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### 2017-2018 Master of Science in Allied Health Handbook

Otterbein University Department of Health & Sport Sciences

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Otterbein University  
Department of Health & Sport  
Sciences



Master of Science in Allied  
Health Handbook 2017-18

This booklet contains information and a listing of the course requirements for programs leading to the Master of Science in Allied Health degree program and other program options at the Advanced level.

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# **Master of Science in Allied Health**

## **Mission Statement**

The Master of Science in Allied Health (MSAH) will provide students with an advanced professional skill set to broaden career opportunities for individuals seeking knowledge in the areas of allied health administration, management, leadership, and health and wellness. The Department of Health and Sport Sciences (HSS) is dedicated to creating a challenging and supportive environment where all members can develop their talents, intellectual abilities and a passion for lifelong learning. This program serves to draw on the strengths of the current undergraduate curriculums to ultimately meet the emerging needs of the constituencies we serve.

## **Program Description**

The Master of Science in Allied Health degree is intended to further the educational background of individuals holding either a two-year associate or a baccalaureate degree in a related health care field of study. The umbrella of Allied Health is broad and it is necessary for individuals with an obtained associate's or baccalaureate degree to extend their academic achievement to the Masters level in order to advance their careers. The Master of Science in Allied Health is designed to enhance the ability of professionals to think critically, collect and analyze data, and utilize relevant information technologies. Otterbein University has an established reputation for graduate level study and the Department of Health and Sport Sciences is committed to developing competent, self-directed professionals through sound curricular programming, dedicated faculty, and appropriate facilities and equipment.

## **Foundation Courses:**

All students must complete the "core" requirements for the Master of Science in Allied Health. The core requirements are as follows:

### **Core Courses: 15 hours**

MSAH 5000 - Research Design (3 hours) [Pre-req: MATH 1240 or equivalent]

MSAH 5050 - Allied Health Care Administration (3 hours)

MSAH 5220 - Evidence-based Practice (3 hours)

MSAH 5230 - Leadership and Ethics (3 hours)

MSAH 5300 - Program Planning and Evaluation (3 hours)

All students **MUST ALSO COMPLETE** a Thesis MSAH 7000 (6 hours) OR Advanced Clinical Practicum MSAH 6900 (6 hours). Both courses are three (3) semester hours; therefore each will be taken twice.

## **Goals and Objectives – Foundation Courses**

- 1) Provide Allied Health professionals with advanced leadership skills which will enable practitioners to advance their knowledge related to leadership, ethical and advocacy issues within their respective professional areas.
- 2) Provide Allied Health professionals with a foundation to plan and evaluate programming within their respective Allied Health areas.
- 3) Students will be able to understand and utilize Evidence-Based Practice knowledge in the development of a clinically or thesis based capstone project.
- 4) Students will develop an appreciation for life-long learning skills (critical thinking, ability to reflect, etc.) that entail understanding that their respective profession is always evolving.
- 5) Students will connect the foundational knowledge obtained with related clinical or practical experience through direct involvement in the students' respective area of Allied Health.

## **Specific Programs:**

### **Exercise and Health Science (36 hours)**

This program would be for students with an obtained baccalaureate degree in Health Promotion and Fitness, Allied Health, Exercise Science or other related fields. This option is intended to prepare professionals with increased knowledge regarding the fitness and nutrition needs of individuals across the life-span, focusing specifically on pediatric and geriatric populations in accordance with the goals of Healthy People 2020. This degree will also enable Exercise and Health Science professionals to work toward further certification(s) within these fields. Examples include (but are not limited to) CSCS, PES, CHES, or ACSM-HFS.

### **Exercise and Health Science Advanced Practice Content: 6 hours**

MSAH 6300 - Wellness for Special Populations – 3 hours

MSAH 6400 - Corporate/Worksite Wellness Design - 3 hours

\*\*\*Students in the Exercise and Health Science track would then be able to choose 3 electives to individualize their degree plan according to their future career goals.

### **Exercise and Health Science Goals**

- 1) Develop advanced practice skills as they pertain to fitness and physically active clients.
- 2) Develop fitness based knowledge for the worksite/corporation population.
- 3) Develop skills to manage, assess and evaluate all aspects of fitness based facilities.
- 4) Develop leadership skills to manage employees in fitness based facilities.

## **Electives for Exercise and Health Science**

MBA 5640 - Leadership & Entrepreneurship (3 hours)

MBA 5800 - Communications & Negotiations (3 hours)

MBA 6000 - Organizational Behavior & Development (3 hours)

MBA 6600 - Data Analytics (3 hours) [Pre-req: Statistics I]

MBA 6905 - Human Resource Management & Industrial Relations (3 hours)

MSAH 5150 - Advanced Strength & Conditioning (3 hours) [Pre-req: Basic Strength Conditioning]

MSAH 5500 - US Healthcare Policy (3 hours)

MSAH 5660 - Applied Performance Nutrition (3 hours) [Pre-req: Fundamentals of Nutrition AND Anatomy & Physiology]

MSAH 6510 - Ethical Healthcare Leadership (3 hours)

EDUC 5100 - Educational Psychology (3 hours)

EDUC 6100 - 21st Century Curriculum/Tech (3 hours)

EDUC 6110 - Principles of Instruction and Assessment (3 hours)

*Other courses can be substituted for the above if they are a better fit for the student's career goals.*

## **Healthcare Administration (30 hours)**

This program of study has two options: First is a 2 plus 3 program designed to award the student holding an Associate degree in Allied Health. The student could then continue their course of study and receive a Master of Science in Allied Health - Healthcare Administration. The second option would be for students holding a Bachelor degree with an interest in pursuing a Master degree in Healthcare Administration. This degree is designed for individuals who would like to enter management level positions within their respective Allied Health areas. Depending on their management area of choice, students can choose their specific advanced practice content area.

The five Foundation courses are required for the Master level work plus the following courses:

MSAH 5500 – US Healthcare Policy

MSAH 6510 – Ethical HealthCare Leadership

## Healthcare Administration Learning Goals:

- 1) Develop skills to manage, assess and evaluate all aspects of Allied Health facilities and programs.
- 2) Develop leadership and ethical skills to effectively lead Allied Health facilities and programs.
- 3) Gain practical experience in managing Allied Health facilities and programs.

## Prerequisite courses

Students pursuing the *Exercise and Health Science* option will need undergraduate courses in Anatomy and Physiology, General Nutrition and a Statistics course to meet the pre-requisite requirements.

Students pursuing the *Healthcare Administration* option will need an undergraduate Statistics course.

**Prerequisite courses** must be completed at an accredited college with a grade of C or higher. If you have prerequisite courses which **are not completed prior to the application deadline**, you should make a plan with your academic advisor as to when you will complete these courses.

## Academic Advising

Every graduate student is assigned an academic advisor who is a full-time faculty member. Students are encouraged to contact their advisor with questions, concerns and related academic issues. A plan of study is developed between the advisor and the student and reviewed minimally once a year. MSAH graduate students will have an academic advisor in the Department of Health and Sport Sciences to help determine their course of study.

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Graduate Program Director  
BSN – The University of Toledo  
MBA – The University of Toledo  
Ph.D. – Kennedy-Western University

Office: (614) 823- 1083

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## Transfer Credit

A maximum of nine (9) semester hours of graduate work with a grade of “B” or higher may be transferred from an accredited graduate program upon approval of the HSS Graduate Program Director. After a student has been admitted to the graduate program, continuous progress toward completion of the degree is expected. The time limit for the completion of graduate course work is five years, computed from the first



date credit is recorded on the college transcript until the program curriculum requirements are completed. Any transfer courses taken outside of the time limit will not be counted toward the degree. No transfer credit is awarded for life experience, portfolio, or credit by examination.

Transfer credit for one of the five foundation courses may be accepted, however, the credit hours for that course must still be taken through an additional elective course. No transfer credit will be accepted for the required Thesis (MSAH 7000) or Clinical Practicum (MSAH 6900).

## **Time Limit for Program Completion**

The time limit for the completion of MSAH course work is five years, computed from the first date credit is recorded on the college transcript until the program curriculum requirements are completed. If this cannot be met due to circumstances beyond the student's control, an extension request can be submitted to the Graduate Program Director for consideration.

## **Change in Major/Program of Study**

Students who wish to change their declared major or program of study should talk with their advisor to explore what this change will mean in relation to required course work. After making the decision to change a major or program of study, students should contact the Graduate School to request the appropriate form for making the change.

## **Grade Policy**

For students seeking a Master's degree, a minimum grade of "B" is required in all graduate course work. If a grade lower than a "B" is earned, the course must be repeated and a grade of "B" or higher must be earned in order to satisfactorily complete the course. A cumulative graduate grade point average of 3.0 or higher is required in order to remain in good standing and to graduate. Please refer to the Academic Standing Policy in the Academic Policies section of the Graduate Catalog for further details.

## **Grading Scale**

**The following grades are included in the calculation of the grade point average:**

A = 93-100 (4.0)  
A- = 90-92 (3.7) B+ = 87-89 (3.3) B = 83-86 (3.0)  
B- = 80-82 (2.7) C+ = 77-79 (2.3) C = 73-76 (2.0)  
C- = 70-72 (1.7) D+ = 67-69 (1.3)  
D = 60-65 (1.0)  
F = 59 & below (0.0)

The following grades are not included in the calculation of the grade point average:

F = failing from pass/fail graded course  
IP = coursework is incomplete; temporary condition  
NR = grade not reported by instructor; temporary condition  
P = passing from pass/fail graded course

R = repeated course  
S = satisfactory from satisfactory/unsatisfactory graded course  
T = transfer credit from another institution  
U = unsatisfactory in satisfactory/unsatisfactory graded course  
W = withdrawal with permission

## **Interruption in Attendance**

After admission to a graduate program, continuous progress toward completion of the degree is expected. Students not enrolled for one year must submit an updated admission application to the Graduate School. Official college transcripts must be submitted if additional college or university courses were taken during the time of absence. Additional documents may need to be resubmitted depending on the length of absence. Contact the Graduate School to verify required materials. Students should be aware that new program requirements may be in effect and are encouraged to contact the program director prior to reenrollment.

## **Student Research Fund**

Students are encouraged to apply for funds for their research or clinical practicum culminating project. Information on how to apply for such assistance is located on the following Otterbein web-site:

[www.otterbein.edu/public/Academics/AcademicAffairsDivision/sponsored\\_programs/Student\\_research.aspx](http://www.otterbein.edu/public/Academics/AcademicAffairsDivision/sponsored_programs/Student_research.aspx)

## **Required Culminating Project**

There are no comprehensive written or oral examinations required for program completion. There is however, the option of a Master level thesis or field specific practicum which serve as the capstone project. Both options require six (6) credit hours of graduate level work. Please see below for more details.

### **MSAH 7000 – Thesis - Option one for the Master of Science in Allied Health culminating experience:**

The Master's Thesis serves as a culminating project designed to allow the student to undertake a substantial research area of interest. Students will be required to develop a thesis committee which minimally will consist of the student's advisor and one other faculty member selected by the graduate student. Additional committee members may include other allied health professionals who have expertise in the selected research topic area and/or another graduate faculty member. Students electing this option must complete two - three (3) hour terms for the Master's Thesis requirement. Students will also be expected to prepare an oral defense of their project.

#### **Course Objectives:**

- 1) Design a research question suitable for graduate level work.
- 2) Work with committee members to develop the research project per established guidelines.
- 3) Develop a presentation and defend the research project.

#### **Course Evaluation:**

Both the oral and written portions of the project will be evaluated by each member of the student's committee. Please consult the Graduate Thesis Handbook for copies of the rubrics to be used for each part of the thesis. All completed thesis paper submitted to the Otterbein University Digital Commons to allow access to others.

#### **Project Committee:**

The thesis advisory committee will vary by student but will include the following members.

- 1) Full-time Faculty member in student's area of expertise which will serve as the first reader.
- 2) Full-time Faculty member to serve as a second reader.

### **MSAH 6900 - Option two is an Advanced Clinical Practicum which also requires six graduate level hours.**

This option is designed to further the student's growth per their individual degree plan and may include clinical placement settings such as a cardiac rehabilitation, specialized rehabilitation facilities, alternative athletic training venues, etc. The purpose of the practicum is to allow the student to gain valuable experience in the clinical setting as well as apply knowledge learned in the classroom to their respective clinical area of interest. This course is repeatable one time for a total of six semester hours.

**Course Objectives:**

- 1) Gain experience in the clinical setting in the student's area of interest.
- 2) To connect classroom learning with actual real life clinical and work site situations.

**Practicum Proposal:** Students must submit a proposal for their clinical practicum experience. This proposal must list the site supervisor's credentials and special areas of expertise. The proposal must also include at least five goals for the practicum. The student must be able to articulate how the goals help to achieve the professional and program goals that have been set by the student and their degree advisor.

**Portfolio:** Students must maintain a e-portfolio that is reflective of the progress toward the learning goals that were established for the practicum. Time spent reading and researching to advance the student's readiness and preparedness for the practicum must be documented. Students will be expected to journal their reflections and observations throughout the practicum experience.

**Final Project and Presentation:** The student, the site supervisor and the faculty supervisor will agree on a topic that the student would like to explore during their time in the practicum experience. The topic should be relevant to the site. The student will demonstrate appropriate research and presentation preparation skills for the selected topic. The student must present the final project to the site supervisor, the faculty supervisor, and any other professionals deemed appropriate. Presentation of the practicum project are recorded and submitted to the Otterbein University Digital Commons to allow access to others.

**Site Supervisor Evaluation:** As part of the proposal development, the student must create an assessment rubric. Once approved by the faculty supervisor, this rubric will be used by the site supervisor in the evaluation of the student.

## **Master of Science in Allied Health – Course Descriptions**

### **MSAH 5000 - Research Design - 3 hrs.**

The purpose of this course is to introduce the student to the scientific research process in the field of Allied Health. It is assumed that students enrolling in this course will bring a variety of allied health experience to the class. Each student will then identify a specific area of interest and carry out a mini-thesis type of research project. Through this project the student will gain an appreciation for the literature search and review, research design and the oral and written skills developed in research reporting. It is also assumed that student entering this class will have a limited research background. *Pre-requisite: MATH 1240 - Statistics or equivalent.*

### **MSAH 5050 - Allied Health Care Administration – 3 hrs.**

This course will provide each student the opportunity to explore the current theories associated with administrative practices, leadership, and program development. Students will learn how to apply these skills to their current and/or future employment areas as well as engage with local health care administrators on current administrative practices.

### **MSAH 5150 – Advanced Strength and Conditioning – 3 hrs.**

This course is designed to bridge the gap between clinical exercise science related course work and the practical application skills of strength and conditioning. The student will learn how to properly screen and evaluate clients for safe participation in an exercise program, design and implement exercise prescriptions for multiple populations and goal attainment, and apply the principles of exercise in a strength and conditioning environment. This course will prepare the student to take the ACSM Certified Health Fitness Specialist exam or the NSCA Certified Strength and Conditioning Specialist exam. Pre-requisite ATHT

3400, PHED 4400, HLED 2100/5100, BIO 1810 AND 1820

### **MSAH 5660 – Applied Performance Nutrition – 3 hrs.**

This seminar course increases knowledge and application of nutrition principles learned in the introductory nutrition course. Emphasis will be on the role of nutrition in health and wellness, disease prevention and obesity. Students will gain additional knowledge in principles of sports nutrition and its role in performance. We will also explore food sustainability and food safety. Current issues in nutrition will be discussed. Students will improve their confidence in applying nutrition principles based on evidence-based nutrition research and practice. Pre-requisites HLED 2100, HLED 1111, HLED 1112 or BIO 1810 and BIO 1820

### **MSAH 5220 – Evidence-based Practice/Informatics I – 3 hrs.**

At the unit or micro-level, students use research methods to identify pertinent questions and articulate the evidence base for practice decisions. There is an opportunity to investigate evolving technologies that deliver, enhance, and document care with an emphasis on cost-effectiveness, safety and improved outcomes. Students use and analyze data sets to prepare them to improve patient care outcomes.

**MSAH 5230 – Leadership and Advocacy in Policy and HealthCare Organizations – 3 hrs.**

In this course, students incorporate leadership skills, critical thinking, and decision-making abilities within diverse healthcare systems and policy organizations to foster accessible, safe, high quality, affordable, and efficient health services for individuals, families, and communities at local, regional, and state levels. They analyze and apply theoretical frameworks and evidence based practice to political activity concerning the legal and ethical provisions of health care. Role development skills of communication, collaboration, negotiation, delegation, and coordination are enhanced to create successful strategies to provide high quality care delivery at the micro- and macro-systems levels.

**MSAH 5300 - Program Planning and Evaluation - 3hrs.**

This course provides the student with the theoretical background needed to effectively understand and implement comprehensive program evaluation processes.

**MSAH 5500 - US HealthCare Policy - 3 hrs.**

U.S. healthcare policy is shaped by a combination of political, regulatory, legal, and public initiatives. This course examines the influences of each on U.S. healthcare policy and their impact on healthcare delivery and healthcare professionals.

**MSAH 6700 – Special Topics - 3 hrs.**

The purpose of this course is to allow the graduate level student to explore specific current event areas of interest. Topics will vary and will explore areas not covered in the required curriculum.

**MSAH 6300 - Wellness for Special Populations – 3 hrs.**

This course is designed to advance the clinical knowledge base of persons preparing for a career in health and wellness. This will enable practitioners to improve the scientific basis of their practice, update their content knowledge as it relates to the Health Sciences, and improve their skills related to critical inquiry.

**MSAH 6400 - Corporate/Worksite Wellness Design - 3 hrs.**

This course is designed to advance the clinical knowledge base of persons preparing for a career in health and wellness. This course is meant to prepare future professionals for the special needs and demands related to worksite health promotion.

**MSAH 6510 – Ethical HealthCare Leadership – 3 hrs.**

This course emphasizes the moral and social responsibilities of healthcare organizational leaders as well as the practical application of ethical principles and concepts to organizational leadership behavior and decision-making.

**MSAH 6900 - Advanced Clinical Practicum - 3 hrs.**

This is a 3-hr. course and may be repeated one time for a total of 6 credit hours. Clinical placements are to be designed to further the student’s growth per their individual degree plan and may include settings such

a cardiac rehabilitation, specialized rehabilitation facilities, alternative athletic training venues, etc. This course is designed to further the student's growth per their individual degree plan and may include clinical placement settings such a cardiac rehabilitation, specialized rehabilitation facilities, alternative athletic training venues, etc. The purpose of the practicum is allow the student to gain valuable experience in the clinical setting as well as apply knowledge learned in the classroom to their respective clinical area of interest. This course is repeatable one time for a total of six semester hours.

### **MSAH 7000 - Master's Thesis - 3 hrs.**

If the Thesis option is chosen, students must enroll for a total of 6 hours to fulfill the requirement for graduation.

The Master's Thesis servers as a culminating project designed to allow the student to undertake a substantial research area of interest. Students will be required to develop a thesis committee which minimally will consist of the student's advisor and one other faculty member selected by the graduate student. Additional committee members may include other allied health professionals who have expertise in the selected research topic area. Students electing this option must complete two - three hour terms for the Master's Thesis requirement. Students will also be expected to prepare an oral defense of their project.

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## **Student Financial Aid**

The Office of Financial Aid will work with graduate students to determine qualifications for financial aid from the University and from other sources. Graduate students are first asked to go on-line and complete the FAFSA form and the Graduate Student Institutional Aid Form. The Otterbein University code is #003110 for FAFSA. The Office of Financial Aid has identified a full-time counselor specifically trained to work with graduate students. Please contact the Graduate School at 614-823-3210 for additional information.

## **Registrar**

The Office of the Registrar serves both undergraduate and graduate students. Online course registration is available through Banner. In order to meet the needs of working adults, the office remains open for evening hours at least one day each week during the academic year.

## **Information and Technology Support Services**

All students are provided with technical support services, from help-lines to technology seminars to self-directed study sessions from a selection of tutorials on the Intranet web site.

Otterbein University uses the Blackboard Course Management system. This is supported by the Department of Information & Technology Services. The help line number for any IT issues is (614) 823-1747. There are seven general computer labs available to students across campus, with two additional

smaller labs available in the Clements and Rike Centers for HSS students.

Graduate students must have access to a computer and have obtained a local internet service or use the computer resources on campus. An Otterbein University network account must be established to access online course materials. To activate an Otterbein account go to the Information Technology website at <http://www.otterbein.edu/its/> and follow the directions to activate an account. The Student Help Desk is staffed Monday-Thursday, 8:30 AM to 9:00 PM; Friday, 8:30 AM - 6:00 PM and on Saturday, 8:00 AM – 2:00 PM. Email may also be sent to [studenthelpdesk@otterbein.edu](mailto:studenthelpdesk@otterbein.edu).

The Rike Center computer lab is available to all students. The lab is located in the second floor office area. Since the office officially closes at 5:00 PM arrangements should be made with your respective instructor and/or advisor to use the computer lab area.

## **Academic Services**

There are many services available on campus to graduate students in the form of career, health, counseling, tutoring, and disabilities services. Students are strongly advised to take advantage of all services when needed. For a comprehensive list of services provided for all levels of students, please refer to the *Campus Life Handbook*. This official document of Otterbein University is published annually by the Student Affairs Office and posted on the Otterbein web site; the handbook provides information about policies, procedures, and available resources. Please also refer to the following service areas below:

### **Center for Career and Professional Development**

The Otterbein Center for Career and Professional Development provides a menu of services including resume-building, cover letter writing, practice interviews, and job search assistance. In addition, staff will advise students on assembling a strong credential file, the collection of documents that support your application (transcripts, letters of reference, test scores, etc.). **All students are expected to prepare and manage their own credential file.**

Contact Ryan Brechbill, Director (823-1456) or TBA, Associate Director and Internship Coordinator, to set an appointment to discuss your career plans. For more information on the career services provided at Otterbein, please consult the website below:

<http://www.otterbein.edu/public/CampusLife/ServicesAndResources/CareerPlanning.aspx>

### **Academic Support Center**

Students in need of additional tutoring, assistance with writing, or other academic support may contact the Academic Support Center on the second floor of the Library. The Academic Support Center provides a wide variety of support and services, especially in the area of tutoring and writing. Otterbein also provides a supplemental e-tutoring service. Over 31 colleges and universities are members of this collaborative service. For more detailed information on any of the academic services provided by Otterbein please contact the website below:

<http://www.otterbein.edu/public/Academics/AcademicAffairsDivision/AcademicSupportCenter.aspx>



## Writing Center

The Writing Center provides individual help for the student with writing problems and/or students who would like to have any portion of a major paper or assignment reviewed. Students are advised to bring a sample of their writing to the first appointment. The center is located in the Library on the second floor. Please consult the web site listed above on the steps to set an appointment with the writing center.

## Non-Discrimination Policy

The MSAH follows the same Non-discrimination Policy as the College. That statement is as follows: “Otterbein University does not discriminate on the basis of race, religion, age, sex, color, disability, sexual orientation, national, or ethnic origin, political affiliation, marital or veteran status in admission of students, educational policies, scholarships and loans, housing, athletics, employment, and other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Chairperson of the Affirmative Action Committee; the Vice President for Academic Affairs; or the Director of Human Resources.” (University Catalog, front cover).

## Health Problems Policy

**Students are responsible** for informing faculty about any health issues which may affect unexcused absences with any program requirement. Typically when students miss class or any assignments due to health reasons, they will be asked by the instructor to provide a doctor's/health professional's statement for verification of the health issue. Instructors are willing to work with each student when health issues arise; however, communication on the student's part is vital to make this process work.

## Student Grievance Policy

There are several different situations where the student may feel obligated to file a grievance. Primary among those situations is sexual harassment, as mentioned in the preceding section. If the student encounters a sexual harassment situation, the student is encouraged to take the following steps:

- 1) Engage in direct discussion with the faculty, staff, or students involved in an attempt to solve the problem.
- 2) If the discussions fail to resolve the issue, students are encouraged to follow the formal procedures listed in the *Social Issues Update Newsletter* that is provided by the Office of Student Affairs.
- 3) Student to student sexual harassment complaints will be addressed through the University's Judicial Council.

For any other social issue grievances, the student is encouraged to consult with the Student Affairs Office and/or refer to the *Campus Life Handbook* for more detailed information on the grievance process.

**Academic grievance procedures:** (The following process is taken directly from the Otterbein University Course Catalog)

“Through the Academic Council, which is a standing committee of the College Senate, an avenue for appealing academic policies is provided for all students. Details regarding the appeal process are available from the Office of Academic Affairs. Minutes from past Academic Council meetings are on file in the

library” p. 237.

Students with academic grievances are encouraged to speak with their professors involved in the situation. Students may also consult with their academic advisor as to what are the appropriate steps to take in the situation.

### **STUDENT GRIEVANCE PROCESS**

1. The student identifies the grievance that has occurred
2. The student should initiate a conversation with the individual course faculty member
3. Next a conversation with the Graduate Program Director can take place.
4. If no resolution, a conversation with the HSS Department Chair should take place.
5. If no resolution, a conversation with the Dean of the Graduate School should take place.
6. Finally, the University System of Due Process can be activated.

Every effort should be made by the student to resolve the conflict with the individual faculty member. Should no resolution occur the student is urged to discuss the situation with the Graduate Program Director. If there is no satisfactory resolution, the student should speak with the HSS Department Chair. Should resolution still not occur the student should arrange a meeting with the Dean of the Graduate School.

If a student's perceived grievance is not resolved through departmental and/or the professional studies/graduate program, the University's formal system of due process may be initiated by the student as outlined in the Otterbein University *Campus Life Handbook* under Appeals Council and Academic Council. Please refer to:

<http://www.otterbein.edu/public/CampusLife/HealthAndSafety/StudentConduct/JudicialSystem.aspx>

Any student who is convinced that his/her academic performance has been evaluated on other than an academic basis or in a prejudiced or capricious manner has the right to appeal.

The evidence leading to this conclusion shall be presented by the student in writing to the Dean of the Graduate School after the student has consulted with the professor involved and the Department of Health and Sport Sciences as outlined.

The Dean of the Graduate School shall consult with the student and the faculty member, after which the appeal may be passed on to the Appeals Council for its consultation and judgment. The actual grade change, if deemed in order by the Appeals Council, shall be determined by the Dean of the Graduate School in consultation with the student and the professor involved in the appeal, or, if the professor is unavailable, with the HSS Department Chair.

## Academic Appeals

Through the Academic Council, which is a standing committee of the University Senate, an avenue for appealing academic policies is provided for all students. An Academic Appeals Committee of the Graduate Program deals with all issues of academic misconduct involving graduate students. Details regarding the appeal process are available from the Office of Academic Affairs. Minutes of past Academic Council meetings are on file in the Library.

The following sequential steps should be followed in appeal if a student is convinced that he or she is a victim of unlawful discrimination or of decisions arrived at in a prejudiced or capricious manner:

1. Discuss the matter with the professor involved.
2. Discuss the matter with the Director of Graduate Programs in Allied Health.
3. Discuss the matter with the Chair of the Health and Sport Sciences Department.
4. Present evidence in writing, then discuss the matter with the Dean of the Graduate School.
5. Appeal in writing with supporting evidence to the Graduate Academic Appeals Council.

*Details regarding the appeal process are available from the Graduate School, the Graduate School Handbook and on the Otterbein web-site.*

## Plagiarism

Students will be reminded and instructed in class on the appropriate work and citation expectations required for all course related assignments. Students are expected to complete their own work and without assistance unless otherwise arranged in advance. All work will be checked for potential plagiarism issues, including but not limited to such items as:

- Direct quotations
- Indirect quotations
- Facts, figures, tables
- Secondary sources
- Previously used assignments

If a student is unsure whether or not to cite a particular item, they should consult with their professor. The first incident of plagiarism activities will involve a penalty to the student(s). Those penalties may include:

- Lowering the grade
- Receiving a “0” for the assignment
- Re-doing the assignment
- Receiving an “F” for the course

The following procedures will take place if a faculty member determines that some academic dishonesty has taken place:

- 1) The faculty member will inform the student, in writing, within five (5) business days the exact nature of the dishonesty with the corresponding penalty.
- 2) The faculty member will also send in writing, a memo describing the incident to the HSS Department Chair and Dean of the Graduate School. This memo will be submitted within five (5) business days.
- 3) A student will have five (5) business days to appeal the decision. The appeal will first take place with the student presenting his/her case to the HSS Department Chair. The Department Chair will consult with the involved faculty member who will present the evidence found with the case.
- 4) At this time, the student has the option to bring either their advisor or another faculty member to support them in presenting their case to the HSS Department Chair.
- 5) The HSS Department Chair will make the final decision with the case.
- 6) The student has the right to appeal the decision and should consult the *Otterbein Campus Life Handbook* for the appeals procedure.
- 7) If a second incident of plagiarism or academic dishonesty occurs, the Dean of the Graduate School will select a committee to review the incidence. The committee will include two graduate level faculty members and one graduate level student along with the Dean of the Graduate School who will chair the committee. The probable outcome of a second academic dishonesty offense will be either suspension from the program for a semester or a year or dismissal from the program. The decision of the case will occur in five (5) business days once the committee is selected. The student has the right to appeal the decision and should consult the *Otterbein Campus Life Handbook* for the appeals procedure.

## **The Honor Code**

From the student handbook:

In 1987, the Academic Council adopted an Honor Code to be used at the discretion of the faculty. In order for it to be used in a particular class, students must vote unanimously to adopt the Code.

The following statements serve as the rationale for the Honor Code:

- 1) Students should be conscious of the need to take personal responsibility for all their work both as individuals and as members of a class.
- 2) Students and faculty members should actively engage in discussions related to academic integrity (e.g., differences between plagiarism and legitimate scholarly work and appropriate versus inappropriate sharing of information among classmates).
- 3) Faculty members should be able to treat their students as fellow searchers for knowledge; in order to do so; they should not have to police examination rooms.

The following procedures for adopting the Honor Code are suggested:

- 1) At the beginning of a course, a professor may choose to discuss the Honor Code and academic

integrity in general.

2) A class would be asked to vote on the use of the Code. A vote would be taken, by secret ballot, during the first few days of the course. In order to adopt the Code, the vote must be unanimous.

3) All students would sign an Honor Pledge at the end of every examination.

4) The professor would leave the classroom during examinations but would remain available in case of questions.

5) Students would feel obligated to report breaches of the Honor Code to the professor or to the Office of Academic Affairs.

6) Violations of the Honor Code would be handled exactly like any other cases of plagiarism or cheating.

## **Commencement Information**

### **Commencement**

The University holds two commencement ceremonies in May. The Saturday ceremony is for graduate students and the Sunday ceremony is for undergraduate students. All graduates (Summer, Autumn, and Spring) are invited to the May commencement. Guest seating at commencement is limited according to space availability.

To participate in the graduate ceremony, a student must:

1. Complete all academic degree requirements, and
2. Request and submit a fully signed Application for Degree, and
3. Submit any additional required paperwork as specified in the Application for Degree, and
4. Meet all outstanding financial obligations.

Refer to Registrar Forms, Transcripts, and Resources at: website

<http://www.otterbein.edu/public/Academics/Registrar/FormsResources.aspx> and click on *Request for Graduation Application Packet*.

## **Additional Resources and Information**

### **Library**

The Courtright Memorial Library hours and services can be located on their website:

[www.otterbein.edu/resources/library/library.htm](http://www.otterbein.edu/resources/library/library.htm)

### **Library Resources & OhioLINK**

The Courtright Memorial Library holdings represent a breadth of subject matter across all of the disciplines. The library is part of a consortium of 26 private institutions in Ohio (OPAL). Membership in OPAL allows Otterbein to belong to the statewide consortium called OhioLINK which gives students 24 hour access to any holding in Ohio academic libraries. OhioLINK is a computer network of libraries and electronic information resources, offering access to research databases and a combined Central Catalog from most Ohio Colleges, Universities, Community Colleges along with the State Library of Ohio. Its goal is to provide easy access to information and rapid delivery of library materials throughout the state. For information on how to search for books and articles online, go to the library website and click on the Library Research Tutorial.

### **Obtaining Library Privileges**

Students have direct access to the Otterbein University main campus library by using their Cardinal Card. To learn more about obtaining a Cardinal ID Card, go to [www.otterbein.edu](http://www.otterbein.edu), select library, and then go to Frequently Asked Questions on obtaining a library card and accessing library resources off campus.

## **Copy Center**

The Copy Center (823-1658) is located in the lower level of Towers Hall and can be used during the day for copying papers, reports, etc. A fee is charged for copying at the Copy Center.

## **Otterbein University Bookstore**

The Otterbein University Bookstore hours while school is in session are:

Monday-Friday 9:00 a.m. – 5:00 p.m.

Saturday 10:00 a.m. – 2:00 p.m.

Textbooks must be purchased prior to the start of classes. Course textbooks may be purchased at the Bookstore on the Otterbein campus or students may reserve, pre-pay or purchase books on-line at [www.otterbein.bkstr.com](http://www.otterbein.bkstr.com)

Phone numbers: (614) 823-1364

## **Graduate on-line Orientation**

Students are encouraged to visit the Graduate School website to view the on-line orientation page. This virtual page will take students through the registration process as well as provide information on parking, obtaining your ID card and other resources. The orientation page can be found at the following address:

<http://www.otterbein.edu/public/TheGraduateSchool/orientation.aspx>

## **Food Locations**

Several on-campus eateries are available for purchasing food:

1. The *OtterDen* (located on the first floor of the Campus Center)
2. Cafeteria (located in the Campus Center, second floor)
3. The *Otterbean* (located adjacent to the Library)
4. The *Roost Express* (located on the first floor of Roush Hall)

In addition, vending machines are available in the Commuter Lounge of Towers Hall and in various buildings on Campus.

## **Parking**

Otterbein University campus parking passes are available for part-time students that will be on campus on a regular basis for a fee. A sticker can be purchased at the Security Office located at 194 W. Main Street. Students from distance learning sites will be given a temporary parking permit if required to come to the Westerville campus for class. Visitors on campus can park in any visitor lot.

## **Student Health Center**

Access to the Student Health Center services is limited to full-time students with paid fees and part-time students on an annual fee for service basis. However, part time graduate students may utilize the center to meet selected health requirements. The Center is located east of the Campus Center at 78 W. Home Street or call 823-1345.

Personal counseling is available to students enrolled full-time at Otterbein University. Students wishing to utilize this service can contact the Student Affairs office at 823-1250.



## APPENDIX A: Individual Program Checklists

<b>Name:</b>		<b>Program Start Term:</b>	
<b>MSAH - Exercise and Health Science Curriculum</b>			
<b>I. Foundation Courses - 15 hours</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MSAH 5000 - Research Design	3	Spring	
MSAH 5050 - Allied Health Care Administration	3	Fall	
MSAH 5220 - Evidence Based Practice/Informatics	3	Fall	
MSAH 5230 - Leadership & Advocacy in Policy	3	Spring	
MSAH 5300 - Program Planning and Evaluation	3	Spring/Summer	
<b>II. Advance Practice Content Courses - 6 hours</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MSAH 6300 - Wellness for Special Populations	3	Summer	
MSAH 6400 - Corporate/Worksite Wellness Design	3	Summer	
<b>III. Thesis OR Advanced Practicum - 6 hours (choose one)</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MSAH 6900 - Advanced Clinical Practicum	3	F/Sp/Smr	
MSAH 7000 - Thesis	3	F/Sp/Smr	
(Repeat for two semesters)			
<b>III. Electives - 3 hours (choose three)</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MBA 5640 - Leadership & Entrepreneurship	3	Spring/Summer	
MBA 5800 - Communications & Negotiations	3	Fall	
MBA 6000 - Organizational Behavior & Development	3	Fall	
MBA 6600 - Data Analytics	3	Spring	
MBA 6905 - Human Resource Management & Industrial Relations	3	Spring	
MSAH 5150 - Advanced Strength & Conditioning	3	Fall	
MSAH 5500 - US Healthcare Policy	3	Spring	
MSAH 5660 - Applied Performance Nutrition	3	Summer	
MSAH 6510 - Ethical Healthcare Leadership	3	Summer	
EDUC 5100 - Educational Psychology	3	Fall	
EDUC 6100 - 21st Century Curriculum/Tech	3	Summer	
EDUC 6110 - Principles of Instruction and Assessment	3	Fall	
(Visit course catalog for more elective course options)			
<b>Total Credit Hours</b>	<b>36</b>		

Name:

Program Start Term:

## MSAH - Healthcare Administration Curriculum

<b>I. Foundation Courses - 15 hours</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MSAH 5000 - Research Design	3	Spring	
MSAH 5050 - Allied Health Care Administration	3	Fall	
MSAH 5220 - Evidence Based Practice/Informatics	3	Fall	
MSAH 5230 - Leadership & Advocacy in Policy	3	Spring	
MSAH 5300 - Program Planning and Evaluation	3	Spring/Summer	
<b>II. Advance Practice Content Courses - 6 hours</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MSAH 5500 - US Healthcare Policy	3	Spring	
MSAH 6510 - Ethical Healthcare Leadership	3	Summer	
<b>III. Thesis OR Advanced Practicum - 6 hours (choose one)</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MSAH 6900 - Advanced Clinical Practicum	3	F/Sp/Smr	
MSAH 7000 - Thesis	3	F/Sp/Smr	
(Repeat for two semesters)			
<b>III. Electives - 3 hours (choose one)</b>	<b>Hours</b>	<b>Term</b>	<b>Completion</b>
MBA 5640 - Leadership & Entrepreneurship	3	Spring/Summer	
MBA 5800 - Communications & Negotiations	3	Fall	
MBA 6000 - Organizational Behavior & Development	3	Fall	
MBA 6600 - Data Analytics	3	Spring	
MBA 6905 - Human Resource Management & Industrial Relations	3	Spring	
MSAH 5150 - Advanced Strength & Conditioning	3	Fall	
MSAH 5660 - Applied Performance Nutrition	3	Summer	
(Visit course catalog for more elective course options)			
<b>Total Credit Hours</b>	<b>30</b>		

