UAB SCHOOL OF HEALTH PROFESSIONS
The University of Alabama at Birmingham

PHD PROGRAM IN REHABILITATION SCIENCE

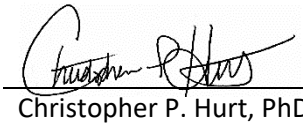
2020-2021
STUDENT HANDBOOK

UAB // SHP

UAB SCHOOL OF HEALTH PROFESSIONS

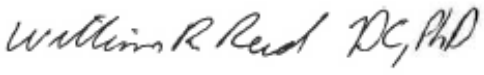
PHD IN REHABILITATION SCIENCE
DEPARTMENT OF OCCUPATIONAL THERAPY
DEPARTMENT OF PHYSICAL THERAPY

2020-2021 ACADEMIC HANDBOOK



Christopher P. Hurt, PhD
Co-Interim Program Director

7.22.2020
Date



William R. Reed, DC, PhD
Co-Interim Program Director

7.22.2020
Date

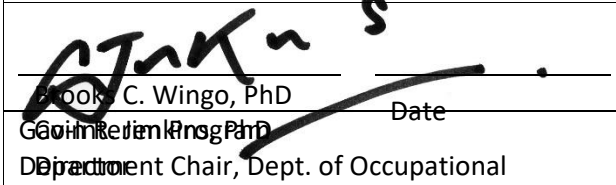
		7.22.2020
Brooks C. Wingo, PhD Co-Interim Program Director		Date
		7.22.2020
Brooks C. Wingo, PhD Co-Interim Program Director		Date
Gavin R. Jenkins, PhD Department Chair, Dept. of Occupational Therapy		Date
		7.22.2020
David Morris, PhD Department Chair, Dept. of Physical Therapy		Date
		8.18.2020
Andrew Butler, PhD Dean, School of Health Professions		Date

Table of Contents

INTRODUCTION 1

Dean's Welcome Message 1

Overview of the School of Health Professions 2

Office for Student Recruitment, Engagement and Success (OSRES) 3

School of Health Professions Organizational Chart - 2020-2021 4

SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION 5

Academic Calendar 5

Academic Honor Code (UAB) 5

AskIT 6

Attendance 6

Awards and Honor Societies 7

Background Check 7

BlazerID / BlazerNET / Email 7

Blazer Express 8

Bookstore 8

Campus OneCard 8

Campus Map 8

Canvas Learning Management System 8

Counseling Services 9

Student Advocacy, Rights and Conduct (SARC) 9

Diversity, Equity and Inclusion (DEI) 9

Disability Support Services (DSS) 9

Drug Screening 9

Emergencies 10

FERPA 10

Financial Aid 10

Food Services 10

Graduate School 11

Graduation 11

STUDENT HEALTH SERVICES 11
MEDICAL CLEARANCE 11
IMMUNIZATION POLICY 11
INSURANCE WAIVERS 11
HIPAA TRAINING 12
INSTITUTIONAL REVIEW BOARD FOR HUMAN USE (IRB) 12
INTELLECTUAL PROPERTY 12
LACTATION CENTERS 12
LIBRARIES AND LEARNING RESOURCE CENTER 12
ONESTOP STUDENT SERVICES 13
PARKING 13
PATIENT CARE PARTNERSHIP 13
PLAGIARISM AND TURNITIN 14
RECREATION CENTER 14
SCHOLARSHIPS: BLAZER SCHOLARSHIP MANAGEMENT AND RESOURCE TOOL (B-SMART) 14
SOCIAL MEDIA 16
TUITION AND FEES 17
WEATHER 17
WITHDRAWAL FROM COURSE / PROGRAM 17
SECTION 2 – SHP AND UAB POLICIES 18
SCHOOL OF HEALTH PROFESSIONS POLICIES 18
SHPB EMERGENCY PLAN 18
FINAL COURSE GRADE APPEAL PROCESS 18
PLAGIARISM 18
BACKGROUND CHECK AND DRUG SCREEN 18
POLICY 18
COVID-19 CAMPUS ENTRY 25
UAB POLICIES 30
CLASSROOM BEHAVIORS 30
HEALTH 30

SUBSTANCE USE/ABUSE 30
TECHNOLOGY GUIDELINES 30
INCLUSIVENESS 31
RESEARCH AND SCHOLARLY ACTIVITIES 31
SECTION 3 – DEPARTMENTAL POLICES 32
DEPARTMENTS OF OCCUPATIONAL THERAPY AND PHYSICAL THERAPY 32
GOALS 32
OBJECTIVES 32
CURRICULUM 33
TYPICAL CURRICULUM 34
COURSE DESCRIPTIONS 35
FACULTY AND STAFF CONTACT INFORMATION 37
DOCTOR OF PHILOSOPHY IN REHABILITATION SCIENCE PROGRAM 38
MENTORING AGREEMENT 38
ANNUAL STUDENT REVIEW 38
OTHER REQUIREMENTS FOR ADVANCED LEVEL PHD STUDENTS 39
The Dissertation Process 40
The Dissertation Committee 40
Proposal, Proposal Defense and Admission to Candidacy 41
IRB/IACUC Approval 42
Final Dissertation and Final Defense 42
Summary of Steps toward the Doctoral Degree 44
UAB and Coronavirus 45
Program Requirements Checklist 48
Mentor/Mentee Agreement 2020 52
2020 Annual Student Evaluation 56

INTRODUCTION

DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions, a national leader 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.

This will not be the start you imagined, but this is a new start for everyone in health care and you are in the best place to begin your journey. Please know we are all committed to providing you a world-class education to support your relentless pursuit of knowledge and your strong desire to serve others.

The pandemic has challenged you in so many ways and you have demonstrated one of the most precious qualities one can have: resilience. You have seen and adjusted to so much. You have responded with determination. And you have taken the reality COVID-19 has thrown your way and moved forward with your education. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We understand that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs such as Biotechnology. We also offer graduate programs you will only find in Alabama at UAB like Genetic Counseling, Nuclear Medicine Technology, Low Vision Rehabilitation, Healthcare Quality and Safety, Ph.D. in Rehabilitation Science, and Biomedical and Health Sciences, which can be completed within eleven months.

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 many credentialing exams is an astounding 98 percent or higher.

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community.

Our alumni give advice to current students that is worth repeating: "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 leader we know you can be.

Andrew J. Butler, PhD, FAPTA

OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is one of the largest academic institution of its type in the United States and currently boasts several 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. Through their visionary leadership and guidance, the school is experiencing unparalleled success.

Today, the School of Health Professions 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:

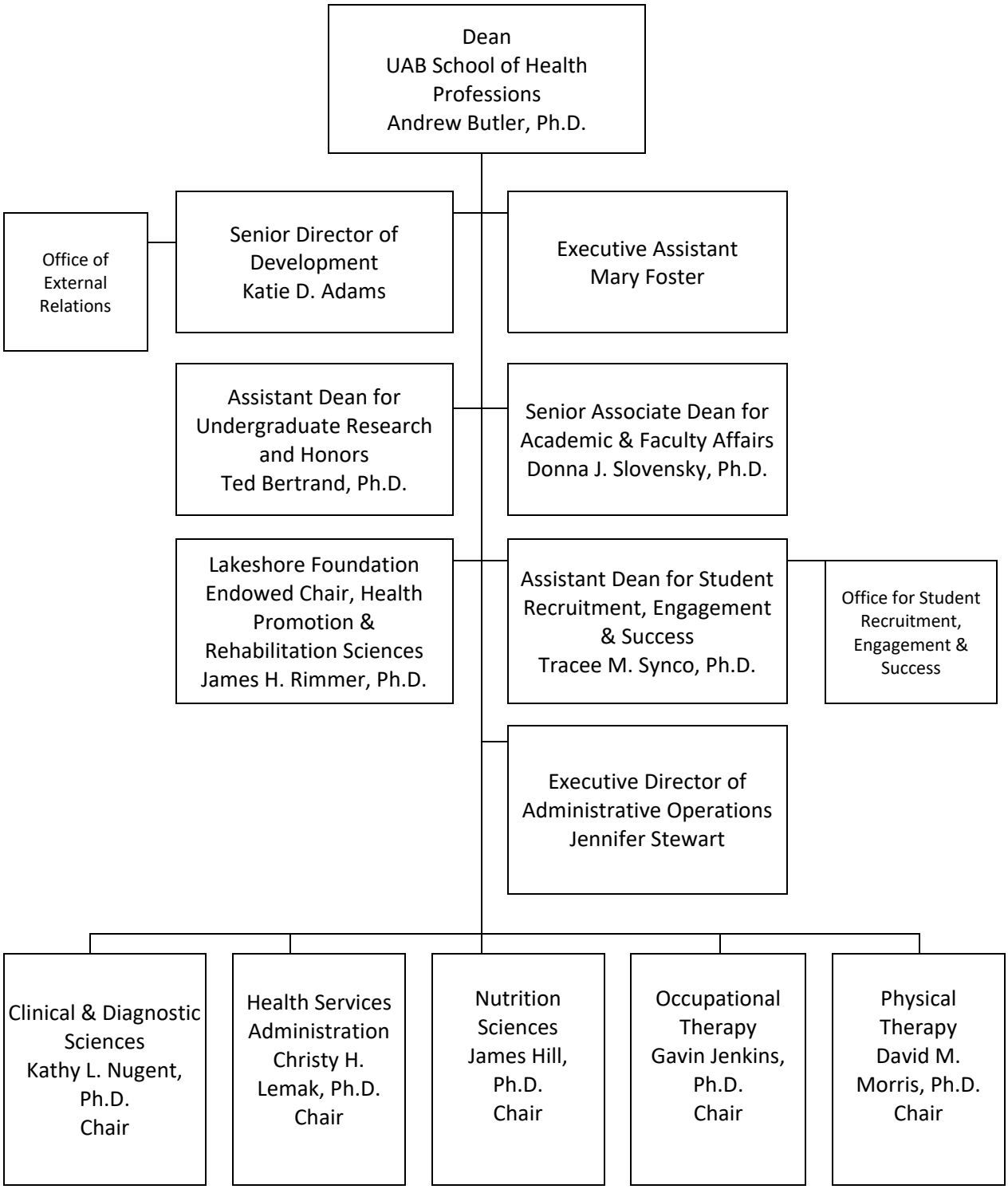
- Homecoming
- Orientation
- Student Activities
- Non Academic Misconduct/ Breaches in Professional Behaviors

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

SCHOOL OF HEALTH PROFESSIONS ORGANIZATIONAL CHART - 2020-2021



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 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

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 Website: https://uabprod.service-now.com/service_portal

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 have 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 the 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 in clinical programs are required by policy, to undergo a background check using the school's approved vendor, CastleBranch https://discover.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. 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 then choose UAB Quicklinks.

Email: 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/.

BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore 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 8:00 a.m. – 5:00 pm.; Sat Closed; Sun Closed

Telephone: (205) 996-2665 Website: https://uab.bncollege.com/shop/uab/home

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.

CAMPUS MAP

UAB's campus map can be found at the following: 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. 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 Services at 1714 9th Ave. South. For more information, call 205-934-5816 or https://www.uab.edu/students/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

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/

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 Website: www.uab.edu/students/disability/

Drug Screening

By policy, SHP students in clinical programs are required to undergo a routine drug screen using the school's approved vendor, CastleBranch https://discover.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 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
- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via https://idm.uab.edu/ens/b-alert

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, 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.

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 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, 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/.

Graduation

All students must complete an application for degree six months prior to graduating and not later than the deadline in the academic calendar. https://www.uab.edu/commencement/faqs. The University holds commencement every semester. Check the commencement website for the most current information: https://www.uab.edu/commencement/

Student Health Services

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. 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 205-934-3580.

Medical Clearance

SHP students in programs that are on campus (not all online), are required to receive medical clearance at the time of program admission. UAB Student Health Services utilizes a secure web-based process for the storage of required documents accessed through BlazerNET. More information is available at the Student Health Services website: www.uab.edu/students/health/medical-clearance/immunizations.

Immunization Policy

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical programs, provide proof of immunization against certain diseases: https://www.uab.edu/policies/content/Pages/UAB-AD-POL-0000086.aspx

Insurance Waivers

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all eligible students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan (SHIP). The SHIP is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the SHIP, you are required to submit

a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: https://www.uab.edu/students/health/insurance-waivers/waivers

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. 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

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.

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 https://www.uabmedicine.org/-/lactation-consultants-help-moms-navigate-breastfeeding-journey. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Andrew Eaton at (205) 934-4133 or the SHP Office for Student Recruitment, Engagement and Success at 934-4194 or email: shp@uab.edu.

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. https://library.uab.edu/locations

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 9th Avenue S. Phone: (205) 934-5146 Email: shplrc@uab.edu

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

Saturday - closed; Sunday - closed

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 Website:
https://library.uab.edu/locations/lister-hill

Phone: (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
Website: https://library.uab.edu/locations/sterne
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. Additional information is available at 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. – 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.

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) 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.

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.

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. The SHP Scholarship Committee, comprised of faculty and administrators, review and select awardees.

SHP scholarships are the following:

Carol E. Medders Endowed Scholarship – Funding for students enrolled in a graduate program in the School of Health Professions. Awards are based on academic achievement and unmet financial need.

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.

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.

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

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

You must visit the Blazer Scholarship Management and Resource Tool (B-SMART) to apply http://www.uab.edu/students/paying-for-college/ .

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
- Vimeo: http://vimeo.com/uabshp
- Facebook: www.facebook.com/UABSHP
- LinkedIn: www.linkedin.com/groups?gid=3596638
- YouTube: www.youtube.com/uabshp
- Website: 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[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.

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. See the school fees at https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at 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. Other information sources include:

• Webpage: www.uab.edu/emergency	• B-ALERT system: www.uab.edu/balert
• Hotline: (205)- 934-2165	• WBHM Radio (90.3 FM)

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 following link for additional information on withdrawal guidelines: https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

SHPB EMERGENCY PLAN

https://www.uab.edu/shp/home/images/PDF/SHPB_BUILDING_EMERGENCY_PLAN_2019.pdf

FINAL COURSE GRADE APPEAL PROCESS

www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

PLAGIARISM

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.

BACKGROUND CHECK AND DRUG SCREEN

POLICY

With the exceptions noted below, students admitted to clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the vendor(s) with which the School has a current agreement for those services. These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening 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 screenings, and/or those specified by waived programs, will be at the discretion of the program.

Students enrolled in SHP programs requiring an internship or other site placement as a component of degree requirements will complete a learning module in the campus learning management system by the end of the first semester of enrollment. They will submit the results of a drug screening and criminal background check from an approved vendor, prior to the end of the semester, immediately preceding the semester for which the internship or site placement occurs.

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program, are waived from the requisite unless the current program of enrollment also includes an internship or clinical placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement.

- The rules and regulations governing individual placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the SHP Office for Student Recruitment, Engagement and Success (OSRES) will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to clinical placement are the following:

Doctor of Physical Therapy

Master of Science in Clinical Laboratory Science

Master of Science in Genetic Counseling

Master of Science in Health Physics

Master of Science in Nuclear Medicine Technology

Master of Science in Nutrition Sciences – Dietetic Internship Clinical Track

Master of Science in Nutrition Sciences – Dietitian Education Program

Master of Science in Occupational Therapy – (entry level)

Master of Science in Physician Assistant Studies

Programs requiring the background check and drug screening learning module during the first semester of enrollment, a criminal background check and drug screening by the end of the semester immediately preceding clinical placement or internship are the following:

Bachelor of Science in Health Care Management

Programs required to complete the learning module before the end of the first semester of enrollment are the following:

Bachelor of Science in Biomedical Sciences

*Programs waived from the Background Check and Drug Screening requirement are the following:

Doctor of Philosophy in Administration Health Services – all concentrations

Doctor of Philosophy in Rehabilitation Sciences

Doctor of Science in Healthcare Leadership

Graduate Certificate in Biotechnology Regulatory Affairs

Graduate Certificate in Clinical Informatics

Graduate Certificate in Dietitian Education

Graduate Certificate in Health Care Quality and Safety

Graduate Certificate in Low Vision Rehabilitation

Master of Science in Biotechnology

Master of Science in Health Administration (International, Residential and Executive tracks)

Master of Science in Health Care Quality and Safety

Master of Science in Health Informatics (all concentrations)

Master of Science in Healthcare Simulation

Master of Science in Nutrition Sciences - Dietetic Research Track

Master of Science in Nutrition Sciences – Lifestyle Management and Disease Prevention Track

Master of Science in Nutrition Sciences – Prior Learning Clinical Track

Attachments:

- ☐ Procedure for Criminal Background Check and Drug Screening
- ☐ Student Instructions
- ☐ Consent to Drug Testing and Release of Drug Test Results
- ☐ Consent to Criminal Background Check and Release of Results

Note: Replaces Criminal Background Check and Drug Screening Policy 2012

* Students enrolled in exempt programs who participate in a course(s) incorporating community, corporate or other high impact, out-of-classroom activities such as service learning, capstone projects or other hands-on learning experiences, may be required by placement sites to submit background check and drug screening results. Students are responsible for the fees associated with such screening

Attachment 1: Procedure for Criminal Background Check and Drug Screening

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Student Recruitment, Engagement and Success (OSRES) review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a clinical rotation or internship site or potentially makes them ineligible for professional certification or licensure, the OSRES contacts the individual student to discuss the implications of said information in the report. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required clinical practice or internship placement.
5. Prior to clinical placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students will follow the instructions provided by sites or placements if they go beyond those of the School.
7. Students are responsible for fees required for screenings.
8. OSRES designee discusses with individual students implications for information which may inhibit placement at a clinical or internship site.
9. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports.

Attachment 2:

CastleBranch

STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM

SCHOOL OF HEALTH PROFESSIONS

About CastleBranch.com

CastleBranch is a secure platform that allows you to order your background check & drug test online. Once you have placed your order, you may use your login to access additional features of CastleBranch, including document storage, portfolio builders and reference tools. CastleBranch also allows you to upload any additional documents required by your school.

Order Summary

Required Personal Information

- In addition to entering your full name and date of birth, you will be asked for your Social Security Number, current address, phone number, and e-mail address.

Drug Test (LabCorp or Quest Diagnostics)

- Within 24-48 hours after you place your order, the electronic chain of custody form e-chain will be placed directly into your CastleBranch account. This e-chain will explain where you need to go to complete your drug test.

Payment Information

- At the end of the online order process, you will be prompted to enter your Visa or MasterCard information. Money orders are also accepted, but will result in a $10 fee and additional turn-around-time.

Place Your Order

Go to: www.castlebranch.com and enter package code:

AH01 - Background Check and Drug Test

You will be required to enter your program under "Student Information" classification

You will then be directed to set up your CastleBranch profile account.

View Your Results

Your results will be posted directly to your CastleBranch profile account. You will be notified if there is any missing information needed in order to process your order. Although 95% of background check results are completed within 3-5 business days, some results may take longer. Your order will show as "In Process" until it has been completed in its entirety. Your school's administrator can also securely view your results online with their unique username and password. If you have any additional questions, please contact the Service Desk at 888.723.4263 x 7196 or visit the website to submit your question at: https://www.castlebranch.com/contact-us.

Attachment 3

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, 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 the Office for Student Recruitment, Engagement and Success (OSRES), 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 **Date**
(required only if student is under 19)

Attachment 4

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, 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 the results to the Office for Student Recruitment, Engagement and Success (OSRES), 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 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 **Date**
(required only if student is under 19)

COVID-19 Campus Entry

UAB is committed to making our campus among the safest in America as students return at the right time and under the right conditions.

- Students admitted to the School of Health Professions will follow university guidelines for COVID-19 entry found at: https://www.uab.edu/uabunited/students
- Guidelines include wearing a mask while on campus; maintaining proper social distancing; washing hands often; cleaning and disinfecting frequently touched objects and surfaces; and completing required training and reporting tasks.
- All UAB students coming to campus for the fall semester 2020 will receive a free COVID-19 test as part of the GuideSafe™ entry to campus program.
- Prior to placement in clinical settings, SHP students will follow the UAB School of Health Professions Plan/Checklist for Students entering Clinical Experiences.

UAB School of Health Professions

Work Plan/Checklist for Students entering Clinical Experiences

Based on University-Wide Task Force Recommendations on Students Entering Clinical Settings

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
Prior to the start of clinical learning experiences	Students resumed face-to-face clinical learning experiences in June 2020.	☐	Confirm clinical site.	Appropriate faculty in each program to confirm
		☐	Confirm clinical site implementing appropriate COVID-19 safety measures prior to placement of students.	Appropriate faculty in each program to confirm
		☐	Confirm PPE needed by student and required by clinical site.	Appropriate faculty in each program to confirm
		☐	Provide student needed PPE for clinical placement. (see policies about PPE below)	Appropriate faculty in each program to conduct task
	Student participation in clinical learning experiences during	☐	Prior to participation in clinical learning experiences, all students must complete the web-	UAB required training course located in the UAB

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
	the COVID-19 Pandemic is voluntary.		based training course “COVID-19: Basic Safety and Awareness Course” (see below for more training.)	Campus Learning System accessible through BlazerNET.
		☐	Prior to participation in planned clinical learning experiences, students will read and sign the Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement document.	Student Acknowledgement, Consent to Participate, and Assumption of Risk to Participate in Onsite Placement document
		☐	Students who defer participation in clinical learning experiences will work collaboratively with faculty in development of a re-entry plan and a revised program of study that will meet the program’s progression and graduation policies.	Appropriate faculty in each program to work with identified student
	All students complete COVID-19 training prior to clinical placement.	☐	Prior to the first day of clinical learning experiences all students must complete the web-based training course “COVID-19: Basic Safety and Awareness Course”.	UAB required training course located in the UAB Campus Learning System accessible through BlazerNET.
		☐	Additional training that is discipline-specific will be created/selected by individual Schools/Program; such training will be tailored to address differences in the level of the student (undergraduate versus graduate), the practice roles for the which the students are being trained, the clinical activities in which the students will be engaged, the probability that students will be working with COVID-19 patients, and the setting in which clinical learning experiences occur, including but not limited to acute care, primary care, specialty clinics, nursing homes, rehabilitation facilities, schools, and patient homes	**HealthStream Training Resources REQUIRED for all SHP clinical students:** ○ Coronavirus (COVID-19): What every healthcare worker should know ○ Personal Protective Equipment for Nurses and Healthcare Personnel

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
				○ Hand Hygiene for Providers: Protect Yourself and Patients
		☐	**Other Recommended Resources:** ○ How to wash your hands: https://www.youtube.com/watch?v=cViNneQbPyA&feature=youtu.be Review the following, including the embedded links: ○ What healthcare personnel should know about caring for patients with confirmed or possible coronavirus disease 2019 (COVID-19) https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients-H.pdf	
	All students will comply with policies and recommendations regarding the proper use of personal protective equipment (PPE).	☐	All students returning to the clinical setting will use the appropriate PPE based on the policies and guidelines of the clinical setting, the type of clinical setting and patients with which the students will be working, and/or any other relevant guidelines or policies (e.g., as required by accrediting bodies or internal policies).	Appropriate faculty in each program to coordinate and conduct task
		☐	Schools will purchase and provide students with PPE not provided by clinical setting.	Appropriate faculty in each program to coordinate with fiscal officer.
		☐	Undergraduate/prelicensure students will not be assigned to work with patients with active COVID-19 or in units where such patients are being cared for.	Appropriate faculty in each program will relay this information to site.
During clinical learning experiences	All students must comply with UAB's COVID-19 Testing Program	☐	All students must participate in periodic random COVID-19 testing if selected.	Student Health

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
	All students will complete health screening surveys as directed to assess existence of COVID-19 related symptoms, exposure history and testing history.	☐	Prior to participation in clinical learning experiences, students will complete the Healthcheck health screening survey to assess the existence of COVID-19 related symptoms, exposure history, and testing history. The Healthcheck Screening Survey is accessed using the following link: https://www.uab.edu/coronavirus/reentry/healthcheck	Access the Healthcheck Screening Survey at the following link: https://www.uab.edu/coronavirus/reentry/healthcheck
		☐	Following each screening, students who have a negative screening (e.g., no symptoms) may participate in clinical learning experiences. Students who have a positive screening (e.g., experiencing symptoms or exposure to infected individual) will not be permitted to participate in clinical learning experiences until medically cleared by Student Health.	Student Health and appropriate faculty in each program
		☐	Students must also report the onset of any symptoms, exposures or positive test results at the time they occur at the following link: https://www.uab.edu/coronavirus/reentry/healthcheck	Continuation of reporting using the following link: https://www.uab.edu/coronavirus/reentry/healthcheck
		☐	In the event the students has a positive COVID-19 test result, they must immediately report the test result as well as individuals with whom they have been in close proximity and may have exposed to the virus through a proximity/contact tracing application that is being developed by UAB in conjunction with the Alabama Department of Public Health.	Student Health

Timeline	Task Force Recommendation		Implementation Checklist	TBD/Tools
		☐	Student must be medically cleared to return to clinic. Once cleared, student must request documentation of clearance from Student Health to upload to patient portal and provide to placement site and clinical coordinator(s).	Student Health and appropriate faculty in each program

Additional Information

- Healthcheck may also be accessed through the UAB app. Download from: https://www.uab.edu/app/
- Although voluntary, students are encouraged to participate in sentinel testing for COVID-19. Sentinel testing is a system that collects information useful for monitoring trends in diseases and pathogens. For the COVID-19 pandemic, plans are to test between 2.5% to 5% of the on-campus population weekly to identify how much of the COVID-19 virus is circulating among our population. Students selected will be notified via email by Student Health. Once notified, you will receive a specific time to report to Student Health. Results will be provided within 36 hours.
- Students are also encouraged to participate in contact tracing through use of the GuideSafe Exposure app at: https://www.uab.edu/uabunited/guidesafe
- Persistent failure or willful disregard for health and safety protocols by any student will result in consequences consistent with UAB's discipline policies for students outlined in the Student Conduct Code: https://www.uab.edu/policies/content/Pages/UAB-UC-POL-0000781.html

UAB Policies

Classroom Behaviors

Attendance / Absence (Undergraduate)

http://catalog.uab.edu/undergraduate/progresstowardadegree/#enrollmenttext

Health

AIDS and HIV Infection

www.uab.edu/policies/content/Pages/UAB-HS-POL-0000252.aspx

Body Fluid Exposure

www.uab.edu/humanresources/home/employeehealth/reportingexposures

Immunizations

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

Drug Free Campus (General Policy)

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

Attachment B - www.uab.edu/policies/content/Pages/UAB--GDL-0000626.aspx

Attachment B.1 - www.uab.edu/policies/content/Pages/UAB-AD-GDL-0000627.aspx

Attachment C - www.uab.edu/policies/content/Pages/UAB--GDL-0000628.aspx

Nonsmoking

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

Computer Software Copying and Use

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

Research and scholarly activities

Ethical Standards in Research and Other Scholarly Activities

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

Firearms, Ammunition, and Other Dangerous Weapons

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.

SECTION 3 – DEPARTMENTAL POLICES

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: 34 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 (3 terms; 3 credit hours total)
- GRD 717 Principles of Scientific Integrity - 3
- EPR 609 Biostatistics or equivalent – 3
- EPR 710 Biostatistics or equivalent – 3
- RHB 746 Journal Club- 1

Credit hours - Electives: 17 – 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. See Appendix A for examples of elective courses for all areas.

There are four types of electives: concentration electives, academic writing electives, research methods, and statistical analysis. Students are required to have at least one academic writing elective, one research methods elective, and one statistical analysis elective. All electives should be directly relevant to the student's dissertation and/or field of expertise.

Credit hours for dissertation: 21 – 24 hours

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

Total credit hours: 72-82

Doctor of Philosophy in Rehabilitation Science Degree

TYPICAL CURRICULUM

Degree Plan Example Year 1	Semester 1 – Fall RHB 780 (3) RHB 783 (3) RHB 789 (2) RHB 790 (1) EPR 609 (3)	Semester 2 – Spring RHB 785 (3) RHB 784 (3) RHB 789 (2) RHB 790 (1) EPR 710 (3)	Semester 3 – Summer RHB 782 (3) RHB 789 (2) RHB 790 (1) GRD 717 (3) Qualifier Exam
Year 2	Semester 4 – Fall RHB 798 (3) Electives (6)	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, as well as full or part-time status.

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
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-Dissertation Research 3 credit hours: minimum of 9
Development of research proposal.

RHB 799 Dissertation Research 3 credit hours: minimum of 12
Post-proposal meeting research.

FACULTY AND STAFF CONTACT INFORMATION

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

ADMINISTRATIVE OFFICES

Christopher P. Hurt, PhD
Interim Co-Program Director, Doctor of Philosophy in Rehabilitation Science Program
SHPB 334
cphurt@uab.edu

William R. Reed, DC, PhD
Interim Co-Program Director, Doctor of Philosophy in Rehabilitation Science Program
Webb 318
wreed@uab.edu

Brooks C. Wingo, PhD
Interim Co-Program Director, Doctor of Philosophy in Rehabilitation Science Program
SHPB 385
bcwingo@uab.edu

David Morris, PT, PhD, FAPTA
Chair, Dept. of Physical Therapy
SHPB 374
morrisd@uab.edu

Gavin Jenkins, PhD, ORT/L, ATP
Chair, Dept. Of Occupational Therapy
SHPB 350
jenkinsg@uab.edu

Kerry McAlpine
Coordinator of Program Admissions
SHPB 364
kmcalpin@uab.edu

Elisa Lewis
Program Administrator (scholarships, stipends)
SHPB 381
elewis06@uab.edu

Faculty from the Departments of Physical Therapy and Occupational Therapy serve as didactic faculty for the PhD program.

MENTORING AGREEMENT

PhD training in the UAB Rehabilitation Science Program relies heavily on a mentoring relationship between the PhD student and one or more members of the faculty who share a research interest. Both the mentor and PhD student will have expectations of each other, and it is important to try to assure that there is a shared understanding of those expectations. The Mentoring Agreement (Appendix B) lays out some common commitments that we expect faculty mentors and PhD students to make to each other. It is a fluid document; that is, we expect some changes as students' progress through the program. Students and mentors should review and update this agreement annually, and it should form the basis of the annual student evaluation.

ANNUAL STUDENT REVIEW

Students must complete a progress report (Appendix B) in the summer of each year that encompasses all aspects of their training and research for the previous year. These reports will include project progress, data presentations, conference attendance, manuscript publication, and class performance. The student will review the progress report with his/her mentor during the early summer each year. Once the student and mentor have agreed on progress and established goals for the coming year, the report and mentoring agreement for the upcoming year will be given to the program director (PD). The program director will arrange a meeting with the student and mentor before the end of the summer semester to review progress from the previous year as well as key milestones for the upcoming year. Each meeting will also include the report(s) and milestones from all previous years in the program, as well as the Program Requirements Checklist, to determine cumulative progress in the program.

All students will undergo a formal review at least annually, unless a more frequent review is required by the student's funding source or program leadership.

Annual Student Review Process:

1. Student completes PhD student Annual Progress Report and his/her portion of mentoring agreement for upcoming year (all forms found in Appendix B).
2. Student schedules meeting with mentor (if committee includes a co-chair, both must be present at the review). This should happen in early summer.
3. During student/mentor meeting, agree on progress updates, complete mentoring agreement for upcoming year, and make sure Program Requirement Checklist is up-to-date.
4. Student schedules meeting with PD and mentor to review progress report and mentoring agreement. This should happen before the end of the summer semester.
5. Once signed, student submits the original with signatures to program administrator and sends electronic copies with signatures to PD and mentor(s).

OTHER REQUIREMENTS FOR ADVANCED LEVEL PHD STUDENTS

Required Attendance at Rehabilitation Science Speaker Series

As a PhD student at UAB, you will have many opportunities to attend scientific presentations that will enhance your learning experience. One such experience is the Rehabilitation Science Speaker Series. During your tenure as a doctoral student in the program, you are required to attend any, and all, scheduled Rehabilitation Science Speaker events. We announce these events in advance and you will receive an Outlook invitation to attend. Failure to attend events without prior notification to the program director may result in a non-academic misconduct violation.

Required Attendance at All Public Rehabilitation Science PhD Dissertation Presentations

Attendance is required at all public defenses associated with the PhD in Rehabilitation Science Program. The public dissertation defense is the culmination of the doctoral student's experience at UAB. This major event is an important opportunity for all students to demonstrate solidarity and community with each other, as well as a valuable learning experience for students to prepare for their own future presentations.

The Comprehensive Qualifier Exam

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 research proposal, followed by, Part IV, a presentation and oral examination of the contents of the proposal.

The comprehensive exam is offered at the end of the Summer Semester. The exam typically occurs in the student's 1st year, after completing all of the core course requirements, however students who complete the curriculum on a part-time basis, or otherwise do not have all course requirements met by the summer of the 1st year will work with the program director to know when they are eligible to take the exam.

Students will be eligible to take the exam after having completed the 34 core course hours. Students who complete the curriculum on a part-time basis, or otherwise do not have all core course requirements met will work with the program director to schedule their qualifier exams. 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 students and the faculty associated with the Teaching/Learning curriculum of the program, chaired by Ms. Nancy Abney. Students 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 the intended dissertation topic. The written element (Part III) will be a research proposal that will reflect the student's current ideas about his/her dissertation proposal. While this document's ideas should be negotiated in concert with the dissertation advisor, the written portion must be entirely reflective of the student's efforts. The oral element (Part IV) will be a 20 minute presentation where students explain and defend the key elements of the proposed research (Problem and Background, Theoretical Underpinnings, Specific Aims and Hypotheses, Methods, 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 the student can present the dissertation proposal and advance to candidacy. With Conditional Pass, students will be asked to remediate the sections that were below competency level before the exam result can be changed to Unconditional Pass. With a Fail result, students 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, the student will be dismissed from the program.

THE DISSERTATION PROCESS

The doctoral dissertation is the capstone of the PhD training. It demonstrates a student's 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, students may begin taking dissertation research credit hours after successfully completing required coursework, passing the comprehensive examination, and being admitted to candidacy. Students must also select a doctoral study committee and chair, receive IRB/IACUC approval for the project, and develop and have approved a dissertation proposal prior to taking dissertation research credit hours. Part of the IRB/IACUC approval is a departmental review and an annual continuing IRB/IACUC review.

THE DISSERTATION COMMITTEE

The committee should include a minimum of five faculty members:

a) The committee chair must be from either the Department of Physical Therapy or the Department of Occupational Therapy. In the event that the primary research mentor is not a faculty member of these two departments, a co-chair who is a faculty member of Physical Therapy or Occupational Therapy must be named. This person is responsible for ensuring all program requirements are fulfilled throughout the student's PhD training.
b) At least one member of the committee must be from outside the Departments of Physical and Occupational Therapy.
c) All committee members must have a Graduate School Faculty appointment. If they do not, please contact the Program Director for guidance with acquiring ad hoc or adjunct approval.

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.** This form can be found on the Graduate Student website.

The dissertation committee is best viewed as a group of individuals who have the following characteristics and should be selected on this basis. They should have some expertise in some aspect of the proposed research. They should have a commitment to working with the student to successfully complete the proposed research. This includes being actively involved in discussing the project and providing any suggestions that will improve its design, and being available to the student at mutually convenient times to discuss the project and provide assistance. Students should feel free to consult with their committee members at any time during preparation of the proposal, the collecting and analyzing of data, and the preparation of the dissertation. Viewing the dissertation committee as allies who share a commitment to the dissertation project will improve the quality of the experience and avoid unnecessary anxiety about the dissertation process. Individuals with whom the student has a personal relationship or other relationship that may be deemed as a professional conflict of interest should not be part of the committee. If the student is concerned that his or her committee is not functioning as described above, or that an individual on the committee needs to replaced, then the program director should be informed and the situation will be investigated.

PROPOSAL, PROPOSAL DEFENSE AND ADMISSION TO CANDIDACY

After successful completion of the comprehensive examinations, the student must prepare a formal document outlining the proposed dissertation topic. It is recommended that students 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 student should consult with his/her mentor about the scope of research in their area that would constitute a dissertation project. In general, the dissertation research should answer one or more substantive questions. In the dissertation, the student demonstrates his or her status as an expert in their field. Thus, in addition to reporting the results of experiments conducted, the general introduction and general discussion are important aspects of the dissertation. The research should be novel, innovative, and substantively add to the existing body of knowledge. While the student is expected to work closely with the mentor and committee to develop the dissertation ideas, the work should be the student's. If a student is funded on a mentor's grant, it is not sufficient to conduct the funded research as the dissertation, as this was the mentor's original idea/work and not the student's. Students are permitted to extend the funded research in a novel way that they can demonstrate expertise and ownership above and beyond the research outlined in the funded proposal. Alternately, students can develop their own line of research questions in advisement with the research mentor.

All dissertation proposals and defenses are considered professional presentations, and presenting students should dress accordingly. This includes appropriate business attire, inclusive of clothing, jewelry, and shoes.

The Rehabilitation Science program adheres to a 3 paper dissertation model. The formal dissertation proposal document will typically include an introduction that includes the specific aims, hypotheses, literature review and significance, and ties each of the three proposed papers together in a cohesive body. Following the introduction section, a detailed plan should be presented for each paper including study design, power analysis, analytical methods, strengths and limitations. Each planned paper must be developed so that they can be publishable as stand-alone papers. **Papers must be based on work initiated after admission to the program.**

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.

The student is 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. After the proposal, members of the doctoral committee decide in a closed session whether or not the student has presented an acceptable proposal and should be advanced to candidacy at that time.

a) If the student is advanced to candidacy, 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/IACUC approval for the proposed research.
b) The committee may request revisions before allowing the student to advance to candidacy. This will be negotiated between the committee chair and members of the committee. Revisions of the written proposal and/or an additional oral defense may be required. The Application for Admission to Candidacy form will not be completed/submitted until all committee members have agreed on revisions.

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.

IRB/IACUC Approval

If the research involves human or animal subjects, approval from the IRB or IACUC must be documented **before admission to candidacy** can be approved and IRB/IACUC approvals must be kept current until the research is completed.

Final Dissertation and Final Defense

Our program requires a 3 paper model for the dissertation. The final dissertation document should include a 1st Chapter which encapsulates the Background and Significance of the dissertation topic, a number of middle chapters that reproduce the publishable, stand-alone manuscripts, and a final chapter which summarizes and synthesizes the major issues that were presented in the manuscripts. **All three papers must be based on work initiated after admission to the program. One papers must be accepted for publication, and the second and third must have been submitted for publication by the time of the dissertation defense.***
The full final dissertation document should follow the format and guidelines detailed in The Graduate School's *Format Manual for Theses & Dissertations* (available on the Graduate School Website).

Following completion of the proposed research, the full written document is distributed to the Dissertation Committee by the student. A private defense meeting is scheduled for **at least 2 weeks** following dissertation distribution, although the committee in some cases may require more time. The private defense should be scheduled at least 1 month before the planned public defense.

The private defense meeting includes a presentation of the entire project followed by questioning by the committee.

Outcomes of the private defense meeting can include the following:

a) Pass with no substantial revisions required: The committee will make suggestions for minor modifications of the dissertation document and the oral presentation that should be implemented prior to the public defense. The student must make these corrections and has **two weeks** to submit the revised dissertation back to the committee members. The committee members then normally take up to two weeks to read the dissertation prior to the public defense.

b) Pass with substantial revisions required before public defense can be scheduled: The committee will make suggestions for substantial modifications of the dissertation document and the oral presentation that should be approved prior to scheduling the public defense. The student must make these corrections and has **four weeks** to submit the revised dissertation back to the committee members. If additional time is needed due to the extent of revisions required, the chair will discuss the time needed with program director. Once the committee agrees to the revised form of the document, the public defense can be scheduled.

c) Fail: If, in the opinion of more than one member of the dissertation committee, a student failed the final oral defense, there is no consensus to pass. The chair of the committee will advise the student that the dissertation fails to meet the requirements of the Graduate School. The chair will notify the student in writing about the reason(s) for failure. If the student resubmits or submits 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, the student will be dismissed from the Graduate School.

At the public defense, scheduled after the full private defense approval by the committee, the student will present a departmental seminar and respond to questions from the general audience. It is the student's responsibility to work with the program administrator to schedule the public defense and advertise it. Advertisement of the public defense should be distributed **at least 2 weeks** prior to the date of the defense, unless approved by the program director. Final approval for degree will not be signed until the public defense has been completed.

*In exceptional circumstances a student can present a case for defending their dissertation with three papers submitted, rather than 1 accepted and 2 submitted. The reasons why one was not accepted and a plan for continued submission attempts can be presented to the Program Directors, who will make a decision on whether the student can defend the dissertation.

SUMMARY OF STEPS TOWARD THE DOCTORAL DEGREE

All forms are available on the UAB Graduate School Website at www.uab.edu/graduate.
Make sure to carefully read and take note of all dates/time requirements for departmental and Graduate School forms.

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/IACUC 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. 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.

UAB AND CORONAVIRUS

The University of Alabama at Birmingham's policies and protocols for responding to the COVID-19 pandemic are based on the core values and mission pillars of our strategic plan. Five principles guide decisions on when and how *students, faculty and staff return to campus:

- Preserve the health of our university community and Birmingham.
- Maintain and deliver on our education, research and community engagement mission pillars by continuing to recruit and enroll students, teach those students, conduct research, and help stimulate the Alabama economy.
- Preserve and maintain university operations necessary to support mission-critical activities, both now and into the future.
- Treat students and employees fairly and equitably.
- Remain fiscally solvent now and into the future so as to be able to deliver on mission-critical activities for the long term.

Policies, procedures and guidelines are being developed at the university level, as well as specialized and more stringent guidance within particular departments/units/schools.

All students, faculty and staff are expected to comply fully with the policies, protocols and guidelines developed to ensure their safety, the safety of those around them and the continuing daily operations of the university, school and department.

Policies, procedures and guidance are changing frequently, therefore all students are responsible for familiarizing themselves and remaining current with the information related to COVID-19 and the "Re-entry Expectations and Guidelines" found at: https://www.uab.edu/coronavirus/

This information is constantly being updated and so it is recommended that students revisit the site and information on a regular basis. In addition, students should monitor their UAB email for updates as well as note other UAB information sources.

Key COVID-19 safety strategies for the fall (detailed plans will be communicated):

- Students, faculty and staff will complete a COVID-19 safety training prior to reentry
- Masks/face coverings and social distancing will be required and enforced
- COVID-19 testing will be used strategically, informed by infectious disease experts
- Use of UAB-developed symptom monitoring "health check" and exposure notification technology
- Educational and instructional safety signage posted throughout campus
- Extensive cleaning and disinfecting practices in place
- Residence halls and other buildings will take special precautions
- We will not return to in-person fall semester instruction after Thanksgiving Break; after the Thanksgiving Break there will be one week of remote/alternate instruction classes, and final exams will be taken remotely the following week (we plan to resume in-person classes for the spring semester in January 2021)
- Guidance, health tips and updates will be communicated regularly

From: https://www.uab.edu/coronavirus/info-for-you/graduate-students

APPENDIX A: EXAMPLES OF ELECTIVES

Concentration Electives: These are electives in a specific disease, population, or content area of interest
Examples of Courses
RHB 791 Rehabilitation Science Clinical Project (1 cr hr)
RHB 590 Quantitative Biomechanics of Injury and Rehabilitation (3 cr hr)
MCH 710 Perinatal Epidemiology (3 cr hr)
EPI 709 Theoretical Basis of Epidemiology (3 cr hr)
NCH 760 Child Health Theories and Concepts (3 cr hr)
NCC 613 Acute Care Pediatric Pharmacology (1 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)

Academic Writing Electives: These are electives that focus on developing writing skills for scientific publications and/or grant preparation
Examples of Courses
GRD 706: Grants and Fellowships 101 (1 cr hr)
GRD 708: Writing Successfully (1 cr hr)
GRD 709: Writing Fellowships (1 cr hr)
GRD 722: Writing Research for Broad Audiences (3 cr hr)
GRD 723: Writing Research for Academic Audiences (3 cr hr)
GRD 727: Writing and Reviewing Research (3 cr hr)
GRD 728: Professional Writing and Publishing (3 cr hr)
GRD 729: Writing Your Journal Article in 12 Weeks (3 cr hr)

Research Methods Electives: These are electives in a specific research methodology or study design areas of interest
Examples of Courses
HCO 787 Empirical Methods for Health Research (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)
NRM 773 Qualitative Research Methods (4 cr hr)
NUR 752 Responsible Conduct of Research: A Cross-Cultural Perspective (2 cr hr)
BME 512 Biomechanical Measurement (3 cr hr)
EPR 596 Introduction to Qualitative Methods in Educational Research (3 cr hr)
CS 681 Simulation Models (3 cr hr)

Statistical Methodology Electives: These are electives in a specific statistical or data analysis methodology
Examples of Courses
HCO 721 Clinical Decision Making and Cost Effectiveness Analysis (3 cr hr)
EPI 710 The Analysis of Case Control Studies (3 cr hr)
CS 610 Database Systems I (3 cr hr)
BST 623 General Linear Models (3 cr hr)
BST 665 - Survival Analysis (3 cr hr)
EPR 790/792 Mixed Methods Approaches to Educational Research (3 cr hr)

APPENDIX B: DEPARTMENTAL FORMS

1. Rehabilitation Science Program Requirements Checklist
2. Mentoring Agreement
3. Annual Student Review

UAB Rehabilitation Science PhD Program

Program Requirements Checklist

Students Entering AY 2020

Students: This is the typical plan for completing coursework as a full-time student in the PhD program. Specific timelines for dissertation milestones may vary depending on the student's academic discipline, preparation upon entry to the PhD Program, and full or part-time status. The form should be updated each year, and changes to the plan must be approved by your mentor and the program director. You are responsible for sending an electronic copy to the program director and the program administrator.

Mentors: Provide an electronic copy to the student and keep one for your files.

STUDENT NAME _____
EMAIL _____
BLAZER ID _____

YEAR 1					
Course Number	**Course Name**	**Semester/ Year**	**Semester/ Year Planned**	**Credit Hours**	**Semester/ Year Completed**
RHB 780	Principles of Rehabilitation Science I - Movement Science	Fall 1		3	
RHB 783	Research Design and Measurement in Rehabilitation Science I	Fall 1		3	
RHB 789	Rehabilitation Science Seminar	Fall 1		2	
RHB 790	Rehabilitation Science Research Project 1st rotation	Fall 1		1	
EPR 608	Educational statistics or appropriate substitute	Fall 1		3	
RHB 785	Principles of Rehabilitation Science II - Behavior Science	Spring 1		3	
RHB 784	Research Design and Measurement in Rehabilitation Science II	Spring 1		3	
RHB 789	Rehabilitation Science Seminar Spring	Spring 1		2	
RHB 790	Rehabilitation Science Research Project 2nd rotation	Spring 1		1	
EPR 609	Educational statistics or appropriate substitute	Spring 1		3	

RHB 782	Principles of Rehabilitation Science III - Occupation Science	Summer 1		3	
RHB 789	Rehabilitation Science Seminar	Summer 1		2	
RHB 790 or 791	Rehabilitation Science Research 3rd rotation OR Clinical Research Project	Summer 1		1	
GRD 717	Principles of Scientific Integrity	Summer 1		3	
			Total Year 1	33	

Qualifying Exam at End of Year 1 (Summer 1)

Date Planned: _____ Date Complete: _____

YEAR 2				
Course Number	**Course Name**	**Semester/ Year Planned**	**Credit Hours**	**Semester/ Year Completed**
Concentration Elective			3	
Academic Writing Elective			3	
RHB798	Non-Dissertation Research		3	
Concentration Elective			3	
Research Methods Elective			3	
RHB798	Non-Dissertation Research		3	
Concentration Elective			3	
Statistical Methods Elective			3	
RHB 746	Rehabilitation Science Journal Club		1	
RHB798	Non-Dissertation Research		3	
		Total Year 2	28	

Dissertation Proposal (Summer 2)

Date Planned: _____ **Date Completed:** _____

YEAR 3					
Course Number	**Course Name**	**Semester/ Year Planned**	**Credit Hours**		**Semester/ Year Completed**
RHB 799	Dissertation Research		6-9		
RHB 799	Dissertation Research		6-9		
RHB 799	Dissertation Research		6-9		
		Total Year 3	18-27		
YEAR 4					
RHB 799	Dissertation Research			6-9	
RHB 799	Dissertation Research			6-9	
Dissertation Defense (Spring 4) **Date Planned:** _____ **Date Completed:**_____					
			Program Total Credits		**73-81**

Credit Hour Minimum Notes

Core Courses: 34 credit hours (33 must be taken prior to qualifier exams)
Electives: 18 credit hours

- Required: At least 1 elective must be an academic writing course, 1 research methodology elective, and 1 statistical methodology elective

Non-dissertation Research Hours: 9 credit hours
Dissertation Research Hours: 12 credit hours. Cannot be taken until after a student has entered candidacy

NOTE: The UAB Graduate School requires all course work and dissertation be completed within 7 years.

Student Signature	Date	Mentor Signature	Date
Program Director	Date		

UAB Rehabilitation Science PhD Program

Mentor/Mentee Agreement 2020

Mentee:_____ Mentor:_____ Date: _____

PhD training in the UAB Rehabilitation Science Program relies heavily on a mentoring relationship between the PhD student and one or more members of the faculty who share a research interest. Both the mentor and PhD student will have expectations of each other, and it is important to try to assure that there is a shared understanding of those expectations. This document lays out some common commitments that we expect faculty mentors and PhD students to make to each other. It is a fluid document; that is, we expect some changes as students' progress through the program. Students and mentors should review and update this agreement annually, and it should form the basis of the annual student evaluation.

This year, the mentoring agreement will be especially important given the change in plans that many students experienced with the Covid-19 research restrictions. We are asking that students and mentors discuss the impact that this COVID-19 related delay has had to your progression and **develop a 12 month action plan in this document that will complement the long term projections of dissertation proposal, defense, and graduation in your Program Checklist**. It is imperative that we develop clear plans for every student so that we can continue to support you at an administrative level to be successful in your studies.

Commitments of the PhD student

- I recognize that it is my responsibility to identify a focus for my research. My mentors will provide guidance and help me get clarity; but I recognize that if I am to have a satisfying research career, I must choose a focus driven by my own passions and interests.
- I will be an engaged and active participant in a research group throughout my doctoral training.
- I recognize that I have the primary responsibility for the development of my own career and commitment to "lifelong learning." I will stay abreast of the latest developments in my area of research through reading the literature, regular attendance at relevant seminars, and attendance at scientific meetings. I will actively seek out opportunities outside of the classroom (e.g., professional development seminars and workshops in scientific writing, preparation of grant proposals, oral communication skills, teaching, etc…) to help meet my learning goals.
- I will develop a timeline to achieve my educational and research goals (including benchmarks noted in the PhD Program Requirements Checklist), and will review it with my mentors at least annually.
- I will be honest and respect all ethical standards when I conduct my research and engage in scholarly activity. This includes compliance with all institutional and federal regulations for human subject's research as well as (responsibility for copyright, permissions, plagiarism).
- I will strive to be increasingly independent in my training activities including writing for publication, designing and conducting research, mentoring undergraduate and less experienced doctoral students, etc.
- I will seek regular feedback on my performance, including any challenges that I am facing, through open and timely discussions with my mentors.

- I will be responsive to advice and constructive criticism. I acknowledge that the feedback I get is intended to improve my scientific work.
- I will be knowledgeable of the policies, deadlines, and requirements of the PhD program, the graduate school and the university.

COMMITMENT OF MENTORS

- I acknowledge that it is my responsibility to facilitate the training and professional development of the PhD student. I will work with the PhD student and co-mentors to develop a program plan that best prepares the student to achieve his / her training and career goals.
- I will use personal abilities as well as the assistance of other faculty and department resources to assure that the PhD student has sufficient opportunity to become an expert in the agreed upon area of research.
- I will encourage PhD student interaction with fellow scientists and encourage his / her attendance at professional meetings to network and present research findings.
- I will maintain a relationship with the PhD student that is based on trust and mutual respect. I acknowledge that open communication and periodic formal performance reviews will help ensure that the expectations of both parties are met.
- I will encourage a progressive level of independence and increased responsibility as the PhD student progresses, to facilitate the student's transition to an independent researcher.
- I will promote all ethical standards for conducting research and engaging in scholarly activity. This includes compliance with all institutional and federal regulations for human subject's research as well as (responsibility for copyright, permissions, plagiarism). I will clearly define expectations for conduct of research within my team and make myself available to discuss ethical concerns as they arise.
- I will commit to being a supportive colleague as the PhD graduate transitions to the next stage in his / her career and, to the extent possible, throughout their professional life. I recognize that the role of a mentor continues after formal training ends.

Complete the following questions/items to develop your mentoring plan for <u>the coming year</u>.

1. Review the key aspects of the PhD Program Requirements Checklist, including course requirements and progress toward dissertation milestones. List goals for the year here. Goals should include, but are not limited to, course completion, dissertation preparation, publications and presentations. (Add additional lines as needed). Goals should be specific and measurable. **<u>Please remember to directly address any Covid-related setbacks or changes to your plan and how your plan for overcoming these</u>**.

   Coursework/Curriculum Goals

   1. _____

   2. _____

   Research/Dissertation Goals

   1. _____

2. _____

Goals for Program Milestones (Qualifier Exams, Proposal, Defense)

1. _____

2. _____

Action plan/Backup plan for addressing changes in expected progression due to Covid-19 restrictions.

_____

_____

2. Check the frequency of meetings you plan for this year. For students early in their program, meeting less often may be appropriate. As the student moves toward independent research, more frequent meetings are important.

___ Weekly ____ Bi-monthly ___ Monthly ____Other: _____

3. The person responsible for scheduling meetings is:
_____

4. Method for meetings (e.g. – 1:1, phone, skype, etc.):

5. To make effective use of time, plan your meetings. The mentee should provide the following prior to each meeting. Agree on what will best serve the two of you.
 Agenda for meeting
 Narrative of each topic to be discussed (as needed)
 Updated Resume/CV (with highlight of new additions)
 Draft of dissertation, thesis, capstone, manuscript (chapter, proposal, etc) provided at least 2 weeks prior to meeting. Conference abstracts may be on a more compressed timeline.
 Other_____

6. Please review, discuss, the expectations for this mentoring relationship. Note any additional expectations or key areas of focus for the coming year below.

Responsibilities of Mentor:_____

_____

Responsibilities of Mentee:_____

_____

Your signature below serves as your acknowledgement of program expectations of

mentors and mentees, and your agreement to the terms decided on for this mentor/mentee agreement.

Mentor Signature	Mentee Signature
Date	Date

UAB Rehabilitation Science PhD Program

2020 Annual Student Evaluation

Annual Student Review Process:

1. Student completes PhD student Annual Progress Report and his/her portion of mentoring agreement for upcoming year (all forms found in Appendix B and in PhD Student Box folder).
2. Student schedules meeting with mentor (if student committee includes a co-chair, both must be present at the review).
3. During student/mentor meeting, agree on progress updates, complete mentoring agreement for upcoming year, and make sure Program Requirement Checklist is up-to-date.
4. Student schedules meeting with PD and mentor to review progress report and mentoring agreement. \
5. Once signed, student submits the original with signatures to program administrator and sends electronic copies with signatures to PD and mentor(s).
6. **Mentor/student meetings must be completed and signed forms submitted to the Department Chairs by June 15, 2020.**
7. All meetings with the PDs must be completed by August 1, 2020.

PERSONAL INFORMATION

Blazer ID:

Last Name: First Name:

Student E-Mail Address:

Mentor's Last Name: Mentor's First Name:

Mentor's E-Mail Address:

PART I: Program milestone review and Progress toward goals

Check all program/dissertation milestones accomplished this year (core courses completed, qualifier exams passed, dissertation proposed, etc.)

____ Core courses completed
____ All didactic coursework completed
____ Qualifier exams passed
____ Dissertation proposal completed successfully

List each goal on mentoring agreement from last year, discuss progress toward each and provide a rationale for any goals where progress was not made. Please make sure to address any impact of Covid restrictions on progress and timeline.

PART II: Research and Professional Development Progress Review

A. **Provide a brief but detailed overview of your major accomplishments in each of the following areas in the past year:**
   a. **Publications (List article title, co-author(s), and indicate if you are the first author):**
   b. **Honors/Awards (Include fellowships with funding periods, grants written/applied for/received, professional society presentations awards or travel awards, etc.)**
   c. **National or other professional meetings attended (Indicate meeting title, and if it was an oral or poster presentation):**
   d. **New areas of research or technical expertise acquired in the past year**
   e. **Teaching activity**
   f. **Other professional activities not already listed**

Signatures

Student	Date
Primary Mentor	Date
Co-Mentor (if applicable)	Date
Program Director	Date