

**Master of Rehabilitation Technology  
Program & Procedural Manual**

**University of Pittsburgh**  
**School of Health & Rehabilitation Sciences**  
**Department of Rehabilitation Science & Technology**

**6425 Penn Avenue, Suite 401**

**Pittsburgh, PA 15206**

**412-624-6256**

<http://www.shrs.pitt.edu/mrt>



**Updated November 20, 2020**



Rehabilitation Science  
and Technology

6425 Penn Avenue  
Bakery Square, Suite 401  
Pittsburgh, PA 15206

P: 412.624.6256  
F: 412.624.6501

[www.shrs.pitt.edu/rst](http://www.shrs.pitt.edu/rst)

Dear MRT Graduate Students,

On behalf of the faculty of the Rehabilitation Technology Program, I welcome you to the University of Pittsburgh. We are pleased that you have selected the University of Pittsburgh as your educational program. We are all invested in your education and successful entrance into the profession. We will work with you to help you become excellent assistive technology professionals and to meet the rigorous standards of professional education set by continue to comply with standards set forth by the Committee on Accreditation for Rehabilitation Engineering and Assistive Technology Education (CoA-RATE), in conjunction with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

This Program represents the beginning of a lifetime of learning about assistive technology and rehabilitation engineering for people with diverse disabilities. You will graduate from this program with the basic skills needed for assistive technology and rehabilitation engineering practice, and with the skills needed to be life-long learners as well. We encourage self-directed and collaborative learning; engineering or clinical application and reflective practice; and a commitment to evidence-based practice.

Each student will be assigned an academic advisor who is responsible to counsel you regarding academic issues and professional development. Students will meet with advisors on a regular basis; however, please feel free to also meet with me if you have any questions about your education or any of our policies. We all look forward to the next few years as you begin your professional career in the expanding field of assistive technology and rehabilitation engineering.

Sincerely,

**Jonathan Pearlman, PhD**  
Dept. of Rehabilitation Science & Technology  
Associate Professor & Chair  
Director, International Society of Wheelchair Professionals  
[jpearlman@pitt.edu](mailto:jpearlman@pitt.edu)

**Mark R. Schmeler, PhD, OTR/L, ATP**  
Dept. of Rehabilitation Science & Technology  
Associate Professor  
Vice-Chair of Education & Training  
[schmeler@pitt.edu](mailto:schmeler@pitt.edu)

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## Introduction

This manual provides a framework within which faculty members and students in the Masters of Rehabilitation Technology (MRT) program can function together harmoniously. This document supplements the [SHRS Graduate Student Handbook](#) and the [University of Pittsburgh Code of Conduct](#), and provides additional information specific to the MRT program.

Members of any community must have rules and regulations that ensure that the rights and responsibilities of all are explicit and protected. The policies are not intended to be unduly restrictive. These policies represent an instrument to ensure that the operation of the program remains consistent with its obligations and its posture as a professional program. All policies herein are in effect for the current academic year. Changes may occur in subsequent years.

By enrolling you as a student in the MRT program, the faculty has recognized your potential to become a competent and contributing member of the assistive technology profession. We also recognize that you have and will continue to develop integrity and a commitment to your personal values in your private, academic, and professional life.

We, the faculty, and administration, have committed ourselves to encouraging and helping you further develop as an individual and as a professional. Integrity, respect, openness to new situations and people, intellectual curiosity, responsibility for one's actions, and a commitment to ethical practice characterize professional behavior. These components represent our expectations of you as an MRT student.

You, as the student, should be met with the same integrity, respect and openness by the faculty and administration. Each of us has rights and responsibilities to ourselves, to each other, to our profession, and to our common goals. We will all succeed to the extent that we respect these reciprocal rights and responsibilities.



## Program Faculty and Staff

\*You can find more information about our faculty and staff including their experience and research interests on our [website](#).

### Program Faculty



[Dave Brienza, PhD](#)

Professor  
Suite 401, Bakery Square  
412-624-6383  
[dbrienza@pitt.edu](mailto:dbrienza@pitt.edu)



[John Coltellaro, MS, ATP](#)

Clinical Instructor  
3031 Forbes Tower  
412-802-8432  
[coltella@pitt.edu](mailto:coltella@pitt.edu)



[Rosemarie Cooper, MPT, ATP](#)

Director of Center for Assistive Technology, Assistant Professor  
3010 Forbes Tower  
412-647-1315  
[cooperrm@pitt.edu](mailto:cooperrm@pitt.edu)



[Rory Cooper, PhD](#)

FISA/PVA Chair and Distinguished Professor  
Suite 400, Bakery Square  
412-822-3668  
[rcooper@pitt.edu](mailto:rcooper@pitt.edu)



[Theresa Crytzer, PT, DPT, ATP](#)

Assistant Professor  
Suite 400, Bakery Square  
412-822-3584  
[TMC38@pitt.edu](mailto:TMC38@pitt.edu)



[Dan Ding, PhD](#)

Associate Professor  
Suite 400, Bakery Square  
412-822-3684  
[dad5@pitt.edu](mailto:dad5@pitt.edu)



[Dan Fisher, MHA](#)

Assistant Chair for Administration and Operations  
Suite 401, Bakery Square  
412-383-6902  
[dfisher@pitt.edu](mailto:dfisher@pitt.edu)



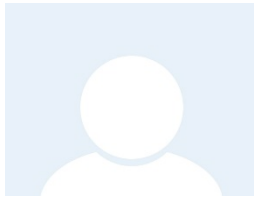
[Mary Goldberg](#), PhD  
Associate Professor  
Suite 400, Bakery Square  
412-822-3693  
[mrh35@pitt.edu](mailto:mrh35@pitt.edu)



[Rachel Hibbs](#), DPT, ATP  
Assistant Professor  
Suite 401, Bakery Square  
412-648-9980  
[Rachel.hibbs@pitt.edu](mailto:Rachel.hibbs@pitt.edu)



[Tricia Karg](#), MSE  
Associate Professor  
Suite 401, Bakery Square  
412-624-6207  
[tkarg@pitt.edu](mailto:tkarg@pitt.edu)



[Amy Lane](#), OTR/L, CDRS  
Clinical Instructor  
3600 Forbes Tower  
412-864-3068  
[Akl7@pitt.edu](mailto:Akl7@pitt.edu)



[Alicia Koontz](#), PhD, RET, ATP  
Professor  
Suite 400, Bakery Square  
412-822-3686  
[akoontz@pitt.edu](mailto:akoontz@pitt.edu)



[Jon Pearlman](#), PhD  
Chair and Associate Professor  
Suite 401, Bakery Square  
412-822-3685  
[jlp46@pitt.edu](mailto:jlp46@pitt.edu)



[Mark Schmeler](#), PhD, OTR/L, ATP  
Vice Chair for Education & Training, Associate Professor  
Suite 401, Bakery Square  
412-383-6917  
[schmeler@pitt.edu](mailto:schmeler@pitt.edu)

## Program Staff



[Nancy Augustine](#), BSBA, MsEd  
Project Manager, International Society of Wheelchair Professionals  
Suite 401, Bakery Square  
412-822-3682  
[naugustine@pitt.edu](mailto:naugustine@pitt.edu)



[Josh Brown](#)  
Electronics Engineer, Human Engineering Research Laboratories  
Suite 400, Bakery Square  
412-822-3700  
[Jdb83@pitt.edu](mailto:Jdb83@pitt.edu)



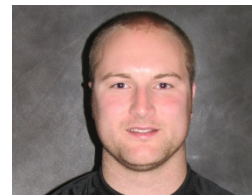
[Alexandra Delazio](#)  
Research Engineer  
Suite 401, Bakery Square  
412-648-4343  
[Alexandra.delazio@pitt.edu](mailto:Alexandra.delazio@pitt.edu)



[Stacy Eckstein](#)  
Clinical Coordinator, Human Engineering Research Laboratories  
Suite 400, Bakery Square  
412-822-3671  
[seckstein@pitt.edu](mailto:seckstein@pitt.edu)



[Tyler Fleck](#), M.Ed  
Senior Department Administrator  
Suite 401, Bakery Square  
412-624-7730  
[Tcf12@pitt.edu](mailto:Tcf12@pitt.edu)



[Garrett Grindle](#), PhD  
Assistant Director of Engineering, Human Engineering Research Laboratories  
Research Scientist  
Suite 400, Bakery Square  
412-624-7427  
[Ggg3@pitt.edu](mailto:Ggg3@pitt.edu)



[Krithika Kandavel](#)  
Research/Training Coordinator, International Society of Wheelchair Professionals  
Suite 401, Bakery Square  
412-383-9079  
[krithikak@pitt.edu](mailto:krithikak@pitt.edu)





[Karl Kemmerer](#), MS  
Online Continuing Education Coordinator  
Suite 401, Bakery Square  
412-383-6705  
[Kak216@pitt.edu](mailto:Kak216@pitt.edu)



[James Landis](#)  
Computer Engineer, Human Engineering Research Laboratories  
Suite 400, Bakery Square  
[j.matthew.landis@pitt.edu](mailto:j.matthew.landis@pitt.edu)



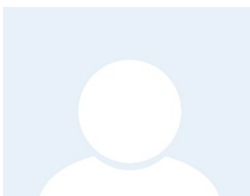
[Joshua Marino](#), MS  
Education & Outreach Coordinator, Human Engineering Research Laboratories  
Suite 400, Bakery Square  
412-822-3665  
[Djm131@pitt.edu](mailto:Djm131@pitt.edu)



[Gede Pramana](#), PhD  
Data Systems Administrator  
Suite 401, Bakery Square  
412-383-6646  
[Gede.pramana@pitt.edu](mailto:Gede.pramana@pitt.edu)



[Kimberly Robinson](#)  
Administrative Assistant  
Suite 401, Bakery Square  
412-822-3664  
[Kar161@pitt.edu](mailto:Kar161@pitt.edu)



[Joseph Ruffing](#)  
Communications Specialist  
Suite 401, Bakery Square  
412-624-6279  
[ruffing@pitt.edu](mailto:ruffing@pitt.edu)



[Richard Schein](#), PhD, MPH  
Research Health Scientist  
Suite 401, Bakery Square  
412-624-6438  
[Richard.schein@pitt.edu](mailto:Richard.schein@pitt.edu)



[Bethany Semancik](#)  
Education & Training Coordinator for Rehabilitation Technology Program  
Suite 401, Bakery Square  
412-624-6256  
[Bls200@pitt.edu](mailto:Bls200@pitt.edu)



[Stephanie Vazquez](#), MS  
Clinical and Research Coordinator  
Suite 401, Bakery Square  
[Stv24@pitt.edu](mailto:Stv24@pitt.edu)



[Meghan Wander](#), MPA  
Education & Training Manager  
Suite 401, Bakery Square  
412-624-6366  
[Mew135@pitt.edu](mailto:Mew135@pitt.edu)



[Randall Williams](#)  
Lead Education & Outreach Coordinator, Human Engineering Research  
Laboratories  
Suite 400, Bakery Square  
412-822-3708  
[Randy.williams@pitt.edu](mailto:Randy.williams@pitt.edu)

## Program Overview

The University of Pittsburgh, founded in 1787, is one of the oldest institutions of higher learning in the United States. The University of Pittsburgh strives to be a Leader in Education, Pioneer in Research, and Partner in Regional Development.

The Master of Rehabilitation Technology (MRT Program) of the University of Pittsburgh is located in the Department of Rehabilitation Science and Technology (RST) within the School of Health and Rehabilitation Sciences (SHRS). SHRS has a wide variety of other first professional healthcare degree programs, including physical therapy, occupational therapy, speech and audiology, athletic training, health information management, emergency medicine, physician assistant studies, and clinical dietetics and nutrition. Several of these programs are among the most highly ranked and respected in the nation. SHRS also offers advanced master's degrees in various healthcare fields as well as PhD degrees in Rehabilitation Science and in Communication Sciences, respectively.

The Department of Rehabilitation Science & Technology was established in September 1994 with a Master of Science in Rehabilitation Technology program. It was situated in Forbes Tower on the University of Pittsburgh main campus until 2012 when the program moved to Bakery Square, a technology park located off campus which also houses Google and other tech companies. The facility is state of the art and includes over 50,000 sq. ft. of academic and research space located in the East End of Pittsburgh. In 2020, the program evolved to the Master of Rehabilitation Technology, with the first cohort of students beginning Fall 2020.

The MRT program is designed to prepare graduates to assume professional responsibilities in the field of assistive technology as rehabilitation technology suppliers, service providers, rehabilitation engineers, design engineers, and consultants. The program also prepares students for the exams for [Assistive Technology Professional \(ATP\)](#) and [Seating and Mobility Specialist \(SMS\)](#) certifications from the [Rehabilitation Engineering and Assistive Technology Society of North America \(RESNA\)](#). The degree presents a balance between a clinical rehabilitation preceptorship and practical engineering instruction. The multidisciplinary approach ensures that the student receives a balanced exposure to clinical rehabilitation and gains technological understanding and an appreciation of scientific principles.

It is a 35-credit program with scholarly paper and thesis options. A typical plan of study includes a common set of core courses, but a wide variety of elective courses are available. The specific choice of elective courses required for graduation depends upon each student's advisor and the background of the student within the framework of the University requirements. Students in the program conduct rehabilitation technology and engineering assessment, participate in clinics and rounds, work with consumer groups, perform research, design assistive devices, and present at seminars or conferences. The curriculum is also designed to accommodate the knowledge and experience of practicing rehabilitation professionals returning for an advanced degree. Students with training in other disciplines may take courses that complement their previous training. MRT students could obtain a graduate Certificate in Assistive Technology upon graduation if courses are taken to meet the certificate requirement.

## Advisement and Mentoring

### Registration

Upon acceptance into the program and based on the mutual interests of faculty and students, we will assign a faculty member to be your advisor. Prior to the beginning of the semester, it will be your responsibility to schedule a visit to meet with your advisor. At this point you will work with your advisor to design a preliminary Plan of Study. The preliminary Plan of Study must be on file in Student Services (Rm. 4019 on the 4<sup>th</sup> floor of Forbes Tower) by the end of the first term and then as revised. Students registering for the first time are advised to complete the enrollment process well before the beginning of the term. Typically, the first day of classes is the last day for students to enroll. Students who enroll after the first day of the term will be assessed a late registration fee. Most students have the ability to utilize self-service enrollment tools available through the Student Portal or Pitt PS Mobile. Continuing students with the ability to utilize self-service enrollment will be assigned an enrollment appointment during the first two weeks of the enrollment period. Once students have enrolled, they may view their class schedules online via the Student Portal or Pitt PS Mobile. Students are responsible for scheduling an appointment with their advisors every semester to register for classes.

Registration periods can be found in the [academic calendar](#) for each year – students are responsible for knowing the registration deadlines to avoid financial penalties.

### Curriculum Planning

Each student must earn a minimum of 35 credits to graduate. Students should meet with their advisor during the first semester to map out the courses they intend to take through the Master's program and fill out the preliminary Plan of Study. The MRT program can be completed in two options: **Option 1** in 3 semesters or **Option 2** in 4 semesters. Some students may want to extend the 35 credit MRT into two years (4 semesters) in order to pursue research opportunities as pre-doctoral fellows that requires a 20-hour per week work commitment. Others may choose to work part-time while pursuing the MRT. This pursue a PhD. **Course descriptions are located in Appendix A.**

### Change of Schedule and/or Withdrawal from Courses

While the last date for adding and dropping courses is generally within the first two weeks of a semester, it is your responsibility to identify registration deadlines. Students who do not drop classes within the first two weeks of class may also request a monitored withdrawal.

### Faculty Accessibility

It is the goal of the faculty to be accessible to each student. Faculty contact information is located in the beginning of this manual. While the faculty generally try to maintain an open-door policy, they may not always be able to meet with you without prior notice. If you wish to meet with a faculty member, you should email to set up an appointment time.

## Grading

Grading policies are located in every course syllabus. Grading standards may vary between instructors and/or courses. Please refer to the University of Pittsburgh [Registrar](#).

## Minimum Academic Standard

- All required and prerequisite coursework must be taken for a grade when letter grade option is available unless approved by the Department Chair/Program Director.
- Students must receive a grade of C or better in all courses required by their program curriculum. Students who receive a grade below a C in a required course must repeat that course and attain a grade of C or better to graduate.
- Students will not be permitted to register for a course until they attain a C or better in its prerequisites.
- Failure to receive an acceptable grade after the second opportunity to complete a required course may result in the student being dismissed from the program and SHRS.

## Academic Probation

Students are expected to maintain a 3.0 GPA and must meet this minimum standard in order to graduate. Any student whose cumulative GPA falls below a 3.0 at any point will be placed on academic probation. Students will have one additional semester to bring their GPA up to 3.0 or demonstrate progress to support an additional semester to raise their GPA. Students who fail to bring up their GPA may be dismissed from the program.

## Transfer Credits and Testing Out

Students wishing to transfer credits from another graduate program (up to 6 credits may be accepted) should meet with their advisor to discuss which courses may transfer. In some cases, students may test out of classes and receive credit for the class. Testing out is decided on a case-by-case basis and is not guaranteed. Any questions concerning this should be discussed with the Program Director.

## Academic Calendar

Please review the University's [academic calendar](#). It is important that you know the start of the semester, and date of your first class. In addition, it is extremely important that you know the final day of the semester, so that you can complete and turn in all required assignments, in order to receive a grade for the course.

## Course Schedule

The curriculum is designed to enable the student to obtain the essential knowledge, skills, and attitudes necessary to function effectively as a rehabilitation professional. Most courses are one evening per week for 3 hours (usually either from 4:00 – 7:00 pm or 5:00 to 8:00 pm). A few courses (e.g., RT 2101 lab session, RT 2102, RT 2207) are offered during the day instead of evening. All required courses are offered once per academic year; some electives may not be offered that frequently. A plan of study should be updated and reviewed by the student and advisor at the start and end of each semester (See Appendix C: Plan of Studies). To view the specific course schedules (days and times) for all semesters, please visit: <https://psmobile.pitt.edu/app/catalog/classSearch/>

## Clinical Internship

Clinical internship (RT 2311) involves a minimum of 240 clock hours of supervised assistive technology experience including assessment, development, training, evaluation, and follow-up regarding assistive technology. It is designed to provide specific experience and supervision in the provision of assistive technology to rehabilitation consumers. Students should work with the clinical coordinator early on in their studies to identify a site of interest and devise a plan for this experience.

## Scholarly Paper or Thesis

The comprehensive examination takes the format of either a scholarly paper or master's thesis. Each highlights a student's cumulative knowledge and professional growth through in-depth review and analysis of a specific topic related to the field of assistive technology and rehabilitation engineering.

The thesis option requires students to complete a report of an investigative study conducted by the student during his/her graduate program. It is often associated with a funded research project from your faculty advisor and requires you to conduct research for at least 20 hours per week over the course of your study.

- Students will register for RT 2413 and RT 2414 for taking the thesis option.
- Students may be participating in a number of research activities such as design and development, bench-top testing, preparing for human subject testing, subject testing, data collection, and data analysis as part of the research experience to prepare for a thesis option.
- Students will summarize the work in a written report and defend the thesis in front of their thesis committee, which is usually comprised of at least three faculty members with relevant experience (either within RST or external to RST and at least one member of the committee should be a member of the SHRS Graduate Faculty).
- Committee members should be selected early in the formulation of the thesis project. Students should contact the proposed committee members, discuss the thesis topic, and obtain their consent to serve on the committee. Students must submit the Thesis Committee Approval Form (See Appendix D) to their advisor for review and approval. After the form has been approved and signed by the advisor, the original must be submitted to SHRS Student Services prior to the oral defense of the thesis.
- Students preparing a thesis should visit the [Electronic Thesis and Dissertations \(ETD\) website](#). Training workshops are provided on: 1) Getting started with the ETD Template and 2) Converting Your Thesis or Dissertation to PDF. Students are strongly encouraged to attend these training sessions as early as possible and before beginning to write the thesis.
- Students preparing a thesis will need to contact Courtney Fleck, [courtney.fleck@pitt.edu](mailto:courtney.fleck@pitt.edu), who is the Administrator/Assistant to the Associate Dean of Graduate Studies, for an ETD PhD electronic packet. This packet contains all the information needed to complete the ETD. The deadlines for defending the theses and submitting the ETD as well as ETD instructions, forms and links can be found on the SHRS Website on the [doctoral webpage](#), click on ETD (Electronic Thesis and Dissertation).
- Students are required to submit the finished thesis to the committee two weeks before a scheduled oral defense. Students will be responsible to schedule the oral

defense and work with Bethany Semancik (Education & Training Coordinator) to reserve a room. The oral defense consists of a 30-45-minute presentation on salient aspects of the thesis and an opportunity for committee members to ask questions. The overall timeframe is 1-1.5 hours.

- The thesis will be graded using the satisfactory/no credit (S/NC) grading option based on the written report and oral presentation.
- Some sample theses from previous students can be found at [Sample 1](#), and [Sample 2](#).

The Scholarly Paper or non-thesis option may take a number of formats based on student background, experience, and career goals. It may take a format of a literature review, program development, product design, curriculum design, case analysis, or other project as approved by the academic advisor and members of the student's Scholarly Paper Committee. The topic should be relevant to one or more major domains of assistive technology and rehabilitation engineering such as clinical evaluation of assistive technology, assistive technology funding and policy, psychosocial aspects of disability, and participatory action design.

- Students will register for RT 2312 for taking the scholarly paper option.
- With the guidance of the academic advisor, students identify a scholarly paper committee and chairperson. By default, the chairperson is the academic advisor. However, if there is another faculty member more expert in the proposed topic, it may be determined that alternative faculty take the role of chair. The committee should consist of at least two faculty including the chair. Additional individuals outside the University of Pittsburgh faculty may also serve on the committee as relevant.
- In consultation with the chair and committee members, students discuss possible topics and formats for the scholarly paper. There are not specific requirements on the content, style, length, and format of the scholarly paper. Students will work with the chairperson and the committee members to ensure appropriateness.
- In addition to the written part, students will defend the scholarly paper in front of the committee. Students will be responsible to schedule the oral defense and work with Bethany Semancik (Education & Training Coordinator) to reserve a room. Students will submit the finished paper to the committee two weeks before a scheduled oral defense. The oral defense consists of a 20-minute presentation on salient aspects of the paper and an opportunity for committee members to ask questions. The overall timeframe is 1 hour.
- The final scholarly paper must include the Scholarly Paper Cover Sheet (pg. 26 [SHRS Graduate Student Handbook](#)). Students must submit a copy of the signed Scholarly Paper Cover Sheet to SHRS Student Services.
- The final scholarly paper will be graded using the honors/satisfactory/unsatisfactory (H/S/U) grading option based on the written report and oral presentation.
- Sample scholarly paper can be found at [Sample 1](#).

## **Required Training Modules, Procedures, & Clearances**

In order to participate in research or clinical activities, the University of Pittsburgh and UPMC require certain training modules, procedures, and Clearances. It is recommended to complete these prior to or

soon after arrival on campus. To help you with these requirements, we have created a checklist, which can be found in Appendix E.

### **HS Connect**

- Create account

<https://www.hsconnect.pitt.edu>

### **University of Pittsburgh Access**

- Pitt ID Card
- Bakery Square 4th Floor Access Card
- Plan of Study (Academic Track / Research Track)

<https://www.pc.pitt.edu/card/photoid.php>

Please see Suite 401, BKSQ, Tyler Fleck, Sr. Department Administrator

Required Each Semester with advisor signature

### **University of Pittsburgh CITI Access Portal**

<http://www.citi.pitt.edu>

*If you already have an existing CITI account, please access the instructions at <https://www.citi.pitt.edu/citi/>, which will inform you how to link your accounts together.*

- Biomedical Human Subjects Research (includes all health science students)
- Responsible Conduct of Research
- Conflict of Interest - <https://www.coi.pitt.edu/coi-filing-process/coi-superform-system>

Required every 3 years  
Required every 3 years

Required Annually -

### **Internet-based Studies in Education and Research**

<https://www.hsconnect.pitt.edu/HSC>

- HIPAA Privacy and Security Awareness for Physicians, Mid-Level Providers, Dentists, Staff, and Students working in University of Pittsburgh clinical facilities, all Staff and Faculty working in other HIPAA-covered departments and all Students, Staff and Faculty in the Schools of Health Sciences
- Bloodborne Pathogen Training (Formerly RPF Module 9)
- Responsible Literature Searching
- UPMC Information Privacy and Security Awareness Training for Physicians, Mid-Level Providers, Staff, and Students Who Are Not Employed by UPMC but Who Encounter Protected Health Information in UPMC Facilities
- Plagiarism/Academic Integrity Tutorial  
[https://www.umgc.edu/current-students/learning-resources/academic-integrity/tutorial/story\\_html5.html](https://www.umgc.edu/current-students/learning-resources/academic-integrity/tutorial/story_html5.html)

No expiration

Required annually  
No expiration  
Required every 3 years

No Expiration

### **University of Pittsburgh Child Welfare Resource Center**

- Act 31: Child Abuse Reporter Training

Required every 3 years

[https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab\\_tab\\_group\\_id=91\\_1](https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_tab_group_id=91_1)



## **Clinical Requirements and Clearances**

- Physical Examination

Required annually and for all internships

The SHRS Initial and SHRS Annual Health Forms are available on the University's Student Affairs Website:

<https://www.studentaffairs.pitt.edu/shs/forms/>

*\*\*First Year students must complete the Initial Health Form which verifies vaccination status. Thereafter, students may complete the Annual Form*

- CPR Certification
- Proof of Personal Health Insurance
- Pennsylvania Criminal Record Check (Act 34)

<http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.Vio0kH6rSUK>

Choose "Volunteer", may have to recomplete if internship is paid since volunteers waive the fee.

- Child Abuse Background Check (Act 33)

<https://www.compass.state.pa.us/cwis/public/home>

- FBI Criminal Background Check (Act 73) (deadlines extended due to pandemic. See Appendix E)  
PA Identogo Fingerprint-based Background Check

<https://uenroll.identogo.com/>

Choose "FBI History Check", "Schedule or Manage Appointment", and Reason for requesting "Personal Review". This should result in PA PDE-Volunteer Appointment. In the online appointment scheduler, you will be able to choose between the background check results being mailed or emailed. If email is chosen, a ONE TIME USE link will be sent and has to be open within 30 days of receiving it.

## **COVID-19/PPE Training Module**

[https://www.wolfilearningacademy.com/apps/courses/courseview.asp?course\\_id=9894](https://www.wolfilearningacademy.com/apps/courses/courseview.asp?course_id=9894)

## **UPMC Mandatory Training Modules**

Certificates of Completion can be found at: <https://www.upmc.com/healthcare-professionals/education/mandatory-training>

### **Required modules include:**

- Bloodborne Pathogens
- Compliance and Ethics Review
- Creating an Inclusive Workplace
- Emergency Preparedness
- EMTALA: Emergency Medical Treatment and Labor Act
- Environment of Care
- Harassment-Free Workplace
- Infection Prevention
- Patient Safety
- Privacy and Information Security Policy Awareness
- Stroke Awareness
- Understanding the Elder Justice Act
- Understanding Infant Security

All graduate students must complete the education modules. Each training module takes approximately 10-30 minutes to complete and requires that a quiz/test be taken and passed with a score of 80% or better. Upon passing, you will have the option to print your certificate of completion for each module. These documents should be turned in electronically to Bethany Semancik ([bls200@pitt.edu](mailto:bls200@pitt.edu)). In addition, please keep a copy for yourself as well. Keep track of the username and password you create so that you can access your account at a later date, to retrieve any certificates that you have received. Participation in research or clinical activities may require immediate completion of the relevant modules. Completion of all modules is required by the second week of classes as some courses require students to attend clinical sites.

### **Plagiarism**

Students are required to take and pass an academic integrity module that focuses on appropriate documentation and plagiarism. There is a link to this tutorial in the requirements above. At the end of the tutorial, you will be asked to take the quiz consisting of 10 questions. Upon passing, you will have the option to print your certificate of completion. This should be turned in electronically to Bethany Semancik ([bls200@pitt.edu](mailto:bls200@pitt.edu)). Please keep a copy for yourself as well.

### **Conflict of Interest**

All faculty, staff, must complete a Conflict of Interest form yearly and students associated with the University of Pittsburgh. Directions will be emailed out during the spring semester of every year.

### **Liability Insurance**

As part of your tuition package, each student is covered under the University of Pittsburgh's liability insurance. In some circumstances, you may be required to purchase additional liability insurance, either through a private insurance company or through the agency you may be associated with for your supervised clinical internship.

## **Clinical Requirements**

The following are **required by all SHRS programs** in which students participate in clinical education (e.g., clinical internships). The information and deadline about each requirement are listed below.

1. Students are required to have a physical examination, including specific immunizations, completed **prior** to beginning clinical education and **and** repeatedly annually. The examining physician is to document the exam and proof of required immunizations on the SHRS Initial Health Form. Once completed, the student must submit the form to the University of Pittsburgh Student Health Service by the date specified below.

For the MRT Program, this form must be turned in by the student to the Student Health Service by October 1 of the first year of classes. This will only be required one time. The address of the Student Health Service is:

Office of Student Health Service  
Nordenberg Hall - Wellness Center  
119 University Place Pittsburgh, PA 15260  
Phone: 412-383-1800

2. Students must carry professional student liability insurance coverage while participating in clinical education. This coverage is provided by the SHRS group insurance plan and the cost will be automatically included in the student's tuition bill each fall term.
3. Students are required to carry personal health insurance while participating in clinical education. For those interested, the University has joined with UPMC Health Plan to provide the UPMC Health Plan for Pitt Students. For information on this insurance plan, please go to <http://www.studentaffairs.pitt.edu/shs/insurance/>.
4. Students are required to have a Pennsylvania Criminal Record Check completed prior to beginning any clinical education. In addition, students are required to have a Pennsylvania Child Abuse Clearance completed prior to beginning any clinical education. All of this information can be found on page 14 under Required Training and Modules.
5. Students are required to obtain CPR Training and Certification prior to any clinical education. If a student's CPR certification expires prior to the end of clinical education, the student will need to re-certify. Certification can be obtained from the Center for Emergency Medicine (<http://www.centerem.org>) or the American Heart Association (<http://www.americanheart.org>).
6. Students must comply with their program's and the assigned clinical facility's dress/appearance code and must wear a name badge. Please see Bethany Semancik ([bls200@pitt.edu](mailto:bls200@pitt.edu)) for a badge prior to visiting any clinic for University of Pittsburgh purposes.
7. Some SHRS programs or clinical sites may have additional requirements that must be met to be eligible to participate in clinical education. Each program will advise the students of these requirements and the deadlines for completion. These requirements may include:
  - Completion of an FBI Background Check or Criminal Record Check from another state
  - Drug screening
  - Attendance at a clinical facility orientation session
  - Any other requirements as specified by the clinical facility.

### **Student Organizations**

MRT students have the opportunity to participate in several student groups.

- Students for Disability Advocacy (SDA) is an advocacy and support group for University of Pittsburgh students with or without a disability. This student organization was established and run by RST students. SDA advocates for more diversity, inclusion, and accessibility for all students, in academic, clinical,

community, social, and research settings. SDA seeks to promote an intergenerational community among incoming students, current students, and alumni with disabilities. The group is designed to create an optimal venue to exchange knowledge and wisdom while fostering academic and social interaction among its members. SDA serves the University of Pittsburgh by promoting an inclusive and diverse community of scholars. Check

<https://m.facebook.com/PittDisabilityAdvocacy> for more information.

- The purpose of the Rehabilitation Science & Technology Graduate Student Organization (RSTGSO) is to assist, support and organize University of Pittsburgh students interested in the field of Rehabilitation Sciences & Technology and to promote the field of Rehabilitation Technology in academic, clinical and community service, and research settings. We also focus on promoting cohesion between the program and the University of Pittsburgh, their incoming students, current students and the alumni of The School of Health and Rehabilitation Sciences Department of Rehabilitation Science & Technology, creating an optimal venue to exchange knowledge and wisdom related to RST while fostering academic and social interaction among its members. Please contact Erin Higgins (RSTGSO President, [elh76@pitt.edu](mailto:elh76@pitt.edu)) for more information.

## Conferences

Students may have opportunities to attend assistive technology (e.g. RESNA or ISS) or other domain-specific conferences (e.g. BMES or ASME) throughout their academic career. Students should talk with their advisors about these opportunities and potential sponsorship.

## Authorship

Students submitting work completed through classes or projects in the MRT program must give credit to faculty members associated with the project. Students wishing to present their scholarly papers must include committee members as contributing authors. All students must submit conference proposals to their advisor for review prior to submitting to a conference. Guidelines for authorship credit are found in the APA Publication Manual. For students at the Human Engineering Research Laboratories (HERL), additional steps may be required if Veterans Administration (VA) funding supports the study. Please see Michael Lain ([michael.lain@pitt.edu](mailto:michael.lain@pitt.edu)) for these requirements.

## APA Style

The Rehabilitation Technology program generally follows guidelines set for by the American Psychological Association (APA). Students should follow APA style guidelines for writing papers unless otherwise instructed by your professor, a journal, or a conference guideline. Each student should obtain a copy of *American Psychological Association Publication Manual, Seventh Edition*.

## Student Code of Conduct

### Academic Integrity

Students are expected to comply with [University of Pittsburgh's Guidelines on Academic Integrity](#). A student has an obligation to exhibit honesty, and to respect the ethical standards of the profession in carrying out his or her academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

1. Refers during an academic evaluation to materials or sources, or employs devices, not authorized by the instructor.
2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor.
3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor.
4. Engages in unauthorized possession, buying, selling, obtaining, or using of any materials intended as an instrument of academic evaluation in advance of its administration.
5. Acts as a substitute for another person in any academic evaluation process.
6. Utilizes a substitute in any academic evaluation procedures.
7. Practices any form of deceit in an academic evaluation proceeding.
8. Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
9. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation.
10. Presents as one's own, for academic evaluation, the ideas, representations, or words of another person or persons without customary and proper acknowledgment of sources.
11. Submits the work of another person in a manner that represents the work to be one's own.
12. Knowingly permits one's work to be submitted by another person without the instructor's authorization.
13. Attempts to influence or change one's academic evaluation or record for reasons other than achievement or merit.
14. Indulges, during a class (or examination) session in which one is a student, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students.
15. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to another student, or any other breach of a student's obligation to exhibit honesty.

### MRT Student Code of Conduct

1. Through their acts and words, both oral and written, MRT students shall respect the rights and dignity of all individuals.
2. MRT students will act in a trustworthy manner towards others, including all faculty, staff, peers, and patients.
3. MRT students will attend all MRT program classes for which they are registered.

4. MRT students will arrive for class, clinic visits, clinical experiences, or any other assigned meetings/gatherings on time.
5. MRT students will turn in every assignment made by a faculty member to that faculty member on time and in a completed condition.
6. MRT students will demonstrate a positive attitude toward all curricular requirements.
7. MRT students will take responsibility for reading and following the syllabus for each course they take.
8. MRT students will take responsibility for their actions by accepting the consequences of their choices and responding in a mature manner.
9. MRT students will assume the role of adult learners by taking initiative in the learning process and seeking help from the faculty or other resource(s) when it is needed.
10. MRT students will engage in learning and implementing the practice of self-assessment and professional development.
11. MRT students will assist in maintaining laboratory and classroom cleanliness.
12. Cell phone use in the classroom or lab during presentations **is prohibited**. If you are texting or on your cell phone, *you will be dismissed from class for the day*.
13. The use of headphones or ear buds **are prohibited** in the classroom and lab unless necessary for accommodation or specific classroom tasks.
14. Photos, selfies, videos, and audio recordings **are prohibited** unless permission has been granted from the Instructor.

### **Professional Behavior**

Program faculty members recognize that a student accepted into the professional program has the potential to become a competent and contributing member of the profession. In the process of becoming a professional, the student accepts certain responsibilities. One responsibility is the development of professional behavior. Integrity, respect, openness to new situations and people, intellectual curiosity, responsibility for one's own actions, and a commitment to ethical practice characterize professional behavior. These are components of professional behavior expected of MRT students and are competencies in the program.

Students who fail to demonstrate appropriate professional and ethical behaviors are subject to being placed on probation or dismissal. The following procedure is designed to identify and address inappropriate or unprofessional behaviors.

#### Procedures for Identification and Remediation of Unprofessional Behaviors and Remediation

Standards for professional conduct of University of Pittsburgh MRT students are described in the MRT Program Manual. Students are to conduct themselves according to these standards at all times, in both academic and clinical settings.

Examples of unprofessional behaviors include but are not limited to the following:

- Unexcused and/or repeated tardiness are not acceptable
- Unexcused and/or repeated absence from class, clinical visits/assignments, or other faculty-assigned meetings
- Disrespectful communication with faculty, peers, staff, or patients
- Late or incomplete assignments

- Disregard for University and/or MRT Program policies and procedures

Students are allowed three (3) excused absences per term. Students are required to contact their instructor prior to missing class and retain written proof of excuse. (i.e. email) Tardiness is not acceptable. Three tardy / late arrivals to class will result in an unexcused absence. Three unexcused absences will result in a decrease of one letter grade. Remediation steps will be taken as needed on a case by case basis.

When any academic or clinical faculty member identifies and documents an instance of unprofessional behavior, the following procedures will be followed:

1. The faculty member meets with the student to identify the unprofessional behavior, and counsels the student to demonstrate conduct consistent with the standard.
2. If the faculty determines that the student subsequently fails to meet the professional conduct standard, the faculty member, student, and program director meet to further counsel the student to demonstrate conduct consistent with the standard and the student is given a letter of concern documenting the pattern of behavior and dates of counseling. The letter will state that the student must meet with his/her advisor to develop a remediation plan. The letter will also state that if the student is not successful in completing the remediation plan or is not able to meet the professional conduct standard by the date specified, as observed by the faculty, the student will be placed on probation.
3. The terms of the probation will include that the student is required to meet with his/her advisor. At that meeting, the student, assisted by the advisor, develops a remediation plan, including the required date of completion. A written copy of the plan will be signed by the student and faculty advisor indicating readiness for implementation. The student and faculty advisor will each retain a copy of the signed plan for future reference.
4. The student is required to implement the remediation plan and complete it by the date specified.
5. If the student is not successful in completing the remediation plan by the date specified or is not able to meet the professional conduct standard by the date specified, as observed by the faculty (including clinical faculty), program director and/or advisor, the student will be dismissed from the program.

## **Tuition**

Upon your acceptance and class registration, your tuition bill will be issued. The tuition and fees associated with each semester will vary. For a complete listing of rates, please follow this link <http://ir.pitt.edu/graduate-tuition/>.

## **Billing**

The University no longer has paper billing, so all statements will be issued electronically. Once you receive your student username and password, you will be able to access your financial account through [my.pitt.edu](http://my.pitt.edu) (under my communities, select student services, and then PittPAY).

## Payment

Since there is no paper billing, the University's preferred method of payment is through PittPAY (online payment authorization). It should be noted however, that there is a 2.75% service charge when a credit or debit card is used. There is no fee if you pay using an eCheck, from an existing checking account. Online payment can be made at [my.pitt.edu](http://my.pitt.edu) (under my communities, select student services, and then PittPAY). To read more about financial services at the University of Pittsburgh, please visit <http://www.bc.pitt.edu/students/>.

## Applications for Graduation

Students must submit an [application for graduation](#) in the beginning of the semester they intend to graduate. Most students who enroll on a full-time basis and begin in the fall semester will graduate in August. Students can opt to walk during the April graduation ceremony in the semester prior to beginning their internship (or completing their research activities at the lab) during the summer semester. In this case, you will NOT actually graduate in April and should apply for August graduation. Graduation deadlines will be communicated to you through the registrar's and dean's offices. It is your responsibility to be aware of these deadlines.

## Libraries

There are numerous library systems here on campus, including the two you will most often utilize, i.e., Hillman Library (General) and Falk Library (Health Sciences). In addition, there are many other discipline-specific libraries. Locations of these libraries can be found on the [campus map](#). In order to check out books and journals from these libraries, it is necessary that you have your Pitt ID.

**Pitt Digital Library:** Many of the services that can be found within the actual library can also be accessed online at <http://www.library.pitt.edu>. The following are a list of online resources:

- **PITTCat** is the online card catalog of the University of Pittsburgh libraries. Over 3 million titles can be found in PITTCat including books, periodical titles, microforms, dissertations, electronic resources, government documents, maps, musical scores, and audiovisual materials.
- **D-Scholarship Institutional Repository:** D-Scholarship@Pitt is an institutional repository for the research output of the University of Pittsburgh, where you can find electronic theses and dissertations, research papers (published or unpublished), and other research related materials.
- **Databases:** This resource provides you with a description of each database and allows you to search for journal articles or books within specific databases or based on subject content.

**Health Sciences Library System:** Falk Library is the actual physical location for the Health Sciences Library System (HSLs) and is located in Scaife Hall). However, similar to the general library system, many of the services that can be found within Falk Library can also be done online from a remote location (<http://www.hsls.pitt.edu/>). Links on this site allow you to access medically oriented online databases and electronic journals.



**Connecting to Online Library Resources:** All online library resources are available from any campus computer. It is also possible for any Pitt student, faculty, or staff member to access most library databases and electronic journals when off-campus. The Computing Services and Systems Development (CSSD) has deployed a secure remote access solution to permit University students, faculty, and staff to access restricted University online resources. You can use <http://sremote.pitt.edu> with your Pitt account and password to access this service.

## Computer Services

### Computer Labs

SHRS maintains one computer lab on the 4<sup>th</sup> floor of Forbes Tower. These labs include workstations that are available to the School's students for general use when class is not in session in the lab. Students have access to some of the latest hardware and software available, including specialized statistics and medical software. Please note that this lab is restricted to SHRS students only. Information about the SHRS lab hours can be found at <http://www.shrs.pitt.edu/support>.

In addition, The University of Pittsburgh as a whole maintains 7 additional computer labs spread throughout the campus, including a 24 hour/day, 7 day/week facility located in David Lawrence Hall. For more information on the campus labs, please see <http://technology.pitt.edu/>

### Software

An extensive range of software and hardware support and services is available for students at the University of Pittsburgh. Also, there are numerous software packages that are free or available for a small fee (usually \$5-\$10). The software programs range from Microsoft Windows, MAC OS, statistical software packages, antivirus programs, etc. For a complete list of computing and software services and programs available, and the instructions on how to obtain them, please visit <http://technology.pitt.edu>.

### Canvas

Effective for the summer 2020 term, the University's learning management system will transition to Canvas from CourseWeb (Blackboard Learn). Canvas refers to a system used by the University and participating faculty members. This online information sharing system is designed to allow your professors to share specific course information, guidelines, lectures, and supplemental materials. It is also a place where you can post discussion topics to share with your classmates, turn in assignments electronically, or view your grades. It is necessary that your professor provides you with access to Canvas, so he/she will let you know at the beginning of the course whether or not they plan to use it. For more information on Canvas, please visit <https://teaching.pitt.edu/canvas/>

## Resources

### Writing center

The Writing Center is a place for students, faculty, and staff of the University of Pittsburgh to go to work on their writing. Its services are free, and can be very beneficial to new or returning students who may not be accustomed to the demands of graduate level writing. The Center is staffed by experienced consultants who have been trained to help others with their writing. More information about the Writing Center can be found at: <http://www.writingcenter.pitt.edu>

### Learning Resource Center

The Learning Resource Center (LRC) is located on the 4<sup>th</sup> floor of Forbes tower, and has been developed for the students and faculty of the School of Health and Rehabilitation Sciences. The LRC offers the following:

- computing, printing, and photocopying resources
- a designated quiet study area
- meeting/workspace for students and student organizations
- treatment tables for student practice
- anatomy models
- tape viewing and duplicating stations
- two multi-media stations to create digitize text, audio, and video

### Disability Resource Center

Disability Resources and Services (DRS) is a service offered to all University students who qualify. The goal of this department is to work with the student, to create equal access toward achievement of academic goals. The DRS offers such services as:

- Individualized Disability Support Service
- Interpreters/Real-time Captioning
- Learning Disability Screening
- Notification of Accommodations
- Test Proctoring Service
- Alternative Format Documents
- Assistive Technology
- Disability Shuttle
- Requesting Housing Accommodations

To find more about DRS, and the qualification criteria, please visit:

<http://www.drs.pitt.edu/services.html>

### Office of International Services

The Office of International Services may be beneficial to any student from outside of the United States. To find out more about these services, please visit <http://www.ois.pitt.edu/>.

### SHRS Forms & Graduate Student Handbook

Both The [SHRS Forms](#) and [SHRS Graduate Student Handbook](#) are reference points that can be helpful throughout your entire progression through the program. It covers the School's policies and procedures, which must be followed while you are a student at SHRS. We ask that you read the handbook carefully.

## **Funding Opportunities**

### **Pre-doctoral Fellowships**

Pre-doctoral fellowships are research employment opportunities offered through the MRT program. These positions offer monthly stipends on an annual basis, but do not support tuition or benefits. Pre-doctoral fellowships are competitive and offered as available.

### **Teaching Assistantship**

Teaching Assistantships are also routinely available to students in their second year of study for courses they have already successfully completed.

### **Virginia Kaufman Scholarship**

It is designed to take into consideration student scholarly records, evidence of community, professional, disability, academic services, and financial needs. This scholarship could be given to one MRT student or split among several MRT students.

### **Shimada Award**

It is designed to be merit based and usually given to one MRT student who has demonstrated outstanding potentials to thrive in the field of rehabilitation engineering and assistive technology.

### **Other Opportunities**

- [GPSG Travel Grant](#)
- [Financial Information undergraduate Studies webpage](#)

*If a student has any program concerns, questions, or complaints, please request an appointment with your academic advisor or Program Director to address your issues.*

## Appendix A: MRT Course Descriptions

\* *designates core course*

### **\*RT 2101 Fundamentals of Rehabilitation and Assistive Technology Applications 3 cr.**

This course introduces the fundamental principles and practices related to multiple areas of assistive technology. This includes: wheelchair seating and mobility, adaptive sports and recreation, augmentative communication, environmental control and home automation, computer and SmartPhone access, cognitive aids, low vision and hearing loss devices, adaptive driving, vehicle modifications, transportation safety, environmental accessibility as well as prosthetics and orthotics. In addition, common terminology, disability etiquette, ethics, and the service delivery process are discussed throughout. The course also includes various hands-on labs to further learn the applications of various assistive technologies.

### **\*RT 2102 Fundamentals of Rehabilitation and Assistive Technology Design 4 cr.**

This course is the first course in a two-course sequence on Rehabilitation Engineering Design. RT 2102/1102 is in the Fall, and RT 2207/1207 is in the Spring. This course covers the fundamentals of product design and development with a particular emphasis on assistive and rehabilitative technologies. The goal of this course is for students to learn both the design process and the tools necessary to develop high-quality designs.

### **\*RT 2103 Individual and Social Experience of Disability 3 cr.**

This course investigates psychological and sociological issues of impairment regarding views of disability not as solely located within the individual, but instead as the outcome of interaction between the individual with the impairment and society. Course focuses on the experience of being disabled and includes interactions with a wide variety of disciplinary perspectives on individual, social and cultural experience of disability, gaining familiarity with key debates in these fields. Foundations of stigmatization and discrimination towards people with disabilities and their pervasiveness and effect throughout all domains of life will be examined.

### **\*RT 2104 Functional and Medical Aspects of Disability Related to Assistive Technology 2 cr.**

This course is designed to provide a general overview of the pre-disposing factors and direct causes of disease, as well as their effects on the human body. It will also include a systemic approach to the basic disease process in terms of etiology, symptomatology, general pathological changes, diagnostic procedures. Students will examine major chronic illnesses, diseases, and disabilities in order to obtain a practical understanding of the implications of these conditions on all areas of functioning and participation to prepare for clinical rehabilitation technology applications. Case scenarios will be utilized to enhance student learning and interaction with individuals with varying types of disabilities. Students will prepare a paper and present on a specific disease or disability focusing on both the pathophysiology and the functional considerations that may be affected by use of rehabilitation and assistive technology. This course will also cover a basic introduction to medical terminology and universal precautions.

### **\*RT 2105 Introduction to Research Methodology 3 cr.**

This course focuses on developing general research skills in health and rehabilitation sciences. The course will introduce the student to key concepts of evidence-based practice and review the basics of different research designs including experimental design (e.g., RCT, quasi-experimental design, small-N design), observational design, and developing outcome measures. Students will have the opportunity to conduct a mini systematic review on topics of their interests and implement the practice of asking research questions, conducting literature search, selecting the literature, appraising the literature, and interpreting the results. The lectures will be accentuated with hands-on class exercises where the student learns to critically appraise journal

articles and interpret results.

**\*RT 2206      Rehabilitation and Assistive Technology Practices      3 cr.**

Develop the clinical skills needed to apply assistive technology and rehabilitation engineering solutions to help individuals with disabilities achieve their goals in the area of productivity, education, employment, communication, and environmental access. Students will match knowledge of assistive technology products gained in HRS 2704 to the needs of real life "model clients". Taught using a service delivery model for assessing the individual, the context, the technology-user interface, and an interdisciplinary team approach.

**\*RT 2207      Client Centered Rehabilitation and Assistive Technology Design      3 cr.**

This course is the second course in a two-course sequence on Rehabilitation Engineering Design. RT 2102/1102 is in the Fall, and RT 2207/1207 is in the Spring. This course is a project-based design course in which students use design methods and tools learned in RT 2102/1102, follow an iterative design and testing process with clients and experts, and develop assistive technology device prototypes for their clients.

**\*RT 2208      Ethical Issues in Health Care      3 cr.**

Learn a process of analytic thought and prudent behavior that will lead to resolution of ethical dilemmas that rehabilitation practitioners, researchers, and educators experience in their careers. Students have the opportunity to (1) explore problems they are likely to face in their research and/or practice careers, identify related ethical principles and theories; and consider arguments for various courses of action and decisions; demonstrate techniques and resources for problem solving; (2) learn the basis in moral norms for policies, standards and requirements in law/regulations, professional codes, and university IRB compliance structure and procedures; (3) develop a sensitivity to multiple perspectives when problem solving, including those involving culture/ethnicity, religion, sexual orientation, individuals with disabilities and in business and health professional domains; and (4) recognize the controversial nature of many ethical issues and the need to consider opposing points of view.

**\*RT 2209      Clinical Applications in Seating      3 cr.**

The purpose of this course is for students to develop knowledge and hands-on skill in the process of identifying and providing wheeled mobility and seating interventions to people of all ages and disability type. The course builds on previous coursework in the RST program. The class will be carried out specifically through a case based and evidence-based practice learning approach. Students are required to attend clinics and work with clinical faculty.

**\*RT 2210      Assistive Technology Funding, Policy, and Management      3 cr.**

This course is focused on the components necessary for people with disabilities to access Assistive Technology and Assistive Technology Services. Students will be able to apply experience from previous coursework and experience with AT devices from a context of policy (legislative and non-legislative), funding, and organizational management that surrounds services. Content will focus on funding sources, legislative policy, clinical assessment, documentation procedures, use of evidence, and advocacy efforts. Examples of systems change activities and current topics will also be reviewed and discussed. Advocacy and procedures for due process and policy change will also be reviewed for situations when funding sources and policies are limited. Students will prepare and present a policy/funding case study. The management portion will focus on the essential components of a service delivery program or business model that includes strategic planning, human resource/organizational behavior, policies and procedures, accreditation, budgets, quality improvement, business planning and resource management. Students will work as a group(s) to prepare a business plan that includes these essentials.

**\*RT 2311      Rehab Science & Technology Internship**

**3 cr.**

The clinical internship is a supervised practical experience, usually in a clinical facility or agency, permitting the student to observe and participate in existing specialized programs and to develop, apply, and evaluate new clinical procedures.

**\*RT 2312      Scholarly Paper**

**2 cr.**

A research-oriented paper based on work the student has done in his or her area of study. Students will be encouraged to submit honors papers for publication or presentation at a national or state professional meeting. The adviser and an appropriate faculty reader will supervise the student's work on the scholarly paper.

## **Appendix B: MRT Program Manual Agreement**

### **MRT Program Manual Agreement form**

By signing this form, I certify that I have read, understand, and received the University of Pittsburgh's MRT program manual and acknowledge the terminology, rules, policies, conduct including plagiarism, tardiness, absence, attitude, and program hierarchy.

---

(Printed Student Name)

---

(Signature of Student)

Date

## Appendix C: Plan of Studies

### Example: Plan of Studies (One Year)

MR.-MS.-MRS.	PRINT - LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME	PEOPLESOFT ID						
PRESENT MAILING ADDRESS -				STREET	CITY, STATE AND ZIP CODE	PHONE (AREA CODE & NO.) ( ) -				
PERMANENT MAILING ADDRESS -				STREET	CITY, STATE AND ZIP CODE	PHONE (AREA CODE & NO.) ( ) -				
STATUS FULL TIME PART TIME	BS	CDN	CSD	DPT	EM	HIM	MOT	RS	RS/AT	DATE ADMITTED  / /
	MS	<u>Rehabilitation Technology</u>		PhD						
COURSE NO.	TITLE OF COURSE					UNIVERSITY WHERE TAKEN EXPER	YEAR/ TERM	GRADE	CREDIT	
						<small>(Indicate Emphasis)</small>				
<b>Fall Term</b>	<b>(15 Credits)</b>									
*RT 2101	Fundamentals of Rehabilitation and Assistive Technology Applications					University of Pittsburgh			3	
*RT 2102	Fundamentals of Rehabilitation and Assistive Technology Design					University of Pittsburgh			4	
*RT 2103	Individual and Social Experience of Disability					University of Pittsburgh			3	
*RT 2104	Functional and Medical Aspects of Disability Related to Assistive Technology					University of Pittsburgh			2	
*RT 2105	Introduction to Evidence-Based Practice and Research Methodologies					University of Pittsburgh			3	
<b>Spring Term</b>	<b>(15 Credits)</b>									
*RT 2206	Rehabilitation and Assistive Technology Practices					University of Pittsburgh			3	
*RT 2207	Client Centered Rehabilitation and Assistive Technology Design					University of Pittsburgh			3	
*RT 2208	Ethical Issues in Healthcare					University of Pittsburgh			3	
*RT 2209	Clinical Applications of Seating & Mobility					University of Pittsburgh			3	
*RT 2210	Assistive Technology Funding, Policy, & Management					University of Pittsburgh			3	
<b>Summer Term</b>	<b>(5 Credits)</b>									
*RT 2311	Rehabilitation Science and Technology Internship					University of Pittsburgh			3	
*RT 2312	Scholarly Paper					University of Pittsburgh			2	
<b>Electives</b>										
<b>Fall Options</b>										
HRS 2774	Rehabilitation Biomechanics for the Health Care Professions					University of Pittsburgh			3	
HI 2210	Health Information and Health Care Systems					University of Pittsburgh			3	
RT 2415	Soft Tissue Biomechanics					University of Pittsburgh			2	
RT 2999	Independent Study					University of Pittsburgh			Variable 1-6	
RT 2992	Teaching Internship					University of Pittsburgh			Variable 1-3	
<b>Spring Options</b>										
LAW 2339	Law of Disability Discrimination					University of Pittsburgh			2	
RT 2416	Wheelchair Biomechanics					University of Pittsburgh			2	
HI 2451	Database Design & Big Data Analytics					University of Pittsburgh			3	
HI 2452	Digital Health					University of Pittsburgh			Variable 1-6	
RT 2999	Independent Study					University of Pittsburgh			Variable 1-3	
						<b>Total Required (35)</b>				
						<b>Overall OPA</b>				
STUDENT'S SIGNATURE					DATE	ADVISOR'S SIGNATURE				
					/ /					



### Example: Plan of Studies (Two Years)

MR.-MS.-MRS.	PRINT - LAST NAME	FIRST NAME	MIDDLE OR MAIDEN NAME	PEOPLESOFT ID								
PRESENT MAILING ADDRESS - STREET CITY, STATE AND ZIP CODE				PHONE (AREA CODE & NO.) ( ) -								
PERMANENT MAILING ADDRESS - STREET CITY, STATE AND ZIP CODE				PHONE (AREA CODE & NO.) ( ) -								
STATUS FULL TIME PART TIME	BS	CDN	CSD	DPT	EM	HIM	MOT	RS	RS/AT	DATE ADMITTED		
	MS	<u>Rehabilitation Technology</u>		PhD							/ /	
		(Indicate Emphasis)										
COURSE NO.	TITLE OF COURSE						UNIVERSITY WHERE TAKEN EX	YEAR/ TERM	GRADE	CREDIT		
<b>Fall Term (Year 1) (9 Credits)</b>												
*RT 2101	Fundamentals of Rehabilitation and Assistive Technology Applications						University of Pittsburgh			3		
*RT 2102	Fundamentals of Rehabilitation and Assistive Technology Design						University of Pittsburgh			4		
*RT 2104	Functional and Medical Aspects of Disability Related to Assistive Technology						University of Pittsburgh			2		
<b>Spring Term (Year 1) (9 Credits)</b>												
*RT 2206	Rehabilitation and Assistive Technology Practices						University of Pittsburgh			3		
*RT 2207	Client Centered Rehabilitation and Assistive Technology Design						University of Pittsburgh			3		
*RT 2209	Clinical Applications of Seating & Mobility						University of Pittsburgh			3		
<b>Fall Term (Year 2) (9 Credits)</b>												
*RT 2103	Individual and Social Experience of Disability						University of Pittsburgh			3		
*RT 2105	Introduction to Evidence-Based Practice and Research Methodologies						University of Pittsburgh			3		
*RT 2311	Internship						University of Pittsburgh			3		
*RT 2413	Graduate Research Proposal & **Graduate Research in Spring						University of Pittsburgh			Variable 1-6		
<b>Spring Term (Year 2) (at least 8+Credits)</b>												
*RT 2208	Ethical Issues in Healthcare						University of Pittsburgh			3		
*RT 2210	Assistive Technology Funding, Policy, & Management						University of Pittsburgh			3		
RT 2414	Graduate Research						University of Pittsburgh			Variable 1-6		
	<b>*or*</b>											
*RT 2312	Scholarly Paper						University of Pittsburgh			2		
<b>ELECTIVES</b>												
<b>**Fall Options**</b>												
HRS 2774	Rehabilitation Biomechanics for the Health Care Professions						University of Pittsburgh			3		
HI 2210	Health Information and Health Care Systems						University of Pittsburgh			3		
RT 2415	Soft Tissue Biomechanics						University of Pittsburgh			2		
RT 2999	Independent Study						University of Pittsburgh			Variable 1-6		
RT 2992	Teaching Internship						University of Pittsburgh			Variable 1-3		
<b>**Spring Options**</b>												
LAW 2339	Law of Disability Discrimination						University of Pittsburgh			2		
RT 2416	Wheelchair Biomechanics						University of Pittsburgh			2		
HI 2451	Database Design & Big Data Analytics						University of Pittsburgh			3		
HI 2452	Digital Health						University of Pittsburgh			Variable 1-6		
RT 2999	Independent Study						University of Pittsburgh			Variable 1-3		
							<b>Total Required (35)</b>					
							<b>Overall QPA</b>					
STUDENT'S SIGNATURE						DATE	ADVISOR'S SIGNATURE				DATE	
						/ /					/ /	

**Appendix D: Thesis Committee Approval Form**

**THESIS COMMITTEE APPROVAL FORM**

This form should be completed by the student and signed by the academic advisor indicating approval of the Thesis Committee. **The committee must be comprised of at least one member of the SHRS graduate faculty.** The original signed form should be submitted to SHRS Student Services to become a part of the official student record. The student and academic advisor should also keep a photocopy of the form.

**Student:** \_\_\_\_\_

**Program:** \_\_\_\_\_

**Thesis Title:** \_\_\_\_\_

<b>Thesis Committee Chair:</b> (Typed/Printed Name)	<b>School or Affiliation</b>	<b>Graduate Faculty (Yes, No)</b>
_____	_____	_____

<b>Committee Members:</b> (Typed/Printed Name)	<b>School or Affiliation</b>	<b>Graduate Faculty (Yes, No)</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Academic Advisor:**

\_\_\_\_\_  
(Printed name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

## Appendix E: Required Trainings and Clearances Checklist (2 pages)

Item	Link/Where to complete	Details	Check when completed
Create HS Connect account	<a href="https://www.hsconnect.pitt.edu">https://www.hsconnect.pitt.edu</a>		
Pitt ID Card	<a href="https://www.pc.pitt.edu/card/photoid.php">https://www.pc.pitt.edu/card/photoid.php</a>	Obtain on campus. Includes free Port Authority bus pass.	
Bakery Square Access Card	See Tyler Fleck in Suite 401 of Bakery Square. <a href="mailto:Tcf12@pitt.edu">Tcf12@pitt.edu</a>		
Plan of study	<a href="https://www.shrs.pitt.edu/sites/default/files/library/documents/rst/Plan%20of%20Study.pdf">https://www.shrs.pitt.edu/sites/default/files/library/documents/rst/Plan%20of%20Study.pdf</a>	Must be completed before the end of your first semester, and then updated each time it changes.	
University of Pittsburgh CITI Access Portal	<a href="http://www.citi.pitt.edu">http://www.citi.pitt.edu</a>	<i>If you already have an existing CITI account, please access the instructions at <a href="https://www.citi.pitt.edu/citi/">https://www.citi.pitt.edu/citi/</a>, which will inform you how to link your accounts together.</i>	
Biomedical Human Subjects Research	Use CITI link above	Required every 3 years	
Responsible Conduct or Research	Use CITI link above	Required every 3 years	
Conflict of Interest Form	<a href="https://www.coi.pitt.edu/coi-filing-process/coi-superform-system">https://www.coi.pitt.edu/coi-filing-process/coi-superform-system</a>	Required annually	
HIPAA Privacy and Security Awareness	<a href="https://www.hsconnect.pitt.edu/HSC">https://www.hsconnect.pitt.edu/HSC</a>	Does not expire	
Bloodborne Pathogen Training	Use HSconnect link above	Required annually	
Responsible Literature Searching	Use HSconnect link above	Does not expire	
UPMC Information Privacy and Security Awareness Training	Use HSconnect link above	Required every 3 years	
Plagiarism Tutorial	<a href="https://www.umgc.edu/current-students/learning-resources/academic-integrity/tutorial/story_html5.html">https://www.umgc.edu/current-students/learning-resources/academic-integrity/tutorial/story_html5.html</a>	Does not expire	
Act 31 Child Abuse Reporter Training	<a href="https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=911">https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=911</a>	Required every 3 years	
Physical Examination	<a href="https://www.studentaffairs.pitt.edu/shs/forms/">https://www.studentaffairs.pitt.edu/shs/forms/</a>	Required for clinical clearance. Can be done by your doctor of choice, immunization records required. Complete physical annually.	
CPR Certification	<a href="https://www.redcross.org/local/pennsylvania/take-a-class/cpr-pittsburgh-pa">https://www.redcross.org/local/pennsylvania/take-a-class/cpr-pittsburgh-pa</a>	The Red Cross link is just an example. You can obtain this certificate from any certified provider	

Proof of Health Insurance	Your personal health insurance card must be submitted		
PA Criminal Record Check (Act 34)	<a href="http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.Vio0kH6rSUK">http://www.psp.pa.gov/Pages/Request-a-Criminal-History-Record.aspx#.Vio0kH6rSUK</a>	Choose “volunteer”	
Child Abuse Background Check (Act 33)	<a href="https://www.compass.state.pa.us/cwis/public/home">https://www.compass.state.pa.us/cwis/public/home</a>		
FBI Criminal Background Check (Act 73)	<p><a href="https://uenroll.identogo.com/">https://uenroll.identogo.com/</a></p> <p>Due to the COVID-19 pandemic, it may be more difficult for you to obtain this clearance. Therefore, the deadline has been extended. More info here: <a href="https://www.dhs.pa.gov/providers/Providers/Documents/Coronavirus%202020/Fingerprinting%20FAQs%205.15.pdf">https://www.dhs.pa.gov/providers/Providers/Documents/Coronavirus%202020/Fingerprinting%20FAQs%205.15.pdf</a></p>	Choose “FBI History Check”, “Schedule or Manage Appointment”, and Reason for requesting “Personal Review”. This should result in PA PDE-Volunteer Appointment. In the online appointment scheduler, you will be able to choose between the background check results being mailed or emailed. If email is chosen, a ONE TIME USE link will be sent and has to be open within 30 days of receiving it	
COVID-19/PPE training module	<a href="https://www.wolfflearningacademy.com/apps/courses/courseview.asp?course_id=9894">https://www.wolfflearningacademy.com/apps/courses/courseview.asp?course_id=9894</a>	All students will be required to complete an education module related to COVID and don/doff personal protective equipment (PPE).	
UPMC Mandatory Training Modules	<p><a href="https://www.upmc.com/healthcare-professionals/education/mandatory-training">https://www.upmc.com/healthcare-professionals/education/mandatory-training</a></p> <p>Unfortunately, some of these overlap with trainings listed above. We are aware of this and apologize for the duplicate work. However, both are mandated. Fortunately, these do not expire.</p>	<p><b>Required modules include:</b></p> <ul style="list-style-type: none"> <li>• <a href="#"><u>Bloodborne Pathogens</u></a></li> <li>• <a href="#"><u>Compliance and Ethics Review</u></a></li> <li>• <a href="#"><u>Creating an Inclusive Workplace</u></a></li> <li>• <a href="#"><u>Emergency Preparedness</u></a></li> <li>• <a href="#"><u>EMTALA: Emergency Medical Treatment and Labor Act</u></a></li> <li>• <a href="#"><u>Environment of Care</u></a></li> <li>• <a href="#"><u>Harassment-Free Workplace</u></a></li> <li>• <a href="#"><u>Infection Prevention</u></a></li> <li>• <a href="#"><u>Patient Safety</u></a></li> <li>• <a href="#"><u>Privacy and Information Security Policy Awareness</u></a></li> <li>• <a href="#"><u>Stroke Awareness</u></a></li> <li>• <a href="#"><u>Understanding the Elder Justice Act</u></a></li> <li>• <a href="#"><u>Understanding Infant Security</u></a></li> </ul>	

## Appendix F: SHRS Social Media Policy

Social media is rapidly expanding and new outlets are created every day. Professional organizations and ethical codes are often outdated given the rapid expansion of social media. It is essential that students and faculty remain aware and vigilant regarding the social media ethical challenges facing health professionals, clients, patients and students.

Students are responsible for maintaining a professional social media presence related to any SHRS education activities. Some students may find it helpful to create separate professional and personal social media accounts.

We recommend that students consider the following prior to posting or transmitting on social media:

- Consider the audience and potential impact of your post prior to transmission.
- Assume anything that you post or transmit on social media can be viewed by the public.
- An electronic post or transmission is often traceable, without an opportunity for removal.
- Employers often search social media to learn more about you prior to interviews or offered employment.
- Clients often search social media to learn more about you. Proximity based apps and social media post new challenges to maintaining professional boundaries between health professionals and clients or patients.

SHRS students must:

- Respect the ethical standards of the profession in carrying out their academic assignments.
- Comply with [HIPAA's social media rules](#).
- Read, review and follow the social media policy of their practicum or internship placement.
- Comply with [School and University academic integrity guidelines](#).
- Do not post or transmit *any* information or reference about their work with clients.
- Do not post clinical encounters, clinical experiences or information that pertains to working with clients.

Please note that boundaries on social media are no longer as simple as not 'friending' a client, professor or colleague on Facebook. For example, all contacts in your phone book can read your posts on Venmo without being friends on the app. It is difficult to predict the next ethical problem or boundary that will arise with social media. Therefore, please remain aware and consult with faculty or supervisors on these important issues. Faculty may have to act upon any material that does not comply with current academic integrity guidelines, professional ethical standards or HIPAA policies.