be two-three carefully delimited research aims and the expectation is that the research will result in at least three peer-reviewed publications.

This document is submitted to the doctoral dissertation committee **at least 14 business days prior** to the scheduled proposal presentation. The proposal should not be given to other committee members until the committee chair has given approval for the distribution.

You are responsible for scheduling the oral proposal presentation meeting and notifying committee members. The oral proposal presentation should be attended by all members of the doctoral study committee. Members of the doctoral committee decide in a closed session whether or not you have presented an acceptable proposal and should be advanced to candidacy at that time. If so, the committee will complete the *Application for Admission to Candidacy* form. This form is submitted by the student to the Graduate School along with documentation of IRB approval for the proposed research. The committee may request revisions before allowing you to advance to candidacy. This will be negotiated between your faculty advisor and members of the committee. Revisions of the written proposal and/or an additional oral defense may be required.

Admission to candidacy must take place before the last two regular terms in which you wish to complete the doctoral program. For example, if you wish to graduate at the end of spring semester, you must be admitted to candidacy before the previous fall semester begins. You must be admitted to candidacy before you can register for dissertation research hours (RHB 799). You must be in good academic standing to be admitted to candidacy.

## **Final Dissertation and Final Defense**

Our program requires a privately-held dissertation committee oral examination to decide on the status of the final dissertation and determine if it is ready to be presented in public as a final defense. Outcomes of this meeting are either, "Pass with no substantial revisions required", "Pass with substantial revisions required before public defense can be scheduled", or "Fail". If in the opinion of more than one member of the dissertation committee, you failed the final, oral examination, there is no consensus to pass. The chair of the committee will advise you that the dissertation fails to meet the requirements of the Graduate School. The chair will notify you in writing about the reason(s) for failure. If you resubmit or submit a new dissertation for consideration to the Graduate School, at least two members of the new examining committee must be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the Graduate School, you will be dismissed from the Graduate School. The Graduate School regulations for the final dissertation and final defense are described, in detail, in the booklet, UAB Format Manual for Theses & Dissertations.

## Summary of Steps toward the Doctoral Degree

All forms are available on the UAB Graduate School Website at [www.uab.edu/graduate](http://www.uab.edu/graduate)

1. Admission to doctoral degree program
2. Assignment of faculty advisor – You should feel free to change advisors to best suit your interests.
3. Maintenance of good academic standing - This is defined by a grade point average of at least a 3.0 and overall satisfactory performance on pass/not pass courses.
4. Passing of qualifier exam
5. Appointment of doctoral study committee – A completed Graduate School form is required
6. IRB and or IACUC approval obtained and HIPPA Training
7. Dissertation proposal successfully presented
8. Admission to Candidacy - This must occur no later than two terms before expected graduation. A typed Graduate School form is required. Documentation of a student's IRB approval must accompany this form when he/she submits it to the graduate school. Student's name must be on the official IRB/IACUC approval.
9. Application for Degree – You must submit your application to the Graduate School no later than three weeks into the expected term of graduation. Graduate School deadlines are located here: <http://main.uab.edu/Sites/gradschool/deadlines/>
10. Production of dissertation to be submitted for defense
11. Request for dissertation approval forms. This must be done online at least 10 days before the defense date.
12. Final defense – The final defense must take place no later than 30 days before the expected date of graduation (see Graduate School deadlines).
13. A single PDF of the defended, committee-approved dissertation must be submitted to the UAB/ProQuest website no later than 2 weeks (10 business days) following the public defense.
14. One copy of dissertation on 100% rag bond to the Department of Health Behavior. The Department of Health Behavior will have this copy bound and will pay for the binding.
15. *Conferring of degree will occur if there are not any financial holds.* If there are then the diploma and transcript cannot be released to the student.