UAB SCHOOL OF HEALTH PROFESSIONS

The University of Alabama at Birmingham

Department of Occupational Therapy
Low Vision Graduate Certificate

2023-2024

STUDENT HANDBOOK

UAB // SHP

UAB School of Health Professions

Department of Occupational Therapy

Low Vision Rehabilitation Graduate Certificate

2022-2023 Academic handbook

_____   8-18-2023
Elizabeth Barstow, PhD, OTR/L, SCLV, FAOTA   Date

Program Director

_____   8-18-2023
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Department Chair

_____   8-21-2023
Andrew Butler, PhD   Date

Dean, School of Health Professions

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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

Jennifer Christy, Assistant Dean for Faculty Affairs

205-934-5903; jbraswel@uab.edu

Mary Foster, Dean's Executive Assistant

205-934-5149; fostermg@uab.edu

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

205-996-1399; sgiordan@uab.edu

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

205-934-7528; mhart2@uab.edu

Kevin Storr, Director of Communications

205-934-4159; storr@uab.edu

Lee Test, Director of Academic and Faculty Operations

205-975-8034; ltest@uab.edu

Marci Willis, Director, Learning Resource Center

205-934-9472; 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.

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

      Eileen Hatfield, Academic Advisor II, SHPB 230 – 205-934-4185; mehatfie@uab.edu

      Chris Smith, Academic Advisor III, SHPB 230 – 205-934-5974; cjsmith1@uab.edu

      Adam Pinson, Academic Advisor III, SHPB 424A – 205-996-6789; 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.

Phone: (205) 996-5555 Email: askit@uab.edu   Website: https://uabprod.service-now.com/service_portal

Attendance

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

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

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

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

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

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

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

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

Absences due to other extenuating circumstances that instructors deem excused. Such classification is at the discretion of the instructor and is predicated upon consistent treatment of all students. In these instances, instructors must devise a system for reasonable accommodation including, for example,

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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 l 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. Your BlazerID is required for accessing BlazerNET and other campus resources. To activate one's BlazerID, select "Activate Accounts."

BlazerNET is the official portal of the UAB information network and is accessible from any Internet-accessible computer, on- or off-campus. Access BlazerNET from UAB home page www.uab.edu then choose UAB Quicklinks.

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

BLAZER EXPRESS

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

BOOKSTORE

There is one bookstore located on the UAB campus, offering a wide variety of products and services to students, including online purchasing and shipping. The bookstore 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.

CAMPUS MAP

UAB's campus map can be found at the following: 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. 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.

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.

- 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.
- 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   Website: 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, 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-shpasdnfacaffrs@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
- Webpage: www.uab.edu/emergency
- Announcements on BlazerNET
- Twitter@UABALERT: www.twitter.com/uabalert
- facebook.com/UABALERT
- Cell phone messages and SMS text – register for B-ALERT notices via https://idm.uab.edu/ens/b-alert

FERPA 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/enrollmentservices/ferpa/. If you have questions or concerns about FERPA issues, you may email 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.

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.

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/. 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.

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. 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.

INTELLECTUAL PROPERTY

Intellectual property refers to an asset that originated conceptually, such as literary and artistic works, inventions, or other creative works. These assets should be protected and used only as the creator intends. Training materials defining inventor status, patent criteria, and other intellectual property issues is available at www.uab.edu/research/administration/offices/OSP/Pages/Training.aspx.

LACTATION CENTERS

Through the work of the UAB Commission on the Status of Women, the University has provided several lactation centers for students, faculty, and staff across the campus. Locations of the centers are available at https://www.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 9th Avenue S.
> Phone: (205) 934-5146
> Email: 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 13th 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. Additional information is available at www.uab.edu/onestop.

PARKING

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

PATIENT CARE PARTNERSHIP

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

www.aha.org/aha/issues/Communicating-With-Patients/pt-care-partnership.html.

PLAGIARISM AND TURNITIN

Plagiarism is academic misconduct that will result in a grade of zero and may result in dismissal from the School of Health Professions and UAB (see 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 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.

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
- Facebook: www.facebook.com/UABSHP
- YouTube: www.youtube.com/uabshp
- Vimeo: http://vimeo.com/uabshp
- LinkedIn: UAB SHP LinkedIn
- Website: 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 9th Avenue South. The clinic is open from 8:00 a.m. – 5:00 p.m. Monday – Thursday; 9:00 a.m. – 5:00 p.m. Friday. Detailed information about services and operating practices is located on the SHS website at www.uab.edu/studenthealth. Appointments may be scheduled by calling 205-934-3580.

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/. Please note that failure to meet payment deadlines can result in being administratively withdrawn from courses.

WEATHER

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

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

WITHDRAWAL FROM COURSE / PROGRAM

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

SECTION 2 – SHP AND UAB POLICIES

SCHOOL OF HEALTH PROFESSIONS POLICIES

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:

CastleBranch

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

About CastleBranch.com

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

Order Summary

Required Personal Information
  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

Go to: www.castlebranch.com and enter package code:
AH01 - Background Check and Drug Test
You will be required to enter your program under "Student Information" classification
You will then be directed to set up your CastleBranch profile account.

View Your Results

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

Attachment 3:

<div align="center">

UAB School of Health Professions

Consent to Drug Testing and Release of Drug Test Results

</div>

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   **Date**
(required only if student is under 19)

Attachment 4:

UAB School of Health Professions

Consent to Criminal Background Check and Release of Results

For and in consideration of my participation in clinical education experiences, 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   **Date**
(required only if student is under 19)

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

PLAGIARISM

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

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

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*.*

SECTION 3 – PROGRAM OVERVIEW

The Graduate Certificate in Low Vision Rehabilitation is a practice-oriented certificate program that prepares occupational therapists to provide comprehensive, competent intervention to adults with visual impairment from age-related eye diseases or brain injury. The program is designed for occupational therapists already working in low vision rehabilitation; those interested in starting low vision rehabilitation programs; and those interested in expanding their practice skills in this area. The program's flexible web-based, asynchronous distance format allows occupational therapists across the United States and other English-speaking countries to obtain these skills while working full time. Upon conclusion of the Low Vision Graduate Certificate Program, graduates are expected to be able to:

- Provide advanced evaluation and screening to consumers with vision impairment secondary to age-related and/or neurological conditions.
- Provide advanced intervention to consumers with visual impairment secondary to age-related and/or neurological conditions.
- Demonstrate advocacy skills that positively influence occupational therapy practice and policy in vision rehabilitation.
- Pursue careers as educators/researchers or instructors in occupational therapy and occupational therapy assistant programs disseminating vision rehabilitation content.

LOW VISION GRADUATE CERTIFICATE FACULTY

Elizabeth Barstow, PhD, OTR/L, SCLV, FAOTA	Program Director, Graduate Certificate Low Vision Rehabilitation/ Associate Professor	(205) 934-7321 bbarstow@uab.edu
Mary Warren, PhD, OTR/L, SCLV, FAOTA	Emeritus Professor	warrenm@uab.edu
Jason Vice, PhD, OTR/L, SCLV	Assistant Professor	(205) 996-1374 jasonvice@uabmc.edu
Jenice Heck, OTR/L, MMC	Adjunct Professor	(504) 912-6690 jheck@uab.edu

TYPICAL PROGRAM

The curriculum is designed with the working occupational therapist in mind. Coursework emphasizes practical application to the OT clinic environment. Projects are designed to reinforce classroom learning for application to practice. Materials for completion of the courses can be obtained through the Internet, materials provided, and required texts.

The Low Vision Graduate Certificate Program is comprised of 5, 3 credit courses equaling a total of 15 credits. One elective in blindness rehabilitation is available but not required for graduation. Students are required to take the courses sequentially as content builds. Students can take the graduate certificate independent of other educational programming or take it as a track in the Post-Professional Occupational Therapy Doctoral Program. The certificate courses account for 15 of the 40 required OTD credits and comprise elective content.

REQUIRED COURSES

Requirements		Hours
Required Courses		
OT677	Foundations in Low Vision Rehabilitation I (Fall semester, Year 1)	3
OT679	Foundations in Low Vision Rehabilitation II (Spring Semester, Year 1)	3
OT690	Foundations in Low Vision Rehabilitation III (Fall Semester, Year 2)	3
OT690	Foundations in Treatment of Visual Impairment from Brain Injury (Spring Semester, Year 2)	3
OT691	Foundations in Low Vision Rehabilitation IV (Summer Semester, Year 2)	3

Total Hours **15**

Note: Students have an open semester Summer Semester, Year 1

ELECTIVES

Foundations in Blind Rehabilitation* (Listed as "OT 692 - Special Topics in OT" in the UAB Catalog)

This three-credit hour course is an elective that establishes the knowledge needed to understand and implement non-visual intervention strategies. Topics include occupational therapy approach to blind rehabilitation; influence of intrinsic and extrinsic factors on occupational participation; intervention strategies; non-visual strategies for environmental adaptation; development of professional interactions; and evaluation of occupational performance to support safe, effective participation in daily activities.

This course is not a requirement of the Low Vision Rehabilitation Graduate Certificate program. Individuals not enrolled in the certificate program can apply as a non-degree seeking student through UAB's Graduate School. The deadline for non-degree seeking applicants is August 14.

WEEKEND INTENSIVE

The final semester of the program (summer semester, year 2), students are required to visit the UAB campus for an intensive skills checkout. Content covered during the weekend intensive includes evaluation and intervention of visual impairment secondary to age-related conditions, evaluation, and intervention of visual impairment secondary to brain injury and optics/assistive technology. The weekend intensive is typically the first or second weekend in June and begins Saturday morning and ends Sunday at noon. Discussion about the specific date and weekend agenda will occur in OT677 or OT679. Students who have a specific reason they cannot attend the weekend should discuss this with the program director. Excused absences include circumstances such as intensive travel or a health condition that limits travel. Exceptions may be made in these circumstances if approved by the program director. Alternative work will be assigned in these cases and may include activities such as case studies, video conferencing, intervention planning, etc.

REQUIRED OBSERVATION

All students are required to complete 16 hours of observation of low vision practice to graduate from the program. The observation assignment is not due UNTIL THE LAST COURSE (OT691), which students take their final semester. Students may complete these observations at any time before taking OT691 and may observe at multiple sites-if desired. Students may observe support groups, other low vision rehab professionals, ophthalmologists, optometrists, VA vision rehab services, community programs etc. The only requirement is that the setting represents some aspect of vision rehabilitation. Support groups can constitute 2 hours of your observation experience. Students are required to obtain a signed verification of hours for each setting. When the observations are complete, students choose one setting and write up the observation using the approved template.

ACADEMIC PROGRESS

Students are responsible for monitoring their university records. This includes checking the number of credits completed/needed for the degree, financial aid requirements and all other university requirements such as graduation application requirements, completion of forms (Leave of Absence, etc.), and maintaining minimum GPA requirements. Students must maintain a 3.0 GPA in order to graduate.

INCOMPLETES

The Department of Occupational Therapy faculty do not give grades of "Incomplete" for failure to meet due dates for course assignments, except when extraordinary circumstances prevent compliance. The circumstances include, but are not limited to, severe illness, death in the family, and other significant, unexpected events. A student must discuss the need for an incomplete with the respective course director. The incomplete must be made up and grade assigned in line with the university policy at that time.

DEGREE

On completion of the required coursework the student will be awarded a Graduate Certificate by the University of Alabama at Birmingham and the student's name will appear in the commencement bulletin. A transcript of the coursework taken for the degree will be available through the University Registrar's Office. Note that there is an exception to this process, for students seeking other degrees at UAB such at the Post-Professional OTD. Students cannot apply for or be awarded the low vision certificate until other degrees are completed. Upon completion of all other UAB coursework and degrees, the certificate will be awarded.

The curriculum for the degree is offered online via web-based learning management system for students in the program. Students begin the curriculum in the fall semester of each academic year and complete one or more courses per semester. The certificate is completed in 1 year and 2 semesters.

ACADEMIC MISCONDUCT/ACADEMIC INTEGRITY CODE (UAB)

The University expects the highest ethical and professional behaviors from the academic community. The code, including penalties for violations, is published on the UAB website at UAB Academic Integrity Code.

ARTIFICIAL INTELLIGENCE (AI) TEST GENERATORS

As Artificial Intelligence (AI) text generators, such as ChatGPT and GPT-3.5, continue to advance and become more prevalent, it is important for students to recognize their potential benefits and limitations. AI text generators can be valuable tools for students in several ways, including generating ideas, providing writing assistance, and analyzing text patterns. An example of this might be "Paperpal" which will evaluate the students writing and provide detailed suggestions to improve it. However, students should note that these generators are designed to produce human-like text based on the patterns and data they have been trained on. While they can be helpful tools for generating ideas or writing assistance, it is important to note that their outputs are generated by an algorithm and should not be considered a replacement for human-written content. It is also important to be aware that AIgenerated text may contain biases or errors, particularly if the training data used to create the generator are biased or incomplete. At this time, many universities continue to explore how best to deal with these text generators and are exploring software to identify output from these generators, and countermeasures will likely follow. It may also be that academic integrity policies will be amended to include statements on the appropriate use of these platforms. In the interim, it is important for students to note that the use of AI text generators should not replace the development of essential writing and critical thinking skills. These skills are essential for students of occupational therapy to develop and hone as they progress through the Clinical Doctorate and prepare for their future careers as occupational therapists. Students should recognize the potential benefits and limitations of these text generators and if used, they should be used with caution, in a responsible and thoughtful manner that does not impact the learning of skills needed to be an effective healthcare professional.

EMAIL

The University of Alabama at Birmingham provides email services to faculty, staff, and students. Please note that all email messages, documents, correspondence, and data obtained through UAB or UABHS network resources are considered UAB property. Students should review and be mindful of the following: UAB IT Email Guidelines Faculty, staff and students are expected to use their UAB email for all email correspondence.

ETHICS/CONDUCT

Students are expected to conduct themselves in a manner appropriate to a professional person, and to abide by the Code of Ethics set forth by the American Occupational Therapy Association (AOTA). A copy of the AOTA Code of Ethics can be found at: AOTA Code of Ethics The Occupational Therapy Code of Ethics (2020) of the American Occupational Therapy Association (AOTA) is designed to reflect the dynamic nature of the profession, the evolving health care environment, and emerging technologies that can present potential ethical concerns in research, education, and practice. AOTA members are committed to promoting inclusion, participation, safety, and well-being for all recipients in various stages of life, health, and illness and to empowering all beneficiaries of service to meet their occupational needs. Recipients of services may be individuals, groups, families, organizations, communities, or populations (AOTA, 20200). 71 The Code of Ethics is an AOTA Official Document, and a public statement tailored to address the most prevalent ethical concerns of the occupational therapy

profession. It outlines Standards of Conduct the public can expect from those in the profession. It should be applied to all areas of occupational therapy and shared with relevant stakeholders to promote ethical conduct. The Code serves two purposes: ● It provides aspirational Core Values that guide members toward ethical courses of action in professional and volunteer roles. ● It delineates enforceable Principles and Standards of Conduct that apply to AOTA members University of Alabama at Birmingham Occupational Therapy faculty and students are responsible for learning about and upholding the AOTA Code of Ethics in their personal and professional interactions, decisions, and behaviors. Students learn and develop ethical, professional behaviors throughout their tenure at UAB, into fieldwork and ultimately, clinical practice. It is imperative that students take these responsibilities seriously.

ESSENTIAL REQUIREMENTS

After acceptance and prior to enrollment into online programs, students must certify their ability to complete the essential tasks, with or without reasonable accommodation, associated with performing as an occupational therapy student. Reasonable accommodation refers to ways in which the University can assist students with disabilities to accomplish these tasks (for example, providing extra time to complete an examination). Reasonable accommodation does not mean that students with disabilities will be exempt from certain tasks; it does mean that the Department of Occupational Therapy will work with students with disabilities to determine whether there are ways to assist the student with completion of the required tasks.

After enrollment, a student with a disability who wishes reasonable accommodation contacts Disability Support Services (205) 934-4205 or (205) 934-4248 (TDD), provides appropriate and current documentation substantiating the claimed disability, meets the requirements of a disability as described in the ADA, and identifies the needed accommodation. Reasonable accommodation in classroom and in practice settings cannot be provided without the formal request and the required documentation of the ADA defined disability. (Visit http://www.uab.edu/students/disability).

ESSENTIAL TASKS

- Students must meet class standards for course completion throughout the curriculum.
- Students must be able to read, write, speak, and understand English at a level consistent with successful course completion and development of positive client-therapist relationships.
- Students must complete readings, assignments, and other activities.
- Students must gather decision-making pieces of information during client assessment activities.
- Students must perform evaluation and intervention activities by direct performance keys.
- Students must apply critical thinking processes to their work in the courses.
- Students must have interpersonal skills as needed for productive discussion, respectful interaction with classmates and faculty.

- Students must demonstrate appropriate health status prior to enrollment with annual updates on some items. Requirements are found at www.uab.edu/studenthealth.
- Students must follow standards and policies specified in the Department of Occupational Therapy Student Handbook, and the University of Alabama at Birmingham *Directions* Handbook.
- Students must adhere to all policies outlined in the Department of Occupational Therapy Student Handbook which is posted online at www.uab.edu/shp/ot/contact-us/student-resources.

DISABILITY SUPPORT SERVICES

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services (DSS) for information on accommodations, registration and required procedures. Requests for reasonable accommodation(s) involve an interactive process and consists of a collaborative effort among the student, DSS, faculty and staff.

To Register for Disability Support Services - Contact DSS at (205) 934-4205 (voice) or (205) 934-4248 (TDD). You must present documentation verifying your disability status and the need for accommodation(s). After DSS receives your completed documentation, you will meet individually with a member of the DSS staff to discuss your accommodation(s). It is best to register with DSS when you apply to UAB, as it may take 2-3 weeks to review your request and complete the process. For more information about Disability Support Services or to make an appointment, please feel free to contact the office directly at the Hill Student Center, 1400 University Boulevard, Suite 409, Birmingham, AL 35294; via email: dss@uab.edu; or visit their website for more information.

If you are a student registered with Disability Support Services, **it is your responsibility to contact the course instructor** to discuss the accommodation(s) that may be necessary in this course. Students with disabilities must be registered with DSS and provide an accommodation request letter **before** receiving academic adjustments. Reasonable and timely notification of accommodations for the course is encouraged and provided to the course instructor so that the accommodation(s) can be arranged.

For further information contact:

Beth Barstow PhD, OTR/L, SCLV, FAOTA
UAB, Department of Occupational Therapy
Program Director, Low Vision Graduate Certificate
SHPB 350, 1716 9th Avenue South
Birmingham, AL 35294-1212
Telephone 205-934-7321
E-mail: **lvrcert@uab.edu**

Web: **Low Vision Rehabilitation - SHP - Department of Occupational Therapy | UAB**