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## SAFETY

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## APPENDIX A: Ethical & Professional Behavior Policy

APPENDIX B: Student Use of Social Media

APPENDIX C: Draft Sexual Misconduct Syllabus Statement

APPENDIX D: Clinical Enrollment

RECREATION THERAPY STUDENT HANDBOOK ACKNOWLEDGMENT OF RECEIPT
Welcome to the Recreation Therapy Program in the School of Exercise & Rehabilitation Sciences in the College of Health & Human Services.

Recreation Therapy is a health science and human service profession. The Recreation Therapy program will assist you in obtaining knowledge and experience so that when your degree is completed you can assist others in achieving personal recreation therapy goals and growth through recreation experiences. We have a very experienced faculty who will provide you with formal and practical educational experiences throughout your academic endeavors.

Our undergraduate Recreation Therapy program is nationally accredited by the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT). The Recreation Therapy program is the only undergraduate program in the State of Ohio, as well as the only accredited program in the State.

Our Recreation Therapy program prepares our students for successful careers working with persons with disabilities in hospitals, clinics, camps, long-term care facilities, alcohol and drug treatment facilities, mental health centers, group homes, etc.

**PROGRAM MISSION**

The Undergraduate Mission of the Recreation Therapy program is to provide academic course work, experiences, and research which prepare students to provide a diverse population of consumers with recreation therapy services to enhance the quality of their lives.

**UNDERGRADUATE PROGRAM GOALS**

- To provide students with a comprehensive understanding, knowledge, and appreciation of a broad based education that promotes the intellectual and personal development of the student and one that emphasizes the importance that a broad based education plays in: developing professional competencies; enriching life satisfaction; and enhancing the ability to effectively function in society.

- To provide students with a knowledge and understanding of the conceptual foundations of Recreation Therapy and provide experiences that allow for the development and application of knowledge learned during the course of study.

- To provide professional interaction between local practitioners and students that enhances student understanding and knowledge related to the abilities and skills needed to become an effective member of the Recreation Therapy profession.

- To prepare students to successfully pass the Therapeutic Recreation Specialist (CTRS) certification examination.

- To facilitate an environment that provides faculty the opportunity to engage in recreation-related and recreational therapy-related research and develop research agendas that incorporate students into research studies and utilize the opportunity to collaborate with other academic units.
To assist the student in creating a network with peers, faculty and professionals in the field of recreation therapy.

PROGRAM VISION

The Recreation Therapy program will be recognized by the university community, professionals in the field, alumni and friends for the high quality of its academic programs, exceptionally prepared graduates and its engaged and well respected faculty.

PROGRAM FACULTY

The Recreation Therapy program is comprised of four (4) full time faculty, part-time faculty, graduate assistants and a secretary who is assigned and shared throughout the program. Program faculty include:

Ruthie Kucharewski, Ph.D., CTRS  
Professor & Chair, School of Exercise & Rehabilitation Sciences  
Undergraduate Recreation Therapy Program Director  
Office: HH1004  
Phone: 419-530-2762  
Email: r.kucharewski@utoledo.edu  
Research Interests:  At-Risk Youth, Childhood Obesity, Standards of Practice, Accreditation, Outdoor Leadership, and On-line Instruction.

Program Responsibilities: Program Administration

Eric Longsdorf, Ph.D.  
Associate Professor, Graduate Program Director  
Office: HH1020  
Phone: 419-530-2742  
Email: eric.longsdorf@utoledo.edu  
Research Interests:  Outdoor Recreation, Inclusion, Curriculum Development, Competencies for Professional Practice, and Accreditation.

Program Responsibilities: Administrative Support

Wendy Maran, M.A., CTRS  
Associate Lecturer, Intervention & Internship Coordinator  
Office: HH 1028  
Phone: 419-530-4955  
Email: wendy.maran@utoledo.edu  
Specialization:  Therapeutic Horticulture, Relaxation and Stress Management, Range of Motion Dance, NDT Techniques, and Aquatics.

Program Responsibilities: Advising, Intervention Courses, Internship Preparation/Contracts

Holly Eichner, M.Ed., CTRS  
Lecturer & Clinical Coordinator  
Office: HH 1022
Phone: 419-530-4500
Email: holly.eichner@utoledo.edu

**Specialization:** Psychiatric Rehabilitation, LEAN Management Techniques, Veteran’s Quality of Life

**Program Responsibilities:** Advising, Clinical Courses, Clinical Placements

Jackie Wilkins, B.Ed., K.T.
Director Perceptual Motor Development Program
The Kinesiotherapy Rehabilitation and Research Center
Office HEC 1190
Phone: 419-530-2756
Email: jacqueline.wilkins@utoledo.edu

**Program Responsibilities:** PMD Program Coordination

Nadine Hoffmann
School Secretary I
Office: HH 2503
Phone: 419-530-2741
Email: nadine.hoffmann@utoledo.edu

---

**PROFESSIONAL SEQUENCE ACCEPTANCE REQUIREMENTS**

<table>
<thead>
<tr>
<th>Minimum Earned Credit Hours: 48</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum GPA: 3.0</td>
</tr>
</tbody>
</table>

**Completed Professional Sequence Application**

**Submitted Unofficial Transcript**

**Program Director Entrance Approval**

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Credits</th>
<th>Minimum Grade Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alpha Code</td>
<td>Number</td>
<td>Title</td>
</tr>
<tr>
<td>RCRT</td>
<td>1300</td>
<td>Introduction to Recreation &amp; Leisure</td>
</tr>
<tr>
<td>RCRT</td>
<td>1310</td>
<td>Recreation Programming</td>
</tr>
<tr>
<td>RCRT</td>
<td>3310</td>
<td>Inclusive Recreation</td>
</tr>
<tr>
<td>RCRT</td>
<td>4720</td>
<td>Introduction to Therapeutic Recreation</td>
</tr>
<tr>
<td>KINE</td>
<td>1560</td>
<td>Fundamentals of Human Anatomy &amp; Physiology</td>
</tr>
<tr>
<td>KINE</td>
<td>1460</td>
<td>Fundamentals of Human Anatomy &amp; Physiology Lab</td>
</tr>
<tr>
<td>HEAL</td>
<td>1800</td>
<td>Medical Terminology</td>
</tr>
<tr>
<td>HEAL</td>
<td>2500</td>
<td>Personal Health</td>
</tr>
</tbody>
</table>
NOTE: Students accepted to the professional sequence that do not have all required prerequisite coursework complete must have KINE 1560, 1460; HEAL 1800, 2500 and PSY 2200, 2510 completed by the end of fall semester during the senior year to be CTRS exam eligible.

NOTE: Students not earning the minimum grades required in RCRT 1300, 1310, 3310, 4720; KINE 1560, 1460; HEAL 1800, 2500 and PSY 2200 and 2510 WILL BE REQUIRED TO RETAKE ANY OR ALL COURSES UNTIL THE MINIMUM REQUIRED GRADE IS EARNED PER RECREATION THERAPY PROGRAM POLICY.

ANATOMY & PHYSIOLOGY REQUIREMENT

All Recreation Therapy majors have the option to complete one of the following Anatomy and Physiology sequences:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE 1560</td>
<td>Fundamentals of Human Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>KINE 1460</td>
<td>Fundamentals Human Anatomy &amp; Physiology Lab</td>
<td>1</td>
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<tr>
<td>Natural Science Elective</td>
<td></td>
<td>3</td>
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</table>

OR

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>KINE 2560</td>
<td>Anatomy &amp; Physiology I</td>
<td>3</td>
</tr>
<tr>
<td>KINE 2460</td>
<td>Anatomy &amp; Physiology I Lab</td>
<td>1</td>
</tr>
<tr>
<td>KINE 2570</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>3</td>
</tr>
<tr>
<td>KINE 2470</td>
<td>Human Anatomy &amp; Physiology II</td>
<td>1</td>
</tr>
<tr>
<td>Natural Science Elective</td>
<td></td>
<td>3</td>
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</tbody>
</table>

Note: Be advised that many rehabilitative graduate programs require the completion of 6-8 credit hours in Anatomy & Physiology. It is the responsibility of the student to identify the Anatomy & Physiology prerequisites required for admission into a prospective graduate program.

CULMINATING EXPERIENCE (INTERNSHIP) PREREQUISITES

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Minimum Earned Credit Hours: 112</td>
<td>Overall GPA: 3.0</td>
</tr>
<tr>
<td>Completion of Entire RT Plan of Study excluding RCRT 4770, 4780, 4940 ( = 14 Credit Hours)</td>
<td>Minimum Grade in All RCRT Coursework: C</td>
</tr>
<tr>
<td>Completed Culminating Experience Application</td>
<td>Submitted Unofficial Transcript</td>
</tr>
<tr>
<td>Program Director &amp; Internship Coordinator Approval</td>
<td></td>
</tr>
</tbody>
</table>
CULMINATING EXPERIENCE (INTERNSHIP) SCHEDULE 2018

Start Date: May 07, 2018
End Date: August 10, 2018
Graduation Date: August, 2018
Duration: 14 Consecutive Weeks
Credit Hours: 14
Total Internship Hours: 560
Total Weekly Internship Hours: 40

<p>| Required Coursework |</p>
<table>
<thead>
<tr>
<th>Alpha Code</th>
<th>Number</th>
<th>Title (Summer Session)</th>
<th>Credits</th>
<th>Minimum Grade Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCRT</td>
<td>4770</td>
<td>Project Design</td>
<td>2</td>
<td>C</td>
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<tr>
<td>RCRT</td>
<td>4940</td>
<td>Senior Internship</td>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td>RCRT</td>
<td>4940</td>
<td>Senior Internship</td>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td>RCRT</td>
<td>4770</td>
<td>Project Evaluation</td>
<td>2</td>
<td>C</td>
</tr>
</tbody>
</table>

Total Credits 14

Internship Dates and Approval

All Internships will be offered as the culminating educational experience and are only offered in the summer upon successful completion of all Recreation Therapy Plan of Study coursework. The Internship Preparation instructor will determine preparedness for Internship readiness with Recreation Therapy faculty. A student who is not approved to do his/her Internship must wait until the following summer when the Internship course is offered.

EXIT REQUIREMENTS FOR GRADUATION

Minimum Credit Hours Earned: 126
Overall GPA: 2.7
Satisfaction of University General Education Core
Completion of Entire RT Plan of Study
Minimum Grade in All RCRT Coursework: C
Submission of Application for AUGUST Graduation
ADDITIONAL GRADUATION INFORMATION

Students completing the degree in Recreation Therapy graduate in August following the completion of the senior Internship. Graduating students have the option of participating the University’s May graduation ceremony; however, if a student elects to participate in the May graduation ceremony and does not successfully complete the senior Internship sequence the degree will not be conferred. Unsuccessful completion of the senior Internship Sequence could result in a student’s graduation being delayed for up to one complete academic year.

NOTE: Any student whose graduation is delayed for any reason is required to enroll in one (1) credit hour during the semester in he/she will graduate.

PLANS OF STUDY

Students declaring a major in Recreation Therapy will receive a plan of study commensurate to the catalog year in which they enter the program. Please be advised that the plan of study issued, once signed, is a contractual agreement between the student, the Recreation Therapy program, the College of Health & Human Services, the University of Toledo, and the State of Ohio that serves as a binding document outlining all requirements that must be met on the student’s behalf to be eligible to receive his/her baccalaureate degree and assure that the student is prepared for a career in Recreation Therapy. PLANS OF STUDY MUST BE SIGNED AND ON FILE WITH THE COLLEGE OF HEALTH & HUMAN SERVICES UPON PROFESSIONAL SEQUENCE ACCEPTANCE.

In order to minimize problems prior to graduation it is highly recommended that the student be fully aware of the degree requirements outlined in the “Plan of Study” and keep records of the course work completed as he/she progress through the program. Failure to follow your “Plan of Study” may result in a delayed graduation date.

NOTE: A student’s “Plan of Study” is an individualized contract. Plans of Study may vary between students based on the semester and/or year the major in recreational therapy is declared.

Plan of Study Substitutions & Course Waive Requests

No course substitutions or “waive” requests will be granted for required RCRT courses listed on a plan of study.

Non-RCRT course substitutions or “waive” requests will only be granted in the event of an emergency or extenuating circumstance and must be submitted in writing to the Program Director at minimum one (1) semester prior to graduation.

NOTE: This does not include non-RCRT equivalent transfer credits from other colleges or universities approved by the University of Toledo. Students seeking to transfer credit for courses taken outside of the University of Toledo must verify that a non-RCRT course taken from another college or university is an equivalent transfer course to the non-RCRT course required in the student’s Plan of Study. Verification of transferable courses should be done through the CHHS Student Services Office.
Non-RCRT Course Substitution and Waive Request Procedure.

Once a non-RCRT course substitution or “waive” request has been received, the request will be sent forward to the Program Director and reviewed by the program faculty. Following the program faculty review a decision will be rendered.

COURSE SELECTION & ENROLLMENT

Students are responsible for their course selection, registration, and completion of his/her plan of study. The plan of study in Recreation Therapy is designed to establish a student cohort that sequentially completes a prescribed curriculum through the junior and senior years. PLEASE NOTE that the Recreation Therapy program STRONGLY DISCOURAGES the practice of SELF-ADVISEMENT by students.

Drop/Withdrawal Policies

The number of credit hours of “W” is limited to 22 hours for all undergraduate students in degree programs in the College of Health Sciences. Once a student has accumulated 22 hours of “W”, further withdrawals will be counted as F’s in computation of the student’s GPA for the purposes of probation or suspension. In addition, students risk the loss of financial aid if they accumulate excessive “W” hours.

Grade Deletions

The University and the Division recognizes a course may need to be repeated. Students may retake a course. Students who retake a course and earn a higher grade may petition their college to have the first grade excluded from their grade point average computation.

All grades, including those for repeated courses, will be included in the determination of eligibility for honors, fellowships, or other distinctions accruing on the basis of GPA.

A copy of the approved petition will become part of the student’s permanent record file. Credit for any repeated course will apply only once toward degree requirements. Grades for all attempts at the course will appear on the student’s official academic transcript regardless of whether or not the grade has been excluded from the GPA.

It is the student's responsibility to petition to have the grade excluded from the GPA. Otherwise, the grade will be included in the calculation of the GPA.

A student may petition to have a grade excluded from GPA computation under the following conditions:

(a) The repeated course must be completed prior to the granting of the first bachelor’s degree, and the grade deletion petition must be submitted no later than one semester after graduation.

(b) Before petitioning, a student must have retaken the same course (or the renumbered substitute for that course) in the same department at the University and earn a higher grade in the course retaken.
(c) No more than a total of 12 semester hours may be deleted from a student’s transcript. A college may adopt a more stringent requirement.

(d) This policy applies only to the first recorded grade in a course that a student has repeated.

(e) Subject to the limitations described above, applications will be approved

**DEGREE AUDITS**

All Recreation Therapy majors are required to **COMPLETE A DEGREE AUDIT during their JUNIOR YEAR and SENIOR YEAR with MS. STACI STURDIVANT.** **NOTE: FAILURE TO COMPLETE DEGREE AUDITS MAY RESULT IN A DELAY IN GRADUATION.**

*College of Health & Human Services Recreation Therapy Program Academic Advisor*

Ms. Staci Sturdivant  
Academic Advisor  
Main Campus  
HH 3100  
Phone: 419-530-5366  
Email: CHHSAdvising@utoledo.edu  
Online Scheduling: [http://www.utoledo.edu/hhs/student-services/](http://www.utoledo.edu/hhs/student-services/)

**ADVISING**

Recreation Therapy program faculty are available for pre-professional and professional sequence advising. Any student requesting an advising appointment is **REQUIRED TO BRING A COPY OF HIS/HER PLAN OF STUDY AND UNOFFICIAL TRANSCRIPT** to all advising appointments scheduled with division faculty.

**NOTE: RECREATION THERAPY PROGRAM FACULTY DO NOT ADVISE STUDENTS ON THE UNIVERSITY'S GENERAL CORE REQUIREMENTS OR PREREQUISITES REQUIRED FOR GRADUATE STUDY. GENERAL CORE ADVISING SHOULD BE DONE THROUGH MS. STACI STURDIVANT.**

**FACULTY EXPECTATIONS**

You can expect Recreation Therapy program faculty to be well prepared when they enter your classroom, respectful of you, knowledgeable of the subject being taught and engaging and challenging. Recreation Therapy program faculty consistently score above the department mean in teaching, are involved in professional organizations, publish in refereed journals, attend and present research at professional conferences, consult with agencies and have experience as practitioners in the field. They also serve as advisors to Recreation Therapy program students and make recommendations to students regarding course selections. Recreation Therapy
program faculty have weekly office hours posted for each semester and strive to respond to daily phone calls and emails promptly. You will find that your Recreation Therapy program faculty members are very personable, helpful and fun to be around. Remember that their dress code may be dictated by the courses that they teach. Lastly, it is recommended that you stop in and introduce yourself to your faculty advisor and just stop in to say hi to Recreation Therapy program faculty every now and then. Communication is a two way street and interpersonal communication is a more effective way to get to know someone than by only communicating through email.

RECREATION THERAPY PROGRAM & COURSE COMMUNICATION POLICY

The Recreation Therapy program feels strongly that communication between students and faculty is an integral part of each student’s educational experience. While today’s technology provides us 24/7 access to multiple outlets for communication, it is expected that communication between students and faculty, unless otherwise notified by a faculty member, will be conducted during normal business hours. Recreation Therapy program business hours are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>9:00am – 4:00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>9:00am – 4:00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>9:00am – 4:00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>9:00am – 4:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00am – 4:00pm</td>
</tr>
</tbody>
</table>

Students communicating with Recreation Therapy program faculty via voicemail or email should expect a response from the faculty member contacted within 24 hours.

Voicemail or email communication sent after 4:00pm on Fridays will be responded to by Monday of the next business week. This excludes official University holidays.

Students should not expect voicemail or email responses during scheduled University holidays or during weekend hours. Emails or voicemails received during scheduled University holidays or weekend hours will be responded to the first business day following a holiday break.

STUDENT EXPECTATIONS

STUDENT CODE OF CONDUCT

All students majoring in Recreation Therapy are expected to comply with the University’s Student Code of Conduct. It is highly recommended that students review the Student Code of Conduct at: https://www.utoledo.edu/studentaffairs/dos/oldsite/pdfs/StudentCodeofConduct08-26-08.pdf

The Recreation Therapy program expects all student majors to exhibit and adhere to the STANDARDS OF PROFESSIONALISM that would be expected in the PROFESSIONAL PRACTICE ENVIRONMENT throughout all academic endeavors associated with completing a degree in Recreation Therapy. Being professional while earning a Recreation Therapy degree means much more than wearing professional attire or pursuing a college degree and a noted title. Professionalism also has to do with how you conduct yourself during your academic endeavors. True professionals possess a number of important characteristics, including:
HONESTY & INTEGRITY

Honesty and integrity imply being fair, being truthful, keeping one's word, meeting commitments, and being forthright in interactions with, peers, faculty and other professionals in all academic endeavors.

RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH HONESTY & INTEGRITY INCLUDES:

**Academic Integrity**

Please consult University Academic Policies [http://www.utoledo.edu/catalog/policies.html](http://www.utoledo.edu/catalog/policies.html) and course syllabi regarding professor guidelines in reference to academic dishonesty. The following definitions are not intended to be all inclusive, but may assist you in understanding the differences between the terms.

- **Plagiarism:** Presenting an idea or words from another source or person as one’s own work. Students must acknowledge and document when using someone else’s scholarly work.
- **Cheating:** Copying, collaborating with other students if specified in advance not to collaborate, intentional falsification, the use of unauthorized aides (cheat sheets, using texts or notes, etc.) during an academic assignment, exercise or exam.
- **Self-plagiarism:** Presenting the same work in multiple classes without permission from the instructor.
- **Collusion:** In collaboration with another person, a student who is aware that they are assisting another student commit an act of academic dishonesty.
- **Purchasing or borrowing aids to enhance or embellish academic work such as Cliff notes, previously turned in assignments from other students, summary guides, etc.**

**Assignments & Examinations**

Whether a course is taken in a traditional setting or distance learning (Online), **ALL ASSIGNMENTS AND EXAMINATIONS ARE TO BE TAKEN INDIVIDUALLY** by the student who is officially enrolled in a course. **AT NO TIME, UNLESS INSTRUCTED OTHERWISE FOR A SPECIFIC COURSE, SHOULD A STUDENT COMPLETE AN ASSIGNMENT OR EXAMINATION IN COLLUSION WITH ANOTHER STUDENT(S).** Consequences for failing to adhere to this policy will result in automatic failure of the assignment or examination or course.

**APPEARANCE**

Recreation Therapy majors should be neat in appearance. You will be expected to meet or even exceed the requirements of the Division’s dress code, and pay special attention to your appearance when meeting with Clinical Supervisors, Internship Supervisors, clients or other professionals. **RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH APPEARANCE & DRESS CODES INCLUDES:**

**Dress Codes**

**General Classroom Setting:**
Causal.

**Specialized Classroom Setting (e.g., gymnasium or class field sites):**
As required by course instructor.

**Conference, Workshop, Volunteer, Practicum, Clinical or Internship Experience:**
Unless otherwise stated participation in the aforementioned activities requires that students wear at minimum business casual attire as well as appropriate footwear. *Jeans or jean material is not permitted. If you are uncertain as to what is considered appropriate business casual attire, please consult a Recreation Therapy program faculty member.*

**DEMEANOR**

Recreation Therapy majors should exude confidence and be polite and well-spoken whether interacting with peers, supervisors, faculty, or other professionals. **RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH DEMEANOR INCLUDE:**

*Classroom Demeanor*

It is the expectation of every instructor that students exhibit respectful and attentive behavior when attending classes. Instructors expect that all students will be prepared for class by having read the textbook and by being prepared to actively participate in class discussions. Consumption of food and beverages should be minimal and not cause distraction. **CELL PHONES SHOULD BE TURNED OFF OR SET TO SILENT AND PLACED FACE DOWN ON THE DESK TOP OR OUT-OF-SIGHT. YOUR CLASSROOM INSTRUCTOR WILL BE RESPONSIBLE FOR TIME MANAGEMENT.**

*Electronic Devices*

Any personal electronic device that is not required in support of classroom instruction is strictly prohibited for use in the classroom. **ALL PERSONAL ELECTRONIC DEVICES OR SMART DEVICES SHOULD BE TURNED OFF OR SET TO SILENT AND OUT-OF-SIGHT.**

**RELIABILITY**

Recreation Therapy majors are expected to find a way to get all academic assignments and associated tasks done by required due dates. They are also expected to respond to people promptly and follow through with scheduled appointments and promises in a timely manner, as this demonstrates reliability. **RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH RELIABILITY INCLUDES:**

*Individual Course Assignment Expectations*

Recreation Therapy majors are expected to adhere to course assignment expectations as outlined in a course syllabus, provided on a specific assignment or electronically distributed etc. Additionally, all written out-of-class assignments submitted for RCRT courses must be typewritten, stapled and free of spelling and grammatical errors. It is the expectation that students will proof read their work prior to submission. All assignments that require citation of sources and references must be submitted in the proper APA format (see: http://owl.english.purdue.edu/). For unique assignments where the above expectations are not applicable (i.e. journaling, posters, worksheets, etc.), assignment expectations must adhere to any and all expectations set forth by the course instructor. Assignments or other materials with established dates of submission, including exams, must be completed and submitted no later than the due date assigned. Late materials will not be accepted. The make-up of examinations is at the discretion of the instructor.

*Faculty / Student Meetings*

- Faculty are required to hold a minimum of five (5) office hours per week. Students may schedule or stop in to meet with a faculty member during a faculty member’s posted office hours.
• Non-office hour appointments may be individually made at the discretion of Division faculty.
• A 24-hour notification is expected for any scheduled appointment cancellation. Below is the Division’s missed appointment policy:
  1st Missed Appointment: Meeting will be rescheduled by faculty member at faculty member’s discretion based on availability.
  2nd Missed Appointment: There will be no meeting rescheduled. Student may meet with faculty member during posted office hours.

COMPETENCE
Recreation Therapy majors are expected to strive to become experts in their field. This means taking your academics seriously and being professionally involved. RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH COMPETENCE INCLUDES:

Academic Standards
Students in the Recreation Therapy program are required to achieve a grade of a “C” or better in all RCRT courses required in their Plan of Study. A student who achieves a “C-” or lower in a RCRT course must repeat the course and achieve a grade of “C” or better. In some cases this may prevent the student from graduating when expected. Students will not be permitted to complete the culminating “Internship” experience unless all RCRT coursework has been completed with a grade of “C” or better.

Course Syllabi
The syllabus for any RCRT course serves as a COURSE CONTRACT delineating all policies, expectations, and academic work required for completion of a specific course. By enrolling in any RCRT course students automatically consent to adhering to all course policies and to fulfilling all required academic work.

NOTE: ALL RCRT COURSE SYLLABI ARE SUBJECT TO CHANGE OR MODIFICATION AT THE DISCRETION OF A COURSE INSTRUCTOR IN THE EVENT THAT UNPLANNED EDUCATIONAL OPPORTUNITIES BECOME AVAILABLE OR FOR DISRUPTIONS TO THE UNIVERSITY’S ACADEMIC SCHEDULE FOR WEATHER OR ANY OTHER EMERGENCY.

Academic Review Committee
Students who are not maintaining a minimum overall GPA of 2.7 while completing their degree program or who are receiving a midterm grade or final grade below a “C” will be required to meet with the Division’s Academic Review Committee to discuss the student’s current academic status/situation and to establish procedures for improving academic performance.

PROFESSIONAL ASSOCIATION & CONFERENCE ATTENDANCE
All Recreation Therapy majors are EXPECTED TO BECOME INVOLVED IN PROFESSIONAL ASSOCIATIONS such as the American Therapeutic Recreation Association or the Ohio Association for Health, Physical Education, Recreation and Dance based upon their specific area of interest. Additionally, students are expected to volunteer to assist others throughout the community and on campus and assume leadership roles to strengthen professional skills and abilities.
All Recreation Therapy majors are EXPECTED TO ATTEND A PROFESSIONAL CONFERENCE during professional sequence of study as follows:

ATTEND ONE (1) professional conference with faculty representatives for one (1) DAY DURING BOTH the JUNIOR and SENIOR year of study

ATTEND ONE (1) professional conference with faculty representatives for (2) DAYS DURING EITHER the JUNIOR and SENIOR year of study

Note: Notification of conference volunteering and attendance will be given to students during the academic year preceding the scheduled conference. Freshman and sophomore students will be invited and encouraged to volunteer and attend an annual professional conference.

Note: Any associated costs for attending a professional conference (e.g., association membership, transportation, lodging, meals, etc.) are the responsibility of the student attendee.

Note: Failure to meet the conference attendance requirement WILL RESULT IN A 15-POINT DEDUCTION IN A STUDENT’S FINAL INTERNSHIP GRADE FOR EACH CONFERENCE UNATTENDED (MAXIMUM 30 POINTS)

COURSE ATTENDANCE

All Recreation Therapy Students are expected to attend RCRT classes. Each RCRT course within the Division includes an assessment of student attendance or tardiness as a continual measurement of educational engagement with attendance being measured on the criteria of being present, engaged, and in attendance the entire duration of the class. The student expectation is to be on time and present in every class, failure to do so may result in a lower grade. Habitual absenteeism or tardiness will be addressed on an individual basis. Students are expected to contact the instructor prior to missing a class or attending late, documentation of absence or tardiness should be provided and may be accepted at the discretion of the instructor in accordance with the policies below:

Policy: Three Credit Hour (3 cr.) Courses Meeting One-Time Per Week:

Any unexcused absence from a three credit hour (3 cr.) course session meeting one-time per week will result in a ten-point (10 pt.) deduction from a student’s total points earned in the course.

Any unexcused arrival to a class over fifteen-minutes (15 min.) late or unexcused departure from a course early will result in a five-point (5 pt.) deduction from a student’s total points earned in the course.

Note: Any points associated with in class assignments, class participation, the submission of an out-of-class assignment etc. cannot be made-up as the result of an unexcused absence or tardiness.

Note: If applicable, it is the responsibility of each student enrolled in a course to sign a distributed attendance sheet.
Policy: Three Credit Hour (3 cr.) Courses Meeting Two-Times Per Week:

Any unexcused absence from a three credit hour (3 cr.) course session meeting two-times per week will result in a five-point (5 pt.) deduction from a student’s total points earned in the course.

Any unexcused arrival to a class over fifteen-minutes (15 min.) late or unexcused departure from a course early will result in a two-and-one-half point (2.5 pt.) deduction from a student’s total points earned in the course.

Note: Any points associated with in class assignments, class participation, the submission of an out-of-class assignment etc. cannot be made-up as the result of an unexcused absence or tardiness.

Note: If applicable, it is the responsibility of each student enrolled in a course to sign a distributed attendance sheet.

Policy: Three Credit Hour (3 cr.) Online Courses:

All modules for three credit hour (3 cr.) online courses are to be accessed and reviewed no later than two (2) days following a modules designated posting date. Non-access of an online course module within two (2) days of a module posting date will result in a ten-point (10 pt.) deduction from a student’s total points earned in the course.

Policy: Clinical Rotation Courses

Any unexcused absence from a one credit hour (1 cr.) course session meeting one-time per week will result in a ten-point (10 pt.) deduction from a student’s total points earned in the course. Any unexcused arrival to a class over five-minutes (5 min.) late or unexcused departure from a course early will result in a five-point (5 pt.) deduction from a student’s total points earned in the course.

Note: Any points associated with in class assignments, class participation, the submission of an out-of-class assignment etc. cannot be made-up as the result of an unexcused absence or tardiness.

Note: If applicable, it is the responsibility of each student enrolled in a course to sign a distributed attendance sheet.

Policy: Intervention Courses

Any unexcused absence from a one credit hour (1 cr.) course session meeting one-time per week will result in a ten-point (10 pt.) deduction from a student’s total points earned in the course. Any unexcused arrival to a class over five-minutes (5 min.) late or unexcused departure from a course early will result in a five-point (5 pt.) deduction from a student’s total points earned in the course.

Note: Any points associated with in class assignments, class participation, the submission of an out-of-class assignment etc. cannot be made-up as the result of an unexcused absence or tardiness.

Note: If applicable, it is the responsibility of each student enrolled in a course to sign a distributed attendance sheet.
ETHICS
Recreation Therapists adhere to codes of ethics and the ATRA Standards of Practice. Even as a student, Recreation Therapy majors are expected to display ethical behavior at all times.

MAINTAINING POISE
Recreation Therapy majors are expected to maintain poise even when facing a difficult situation. For example, if a peer or other professional treats you in a belligerent manner, you should not resort to the same type of behavior.

NOTE: SEE APPENDIX A: PROFESSIONALISM POLICY
SEE APPENDIX B: SOCIAL MEDIA POLICY

PROFESSIONAL COLLEGIALLY & ETIQUETTE
Recreational Therapy majors are expected to engage in proper etiquette with all Internship and Clinical Supervisors and Instructors INCLUDING, BUT NOT LIMITED TO:

ADDRESSING SUPERVISORS OR INSTRUCTORS BY PROPER TITLE AND NAME

RESPONDING TO CORRESPONDENCE IN A TIMELY FASHION (24 HOURS OR LESS)

NOTIFYING SUPERVISORS OR INSTRUCTORS OF ANY ABSENCES OR SCHEDULE CHANGES WITH APPROPRIATE ADVANCE NOTICE (24 HOURS OR MORE)

UNLESS OTHERWISE INSTRUCTED SUPERVISORS OR INSTRUCTORS ARE NOT TO BE TEXT FOR ANY REASON, CONTACTED VIA PERSONAL PHONE, OR CONTACTED DURING NON AGENCY OPERATION HOURS.

PHONE ETIQUETTE
Recreation Therapy majors are expected to use proper phone etiquette when speaking with faculty or other professionals. This means identifying yourself by your full name. In speaking with other professionals this also means identifying yourself as a student majoring in Recreation Therapy at the University of Toledo. RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH PHONE ETIQUETTE INCLUDES:

• All communication with faculty must be conducted through a faculty member’s office phone line unless otherwise notified by a faculty member.

• All student email correspondence to faculty must be sent from a student’s official UTAD email account. Faculty will not be held responsible for non-UTAD emails sent that have the potential to be filed within the faculty member’s junk mail or denied as spam.

• Students communicating with Recreation Therapy program faculty via voicemail should expect a response from the faculty member contacted within 24 hours.

• Do not leave the same message for more than one faculty member at the same time.

• Do not contact a faculty member with the same voicemail until the 24 hour expected response time has expired.
Voicemail communication sent after 4:00pm on Fridays will be responded to by Monday of the next business week. This excludes official University holidays.

Students should not expect voicemail responses during scheduled University holidays or during weekend hours. Emails or voicemails received during scheduled University holidays or weekend hours will be responded to the first business day following a holiday break.

EMAIL & WRITTEN CORRESPONDENCE ETIQUETTE

During written correspondence, Recreation Therapy majors are expected to keep emails and/or letters brief and to the point. The tone of the correspondence should be polite and formal. RECREATION THERAPY PROGRAM POLICIES ASSOCIATED WITH WRITTEN CORRESPONDENCE INCLUDES:

- All email communication with faculty must be conducted through a faculty member’s UTAD email account unless otherwise notified by a faculty member.
- All student email correspondence to faculty must be sent from a student’s official UTAD email account. Faculty will not be held responsible for non-UTAD emails sent that have the potential to be filed within the faculty member’s junk mail or denied as spam.
- All emails sent to faculty are expected to be written in a professional manner. Below are a few important points to remember when composing an email to Division faculty:
  A) Be sure to include a meaningful subject line; this helps clarify what your message is about and will also help the faculty prioritize reading your email
  B) Just like a written letter, be sure to open your email with a greeting such as “Dear Dr. Jones,” or “Ms. Smith.”
  C) Use proper spelling, punctuation, and capitalization.
  D) Write clear, short paragraphs and be direct and to the point; faculty use their email accounts to conduct daily business.
  E) Be sure to include a signature block that provides faculty all necessary information to reply to the email.

- Do not email more than one faculty member at a time requesting correspondence regarding the same issue.
- Students communicating with Recreation Therapy program faculty via email should expect a response from the faculty member contacted within 24 hours.
- Do not forward a duplicate correspondence to another faculty member until the 48 hour expected response time has expired.
- Email communication sent after 4:00pm on Fridays will be responded to by Monday of the next business week. This excludes official University holidays.
- Students should not expect email responses during scheduled University holidays or during weekend hours. Emails received during scheduled University holidays or weekend hours will be responded to within the first business day following a holiday break.

ACCOUNTABILITY

Recreation Therapy majors are accountable for their actions at all times. If you make a mistake, accept responsibility for it and try to fix it if possible. Don't try to place the blame on a peer, faculty member, or supervisor.
ADDITIONAL IMPORTANT STUDENT INFORMATION

Student of the Year Awards

Annually, at discretion of the Recreation Therapy program the program may select at minimum 1-2 senior students from its degree program to be recognized as a “Student of the Year.” The “Student of the Year” award is the highest award the Recreation Therapy program presents, and it is awarded to students who demonstrate exceptional academics, leadership, and civic responsibility within the Recreation Therapy program and the Recreation profession.

Course Syllabi

The Recreation Therapy program recommends that students retain all course syllabi that are received. If you were to transfer to another institution in the future you may be able to use it to transfer credits from the University of Toledo to another university. The course syllabus and catalog description may help you identify course similarities to see if your courses will meet the course requirements of another university.

Recreation & Recreation Therapy Lab (HH1007)

The Lab is available for your use to complete assignments that may require additional resources or assignments that require outside reading materials that are located within the Lab. NO ASSIGNMENTS SHOULD BE COMPLETED IN COLLABORATION WITH PEERS.

NOTE: COMPLETION OF ONLINE EXAMINATIONS ON LAB COMPUTERS IS STRICTLY PROHIBITED! THE USE OF A LAB COMPUTER TO COMPLETE AN ONLINE EXAM WILL RESULT IN ACADEMIC DISHONESTY SANCTIONS!

The Lab also houses ancillary materials that will provide you with additional practical learning experiences. Lab hours are posted outside the door and the Lab is monitored by a graduate assistant. Lab materials cannot leave the lab unless the student provides a driver’s license which will be returned upon return of the Lab property. LAB MATERIALS MAY BE CHECKED OUT OF THE LAB FOR A MAXIMUM OF 24 HOURS.

Recreation Therapy Club

Membership in the Recreation Therapy Club is voluntary but strongly encouraged. The Recreation Therapy Club is a University recognized and student run organization under the advisement of Ms. Wendy Maran AND Ms. Lecretia (Cre) Smith. The Club provides students opportunities for mentorship, peer instruction, civic engagement, tutoring, CTRS examination preparation and professional development.

Mandatory Majors Meeting

All Recreation Therapy majors entering or currently in professional sequence (i.e., juniors and seniors) are expected to attend one mandatory meeting each fall semester. The day, time and place of the meeting will be announced in advance so that students may adjust their personal schedules accordingly. Every effort will be made to schedule the meeting at a time that does not conflict with classes. It is the expectation that students schedule work and other appointments or obligations so not to conflict with the scheduled meeting time.
Recruitment

 Occasionally you may be asked to talk to a student, parent or small group of prospective students who are interested in learning about the University of Toledo and the Recreation Therapy program. Because you are a major your insight may be invaluable to an incoming student and the enthusiasm that you have for your major may be just what the incoming student needs to see and hear about. We appreciate all that you can do to represent our major in the most positive manner.

Tobacco Free Policy

The use of all forms of tobacco including cigarettes, cigars, chew, snuff, snus, and e-cigarettes or other electronic vapors is prohibited on and within all University facilities.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, otherwise known as FERPA, is a Federal Law introduced to give students certain rights regarding the confidentiality of their educational records.

FERPA establishes the rights of the parents and students of any school which receives federal educational funds. It requires that a written institutional policy complying with the act be established and that a statement of the adopted procedures be published. Our official publication is the "Confidentiality of Student Records" and is available for review in the University Policy website.

Health Insurance Portability and Accountability Act (HIPPA)

HIPAA is the acronym for the Health Insurance Portability and Accountability Act that was passed by Congress in 1996. HIPAA does the following:

• Provides the ability to transfer and continue health insurance coverage for millions of American workers and their families when they change or lose their jobs;
• Reduces health care fraud and abuse;
• Mandates industry-wide standards for health care information on electronic billing and other processes; and
• Requires the protection and confidential handling of protected health information

The Recreation Therapy program recommends students review University HIPAA policies to ensure the rights of patients or clients are not violated. University HIPAA policies can accessed at http://www.utoledo.edu/policies/hipaa.html

SAFETY

The University of Toledo takes your safety on campus very seriously. We want to highlight a few of our initiatives to help our students and promote a safe atmosphere at UT.

UT Alert

UT ALERT is an emergency notification system that lets users receive e-mails or texts about on-campus alerts, including inclement weather, power outages, etc. You can sign up once you are enrolled at https://utalert.utoledo.edu/
Emergency Phones

If you've been on campus, you've probably seen the blue emergency phones. There are more than 120 of these throughout UT's campuses. When activated, an emergency phone provides a direct, almost instantaneous link to Campus Police and lets the dispatcher immediately know the caller’s location.

Between dusk and dawn, police respond to the activation of emergency telephones even if no words are spoken. Despite their name, Emergency Phones are not just for emergencies. They are the campus community’s direct link to the police dispatcher and can be used to:

- Request an escort between buildings
- Report a suspicious person or circumstance
- Obtain access to a building or room
- Request motorist assistance
- Report an elevator entrapment

Card Access Entry to Residence Halls

All doors to residence halls are locked. Only students living in a hall have card-swipe access to the building. All visitors have to register at the information desk near the front door.

To read more about residence hall safety, visit utoledo.edu/studentaffairs/reslife/hallsafety1.html

Sexual Assault

The University of Toledo cares greatly about the health and well-being of our students, staff, faculty and guests to our campuses. Federal law, specifically Title IX, and University Policy require that all employees are mandated reporters of incidents involving sexual or gender-based violence or harassment.

**NOTE: SEE APPENDIX C: DRAFT SEXUAL MISCONDUCT SYLLABUS STATEMENT**

Night Watch

This service provides a two-person escort team for students who do not want to walk alone on campus during evening hours. The team is in constant radio contact with police dispatch and will walk students to and from buildings while classes are in session. To learn more, visit utoledo.edu/depts/police/Night_Watch.html

Outdoor Alert System

UT has nine loud speakers across all three campuses that alert students to weather or other types of emergencies immediately.

Closed Circuit TV System

UT Police are responsible for monitoring a campus-wide system of cameras outside buildings, residence halls and parking structures. To learn more about the system, visit utoledo.edu/depts/police/CCTV_Cameras.html
Parking Enforcement/Assistance

Rocket Patrol is the student-staffed group that monitors the parking lots on campus. They enforce parking regulations, and the patrollers can assist drivers with minor vehicle troubles (flat tire, etc.).

Campus Police

University Police, under Police Chief Jeff Newton, employs more than 15 officers who patrol UT’s campuses and buildings 24/7. They also issue community awareness bulletins and have a full safety report about UT available on their site at utoledo.edu/depts/police
APPENDIX A

Name of Policy: Ethical & Professional Behavior Policy
Department: Division of Recreation & Recreation Therapy
Scope: Undergraduate & Graduate Majors: BS Recreation Therapy, MA Recreation & Leisure Studies

Policy Statement

To provide students enrolled in the BS in Recreation Therapy or the MA in Recreation & Leisure Studies with guidelines for the engagement in ethical professional behavior, and to emphasize the responsibilities students have in maintaining ethical behavior when interacting or engaging in any academic, civic, or personal collaborative endeavors as a representative of the University.

Purpose of Policy

The purpose of this policy is to mitigate the risks associated with engagement in unethical or unprofessional behavior by students enrolled in the BS in Recreation Therapy or the MA in Recreation & Leisure Studies, in order to protect the student, the University and University affiliates and associates from harm or damage to their respective images or reputations.

Policy Guidelines

Students enrolled in the BA program in Recreation Therapy or the MA program in Recreation & Leisure Studies are required to demonstrate acceptable, and ethical, professional behavior when interacting or engaging in any academic, civic, or personal collaborative endeavors as a representative of the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies or their agents (students, faculty or staff).

Students enrolled in the BA program in Recreation Therapy or the MA program in Recreation & Leisure Studies are required to demonstrate acceptable, and ethical, professional behavior when interacting or engaging in any academic, civic, or personal collaborative endeavors with any outside entities associated with the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies or their agents (e.g., internship placement sites, clinical placement sites and placement site staff, patients, clients, users).

Concerning professionalism, students are expected to ensure that all academic, civic, or personal collaborative endeavors within the University community or the community of University affiliates or associates are honest, respectful and professional. The Division of Recreation & Recreation Therapy maintains a “ZERO TOLERANCE” policy in the engagement of unethical professional behavior that can be deemed illegal, threatening, infringing on intellectual property rights, invasive of one’s privacy, profane, libelous, harassing, abusive, hateful, discriminatory or otherwise injurious to any entity or person associated with the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies or their agents.
Consequences for Engagement in Unethical Professional Behavior

In the event of a violation of this policy, the Division of Recreation & Recreation Therapy will take whatever corrective action is necessary to protect the integrity of the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, or the MA program in Recreation & Leisure Studies and their agents.

In the event of a violation of this policy, the Division of Recreation & Recreation Therapy will take whatever corrective action is necessary to protect the integrity of any outside entities associated with the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies and their agents.

Violation of this policy will jeopardize a student’s standing in either the BS program in Recreation Therapy or the MA program in Recreation & Leisure Studies and may result in Course Grade Deductions, Course Failure, Warning, Probation, and/or Dismissal from a course(s), volunteer site for course credit, clinical site, internship site or academic program at the full discretion of the Division of Recreation & Recreation Therapy. Should disciplinary action be required due to violation of this policy, a record of the violation and disciplinary action will be filed with the University, and if applicable, any entity or agent harmed as a result of violation of this policy.
APPENDIX B

Name of Policy: Student Use of Social Media

Department: Division of Recreation & Recreation Therapy

Scope: Undergraduate & Graduate Majors: BS Recreation Therapy, MA Recreation & Leisure Studies

Policy Statement

To provide students enrolled in the BS in Recreation Therapy or the MA in Recreation & Leisure Studies with guidelines for the appropriate use of social media, and to emphasis the responsibilities students have in maintaining private, academic, and professional ethical behaviors.

Purpose of Policy

Social media is a powerful tool that can be used to promote a positive learning environment and often serves as a mechanism for collaborative communication within our University community, the professional communities in which we interact, as well as the general public. The purpose of this policy is to mitigate the risks associated with the use of social media for students enrolled in the BS in Recreation Therapy or the MA in Recreation & Leisure Studies, in order to protect the student, the University and University affiliates and associates from harm or damage to their respective images or reputations.

The term social media for the purpose of this policy is defined as any means of electronic communication used to transmit the thoughts, ideas, images, opinions, values or beliefs of an individual. It includes but is not limited to: UTAD email accounts, Blackboard, personal email accounts, Facebook, Myspace, Twitter, Instagram, Snapchat, YouTube, Tumblr, LinkedIn, blogs, personal websites, wiki’s, list serves, message boards and other online forums.

Policy Guidelines

All material published on social media outlets should be considered public and permanent. Nothing should be posted that would not be appropriate in a public forum, and all content should be respectful and professional.

Understand that the removal of descriptive information in regards to individuals, agencies, or other entities does not render information de-identifiable.

All students are responsible for the content of his/her own information disseminated on any social media outlet, including any legal liability incurred (i.e. libel/slander).

Students are PROHIBITED from discussing or posting any sensitive, proprietary, confidential, financial, or other information that could cause harm or damage to the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies or their agents (students, faculty or staff).

Students are PROHIBITED from discussing or posting any sensitive, proprietary, confidential, financial, or other information that could cause harm or damage to any outside entities associated with the University, the
Concerning the tone and content of social media communications, students are expected to ensure that communications remain honest, respectful and professional. The Division of Recreation & Recreation Therapy maintains a “ZERO TOLERANCE” policy in the use of language that is illegal, threatening, infringing on intellectual property rights, is invasive of one’s privacy, profane, libelous, harassing, abusive, hateful, discriminatory or otherwise injurious to any entity or person associated with the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies or their agents.

Consequences for Inappropriate Use of Social Media

In the event of a violation of this policy, the Division of Recreation & Recreation Therapy will take whatever corrective action is necessary to protect the integrity of the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, or the MA program in Recreation & Leisure Studies and their agents.

In the event of a violation of this policy, the Division of Recreation & Recreation Therapy will take whatever corrective action is necessary to protect the integrity of any outside entities associated with the University, the College of Health & Human Services, the School of Exercise & Rehabilitation Sciences, the BS program in Recreation Therapy, and the MA program in Recreation & Leisure Studies and their agents.

Violation of this policy will jeopardize a student’s standing in either the BS program in Recreation Therapy or the MA program in Recreation & Leisure Studies and may result in Course Grade Deductions, Course Failure, Warning, Probation, and/or Dismissal from a course(s), volunteer site for course credit, clinical site, internship site or academic program at the full discretion of the Division of Recreation & Recreation Therapy. Should disciplinary action be required due to violation of this policy, a record of the violation and disciplinary action will be filed with the University, and if applicable, any entity or agent harmed as a result of violation of this policy.
APPENDIX C

Draft Sexual Misconduct Syllabus Statement

The University of Toledo cares greatly about the health and well-being of our students, staff, faculty and guests to our campuses. Federal law, specifically Title IX, and University Policy require that all employees are mandated reporters of incidents involving sexual or gender-based violence or harassment.

Disclosures made to faculty or teaching assistants (TAs) about sexual or gender-based harassment, sexual assault, dating violence, domestic violence and/or stalking on or off campus are forwarded to the Title IX Coordinator. The Title IX Office will contact you regarding your rights, your option to request an investigation, interim safety measures and/or academic accommodations. In certain circumstances, the Title IX Coordinator may need to proceed with an investigation, even if none is requested, if there are safety risks to the student or campus community. Participation in the process is voluntary.

If you want a confidential place to disclose sexual assault, sexual harassment or intimate partner violence, the Center for Student Advocacy and Wellness provides free and confidential advocacy services to students, faculty and staff. Victims of sexual assault, sexual harassment, domestic violence, stalking or intimate partner violence can meet with an advocate who will assist you and provide you with options and resources. The center also provides free and confidential counseling services to students, faculty and staff. The center is in Health and Human Services Room 3017. Anyone who has been a victim can call 419.530.3431 to receive immediate assistance from a trained advocate.

Additionally, YWCA H.O.P.E. Center Campus Outreach is located in the University Counseling Center. Walk-ins are available Monday-Thursday 8:30 a.m. to 5 p.m. and offer confidential one-on-one supportive services for survivors and co-survivors and medical, legal and Title IX assistance. The Counseling Center is located in Rocket Hall Room 1810 and can be reached at 419.530.3431 or the on-call mobile phone at 419.297.1226. The YWCA H.O.P.E. Center also can be accessed as an off-campus resource at 419.241.7273. The University is here to support your academic success. Should you be struggling in your classes and need further assistance regarding academic distress, mental health and/or substance abuse, The University of Toledo provides additional free resources at the Counseling Center.
APPENDIX D: Clinical Enrollment

In order to register for assigned clinical rotations students are required to provide proof of vaccinations and certificates to Ms. Holly Eichner no later than the Friday prior to finals week (week 14) of the spring semester.

Effective fall semester 2017 clinical courses will no longer be available for open registration by students. Any student seeking to enroll in a clinical will be assigned to a clinical course per registration permit only.

Students will not be permitted to register for a clinical course until all prerequisites to complete a clinical rotation are completed and submitted to Ms. Eichner per the aforementioned submission deadline.

NOTE: FAILURE TO SUBMIT ALL REQUIRED PREREQUISITE DOCUMENTATION TO BEGIN CLINICAL ROTATIONS MAY POTENTIALLY DELAY STUDENT GRADUATION FOR ONE ACADEMIC YEAR.

Prerequisite requirements for completing clinical rotations are outlined in the Recreation Therapy Clinical Manual as follows:

Student Requirements Prior to Start of Clinical

1. Professional Liability Insurance

   The University of Toledo provides Professional Liability Insurance in the amount of $1,000,000.00 each incident & $3,000,000.00 aggregate. The Certificate of Insurance will be given to the student prior to the first clinical experience and insurance will be in effect throughout clinical rotations and internship. A copy of the insurance information sheet will be housed with the University. The insurance is not active unless all of the requirements below are met. Student must present a copy of the Certificate of Insurance form to their clinical site supervisor and/or internship clinical instructors if requested.

2. Required Vaccinations and Certificates

   Copies of proof of vaccinations and certificates must be presented to the student’s University supervisor prior to start of clinicals. Failure to show proof of all required vaccinations and certifications will prohibit the student from beginning clinicals. Students are required to provide all required information requested in Appendix A: Vaccination & Certification, and print three (3) copies. One copy will go to the UT faculty member, one copy should be placed in the student’s personal files, and one should be kept by the student as an extra in case it is needed. Student should keep all originals of vaccinations and certifications.

   A. TB Test
   Two Step test to determine the presence of tuberculosis infection based on positive reaction of subject to tuberculin. The process takes about 3 weeks to complete and must be repeated annually.

   B. Measles, Mumps, and Rubella (MMR)
   This is a serology test to determine immune status to rubella. This process takes about 2 weeks to complete and may require updating annually.

   C. Hepatitis B Vaccine (HepB)
   This requires 3-4 shots given over a period of 6 months.
D. Varicella Vaccination or proof of chicken pox

E. CPR- American Heart BLS
The student is responsible for obtaining CPR certification. Promedica facilities do not accept any CPR certification except the American Heart Association. If you are certified from any other agency you may have to pay to retake it with the American Heart Association if you plan to complete a clinical with Promedica.

F. Physicians Fit for Duty
You will need to go to a physician and receive “Fit for Duty” verification before any clinical rotations can begin.

G. Additional Requirements that may be required include:

   Flu Shot
   Last tetanus shot verification
   Finger Prints and/or Background Checks***

***All background checks reveal past and pending legal issues. If the student has had any pending or past legal issues it is possible that this may prohibit completion of a clinical experience at some facilities. It is expected that the student will be honest and explain all pending or past legal problems to the faculty, so assistance can be offered if needed.

3. Acknowledgement of understanding of the clinical manual
Student is required to read this manual and acknowledge understanding my completing and submitting the Acknowledgement of Understanding found on last page of the manual.

PLEASE VERIFY YOU HAVE READ, UNDERSTAND, AND ACCEPT THE RESPONSIBILITY FOR ADHERING TO ALL POLICIES AND PROCEDURES SET FORTH IN THE STUDENT HANDBOOK FOR THE RECREATION THERAPY PROGRAM FOR AY 2017-2018 ON THE CONTRACT FORM ON THE FOLLOWING PAGE.

I acknowledge that I have received a copy of the Recreation Therapy Student Handbook dated 8-2017. I understand that this handbook replaces the AY 2016-2017 Handbook IN WHICH I PROVIDED VERIFICATION OF UNDERSTANDING IN SEPTEMBER 2016.

I understand that the conditions, policies, procedures, appeal processes, and benefits described in this handbook became effective September 15, 2017 and will remain in effect for AY 2017-2018.

I have read and understand the contents of this handbook and will act in accord with stated policies and procedures as a condition of my status as a Recreation Therapy major with the Recreation Therapy program.

I understand that if I have questions or concerns at any time about the handbook or the policies or procedures contained within, I will consult Dr. Kucharewski or Dr. Longsdorf for clarification.