

GRADUATE STUDENT HANDBOOK
MASTER OF SCIENCE
SCHOOL OF ALLIED HEALTH PROFESSIONS
2005-2006



COLLEGE OF MEDICINE AND PUBLIC HEALTH
THE OHIO STATE UNIVERSITY
COLUMBUS, OHIO

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Section 1: Introduction

Purpose of Handbook

The Allied Medical Professions Handbook provides a description of the Master of Science (MS) Degree program, its requirements and tracks. It also describes the thesis process and policies within the School and in accordance with the Graduate School. Administration and organization of the MS program are explained.

This handbook is meant to be used as a resource to faculty and students. Information within the handbook is relevant to all phases of the MS program, including graduation procedures; therefore, the handbook should be kept as a resource during the entire program.

The primary administrative body for the MS program is the Graduate Studies Committee. This committee consists of faculty and one student; they oversee admissions, approve graduate courses (as does the Curriculum Committee), develop policies, and approve exceptions to established policies. Graduate student exceptions, problems, and questions about the program should be addressed to the Graduate Committee. Individual concerns should first be addressed with advisers.

The Graduate School

**247/250 University Hall
230 N. Oval Mall
Columbus, OH 43210-1366
www.gradsch.ohio-state.edu**

The Graduate School has more than 3,000 graduate faculty members distributed throughout the degree programs within the 122 graduate fields of specialization. More than 9,000 students are enrolled in the Graduate School. The Graduate School develops policies for the Departmental Graduate Programs and provides information for students and faculty. It maintains continuity among graduate programs, maintains university standards, and supports/reviews developing programs. The Council of Research and Graduate Studies and the Dean of the Graduate School establish university-wide policies and requirements for graduate degrees. Departmental graduate programs oversee decisions for individual students.

Graduate School staff is available to assist students throughout their graduate education career. Assistance with registration, course scheduling, and inquiries

is provided during the day (8:00 am to 5:00 p.m., Monday through Friday) through the Graduate School Office in 247 University Hall. Office hours during summer quarter are 7:30 a.m. to 4:30 p.m.

The University Graduate School Handbook is an essential resource, particularly to define thesis and graduation requirements. This handbook can be accessed at <http://www.gradsch.ohio-state.edu>. The policies established by the Graduate School serve as the framework and minimal standards for policies established by the Graduate Studies Committee of the School Allied Medical Professions (SAMP).

**THE OHIO STATE UNIVERSITY
SCHOOL OF ALLIED MEDICAL PROFESSIONS
COLLEGE OF MEDICINE AND PUBLIC HEALTH
Available on-line at: <http://amp.osu.edu>**

This School of Allied Medical Professions Student Handbook is designed to serve as a guide for students enrolled in the professional programs of the School of Allied Medical Professions. The contents of this handbook represent an official communication of the policies and procedures of the School from the faculty to students enrolled in their professional programs. These policies and procedures are meant to be helpful, not restrictive. Students are expected to be familiar with policies relating to the School and the division or program in which they are enrolled.

Each student is encouraged to review policies and procedures pertaining to such matters as scheduling, graduation and grading, which are found in the University catalogs, the Graduate School handbooks, and other similar published matter. The Ohio State University "Code of Student Conduct" is available on line at the following address: http://studentaffairs.osu.edu/resource_csc.asp. Students should become familiar with the rules and regulations that govern the University community (including the School) and campus as a whole. The School of Allied Medical Professions Student Handbook supplements, but does not replace, other University publications.

MISSION OF THE SCHOOL OF ALLIED MEDICAL PROFESSIONS

The School of Allied Medical Professions has as its central mission the education of students for excellence in health care services. Towards this endeavor, the School maintains an environment in which research and scholarly activity inspire and inform teaching. Curricula are structured to foster learning, nurture individual growth and creativity, and support the goals of professional health care practice, administration, teaching, and research at both the undergraduate and graduate level. Individual differences in learners are valued as the faculty promotes scholarship in all who study under our guidance.

Fundamental to the School's mission is to also engage in research and other scholarly activity that enhances the knowledge base of the allied health professions. This knowledge base forms a vital link in the improvement of human health, and keeps the School at the forefront of education and research in the health professions. In addition, students must be prepared to interpret these ideas and innovations so as to make them accessible to the citizens of the State of Ohio and the world. In keeping with the land-grant heritage of The Ohio State

University, the School's mission additionally includes service to the professions, the University, and the community.

**THE OHIO STATE UNIVERSITY
SCHOOL OF ALLIED MEDICAL PROFESSIONS**

The School of Allied Medical Professions is a component of the College of Medicine and Public Health.

The divisions of the School are:

1. Athletic Training
2. Circulation Technology
3. Health Information Management & Systems
4. Health Sciences
5. Medical Dietetics
6. Medical Technology
7. Radiologic Technology
8. Respiratory Therapy

The graduate programs of the School are:

7. Master of Occupational Therapy
8. Master of Physical Therapy
9. Master of Science
10. Ph.D. of Health and Rehabilitation Science

STUDENT CODE OF ETHICS

Established by
Student Affairs Committee and Student Council
School of Allied Medical Professions

WHEREAS: Guidelines for acceptable professional and personal behavior for all students enrolled in the School of Allied Medical Professions at The Ohio State University should be available to each student, and,

WHEREAS: Preparation of the student for future professional and personal conduct is part of the obligation of the educational process, and,

WHEREAS: The development of proper professional and personal behavior is necessary to perpetuate acceptable professional conduct required of the health professions, and,

WHEREAS: The development and improvement of health care can be fostered through the coordinated efforts of allied health professional groups,

BE IT RESOLVED: That all enrolled students and faculty members of the School of Allied Medical Professions of The Ohio State University shall abide by the principles encompassed by description or implication in this Code of Ethics.

1. The human dignity of each individual with whom the student associates should be respected, with primary concern being directed toward the welfare of the patient. In entering the health professions, the student assumes definite responsibilities toward his or her associates and commits him or herself to the upholding of professional ideals.
2. The student should respect the confidentiality of all privileged information and should voluntarily share such information only when it serves the welfare of the patient or fellow student.
3. Improper professional conduct is not to be condoned. Information concerning improper, illegal, or unethical conduct of fellow students or faculty should be given to the appropriate authority without fear or favor.
4. Each student should strive to improve and maintain acceptable standards of professional practice by continuing his or her intellectual and professional growth.

5. Each student should strive to uphold the dignity and respect of his or her chosen profession by his or her dress, personal appearance, conduct and conversation.
6. Each student should avoid the indiscriminate or overindulgent use of alcohol, tobacco, drugs, medications, and other similar items that may adversely affect the student's health or ability to function with adequate reason and judgment.
7. Each student should conduct his or her personal activities so that no patient is endangered by them, and so that no interference with the normal procedures of the medical complex occurs.

Professional Behavior

Professionals have a moral responsibility to themselves, to their patients, to their associates, and to the institution with which they are affiliated, to provide the best service possible.

Personal ethics require certain inherent elements of character that include honesty, loyalty, understanding, and the ability to respect the rights and dignity of others. Personal ethics require conscientious preparation during one's academic years for eventual professional duties and responsibilities. A continuation of the development of professional efficiency should be accomplished by observation, study, and investigation during one's entire professional life.

Strength of character should enable one to rise above prejudice in regards to race, creed, or economic status in the interest of better professional service.

To maintain optimum professional performance, one should be personally responsible for maintaining proper physical and moral fitness.

Finally, it must be realized that no action of the individual can be entirely separated from the reputation of the individual or of his or her profession. Therefore, a serious and primary obligation of the individual is to uphold the dignity and honor of his or her chosen profession by thoughts, words and actions.

General Information

SAMP Building Regulations

1. Under the OSU non-smoking policy, SMOKING IS PROHIBITED IN ALL AREAS OF ATWELL HALL. Smoking cessation programs are offered through the University Office of Human Resources and also through the Student Health Services.
2. Food and drinks are not permitted in classrooms and laboratories. Students are encouraged to use the vending area in the basement.

3. A faculty or senior staff member must be present for all student meetings held in the building after 5:00 p.m. and on weekends.
4. All signs posted in the School are subject to review by the Student Affairs Office.
5. Any maintenance problems within the building should be reported to Judy Froling in the Undergraduate Student Affairs Office.

Allied Medical Professions Master of Science Degree Program

The AMP MS program has approximately 75 graduate students, many of whom are part time. The students represent all disciplines of the School and include other related allied health professionals (e.g. Dental Hygiene and Nursing).

The SAMP Graduate Program office is open to students 8 am to 5 pm weekdays. Materials, forms, and applications are available in the office. Student assistance is readily available by contacting:

Lisa Terek, MS
Graduate Program Manager
terek.2@osu.edu
614-292-9579

Jane Case-Smith, Ed.D
Graduate Studies Chairperson
case-smith.1@osu.edu

The School's graduate faculty are listed in Appendix A. Faculty are eligible to advise graduate students and meet periodically, generally annually, to review the program and make recommendations for programmatic or policy changes.

Section 2: Application and Admission

Application Deadlines and Fees

Applicants to the Allied Medical Professions M.S. program must meet the admission criteria of SAMP and the Graduate School. Inquiries regarding admission into the program should be addressed to Lisa Terek at 106 Atwell Hall, (614-292-9579), terek.2@osu.edu. Students are encouraged to apply for admission at least two months prior to their desired enrollment. An international applicant who is a candidate for a U.S. non-immigrant visa for University studies must apply by July 1 for Autumn quarter. Applicants who wish to be considered for fellowship support must submit application materials prior to January 15. The last possible deadlines for receiving applications, including any required test scores from domestic students, are May 15 for summer quarter, August 15 for autumn quarter, December 1 for winter quarter, and March 2 for spring quarter.

Students are encouraged to apply online by going to <http://www-afa.adm.ohio-state.edu/grad/index.asp>. All applicants are assessed a nonrefundable application fee that can be paid online.

General Admission Criteria for Graduate School

Applicants must submit documentation that demonstrates fulfillment of the following admission criteria:

- 1) An earned baccalaureate or professional degree from an accredited college or university or the foreign equivalent by the expected date for entry. Applicants with degrees from an unaccredited college or university are eligible to be considered for conditional admission.
- 2) A minimum of a 3.00 cumulative point-hour ratio on the 4.00 scale used at this university in all previous undergraduate courses. Applicants whose GPA is below 3.00 are eligible to be considered for conditional admission, but must submit scores from the Graduate Record Examination.
- 3) A minimum of a 3.30 cumulative point-hour ratio on the 4.00 scale in all previous relevant graduate coursework.

In addition, each international applicant seeking a non-immigrant visa is required to submit to the Graduate Admissions Office:

- 1) Affidavit of support and confidential bank statements indicating that financial resources are available to meet the cost of graduate education.
- 2) Proof of English proficiency. This applies to any applicant whose native language is not English and who has not received a bachelor's degree or

higher in a native English-speaking country. Official results from the TOEFL may be submitted for this purpose. A minimum score of 550 or 213 if the computer-based test is taken on the TOEFL is required.

SAMP Admission Criteria

The MS graduate program upholds the general admission criteria of the Graduate School. In addition, candidates must hold licensure, certification or registration in one of the health professions.

Application Process:

Provide the following to: Admissions Office
The Ohio State University
Third Floor Lincoln Tower
1800 Cannon Drive
Columbus, OH 43210-1230
<http://gradadmissions.osu.edu>
(614) 292-9444

- 1.) Graduate School Application (On-line application)
http://www.gradapply.osu.edu/apply_online.htm
- 2.) A non refundable forty dollar admission fee
- 3.) One official copy of transcripts or record of marks for each undergraduate school attended. (Include English translation of each and any additional foreign documents.)
- 4.) Official GRE scores
- 5.) Official TOEFL test scores for international students.

Provide the following to: 106 G Atwell Hall
School of Allied Medical Professions
The Ohio State University
453 W. 10th Avenue
Columbus, OH 43210
www.amp.osu.edu
(614) 292-9579

- 1.) Statement of Intent and Resume
- 2.) Three letters of recommendation, including the graduate reference forms.
- 3.) One official copy of transcripts or record of marks for each undergraduate school attended. (Include English translation of each and any additional foreign documents.)
- 4.) Official GRE scores
- 5.) Official TOEFL test scores for international students.

SAMP Specific Documentation

The autobiographic statement required by the Graduate School is best described as a letter of intent explaining their goals in applying for graduate studies in allied medical professions. This statement should include a summary of the applicant's relevant educational and professional experiences. The candidate's career or professional goals should be stated. The statement is reviewed for the quality of writing. In addition, the committee looks for a match between the applicant's stated career goals and the purpose and scope of the SAMP MS program.

The recommendation letters should be written by an individual who can attest to the student's strengths as a clinician and a scholar, such as the applicant's professors, clinical instructors or supervisors/managers. Areas for discussion can include but not limited to, personal and professional development and follow through, work ethic, interpersonal skills, maturity, attitude toward learning and problem solving.

The evaluator can address the letter to Dr. Jane Case-Smith and either send the sealed envelope directly or give it to the student. Please have the evaluator complete and include the graduate reference form as well as a written letter on their letter head.

SAMP Review Procedures

Each application is reviewed by faculty members of the Graduate Studies Committee. The application is reviewed by at least three members. These faculty members include the Chair of the Graduate Studies Committee and the Coordinator of the track to which the student is applying.

The faculty members reviewing the application are selected by the Graduate Coordinator and/or the Graduate Studies Chair. Review of the application begins when the application is complete and proceeds to completion in the period of less than two weeks.

A majority vote of the three faculty who have reviewed the application is required for admission, rejection, or conditional admission. Should the committee wish to discuss a particular applicant when the decision to admit or reject is not unanimous, the application is discussed in a Graduate Studies Committee meeting.

Advisers

The Graduate Studies Chairperson assigns each entering student an adviser. The faculty adviser must be an approved graduate faculty, holding Category M or P status. The faculty adviser must be graduate faculty within the School of Allied Medical Professions. The adviser will be matched to the student according to 1)

the student's discipline, 2) the track of interest, and 3) faculty advising loads. The responsibility and privilege of advising graduate students is to be shared among the entire graduate faculty. The initial adviser assigned to the student serves as the academic adviser who assists the student in selecting courses and learning experiences. This faculty member can become the student's thesis adviser, but is not automatically the thesis adviser. The student should select a thesis adviser based on the topic and design of his/ her thesis or research project.

A graduate student or graduate faculty member may initiate a request for change of adviser. A change in adviser is made on the registration form after appropriate consultation with the Chairperson of the Graduate Studies Committee.

Types of admissions

Regular: Applicants who have met all Graduate School and Graduate Studies committee admission criteria and who have been approved by the review committee are designated as regular students.

Conditional: Applicants whose academic records indicate that they may have difficulty performing satisfactorily in a graduate degree program are designated as conditional students by the Graduate Studies committee. The purpose of the conditional classification is to provide a student an opportunity to demonstrate that he or she is capable of succeeding in the program or to take courses that will help improve the skills needed to succeed in the graduate program (e.g. writing and speaking English).

The Graduate Studies Committee informs the Graduate School of their decision and the Admissions Office notifies the applicant of admission by letter. In addition, the SAMP Graduate Studies Chairperson writes a letter to the candidate.

The Graduate Studies Chairperson assigns an adviser to the student.

Graduate School admission is valid only for the quarter and year indicated in the letter from the admissions Office. An admitted student wishing to defer enrollment may reactivate the application for a future quarter by notifying the Admissions Office within a year of the initial admission and paying a nonrefundable fee.

Graduate Non-Degree Status

Applicants who do not intend to pursue a graduate degree at this University may apply for admission as graduate non-degree students. On verification of a baccalaureate degree from an accredited institution, graduate non-degree

students may enroll in graduate courses. Graduate non-degree students may not register for AM 999.

If a graduate non-degree student later applies and is admitted to a graduate degree program, no more than ten hours of graduate credit accumulated as a non-degree student can be counted toward the graduate degree. The graduate coordinator or Graduate Studies Chairperson must write a letter requesting that the credits be counted toward the graduate degree.

Academic Unit Transfer

Students may transfer from one academic unit to SAMP or from SAMP to another unit with the approval of the Graduate Studies Committee. They must complete the Request for Transfer of Academic Unit form available from the Graduate School. If a student is transferring into the school, the Graduate Studies Committee must specify the admission classification and indicate which graduate courses that have been completed can apply toward an SAMP MS degree.

Section 3: Registration and Scheduling

Students must assume responsibility for knowing the published policies governing the curricula they intend to pursue as well as the regulations and procedures of the Graduate School and the University. Students should read carefully the *Graduate School Handbook* and the *Course Offerings Bulletin* that can be accessed through the Graduate School URL (<http://www.gradsch.ohio-state.edu/>). The Graduate School handbook describes marking and point systems, policies and regulations for registration. In addition, students should use the quarterly *Master Schedule of Classes* (available through the home page – www.osu.edu) for general information about registration and scheduling procedures and deadlines. For information about the AMP curriculum, students should call or e-mail the SAMP Graduate Program Office.

Students may register through either means and receive a fee statement will be posted on their online account. Students may access web registration to drop courses through the third Friday of the quarter.

Course Load Requirements

The student determines the number of credit hours attempted each quarter, with support from the adviser. Funded students are required to take 9, 10, or 15 hours, depending on their funding status. A student may not enroll in more than 18 credit hours per quarter. The adviser and the student determine the number of hours in AM 999 or AM 793; the credit hours of enrollment should reflect the amount of work by the student and adviser and should also consider the use of university resources.

Students who hold Graduate Associate positions, i.e. Graduate Administrative Associate, Graduate Research Associate, or Graduate Teaching Associate, must register for a minimum of nine graduate credit hours each quarter of appointment. These positions involve 50% appointments.

Graduate Trainees or Fellows do not involve employment for the university or school. Student must enroll in 15 credit hours each quarter in which they are funded as trainees.

Academic Planning and Procedures

All new students will be notified of their assigned faculty advisor and will receive information on planning the professional program before or during the first quarter of enrollment. Each student is responsible for ensuring that all graduation requirements will be completed by the expected quarter of graduation

Registration

Students are expected to access the Masters Schedule online and to schedule on line through the Registrar's home page: www.ureg.ohio-state.edu. The University communicates with enrolled students exclusively through e-mail. Please contact the SAMP Graduate Office if you experience any difficulty receiving e-mail from the OSU Registrar's Office or have any difficulty with online scheduling.

Each division advises its students on appropriate classes to schedule (see individual area of emphasis curriculum plans.) Students should follow the rules of the graduate school and/or see their faculty advisors when scheduling. **Making schedule changes should be done with care.** Students who wish to drop courses are advised to make sure their course of study, financial aid status, or status in the program will not be jeopardized.

Continuing students are now assessed a \$500 **penalty for late INITIAL registration** (registering after the second Friday of the quarter when you have NO courses on your schedule.) This does not apply to add/drop transactions, but to the first time you request courses for the quarter. There are some additional rules regarding courses added from the waitlist. It is also possible to petition a late penalty due to extenuating circumstances or university error.

Adding/Dropping Courses

Students may add/drop courses as many times as desired on line through Friday of the first week of classes. After that, adding classes must be done through the Graduate School, 250 University Hall. Students may drop courses online through the third week of the quarter. After that, all add/drop transactions must be completed through the Graduate School.

Adds: Any open course the student is qualified to take may be added through the first week without permission; during the second week written permission of the instructor is required. From the third week on, written permission from the instructor AND the chair of the graduate studies is required.

Drops: Students may drop courses through the third week without any enrollment indication appearing on the transcript; from the third to the seventh week, a "W" will be entered on the transcript. **No drops are permitted after Friday of the seventh week.**

Note: Because Ohio State utilizes a "live" registration mode, it is essential that students register on a timely basis to assure that they give themselves the best chance to schedule any courses outside School. Students are advised to pay careful attention to the deadlines posted in the Master Schedule of Classes.

Withdrawing completely from the University

Students dropping all classes during the quarter must notify the SAMP graduate office and file an official OSU withdrawal in the Graduate School Office to avoid being automatically marked as having failed in all courses for the quarter. No withdrawals are permitted past the seventh week.

Petitioning to drop a course or withdraw from the University past the seventh week.

Occasionally, *DIRE EXTENUATING CIRCUMSTANCES* such as accidents or serious illness may require a student to withdraw from a single class or all classes past the seventh week. “*Withdrawal from any and all courses shall not be permitted after the last day of regularly scheduled classes except when the student experiences a genuine emergency after the regularly scheduled end and prior to sitting for the final examination in a given course or courses.*” (Faculty Rule 3335-7-32). In this case, the student needs to obtain a "Seventh Week Petition" form from Graduate School. The form should be completed as soon as possible and submitted to the Graduate School. In case the student is incapacitated, a parent/spouse/guardian, etc. may request the withdrawal. In no case will the petition be approved after a final grade has been posted. The Graduate School will inform the student of the outcome of the petition. **Such petitions are generally NOT approved for academic reasons.**

Name/Address Changes

It is the student's responsibility to inform the SAMP Graduate Office **and** the University Graduate Office in a timely manner of any changes in name and/or address. Students are strongly encouraged to keep a current local address and phone number listing on the Student Database. Students may make changes to their address information on line at www.ureg.ohio-state.edu. If a student chooses not to have a local address listed on the Student Database, it is extremely important for the student to make arrangements with someone at the permanent address to forward mail and phone messages.

Section 4: Academic Standards

To be in good standing in the Graduate School, a student must maintain a graduate cumulative point-hour ratio of 3.00 or better in all graduate credit courses and must maintain reasonable progress toward graduate program requirements.

A student, whose graduate cumulative point-hour ratio falls below 3.00, after 15 graduate credit hours have been attempted, is placed on probation by the Dean of the Graduate School. Further academic action may be taken at the end of the next quarter of enrollment on the basis of the student's progress. A graduate student will automatically be dismissed after three quarters on probation unless the Graduate School grants an exception by petition.

A student who raises the graduate cumulative point-hour ratio to 3.0 or better is removed from probation and is placed in good standing by the Dean of the Graduate School.

A student who is on probation and who does not raise the graduate cumulative hour ratio to 3.0 or better at the end of the next quarter of enrollment may be dismissed from the University at the discretion of the Graduate School following consultation with the student's Graduate Studies Committee chairperson.

Enrollment eligibility for a student who has not registered in the Graduate School within the preceding two full calendar years will be automatically deactivated. To reenroll, the student must petition the Graduate Studies committee for reactivation. If the petition is approved, the Graduate Studies Committee notifies the Graduate School, and enrollment eligibility is reactivated.

Academic Sanctions

Plagiarism is the unauthorized use of the words or ideas of another person. It is a serious academic offense. *Plagiarus* means kidnapper or plunderer, in Latin. In academic circles, plagiarism is considered intellectual theft because it is thought to be stealing the brain child of another.

For more information regarding this topic please visit:
<http://gradsch.osu.edu/Faculty/GSpubs/Handbook.html>

Warning, Probation, Dismissal

"The academic standards controlling warning, probation and dismissal of professional and graduate students shall be established by rule of the faculties of the college in which the professional students is registered..." (From Faculty Rule 3335-9-23) Each student must be familiar with the academic requirements of the individual division.

Appeal Process

The student may appeal a specific grade or academic practice by following procedures outlined in the Code of Student Conduct. Responsible individuals in the School of Allied Medical Professions should be: first, the instructor; then, if necessary, the division director; and finally, director . . . in that order.

Section 5: Centralized University Services

Financial Aid Information

Financial aid for Allied Medical Professions students at Ohio State is administered by the Office of Student Financial Aid, 550 Lincoln Tower. (www.osu.edu/student/finance.html). Students with financial needs must be prepared to fill out all application forms by the deadlines and become knowledgeable about various sources of financial aid. It is advisable to keep on-going financial records and plan a budget.

Scholarships and Loans

Graduate students are encouraged to contact the Graduate School directly at 614-292-6031 for information about graduate fellowships or their academic department (division) for graduate associateships, assistantships, or scholarships. In addition, graduate and professional students may complete the Scholarship Application to apply for any special-eligibility scholarships designated "GP" for which they meet the scholarship criteria. There are several loan programs available to students in SAMP graduate programs. Check the University's Financial Aid website: <http://sfa.osu.edu/> for information on loans.

Students with Disabilities

The OSU Office for Disability Services provides services and accommodations for a wide variety of students with disabilities. Any student who has a mobility, visual, or hearing impairment; head injury; diagnosed learning disability; or attention deficit hyperactivity disorder (ADHD) is eligible for services. Students with a chronic illness (such as AIDS, diabetes, seizure disorder, lupus, or a psychiatric disability) are also eligible for services. The counselors at Disability Services determine who is eligible based upon a diagnosis and the student's assessment of specific needs. In addition, individuals with temporary disabilities may also receive services. Information on this topic is located on their website at www.ods.ohio-state.edu

Eligibility for Services

The staff members at Disability Services determine specific services and accommodations. To receive services, each student with a disability must provide appropriate documentation of his/her disability, which must meet set criteria.

Student Responsibilities in Regard to Disabilities

1. It is the student's responsibility to provide written documentation of the diagnosis of the disability. All diagnoses must be confirmed by Disability Services before special arrangements can be made.
2. The student is responsible for all costs related to the diagnosis.

3. The student is strongly encouraged to disclose the disability to each instructor and to make his/her accommodation needs known during the first week of classes. Students are reminded that faculty are under no obligation to provide accommodations for students with disabilities who do not make this need for special accommodation known to them.

Faculty/School Responsibilities in Regard to Disabilities

The faculty are required by law to provide reasonable accommodations to students who provide appropriate documentation of their need for services. It is the responsibility of the faculty to work with Disability Services to ensure that students with disabilities have equal access to quality educational experiences both in the classroom and in clinical settings. The Director of Student Affairs of the School serves as liaison with the Office for Disability Services for all divisions and programs.

Section 6: Description of the Master of Science in Allied Medical Professions

General Information

The Master of Science program offered by the School of Allied Medical Professions prepares registered, certified, and/or licensed health professionals for expanded roles in research, teaching, administration, and advanced professional practice. The program offers student opportunities to engage in research and other scholarly activities, to teach and to acquire advanced knowledge and specialized skills. A minimum of 50 credit hours is required. These hours must fall in the following categories:

<u>Core courses</u>	16 credit hours
<u>Area of emphasis</u>	20 credits
<u>Electives</u>	8 credits
<u>Thesis</u>	6 credits

With the help of an adviser, each student designs a program relevant to his or her long-range professional goals. Each student should select one of five areas of emphasis for the degree. The five areas include advance professional practice, allied health management, allied health education, gerontology and health informatics.

Core Courses

All students are required to complete the core courses (16 credits). Those courses and their general purpose are listed below:

- 1) AM 795A Introduction to Allied Health Graduate Studies 1 AU, SP**
Each student completes a coherent plan of study, which supports the conferring of a Master of Science degree from the School of Allied Medical Professions.

- 2) AM 850 Issues in Allied Health 3 WI**
Current issues in allied health are defined and discussed. These issues include ethical concerns, political issues, governmental policies, trends in manpower and practice. Emphasis is placed on leadership and negotiation skills, as well as accessing and analyzing current information about health care and health professions.

- 3) AM 730 Managerial Leadership in Allied Health 3 AU**
Students develop managerial skills necessary to function effectively as a supervisor or administrator. Students acquire leadership competencies related to health care practice and professional roles.

4) AM 753 Teaching in Allied Health Professions

3 SP

Students will learn to implement principles of teaching and learning in allied health educational program. Teaching competencies developed will apply broadly to professional and work contexts in allied health.

1) RESEARCH COURSES (2 courses, 6 credits required)

Students will develop competencies in conducting research and will engage in critical thinking to advance practice within one's professional area or within the health care field.

AGR EDUC 885 Research Methods

3 ALL

AGR EDUC 886 Research Design

3 WI, SP, SU

AGR EDUC 887 Analysis and Interpretation of Data

3 AU, SP

Areas of Emphasis

Each student must select one of five areas of emphasis (20 credits) for their master's program. The Area's of Emphasis are described below.

Advanced Professional Practice

The advanced professional practice track prepares students for leadership roles in health care delivery and for further studies at the doctoral level. Content includes specialized practice and research in specialty clinical areas. The tracks offered are clinical nutrition, occupational therapy, and physical therapy. The 20 credits required include courses within allied health and in related disciplines (departments) of the university.

Physical Therapy: This track is designed for the graduate level physical therapist seeking advanced theoretical background, specialized practice skills and research experiences related to a specialty area of physical therapy. The track provides the graduate student with opportunities to enhance or refine evaluation and to plan and apply advanced therapeutic intervention strategies for a variety of patient problems related to physical therapy. Several specialty areas, orthopedic, neurological and pediatric physical therapy, are available.

Occupational Therapy. The goals of this track are to offer the graduate level occupational therapist opportunities to gain advanced specialist skills, leadership skills, and research experience. Students in the Occupational Therapy Pediatric track will gain in-depth knowledge of child development, understanding of the theory and research base of practice, assessment and intervention strategies with demonstrated efficacy, models of service delivery, and family and community systems as the context for the child's development.

Clinical Nutrition. The goals of this track are to prepare clinical dietitians for leadership roles in health care delivery and for further studies at the doctoral level. The track emphasizes advanced knowledge and specialized skills in clinical nutrition.

Allied Health Management

The demand is increasing for allied health professionals to effectively manage limited resources in a rapidly changing health care environment. Students in this track are prepared to identify and solve health system problems, manage health care personnel, use the function of management in health care settings and take a leadership role in the delivery of health care services at the department level. Supportive coursework is available through Accounting and Management Information Systems, Business Administration, Communication, and Health Services Management and Policy.

Allied Health Education

Qualified and competent allied health professional educators are critically needed. This track prepares students to provide education to the public or other professionals through consultation and in services. Graduates are prepared to serve as clinical instructors in health care delivery systems. They also may serve as coordinators or directors of in-service training and patient education programs. Supportive courses for the prescribed education competencies are available through Education Policy and Leadership, Education Theory and Practice, and Psychology.

Health Informatics

The health care delivery system has become increasingly dependent upon information technology to assist in the provision, planning, research, and evaluation of health care services. The Health Informatics program focuses on the design and management of clinical administrative and financial information systems in health care. The program is designed to prepare individuals for roles in the strategies planning, management design, integration, implementation, and evaluation of health information and systems. Graduates may find employment as chief information officers or members of information systems departments in health care settings. The curriculum is a blending of coursework available through the School of Allied Medical Professions, Health Information Management and Systems, Accounting and Management information Systems, Computer and Information Science, and Health Services Management and Policy.

Gerontology

The Gerontology Area of Emphasis is a program designed for a professional in an allied medical field to develop advanced knowledge in gerontology with a focus on a practical or associated aging-related health care need. The curriculum provides the graduate student with essential advanced theoretical and applied knowledge in gerontology. Because the quality of services available to older adults depends directly upon the quality of personnel who provide them, coursework emphasizing health and service delivery provide the graduate student with opportunities to integrate gerontology theory with the unique service needs of the elderly population. The student selects a focus of study in either a service or program need in the field of aging (e.g. health promotion, consultation, cognition) and selects coursework to meet the goals set forth with the academic adviser. Supportive coursework is available through Pathology, Psychology, and Sociology. Completion of the Gerontology track will lead to a Graduate Interdisciplinary Specialization in Gerontology awarded by the University.

Electives

Each student must take 8 hours of electives. These can relate to the area of emphasis, can be used to begin development of thesis, or can simply be a topic of interest to the student. When students take more than the required 20 hours of core courses, the extra credits count as electives. Courses may be selected from the entire listing of graduate level offerings.

Thesis

A total of six hours of thesis or thesis project are required. The student registers for AM 999. Topics for research should correspond to the student's selected area of emphasis.

Plan of Study Development

The plan of study for the student is developed in collaboration with his/her adviser, using the information about the areas of emphasis as a guide for course selection. During the first quarter of study, student are encouraged to register for AM 795A during which time they will formulate objectives and make a master list of courses that they plan to complete in their programs to meet each track's requirements. The student and adviser sign this initial plan; however, it may be changed at any time using alternative listed in the track description. Students and advisers should monitor the plan to ensure that required courses and number of credits will meet the final degree requirements. Guidelines for plan of study development follow:

- 1) The core courses must be scheduled. Because most of these courses are taught only once a year, it is often best to ensure that these are scheduled at the first opportunity to take them.
- 2) Prerequisites to graduate courses often can be waived, so students should not assume that they are ineligible to take certain courses. Students should contact the instructors of courses for this information.
- 3) All courses numbered 693, 793, 889, and 999 carry approved S/U grades. A total of 20 S/U credits are allowed (count toward the degree). A minimum of 30 hours of graded course work must be completed for the degree.
- 4) A maximum of 10 hours of graduate credits taken prior to admission in the AMP MS program may be transferred into the program and count as credits toward the degree.
- 5) All requirements for the MS degree must be completed within five years. Students must petition the Graduate Studies Committee to extend their program.
- 6) A student must be registered for at least three credit hours the quarter in which graduation is expected.

Transfer of Credit

Graduate credit earned at another university may be transferred to this university. The Graduate School places no limit on the number of graduate credit hours that may be counted toward a graduate degree at this university. The following conditions must be satisfied in order to transfer graduate credit:

- 1) The graduate credit was earned as a graduate student at an accredited university.
- 2) The student earned at least a grade of B or S in each course for which credit is to be transferred.
- 3) The Graduate Studies Committee Chairperson and the student's adviser approve the transfer.

Credits should be transferred at the time the student is admitted but no later than the end of the second quarter of enrollment in the Graduate School. Transfer credits count in the student's total earned hours but do not count in the student's graduate cumulative point-hour ratio. The credit hours and the mark "K" appear on the student's official permanent record.

For any transfer credit to count toward a master's degree, the courses transferred must have been taken within the time limit established by the Graduate Studies Committee.

Procedure for Requesting Transfer of Credit

The student completes the Student Information section and submits the Request for Transfer of Graduate Credit form to the Graduate Studies Committee Chairperson.

The Graduate Studies Committee completes the Transfer Credit section, evaluates the course proposed for transfer credit, and also determines whether credit is to be transferred as unassigned special credit hours or as credit hours for specific OSU equivalent courses. OSU equivalent courses may be assigned only if the course credit hours to be transferred are no more than two hours less or one hour greater than the OSU equivalent course credit hours. The Graduate Studies Committee Chairperson completes the Approval section and submits the form and copies of the transcripts to the Graduates School for processing.

Section 7: Thesis and Non-Thesis Options

There are two master's degree program plans: thesis and non-thesis. The vast majority of AMP students complete the thesis option, and the non-thesis option is available for specific projects.

Thesis Option

The thesis is the culmination of the student's learning and represents a substantial effort by the student; it is to be comprehensive, scientific, valid, and appropriately presented, meeting the standards of SAMP and the Graduate School.

Guidelines

The student should discuss possible areas of study with his/her academic adviser early in the course of study. The adviser should encourage the student to pursue the potential topic for a thesis in course assignments. The academic adviser often becomes the student's thesis adviser, but this should not be assumed and switching advisers should be considered when the topic of interest is outside the academic adviser's expertise.

When the student plans to begin a literature search on the topic of interest, he or she can register for an independent study, such as, AM 693. The adviser and student should decide the outcome of this independent study. Typically the outcome of this first quarter's work on the thesis is:

- 1) A concept paper. This paper is 5-6 pages in length. It articulates the research problem, gives a concise background to that problem and defines the proposed research objectives. The goal of this paper is to narrow the scope of the student's research and to define the research objectives, i.e. give the student a direction for his/her research project.
- 2) When student seems to have a focus and proposed research objectives, he or she may want to begin by spending the quarter reading and synthesizing the literature. The student will produce a draft of his/her literature review. This focus for an independent study is recommended for students who have selected research questions or for students who have identified a topic but do not know the literature well enough to begin to conceptualize research objectives.

First Steps/ Selecting a Thesis Committee

Once the student has completed a quarter of reading and is beginning to synthesize research objectives based on the literature and prior studies, he/she is ready to write the proposal. During the quarter of proposal writing, the student

must be registered for 2 to 5 credits, under AM 999 or AM 693. The outline for the proposal is found in Appendix B. The proposal defines the problem, justifies the study, and explains in detail the methods to be employed.

Once the student can articulate his/her research objectives, he/she should select the thesis committee. The Committee must be composed of the student's adviser and two additional members who are approved members of the University's graduate faculty. One of the additional members must be outside the student's discipline and/or division. The student should select members of the committee based on their expertise as it relates to the thesis topic; the goal is that these members provide support and advice to develop the thesis into a sound and valid research project.

The student can contact potential committee members after reviewing the choices with the primary adviser. Only Graduate Faculty members may serve on the Master's Examination Committee. In contacting potential members, the student should be able to articulate the purpose and scope of the study. In addition, potential faculty members often need to know the student's timeline in order to plan their own workload. The student and committee members should discuss how and when the student would like to review the proposal and thesis drafts.

Thesis Proposal

Prior to initiating the study, a written proposal for the thesis must be presented to the full committee. The proposal is given to the committee members five days prior to a formal meeting to approve the proposal. At the meeting, the student presents the proposed study, focusing on the methods. The committee discusses the study's design and methods at length, making recommendations for improving the study. The proposal is formally approved using the standard School form; recommendations for revising the proposal are made on the form and all three committee members sign it. The form stands as official approval for purposes of implementing the study. A copy is given to the student and the primary adviser and the original is placed in the student's file.

Human Subjects Review/ Institutional Review Board Approval

All studies involving human subjects or animals must be submitted to the Office of Research, Research Foundation IRB. Directions and forms for submission are posted on the web under OSURF. AMP students submit under the Biomedical or Behavioral and Social Sciences Human Protection Committee review. Five copies of the forms attached to the proposal must be submitted. Faculty adviser and School Director signatures are needed. Studies that involve no risk can be submitted to expedited review. Protocols can be submitted at any time, but semi monthly reviews close on alternating Mondays. The review procedure requires two weeks and it may take three to six weeks to receive the committee's

response. When revisions are requested, a week's turnaround is expected. IRB written approval is required prior to testing of subjects or collection of data from subjects.

Thesis Completion

Once approved, students proceed in implementing their study and collecting their data independently. The advisers and committee members are available for consultation, but it is the responsibility of the student to inform the committee regarding issues or problems and need for consultation. Major changes in the design need to be reviewed and approved by the adviser and, when substantial, by the entire committee. During data collection, the student is expected to register for course credits if he or she is using the university's resources, including faculty consultation. When the data collection phase can proceed independently, registration for course credit is not necessary.

Resources are available in the School for data analysis. Each faculty member has access to SPSS. Many of the faculty have expertise in data analysis or know where to seek advice.

The results of the study can be written as Chapter 4 (results) and 5 (Discussion) or can be written as a journal article. An outline of the content by chapter is provided in Appendix B. The adviser and student should decide which format is preferred. The significance of the findings and the student's preference should be considered. The student should access copies of completed theses for examples of how chapters 4 and 5 should be written. The Graduate School Handbook is an important resource regarding the format of the final manuscript.

In addition, the thesis should follow one of the publication style manuals, e.g. APA or AMA.

Approval of Thesis

The oral defense of the thesis must occur at least two weeks and preferably three weeks prior to commencement. See www.gradsch.ohio-state.edu/depo/pdf/calendar/grad-deadlines.pdf for specific deadlines for each quarter. With this deadline in mind, the student should submit the final draft of the thesis to his/her committee four weeks prior to commencement (7th or 8th week of the quarter). The final draft should be complete, with references, appendices, and well-edited text. Format for margins, spacing, page numbers, tables and figures must conform to the Graduate School Guidelines. When the graduate school guidelines do not address an aspect of format, the selected publication style manual must be followed.

The committee meets for a two-hour oral defense of the thesis. Written submission of the thesis and the oral defense are the oral and written master's

examination. Some discussion with committee members prior to the final oral defense is recommended to identify any potential issues and determine how these should be handled. The members of the committee attend the defense. Others can be invited to the oral presentation and initial discussion; however, only the committee members can attend the portion of the meeting for the oral examination. It is recommended that students present for approximately 15 to 20 minutes, allowing an hour and a half for the questioning by the committee members. The purpose of the questioning is to:

- 1) Clarify issues in the written document.
- 2) Suggest further revisions to strengthen the final product.
- 3) Determine the student's knowledge of the topic and understanding of the study.
- 4) Discuss interesting findings and further interpretation of those findings.
- 5) Determine recommendations for future studies.
- 6) Discuss the student's plans for publication and presentation of the study.

Following the questioning period, the student is asked to leave the room and the faculty vote to approve the thesis based on whether or not it meets the School's standards. Following the vote and determination of what is needed for the final thesis; the student is brought back into the room and informed about the committee's decision.

When approved, the committee members sign the Oral Examination Approval form and the Thesis Approval form. If the thesis requires some final revisions, the form can be signed later pending those changes. If the revisions are not substantial, generally committee members sign the Thesis Approval form and allow the primary adviser to approval the final thesis.

Submission to the Graduate School

The Thesis Approval form, approved thesis, and two abstracts with payment for the microfilming and binding are due to the Graduate School no later than one week before commencement. The primary adviser signs the title page of the thesis for submission to the Graduate School. The final copy is microfilmed and then bound and deposited in the University Libraries along with the microfilmed copy. Two copies of the abstract must be submitted with the thesis to the Graduate School. The abstract must contain the principle findings of the student's research. Abstracts are published in The Ohio State University Abstracts of Master's Theses, which is available in the University Libraries.

Thesis Project and Comprehensive Examination:
Non-Thesis Option

The non-thesis option, the candidate completes a research project which is developmental in nature and then takes a comprehensive examination of his/her program of study.

The examination is a test of the student's knowledge of the field. It is taken after submitting the Application to Graduate form and during the quarter in which the student plans to graduate. A student must be registered for at least three graduate credit hours during the quarter this examination is taken.

The Master's Examination is administered under the auspices of the Graduate Studies Committee. The responsibilities for the examination rests with the student's Master's Examination Committee.

The Master's Examination Committee is composed of at least two Graduate Faculty members including the student's adviser. Other Graduate Faculty members may participate in generating, administering, or scoring parts of the examination, but the Master's Examination Committee is finally responsible for the conduct and evaluation of the entire examination.

The Master's Examination must include a minimum four-hour written portion and may include an oral portion. The oral portion must take place during announced university business hours, Monday through Friday. The student's committee decides whether or not an oral examination is needed. A student may attempt the Master's Examination only twice.

Decision

Only the Master's Examination Committee members are to be present for discussion of the student's performance and the decision about the outcome. Each examiner indicates judgment by signing the Master's Examination Report form that must be submitted to the Graduate School no later than Wednesday two weeks prior to commencement. The adviser notifies the student and the Graduate Studies Committee of the Master's Examination Committee's decision.

The student is considered to have completed the Master's Examination successfully only when the decision of the Master's Examination Committee is unanimously affirmative.

If the examination is judged unsatisfactory, the Master's Examination Committee must decide whether the student will be permitted to take a second Master's Examination in that graduate program and must record that decision on the Master's Examination Report form.

If a second examination is held the Master's Examination Committee must be the same as the original one, unless a substitution is approved by the Dean of the Graduate School. A student who has failed the Master's Examination twice in one graduate program is not permitted to take another Master's Examination in that program.

Section 8: Graduation Requirements

A Graduation Check-List, including deadlines, can be found in Appendix C.

Each student must submit an Application to Graduate form to the Graduate School **no later than the second Friday of the quarter** in which graduation is expected. The application is valid for that quarter only.

Submitting this application indicates that the student expects to complete all degree requirements that quarter. The form must be signed by the student, the adviser, and the Graduate Studies Committee Chairperson. The degree plan the student is pursuing and the proposed Master's Examination Committee members must be listed on the form.

A student who does not meet the published graduation deadlines but who does complete all degree requirements by the last business day prior to the first day of classes for the following quarter may graduate the following quarter without registering or paying fees.

Registration for at least three credit hours during the quarter in which graduation is required.

Completion of a minimum of 50 graduate credit hours, at least 36 of which must be completed at this university, is required.

Student must have a graduate cumulative point-hour ratio of at least 3.0.

Section 9: Special Graduate Program

Combined Program Option

Several professional and undergraduate colleges offer their ablest students the opportunity to enroll in a combined program with the Graduate School. The purpose of combined programs is to permit outstanding students to pursue simultaneously two degrees in different colleges, schools, or divisions by reducing the amount of time normally required to complete both sets of degree requirements. Students in combined programs are enrolled concurrently in the Graduate School and in one of SAMP's divisions.

Applicants to the Master of Science program must hold a baccalaureate degree and where applicable, certification, registration, or licensure in a health profession. The purpose of the program is to build upon basic undergraduate preparation and prepare candidates for leadership positions in their professions.

Prospective students must apply independently to both the graduate program and the undergraduate program. It is understood that admission to either program does not assure admission to the other. In keeping with current University policy, student holding dual enrollment pay graduate fees for all course work taken.

Students are required to complete the professional program within the customary 24 months. Additionally, they are required to show continuing progress toward completion of the Master's degree. Professional courses cannot be considered for graduate credit. Other courses taken at the graduate level may be counted toward the total number of credits needed for the Master's Degree. No more than 15 credit hours of course work may be counted toward the requirements of both the professional and the MS degree.

In general, advising is to be program dependent; that is, the adviser for the graduate program is a member of the graduate faculty and the adviser for the professional program is a faculty member of that division.

Section 10: Graduate Associates

A graduate student's principle objective is to earn a graduate degree. Appointment as a Graduate Associate (GA) who contributes to that objective by providing an apprenticeship experience along with financial support. This apprenticeship complements formal instruction and gives the student practical, personal experience that can be gained only by performing instructional, research, or administrative activities. It is expected that GA responsibilities will not interfere with a student's reasonable progress toward completion of the graduate degree.

The three Graduate Associate titles are: Graduate Administrative Associate (GAA), Graduate Research Associate (GRA) and Graduate Teaching Associate (GTA).

Responsibilities

Specific GA responsibilities are determined by the employing units. These may include teaching classes, recitations, and labs; advising and counseling students; grading papers; gathering and analyzing data; writing reports; and assisting faculty members and administrators.

Eligibility

To hold a GA appointment a student must satisfy the following eligibility requirements. The student

- 1) Must be pursuing a graduate degree at this university.
- 2) Must meet minimum Graduate School registration requirements:
 - a) Nine credit hours during each quarter a 50% or greater GA appointment is held, except during the Summer Quarter, when the minimum is seven
 - b) Seven credit hours during each quarter for GAs holding a 25% appointment.
- 3) Must be in good standing in the Graduate School when the appointment or reappointment becomes effective.
- 4) Must maintain reasonable progress toward a graduate degree. It is the responsibility of the Graduate Studies Committee to determine what constitutes reasonable progress in its degree program.
- 5) Must certify proficiency in spoken English before assuming GTA duties involving direct student contact (applies only to international non-English speaking graduate students).
- 6) Must, if enrolled in a bachelor's/master's combined program, hold only a GA appointment that does not involve teaching of other students.

Appointment

Graduate Assistants are usually appointed for three quarters, Autumn through Spring Quarters. Summer Quarter GA appointments are available but usually entail a separate appointment. There may be instances when an employing unit needs to fill a one-or two-quarter appointment. A GA may not be appointed for less than one quarter except under the conditions specified in II.8.9.3 of the Graduate School Handbook.

A GA may be appointed for 50% to 75% of full-time. However, a majority of the GAs are appointed at 50% time, which is considered to represent an average of 20 hours per week of service. A GA may be appointed for less than 50% time (partial appointment) under the conditions specified in II.8.9.3.

With the approval of the Dean of the Graduate School, GAs may be appointed at 25% time, averaging 10 hours per week. However, only one half of their fees will be authorized.

Each year this University establishes minimum stipends for GA. The stipend level system varies across the University. Information on stipend levels may be obtained from the Graduate School. Level of responsibility, years of experience, progress toward a graduates degree, and performance as a GA are the most common factors used by employing units to determine stipend levels.

Academic performance as well as GA performance should be included among the criteria for reappointment.

A GA appointment is terminated prior to the end of the appointment period for any of the following reasons:

- 1) The GA is no longer enrolled in the Graduate School.
- 2) The GA is registered for fewer than nine credit hours.
- 3) Performance as a GA is determined to be unsatisfactory by the employing unit.
- 4) The GA graduates.
- 5) The employing unit has insufficient funds.

Section 11: Student Activities and Opportunities In the School of Allied Medical Professions

Thesis Workshop

The thesis workshop is provided for the graduate students Autumn and Spring quarters. It is also scheduled in Winter quarter when requested. The thesis workshop is an opportunity to learn the steps in developing and writing a thesis, with emphasis on process and procedures. Students in the early stages of thesis development are highly encouraged to attend. The workshop is also an opportunity to discuss individual problems, particularly when these relate to procedural issues. Students are given materials to assist them in completing their theses. See Appendix B for thesis format.

The SAMP Student Scholarship Forum

At the end of Spring quarter (May/June), the SAMP Student Scholarship Forum is held. All graduate students who completed their thesis that academic year are encouraged to make a poster presentation describing their thesis. The poster can also be made prior to and used in the thesis defense. All faculty, graduate, and undergraduate students are encouraged to attend the forum to appreciate the research of SAMP students. Students are encouraged to use the poster presentations that they prepared for the forum at other state and regional conferences.

Rosita Schiller Scholarship Award

Students who incur costs with their thesis are encouraged to apply for the Rosita Schiller Scholarship. Each year \$750 to \$1,000 is available to assist graduate students with expenditures related to their thesis. These costs must be beyond those for word processing, printing, and copying, e.g. for mailing a survey or lab expenses. Students apply in the Spring and the awards are given by April.

Section 12: Student Resources

Computer Resources

Faculty/Staff E-mail

Most faculty and staff are happy to respond to student e-mail inquires. However, please use common sense and courtesy in your e-mail messages. Be brief, polite, and be professional. Do not send unsolicited jokes, advertisements, or political material.

Student Web Resources

Students should become familiar with and use the various web-based resources available to them. Below is a list of useful sites.

1. Address changes – www.ureg.ohio-state.edu/ourweb/online.html
2. Allied Med Homepage – www.amp.ohio-state.edu
3. Athletic Dept. schedule of games – www.ohiostatebuckeyes.com
4. E-mail Activation – <http://oit.osu.edu/>
5. Financial Aid – www.osu.edu/student/finance.html
6. HIPAA Compliance Modules – <http://medicalcenter.osu.edu>
7. Master Schedule of Classes – www.ureg.ohio-state.edu/courses
8. Ohio State Homepage – www.ohio-state.edu
9. (FERPA) – http://www.ureg.ohiostate.edu/ourweb/more/ferpa_pg1.html
10. Prior Health Sciences Library – <http://library.med.ohio-state.edu/>
11. Registrar's Menu Screen – www.ureg.ohio-state.edu/ourweb/online.html
12. Student Account Information – www.treasurer.ohio-state.edu
13. Student Health Center – www.shc.ohio-state.edu/

E-Mail

All students automatically receive an e-mail account with the university (.osu.edu). YOU ARE ***REQUIRED*** TO ACTIVATE YOUR OSU ACCOUNT WITH OIT (University Technology Services) <http://www.oit.ohio-state.edu/userpass.html>. You can also call OIT to activate your account at 688-HELP. Students **must** check it regularly. The Graduate School, registrar, and AMP faculty primarily communicate through e-mail. Certain information provided by the academic departments and the registrars office will only be distributed through e-mail. Students can forward their OSU e-mail accounts to their primary home accounts, if they have preferred carriers. However, please be aware: SOME PRIVATE E-MAIL ACCOUNTS MAY BLOCK OSU E-MAIL!! Check with your private e-mail provider to see what “spam” screeners they use. In addition, many OSU instructors are now REQUIRING students to use their OSU e-mail exclusively in all communications to them. So...use your OSU e-mail account!!

OSU e-mail can also be received using the SAMP WebMail. If interested, please contact Bruce Noskowiak at 688-5487 to activate your account. You can access the SAMP WebMail page at the following URL using Internet Explorer at the SAMP home page at <http://www.amp.osu.edu> and click on the e-mail button.

Description of Computing Facilities/Equipment

The School has two computer labs available for student use—the larger of the two is located on the fourth floor in Room 435 and is used frequently for class by division faculty. It has 24 computers and 2 laser printers. The second-floor lab in Room 227 has five computers and one laser printer. All SAMP computers have the Office XP suite of programs, Internet Explorer for browsing the World Wide Web, SPSS 13.0, and many specialized programs that are used by the various divisions. Bruce Noskowiak provides technical support to students and faculty in the School. He can be reached at Noskowiak.1@osu.edu.

Availability

All SAMP students, faculty, and staff may use the SAMP computer labs. Hours of operation are 8:30 a.m. to 4:30 p.m. Monday through Friday. The fourth floor computer lab is closed to general use when computer classes are scheduled. Reserved times for Lab 435 will be posted on the outside door of Room 435. Students should check this schedule for open computer times, which vary from quarter to quarter. The second floor lab will remain open at all times and cannot be reserved or closed for group sessions.

Printer Paper

- Paper is provided in both computer labs. Bruce Noskowiak in Room 206 will provide paper to you when necessary. If you do not feel comfortable in loading the printer, please ask for assistance.
- Paper waste is a concern in both these labs. Please remember that paper is provided by SAMP as a privilege and will be discontinued if abused. Please place all unwanted printouts in the blue recycling bins. DO NOT put it back into the printer! This could damage the fuser in the printer.

Rules for Using Computer Labs

- Absolutely NO food or drink is allowed in the labs at any time.
- Students are not allowed under any circumstances to install any software on the computers.
- Students are responsible for saving their work on floppy disk (which they must supply). If the file you are working on is too large, you can use the file compressions utility provided. If you need assistance with this, please ask.
- Students may save data on the “student (U)” network drive.
- All computer lab areas are to be left clean and free of debris.

Violations of these rules will result in suspension of the student's use of SAMP computer lab facilities.

Reporting Problems

Please report any computer lab problems to Bruce Noskowiak at 688-5487 or page him at 731-3817. If Bruce is unavailable, please contact Victor Davis in Room 106 at 292-3597.

At Ohio State, the Office of Information Technology (OIT) helps students, faculty, and staff use technologies in learning, teaching, research, and administrative settings. OIT offers many computing and instructional services, including network access and e-mail. Services are described in the quarterly OIT Guide to Services which is available in OIT student computer centers, in many locations around campus, and online at www.oit.ohio-state.edu. The Office of Information Technology, at various campus locations, can be reached by phone at 614-688-HELP.

Internet Access

The University provides high-speed access to the Internet through wired connections in campus offices, student computer centers, departmental labs and residence halls. Off-campus dial-up modem access is available through HomeNet and OSUWeb.net. Commercial Internet service providers offer dial-up modem access and other connectivity methods such as cable modem, DSL, and satellite. For a summary of options, visit <http://8help.osu.edu/> or check the OIT Guide to Services.

Internet Username

Internet access on campus is available with an Ohio State Internet username and password. Whether students use one of Ohio State's Internet service providers or a commercial service, an Ohio State Internet username is required. The username is the student's unique identifier that enables campus e-mail to be forwarded to his/her account no matter what system or Internet service provider is used. The University also uses it for sending official communications such as schedule and grades notification. The Ohio State Internet username enables students to send and receive e-mail using campus e-mail service, access secure campus Web servers, and obtain network authentication in OIT's Student Computer Centers.

To activate your username and create a password, visit www.oit.ohio-state.edu and click on "Account Management," then to OSU Internet username then follow the prompts. An Ohio State Internet username takes the form lastname.n, for example, doe.999. To have your university

e-mail forwarded to your preferred Internet Service Provider after you have activated your username, do only one of the following:

- Preferred method: use the online form at <http://acctmgt.service.ohio-state.edu/index>.
- Call 614-688-HELP.
- Students can take their university ID to Customer Service in 512 Baker Systems to request the change in person.

Help Desk

The OIT Technology Support Center/Help Desk handles technical problems and inquiries on computer hardware and software, Internet, e-mail, e-mail address forwarding, and Web browsing.

Online help: www.oit.ohio-state.edu

E-mail: 8help@osu.edu

Phone: 614-688-HELP or TDD: 614-688-8743

Walk-in services, 512 Baker Systems: customer services desk and computing, Internet, and academic statistical consultation.

Libraries

Students will be able to search the libraries' collections by computer. All cataloged titles held by the libraries are recorded in the online catalog- so if students know the author, title, or the library's call number, the location and availability of the books requested can be determined. Searches by subject and added entries such as series title are also available.

Computers linked to the online catalog are available in library locations across campus. There are computer terminals across the campus linked to the online catalog, and if students have a personal computer and a modem or access to the campus network, students can search the catalog from their home or office. Access to hundreds of other universities' libraries' online catalogs, as well as to many other electronic information resources, is available over the Internet via Ohio State's campus-wide information service. The library system is also a member of a statewide system called OhioLINK, which has a central catalog reflecting the holdings of all member libraries. Patrons in member libraries having their records in the central database can directly enter requests to borrow materials from other member libraries.

The libraries offer a wide variety of electronic indexes, journals, and other full text resources available from the libraries' home page at <http://www.lib.ohio-state.edu>. The libraries offer a variety of library-use and bibliographic instructional programs to graduate teaching associates (GTAs) for use in their

classes. Students can obtain detailed information about the libraries in library information hand-outs available at all campus libraries.

The Prior Health Sciences Library is located at 376 W. 10th Avenue and can be reached by phone at 614-292-4861. Students can obtain hours of operation, directions to the library, and library services online at <http://library.med.ohio-state.edu>.

Faculty and TA Development

The office of Faculty and TA Development exists to help faculty and Graduate Teaching Associates (GTAs) excel in teaching and experience the satisfaction that results from teaching well. Faculty and TA Development supports teaching by providing information and ideas on college teaching, materials on specific teaching topics, special literature searches, personal consultation, videotaping of classroom teaching, classroom observation, teaching portfolio construction, and the construction of teaching feedback instruments.

Prior to the start of Autumn quarter, the office coordinates an annual orientation of over 400 new and returning TAs. Highlights of the orientation include working with senior TAs and faculty mentors on various teaching topics and a microteaching exercise. There is also an orientation for international TAs and Teaching and Resources Fair.

Services provided to TAs are free and confidential. For more information please call 292-3644.

Graduate Student Governance

Many graduate students find that their graduate school experience is incomplete if they do not give something back to the university in the form of service. Participation in graduate student governance through the Council of Graduate Students is one way for graduate students to have an impact on the quality of education and life at Ohio State. The Council of Graduate Students, the representative body for the nearly 10,000 graduate students at Ohio State, participates in the governance and administration of the university and ensures that graduate student perspectives are heard in decision-making affecting our rights, our lifestyles, and our resources. The CGS constitution charges the delegate body to promote and provide academic, administrative, and social programs for the university community and for graduate students in particular. CGS provides a forum in which the graduate student body may present, discuss, and address issues related to its role in the academic and nonacademic aspects of the university community.

Students may participate in CGS as a departmental delegate, as a member of a CGS committee, as a representative of his or her college to the University Senate or Research and Graduate Council, or as a representative of all graduate students on a university-wide committee. Information about how to become a departmental delegate or committee representative can be obtained by contacting the CGS office by phone or e-mail.

In addition to its role in the university governance structure, CGS also provides valuable programs and services for graduate students. CGS partners with the Graduate School to provide the New Graduate Student Orientation, sponsors a beginning-of-the-year welcome picnic for all graduate students, and organizes the annual graduate research forum open to all graduate students.

The Edward F. Hayes Graduate Research Forum is a graduate student research conference providing graduate students with the opportunity to present original research in a professional-style format. Cash prizes and travel awards are given to the winners in each of ten subject areas. CGS also sponsors and administers the Professional Development Fund Program, a quarterly competitive grant program that provides funds to graduate students to present original research at conferences.

Information about the many issues pertaining to graduate student life can be found on line at the CGS website at <http://cgs.org.ohio-state.edu>. This is an excellent resource for many university policies and for finding other graduate students.

For more information, call the Council of Graduate Students at 292-4380, stop by their offices in 208 Ohio Union, 1739 N. High St., e-mail them at cgsosu@osu.edu, or visit their web site at <http://www.osu.edu/students/grad/>.

Student Health Care

Ohio State graduate students have access to excellent health care through the John W. Wilce Student Health Center and other clinics and hospitals on the Columbus Campus. All Ohio State students, including graduate students, are eligible to use the Wilce Student Health Center, upon presenting proof that fees have been paid. It is not necessary to purchase Student Health Insurance in order to use the Wilce Student Health Center. However, those without Student Health Insurance will be required to pay for treatment at the time of service, although regular office visit fees are waived for enrolled students.

The Wilce Student Health Center is located near the center of campus, between the Main Library and RPAC-Recreation and Physical Activity Center. The address is 1875 Millikin Rd., Columbus, OH 43210-2112.

Regular hours of operation are 8-5 throughout the year, but the doors are locked at 4:30 p.m. Always call “Information” (292-2112) if in doubt about open hours. University holidays are observed. For urgent care needs when the health center is closed, students should use one of the Med-Ohio Physician Care Centers or Prompt Care at University Hospitals.

Services Offered:

For emergency care, students may use the University Hospital Emergency Room or hospital emergency room of your choice. Students will be subject to the fees and payment schedule of the facility you attend and will be held responsible for expenses not covered by insurance. Specialty Services at Wilce include: internal medicine, lab/radiology, gynecology, preventative support, sports medicine, optometry, allergist, dietitian, dentist, pharmacist and the Student Wellness Center.

An advice nurse is also available to answer health related questions. Please call their information line at 292-2112 for more information, or visit their web page at www.shc.osu.edu/advicenurse.asp.

Student Health Insurance

The university recognizes that good health is essential to students achieving their educational goals and that access to adequate health care may be affected by one’s ability to pay. Therefore, students are automatically enrolled in the Comprehensive Student Health Insurance Plan upon registering for classes unless they request exemption at that time. International students are required to purchase student health insurance unless they receive a waiver from the Office of International Education.

The Student Health Insurance Plan offers excellent coverage at a very economical cost. The benefits and costs have been approved by the Board of Trustees.

Further details on the Student Health Insurance Program are at www.shc.ohio-state.edu/shi.

Graduate Student Housing

Although many graduate students choose to live off campus, the university operates one residence hall for graduate and professional students. This residence hall offers the convenience of living on campus near classroom buildings, laboratories, and libraries. Graduate and professional students are housed in Jones Tower.

For more information and application materials, please contact the Office of Housing Assignments, 350 Morrill Tower, Columbus, OH 43210 at 614-292-8266 or <http://housing.osu.edu/>.

The Office of Off-Campus Student Services located at Ohio Union, Rm 342, 1739 N. High Street Columbus, Ohio 43210 can be contacted at 614-292-0100 or <http://offcampus.osu.edu/>. They assist students, staff, and faculty in finding off-campus housing and provide information on laws about renting and the rights of renters. This office maintains a computerized file of apartments and homes for rent. The computer files contain information on the number of bedrooms, the price of rent, allowance of pets, security deposits, furnishings, air conditioning, subletting options, and access for the disabled.

Transportation, Traffic, and Parking

Parking both on the campus and in the areas surrounding the university is extremely tight. To preserve the central Columbus campus as a pedestrian environment, the university has adopted a master parking plan that moves most faculty, staff, and student parking to lots and garages at the periphery of the campus. This inevitably means that students will have to do a fair amount of walking from some rather remote parking places. Many graduate students choose to rely on bicycles and public transportation.

Vehicle Registration

All vehicles parked on campus are required to display a parking permit, or be parked at a pay facility such as a garage or parking meter. There are three primary types of parking permits, 'A' for faculty and administration, 'B' for staff and 'C' for students. Each permit category has various permits to choose from based on your eligibility, needs and pricing options. The following overview is taken from the Master Schedule of Classes published quarterly by the University Registrar, and the Transportation and Parking Services' Policies and Procedures Book. For detailed information please call Transportation and Parking Services (T&P) at 614-292-9341, or visit their web site at www.tp.ohio-state.edu/.

Parking Permits

- Graduate level commuter students are eligible to purchase 'C' student permits, either for Central or West Campus.
- Graduate level residence hall students who wish to park 24-hours per day on Central Campus may do so by purchasing a 'CP' student proximity permit, or opt for a less expensive student permit with West Campus overnight privileges.
- Graduate Associate students are permitted to purchase 'C' student or 'B' staff parking permits, either for Central or West Campus.

Written verification of the associateship must be submitted at the time of purchase.

- A limited number of daytime garage permits are available for graduate commuter students in both the student and staff categories. Graduate level permits are distributed via a lottery and permits to Graduate Associates are distributed on a first-come, first-serve basis.
- Parking permits are issued to an individual and are transferable from vehicle to vehicle, but not person to person. Therefore, all eligible drivers driving to campus are required to purchase their own permit and display it in the vehicle they are using on campus.

Disability Access

T&P offers disability parking privileges to individuals with permanent or temporary mobility impairment. To request a permanent disability permit, please contact Transportation and Parking at 614-292-9341, and for temporary privileges (6 months or less), please contact T&P, or visit their web site for more information. Approval for a disability permit may require submitting existing documentation and/or a referral from a physician. Please note that a state issued disability placard displayed alone, or with an OSU non-disability permit is not honored in lieu of an OSU disability permit.

Campus Area Bus Service (CABS)

The Campus Area Bus Service (CABS) offers free transportation around campus and its surrounding neighborhoods for students, faculty, staff and visitors. Service is offered 24 hours per day, seven days per week. There is no fee, or bus pass required. Service is reduced during summer quarters, holidays and quarter breaks. Please visit the T&P web site for more information regarding schedules, stops, and routes.

Adapted Transportation (Handivan) and COTA's Project Mainstream

Handivan is an adapted transportation service for individuals with permanent or temporary mobility impairment. This service transports wheelchair or ambulatory passengers door-to-door, both on and off campus within established boundaries. Handivan operates during the same hours as regular campus bus service. Please contact T&P at 292-9341 for more information.

Special Student Populations: Access and Advocacy

Ohio State celebrates the diversity of its large student body; and nowhere is the student enrollment of Ohio State more diverse than in the Graduate School, with approximately 27% international students and 14% of the domestic students from underrepresented minority groups. Out of its commitment to diversity, Ohio State has established several offices and services dedicated to the needs and interests of special groups of students, including minority graduate students.

Minority Affairs

The Office of Minority Affairs (OMA) has served the university since 1970 with a specific mandate to recruit and retain minority students. It uses a five-pronged effort: 1) early intervention, 2) recruitment, 3) retention, 4) release with a degree, and 5) post-baccalaureate activities. OMA serves as a clearinghouse; referral service; liaison among administration, academic units, students, and community; adviser to students and administration; and as an advocate for minority students, including graduate students.

Information about the programs and services of the Office of Minority Affairs is available at www.osu.edu/diversity/. For further information, please contact them at 292-4355 or visit 102 Bricker Hall 190 N. Oval Mall.

Office of International Education

The Office of International Education (OIE) provides programs, services, and information for the university's 4,000 international students and 1,500 international scholars (faculty and researchers), and coordinates over 100 study abroad programs in 40 countries. OIE staff members help international students with their adjustment to life and study at Ohio State and work with all students interested in studying overseas. Advisers are available from 10:00 a.m. to 4:00 p.m., Monday through Friday. Students should not hesitate to visit OIE (with or without an appointment) at 100 Oxley Hall or call 292-6101 or contact them at oie@osu.edu.

Ethnic Student Services, Student Activities and Student Gender and Sexuality Services

The Offices of Ethnic Student Services, Student Activities and Student Gender and Sexuality Services provide a quality learning environment by offering programs and services in which students can develop and apply their skills, talents, and abilities. The staff members of the offices within Student Life are eager to help graduate students make the most of their educational experience. Please visit them at The Multicultural Center

located in The Ohio Union or call 688-8449 for more information regarding the services provided below.

Cultural Services

- African American Student Services
- American Indian Student Services
- Asian American Student Services
- Hispanic Student Services

Additional Services

- Gay, Lesbian, Bisexual and Transgender Student Services
464 Ohio Union, 292-6200
- Women Student Services
464 Ohio Union, 292-8473
- Rape Education and Prevention Program
464 Ohio Union, 292-0479
- Student Activities and Campus Programs
(student government, honors society and service clubs and projects)
211 Ohio Union, 292-8763

Sports and Recreation

The Department of Recreational Sports at Ohio State is committed to providing the finest programs, services, facilities, and equipment to enrich the university learning experience. All of our programs and facilities are open to students, faculty, staff, and their families. The Department of Recreational Sports offers informal recreation, as well as programmed activities such as intramural sports, club sports, fitness, aquatics, and adapted and family recreation.

RPAC hosts swimming pools, gymnasiums, weight/conditioning rooms, racquetball courts, jogging track, multipurpose rooms, administrative offices and classrooms. The Jesse Owens Recreation Centers feature indoor basketball/volleyball courts, weight/conditioning areas, an outdoor roller hockey rink, and a sand volleyball court. Outdoor facilities include the King Avenue Fields, RPAC fields and tennis courts, Coffey Road fields, and Fred Beekman Park. Please visit <http://rpac.osu.edu> for a complete list of features provided by The Department of Recreational Sports at Ohio State and hours of operation.

The Department of Recreational Sports' newest facility is the all-inclusive state-of-the-art Fred Beekman Park. This attractive three level multipurpose park, which is located on west campus, is designed for use by a diverse population of all ages. The complex consists of 28 assorted playing fields from softball to rugby and a 1-mile jogging/walking/roller blading trail. This benchmark facility will host hundreds of local, state, regional, national, and international competitions.

The facility also provides sand volleyball, basketball, picnic shelters, and a children's play area.

Tickets to Athletic Events

Graduate Students are eligible to buy tickets to university varsity sporting events. However, because of the great demand for tickets to football and men's and women's basketball games, tickets are sold on a strict priority basis. Full-time enrollment is required. Information on tickets to sporting events is available from the Athletic Ticket Office, 1020 Jerome Schottenstein Center, Southeast Rotunda, 555 Arena Drive (292-2624; 1-800-GO-BUCKS) or at www.hangonsloppy.com.

Culture and the Arts

If students enjoy film, fine art, or music, the university has several annual film series, art galleries and exhibit space, and several museums. The music, drama, and dance departments offer presentations throughout the year, including a variety of theater productions, student ensemble concerts, and a faculty-recital series.

The **Wexner Center for the Arts**, located at the intersection of 15th Ave and High St., coordinates many of the cultural and artistic events on campus, including exhibitions, media arts, performing arts, and educational programming. The Wexner Center complex includes Mershon auditorium, Weigel Hall Auditorium, the Fine Arts Library, and the Cartoon, Graphic, and Photographic Arts Research Library. Ticket information can be obtained at 292-3535 and general information about the Wexner Center at the same number. Many events are free, and a visitor's guide is on the information tables.

Department of Theatre, Drake Union, 1089 Drake Performance and Event Center, offers many dramatic productions. Information is available at 292-5821.

The **Department of Dance** is located in Sullivant Hall, 1813 N. High St. at 292-7977. Faculty, student, and guest-artist recitals are presented throughout the year in Sullivant Hall Theatre. In addition, the University Dance Company winter concerts are held in Mershon Auditorium each March.

Hopkins Hall Gallery, 128 North Oval Mall, houses exhibitions sponsored by the College of the Arts. More information is available at 292-5072.

The **Frank W. Hale Jr. Black Cultural Center**, 153 West 12th Ave. at 292-0074 organizes and maintains supportive programs and activities for the

development and advancement of black students. It also serves to orient and instruct the larger community on issues of race and diversity.

Nondiscrimination Policy

The policy of The Ohio State University, both traditionally and currently, is that discrimination against any individual for reasons of race, color, creed, national origin, religion, sex, sexual orientation, age, handicap, or Vietnam-era veteran status is specifically prohibited. Accordingly, equal access to employment opportunities, admissions, educational programs, and all other University activities is extended to all persons, and the university promotes equal opportunity through a positive and continuing affirmative action program.

The University's Office of Human Resources/Affirmative Action, 1590 North High Street Suite 300 Columbus, OH 43201-1189; 614-292-1050, is responsible for the coordination of matters relating to equal opportunity and affirmative action. United States Department of Defense regulations prohibit gay men, lesbians, and bisexuals from serving in the armed forces, including Reserve Officers Training Corps. As a result of the prohibition, ROTC programs at Ohio State are in violation of University Policy Number 1.10 (Issued 10/1/73).

Appendix A**ALLIED MEDICAL PROFESSIONS
GRADUATE FACULTY
2005-2006**

ATHLETIC TRAINING (206)		247-6231
Mark Merrick.29	Director/Asst Prof/PhD	7-6231
Laura Harris.670	Visiting Professor/PhD	2-4487
CIRCULATION TECHNOLOGY (152)		292-7261
Richard D Tallman	Assoc Prof/PhD	4#
HEALTH INFO MGMT & SYST (543)		292-0567
Melanie Brodnik.2	Director/Assoc Prof/PhD	2-3495
Louis Ricord.1	Visiting Assistant Professor	2-4623
Laurie Rinehart-Thompson.1	Visiting Professor/PhD	2-3694
MEDICAL DIETETICS (306)		292-0635
Kay N Wolf.4	Director/Assoc Prof/PhD	2-8131
Jenna Bell-Wilson.1	Visiting Asst Prof/PhD	8-4651
Christopher Taylor.1043	Asst Prof/PhD	8-7972
MEDICAL TECHNOLOGY (535)		292-7303
Sally Rudmann.1	Director/Prof/PhD	5#
Janelle Chiasera.1	Instructor/PhD	1#
Huey-Jen Lin.661	Asst Prof/PhD	6#
M Kathy Waller.1	Assoc Prof/PhD	3#
OCCUPATIONAL THERAPY (406)		292-5824
Jane D Case-Smith.1	Director/ Prof/EdD	2-0357
M. Peggy Beckley.2	Asst Prof/PhD	2-0204
Sharon Flinn.39	Asst Prof/PhD	7-5024
Christy Nelson.576	Asst Prof/PhD	2-0996
Margaret Teaford.1	Asst Prof/PhD	2-8152
PHYSICAL THERAPY (516)		292-5922
Deborah Larsen.64	Director/Assoc Prof/PhD	2-2397
Michele Basso.2	Asst Prof/EdD	2-0754
John Borstad.1	Asst Prof/PhD	8-8131
John Buford.5	Asst Prof/PhD	2-1520
John V Chidley.1	Asst Prof/MS	2-0558
Dale Deubler.1	Lecturer	2-2196
Deborah Heiss.8	Asst Prof/PhD	2-0380
RADIOLOGIC TECHNOLOGY		292-0571
Kevin Evans.36	Director/Asst Prof/PhD	8-4535
RESPIRATORY THERAPY (431)		292-8445
F Herbert Douce.2	Director/Assoc Prof/MS	2-8445
Phillip D Hoberty.2	Asst Prof/EdD	2-8446
Sarah Varekojis.16	Asst Prof/PhD	2-3326
ADMINISTRATION (106)		292-5645
Stephen G Moon.3	Instructor/MS	

Appendix B

Thesis Guidelines: Proposal, Data Collection Writing and Dissemination

Proposal

The student is encouraged to begin thinking about a thesis early in his/her graduate studies; a final proposal should be submitted upon successful completion of most coursework. The student works with the major professor to formulate a research topic. Enrollment in either independent study (AM693) or research (AM999) is appropriate at this time so that both student and faculty accountability is built into the process. A proposal of thesis research is then written. The proposal includes a title page, table of contents, introduction, thorough review of the literature, purposes of the research, experimental procedures, methodology, methods of evaluation (statistics) and references. This essentially is the first three chapters of the thesis. The following format should be used:

- Chapter I** Introduction
- Background of the problem
 - Significance of the Problem
 - Objectives
 - Research Questions/Hypotheses
 - Research Approach
 - Glossary or Definition of Terms
 - Limitations
- Chapter II** Review of Literature
- This review should justify the need for the study. It should also justify the methodology. A summary table of studies to date including citations, independent and dependent variables, sample size, research design and results can be included if appropriate to the topic.
- Chapter III** Methodology
- Introductory Paragraph
 - Research Design
 - Hypotheses (define independent and dependent variables)
 - Subject Selection
 - Instrumentation
 1. Development and Pretesting of Instrument or Experimentation
 2. Data Collection
 - Anticipated Statistical Procedures

Bibliography

Appendices

The proposal should include copies of any questionnaire to be used and the completed form, if appropriate, for submission to the Human Subjects Review Committee.

After the proposal is approved by the major adviser, a copy of the proposal is given to each committee member at least five (5) working days prior to the committee meeting. The student is responsible for scheduling a two-hour proposal defense with all committee members at which the student provides a brief formal presentation of the proposal. It is wise for the student to confirm the defense with a written memorandum to all committee members. The student schedules a room and arranges for any media equipment that will be used. The major professor chairs the proposal meeting. During the meeting the committee agrees on the overall study design, any necessary changes and a suitable journal for publication of the research.

Upon approval of the proposal, all committee members sign the appropriate form. If changes need to be made, these will be listed on the form before committee members sign the "Approval for the Proposal Form." A copy of the proposal is then placed in the student's graduate file.

Approved proposals must be submitted to the Biomedical Sciences Human Subjects Protection Committee, the Behavioral/ Social Sciences Human Subjects Protection Committee, or Institutional Laboratory Animal Care and Use Committee. Five copies of the appropriate forms are required. These institutional committees generally meet twice each month; approval is required before data collection can begin. The thesis proposal process is not complete until institutional approval is granted.

Thesis

1. *Thesis Research.* The student begins research activities upon signed approval of the proposal. The major professor is primarily responsible for directing and guiding the research and writing activities. However, it is the responsibility of the student to keep all members of the committee informed of the scope and progress of both the research and the thesis. Whenever there is a change in the direction of the research, or a change in proposed procedures, the student and the advisor (and committee, if appropriate), should document such changes and approval in writing. A copy of the thesis, comprised of original work, must be submitted to the members of the thesis committee at least a week prior to the final thesis examination.
2. *Thesis Content.* The completed thesis ordinarily will be in the following format. See Graduate Handbook for suggestions on thesis writing. The student's advisor will provide guidance regarding the content of each section.

3. *Thesis Final Examination.* Degree candidates are required to give an oral presentation and defense of thesis research. Only members of the supervisory committee attend the examination. The Thesis final examination may not be scheduled during breaks or holidays when faculty members are not expected to be in their offices. Candidates are advised to restrict the length of their oral presentation to not more than 10-15 minutes. Candidates will then be questioned regarding the thesis and the research on which it was based. Committee Members may recommend changes to the text. Members of the supervisory committee vote on the passing or failing of this examination. (A maximum of two hours is permitted for the thesis defense). Following the examination, the major adviser and committee members sign both the "Oral Thesis Examination" form. They may or may not sign the Thesis Approval form depending on the number of changes that need to be made.

New Format:

Abstract Page (needs signature)	
Cover Page (needs signature)	
Acknowledgements	
Vita	
Table of Contents	
Chapter I.	Introduction
Chapter II.	Review of Literature (updated)
Chapter III.	Methods
Chapter IV.	Description of the Study (Include Introduction, Methods, Results, Discussion, References, Tables, Figures). This is written in article format following guidelines for publication in the designated professional journal.
Chapter V.	Summary and Conclusions
Appendices	Additional Methods Additional Results Supporting Materials
References	

Traditional Format:

Abstract Page (needs signature)	
Cover Page (needs signature)	
Acknowledgements	
Vita	
Table of Contents	
Chapter I.	Introduction
Chapter II.	Review of Literature (updated)
Chapter III.	Methodology
Chapter IV.	Results of Data Analysis

Chapter V.	Discussion, Conclusions, Implications
Appendices	Additional Methods
	Additional Results
	Supporting Materials
References	

Publication of Research. Research conducted by all master's degree candidates is expected to be of publishable quality. Students are encouraged to submit abstracts for presentations at professional meetings. Supervisory committee chairpersons are expected to assist the candidates in the preparation of any manuscripts for submission to journal editors and should therefore be included as coauthors of resultant publications.

Appendix C

CHECKLIST SAMP MASTER'S DEGREE PROCEDURES AND REQUIREMENTS FOR GRADUATION

Listed below are Graduate School procedures and requirements for earning a Master's Degree from the Ohio State University. For more information, see **Section Five** in the Graduate School Handbook.

- ___ Thesis proposal meeting prior to implementation of your study; you need to submit your proposal to your thesis committee one week prior to this meeting date.
- ___ Submit your protocol to the Human Subjects Review Board for Exemption or Full Review. (The office of Research Risk Protection: (614)688-8457 or <http://www.orrp.ohio-state.edu>.)
- ___ Call the SAMP Graduate Office (292-9579) to initiate a degree audit prior to the anticipated quarter of graduation. This ensures that all program course requirements have been met.
- ___ Register and enroll for **at least three graduate credit hours** during the quarter in which graduation is expected.
- ___ Submit an Application to Graduate form to the Graduate School **no later than the second Friday of the quarter** in which graduation is expected. (Forms available in SAMP Graduate Office.)
- ___ Schedule Master's Examination (oral defense) with committee members on a date **no later than 2-1/2 weeks prior to commencement**.
- ___ Earn a graduate cumulative point hour ratio of **at least 3.0**.
- ___ Satisfactorily complete the Master's Examination and submit the Master's Examination Report form to the Graduate School **no later than 2-1/2 weeks before commencement**.
- ___ Submit the Thesis Approval form, the approved thesis, two abstracts, and pay the binding fee (check or money order only) at the Graduate School **no later than one week before commencement**.
- ___ Provide the Allied Medical School Graduate Office with a **black, HARDBOUND** copy of your thesis (Cop-ez or Kinko's). **(SOFT OR SPIRAL BOUND COPIES ARE NOT ACCEPTABLE.)** Your advisor and committee members may also want a bound copy of your thesis.

Congratulations!

Please notify the Graduate School (292-6031) **AND** the SAMP Graduate Office (292-9579) as soon as possible if you are unable to complete the requirements within the deadlines.