

# UAB SCHOOL OF HEALTH PROFESSIONS

The University of Alabama at Birmingham

*Departments of Occupational Therapy and Physical Therapy  
PhD Rehabilitation Science*

## 2023-2024 STUDENT HANDBOOK



# UAB // SHP

**UAB** SCHOOL OF HEALTH PROFESSIONS  
**PHD IN REHABILITATION SCIENCE**  
**DEPARTMENT OF OCCUPATIONAL THERAPY**  
**DEPARTMENT OF PHYSICAL THERAPY**  
**2023-2024** ACADEMIC HANDBOOK



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05.11.2023

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## INTRODUCTION

### DEAN'S WELCOME MESSAGE

Welcome to the University of Alabama at Birmingham School of Health Professions! We are pleased you chose to join one of our many excellent programs, which in combination have established us as a national leader in health professions education.

We are home to one of the largest health professions schools in the nation with more than 30 programs at the certificate, baccalaureate, master's, and doctoral levels, with more than 2,000 undergraduate and graduate students enrolled.

Moving into a post-COVID environment is a new start for everyone in health care, and you are in the best place to begin your personal journey toward joining this dynamic field. We are all committed to providing you a world-class education, and to support your pursuit of knowledge and your strong desire to serve others as a healthcare professional.

The pandemic has challenged all of us in many ways, and your entry into one of our professional programs demonstrates one of the most precious personal qualities one can have: resilience. That resilience has brought you here today and will continue to serve you well during your journey at UAB.

We recognize that healthcare needs - even outside of a pandemic - are constantly changing. That is why we continue to add innovative programs to our academic portfolio, and to enhance and revitalize ongoing programs. We also offer graduate programs you will only find in Alabama at UAB, such as Genetic Counseling, Nuclear Medicine and Molecular Imaging, Low Vision Rehabilitation, Health Physics, Healthcare Quality and Safety, doctoral-level Rehabilitation Science, and Biomedical and Health Sciences.

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

Graduating from the School of Health Professions means you will acquire an esteemed degree, have a host of job opportunities in healthcare – an industry that continues to grow rapidly – and be well prepared to make a difference in your community. We look forward to maintaining our relationship with you when you join our alumni community.

Our alumni give advice to current students that is worth repeating: “learn your craft, be a better professional for your patients, be open minded to future possibilities, and remember to have a healthy work/ life balance”.

I look forward to seeing you grow in your respective fields and watching you become the leader we know you can be.



Andrew J. Butler, PhD, FAPTA

## OVERVIEW OF THE SCHOOL OF HEALTH PROFESSIONS

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

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

Throughout the 1970's and 80's the school's offerings were amended to reflect the changing health care industry. As a result of the changes, SCAHR became the School of Public and Allied Health (SPAH). Next it became the School of Community and Allied Health (SCAH) and later the School of Health Related Professions (SHRP). During this time, the school added several new areas of study including a nationally ranked program in Nutrition Sciences. Through the leadership and guidance of early visionaries, the school experienced unparalleled success, which continues to date.

Today, the School of Health Professions is comprised of more than 30 programs – at the certificate, baccalaureate, master's, and doctoral levels – across five academic departments: Clinical and Diagnostic Sciences, Health Services Administration, Nutrition Sciences, Occupational Therapy, and Physical Therapy. The school is housed in three buildings, the Susan Mott Webb Nutrition Sciences Building, the Learning Resource Center Building, and the School of Health Professions Building (SHPB).

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

SHP is proud of many accomplishments including:

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

Under the current leadership of Dean Andrew Butler, the school has never been stronger or better positioned as a national leader in health professions education.



## SCHOOL OF HEALTH PROFESSIONS CONTACT INFORMATION

In addition to your program director and program faculty, the following individuals may be able to provide assistance with questions and issues related to your school and program activities.

**Kristin Chapleau, Director of Student Services and Advising**

205-996-4721; [kjohnsto@uab.edu](mailto:kjohnsto@uab.edu)

**Jennifer Christy, Assistant Dean for Faculty Affairs**

205-934-5903; [jbraswel@uab.edu](mailto:jbraswel@uab.edu)

**Mary Foster, Dean's Executive Assistant**

205-934-5149; [fostermg@uab.edu](mailto:fostermg@uab.edu)

**Samantha Giordano-Mooga, PhD, Director of Undergraduate Honors Program**

205-996-1399; [sgiordan@uab.edu](mailto:sgiordan@uab.edu)

**Melanie Hart, PhD, Associate Dean for Academic and Faculty Affairs**

205-934-7528; [mhart2@uab.edu](mailto:mhart2@uab.edu)

**Kevin Storr, Director of Communications**

205-934-4159; [storr@uab.edu](mailto:storr@uab.edu)

**Lee Test, Director of Academic and Faculty Operations**

205-975-8034; [ltest@uab.edu](mailto:ltest@uab.edu)

**Marci Willis, Director, Learning Resource Center**

205-934-9472; [mbattles@uab.edu](mailto:mbattles@uab.edu)

## SECTION 1 – SCHOOL AND UNIVERSITY INFORMATION

### ACADEMIC CALENDAR

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

### ACADEMIC INTEGRITY CODE

The University established a new Academic Integrity Code effective August 23, 2021. This Code, which applies to undergraduate, graduate, and professional students as well as all academic activities, defines academic misconduct and outlines procedures for breaches of the code. Policies are established for resolution of charges of academic misconduct, and these processes are managed by the Academic Integrity Coordinator (AIC). In the School of Health Profession, the AIC is the Senior Associate Dean for Academic and Faculty Affairs, the office is located in SHPB 660. The full text of the Academic Integrity Code is available at: <https://www.uab.edu/one-stop/policies/academic-integrity-code>.

### ADVISING

Undergraduate student advising is provided through the Student Services and Advising unit, which is housed in the SHPB 230 suite of offices, near the elevators on the 2nd floor. Walk-ins are accepted, but appointments are preferred. Contact information for individual advisors is listed below.

Anrika Steen, Academic Advisor III, SHPB 424E – 996-1689; [anrikam@uab.edu](mailto:anrikam@uab.edu)

Eileen Hatfield, Academic Advisor II, SHPB 230 – 205-934-4185; [mehatfie@uab.edu](mailto:mehatfie@uab.edu)

Chris Smith, Academic Advisor III, SHPB 230 – 205-934-5974; [cjsmith1@uab.edu](mailto:cjsmith1@uab.edu)

Adam Pinson, Academic Advisor III, SHPB 424A – 205-996-6789; [apinson@uab.edu](mailto:apinson@uab.edu)

Graduate student advising is provided through the SHP graduate programs.

### AMBASSADORS

Ambassadors help to spread awareness of the School of Health Professions and its multifaceted undergraduate and graduate programs, serving as liaisons between the department and university-wide student organizations, serve as a student voice in school and university committees, and with the timely goal of creating a sense of community for all SHP students. The SHP Ambassadors help to support the programs within the school that will impact recruitment and retention initiatives.

### ASKIT

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

## ATTENDANCE

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

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

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

Absences due to jury or military duty provided that official documentation have been provided to the instructor in a timely manner in advance.

Absences of students registered with Disabilities Services for disabilities eligible for "a reasonable number of disability-related absences" provided students give their instructors notice of a disability-related absence in advance or as soon as possible.

Absences due to participation in university-sponsored activities when the student is representing the university in an official capacity and as a critical participant, provided that the procedures below have been followed:

Before the end of the add/drop period, students must provide their instructor a schedule of anticipated excused absences in or with a letter explaining the nature of the expected absences from the director of the unit or department sponsoring the activity.

If a change in the schedule occurs, students are responsible for providing their instructors with advance written notification from the sponsoring unit or department.

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example, policies allowing for dropped exams/quizzes, make-up exams, rescheduling of student classroom presentations or early or later submission of written assignments.

## AWARDS AND HONOR SOCIETIES

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

- Alfred W. Sangster Award for Outstanding International Student – This award is presented annually to an international student in recognition of his or her academic and non-academic achievements.
- Alpha Eta Society – The UAB Chapter of this Society recognizes students registered in the final term of a baccalaureate or graduate health professions program. Inductees must have a cumulative grade point average of 3.0 (4.0 = A) and be in the upper 10% of their program. Nominations are made by program directors in spring and summer terms.
- Cecile Clardy Satterfield Award for Humanism in Health Care – This award is made annually to recognize one outstanding student for humanitarianism, professionalism, and commitment to health care. Nominations are coordinated by program directors, but may also be made by faculty, students, patients, or preceptors.
- Charles Brooks Award for Creativity – This award is made annually in recognition of creative accomplishments such as written publications or artistic contributions which complemented the student’s academic activities. Nominations are made by program directors.
- Dean’s Leadership and Service Award – Presented to a maximum of three outstanding SHP students annually, this award recognizes leadership to the School, UAB, and the community. Nominations are made by program directors or faculty.
- Phi Kappa Phi – This is the oldest, and most selective, all-discipline honor society in the nation. Membership is by invitation to the top 7.5% of junior students and the top 10% of seniors and graduate students. Nominations are made by program directors.

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

## BACKGROUND CHECK

Students in SHP programs are required by policy to undergo a background check using the school’s approved vendor, CastleBranch <https://discover.castlebranch.com/>, at the time of program admission, and again, prior to placement in a fieldwork I rotation. In addition, some sites are requiring the social media background check. This package code is different than the initial package code given. Instructions for requesting the background check and appropriate consent forms are provided to students by their programs. Please refer to the policy section of this handbook for the policy statement.

## BLAZERID / BLAZERNET / EMAIL

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

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

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

## **BLAZER EXPRESS**

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

## **BOOKSTORE**

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore stocks UAB memorabilia and college wear in addition to all required textbooks and course material.

### **UAB Barnes and Noble Bookstore**

Location: 1400 University Blvd, Hill Student Center, 35233

Hours: M – F 8:00am – 6:00pm | Sat 10:00am – 2:00pm | Sun Closed

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

## **CAMPUS ONECARD**

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

## **CAMPUS MAP**

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

## **CAMPUS SAFETY**

Campus safety procedures and resources can be accessed at <https://www.uab.edu/students/home/safety>.

## **CANVAS LEARNING MANAGEMENT SYSTEM**

The Canvas Learning Management System is the platform used for managing instructional materials online. Canvas course sites are accessed through BlazerNET or at [www.uab.edu/elearning/canvas](http://www.uab.edu/elearning/canvas).

Students should monitor their course sites routinely for communication from faculty and manage course assignments.

## CATALOG

The UAB Catalog is published annually and includes UAB's courses, policies, and curricula. Students can link to the Undergraduate or Graduate catalog at [www.uab.edu/catalog](http://www.uab.edu/catalog).

## COUNSELING SERVICES

Student Counseling Services offers no cost, confidential counseling for UAB students related to physical, emotional, social, intellectual, or spiritual concerns. Student Counseling Services is located in the Student Health and Wellness Center at 1714 9th Ave. South. For more information, call 205-934-5816 or <https://www.uab.edu/students/counseling/>.

## COVID-19 PRECAUTIONS

The COVID-19 pandemic necessitated many changes in our academic and administrative operating practices. The University continues to consult experts in the field to assess the pandemic and make data-driven decisions to safely pursue our vital mission. Students can view current COVID information and official policies at [www.uab.edu/uabunited](http://www.uab.edu/uabunited).

- Masking – Masks are not required in university meetings, events, classrooms or laboratories unless there is a non-COVID environmental health and safety policy or guideline that otherwise requires a mask for the setting or activity performed. Many individuals in our campus community may choose to wear a well-fitting mask. Members of the campus community are encouraged to respect the decisions others make in keeping with UAB's Shared Values.
- If you are not vaccinated, we highly encourage you to obtain the COVID vaccine – students may receive the vaccine at no cost through Student Health Services, at walk-up clinics, or through UAB Medicine. Scheduling information is available at <https://www.uab.edu/uabunited/covid-19-vaccine>
- If you are vaccinated, please upload an image of your vaccination card through the Student Health Patient Portal at [https://studentwellness.uab.edu/login\\_directory.aspx](https://studentwellness.uab.edu/login_directory.aspx).
- Students who experience COVID symptoms should not come on campus or clinical sites and should contact Student Health immediately for further instruction.
- Maintain hand hygiene with frequent handwashing and disinfectant solutions.
- Clean your work areas with disinfectant solution regularly.
- Eat only in designated spaces. Student may consume water in classrooms but should comply with any restrictions on food and other beverages that may be in place.

Students should refer to their course syllabus for additional requirements and guidelines.

## DIVERSITY, EQUITY, AND INCLUSION (DEI)

Collaboration, integrity, respect and excellence are shared values of our institution and are the core of what it means to be a UAB community member. And a key foundation at UAB is diversity, equity, and

inclusion. At UAB, everybody counts every day. UAB is committed to fostering a diverse, respectful, and inclusive campus environment that values all community members regardless of background and embraces individual differences. UAB values and cultivates equity, diversity, and inclusion in our research, learning, clinical and work environments. Our students, faculty, and staff add diversity to our community through life experiences, perspectives and viewpoints that are enriching for the learning and work environment and are reflective of the students and communities we serve. Because UAB serves a diverse population, ODEI, along with our School of Health Professions initiatives, aims to create an inclusive environment for all UAB faculty, staff, students, and patients through education, training, and awareness programs.

[UAB Office of the Vice President of Diversity, Equity, and Inclusion](#)

[SHP Diversity, Equity, and Inclusion Site](#)

## DISABILITY SUPPORT SERVICES (DSS)

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

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

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

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

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

## DRUG SCREENING

By policy, SHP students in programs requiring fieldwork placement (clinical, internship, practicum) are required to undergo a routine drug screen using the school’s approved vendor, CastleBranch, [www.castlebranch.com](http://www.castlebranch.com), at the time of program admission and again prior to placement in a fieldwork placement. 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. If you have questions, please contact [shrp-shpasdnfacffrs@uab.edu](mailto:shrp-shpasdnfacffrs@uab.edu).

## EMERGENCIES

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

**UAB Police:** Dial 911 *from a campus phone*

or call: 205-934-3535 | 205-934-HELP (4357) | 205-934-4434

Emergencies affecting campus are communicated via the following:

- Weather & Emergency Hotline: (205) 934-2165

- University home web page: [www.uab.edu](http://www.uab.edu)
- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- Announcements on BlazerNET
- Twitter@UABALERT: [www.twitter.com/uabalert](http://www.twitter.com/uabalert)
- [facebook.com/UABALERT](https://www.facebook.com/UABALERT)
- Cell phone messages and SMS text – register for B-ALERT notices via <https://idm.uab.edu/ens/b-alert>

## FERPA TRAINING

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides protection for all educational records related to students enrolled in an educational program. Information about your rights and protection of your records is available at the following sites:

<https://sa.uab.edu/enrollment/services/ferpa/>. If you have questions or concerns about FERPA issues, you may email [FERPA@uab.edu](mailto:FERPA@uab.edu). All SHP students are required to complete [FERPA Training](#).

## FINANCIAL AID

Financial Aid Counselors are available each day in the One Stop Student Services Office located in the Hill Student Center. Additional financial aid information is located at [www.uab.edu/financialaid](http://www.uab.edu/financialaid).

## FOOD SERVICES

Dining facilities available on campus closest to the SHP buildings include the Commons on the Green – located on the Campus Green, south of 9th Avenue and the Campus Recreation Center. Additional information about meal plans and campus dining facilities is available at [www.uab.edu/dining](http://www.uab.edu/dining).

## GRADUATE SCHOOL

The UAB Graduate School offers doctoral programs, post-master’s specialist programs, and master’s level programs. Graduate programs in SHP are coordinated through the Graduate School and students must adhere to the Graduate School policies and procedures. Graduate School information for current students is available at [www.uab.edu/graduate/](http://www.uab.edu/graduate/). Policies and Procedures for the Graduate School can be located in the Graduate School Catalog [2022-2023 Catalog of Graduate Programs < Catalog | The University of Alabama at Birmingham \(uab.edu\)](#).

## GRADUATION

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



## **MEDICAL CLEARANCE**

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

## **IMMUNIZATION POLICY**

To provide a safe and healthy environment for all students, faculty and staff at the University of Alabama at Birmingham (UAB), first-time entering students, international students and scholars, and students in clinical & non-clinical programs, provide proof of immunization against certain diseases: <https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

## **INSURANCE WAIVERS**

To ensure that all students have adequate health care coverage, including ongoing primary and specialty care, the University of Alabama at Birmingham (UAB) requires all students to have major medical health insurance. Students can provide proof of their own private coverage or be enrolled in the Student Health Insurance Plan. The plan is a 1-year commercial policy provided by United HealthCare and is re-negotiated annually. This policy is a comprehensive health insurance policy at an affordable cost that is specifically designed to meet the needs of UAB Students. If you are required to have insurance but have sufficient coverage on another plan and wish to opt out of the Student Health Insurance Plan, you are required to submit a waiver to Student Health Services at the beginning of every semester. More information including submitting a waiver can be found at this website: <https://www.uab.edu/students/health/insurance-waivers/waivers>

## **HIPAA TRAINING**

The Health Insurance Portability and Accountability Act includes significant requirements for protecting individual privacy of health information. All students in the School of Health Professions must complete an online tutorial and be tested on HIPAA regulations at the time of program admission. A BlazerID is required to access the training site, located at [www.uab.edu/learningsystem](http://www.uab.edu/learningsystem). Compliance with the training requirement is monitored monthly.

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

Student researchers must comply with all requirements for protection of human subjects. Detailed information is available on the IRB website [www.uab.edu/irb](http://www.uab.edu/irb).

## **INTELLECTUAL PROPERTY**

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator

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

## LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at <https://www.uab.edu/titleix/pregnancy-parenting/campus-community-support/lactation-centers>. The School of Health Professions' lactation room is in the Susan Mott Webb Nutrition Sciences Building at 1675 University Boulevard, room 219A. Female students enrolled in the School of Health Professions have access to the room via their student ID/OneCard. If you cannot access the room, contact the building administrator, Julia Tolbert-Jackson at (205) 934-4133.

## LIBRARIES AND LEARNING RESOURCE CENTER

UAB's libraries house excellent collections of books, periodicals, microforms, and other media. Students have online remote access to catalogs and online collections. Computers are available for student use during regular hours of operation. <https://library.uab.edu/locations>

### SHP Learning Resource Center (LRC)

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

Location: 1714 9<sup>th</sup> Avenue S.

Phone: (205) 934-5146

Email: [shplrc@uab.edu](mailto:shplrc@uab.edu)

### Lister Hill Library of the Health Sciences

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

Location: 1700 University Boulevard

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

Phone: (205) 975-4821

### Mervyn H. Sterne Library

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

Location: 913 13<sup>th</sup> Street South

Website: <https://library.uab.edu/locations/sterne>

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

## NON-ACADEMIC MISCONDUCT POLICY

The Student Conduct Code promotes honesty, integrity, accountability, rights, and responsibilities expected of students consistent with the core missions of the University of Alabama at Birmingham. This Code describes the standards of behavior for all students, and it outlines students' rights, responsibilities, and the campus processes for adjudicating alleged violations. Behavior that violates UAB standards of conduct listed within the Student Conduct Code and elsewhere will be subject to disciplinary action through the appropriate conduct process. Whether it is determined that an individual or group is responsible for the violation(s), either by direct involvement or by condoning, encouraging, or covering up the violation, appropriate response will occur with respect to the individual(s) and/or group involved.

Undergraduate Non-Academic Policies:

<http://catalog.uab.edu/undergraduate/aboutuab/nonacademicpolicies/>

Graduate Non-Academic Policies:

<http://catalog.uab.edu/graduate/academicprogress/#academicethicsandmisconducttext>

## ONE STOP STUDENT SERVICES

If you have questions or need assistance with an academic or administrative process, the UAB One Stop is where to go! Advisors will help you solve your problem or do the legwork for you if another UAB resource is needed. One Stop is located in the Hill Student Center, 1400 University Blvd. You may contact the One Stop office by phone or email at (205) 934-4300; 855-UAB-1STP; (855) 822-1787; [onestop@uab.edu](mailto:onestop@uab.edu). Additional information is available at [www.uab.edu/onestop](http://www.uab.edu/onestop).

## PARKING

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

## PATIENT CARE PARTNERSHIP

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

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

## PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see Academic Integrity Policy). All papers submitted for grading in

any SHP program may be reviewed using the online plagiarism monitoring software. Please note that all documents submitted to [Turnitin.com](https://www.turnitin.com) are added to their database of papers that is used to screen future assignments for plagiarism.

## RECREATION CENTER

The Campus Recreation Center, located at 1501 University Blvd, Birmingham, AL 35294, is open to faculty, staff, students, and their families. A valid student identification card or membership card is required for access. Facilities include basketball courts, racquetball courts, weight rooms, swimming pools, exercise rooms, and indoor track. Check the website for information about hours and services at [www.uab.edu/campusrecreation](http://www.uab.edu/campusrecreation).

## SCHOOL OF HEALTH PROFESSIONS SCHOLARSHIPS

The SHP has several scholarship opportunities for students enrolled in SHP programs. The Scholarship Committee, comprised of faculty and administrators, review and select awardees.

Scholarships available to students in any SHP program are the following:

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

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

*Lettie Pate Whitehead Foundation Scholarship* – Funding for female students from selected states (AL, FL, GA, LA, MS, NC, SC, TN) enrolled in SHP programs. Award amounts are variable and are based on unmet financial need.

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

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

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

You may visit the UAB School of Health Professions Scholarship page to learn more <https://www.uab.edu/shp/home/about-us/shp-scholarships>. Application announcements are made by the Office of Academic and Faculty Affairs. Many programs in SHP also have scholarships available to currently enrolled students in those programs. Please see the program section of this handbook for that information.

## SOCIAL MEDIA

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

- Twitter: [https://twitter.com/UAB\\_SHP](https://twitter.com/UAB_SHP)
- Facebook: [www.facebook.com/UABSHP](http://www.facebook.com/UABSHP)
- YouTube: [www.youtube.com/uabshp](http://www.youtube.com/uabshp)
- Vimeo: <http://vimeo.com/uabshp>
- LinkedIn: [UAB SHP LinkedIn](http://www.linkedin.com/company/uabshp)
- Website: [www.uab.edu/shp](http://www.uab.edu/shp)

UAB Social Media Guidelines are outlined at <https://www.uab.edu/toolkit/social/guidelines>.

## STUDENT ADVOCACY, RIGHTS AND CONDUCT (SARC)

Student Advocacy, Rights and Conduct (SARC) is responsible for upholding the integrity and purpose of the university through the fair and consistent application of policies and procedures to students' behavior to ensure a community that respects the dignity and right of all persons to reach their highest potential. SARC delivers programs and services in order to promote student safety and success, the pursuit of knowledge, respect for self and others, global citizenship, personal accountability and integrity, and ethical development. More about SARC can be found here: [Student Advocacy, Rights & Conduct - Student Affairs - News | UAB](#). The UAB student conduct code may be accessed online: [Student Conduct Code \(uab.edu\)](#).

## STUDENT HEALTH SERVICES

The University provides prevention, counseling, and treatment services to students through Student Health Services located at 1714 9<sup>th</sup> Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday. Detailed information about services and operating practices is located on the SHS website at [www.uab.edu/studenthealth](http://www.uab.edu/studenthealth). Appointments may be scheduled by calling 205-934-3580.

## TUITION AND FEES

Tuition and fees for the University are published annually under the “Current Students” tab of the UAB website. They may be paid through BlazerNET. SHP programs have specific fees attached to programs, courses, and/ or laboratories. See the school fees at <https://www.uab.edu/students/paying-for-college/detailed-tuition-and-fees>.

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

## WEATHER

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

- Webpage: [www.uab.edu/emergency](http://www.uab.edu/emergency)
- B-ALERT System: [www.uab.edu/balert](http://www.uab.edu/balert)
- Hotline: (205) 934-2165
- WBHM Radio (90.3 FM)

### **WITHDRAWAL FROM COURSE / PROGRAM**

Withdrawal from a course or from your program is an official process and should be discussed with your academic advisor and / or program director. Most programs in the School are full-time and the curricula specifically sequenced. Withdrawal from a course may risk your wait time to register for the class again. You might have to wait for a full year before resuming enrollment in the program. Withdrawals are made through the UAB registration system via the Student Resources tab in BlazerNET. Notice of program withdrawal should be given in writing to the program director. Please refer to the following link for additional information on withdrawal guidelines: <https://www.uab.edu/students/one-stop/classes/add-drop-and-withdrawal-policy>

## SECTION 2 – SHP AND UAB POLICIES

### SCHOOL OF HEALTH PROFESSIONS POLICIES

#### BACKGROUND CHECK AND DRUG SCREEN POLICY

With the exceptions noted below, students admitted to clinical and non-clinical programs in the School of Health Professions (SHP) will complete a routine drug screening and criminal background check using the approved vendor ([CastleBranch](#)). These screenings should be completed prior to the end of the first term of enrollment. A second routine drug screening and criminal background check using the approved school vendor, or a vendor required by the assigned clinical facility, will be completed prior to placement in assigned fieldwork. Any required additional screenings, and/or those specified by waived programs, will be at the discretion of the program.

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

- School-negotiated fees for these screenings will be the responsibility of the student.
- Students who have completed the screenings as a condition of enrollment in a previous SHP program are waived from the requisite unless the current program of enrollment also includes an internship or fieldwork placement component for degree completion.
- Drug screening and background check results performed by an approved vendor, within the most recent twelve months, may fulfill the SHP requirement
- The rules and regulations governing individual fieldwork placement sites may include additional provisions and/or more stringent guidelines which supersede this policy. Fees for these screenings are the responsibility of the student.
- Should you fail the drug screening, or your background check contains issues that may prevent you from receiving or sitting for licensure, a representative from the Office of the Associate Dean for Academic and Faculty Affairs will contact you. Depending upon the outcome, you may be dismissed from the program. See your program's guidelines regarding specific consequences.

Programs requiring a background check and drug screening by the end of the first semester of enrollment and again, prior to fieldwork placement (if applicable in the program requirements), are the following:

Administration Health Services, PhD  
Biomedical Sciences to Biotechnology Fast Track  
Biomedical Sciences to Clinical Laboratory Science Fast Track  
Biomedical Sciences to Health Physics Fast Track  
Biomedical and Health Sciences, MS

Biotechnology, MS  
 Dietitian Education Program, Graduate Certificate  
 Genetic Counseling, MS  
 Health Administration (Residential), MSHA  
 Health Care Management to Occupational Therapy Doctorate Fast Track  
 Health Physics, MS  
 Medical Laboratory Science, MS  
 Nuclear Medicine & Molecular Imaging Technology, MS  
 Nutrition Sciences, MS
 

- Dietetic Internship Clinical Track
- Dietitian Education Program
- Prior Learning Clinical Track
- Research Track

 Nutrition Sciences, PhD  
 Occupational Therapy Doctorate – (entry level)  
 Physical Therapy, DPT  
 Physician Assistant Studies, MSPAS  
 Rehabilitation Science, PhD

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

Health Care Management, BS  
 Biomedical Sciences, BS  
 Biobehavioral Nutrition and Wellness, BS

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

Applied Mixed Methods Research, Graduate Certificate  
 Biotechnology Regulatory Affairs, Graduate Certificate  
 Clinical Informatics, Graduate Certificate  
 Health Administration (International and Executive tracks), MSHA  
 Health Informatics, MSHI  
 Healthcare Finance Management, Graduate Certificate  
 Healthcare Leadership, DSc  
 HealthCare Leadership, Graduate Certificate  
 Healthcare Quality and Safety, MS  
 HealthCare Quality and Safety, Graduate Certificate  
 Health Service Research, MS  
 Healthcare Simulation, MS  
 Nutrition for Community Health, Graduate Certificate  
 Nutrition Sciences, MS
 

- Clinical Track-Prior Learning
- Lifestyle Management and Disease Prevention Track



Low Vision Rehabilitation, Graduate Certificate  
Occupational Therapy Doctorate (Post Professional)  
Physical Therapy Residencies (Neurologic, Orthopedic)

**Attachments:**

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

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

## **Attachment 1:**

### **Procedure for Criminal Background Check and Drug Screening**

1. Program directors (or designees) provide all accepted students with instructions for completing a background check and drug screening.
2. Students request the specified package on the approved SHP vendor website and pay the required fees.
3. Assigned designee(s) in the SHP Office for Academic and Faculty Affairs review and provide compliance reports for programs.
4. In the event a report reveals information which may prevent a student from being placed in a fieldwork rotation or potentially makes them ineligible for professional certification or licensure, the SHP Office of Academic and Faculty Affairs works in conjunction with the program director to notify the student. If such information exists, the student must acknowledge in writing their decision to continue in the program's didactic phase with the understanding that a degree cannot be awarded without completion of required fieldwork placement.
5. Prior to fieldwork placement, program directors (or designees) will provide students with instructions to complete a repeat background check and drug screening. In addition, some sites require a social media background check. The package code for this is different than the initial drug screen and background package code. If a vendor is specified by the placement site or preceptor, the preceptor (or designee) will provide students with instructions.
6. Students are responsible for all additional fieldwork placement requirements.
7. The program director discusses with individual student's implications for information which may inhibit an assigned fieldwork placement.
8. Students provide preceptors or internship supervisors with the required information from the results of their background check and drug screening reports if required.

## Attachment 2:



### STUDENT INSTRUCTIONS FOR UNIVERSITY OF ALABAMA AT BIRMINGHAM SCHOOL OF HEALTH PROFESSIONS

#### About CastleBranch.com

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

#### Order Summary

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##### Required Personal Information

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

##### Drug Test (LabCorp or Quest Diagnostics)

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

##### Payment Information

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

#### Place Your Order

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Go to: [www.castlebranch.com](http://www.castlebranch.com) and enter package code:

**AH01 - Background Check and Drug Test**

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

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

#### View Your Results

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

**Attachment 3:**

**UAB School of Health Professions**

**Consent to Drug Testing and Release of Drug Test Results**

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(required only if student is under 19)

\_\_\_\_\_  
Date

**Attachment 4:**

**UAB School of Health Professions**

**Consent to Criminal Background Check and Release of Results**

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

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

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Legal Guardian  
(required only if student is under 19)

\_\_\_\_\_  
Date

## **EMERGENCY PLAN - SHPB**

The current SHPB Emergency Plan can be accessed at <https://www.uab.edu/shp/home/emergency-plan>.

## **FINAL COURSE GRADE APPEAL PROCESS**

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

## **PLAGIARISM**

[www.uab.edu/shp/home/images/PDF/Plagiarism\\_Policy.pdf](http://www.uab.edu/shp/home/images/PDF/Plagiarism_Policy.pdf)

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

# **UAB POLICIES**

## **CLASSROOM BEHAVIORS**

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

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

## **HEALTH**

### **BLOOD AND BODY FLUID EXPOSURE**

<https://www.uab.edu/employee-health/employees/needle-sticks-exposures>

### **IMMUNIZATIONS**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=322>

## **SUBSTANCE USE/ABUSE**

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=373>

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=416>

### **NON-SMOKING**

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=392>

## **TECHNOLOGY GUIDELINES**

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=300>

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=153>

## **INCLUSIVENESS**

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=98>

## **RESEARCH AND SCHOLARLY ACTIVITIES**

### **ACADEMIC INTEGRITY CODE**

<https://www.uab.edu/one-stop/policies/academic-integrity-code>

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=398>

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=397>

## **CAMPUS SAFETY**

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

<https://secure2.compliancebridge.com/uab/portal/getdoc.php?file=330>

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

## SECTION 3 – PROGRAM OVERVIEW

### GOALS

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

### OBJECTIVES

#### THE PROGRAM IS DESIGNED TO PREPARE GRADUATES TO:

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

Graduates will be qualified to work as:

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

### CURRICULUM

Credit hours - Required major courses: 34 credit hours

- RHB 780 Topics in Rehabilitation Science I – 3
- RHB 785 Topics in Rehabilitation Science II– 3
- RHB 782 Topics in Rehabilitation Science III– 3
- RHB 783 Research Design and Measurement in Rehabilitation Science I – 3
- RHB 784 Research Design and Measurement in Rehabilitation Science II – 3
- RHB 789 Rehabilitation Science Seminar – 6 (6 terms; 6 credit hours total)
- RHB 795 Rehabilitation Science Research Proposal – 3
- GRD 717 Principles of Scientific Integrity - 3
- EPR 609 Biostatistics or equivalent – 3
- EPR 710 Biostatistics or equivalent – 3
- RHB 746 Journal Club- 1



**Credit hours - Electives: 17 – 24 credit hours**

Electives are determined in conjunction with the graduate committee based on the student’s academic background, courses taken in a focus area, and proposed dissertation question. Courses are specifically selected to develop the expertise needed to complete the dissertation requirements. See Appendix A for examples of elective courses for all areas.

There are four types of electives: concentration electives, academic writing electives, research methods, and statistical analysis. Students are required to have at least one academic writing elective, one research methods elective, and one statistical analysis elective. All electives should be directly relevant to the student’s dissertation and/or field of expertise. The maximum number of elective credit hours is 24, thus students should be selective concerning their elective courses, and focus any additional credit hour effort toward completing their RHB 798 or RHB 799 requirements.

**Credit hours for dissertation: 21 – 24 hours**

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

Total credit hours: 72-82

**TYPICAL CURRICULUM**

**Doctor of Philosophy in Rehabilitation Science Degree**

Degree Plan Example Year 1	Semester 1 – Fall RHB 780 (3) RHB 783 (3) RHB 789 (1) EPR 609 (3) RHB 798 (1)	Semester 2 – Spring RHB 785 (3) RHB 784 (3) RHB 789 (1) RHB 795 (3)	Semester 3 – Summer RHB 782 (3) RHB 789 (1) RHB 798 (2) GRD 717 (3) Qualifier Exam
Year 2	Semester 4 – Fall RHB 798 (3) EPR 710 (3) Electives (3)	Semester 5 – Spring RHB 798 (3) Electives (8)	Semester 6 – Summer RHB 798 (2) RHB 746 (1) Electives (6) Dissertation Proposal
Year 3	Semester 7 – Fall RHB 799 (6-9)	Semester 8 – Spring RHB 799 (6-9)	Semester 9 – Summer RHB 799 (6-9)
Year 4	Semester 10 – Fall RHB 799 (6-9)	Semester 11 – Spring RHB 799 (6-9) Dissertation Defense	

The degree plan will vary by the student’s academic discipline and preparation upon entry to the PhD in Rehabilitation Science Program, as well as full or part-time status.

## COURSE DESCRIPTIONS

### **RHB 400/500 Introduction to Rehabilitation Science** 3 credit hours

Basic principles and examples of the impact of rehabilitation science on individuals, groups, and communities with disabilities.

### **RHB 490/590 Quantitative Biomechanics of Injury and Rehabilitation** 3 credit hours

Basic and applied principles of biomechanics as applied to situations of injury and recovery from injury.

### **RHB 740 Teaching Practicum** 1-3 credit hours

Mentored involvement with teaching in an existing course.

### **RHB 746 Rehabilitation Science Journal Club** 1 credit hour

Selected readings with student-led discussions about new and emerging research topics related to Rehabilitation Science.

### **RHB 775 Special Topics in Rehabilitation Science** 1-3 credit hours

Content and discussions about new and emerging research topics related to Rehabilitation Science. As per student/instructor interest.

### **RHB 780 Principles in Rehabilitation Science I – Movement Science** 3 credit hours

Interdisciplinary discussion of concepts, theories, principles, and research literature underlying the understanding of neural control, biomechanics, motor learning, and motor development and how purposeful and functional body movements are accomplished under a variety of health conditions and disease processes.

### **RHB 785 Principles of Rehabilitation Science II – Behavior Science** 3 credit hours

In-depth discussion and analysis of the scientific and theoretical principles underlying health behavior change in the context of rehabilitation science. This course focuses on understanding health behavior from an ecological perspective, examining seminal behavior change theories, and understanding key elements required for design, implementation, and analysis of rigorous health behavior change research.

### **RHB 782 Principles of Rehabilitation Science III – Occupation Science** 3 credit hours

Interdisciplinary discussion of concepts, theories, principles, and research literature underlying the understanding of occupation science and how work and play activities are accomplished under a variety of health conditions and disease processes.

### **RHB 783 Research Design and Measurement in Rehabilitation Science I** 3 credit hours

A detailed overview of research design and methodologies used in rehabilitation science, including quantitative and qualitative methods.

### **RHB 784 Research Design and Measurement in Rehabilitation Science II** 3 credit hours

A continuation of RHB 783. A detailed overview of research design and methodologies used in rehabilitation science, including quantitative and qualitative methods.

### **RHB 789 Rehabilitation Science Seminar** 1 credit hour

Varied discussion of rehabilitation science topics to help students explore research questions in preparation for their dissertation and to present their work related to their dissertation project

**RHB 795 Rehabilitation Science Research Proposal** 3 credit hours

To instruct and support doctoral students as they write a Rehabilitation Science dissertation research proposal

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

**RHB 798 Non-Dissertation Research** 3 credit hours: minimum of 9

Development of research proposal.

**RHB 799 Dissertation Research** 3 credit hours: minimum of 12

Post-proposal meeting research.

## FACULTY AND STAFF CONTACT INFORMATION

### Administrative Offices

**William R. Reed, DC, PhD**

Interim Program Director, Doctor of Philosophy in Rehabilitation Science Program

Webb 318

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SHPB 350

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**David Morris, PT, PhD, FAPTA**

Chair, Dept. of Physical Therapy

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**Elisa Lewis**

Program Administrator (scholarships, stipends)

SHPB 381

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

## MENTORING AGREEMENT

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

## ANNUAL STUDENT REVIEW

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

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

Annual Student Review Process:

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

## OTHER REQUIREMENTS FOR ADVANCED LEVEL PHD STUDENTS

### REQUIRED ATTENDANCE AT REHABILITATION SCIENCE SPEAKER SERIES

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

### REQUIRED ATTENDANCE AT ALL PUBLIC REHABILITATION SCIENCE PHD DISSERTATION PRESENTATIONS

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

### THE COMPREHENSIVE QUALIFIER EXAM

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

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

Students will be eligible to take the exam after having completed the 34 core course hours. Students who complete the curriculum on a part-time basis, or otherwise do not have all core course requirements met will work with the program director to schedule their qualifier exams. Although the sections of the Part I exam correspond to the five core course topics, examination questions are not limited to content presented in class or assigned during the course. You should be prepared to demonstrate knowledge that goes beyond coursework and integrates information across the five courses.

The content of the Advanced Teaching/Learning Abilities exam (Part II) is negotiated between students and Rehabilitation Science program faculty members at the direction of the Program Director. Students will decide on a topic, relevant to Rehabilitation Science, to focus on during a 20-minute Teaching/Learning Session attended by select faculty.

Part III and Part IV consists of both a written element (Part III) and an oral element (Part IV) related to the intended dissertation topic. The written element (Part III) will be a research proposal that will reflect the student's current ideas about his/her dissertation proposal. While this document's ideas should be negotiated in concert with the dissertation advisor, the written portion must be entirely reflective of the student's efforts. The oral element (Part IV) will be a 20-minute presentation where students explain and defend the key elements of the proposed research (Problem and Background, Theoretical Underpinnings, Specific Aims and Hypotheses, Methods, and Significance).

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

## THE DISSERTATION PROCESS

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

## THE DISSERTATION COMMITTEE

The committee should include a minimum of five faculty members:

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

After selecting a committee, you must submit a Graduate Study Committee Letter form to the Graduate School. **This form must be submitted prior to the proposal meeting.** This form can be found on the Graduate Student website.

The dissertation committee is best viewed as a group of individuals who have the following characteristics and should be selected on this basis. They should have some expertise in some aspect of the proposed research. They should have a commitment to working with the student to successfully

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

### **PROPOSAL, PROPOSAL DEFENSE AND ADMISSION TO CANDIDACY**

After successful completion of the comprehensive examinations, the student must prepare a formal document outlining the proposed dissertation topic. It is recommended that students begin the process by providing potential committee members with a pre-proposal or concept paper of 5-15 pages in length that outlines hypotheses, background and significance (briefly), methods, time line and concerns and questions. Sometimes a pre-proposal meeting of committee members is held.

The student should consult with his/her mentor about the scope of research in their area that would constitute a dissertation project. In general, the dissertation research should answer one or more substantive questions. In the dissertation, the student demonstrates his or her status as an expert in their field. Thus, in addition to reporting the results of experiments conducted, the general introduction and general discussion are important aspects of the dissertation. The research should be novel, innovative, and substantively add to the existing body of knowledge. While the student is expected to work closely with the mentor and committee to develop the dissertation ideas, the work should be the student's. If a student is funded on a mentor's grant, students are permitted to extend the funded research in a novel way that they can demonstrate expertise and ownership above and beyond the research outlined in the funded proposal. Alternately, students can develop their own line of research questions in advisement with the research mentor.

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

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

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

The student is responsible for scheduling the oral proposal presentation meeting and notifying committee members. The oral proposal presentation should be attended by all members of the doctoral study committee. After the proposal, members of the doctoral committee decide in a closed session whether or not the student has presented an acceptable proposal and should be advanced to candidacy at that time.

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

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

### IRB/IACUC APPROVAL

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

### FINAL DISSERTATION AND FINAL DEFENSE

Our program requires a 3 paper model for the dissertation. The final dissertation document should include a 1<sup>st</sup> Chapter which encapsulates the Background and Significance of the dissertation topic, a number of middle chapters that reproduce the publishable, stand-alone manuscripts, and a final chapter which summarizes and synthesizes the major issues that were presented in the manuscripts. **All three papers must be based on work initiated after admission to the program. One papers must be accepted for publication, and the second and third must have been submitted for publication by the time of the dissertation defense.\***

The full final dissertation document should follow the format and guidelines detailed in The Graduate School's *Format Manual for Theses & Dissertations* (available on the Graduate School Website).

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

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

Outcomes of the private defense meeting can include the following:

- a) Pass with no substantial revisions required: The committee will make suggestions for minor modifications of the dissertation document and the oral presentation that should be



implemented prior to the public defense. The student must make these corrections and has **two weeks** to submit the revised dissertation back to the committee members. The committee members then normally take up to two weeks to read the dissertation prior to the public defense.

- b) Pass with substantial revisions required before public defense can be scheduled: The committee will make suggestions for substantial modifications of the dissertation document and the oral presentation that should be approved prior to scheduling the public defense. The student must make these corrections and has **four weeks** to submit the revised dissertation back to the committee members. If additional time is needed due to the extent of revisions required, the chair will discuss the time needed with program director. Once the committee agrees to the revised form of the document, the public defense can be scheduled.
- c) Fail: If, in the opinion of more than one member of the dissertation committee, a student failed the final oral defense, there is no consensus to pass. The chair of the committee will advise the student that the dissertation fails to meet the requirements of the Graduate School. The chair will notify the student in writing about the reason(s) for failure. If the student resubmits or submits a new dissertation for consideration to the Graduate School, at least two members of the new examining committee must be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the Graduate School, the student will be dismissed from the Graduate School.

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

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

### **SUMMARY OF STEPS TOWARD THE DOCTORAL DEGREE**

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

**Make sure to carefully read and take note of all dates/time requirements for departmental and Graduate School forms.**

1. Admission to doctoral degree program.
2. Assignment of faculty advisor – (several factors are taken into consideration such as research interests, funding, etc.)
3. Maintenance of good academic standing - This is defined by a grade point average of at least a 3.0 and overall satisfactory performance on pass/not pass courses.
4. Passing of qualifier exam.

5. Appointment of doctoral study committee – A completed Graduate School form is required.
6. IRB and or IACUC approval obtained and HIPPA Training.
7. Dissertation proposal successfully presented.
8. Admission to Candidacy - This must occur no later than two terms before expected graduation. A typed Graduate School form is required. Documentation of a student's IRB/IACUC approval must accompany this form when he/she submits it to the graduate school. Student's name must be on the official IRB/IACUC approval.
9. Application for Degree – You must submit your application to the Graduate School no later than three weeks into the expected term of graduation. Graduate School deadlines are located here: <http://main.uab.edu/Sites/gradschool/deadlines/>.
10. Production of dissertation to be submitted for defense.
11. Request for dissertation approval forms. This must be done online at least 10 days before the defense date.
12. Final defense – The final defense must take place no later than 30 days before the Expected date of graduation (see Graduate School deadlines).
13. A single PDF of the defended, committee-approved dissertation must be submitted to the UAB/ProQuest website no later than 2 weeks (10 business days) following the public defense.
14. *Conferring of degree will occur if there are not any financial holds.* If there are then the **Diploma and Transcript cannot be released to the student.**

## UAB AND CORONAVIRUS

All students, faculty and staff are expected to comply fully with the policies, protocols and guidelines developed to ensure their safety, the safety of those around them and the continuing daily operations of the university, school and department. Please visit the UAB Graduate School website for up-to-date information regarding policies, protocols, and guidelines.

## APPENDIX A: EXAMPLES OF ELECTIVES

<b>Concentration Electives:</b> These are electives in a specific disease, population, or content area of interest
Examples of Courses
RHB 781 Principles of Rehabilitation Science Exercise Science (3 cr hr)
RHB 590 Quantitative Biomechanics of Injury and Rehabilitation (3 cr hr)
RHB 775 Special Topics in Rehabilitation Sciences (1-3 cr hr)
EPI 709 Theoretical Basis of Epidemiology (3 cr hr)
NCH 760 Child Health Theories and Concepts (3 cr hr)
NCC 613 Acute Care Pediatric Pharmacology (1 cr hr)
Neur 710 Integrative Neuroscience (3 cr hr)
NTR 650 Body Composition and Energy Metabolism (3 cr hr)
OT 677 Foundation of Low Vision Rehabilitation I (3 cr hr)

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

<b>Research Methods Electives:</b> These are electives in a specific research methodology or study design areas of interest
Examples of Courses
HCO 787 Empirical Methods for Health Research (3 cr hr)
HCO 692 Advanced Topics in Health Disparities Research (3 cr hr)
HB 604 High Technology Approaches to Health Communications and Behavior Change Interventions (3 cr hr)
NRM 773 Qualitative Research Methods (4 cr hr)
NUR 752 Responsible Conduct of Research: A Cross-Cultural Perspective (2 cr hr)
BME 512 Biomechanical Measurement (3 cr hr)
EPR 596 Introduction to Qualitative Methods in Educational Research (3 cr hr)
CS 681 Simulation Models (3 cr hr)

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

## **APPENDIX B: DEPARTMENTAL FORMS**

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

**UAB Rehabilitation Science PhD Program  
Program Requirements Checklist  
Students Entering AY 2022**

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

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

**STUDENT NAME** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_

**BLAZER ID** \_\_\_\_\_

YEAR 1					
Course Number	Course Name	Semester/ Year	Semester/ Year Planned	Credit Hours	Semester/ Year Completed
RHB 780	Principles of Rehabilitation Science I - Movement Science	Fall 1		3	
RHB 783	Research Design and Measurement in Rehabilitation Science I	Fall 1		3	
RHB 789	Rehabilitation Science Seminar	Fall 1		1	
RHB 798	Non-Dissertation Research	Fall 1		1	
EPR 608	Educational statistics or appropriate substitute	Fall 1		3	
RHB 785	Principles of Rehabilitation Science II - Behavior Science	Spring 1		3	
RHB 784	Research Design and Measurement in Rehabilitation Science II	Spring 1		3	
RHB 789	Rehabilitation Science Seminar Spring	Spring 1		1	
RHB 795	Rehabilitation Science Research Proposal	Spring 1		3	
RHB 782	Principles of Rehabilitation Science III - Occupation Science	Summer 1		3	

RHB 789	Rehabilitation Science Seminar	Summer 1		1	
RHB 798	Non-Dissertation Research	Summer 1		2	
GRD 717	Principles of Scientific Integrity	Summer 1		3	
Total Year 1				30	
<b>Qualifying Exam at End of Year 1 (Summer 1)</b>					
Date Planned: _____ Date Complete: _____					

YEAR 2				
Course Number	Course Name	Semester/ Year Planned	Credit Hours	Semester/ Year Completed
Concentration Elective			3	
Academic Writing Elective			3	
RHB798	Non-Dissertation Research		8	
RHB789			3	
Research Methods Elective			3	
Concentration Elective			3	
EPR 609	Educational statistics or appropriate substitute		3	
RHB 746	Rehabilitation Science Journal Club		1	
<b>Total Year 2</b>			27	
<b>Dissertation Proposal (Summer 2)</b>				
<b>Date Planned:</b> _____ <b>Date Completed:</b> _____				

YEAR 3				
Course Number	Course Name	Semester/ Year Planned	Credit Hours	Semester/ Year Completed
RHB 799	Dissertation Research		6-9	
RHB 799	Dissertation Research		6-9	
RHB 799	Dissertation Research		6-9	
		<b>Total Year 3</b>	18-27	
YEAR 4				
RHB 799	Dissertation Research			6-9
RHB 799	Dissertation Research			6-9
<b>Dissertation Defense (Spring 4)</b>				
Date Planned: _____		Date Completed: _____		
<b>Program Total Credits</b>				<b>72-82</b>

**Credit Hour Minimum Notes**

**Core Courses:** 34 credit hours

**Electives:** 18 credit hours

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

**Non-dissertation Research Hours:** 9 credit hours

**Dissertation Research Hours:** 12 credit hours. Cannot be taken until after a student has entered candidacy

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

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
Date



**UAB Rehabilitation Science PhD Program**  
**Mentor/Mentee Agreement 2022**

**Mentee:** \_\_\_\_\_ **Mentor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Commitments of the PhD student**

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

## Commitment of Mentors

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

## Complete the following questions/items to develop your mentoring plan for the coming year.

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

### Coursework/Curriculum Goals

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

### Research/Dissertation Goals

1. \_\_\_\_\_

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2.

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

1.

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2.

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

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

\_\_\_ Weekly \_\_\_ Bi-monthly \_\_\_ Monthly \_\_\_ Other: \_\_\_\_\_

3. The person responsible for scheduling meetings is:

\_\_\_\_\_

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

5. To make effective use of time, plan your meetings. The mentee should provide the following prior to each meeting. Agree on what will best serve the two of you.

- Agenda for meeting
- Narrative of each topic to be discussed (as needed)
- Updated Resume/CV (with highlight of new additions)
- Draft of dissertation, thesis, capstone, manuscript (chapter, proposal, etc) provided at least 2 weeks prior to meeting. Conference abstracts may be on a more compressed timeline.
- Other \_\_\_\_\_

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

Responsibilities of Mentor: \_\_\_\_\_

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Responsibilities of Mentee: \_\_\_\_\_  
\_\_\_\_\_

**Your signature below serves as your acknowledgement of program expectations of mentors and mentees, and your agreement to the terms decided on for this mentor/mentee agreement.**

\_\_\_\_\_  
Mentor Signature

\_\_\_\_\_  
Mentee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**UAB Rehabilitation Science PhD Program  
2022 Annual Student Evaluation**

**Annual Student Review Process:**

1. Student completes PhD student Annual Progress Report and his/her portion of mentoring agreement for upcoming year (all forms found in Appendix B and in PhD Student Box folder).
2. Student schedules meeting with mentor (if student committee includes a co-chair, both must be present at the review).
3. During student/mentor meeting, agree on progress updates, complete mentoring agreement for upcoming year, and make sure Program Requirement Checklist is up-to-date.
4. Student schedules meeting with PD and mentor to review progress report and mentoring agreement. \
5. Once signed, student submits the original with signatures to program administrator and sends electronic copies with signatures to PD and mentor(s).
6. **Mentor/student meetings must be completed and signed forms submitted to the Department Chairs by June 15, 2020.**
7. All meetings with the PDs must be completed by August 1, 2022.

**PERSONAL INFORMATION**

Blazer ID:

Last Name:

First Name:

Student E-Mail Address:

Mentor's Last Name:

Mentor's First Name:

Mentor's E-Mail Address:

**PART I: Program milestone review and Progress toward goals**

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

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

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

**PART II: Research and Professional Development Progress Review**

**A. Provide a brief but detailed overview of your major accomplishments in each of the following areas in the past year:**

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

Signatures

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Primary Mentor

\_\_\_\_\_

Date

\_\_\_\_\_

Co-Mentor (if applicable)

\_\_\_\_\_

Date

\_\_\_\_\_

Program Director

\_\_\_\_\_

Date