SCHOOL OF HEALTH PROFESSIONS

PHD IN REHABILITATION SCIENCE PROGRAM

2015-2016 ACADEMIC HANDBOOK

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7/31/15
Date

5/10/15
Date

8/19/15
Date
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Dean’s Welcome Message

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

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

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

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

Several of our programs preside among the nation’s top 30 of the U.S. News and World Report including our bachelor’s degree in Health Care Management- ranked at number two, our master’s in Health Administration- ranked at number two, entry level Physical Therapy- ranked at number 19, Physician Assistant program- ranked at number 16 and Occupational Therapy- ranked at number 28. We continue to be rated at the top of the list in research funding from the National Institutes of Health, and SHP is the only school in the country to house both an NIH-funded Nutrition and Obesity Research Center and an NIH Diabetes Research and Training Center.

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

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

Harold P. Jones, PhD
Dean
UAB School of Health Professions
OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

A leader in federally funded research, the UAB School of Health Professions (SHP), is the largest academic institution of its type in the United States and currently boasts several nationally ranked programs. What began in the 1950s 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 1970s and 80s the school’s offerings were amended to reflect the changing health care industry. As a result of those changes, SCAHR became SPAH (the School of Public and Allied Health), before becoming SCAH (the School of Community and Allied Health), and then SHRP (the School of Health Related Professions). During that time, the school added several new areas of study including the consistently nationally ranked Nutrition Sciences program.

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

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

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

SHP is proud of many accomplishments including:

- U.S. News & World Report ranks several SHP programs in the nation’s top 25
- Research funding is rapidly approaching the $12 million level
- 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
- All of the school’s programs with professional accrediting agencies are fully accredited by those associations
OFFICE OF STUDENT RECRUITMENT, ENGAGEMENT AND SUCCESS
SHPB 230 / 205-934-4195

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

- Academic advising and counseling
- Peer tutoring services
- ADA accommodations
- Campus resource referral

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

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

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

- The OSS Coffee House
- OSS Brown Bag Lunch Seminars
- OSS Virtual Seminars
- Mock Interview and Interview Stream
- The OSS Snack Break

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

Our Goal is Student Success!

Check us out!

www.uab.edu/shp/home/about-shp/student-services
SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

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

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

<table>
<thead>
<tr>
<th>The UAB Academic Honor Code</th>
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<tr>
<td>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:</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>CHEATING is the unauthorized use or attempted use of unauthorized materials, information, study aids, the work of others, or computer-related information.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>FABRICATION means presenting falsified data, citations, or quotations as genuine.</td>
</tr>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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

AskIT
AskIT is the technology help desk for faculty, staff, and students. AskIT staff provides free support via telephone, email, or in-person. AskIT is physically located in the Center for Teaching and Learning in the Education Building, room 238. You can make contact through the website at https://ask.it.uab.edu/ or by telephone at 205-996-5555. Questions or problems can also be submitted by email to ASKIT@uab.edu. You will be asked to supply your BlazerID when you request assistance.
Attendance
Class attendance is expected in all SHP programs. Specific program requirements for class, laboratory, and clinical site attendance may be more stringent than those established by the University. Please refer to the program requirements elsewhere in this handbook and in individual course syllabi for program attendance policies. The UAB policy for undergraduates follows. Please note the categories of excused absences; they typically apply to both undergraduates and graduates.

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

The University regards certain absences as excused and in those instances requires that instructors provide an accommodation for the student who misses assignments, presentations, examinations, or other academic work of a substantive nature by virtue of these excused absences. Examples include the following:

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

Awards and Honor Societies
All students in the School are eligible for consideration for following awards or society memberships.

Alfred W. Sangster Award for Outstanding International Student – 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.
**Cecil 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.

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

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

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

**BlazerID / BlazerNET / Email**  
All students are assigned a unique identification, their BlazerID, which is established by the student at [www.uab.edu/blazerid](http://www.uab.edu/blazerid). BlazerNET is the official portal to the UAB information networks. The portal can be accessed from any Internet-accessible computer, on- or off-campus at [https://blazernet.uab.edu/cp/home/displaylogin](https://blazernet.uab.edu/cp/home/displaylogin). Your BlazerID is required to access BlazerNET and other campus information resources, such as your UAB email account. Your UAB email is the official communication medium and should be monitored routinely. UAB student email is provided through Microsoft Office 365, a cloud based email and file storage system. Students have 50 GB of email space and 25 GB of free file storage.

**Blazer Express**  
The UAB Blazer Express Transit System is a bus service operating under the Business & Auxiliary Services Department. The service provides transportation throughout the University campus. With a valid UAB ID badge, students, employees, and authorized visitors can enjoy fare-free bus transportation along 6
designated routes. All buses are ADA-accessible and can seat approximately 35 riders. For an updated schedule, route maps, and hours of operation please go to http://www.uab.edu/blazerexpress/.

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

**UAB Barnes and Noble Bookstore**
Location: 1218 6th Avenue South
Hours: M – Th 7:30 a.m. – 6:00 p.m.; Fri 7:30 a.m. – 5:00 p.m.; Sat 10:00 a.m. – 2:00 p.m.; Sun - Closed
Telephone: (205) 996-2665
Email: Through website contact page.  Website: http://uab.bncollege.com

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

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

**Canvas Learning Management System**
The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites can be accessed through BlazerNET or at http://www.uab.edu/online/canvas. Students should monitor their course sites routinely for communications from faculty and to 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 the Holley-Mears Building, 924 19th Street South. For more information, call 205-934-5816 or visit: http://www.uab.edu/handbook/student-services/c-counseling.

**Directions Student Handbook**
Disability Support Services
Offices for UAB’s Disability Support Services (DSS) are located at 516 Hill University Center. The purpose of these services is to make UAB’s programs and services accessible to students with disabilities. Students must be registered with DSS and be assessed for type of disability and need for accommodations. It’s best to register with DSS upon application to UAB. A request for assessment and accommodations can be made at any time, but accommodations are not granted retroactively. For more information about DSS, contact the office directly or visit their website.

Disability Support Services
Location: 9th Ave. Office Building, 1701 9th Ave. South/Birmingham, AL 35294-1150
(205) 934-4205 (Voice) (205) 934-4248 (TDD)
Fax: (205) 934-8170 Email: dss@uab.edu
Website: http://www.uab.edu/handbook/student-services/c-disability

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

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

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

Emergency situations affecting the campus are communicated to students in several ways:
- Webpage: www.uab.edu/emergency
- University home web page: www.uab.edu
- Cell phone messages and SMS text – register to receive these notices with the UAB Emergency Notification System (B-ALERT) via www.uab.edu/balert; text short code will be 23177 or 63079; cell phone calls will come from (205) 975-8000. Store these numbers and codes in your cell as B-ALERT.
- Mass emails – uses the official xxx@uab.edu email system
- Announcements on the BlazerNET portal
- Facebook and Twitter – B-Alert integrates with these media at www.facebook.com/UABALERT and @UABALERT: www.twitter.com/uabalert
- Weather and Emergency Hotline: (205) 934-2165

Equity and Diversity Office
The mission of the UAB Office of Equity and Diversity is to “increase, retain and enhance faculty, student, and staff diversity at all levels of the University and to ensure equity.” UAB defines diversity as “the full range of human difference and potential...” This administrative office supports faculty recruitment, provides scholarships for graduate and undergraduate students, and promotes programs
to enhance the campus diversity experience. The office provides a diversity awareness training program for employees. A key component of this Office is the Commission on the Status of Women, which is charged with assuring the best possible conditions for women who work and study at UAB. Additional information is available at http://www.uab.edu/equitydiversity/. Dr. Louis Dale is the Vice President responsible for the activities of this Office.

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

Financial Aid
Located at 1700 University Blvd., Lister Hill Library, Room G40. 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 http://www.uab.edu/students/paying-for-UAB.

Food Services
UAB offers seven meal plans for students that are billed to the student’s account. All students, even commuters, are required to purchase a meal plan. Up to 25% of dining fees not used by the end of the school year are converted to Blazer Bucks, which can be used to shop at campus bookstores, local restaurants, and the campus CVS. Several dining facilities that accept the meal plans are available on campus. Those closest to the SHP buildings include:

- Commons on the Green – located on the Campus Green, just south of 9th Avenue and the Campus Recreation Center.
- Einstein’s Bagels – located at the plaza entrance to the Learning Resource Center. Open Monday – Thursday, 8:00 a.m. – 5:00 p.m., and Friday 8:00 a.m. – 3:00 p.m.

There are soda and snack vending machines available in the basement of the Learning Resource Center 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 in 37 areas, eight post-master’s specialist programs, and master’s level programs in 45 areas. Most graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at http://www.uab.edu/graduate/.

Graduation
UAB offers two commencement ceremonies, one in the fall and one in the spring. All students must complete an application for degree six months prior to graduating. For more information and important deadlines please go to http://www.uab.edu/commencement/degree-applications.
**Health Services and Medical Clearance**
The University provides prevention, counseling, and treatment services to students through the UAB Student Health Services (SHS) clinic located at 1714 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Friday, but is closed between noon and 1:00 p.m. daily. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3581.

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

**HIPAA Training**
The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly. Students who have not completed the training are reported by name to the Office of Student Success for follow-up with the appropriate program director.

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

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

**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 [http://www.uab.edu/women/lactationcenters](http://www.uab.edu/women/lactationcenters).

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

**Birmingham Public Library**
In addition to the main library facility, there are 17 branch libraries. The library holdings include print and digital media. Library services are described on the website.
Location: 2100 Park Place  
Hours: M – Tu 9:00 a.m. – 8:00 p.m.; W – Sat 9:00 a.m. – 6:00 p.m.; Sun 2:00 p.m. – 6:00 p.m.  
Telephone: (205) 226-3600  
Website: http://www.bham.lib.al.us/

**Lister Hill Library of the Health Sciences**
This is the largest biomedical library in Alabama, and one of the largest in the south. Located across the crosswalk from the School, the LHL has extension libraries in University Hospital and The Kirklin Clinic. Dedicated librarians hold “office hours” in the Learning Resource Center weekly.

Location: 1700 University Boulevard  
Hours: M – Th 7:00 a.m. – 9:00 p.m.; Fri 7:00 a.m. – 5:00 p.m.; Sat 9:00 a.m. – 4:00 p.m.;  
Sun 12:00 p.m. – 8:00 p.m.  
Telephone: (205) 934-2230  
Website: www.uab.edu/lister/

The SHP library liaisons are: Lee Vucovich who can be contacted by email at lvucovi@uab.edu or by phone at (205) 934-2231, and Pat Higginbottom who can be contacted by email at phiggin@uab.edu or by phone at (205) 934-5432.

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

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

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

**OneStop Student Services**
If you have questions or need assistance with an academic or administrative process, the UAB OneStop is where to go! Advisers will help you solve your problem or do the legwork for you if another UAB resource is needed. OneStop is located in the Residence Life Center of Blazer Hall, 920 16th Street South. You may contact the OneStop office by phone or email at (205) 934-4300; 855-UAB-1STP (toll-free); onestop@uab.edu. Additional information is available at www.uab.edu/onestop.

**Parking**
Student vehicles must be registered with UAB Parking and Transportation Services, located at 608 8th Street South. The office is open Monday – Friday from 7:30 a.m. – 4:30 p.m. Parking is allocated on a first-come, first-served basis. Commuter student lots are designated as Lot 15, Deck 12, and Deck 16. Parking fees are established by location, payable by semester or year, and are billed to the student’s account. Additional information is available at http://www.uab.edu/parking/.
Patient Care Partnership
Students in health professions programs learn general information about the health care industry as well as knowledge and skills specific to their chosen profession. The American Hospital Association (AHA) [www.aha.org](http://www.aha.org) is an excellent resource for industry information. One role fulfilled by the AHA is that of patient advocate. The Patient Care Partnership brochure (link below) outlines rights and responsibilities of patients during hospital stays.

Plagiarism and Turn-it-In
Plagiarism is academic misconduct that will result in a grade of zero on the plagiarized assignment and may result in dismissal from the School of Health Professions and the University (see DIRECTION Student Handbook or SHP Grievance Procedures for Violations of Academic Standards). All papers submitted for grading in any SHP program may be reviewed using the online plagiarism monitoring software, Turnitin.com. Please note that all documents submitted to Turnitin.com are added to their database of papers that is used to screen future assignments for plagiarism.

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

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

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

Ethel M. and Jessie D. Smith Endowed Nursing and Allied Health Scholarship – Funding for baccalaureate students with GPA 3.0 or above and unmet financial need. Students apply to the UAB Office of Student Recruitment, Engagement and Success, SHPB 230.

Lettie Pate Whitehead Foundation Scholarship – Funding for Christian women students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need. Students apply in the SHP Office of Student Recruitment, Engagement and Success, SHPB 230.

Matthew F. McNulty Jr. Health Services Emergency Loan – Students enrolled in any SHP program may apply for this low interest loan to address emergencies. Loan amounts are variable based on need. Students apply in the Office of Student Success, SHPB 230.

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

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

- Website: [http://www.uab.edu/shp/](http://www.uab.edu/shp/)
- Twitter: [http://twitter.com/#!/UAB_SHP](http://twitter.com/#!/UAB_SHP)
- Facebook: [http://www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- LinkedIn: [http://www.linkedin.com/groups?gid=3596638](http://www.linkedin.com/groups?gid=3596638)
- Vimeo: [http://vimeo.com/uabshp](http://vimeo.com/uabshp)
- YouTube: [http://www.youtube.com/uabshp](http://www.youtube.com/uabshp)

The School’s Academic Affairs Committee published the following guidelines related to use of social media.

<table>
<thead>
<tr>
<th>UAB School of Health Professions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Guidelines for Social Networking</td>
</tr>
</tbody>
</table>

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

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

General Use
The following guidelines are strongly suggested:

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

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\(^1\) The Official UAB Web Policy >> [http://www.uab.edu/brand/web/planning/policies-and-standards](http://www.uab.edu/brand/web/planning/policies-and-standards)
Tuition and Fees

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.

SHP programs may have specific fees attached to courses or laboratories. These fees will be addressed in the program section of this handbook. Questions about program-specific fees should be addressed with your program director. Current standard tuition and fees for the School, and links to program cost estimations, are posted at http://www.uab.edu/shp/home/admissions-tuition/.

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

Tuition and fees may be paid through BlazerNET.

Weather

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

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

Withdrawal from Course / Program

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

School of Health Professions Policies

Background Check and Drug Screen –
http://www.uab.edu/shp/home/images/PDF/SHP%20Background%20and%20Drug%20Screen%20Policy
05_2012.PDF

Grievance Procedures for Violations of Academic Standards
http://www.uab.edu/shp/home/images/PDF/grievance_procedures.pdf

Impairment and Substance Abuse

Plagiarism
http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf
Please note that all papers submitted for grading in any SHP program may be reviewed using the online
plagiarism monitoring software, Turnitin.com. All documents submitted to Turnitin.com are added to
their database of papers used to screen future assignments for plagiarism.

UAB Policies

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

Alcoholic Beverages, Use and Consumption
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=71

Attendance / Absence (Undergraduate)
http://catalog.uab.edu/undergraduate/academicstudentresources/progresstowardadegree/#enrollment

Body Fluid Exposure
http://www.uab.edu/studenthealth/emergencies/blood‐a‐body‐fluid‐exposure

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

Computer Software Copying and Use

Drug Free Campus (General Policy)
http://sppublic.ad.uab.edu/policies/content/Pages/UAB--POL--0000046.aspx

Drug-free Campus Policy for Students -Attachment A
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=632
Drug-free Campus Policy for Students -Attachment B
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=626

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

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

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

Ethical Standards in Research and Other Scholarly Activities
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=263&

Firearms, Ammunition, and Other Dangerous Weapons
http://sppublic.ad.uab.edu/policies/Pages/LibraryDetail.aspx?pID=257

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

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

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

Note: Additional university policies may be located by searching the UAB Policies and Procedures Library available online at http://sppublic.ad.uab.edu/policies/Pages/default.aspx.
SECTION 3 – PROGRAM INFORMATION

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

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

Goals

The program will prepare individuals who will advance the field of rehabilitation science through research, teaching, and translation of discoveries into practice. Rehabilitation science is the systematic study of the improvement, restoration and maintenance of function that enables individuals 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, 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
CURRICULUM

Credit hours - Required major courses: 33 credit hours

- RHB 780 Topics in Rehabilitation Science I – 3
- RHB 781 Topics in Rehabilitation Science II – 3
- RHB 782 Topics in Rehabilitation Science III – 3
- RHB 783 Research Design and Measurement in Rehabilitation Science I – 3
- RHB 784 Research Design and Measurement in Rehabilitation Science II – 3
- RHB 789 Rehabilitation Science Seminar – 2 (3 terms; 6 credit hours total)
- RHB 790 Rehabilitation Science Research Project – 1 (2 terms; 2 credit hours total)
- RHB 791 Rehabilitation Science Clinical Project – 1
- GRD 717 Principles of Scientific Integrity - 3
- BST 611 Biostatistics or equivalent – 3
- BST 612 Biostatistics or equivalent – 3

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

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

Credit hours for thesis or dissertation: 18 – 24 hours

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

Total credit hours: 69-81
## Doctor of Philosophy in Rehabilitation Science Degree

### Typical Curriculum

<table>
<thead>
<tr>
<th>Degree Plan Example</th>
<th>Semester 1 - Fall</th>
<th>Semester 2 - Spring</th>
<th>Semester 3 - Summer</th>
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</thead>
<tbody>
<tr>
<td><strong>Year 1</strong></td>
<td>RHB 780 (3)</td>
<td>RHB 781 (3)</td>
<td>RHB 782 (3)</td>
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<tr>
<td></td>
<td>RHB 783 (3)</td>
<td>RHB 784 (3)</td>
<td>RHB 789 (2)</td>
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<td>RHB 789 (2)</td>
<td>RHB 789 (2)</td>
<td>RHB 791 (1)</td>
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<td>RHB 790 (1)</td>
<td>RHB 790 (1)</td>
<td>GRD xxx (3)</td>
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<td>BST 611 (3)</td>
<td>BST 612 (3)</td>
<td>Qualifier Exam</td>
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<td><strong>Year 2</strong></td>
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<td>Semester 4 - Fall</td>
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<td>Semester 4 - Fall</td>
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<td>GRD 717 (3)</td>
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<td>RHB 798 (3)</td>
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<td>RHB 798 (3)</td>
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<td>Elective (3)</td>
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<td>Semester 5 - Spring</td>
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<td>RHB 789 (2)</td>
<td>RHB 798 (3)</td>
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<td>Electives (6)</td>
<td>Electives (6)</td>
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<td>Semester 6 - Summer</td>
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<td></td>
<td>RHB 791 (1)</td>
<td>RHB 798 (3)</td>
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<td>Electives (6)</td>
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<td>Dissertation Proposal</td>
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<tr>
<td><strong>Year 3</strong></td>
<td>Semester 7 - Fall</td>
<td>Semester 8 - Spring</td>
<td>Semester 9 - Summer</td>
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<tr>
<td></td>
<td>RHB 799 (6-9)</td>
<td>RHB 799 (6-9)</td>
<td>RHB 799 (6-9)</td>
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<tr>
<td><strong>Year 4</strong></td>
<td>Semester 10 – Fall</td>
<td>Semester 11 – Spring</td>
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<td>RHB 799 (6-9)</td>
<td>RHB 799 (6-9)</td>
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<td>Dissertation Defense</td>
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</table>

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

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

RHB 740 Teaching Practicum 1-3 credit hours
Mentored involvement with teaching in an existing course.

RHB 780 Topics 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 781 Principles of Rehabilitation Science II – Exercise Science 3 credit hours
Interdisciplinary discussion of concepts, theories, principles, and research literature underlying
the understanding of cardiac and pulmonary physiology, exercise physiology, and health
behaviors and how important activities are accomplished under a variety of health conditions
and disease processes

RHB 782 Principles of Rehabilitation Science III – Occupation Science 3 credit hours
Interdisciplinary discussion of concepts, theories, principles, and research literature underlying
the understanding of occupation science and how work and play activities are accomplished
under a variety of health conditions and disease processes

RHB 783 Research Design and Measurement in Rehabilitation Science I 3 credit hours
A detailed overview of research design and methodologies used in rehabilitation science,
including quantitative and qualitative methods.

RHB 784 Research Design and Measurement in Rehabilitation Science II 3 credit hours
A continuation of RHB 783. A detailed overview of research design and methodologies used in
rehabilitation science, including quantitative and qualitative methods.

RHB 789 Rehabilitation Science Seminar 2 credit hours
Varied discussion of rehabilitation science topics to help students explore research questions in
preparation for their dissertation.

RHB 790 Rehabilitation Science Research Project 1 credit hour
Research experience where the student rotates through a variety of research areas related to
Rehabilitation Science.

RHB 791 Rehabilitation Science Clinical Project 1 credit hour
Working with clinicians in a variety of clinical settings, the student develops a project to help
solve a Rehabilitation Science-related problem

RHB 798 Non-Thesis Research 3 credit hours: minimum of 9-variable
Development of research proposal

RHB 799 Thesis Research 3 credit hours: minimum of 9-variable
Post-proposal meeting research
<table>
<thead>
<tr>
<th>PhD in Rehabilitation Science - Program Outline and Checklist</th>
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<tbody>
<tr>
<td>Core Courses (must take all before Qualifier Exam)</td>
</tr>
<tr>
<td>RIB 780 Principles of Rehabilitation Science I</td>
</tr>
<tr>
<td>RIB 781 Principles of Rehabilitation Science II</td>
</tr>
<tr>
<td>RIB 782 Principles of Rehabilitation Science III</td>
</tr>
<tr>
<td>RIB 785 Research Design and Measurement in Rehabilitation Science</td>
</tr>
<tr>
<td>RIB 786 Research Design and Measurement in Rehabilitation Science II</td>
</tr>
<tr>
<td>RIB 785 Rehabilitation Science Seminar Fall</td>
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<tr>
<td>RIB 786 Rehabilitation Science Seminar Spring</td>
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<tr>
<td>RIB 788 Rehabilitation Science Seminar</td>
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<tr>
<td>RIB 790 Rehabilitation Science Research Project 1st rotation</td>
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<tr>
<td>RIB 791 Rehabilitation Science Research Project 2nd rotation</td>
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<tr>
<td>RIB 795 Rehabilitation Science Research Project 2nd rotation</td>
</tr>
<tr>
<td>RIB 795 Clinical Research Project</td>
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<tr>
<td>BST 611 Biostatistics I or appropriate substitute</td>
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<tr>
<td>BST 612 Biostatistics II or appropriate substitute</td>
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<tr>
<td>GDP 717 Principles of Scientific integrity</td>
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<table>
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<tr>
<th>Qualifier Exam (must pass before Spring 2nd year)</th>
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<tbody>
<tr>
<td>Part 1: Oral Exam</td>
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<tr>
<td>Part 2: Teaching/Learning Exam</td>
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<tr>
<td>Part 3: Research Proposal Presentation</td>
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<tr>
<td>Part 4: Research Proposal Written</td>
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<tr>
<th>Electives (18-24 Credits)</th>
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<tbody>
<tr>
<td>FTGS 740 Teaching Practicum</td>
</tr>
<tr>
<td>Academic Writing (GTD 726, 727, 728, 735, 736, 737)</td>
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<tr>
<td>Another GTD course of interest</td>
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<tr>
<td>Elective 1 (required)</td>
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<tr>
<td>Elective 2 (required)</td>
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<tr>
<td>Elective 3 (optional)</td>
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<tr>
<td>Elective 4 (optional)</td>
</tr>
<tr>
<td>Thesis Research (18-24 Credits)</td>
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<tr>
<td>RIB 790 Non-thesis Research Fall</td>
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<td>RIB 791 Non-thesis Research Spring</td>
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<tr>
<td>RIB 792 Non-thesis Research Summer</td>
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<tr>
<td>RIB 796 Non-thesis Research (optional)</td>
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<tr>
<td>Proposal Defense (must be completed before you can take RIB 790)</td>
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<tr>
<td>RIB 795 Thesis Research Fall 1</td>
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<td>RIB 795 Thesis Research Spring 1</td>
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<td>RIB 795 Thesis Research Summer 1</td>
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<td>Thesis Paper Manuscript (vol 3)</td>
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<tr>
<td>Thesis Defense (must be completed before degree can be awarded)</td>
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</table>

| Total Credit Hours (min 68 - max 81)                         |

Notes: Highly recommended for those with no advanced teaching experience.
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School of Health Professions
Departments of Occupational Therapy and Physical Therapy

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The University of Alabama at Birmingham  
School of Health Professions  
Doctor of Philosophy in Rehabilitation Science Program  

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Annual Student Review

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

A four part, written and oral comprehensive examination is required of all candidates for the Ph.D. degree. Part I examines the broad content areas introduced in the five core courses (RHB 780, 781, 782, 783, 784). Part II is an opportunity for the student to demonstrate Advanced Teaching/Learning Abilities. Part III, is a written report which describes an NIH-formatted proposal for research, followed by, Part IV, an oral examination of the contents of the proposal.

The comprehensive exam is offered the first two weeks of the Fall Semester in the student’s 2nd year, after completing all of the core course requirements. You will be eligible to take the exam after having completed the 15 core course hours. Although the five parts of the Part I exam correspond to the five core course topics, examination questions are not limited to content presented in class or assigned during the course. You should be prepared to demonstrate knowledge that goes beyond coursework and integrates information across the five courses.

The content of the Advanced Teaching/Learning Abilities exam (Part II) is negotiated between you and the Faculty associated with the Teaching/Learning curriculum of the program, chaired by Dr. Brian Dudgeon. You will decide on a topic, relevant to Rehabilitation Science, to focus on during a 25 minute Teaching/Learning Session attended by select faculty. Grading criteria are established by Dr. Dudgeon and her committee.

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

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

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

After selecting a committee, you must submit a Graduate Study Committee Letter form to the Graduate School. This form must be submitted prior to the proposal meeting. The committee will work with you in proposing the dissertation, conducting the research and presenting the results in a final defense. The committee should include a minimum of five faculty members; at least one from either the UAB Department of Physical Therapy or Occupational Therapy. Your committee chair must be a person other than your thesis advisor and must be a member of the Program Faculty. All committee members must have a Graduate School Faculty appointment. If they do not, please contact the Program Director for guidance with acquiring approval.
Proposal, Proposal Defense and Admission to Candidacy

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

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

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

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

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

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

All forms are available on the UAB Graduate School Website at www.uab.edu/graduate

1. Admission to doctoral degree program

2. Assignment of faculty advisor – You should feel free to change advisors to best suit your interests.

3. Maintenance of good academic standing - This is defined by a grade point average of at least a 3.0 and overall satisfactory performance on pass/not pass courses.

4. Passing of qualifier exam

5. Appointment of doctoral study committee – A completed Graduate School form is required

6. IRB and or IACUC approval obtained and HIPPA Training

7. Dissertation proposal successfully presented

8. Admission to Candidacy - This must occur no later than two terms before expected graduation. A typed Graduate School form is required. Documentation of a student’s IRB approval must accompany this form when he/she submits it to the graduate school. Student’s name must be on the official IRB/IACUC approval.

9. Application for Degree – You must submit your application to the Graduate School no later than three weeks into the expected term of graduation. Graduate School deadlines are located here: http://main.uab.edu/Sites/gradschool/deadlines/

10. Production of dissertation to be submitted for defense

11. Request for dissertation approval forms. This must be done online at least 10 days before the defense date.

12. Final defense – The final defense must take place no later than 30 days before the expected date of graduation (see Graduate School deadlines).

13. A single PDF of the defended, committee-approved dissertation must be submitted to the UAB/ProQuest website no later than 2 weeks (10 business days) following the public defense.

14. One copy of dissertation on 100% rag bond to the Department of Health Behavior. The Department of Health Behavior will have this copy bound and will pay for the binding.

15. Conferring of degree will occur if there are not any financial holds. If there are then the diploma and transcript cannot be released to the student.