Doctor of Physical Therapy

2016-2018

STUDENT HANDBOOK
SCHOOL OF HEALTH PROFESSIONS

DOCTOR OF PHYSICAL THERAPY PROGRAM

2016-2018 ACADEMIC HANDBOOK

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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
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.

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

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

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

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

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

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

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

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

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

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### 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.

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**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. 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. Once a BlazerID is created, it must be activated. To activate your BlazerID, select “Activate Accounts.” Your BlazerID is required to access BlazerNET and other campus information and resources, such as your UAB email account. Your UAB email is also 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, 1714 9th Ave. South. For more information, call 205-934-5816 or visit: http://www.uab.edu/studenthealth/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/](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/); [https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp](https://sa.uab.edu/enrollmentservices/ferpa/FERPA_students.asp). If you have questions or concerns about FERPA issues, you may email FERPA@uab.edu, or contact the SHP Office of Student 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](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](http://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/](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](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. 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. 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, 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.

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.

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 7:30 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) 934-2230  
Website: www.uab.edu/lister/  

The SHP library liaisons are:  
Lee Vucovich, email: lvucovi@uab.edu  
phone: (205) 934-2231  
Pat Higginbottom, email: phiggin@uab.edu  
phone: (205) 934-5432  
Imelda Vetter, email: ivetter@uab.edu  
phone: (205) 934-2231

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) 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/
- Twitter: http://twitter.com/#!/UAB_SHP
- Facebook: http://www.facebook.com/UABSHP
- LinkedIn: http://www.linkedin.com/groups?gid=3596638
- Vimeo: http://vimeo.com/uabshp
- YouTube: 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>
<th>Guidelines for Social Networking</th>
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<tbody>
<tr>
<td>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.</td>
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</table>

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 policy¹, 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.

¹The Official UAB Web Policy >> http://www.uab.edu/brand/web/planning/policies-and-standards
**Tuition and Fees**
Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. There are two tuition rates: Alabama resident (in-state) and Non-resident (out-of-state). Currently, non-resident students who register for online course sections pay resident tuition for all lecture-based courses. Non-resident tuition is charged for clinical practicums, independent study courses, and project courses.

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

Payment deadlines for each semester are published on the official academic calendar and on the UAB website at [http://www.uab.edu/whentopay/](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](http://www.uab.edu/emergency/preparedness). Other information sources include:
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- B-ALERT system: Register to email, cell phone, and text notices with the UAB Emergency Notification System via [www.uab.edu/balert](http://www.uab.edu/balert)
- Hotline: (205)- 934-2165
- WBHM Radio (90.3 FM): Announcements about University closings or delayed openings are made on the UAB radio station.

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

School of Health Professions Policies

Background Check and Drug Screen –

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/progressstowardadegree/#enrollmenttext

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

DEPARTMENT VISION:

To create and translate knowledge that will enhance movement, health, wellness, and quality of life for individuals in a diverse society.

DEPARTMENT MISSION:

To be a leader in the preparation of physical therapists and other professionals through innovative educational programs, creation and translation of knowledge, and the provision of service to address the needs of individuals, communities, and society.
STATEMENT OF PHILOSOPHY

We believe in the inherent worth of the human being and that sensitivity and responsiveness to human needs serves as the foundation for our endeavors. One of the determinants of society's progress and growth is the collective health of its individuals. Members of the health professions share with the individual citizens, responsibility for maintenance and promotion of health. We believe in the right of each individual to quality health care; furthermore, we are committed to the promotion of effective cost and quality control measures in the health care system.

Physical Therapy is an integral and unique component of health care. We believe that the services of physical therapy must be directed to all phases of health care—promotion of health, prevention of illness, and rehabilitation of the total person—and that the physical therapist is a legitimate point-of-entry into the health care system. This belief requires personnel who are prepared to function in different and changing roles. While there are common basic elements for all roles in physical therapy, society benefits most through expansion in the depth and breadth of preparation of individuals in the diverse roles in physical therapy enabling them to function in an ever changing environment.

We believe that a diversity of people, thoughts and ideas, educational and experiential backgrounds augment the scope and quality of physical therapy services. Maximum benefits are derived from physical therapy services when physical therapy practitioners are committed to work collaboratively with the health care team.

The choice of a career is a personal decision, but, having chosen a given profession, an individual must assume the inherent responsibilities. Each member must adhere to established professional ethics in order to maintain membership in that profession.

As educators in Physical Therapy, we assume the responsibility for selection of students and provision of educational excellence to prepare physical therapists that provide high quality physical therapy service for society and leadership to the profession.

Education is a means of facilitating self-realization leading to the enrichment of human life. Learning is a dynamic process. We view the teacher as a facilitator of learning. Opportunity to learn through problem-solving and decision-making experiences enhances the process. We believe that the curriculum must reflect these values and views and should be developed in such a way that the content is presented in an integrated and holistic manner.

We hold faculty communion and unity of purpose as essential and vital elements for effectiveness in an educational endeavor. Members of the faculty must be competent and accountable. Competency and accountability extend beyond the immediate educational environment to the areas of service and research. The faculty is committed to excellence in all that it undertakes. We accept the concept, and all that is inherent with the concept, that educators serve as change agents, and we share with colleague’s responsibility for growth and development of the profession toward continuously meeting needs of society.

UAB: Dept. PT
Adopted: August, 1987
Periodic Review/Revisions/
Last revision: September 2014
STATEMENT OF ETHICAL PRACTICE

The faculty of the Department of Physical Therapy is committed to the practice of ethical standards in our educational endeavors and fully supports the activities of the School of Health Professions that foster and ensure compliance with established standards regarding admission and academic policies, establishment and publication of just and equitable fees, publication of full and accurate information concerning educational programs, provision of adequate health and other student services, and policies/procedures for ensuring students' rights to due process. The Department of Physical Therapy adheres to the following practices:

1. All brochures and other published material accurately reflect the education programs offered by the Department of Physical Therapy and are written as clearly as possible to avoid misinterpretation by the reader.

2. All applicants for admission will be considered without regard to an applicant’s race, color, religion, sex, sexual orientation, age, national origin, disability unrelated to program performance, disabled veteran status, or Vietnam era veteran status.

3. An effort is made to ensure that each student upon entry into one of the educational programs is of sound physical and mental health and that any physical dysfunction or disorders are within safe limits for the student and the patients with whom the student will come in contact.

4. Academic and clinical education policies/procedures are distributed and reviewed with all students at the beginning of each school year.

5. Written agreements are made with each clinical facility and include a statement to the effect that students are there for the purpose of educational experiences and are not to be used in lieu of staff or professional personnel.

6. The faculty makes every effort to adhere to student-faculty ratios in both academic and clinical education that will facilitate optimal educational experiences.

7. Academic credit is awarded in compliance with the policies established by the SHP Academic Affairs Committee and the Graduate School of the University of Alabama at Birmingham.

8. All efforts are made to ensure that the student has developed at least minimal competencies for that particular stage in classroom and laboratory experiences prior to clinical education assignment in a patient care situation.

9. The faculty, in its concern for the health and safety of the general public, is committed to ensuring that each student possesses at least the minimal competency levels essential to his/her role in the practice of physical therapy before allowing that student to graduate.

10. The faculty is committed to the educational preparation, personal development, and general welfare of each individual student within the curricula and demonstrates a respect for the human dignity and individual rights of each student in all aspects of the curricula.
The Doctor of Physical Therapy (DPT) program is a course of study for the student who holds a baccalaureate degree in a field of study other than Physical Therapy; satisfactory completion of this program leads to a Doctor of Physical Therapy degree and serves as initial preparation for practice as a physical therapist. The student will gain knowledge, skills, and behaviors needed for the initial practice of Physical Therapy in a variety of settings. In addition to practice, the graduate will be prepared to assume responsibilities in areas of administration, consultation, education, and discovery and application of new information as these relate to physical therapy.

Goal

The goal of the program is to prepare a physical therapist, as an applied scientist, who has the entry-level skills, knowledge, and behaviors to function effectively in clinical practice, consultation, education, critical inquiry, and administration, with a primary focus on clinical practice. In establishing this goal and the objectives that follow, the faculty has taken direction from, but has not been limited to, the criteria and guidelines set forth in the Evaluative Criteria for Accreditation of Education Programs for the Preparation of Physical Therapists (Commission on Accreditation in Physical Therapy Education), The Guide to Physical Therapist Practice, and A Normative Model for Physical Therapist Professional Education.

Satisfactory performance in the experiences provided in the program prepares the student (graduate) to:

1. Integrate the biological, physical, social, and behavioral sciences in providing physical therapy focused on movement dysfunction.

2. Critically evaluate literature and other resources to be an informed practitioner, while applying principles of evidence-based practice to patient/client management.

3. Examine, evaluate, diagnose, establish prognosis and apply intervention for the management of impairments, of a patient’s functional limitations and disabilities of the cardiovascular/pulmonary, musculoskeletal, neuromuscular, and integumentary systems.

4. Recognize when a problem is outside the scope of practice of physical therapy and when referral to other resource(s) is appropriate.

5. Demonstrate a personal value system that reflects appreciation of the worth of an individual, recognition of the rights of others, and acknowledgement of responsibility for individual actions.

6. Demonstrate professional competence that embodies professional ethics and accountability.

7. Identify, organize, and utilize appropriate resources to effectively develop and efficiently provide services under the scope of physical therapy practice.

8. Use physical therapy personnel resources in a way that reflects an understanding of their complementary roles.
9. Apply the scientific approach to problem solving in carrying out professional responsibilities.

10. Identify the physical therapy and related health care needs of a community; develop and implement programs that address those needs.

11. Communicate efficiently and effectively with correct usage of verbal (spoken and written) communication methods and appropriate use of nonverbal methods.

12. Interact with other health care practitioners and service providers in a manner that reflects an understanding of complementary roles and that maximizes potential contributions of other providers toward the common goal of optimal patient care and health promotion.

13. Apply appropriate teaching/learning theories in health care, academic, and community environments.

14. Continue self-development, personally and professionally, based on self-assessment of individual needs and on recognition of own strengths and limitations.

15. Maintain identity as a physical therapist and promote the development of the profession of physical therapy through service and scholarly activity.

16. Demonstrate basic skills and knowledge necessary for clinical research in Physical Therapy.

UAB:Dept.PT
Adopted by faculty: October 2002
Last Revision: September 2006
POLICIES AND PROCEDURES

Except for special circumstances described in the policies stated below, the Department of Physical Therapy abides by those policies established by the School of Health Professions and the Graduate School.

ATTENDANCE

Student Request for Leave

UAB policy requires that students attend all schedule classes including labs, clinical assignments and other off-site scheduled events. Failure to do so may result in an “unexcused absence”.

Students in the Doctor of Physical Therapy Program are adult learners and as such are personally responsible for communication and management of requests for absences. Special circumstances may arise in an individual’s life that requires absences from class such as illness or death of an immediate family member (parents, grandparents, aunts/uncles and first cousins). Absences due to student illness, family emergency and death of a family member as noted above will be considered excused absences per UAB policy.

Other circumstances may occur such as weddings of family members and close friends or trips that are of a “once in a lifetime nature”. Course masters will address these situations on an individual basis. Please inform the instructor well in advance of the date you are requesting off. Requests made the day of the requested date may not be approved.

All requests for leave and each class must be submitted in writing and sent to the course master and program director. Any absence whether excused or unexcused must be communicated to the course master prior to the start of class. Failure to do so may result in disciplinary action. The program director will track all requests to ensure that the policy is ensured with fairness across all requests.

Designated university holidays and breaks are available on the University calendar. Projected weekly class schedules are made available prior to the beginning of each term. Revised schedules are made available one week ahead of time. Please review the weekly updates for schedule revisions.

Tardiness

Students are expected to be prepared to start all classes on time. Habitual tardiness will result in disciplinary actions, including dismissal from the program.

Inclement Weather Days

Department-Only Cancellation of Classes. The Chair of the Department has the authority to cancel classes for the Department. The Department Chair has developed a "telephone tree" system to inform all physical therapy students when classes have been cancelled. Students will be instructed in the use of the telephone tree system before the onset of the winter weather season and be given a copy of the telephone tree.
COURSES AND GRADUES

Grading System

- 90 – 100 = A
- 80 – 89.99 = B
- 70 – 79.99 = C
- < 70 = F

Any student completing a course with a grade below a C (<70) will receive a grade of F. A specific course may have performance requirements more stringent than listed above and these requirements will be identified in the course syllabus. Grades will not be rounded up.

NOTE: Only course instructors or the UAB Office of Registration and Records will report Grades to students. Students are requested not to call the Department’s main office or ask staff members for grades, as they are not at liberty to give this information.

Practical Exam Policy

Practical examinations in the examination, intervention, and patient-client management courses will have at least one section on the exam in which a skill/knowledge from previous semesters is tested and students are responsible for all material from previous semesters. A passing grade on a practical exam is a “B” or ≥ 80 score.

Students must pass the practical exam in order to pass the course. Specific sections on practical exams may be designated as “must pass” sections (i.e., if students do not pass this component of the practical exam, they will not pass the exam). For example, students who demonstrate unsafe practices during the exam will fail the exam. Students will be given one opportunity to retake the practical exam, which will be observed and graded by two examiners. Prior to retaking the exam, students will be required to complete remedial work if so designated by the instructor(s). If students pass the retake, they receive a score of 80% for that practical exam/content material, representative of minimal competence. Failure of the retake exam results in an F for the course.

Academic Performance

Students in the Department of Physical Therapy must maintain “good academic standing” in the Graduate School and in the Doctor of Physical Therapy (DPT) Program in order to satisfactorily progress toward completion of the program and the degree. “Good academic standing” is defined by the following three components: (Figure 1)

A. Cumulative grade point average (GPA) of ≥ 3.00 in the DPT program,
B. Earning ≤ 2 Cs, and
C. Successful completion of all DPT course work (grade of ≥ C, or pass (P) in pass/fail courses).

Failure to meet the above criteria, as well as academic misconduct, non-academic misconduct, or significant “core ability” deficits may result in probation and/or dismissal from the program.
Note: Clinical education courses are part of the academic program and successful completion of these courses is included in the requirement to maintain “good academic standing.”

![Flowchart](image.png)

**Figure 1. Academic Performance**
Probation and Dismissal

A student who fails to maintain a cumulative GPA ≥ 3.00 in DPT coursework will be placed on probation. Such a student must re-establish good academic standing by the end of the next semester. Students who do not establish “good academic standing” in this timeframe will be reviewed following the Department Review Procedure and are subject to dismissal.

A student earning > 2 Cs, or a failing (F) grade in the program will be reviewed following the Department Review Procedure and is subject to dismissal.

Causes for student review that may result in probation or dismissal include: poor academic standing, academic misconduct, non-academic misconduct, and significant “core ability” deficits.

Department Review Procedure

The Student Performance Review Committee (SPRC) consists of three physical therapy faculty members. The SPRC serves as the primary mechanism to review student problems that result from: 1) poor academic standing, 2) academic misconduct, 3) non-academic misconduct, or 4) significant “core ability” deficits. After reviewing the case, the SPRC makes a recommendation to the entire faculty; issues of poor academic standing occurring at the end of a semester are generally reviewed by the entire faculty and not the SPRC. Actions may include any one of the following:

1. Probation for a semester with a possible action plan
2. Dismissal from the program
3. Re-matriculation with a future academic class
4. Leave of absence

The final decision for action rests with the entire faculty. A student has the right to appeal the faculty’s decision with the Department Chair. Figure 2 shows a general scheme for the process, but as noted above, all decisions in the Department Review Procedure may not necessarily go through the SPRC.
LEAVE OF ABSENCE

A graduate student may request a leave of academic absence. The request for a leave of academic absence may not exceed one (1) academic year. The Request for Leave of Academic Absence form can be found at the Graduate School Web site (http://www.uab.edu/graduate/images/acrobat/forms/leaveofabsence.pdf).

Students are advised to consult with his/her advisor as well as the Program Director if considering a leave of academic absence from the Doctor of Physical Therapy Program. The request must be approved by the student’s graduate program director and the Graduate School Dean. Before a student can return from an approved leave of academic absence, the graduate program director must submit to the Graduate School a request to allow the student to re-enroll in courses.
As courses are only offered once per year and serve as prerequisites for later courses, students electing a leave of academic absence from the program may return to the program under an adjusted curriculum plan approved by the faculty members. The adjusted curriculum plan may extend students’ time in the program beyond the normal program completion time.

HONOR CODE AND HONOR SYSTEM

The Student Honor Code of the Department of Physical Therapy belongs to all the students and relates to academic matters. By signing the Code, each student accepts the responsibility not only for his/her personal academic conduct, but for the conduct of all physical therapy students. In accepting this responsibility, the students in the Department of Physical therapy will not lie, cheat, nor steal. A student found guilty of academic misconduct such as knowingly giving and/or receiving unauthorized aid in tests and examinations, plagiarizing, falsifying data, or any other acts of dishonesty in academic work will be recommended for immediate dismissal from the Department of Physical Therapy. In addition, students who knowingly are involved in or tolerate, either actively or passively, a violation of the Honor Code by another student will be subject to disciplinary action. Students accept this responsibility because of a commitment to personal and professional honor.

PROCEDURES FOR THE STUDENT HONOR SYSTEM

1. The Student Honor Council is made up of students from each year of the Doctor of Physical Therapy Program. The purpose of the Student Honor Council is to investigate student concerns relate to academic misconduct.
2. Students entering the program shall sign the Code within the first week of Spring Semester. The selection of the first year class representatives shall be made by the 5th week of Spring Semester.
3. Each class will elect a representative(s) to the Honor Council based on one representative per 15 students. Individuals are nominated and then elected by ballot by class members. The presiding Chair is responsible for the election process.
4. The position of Honor Council Chair shall be determined by the second year students. The second year class will select the chair from one of its current representatives at the beginning of the Spring Semester of the 2nd year. The new Chair assumes the role beginning Summer Semester. At the time the Council Chair is selected, a replacement representative will be elected from the second year class.
5. In the event of suspected Honor Code violations, the student complainant shall report the nature of the alleged violation and identity of all parties involved to the Honor Council Chair of the class representative. (Note: In the event the complainant is a member of the faculty, the faculty member reports directly to the Department Chair.)
6. The Honor Council shall gather and review the evidence pertinent to the allegations and the accused shall have the opportunity to review and make rebuttal to the evidence before the Council.
7. If the Honor Council does not see cause to charge the student, all evidence will be destroyed in the presence of the accused and the Council will make no further deliberation on the matter.
8. If the Honor Council suspects that probable cause exists that an Honor Code Violation has been committed, the Council will communicate the findings to the Department Chair who will notify the student that a charge of academic misconduct has been made and provides the student with the procedure to be followed and an opportunity to respond to the charge. If the Department Chair is the instructor of the coursework involved, or if a potential conflict of interest exists, the Honor Council may opt to inform the SHP Associate Dean for Academic Affairs and Student Affairs.
9. The Honor Council does not make decisions regarding disciplinary actions. The Department Chair
will determine actions according to Department and SHP guidelines.

PUBLICATION POLICIES

All research performed by faculty, students, and staff of the University of Alabama at Birmingham, which utilizes University time, space or resources is the property of the University of Alabama at Birmingham regardless of the funding source. In most instances, research performed by faculty, students, and staff of the Department of Physical Therapy should be disseminated through publication as rapidly as possible.

It is desirable that a written manuscript of the worthy research project be submitted for publication in a refereed journal. However, the nature of the study (such as preliminary data, pilot study or case study) may preclude journal submission that may have stringent requirements. However, every effort should be made to disseminate information in the appropriate forum (platform, poster, paper).

STUDENT RESEARCH

Intent to Publish

a. A written agreement or letter of intent to publish will be obtained from each student by or on the date of the student's research presentation.

b. If a student intends to submit his/her research for publication, a "plan for publication" will be filed with the Department of Physical Therapy by the date of the graduation. Failure to file such a plan or failure to meet the guidelines established in the "plan" will be considered a waiver of his/her authorship rights.

Guidelines for Author Order

a. First authorship is normally reserved for the one who originates the idea and writes the manuscript. In most instances, first author is expected to be the student.

b. In those instances where the student is not the originator of the idea or is not the one who writes the manuscript, final determination of first author will be at the discretion of the student’s mentor.

c. Second author will be the person who contributes substantially to the idea and the manuscript. In most instances, the second author will be the student’s mentor or the student, dependent on which individual is the first author.

d. For group projects in which all students participate equally, authors will be listed alphabetically.

e. Additional authorship(s) will be based on a joint decision between the student and mentor. This decision will be based on factors such as expediency, journal choice for publishing and work contributed by others.

f. Courses in the Department of Physical Therapy often require written papers. A cover sheet using Graduate School format is expected. (see sample pg. 33)
The University of Alabama at Birmingham  
School of Health Professions  
Department of Physical Therapy  

LETTER OF INTENT TO PUBLISH

I, ________________________________________________ have discussed my alternatives for publication of my research with the mentor of my scholarly activity project and have read the publication policies of the Department recorded in the student handbook. I plan to submit my research for publication (or portions thereof) in collaboration with:

______________________________________________________________________
______________________________________________________________________
______________________________________________________________________

A "plan for publication" will be filed in the Department of Physical Therapy by the date of graduation. I understand that failure to file the "plan" or failure to meet the guidelines established in the plan shall be considered a waiver of my "first" authorship rights.

______________________________________________________________________

Date  Name

______________________________________________________________________

Date  Chair/Mentor

______________________________________________________________________

Date  Chair, Department of Physical Therapy

I, ________________________________________________ have discussed my alternatives for publication of my research with the mentor of my scholarly activity project and have read the publication policies of the Department recorded in the student handbook. I do not plan to submit my research for publication. I understand that if the Department of Physical Therapy submits my research for publication (or portions thereof), I will be included as a secondary author.

______________________________________________________________________

Date  Name

______________________________________________________________________

Date  Chair, Department of Physical Therapy
Sample Cover Page

by

Jane S. Doe

Submitted in partial fulfillment of the requirements
for PT 799 –Use of Cover Sheets

School of Health Professions
Department of Physical Therapy
University of Alabama at Birmingham

January 11, 2016
PROFESSIONAL IMAGE

The status of each of us as individuals is reflected by the initial image we portray to others. Studies have shown that professional competency is judged initially by the outward appearance and manner of health care professionals. Trust and acceptance by patients entrusted to our care is an important factor in how well they respond to our treatments, despite our technical skills. Dress regulations, in many instances, serve to protect the patient, to identify the professional to the consumer and to other health professionals, and to allow us to do our jobs safely and effectively. Guests to our department, patients, research volunteers, applicants to the program, and a host of health care professionals notice our campus attire. When one accepts the individual responsibilities inherent in becoming a physical therapist, one assumes the collective responsibilities of reflecting upon the profession as a whole. Bearing these thoughts in mind, the faculty has established standards of dress that serve these purposes best. **UAB photo identification must be worn at all times on campus, during off-campus activities affiliated with UAB and during clinical affiliations.**

Unprofessional attire may not be worn at any time when a student is representing UAB as an institution.

In All Settings

**Personal Hygiene:** Students should pay attention to their own personal hygiene to avoid offensiveness in close physical interactions with patients, visitors, students and instructors. Body odor/smoke or other odors are not appropriate. Use of deodorants and/or antiperspirants is encouraged. Perfumes or offensive fragrances are never acceptable.

**Nails:** Fingernails are to be kept short and clean to avoid skin trauma or contamination. Nail polish should be conservative and well-maintained. Please note that nail polish is not appropriate and should not be worn in clinical situations to minimize infections disease concerns.

**Hair:** All hair should be clean and well-groomed. Hair should be styled so that it is not distracting or in danger of interfering with the leaning during lab sessions, management, of patients or use of equipment.

**Jewelry:** Jewelry should be professional in nature and not pose a risk to other students, instructors or patients. Sharp edges should never be worn.

Exemptions will be made on a case-by-case basis by the program director. Please e-mail the program director to set up a meeting.
Classroom and LRC/SHP Attire

The professional standards, goals, and objectives of the Physical Therapy program require appropriate behavior and attire in the classroom/educational environment at all times in any UAB Building. Professional behavior and attire may be denoted by, but is not limited to, the following standards.

<table>
<thead>
<tr>
<th>Appropriate = ALWAYS</th>
<th>Inappropriate = NEVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel hygiene reflects cleanliness.</td>
<td>Body/smoke odor, disheveled, visible uncleanliness.</td>
</tr>
<tr>
<td>All hair, including facial, and nails are neatly trimmed and short. Nail polish should be conservative and well-tended.</td>
<td>Untended, untrimmed hair of any kind; nails that are discolored, long.</td>
</tr>
</tbody>
</table>
| **Tops:**  
  Women: cover shoulders, upper chest area, and torso. Sleeveless tops must be at least 3 finger widths wide at the shoulders.  
  Men – Shirts have collars | Athletic t-shirts, tank tops, low cut V-necks, low-cut, short tops that do not fall below the level of the pant or skirt waistband. Tops/shirts should not gap when bending forward nor ride up over the low back region when moving or raising your arms overhead. Cleavage should never be evident. |
| **Bottoms:**  
  Must be modest by covering low back, hip and buttock region during ALL movement. Capris are permissible.  
  Denim on casual Fridays is acceptable with exceptions noted in the next column.  
  Skirt and dress hems should reach the top of the knee. | Shorts of any kind. Pants that do not cover the torso region appropriately with movement, i.e. bending over.  
  Denim pants of any color except for Fridays when guest speakers are scheduled. If guest speakers are scheduled on Fridays, then denim pants may NOT be worn.  
  Leggings of any type are never appropriate unless the buttock region is completely covered by a tunic or dress. |
| **Headwear:**  
  Only previously approved by program director. |  |
| **Footwear:**  
  Closed toe shoes, sandals that cover the majority of the foot and made of leather. Running shoes. | Chaco’s, flip flops, thong sandals, Tevas or other athletic sandals that do not include a least a heel strap. |

Clothes and footwear must be in good repair, clean and ironed. If in doubt regarding appropriateness of clothing, please consult with the program director. Wearing inappropriate clothing, hygiene, hair, nails, or jewelry at any time is not permitted and will result in disciplinary action per the handbook.
**Presentation Dress Code (classroom or external)**

Appropriate dress for all classroom or other presentations is illustrated at the end of this section. For female students, appropriate attire includes suits (with either pants or skirts), dress pants with blazers, or business-type dresses with dress shoes. For male students, dress pants and shirt with sports coat or suits and dress shoes are appropriate.

**Laboratory Dress Code**

Wearing appropriate attire has a direct effect on learning experiences. Specific guidelines are required to ensure that you will be able to examine the body, move appropriately and maintain modesty. You show respect for your classmates by presenting yourself in a clean, appropriate lab “uniform”.

Appropriate lab attire includes:

<table>
<thead>
<tr>
<th>Appropriate = ALWAYS</th>
<th>Inappropriate = NEVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT logo clothing available through the Student Physical Therapy Association: sweat shirts, sweat pants, shorts and short sleeved t-shirts.</td>
<td>Non-UAB school clothing</td>
</tr>
<tr>
<td>Plain colored (no logos) sweat shirts, sweat pants, shorts and short sleeved t-shirts</td>
<td></td>
</tr>
<tr>
<td>Athletic shoes in good condition</td>
<td></td>
</tr>
<tr>
<td>Conservative one-piece swim suit, cover-up/dress to wear over it, shower shoes for aquatic lab</td>
<td>Two-piece suits, Speedos</td>
</tr>
<tr>
<td>Females: bra-like halter top or sports bra that is opaque and allows for observation of anatomical landmarks including the spring</td>
<td>Regular bras</td>
</tr>
<tr>
<td>Watch capable of measuring seconds.</td>
<td></td>
</tr>
</tbody>
</table>

When may lab attire be worn?

- All sessions indicated as lab on the schedule (no exceptions).
- Course masters may designate that wearing lab clothes to class is acceptable when class is followed by a lab but this is up to the individual course master.
- When lab sessions are scheduled for 10-12 and 1-3, lab attire may be worn over lunch in the PT lab or OT/PT lab areas.
- When the purpose for wearing lab attire is to practice clinical skills students may wear lab attire in the School of Health Professions Building or the Learning Resource Center.
- Sport bras must be covered by a t-shirt when outside the OT/PT lab or PT lab.
Clinical Education Dress Code (Any time you are in a clinical or simulation setting for any reason)

Clothing worn in patient or clinical care/simulation areas must be neat and clean to avoid contamination in the clinical setting. They should be removed for cleaning as soon as possible after leaving the clinical setting to reduce contamination of your personal surroundings. Students should pay attention to their own personal hygiene to avoid offensiveness in close physical interactions with patients. Body odor/smoke or other odors are not appropriate. Use of deodorants and/or antiperspirants is encouraged. Perfumes or offensive fragrances are never acceptable. In clinical, community, or research settings where the school uniform and/or lab coat is not required, your attire is expected to be conservative, appropriate and professional.

<table>
<thead>
<tr>
<th>Appropriate = ALWAYS</th>
<th>Inappropriate = NEVER</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAB photo ID that states that you are a “Student Physical Therapist” should be</td>
<td>Lost ID’s must be replaced immediately or you may be in violation of Alabama state law.</td>
</tr>
<tr>
<td>worn at all times. Students may also be required to wear a photo ID made at the</td>
<td>THIS IS SERIOUS!!</td>
</tr>
<tr>
<td>assigned clinic</td>
<td></td>
</tr>
<tr>
<td>Shoes and socks:</td>
<td>Clogs and sandals of any kind are NEVER appropriate.</td>
</tr>
<tr>
<td>Supportive, non-slip, close toe and heeled shoe must always be worn with shoes or</td>
<td></td>
</tr>
<tr>
<td>hose. Shoes should allow easy pivoting</td>
<td></td>
</tr>
<tr>
<td>Shirts with logos or other writing on then are only appropriate if the log</td>
<td>Our students are NEVER permitted to wear t-shirts, jeans, or shorts regardless of the</td>
</tr>
<tr>
<td>represents the facility and is worn by the staff therapists.</td>
<td>dress code of the clinical setting WITHOUT approval from the DCE.</td>
</tr>
<tr>
<td>Shirts must cover the upper chest area, torso and axillary/shoulder region.</td>
<td>Sleeveless tops in clinic or in any clinical or simulation setting. When bending over,</td>
</tr>
<tr>
<td>Pants must be conservative in nature and cover the low back region at all times.</td>
<td>tops must not gap at the top nor ride up over pant area in low back region. When</td>
</tr>
<tr>
<td></td>
<td>reaching overhead, shirts must cover the midriff area.</td>
</tr>
<tr>
<td></td>
<td>Tight clothing should never be worn in the clinic, e.g. leggings or form fitting</td>
</tr>
<tr>
<td>Hair:</td>
<td>shirts/tops.</td>
</tr>
<tr>
<td>Hair must be secured away from the face at all times. Hair should be styled so</td>
<td>Hair that is unsecured and in danger of falling into the faces of students,</td>
</tr>
<tr>
<td>that it is not distracting or in danger of interfering with the management of</td>
<td>patients/individuals or equipment. Styling that is not conservative as deemed by the</td>
</tr>
<tr>
<td>patients or use of equipment.</td>
<td>DCE and clinical site.</td>
</tr>
<tr>
<td>Fingernails are to be kept short and clean to avoid skin trauma or contamination.</td>
<td>Nail polish is not appropriate and should not be worn in clinical situations for</td>
</tr>
<tr>
<td>Jewelry must be kept to a minimum (plain bands, watches capable of measuring</td>
<td>infectious disease purposes.</td>
</tr>
<tr>
<td>seconds, and stud-type earrings.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visible jewelry piercings in areas other than the ears (2sites/ear maximum) is</td>
</tr>
<tr>
<td></td>
<td>unacceptable for the clinic unless for religious reasons previously discussed with</td>
</tr>
<tr>
<td></td>
<td>the Program Director and DCE. Jewelry with sharp edges MUST not be worn in clinical</td>
</tr>
<tr>
<td></td>
<td>settings.</td>
</tr>
</tbody>
</table>

38
| If scrubs are permitted as attire in the clinic setting, students must ensure that they are conservatively clothed and that the scrubs are neat and clean. Students are required to wear a t-shirt under scrub tops. | Tattoos of any kind may not be visible to the public except by previous approval by the DCE and program director. |

**Cell Phones and Computers**

**Classroom and Lab Settings:**
Students are expected to contribute to the development of an optimal learning environment for themselves, classmates and the instructor. Cell phones are extremely distracting in class. **ONLY when expecting an urgent/emergency call and after being given permission from the instructor should these devices be on in the classroom and the set to vibrate. Text messaging is never allowed during class.** Violations may result in student dismissal from the reminder of the class and further disciplinary action for repeat offenses.

Use of a computer for purposes other than note taking is not permitted. Violations may result in:

1. Student dismissal from the remainder of the class.
2. Loss of the privilege to use a computer or other related device in class for the remainder of the semester.
3. Further disciplinary action for repeat offenses.

**Clinical Settings:**
Students are expected to contribute to the development of an optimal learning environment for themselves, patients, and the clinical instructor. Cell phones are permitted to be used only during non-patient care time (i.e., lunch hour, etc.). Cell phones should be set to silent mode or shut off during normal clinic hours to prevent a distraction to you, patients, staff members, and/or clinical instructors.

**Core Abilities**

Core abilities are attributes, characteristics or behaviors that are required for success in health professions. Core abilities are used as a tool to facilitate the professional growth and behaviors required for graduation from the Doctor of Physical Therapy program. Elements essential to facilitating the development of these core abilities include:

1. Sharing expectations
2. Providing opportunities
3. Ongoing assessment
4. Providing feedback
5. Structuring growth
6. Imposing consequences
The Core Abilities Self-Assessment Tool is utilized throughout the program. The chart on the following pages gives an overview and timeline for students and faculty. The Core Abilities Self-Assessment Tool follows.

Because of the professional nature of the DPT program, in addition to good academic standing, students must appropriately demonstrate core abilities progression during the curriculum. Failure to demonstrate appropriate progress with core abilities may result in the student being reviewed by the Student Performance Review Committee.
Core Abilities Overview 2016-2018

NOTE: Students are responsible for contacting faculty advisors for meetings and for the timely completion of the Student Self-Assessment.

<table>
<thead>
<tr>
<th>Term 1</th>
<th>WHAT</th>
<th>WHEN</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 1</td>
<td>Introduction to Core Abilities</td>
<td>Orientation Week 1</td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>Faculty Advisor / Student Meeting</td>
<td>During 1st 3 weeks</td>
<td></td>
</tr>
<tr>
<td>Term 1</td>
<td>Introduction to Self Assessment</td>
<td>PT 760 Professional Practice I</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Student Self Assessment</td>
<td>Due to advisors at the end of spring semester</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>Faculty Assessment of Student Core Abilities</td>
<td>Faculty Meeting late spring/early summer semester – prior to June 1</td>
<td>Decision is made about student's ability to participate in PT 770.</td>
</tr>
<tr>
<td>Term 2</td>
<td>Faculty Advisor / Student conference to discuss Self Assessment and faculty feedback</td>
<td>Prior to start of PT 770 (early summer semester)</td>
<td>Must be completed for student to begin PT 770.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Student Self Assessment</td>
<td>Due to advisors by September 1</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>Faculty Assessment of Student Core Abilities</td>
<td>By September 15</td>
<td>Decision is made about student's ability to participate in PT 771.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Faculty Advisor / Student conference to discuss self assessment and faculty feedback</td>
<td>By October 1</td>
<td>Must be completed for students to continue in PT 771.</td>
</tr>
<tr>
<td>Term 3</td>
<td>Meet all criteria for “beginning level”</td>
<td>End of Term 3</td>
<td>Must be met for students to progress to PT 772. Referred to Student Performance Review Committee if all criteria not met.</td>
</tr>
</tbody>
</table>
### Core Abilities Overview 2016-2018

**NOTE:** Students are responsible for contacting faculty advisors for meetings and for the timely completion of the Student Self-Assessment.

<table>
<thead>
<tr>
<th>Term 4</th>
<th>Term 5</th>
<th>Term 6</th>
<th>Term 7</th>
<th>Term 7 and 8</th>
<th>Term 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Term 4</td>
<td>Term 5</td>
<td>Term 6</td>
<td>Term 7</td>
<td>Term 7 and 8</td>
<td>Term 9</td>
</tr>
<tr>
<td>Spring 2017</td>
<td>Summer 2017</td>
<td>Fall 2017</td>
<td>Spring 2018</td>
<td>Spring/Summer 2018</td>
<td>Fall 2018</td>
</tr>
<tr>
<td><strong>WHAT</strong></td>
<td><strong>WHAT</strong></td>
<td><strong>WHAT</strong></td>
<td><strong>WHAT</strong></td>
<td><strong>WHAT</strong></td>
<td><strong>WHAT</strong></td>
</tr>
<tr>
<td>Student self assessment</td>
<td>Faculty Advisor / Student conference to discuss self assessment and faculty feedback</td>
<td>Student self assessment</td>
<td>Faculty Meeting / Assessment of student Core Abilities</td>
<td>Faculty Advisor / Student conference to discuss self assessment and faculty feedback</td>
<td>Students CPI reflect entry level on Core Abilities related items</td>
</tr>
<tr>
<td>Faculty Assessment of Student Core Abilities</td>
<td></td>
<td>By December 10</td>
<td>Faculty Assessment of Student Core Abilities</td>
<td>Prior to start of PT 773</td>
<td>3 days after completing PT 775</td>
</tr>
<tr>
<td><strong>WHEN</strong></td>
<td><strong>WHEN</strong></td>
<td><strong>WHEN</strong></td>
<td><strong>WHEN</strong></td>
<td><strong>WHEN</strong></td>
<td><strong>WHEN</strong></td>
</tr>
<tr>
<td>By April 1</td>
<td>By June 15</td>
<td>By December 10</td>
<td>By January 15</td>
<td>Prior to start of PT 773</td>
<td>3 days after completing PT 775</td>
</tr>
<tr>
<td>Absent faculty members send information about advisees via proxy.</td>
<td></td>
<td></td>
<td>Absent faculty members send information about advisees via proxy.</td>
<td>Must be completed for students to continue to PT 773.</td>
<td>DCE advises faculty of student’s performance in faculty meeting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Decision made about student’s participation in PT 774 &amp; PT 775</td>
<td>DCE advises faculty of student’s performance in faculty meeting.</td>
</tr>
</tbody>
</table>

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Accidents

All accidents occurring in the Department of Physical Therapy are to be promptly reported to the faculty member in charge of class. Incident reports must be filed with the Department Administrative Office within 48 hours of the incident. Failure to report accidents immediately may result in lawsuits or other serious consequences.

Accident Reporting Procedure
When a student, visitor, faculty, or staff is involved in an accident on the UAB premises, an accident report is required. Please go to this link https://riskmgt.hs.uab.edu/ and complete the Incident Report; the form should accompany the injured individual when medical attention is sought. The original or a copy should be brought back to the program division office. Please be sure that all of the sections are completed and signed by, the injured party, the reporting party, and attending physician. A copy should be submitted to the Department Chair. The incident report should be signed by a witness, the program director, and the Dean. The Department Chair sends the incident report form to Risk Management, The UAB Safety Office and SHP Administration. It is very important to thoroughly complete the form, recommend to the injured that he/she go to either Student Health or the Emergency Room (as appropriate), secure the appropriate signatures, and process promptly to the Department Chair’s office.

Access to Secure Buildings

The School of Health Professions Building (SHPB) and Lab in Volker Hall (VH) require your ONE Card for access after regular hours. Your One Card can be obtained at the following issuing offices: Burleson Building, 909 18th Street South, Birmingham, AL 35294 or One Stop Student Services, Residence Life Center of Blazer Hall. SHPB lab and locker room access is via OneCard. Use of the OneCard is tracked centrally for purposes of monitoring security of these areas. All students, faculty and staff are responsible for making sure these areas remain secure by keeping doors closed/locked at all times.

Class Breaks

The scheduling of breaks is the prerogative of the faculty and/or clinical instructors. Courtesy will be shown to the faculty and clinical instructors by not eating during classes without permission and by returning promptly upon completion of the break.

Support Staff

You will find that the members of the support staff are eager to assist you. Please remember that all staff have their own work areas and those areas are not available for student use (i.e., telephones, typewriters, computers and printers). Confidential materials that cross their desk daily are for their eyes only.

Faculty Offices

Faculty members’ policies vary regarding entry into and/or use of their office by other people. Please be aware of and respect individual preferences.
Faculty Availability

Students are of primary importance to the faculty. Please be aware that while our primary goal as faculty members is to facilitate your learning, each of us has other responsibilities, which demand our time and attention. These roles range from involvement on school-wide committees to research and patient care. We each want to be responsive to your needs but ask that you respect our involvement in these other activities. Please ask us how and when we can be available to you. Each faculty member has preferences for how he/she can best be reached (email, phone messages, written note, etc.). Please know we want to be available when you have a need. You are encouraged to contact your advisor or, in advisor’s absence, another faculty member whenever the need arises.

Telephone

A telephone for the use of students in the Department of Physical Therapy is available in LRC break areas. For calls within UAB, dial the extension number. Local off-campus calls can be made by dialing “9” and telephone number. Long distance calls cannot be made on these phones. Telephones located in the class and laboratories are not for student use. Students may use the Department's main number (934-3566) for incoming calls, however, office staff members will trace the location of a student only in an emergency. In all other cases an e-mail message will be sent to the student. It is expected that discretion will be displayed in the use of the telephone and this privilege will not be abused.

Financial Aid

In addition to aid programs administered through the Office of Financial Aid located at 2700 University Blvd. Lister Hill Library G20; Telephone 205/934-8223), there are scholarships available to students within the Department of Physical Therapy.

CPR Certification

A student’s CPR certification must be current at all times during the program. CPR certification will be completed through the DPT program in January 2016 and January 2018.
On Campus Recruiting Activity Policy

Meetings with recruiters may be scheduled twice a month on the first and third Tuesday or as otherwise approved by the Program Director.

The time of the event shall be 5:00 p.m. – 6:00 p.m. (recruiting activity may not be scheduled between 8:00 a.m. and 5:00 p.m.)

The PT Department usually receives the initial request from a recruiter. The PT Department will contact the Class President or designee with the recruiter contact name, company name, and phone number. The Class President or designee should notify classmates and make all arrangements with the class and recruiter, except reserving meeting space.

The Class President or designee will contact the Department of Physical Therapy Office Services Specialist at 934-3566 to request a room. The OSS will secure the room and notify the Class President or designee. The room will always be reserved under the Interim Chair’s name, Dr. David Morris. If any problems arise after 5:00 p.m. on the scheduled day of the event, the Class President or designee will directly contact the Learning Resource Center (LRC), at 934-5156.

Attendance is voluntary; however, a sign-up sheet will be required in order to obtain a head count. The recruiter should be notified in advance of the number of attendees.

UAB/SHP/Dept.PT
Policy established April 2008
Revised October 2008
SES/djm
ESSENTIAL REQUIREMENTS OF PHYSICAL THERAPY EDUCATION

Introduction

The physical therapy degree is recognized as a broad undifferentiated degree requiring the acquisition of general knowledge and basic skills in all applicable domains of practice. The education of a physical therapist requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experience in preparation for independent and appropriated decisions required in practice. The current practice of physical therapy emphasizes collaboration among physical therapists, other health care professionals, the patient, and the patient’s family.

Policy

The University of Alabama at Birmingham (UAB) Department of Physical Therapy endeavors to select applicants who have the ability to become highly competent physical therapists. As an accredited physical therapy program, the UAB Curriculum adheres to the standards and guidelines of the Commission on Accreditation for Physical Therapy Education of the American Physical Therapy Association. Within these guidelines, the University of Alabama at Birmingham Department of Physical Therapy has the freedom and ultimate responsibility for the selection and evaluation of its students, the design, implementation, and evaluation of its curriculum, and the determination of who should be awarded a degree. Admission and retention decisions are based not only on prior satisfactory academic achievement but also on non-academic factors that insure that the candidate can complete the essential functions of the academic program required for graduation.

The Department has responsibility to the public to assure that its graduates can become fully competent and caring physical therapists, capable of doing benefit and not harm. Thus it is important that persons admitted possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice physical therapy.

The Department of Physical Therapy, as part of the University of Alabama at Birmingham, is committed to the principle of equal opportunity. The Department does not discriminate on the basis of race, color, religion, gender, sexual orientation, age, national origin, disability, and disabled veteran or Vietnam era veteran status. When requested, the University will provide reasonable accommodation to qualified students with disabilities.

Program Essential Functions

Technical standards, as distinguished from academic standards refer to those physical, cognitive, and behavioral abilities required for satisfactory completion of all aspects of the curriculum, and the development of professional attributes required by the faculty of all students at graduation. The essential abilities required by the curriculum are in the following areas: motor, sensory, communication, intellectual (conceptual, integrative, and quantitative abilities for problem solving and patient assessment) and the behavioral and social aspects of the performance of a physical therapist. The University of Alabama at Birmingham/Department of Physical Therapy curriculum requires essential abilities in information acquisition. The student must have the ability to master information presented in course work in the form of lectures, written material, and projected images. The student must have the cognitive abilities necessary to master relevant content to basic science and clinical science courses at a level deemed appropriate by the faculty. These skills may be described as the ability to
comprehend, memorize, analyze, and synthesize material. He/she must be able to discern and comprehend dimensional and spatial relationships of structures and be able to develop reasoning and decision-making skills appropriate to the practice of physical therapy. The student must have the ability to take, and document in a patient’s record, an appropriate history, and perform a physical examination. Such tasks require the ability to communicate with the patient and family. The student must also be capable of perceiving signs of disease and dysfunction, especially neurological and musculoskeletal dysfunction, as manifested through physical examination. Such information is derived from observation and palpation of the body surfaces, palpable changes in various organs and tissues, and auditory information (such as patient voice and heart sounds).

The student must have the ability to discern skin, subcutaneous masses, muscles, bones, joints, lymph nodes and intra-abdominal organs (for example, liver and spleen). The student must be able to perceive the presence of abnormalities, which are not within the musculoskeletal system, such as masses in the abdomen.

A major component of the practice of physical therapy is the assessment and management of movement disorders. Therefore, the student must have the ability, within reasonable limits of safety, to assist a patient in moving, for example, from a chair to a bed, or from a wheelchair to a commode. The student must also have the ability to move himself or herself and the patient in a three-dimensional space in order to perform motor function tests and treatments. Additionally, the student must be able to ensure the physical safety of a patient at all times. The student must be able to communicate effectively with patients and family, physicians and other members of the health care team. Communication skills require the ability to assess all information, including the recognition of the significance of non-verbal communication and immediate assessment of information provided to all for appropriate, well-focused follow-up inquiry. The student must be capable of responsive, empathic listening to establish rapport in a way that promotes openness and sensitivity to potential cultural differences and issues of concern.

The student must be able to process and communicate information on the patient’s status, with accuracy, in a timely manner, to physical therapist colleagues and other members of the health care team. This information needs to be communicated in a succinct, yet comprehensive and timely manner. Written or dictated patient assessments, etc., must be complete and accurate. Appropriate communication may also rely on the student’s ability to make a correct judgment in seeking supervision and consultation in a timely manner. The student must be able to understand the basis and content of ethical physical therapy practice. He/she must possess attributes, which include compassion, empathy, altruism, integrity, responsibility, and tolerance. He/she must have emotional stability to function effectively under stress and to adapt to an environment that may change, rapidly without warning and/or in unpredictable ways.

These essential functions of physical therapy education identify the requirements for admission, retention, and graduation of applicants and students at the University of Alabama at Birmingham Department of Physical Therapy. Graduates are expected to be qualified to enter the field of physical therapy. It is the responsibility of the student with disabilities to request those accommodations that he/she believes is reasonable and is needed to execute the essential requirements described.
Reasonable Accommodations:

In accordance with the Americans with Disabilities Act of 1990, the University of Alabama at Birmingham will provide “reasonable accommodations” to any individual with a documented disability. It is the responsibility of the student to contact the coordinator of Disability Support Services, or DSS, to document the disability (9th Ave. Office Building, 1701 9th Ave. South, 205-934-4205). Students who have registered with DSS and are seeking accommodations for a course should identify themselves to every course master during the first week of class each semester. It is the student’s responsibility to deliver a request for accommodation letter from DSS to each course master, and make an appointment to discuss any eligible accommodations they intend to use in class. The student may consult with DSS for conflict resolution related to requests for accommodation. UAB Disability Support Service (DSS) provides a broad array of services and technologies to make the UAB campus – and a UAB education – accessible for everyone. For more information, contact DSS at dss@uab.edu or (205) 934-4205.

Clinical Education

Students are to refer to Canvas for the current Clinical Education policies and procedures or they can contact the Director of Clinical Education, Don Lein, at 205-934-0241 or glein@uab.edu or the Associate Director of Clinical Education, Tara Pearce, at (205) 934-5964

Mailbox/Email

A mailbox for each Department of Physical Therapy student is provided. Student mailboxes should be checked frequently for course materials, campus and U.S. mail, and telephone messages. Mailbox keys are issued during orientation. You need to report lost or stolen keys immediately to Departmental Support Staff. Replacement keys will be issued at a cost of $1.50. All students are required to have email through on-campus student accounts. Information pertaining to classes, schedules, and program are disseminated regularly via email. You are required to check email at least daily, if not more frequently. E-mail distribution lists should be used only for activities associated with the Department of Physical Therapy program/activities.

Student Lockers

Locker facilities are provided for Department of Physical Therapy students in their respective locker rooms. Students are responsible for providing their own locks.

Learning Resource Center

The LRC, located adjacent to the Webb, School of Health Professions Building, and School of Nursing buildings, comprises the electronic media center for the School of Health Professions and the School of Nursing clinical simulation and skills labs. Please go to their website which will give you hours of operation along with other information at: http://www.uab.edu/lrc/
Scholarships

- **HealthSouth Scholarship**: An academic scholarship is awarded to student(s) in the first year of the entry-level professional degree program. Selection is based on academic merit and financial need. Applicants must be a native of the State of Alabama. Applications must be made by early September prior to entering the program. Awardees are notified of the award before entering the program in January.

- **Shirley A. Shaddeau Memorial Scholarship Fund**: A scholarship is awarded to a student entering the final year of study. Selection is based on academic merit, financial need, and expression of commitment to the profession of physical therapy. Students are notified by memo of application deadline.

- **Therapy South Sponsored Scholarship Award**
  This scholarship is proved annually in the amount of $2000 to a physical therapist student in the second year of their studies. This award of this scholarship will be made during the fall semester of the second year to a single recipient. Students will be notified when to submit an application for this scholarship to the Director of Clinical Education (DCE). The application consists of a maximum two-page reflection on the student's desire to be an outpatient orthopedic physical therapist after graduation along with professions goals for the first five years post-graduation. Students need to include strategies to obtain their professional goals. The student selected for this scholarship must complete a full-time clinical education experience in a Therapy South clinic for their orthopedic graduation requirements. In addition, the student must write a thank you letter to Therapy South. The Director of Clinical Education and Associate Director of Clinical Education will mentor the student through these requirements.
University of Alabama at Birmingham  
Physical Therapy Curriculum- Doctor of Physical Therapy  
(Entry-level Program for Class Entering January 2016)

A. Doctor of Physical Therapy Curriculum

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<thead>
<tr>
<th>SEMESTER I (Spring)</th>
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**Total Credit Hours for Program: 119**
MILESTONES FOR DOCTOR OF PHYSICAL THERAPY DEGREE PROCESS

1. Meet with Academic Advisor:

A member of the physical therapy faculty will be assigned to serve as the student’s academic advisor. The student and the advisor should meet throughout the program to confer about courses, core abilities, and any other issues the student wishes to discuss.

2. Doctor of Physical Therapy Scholarly Activity Project:

Students will complete two semesters of PT 798 and one semester of PT 799 during the 2nd year of the program. Students will either be assigned to a faculty research mentor or will participate in scheduled journal club meetings. The process for implementation of the Scholarly Activity Project is as follows:

   a. Prepare for research project (Semester 3)
   Faculty mentors will discuss specific projects and students will have the opportunity to request to be a part of a project or to participate in journal club. Students who are assigned to a faculty mentor will meet with the mentor to determine duties to begin in the spring (semester 4).

   b. Research or Journal Club (Semester 4)
   Research students will spend between 40-45 hours over the semester working on the assigned project. Research projects will be faculty driven with students having a specific role in the project. Each student will keep a log of hours and specific activities (e.g. data collection; data entry; meetings). The log will be reviewed by the faculty mentor. Time will be allotted on the schedule for scholarly activity time. However, faculty mentors have the flexibility to change this depending on the time constraints of the project. Students in journal club will attend assigned journal club meetings and will prepare for each meeting by reading and critiquing each article.

   c. Research or Journal Club (Semester 5, 6)
   Activities will continue as in term 4.

   d. Oral reflection of scholarly activity experience (Semester 7)
   Students will present and/or write a summary of their experiences.

3. Completion of Application for Degree

Students must complete the Application for Degree during Graduation prep session prior to leaving for the final clinical education course.

4. Successful Completion of All Coursework

Upon successful completion of all coursework, the candidate will be recommended for the Doctor of Physical Therapy degree by the Department of Physical Therapy.
5. **Final Program Review**

Faculty and students will meet, after the final clinical experiences (PT 773, 775, 775) prior to graduation, for a general discussion/feedback regarding experiences during the program. Students will complete paperwork regarding curriculum review and alumni data.

6. **Graduation Exercises**

Students and faculty are expected to participate in the hooding ceremony in December.
Comprehensive Examination

Policy
Comprehensive examinations will be given to students in the first professional degree program at the beginning of the 4th and 7th semesters and after the completion of all clinical affiliations.

The purposes of the comprehensive examinations as endorsed by the faculty of the Department of Physical Therapy are as follows:

1. To identify areas of potential weaknesses in the professional preparation of individual students.
2. To provide guidance for the continued preparation of each student to enter the practice of physical therapy.

Performance
1. Passing standard: 70%. Second year students who earn a score below 70% will need to remediate the examination content by the end of the 4th spring semester. Third year students will need to remediate content prior to beginning PT 773.
2. The performance on the comprehensive exam will be considered in conjunction with classroom performance and core abilities in making recommendations/decisions regarding student status in the professional program.

Students/graduates are responsible for preparation for acceptable performance on the licensure examination once the members of classroom and clinical faculty have judged performance in the professional degree program to be acceptable for successful completion of the program.
The University of Alabama at Birmingham
School of Health Professions
Department of Physical Therapy

Administrative Offices

Harold Jones, PhD
Dean
SHPB 630D
934-5149

Donna Slovensky, PhD
Associate Dean
SHPB 660C
975-8034

Tracee Synco, PhD
Assistant Dean
SHPB 230A
996-7191

Student Recruitment, Engagement and Success

David Morris, PT, PhD
Interim Chair, Department of Physical Therapy
Professor
SHPB 379
934-0419

Diane Clark, PT, DScPT, MBA
Director, Doctor of Physical Therapy Program
SHPB 346
934-0419

David A. Brown, PT, PhD
Director, PhD Program in Rehabilitation Science
SHPB 384
975-2788

April Rollins-Kyle, M.A.Ed., CPP
Director of Student Success
SHPB 230
934-4185

SHPB=School of Health Professions Building
## Didactic Faculty and Specializations

<table>
<thead>
<tr>
<th>Name</th>
<th>Areas of Special Interest</th>
<th>Office Add.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C. Scott Bickel, PT, PhD</strong></td>
<td>Skeletal Muscle, Electrical Stimulation, Spinal Cord Injury</td>
<td>SHPB 387</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone: 945-5904</td>
<td></td>
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</tr>
<tr>
<td><a href="mailto:bickel@uab.edu">bickel@uab.edu</a></td>
<td></td>
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<tr>
<td><strong>David A. Brown, PT, PhD, FAPTA</strong></td>
<td>Neuromuscular Disorders</td>
<td>SHPB 384</td>
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<tr>
<td>Professor</td>
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<tr>
<td>Director, PhD Program in</td>
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<tr>
<td>Rehab Sciences</td>
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<tr>
<td>Telephone: 975-2788</td>
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<tr>
<td><a href="mailto:dbrownpt@uab.edu">dbrownpt@uab.edu</a></td>
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<tr>
<td><strong>Jennifer Christy, PT, PhD</strong></td>
<td>Pediatrics, Neuroscience</td>
<td>SHPB 332</td>
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<tr>
<td>Associate Professor</td>
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<tr>
<td>Chair of Admissions</td>
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<tr>
<td>Telephone: 934-5903</td>
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<tr>
<td><a href="mailto:jbraswel@uab.edu">jbraswel@uab.edu</a></td>
<td></td>
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<tr>
<td><strong>Diane Clark, PT, DScPT, MBA</strong></td>
<td>Clinical Sciences, Clinical Decision Making, Communication and Documentation, Integumentary Repair</td>
<td>SHPB 346</td>
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<tr>
<td>Associate Professor</td>
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<tr>
<td>DPT Program Director</td>
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<tr>
<td>Telephone: 934-0149</td>
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<tr>
<td><a href="mailto:clark@uab.edu">clark@uab.edu</a></td>
<td></td>
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<tr>
<td><strong>Chris Hurt, PhD</strong></td>
<td>Neuromechanical, Energetic Influences on Functional Mobility</td>
<td>SHPB 334</td>
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<tr>
<td>Assistant Professor</td>
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<tr>
<td>Telephone: 934-8517</td>
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<tr>
<td><strong>Donald Lein, PT, PhD</strong></td>
<td>Clinical Education, Clinical Skills/Interventions, Musculoskeletal Disorders</td>
<td>SHPB 376</td>
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<tr>
<td>Assistant Professor</td>
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<td>Director of Clinical Education</td>
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<td><a href="mailto:dlein@uab.edu">dlein@uab.edu</a></td>
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<tr>
<td><strong>John Lowman, PT, PhD, CCS</strong></td>
<td>Cardiovascular &amp; Pulmonary PT, Exercise Physiology</td>
<td>SHPB 344</td>
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<td>Associate Professor</td>
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<td><a href="mailto:jlowmman@uab.edu">jlowmman@uab.edu</a></td>
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</tbody>
</table>
David Morris, PT, PhD
Professor
Interim Chair, Department of PT
Vice-Chair, Department of PT
Telephone: 934-0418
morrisd@uab.edu

William Ogard, PT, PhD
Assistant Professor
Musculoskeletal Disorders
Biomechanics, Proprioception
Sports Physical Therapy
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bogard@uab.edu

Tara Pearce, PT, DHSc
Assistant Professor
Assistant Director of Clinical Education
Neuromuscular Disorders
Clinical Education
Professional/Practice
SHPB 374
tpearce@uab.edu

Patricia L. Perez, PT, DScPT, OCS
Assistant Professor
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SHPB 362
perezp@uab.edu

Professors Emerita/s and Retired Faculty Members

Cara Adams, PT, MS
Associate Professor Emerita
Myofascial Release
Urinary Incontinence
Problem Based Learning Methods
Therapeutic Exercise
Telephone: 934-3566

Joan S. Bergman, PT, PhD
Professor Emerita
Developmental Disabilities
Interdisciplinary Process
Technology
Telephone: 934-3566

Jo Ann Clelland, PT, MS
Professor Emerita
Manual Muscle Testing
Pain Management Technique
Soft Tissue Mobilization
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cellanj@uab.edu

Betty Denton, PT, MA
Associate Professor Emerita
Educational Process/Evaluation
Developmental Disabilities
Telephone: 934-3566

Kennon T. Francis, PhD
Professor Emeritus
Exercise Physiology
Human Physiology
Telephone: 934-3566
Robert Harden  
Professor Emeritus  
Professional Ethics  
Electrotherapy  
Telephone: 934-3566

Terry R. Hoobler, PT, MA  
Associate Professor Emeritus  
Applied Physiology & Isokinetic  
Prosthetics  
Thermal Modalities Exercise  
Telephone: 934-3566

Cheryl Knowles, PT, MS  
Associate Professor Emerita  
Cardiovascular/ Pulmonary  
Professional Development  
Integrative (Alternative) Therapies  
Telephone: 934-3566  
knowlesc@uab.edu

Dorothy Pinkston, PhD, FAPTA  
Professor Emerita  
Curriculum Development  
Kinesiology  
Telephone: 934-3566

Sharon Shaw, PT, MA, DrPH  
Associate Professor Emerita  
Advanced Therapeutic Exercise  
Management of  
Neurological conditions  
Outcomes measurement  
Policy Analysis  
Telephone: 934-3566  
sshaw@uab.edu
## PT Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Areas of Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Jane Moore</td>
<td>Administrative Manager of Administrative Supervisor, supervisor of the PT staff</td>
</tr>
<tr>
<td>Administrative Manager</td>
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<tr>
<td>SHPB 382</td>
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<tr>
<td>934-5909</td>
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<tr>
<td>E-Mail: <a href="mailto:djmoore@uab.edu">djmoore@uab.edu</a></td>
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<tr>
<td>Margaret Harviley</td>
<td>Department and Program Support Services</td>
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<td>Office Associate II</td>
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<td>SHPB 373</td>
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<td>E-Mail: <a href="mailto:mmh@uab.edu">mmh@uab.edu</a></td>
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<td>Betsy Moore</td>
<td>Admissions Office Services</td>
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<tr>
<td>Office Services Specialist III</td>
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<td>SHPB 333</td>
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<td>E-Mail: <a href="mailto:becol@uab.edu">becol@uab.edu</a></td>
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<tr>
<td>Karen Nicholas</td>
<td>Clinical Education Office Services</td>
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<tr>
<td>Office Services Specialist III</td>
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<tr>
<td>SHPB 375</td>
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<tr>
<td>934-3517</td>
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<tr>
<td>Kristen Senetto</td>
<td>Office Services</td>
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<td>Office Services Specialist II</td>
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<tr>
<td>Evan Stone</td>
<td>Grant Support</td>
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<tr>
<td>Project Coordinator II</td>
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<td>934-5901</td>
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<td>E-Mail: <a href="mailto:evanstone@uab.edu">evanstone@uab.edu</a></td>
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## Contract Employees

**Jefferson County Board of Education**

<table>
<thead>
<tr>
<th>Name</th>
<th>Areas of Responsibility</th>
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<tbody>
<tr>
<td>Judie Truitt-Neville, Senior PT</td>
<td>Pediatrics</td>
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</tbody>
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ALABAMA CHAPTER AMERICAN PHYSICAL THERAPY ASSOCIATION
Leadership
2016
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<td>Vernon, NJ</td>
<td>New York, NY</td>
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<td><strong>Vice Speaker of the House</strong></td>
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<tr>
<td>Laurita Hack, PT, DPT, MBA, PhD</td>
<td>Kathleen Mairella, PT, DPT, MA</td>
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<tr>
<td>Bryn Mawr, PA</td>
<td>Nutley, NJ</td>
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<td><strong>Speaker of the House</strong></td>
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<tr>
<td>Susan R Griffin, PT, DPT, MS, GCS</td>
<td>Sheila K Nicholson, PT, DPT, JD, MBA, MS</td>
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<tr>
<td>Burlington, WI</td>
<td>Lithia, FL</td>
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<td>Carolyn Oddo, PT, MS, FACHE</td>
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<td>Robert H Rowe, PT, DPT, DMT, MHS, FAAOMPT</td>
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<td></td>
<td>Sue Whitney, PT, DPT, PhD, NCS, ATC, FAPTA</td>
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