

# **Recreational Therapy**

## **Undergraduate Student Handbook**

Revised, August 2019

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# Recreational Therapy Degree Information

## Location

The Recreational Therapy Program is located in the Department of Occupational and Recreational Therapies

HPEB-Dumke Health Professions Education Building

520 Wakara Way

Salt Lake City, Utah 84108

<https://www.health.utah.edu/occupational-recreational-therapies/>

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## Welcome

The Recreational Therapy faculty in the Department of Occupational and Recreational Therapies are excited you have declared Recreational Therapy (RT) as your major. Recreational Therapy is a health and human service profession and requires an extensive knowledge base and a diverse set of clinical practice skills. The RT Program is a professionally designed program that will require dedicated time and an extraordinary commitment to your academic success. This program will prepare you for meeting the standards to sit for the national exam through the National Council for Therapeutic Recreation Certification (NCTRC) and the licensing standards for the State of Utah. The RT Program is designed to also provide students with unique opportunities to engage in clinical experiences in preparation for a final internship. Together faculty, staff, and students make the RT Program at the University of Utah one of the leading programs in the country.

The Undergraduate Recreational Therapy Handbook is available on the OTRT Department web site: <https://health.utah.edu/occupational-recreational-therapies/degrees/recreational-therapy-bs/current-students.php>. It is also posted on Canvas in the RECREATIONAL THERAPY Course as well as most classes will include as a resource document.

## University of Utah Mission Statement

The University of Utah fosters student success by preparing students from diverse backgrounds for lives of impact as leaders and citizens. We generate and share new knowledge, discoveries, and innovations, and we engage local and global communities to promote education, health, and quality of life. These contributions, in addition to responsible stewardship of our intellectual, physical, and financial resource, ensure the long-term success and viability of the institution.

## Health Science Center Mission Statement

The University of Utah Health Sciences Center serves the people of Utah and beyond by continually improving individual and community health and quality of life. This is achieved through excellence in patient care, education, and research; each is vital to our mission and each makes the others stronger.

- We provide compassionate care without compromise.
- We educate scientists and health care professionals for the future.
- We engage in research to advance knowledge and well-being.

## College of Health (CoH) Vision of Excellence

### Creation of New Knowledge

- Raise the level of prominence of the CoH research program through development and implementation of a research strategic plan
- Focus on interdisciplinary programs that might leverage other Health Sciences and University initiatives, e.g.,
  - Diabetes/metabolism/obesity
  - Cancer and physical activity
  - Neurosciences including traumatic brain and spinal cord injury
  - Overall management of persons with chronic diseases

- Explore potential of shared and cluster hires with CoH, School of Medicine, and Colleges of Pharmacy, Nursing, Engineering, Education, and Social Work

#### Academic Program Development

- Timely establishment of new programs to address changing landscape of health care
- Explore potential of several new programs, e.g.,
  - BS and MS degrees in Interdisciplinary Health and Health Technology
  - MS degrees in Integrative Health, Clinical Health, Health Technology, and Disability Studies
  - MS degrees in Prosthetics/Orthotics
  - PhD in Nutrition
- Consider creation of an online pre-health professions degree (marketed especially to underserved and non-traditional students)

#### High Impact Educational Practices

- Development of a model undergraduate research program, building on Undergraduate Research Opportunities Program
- Internationalization of the curriculum with enhanced opportunities for student and faculty international exchanges
- Engagement of students in community-based research and service, building on Community Engaged Learning activities
- Expand current student participation within U's Honors College and Learning Communities
- Enhance inter-professional approaches to teaching, research, and clinical education

#### Organizational Structure, Infrastructure, and Space

- Review organizational structure of departments/divisions/programs to optimally position CoH
- Relocate administrative operations of CoH to the Health Sciences campus
- Create a CoH Office of Research
- Participate in the campus master planning process for the Health Sciences campus
- Explore co-location of more departments/divisions/programs of the CoH

#### Diversity and Inclusive Excellence

- Champion initiatives around diversity, multicultural awareness, and inclusive excellence with CoH and across the U
- Increase the diversity of the faculty, staff, and student populations
- Contribute to diversifying the health professions workforce through recruitment and support of diverse students
- Central role to be played by CoH Diversity and Inclusion Committee

#### Health Sciences Collaboration

- Collaborate with health care leaders to support quality, patient safety, and cost-reduction initiatives
- Leverage CoH's strengths in wellness and across the continuum of care to support Health Sciences' health care transformation initiatives
- Cultivate community leaders and potential philanthropic partners to help develop a world class College of Health

## **Department of Occupational and Recreational Therapies (OTRT) Mission Statement**

To discover and transmit knowledge through research, education, and service relevant to occupational therapy and recreational therapy. Our research emphasizes the promotion of health and participation in valued life activities using an interdisciplinary and collaborative approach. We are committed to providing a safe and inclusive space for a diverse group of students to participate in a high quality, transformative educational experience. We prepare innovative OT and RT practitioners and scholars who provide evidence-based service. Our scholarly, educational, service and clinical activities meet unique needs of our communities.

## **Department of OTRT Inclusion Statement**

The Department of Occupational and Recreational Therapies faculty and staff strive to provide an inclusive environment that fosters respect. This is supported by the following principles outlined by the Office for Inclusive Excellence. <http://respectu.utah.edu/>.

- We believe that inclusion and diversity are fundamental to the success of the university, and its students, staff, faculty, and administrators. A collective commitment to diversity and inclusion enriches learning and prepares students to become actively engaged in our local and global society as responsible citizens.
- We strive to nurture a culture of inclusion that respects the humanity of all peoples. We do not support acts of intolerance against another's race, ethnicity, age, sexual orientation, gender, gender identity and expression, ability, socioeconomic status, veteran status, size, national origin, language, religion or any other real or perceived differences based on an individual's identity.
- We aim to promote a climate of respect and shared responsibility that cultivates and sustains transformative practices by forging spaces of possibility where people feel safe, valued, welcomed, and respected. These ideals are intrinsic to collaborative partnerships and our University's mission "to serve the people of Utah and the world."

## **Recreational Therapy (RT) Vision Statement**

To be a national leader in the academic preparation and advancement of the profession of recreational therapy.

## **Recreational Therapy Mission Statement**

The Recreational Therapy Program is committed to the development and advancement of a curriculum that addresses the social responsibility of assisting individuals with disabling conditions in prevention, habilitation, restoration, and rehabilitation. It seeks to provide transformative experiences for the recreational therapy student that enable the achievement of academic excellence from a nationally recognized institution in the preparation of Recreational Therapists. The recreational therapy faculty seeks to collaborate with other health care professions to advance interdisciplinary inquiry, research, and practice to create a more holistic approach to health care in an environment that serves all people.

## Recreational Therapy Program Purpose

The Bachelor's Degree in Recreational Therapy (RT) is designed to address all requirements of the National Council for Therapeutic Recreation Certification (NCTRC) National Job Analysis, the American Therapeutic Recreation Association's (ATRA) curriculum guidelines, and the Committee on Accreditation of Recreational Therapy Education (CARTE) standards. Students acquire both the theoretical and practical skills necessary for the practice of RT, such as assessment, treatment planning, problem solving, behavior analysis, evidence-based intervention implementation, evaluation, and documentation. Students engage in client-based experiences in order to develop an understanding of consumer health needs within community-based programs as well as treatment-based services. Upon completion of the RT program, the student is prepared to sit for the NCTRC examination in meeting the requirements for both national certification and Utah State licensing. Graduates of the UU-RT program consistently score higher than the national average on the national certification exam.

## Recreational Therapy Student Learning Outcomes

- The student will demonstrate the academic competencies needed to complete the BS/BA requirements for a Degree in Recreational Therapy at the University of Utah.
- The student will successfully complete an internship experience and demonstrate the clinical job tasks as defined in the NCTRC Job Analysis.
- The student will demonstrate the role of advocacy for individuals with disabilities through clinical placements, internship experiences, and community engagement.
- The student will demonstrate understanding of the importance of professional advocacy and commitment through engagement in professional organizations and events.

## Procedures for New Students

### Meeting with the Academic Advisor

Schedule an appointment with the academic advisor, Kelly Brown for career exploration, development of recreational therapy degree plan, and major declaration. Bring to your appointment all handouts used for degree planning (see: build your plan). When communicating via email, be sure to include your student ID.

To schedule an appointment, visit

<https://utah.craniumcafe.com/group/kelly-brown/>



## FERPA Release and Distance Advising

General advising questions can be answered through email, telephone, or SKYPE. For specific questions of a confidential nature, a FERPA release is required. To learn more, go to your CIS -> Student Records -> FERPA Release Consent. Read the release form. Select which campus groups can release the student's information (i.e., Academic Advisor). Create a PIN to verify access. Create a list of names/addresses of the individuals of whom the University agencies are authorized to share information.

On the occasion that a student requires an urgent advising decision and the academic advisor is not available and cannot be expected to be available within the time frame needed for those decisions, the approval authority will be as follows:

1. Academic Advisor
2. Program Director
3. Director of Undergraduate Studies
4. Department Chair

## Declaring the Major

A student must have a declared major in order to graduate. You want to declare the recreational therapy major as soon as possible in your academic career. Students need to meet with the RT academic advisor to declare the major. By declaring a major early in your academic process, you establish a catalog year and this sets your degree requirements, it establishes a major for scholarship purposes, and it helps avoid a registration hold as you plan for graduation.

## Course Schedule Planning

The Department makes every effort to plan quality courses and schedule them in such a way as to benefit the majority of student needs and interests. It is important that students check the schedules and plan their curriculum carefully. High priority must be given to completing general education requirements.

## General Education & Bachelor's Degree Requirements

The University QA (MATH 1030, MATH 1050, or MATH 1090) and WR2 (WRTG 2010) must be completed before enrollment in RECTH courses. It is strongly recommended that all general education requirements are completed before embarking on the RT major. Students will want to consider matching university graduation requirements (DV, CW & IR) with RT electives and/or supportive coursework.

Students need to also consider taking general education courses that are prerequisites for later courses. For example, BIOL 1610 fills a SF requirement and is a recommended prerequisite for human anatomy. Students will need to ensure that required prerequisite courses are met prior to enrolling in any RT supportive coursework.

Students are required to have a minimum 2.5 cumulative GPA to enroll in RECTH 3330 and RECTH 4300. Students should enroll in these courses in their junior year of study. Students must enroll in RECTH 3330 and RECTH 4300 concurrently.

## Degree Plan

A plan allows you to choose the program you want and plan out all the classes you will need to complete in order to make that program work for you. You will be able to see what classes you will need each semester and get an idea of what your time here at the University of Utah will look like. You can make as many plans as you want and explore all the different programs we have to offer, find out which one will work best for you!

To add a new plan, you must login to your CIS page and select the tile with the graduation cap that says "My Degree Dashboard" to get into your Degree Dashboard. In your Degree Dashboard, select the plans tab at the top left corner of the page. This will take you to the manage plans page. To create a new plan, select "Create a New Plan."

Use the drop down menus to select the program you want to create the plan for. You will select what college your program is in, the major you are interested in, and "Bachelor's" for the degree. You will choose the most recent catalog year, unless you are creating a plan for the program you are declared in. In that case, you will select the year you declared your program.

Now you will see red text that says "Add Requirement." This is indicating that you need to select additional requirements in order to run the audit for the plan. You will need to select the degree type for your program, and if an emphasis is required you will also need to select the emphasis. Once you have finished selecting what is required, you now have the option to add more to your audit. If a program allows multiple emphasis, you can add the additional one you want. If a program does not require an emphasis but has the option for one, you can select it. You also have the option to add one or more minors and/or certificates to this audit. However, you can no longer run a single audit or plan just for a minor or a certificate. If you want to explore minors and certificates without running a whole other program, you can run an audit for General Education, the GENED degree will only show the General education requirements and whatever minors and certificated you choose to add to it.

Once you have put in all the information for the audit portion, now you will need to enter the plan information. You can name your plan anything you want, select the next term or semester you plan to take courses, type in the year that matches that term, and select how many years you have until graduation. Then click "Next."

Now you will automatically be taken into the plan you have just created, to learn more on how to build your plan go to the "Build Your Plan" tab of this page.  
(retrieved from <http://mydegreedashboard.utah.edu/plans.php>).

## **Build Your Plan**

Once you have added your plan, you can build your plan! To build or edit your plan, you must login to your CIS page and select the tile with the graduation cap that says "My Degree Dashboard" to get into your Degree Dashboard.

In your Degree Dashboard, select the plans tab at the top left corner of the page. This will take you to the manage plans page. Simply click on your plan name to build or edit that plan.

You can also access your plan by going to the "Action" column and clicking on the drop down list of the plan you wish to edit. Within that drop down list of actions you can edit your plan, rename your plan, copy your plan, or delete you plan.

Once you are in your plan you will see the audit on the left side and your semester-by-semester plan on the right side. You will need to understand how to read an audit in order to be able to understand how to build your plan because you will be building

from the audit. If you do not know how to read an audit go to the [audits](#) page and find the tab "Read My Audit" to learn more.

When you click on an unfulfilled requirement in the audit that you want to plan for, it will open and you will be able to see a list of courses you can select from to fulfill that requirement. If you click on one of those course, you will be able to see the name of that course, a description of the course, if that course has any pre-requisites, and any general education or bachelor degree requirements it covers.

To add a class to your plan you can click and drag the class you want from the audit to the appropriate semester in your semester-by-semester plan. After you've completed your plan schedule an appointment with the RT academic advisor so she can ensure your plan is the best plan for you and will successfully get you to graduation!

(retrieved from <http://mydegreedashboard.utah.edu/plans.php>)

## My Degree Audit

Students are encouraged to review their degree audit regularly. This tool is used during advising appointments to ensure that students are meeting the RT major requirements, maintaining minimum grades and GPA and plan future courses. Students are encouraged to meet with the RT academic advisor each semester to check progress. Students have the ultimate responsibility to ensure that their degree requirements are met.

A declared audit will only work for you if you have a declared program. The declared Audit will show your progress toward graduation within your declared program. (To check your progress toward graduation if you do not have a declared program you can run a what-if audit and scheduling an appointment with the RT academic advisor.)

To run a declared audit, you must log into your CIS page, find the graduation panel, and select "My Degree Dashboard". The Degree Dashboard will allow you to navigate to the "Request an Audit" page in two different ways:

1. If this is your first time running an audit you will see a Welcome page saying "Welcome to My Degree Dashboard" underneath that, you will see a gray box that says "Request an Audit". Click on the "Request an Audit" page. If you or your advisor have ran an audit prior, the most recent audit will be your landing page. In the upper right hand corner of your audit, you will see a gray box that says "Request an Audit" click this link.
2. On the "My Degree Dashboard" click the "Audits" tab in the upper left hand corner of the page and select "Request New". Your Degree Dashboard will automatically pull in all your declared programs. When you get to the "Request an Audit" page, under "Declared Programs" you should see all the programs you have declared. In order to run your declared audit you will select the gray box that says "Run Declared Programs". If you only have one declared program, by clicking on "Run Declared Programs", your Degree Dashboard will automatically load your declared audit. However, if you have more than one declared program, by

clicking on "Run Declared Programs", your Degree Dashboard will take you to the Manage page where it will load up new audits for all of your declared programs and you will select the Recreational Therapy or "View Audit". (Retrieved from <http://mydegreedashboard.utah.edu/audits.php>)



## Recreational Therapy Degree Requirements

Recreational Therapy Required Courses						
Course #	Course Name	CR	Sem Offered	Order	Year	Prerequisites
RECTH 3330	Foundations of Recreational Therapy	3	Fall	1		WR2 and QA; GPA 2.5; Corequisite: RECTH 4300
RECTH 4300	Recreational Therapy and Individuals with ID	3	Fall	1		WR2 and QA; GPA 2.5; Corequisite: RECTH 3330
RECTH 3360	Assessment, Documentation, and Eval in Recreation Therapy	4	Spr	2		RECTH 3330, 4300 with a C or better
RECTH 4310	Recreational Therapy and Older Adults	3	Spr	2		RECTH 3330, 4300 with a C or better
RECTH 4320	Recreational Therapy and Physical Medicine	3	Fall	3		RECTH 3360, 4310 with a C or better; Recommended: Anatomy
RECTH 5360	Techniques and Facilitation in Recreational Therapy	3	Fall	3		RECTH 3360, 4310 with a C or better
RECTH 5350	Advancement of Recreational Therapy Clinical and Prof Analysis	3	Fall	4		RECTH 3360, 4310 with a C or better
RECTH 4330	Recreational Therapy and Mental Health Services	3	Spr	4		RECTH 4320, 5360 with a C or better; Recommended: PSY 2300
RECTH 5300	Management in Recreational Therapy	3	Spr	4		RECTH 4320, 5360 with a C or better; Recommended: PRT 5395
RECTH 5828	Recreational Therapy Internship	12	Fall, Spr, Sum	5		All RECTH coursework completed with a C or better; Dept. approval
<b>Sub-Total</b>					<b>40</b>	

- A minimum 2.5 cumulative GPA required prior to enrolling in RECTH 3330 and RECTH 4300.
- RECTH 3330 and RECTH 4300 must be taken concurrently.
- All RECTH courses must be completed with a grade of C or better before continuing the RECTH course sequence.
- RECTH courses may only be attempted twice. If minimum grade is not earned on second attempt, contact the RT academic advisor.
- All supportive coursework must be completed with a C or better.
- A minimum 2.5 cumulative GPA required prior to enrolling in RECTH 5828.
- All compliance requirements must be completed and recorded in CastleBranch prior or enrolling in RECTH 5828.

**MINIMUM TOTAL CREDIT HOURS: 66**

Course #	Course Name	CR	Semester Offered	Year	Pre-requisites
<b>Required Supportive Course Work</b> (must be completed with a C or better)					
BIOL 2325 AND BIOL 2420 OR	Human Anatomy AND Human Physiology (AS)	4 4	Fall, Spr, Sum Fall, Spr, Sum		BIOL 1610 & CHEM 1130
H EDU 4650	Anat and Phys for Health	4	Fall, Spr, Sum		
KINES 3092 OR KINES 3550	Kinesiology OR Motor Development	3 3	Fall, Spr, Sum Fall		BIOL 2325
FCS 1500 OR NURS 2100	Human Development/ Lifespan	3	Fall, Spr, Sum		
PSY 2300	Psych of Abnormal Behavior	3	Fall, Spr, Sum		PSY 1010
SOC 3112 OR PSY 3000	Social Stats (QB & QI) OR Psychological stats (QB & QI)	4 4	Fall, Spr, Sum Fall, Spr, Sum		MATH 1030 or higher
PRT 5395	Financial Management (QI)	3	Fall, Sum		Computer proficiency; Need permission code to register
<b>Alternate Health Care Course (take one)</b>					
H EDU 5100 OR H EDU 3050 OR SOC 3671 OR FCS 5430 OR H EDU 5300 OR DISAB 3000	Health Care in the USA OR Community Health Issues OR Sociology of Health OR Families, Consumers & Health OR Div and Health (DV & CW) Intro Disability (DV)	3 3 3 3 3 3	Fall, Sum Fall, Spr, Sum Spr Spr Fall, Spr, Sum Fall		
<b>Elective Course(s):</b> <b>Must take at least 3 credits (Social Science or Humanities). Must be 3000 level or higher.</b> The class will need to contribute to understanding of health and human services and/or reinforce the students' area of specialization. If supportive course work is less than 23 credits, additional electives will be added to enhance supportive coursework hours. Course options from FCS, GERON, H EDU, NUIP, PHIL, PRT, PSY, SOC, SP ED, cultural focus. Students may wish to select a course that also fulfills graduation requirement(s) or minor or certificate requirement(s). <a href="https://advising.utah.edu/majors/quick-look/index.php">https://advising.utah.edu/majors/quick-look/index.php</a> .					
<b>Sub-Total</b>				<b>27</b>	<b>or 30</b>

#### A FEW SUGGESTED COURSES:

ANTH 4110	Women Cross Culturally (IR)	H EDU 5350	Eating Disorders
FCS 3370	Parenting Across Cultures (IR)	PRT 5735	Prog for Positive Youth Dev
FCS 5370	Family Violence (CW)	PRT 5730	Dynamics of Youth Dev
GERON 5005	Diversity in Aging (DV)	PSY 3120	Cognitive Psychology
GERON 5235	Cognitive & Emotional Aging	PSY 3220	Childhood & Adolescent Dev
GNDR 4110	Women Cross Culturally (IR)	PSY 3700	Drugs & Behavior
H EDU 5060	Global Health Promotion (IR)	SOC 3769	Social Disparities Health (DV)

# Curriculum Requirements

## Scholastic Standards

Recreational Therapy students are held to high professional standards. The ability to function as a recreational therapist will depend upon the knowledge related to the competencies of the profession and the ability to perform the tasks necessary to deliver evidence-based practice. The faculty, therefore, encourage you to maintain the highest level of achievement. You are investing in your future as a professional person and in the success of the profession. Students will be required to demonstrate high scholastic and professional behavior standards. Our goal as a faculty is to assist you in reaching your academic and professional goals.

## Academic Expectations

1. The Department of Occupational and Recreational Therapies (OTRT) Recreational Therapy Undergraduate (BS/BA) Degree requires that students have a minimum 2.5 cumulative GPA prior to enrolling in RECTH 3330 and RECTH 4300.
2. The RT Degree is sequentially designed to enhance the clinical learning process. RECTH 3330 and RECTH 4300 must be taken concurrently.
3. Students are expected to complete each RECTH course and all supportive course work with a grade of C or higher.
4. Students must also maintain a minimum 2.5 cumulative GPA while enrolled in RECTH courses and prior to enrolling in RECTH 5828-Recreational Therapy Internship. If a student is failing to meet the minimal expectations of the RT program the RT Program Director may ask to meet with the student and together design a plan for success.
5. Students are limited to two attempts at successfully completing a RECTH course with a grade of C or higher. Students who do not successfully complete the RECTH course on the second attempt will be dismissed from the major. Students are highly encouraged to meet with the academic advisor to explore alternate majors for bachelor degree completion.
6. The 40 hours of clinical rotation time in RECTH 4300, 4310, 4320, 4330 is not optional. Typically, students can expect to complete 4 hours a week for 10 weeks during the semester. These hours must be completed as outlined in the syllabus in order to successfully pass the course. If a student does not complete all of the assigned hours, the highest grade the student can receive is a C- for the course.

## CIS/Canvas

The University of Utah conducts communication with their student body through the CIS system. CIS is your gateway to all secure university information. You will need to enter CIS to access the CANVAS system. By the time, you begin your RECTH courses you will most likely be proficient in both of these systems however, as a transfer student, one or both of the systems may be new. The university has specially designed tutorials to help navigate each system. The RT academic advisor or your instructor/professor would be glad to guide you in the specifics of the department or individual class.

All students are highly encouraged to accept the invitation to join the RECREATIONAL THERAPY CLASS. The RT faculty and the academic advisor will post important information and announcements about special events through this CANVAS course.

Each RECTH course will be posted on CANVAS. The RT faculty member will communicate the course requirements, assignment details, and grading process through CANVAS. Each faculty member will have their own style of organization and will provide orientation to the expectations and information placed on CANVAS. It is the student's responsibility to check their CANVAS courses frequently. It is important when posting assignments on CANVAS that the student check their submission to ensure the correct assignment has been attached correctly.

## University Email Policy

Each student is issued a University Network ID (UNID) and email (UMail) account for use throughout the time the student is registered for classes at the University of Utah. It is the policy of the University of Utah that a University assigned student email account shall be the University's official means of communication with all University of Utah students. Therefore, all emails to students will be sent only through University email. Faculty will not answer emails from private email accounts. The University reserves the right to send official communications to students by email with the full expectation that students will receive email and read these emails in a timely fashion. Therefore, students are expected to check their UMail account on a frequent and consistent basis in order to stay current with university-related communications. Students must insure there is sufficient space in their accounts to allow email to be delivered. Students have the responsibility to recognize that certain communications may be time-critical. Not meeting a deadline because students did not retrieve the email from their University of Utah-UMail account is not an acceptable reason for being excused from that deadline. Students will not be held responsible for an interruption in their ability to access a message if a university system malfunctions that prevents a timely delivery of, or access to, that message (e.g., power outages or email system viruses).

Note: CANVAS also has an email system, the University of Utah's online teaching platform and all RECTH courses are structured through CANVAS. Therefore, emails regarding specific courses may be sent to the instructor of a course through CANVAS. However, other methods of contacting instructors through CANVAS may not reach the intended instructor (such as comments in Speed Grader related to feedback on specific assignments) as they do not automatically forward into the University of Utah email system. Please check with individual instructors regarding which communication tools to use for each class.

### FORWARDING OF EMAIL:

Students and employees in HSC (Health Science Center) are not allowed to auto-forward email to personal addresses. This is a violation of policy. Only the UMail system or the encrypted email server are authorized for sending and receiving work email. Auto forwarding an email containing PHI (Personal Health Information) to a personal account would be sent unencrypted—a violation. If email is manually forwarded from the UMail

system, the user has the opportunity to encrypt it by putting PHI in the subject line. Training on PHI is provided through mandatory HIPPA training.

## Changes in Curriculum Requirements

If the requirements for the RT degree change, the student may follow their original approved degree plan or elect to follow the new plan that includes the changes. If a course is no longer offered, every effort will be made to find an appropriate substitute.

## Scholarly Writing

The Department of Occupational and Recreational Therapies expects students to follow the standards of the latest edition of the **PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION** in preparing scholarly papers. The decision to follow the APA format is based on the fact that, at the University of Utah, APA is the most widely used format within the Social and Behavioral Science area. Students are expected to acquire and use this valuable resource. <http://www.apastyle.org/apa-style-help.aspx>

## Compliance Requirements

As a part of the University of Utah Health Sciences and College of Health all students in the Department of OTRT are required to complete program specific compliance requirements. The following information outlines the compliance requirements for recreational therapy students and the process by which students must submit all information.

**CastleBranch:** CastleBranch is the compliance record portal that the Department of OTRT uses to obtain Background Checks and to store student compliance records. Each student will create a personal account during the first week of RECTH 4300. Students will access CastleBranch through: <https://portal.castlebranch.com/UD96>

**To begin the CastleBranch process go to Appendix B.**

When you have completed your compliance requirements you will have the following in your personal CastleBranch account:

- 3-Step Criminal Background Check
- Immunization Verification
  - Measles, Mumps, Rubella (MMR)
  - Varicella/Chicken Pox
  - Tetanus, Diphtheria, and Pertussis (TDap)
  - Hepatitis B
  - Tuberculosis
- Influenza- Annual Flu Shot
- Health Insurance Verification
- Basic Life Support Training (BLS)
- Recreational Therapy Student Handbook-Acknowledgement
- HIPPA Certification
- Drug Screen-if required by placement facility)

### **Criminal Background Check**

All Health Science students are required to obtain a criminal background check. Recreational Therapy students must secure a criminal background check by the second week of enrollment in RECTH 4300. No student will be allowed to begin clinical rotation hours without a cleared criminal background check. Student will enter their CastleBranch account to complete the 3-step criminal background process. (See Appendix B).

If a student has a criminal offense that could prohibit their clinical placement or their ability to be state licensed or nationally certified the RT Clinical Education Coordinator (CEC) will meet with the student and discuss possible options.

If the student has a criminal offense that may prohibit their ability to complete specific functions required at their assigned clinical placement i.e. motor vehicle infractions, the CEC will discuss this with the student and must disclose this information to the agency.

### **Immunization Verifications**

Recreational Therapy students are also required to provide proof of the following immunizations:

- a. Measles, Mumps, Rubella (MMR)-Documentation of 2 doses MMR vaccine or record of laboratory serology (titers) results
  - b. Varicella/Chicken Pox- Student with no history of exposure to chickenpox will be required to provide documentation of inoculation series (2 shot) or physician documentation of disease or record of positive serology (titer) results.
  - c. Tetanus, Diphtheria, and Pertussis (TDap)-within the last 10 years.
  - d. Hepatitis B- 3 dose series. Students lacking documentation of injections will be required to offer record of laboratory serology (titers) results.
  - e. Tuberculosis-Required once a year. If a student does not have a documented negative skin test result within the preceding 12 months, a two-step baseline must be used. Students with a positive PPD must have a chest x-ray and provide documentation to School that demonstrates no active Tuberculosis. Students should have a repeat PPD if exposed to a patient with active TB. Introductory requires a 2-step process, annual update requires a 1 step process)
- Upload a photo copy or documentation of the immunizations listed above to the appropriate section on your personal CastleBranch account. If you have an immunization card that lists multiple immunizations you must upload the copy into each required area.

Students who claim an exemption to immunizations must know that:

- there are a limited number of sites who will allow unvaccinated individuals to engage with clients/participants;
- may not get their desired sites;
- will not be assigned to any medical facility, and;

- may need to delay graduation in order to ensure all clinical experiences are completed.

### **Influenza/Annual Flu Shot**

All RT students must show proof of an annual influenza shot/flu prior to beginning clinical rotations. Students can receive a flu shot at the University Student Health Center. If a student chooses not to obtain a flu shot they may be required by the agency to wear a medical mask during their scheduled shifts.

- Upload the proof of vaccination to the appropriate section on your personal CastleBranch account.

### **Health Insurance Verification**

Recreational Therapy students must have health insurance prior to engaging in clinical rotations. Insurance can be the student's personal health insurance plan or health insurance through a parent/guardian's plan.

- Upload proof of health insurance to the appropriate section on your personal CastleBranch account.

### **BLS/Healthcare Provider Training**

All Recreational Therapy students are required to have proof of Basic Life Support (BLS) training through the American Heart Association. (Red Cross training is not accepted.) This training can be met through the following: Healthcare Provider Training course sponsored by the RT student association (RTSA), an American Heart Association training that includes CPR & First Aid, or Wilderness First Responder (WFR).

Prior to registering for an external provider's training, check with the RT Clinical Education Coordinator to insure the program meets the appropriate requirements. If a student has a training they feel meets the BLS requirements they can submit that documentation for review to the Clinical Education Coordinator.

- Upload certification verification to the appropriate section on your personal CastleBranch account.

Students will be notified of the RTSA sponsored Healthcare Provider Training prior to Fall semester. Students will want to register immediately as there are a limited number of seats available.

Note: Students will want to complete their American Heart Association BLS training as soon as possible as this is required before beginning the clinical experience (by the second week of the RECTH 4300).

### **Professional Liability Insurance**

If a student decides to complete an internship out-state and is approved for an out-of-state placement by the CEC the student will be required to purchase professional liability insurance. The general and professional liability coverage will need to be in the amounts of at least \$1,000,000 per occurrence and \$3,000,000 in the aggregate, with insurance carriers or self-insurance programs approved by Hospital, in accordance with Hospital's bylaws, rules and regulations. Coordinator of Clinical Education will assist students with this process.

## HIPPA Certificate

The HIPPA certificate will be completed through a class assignment in RECTH 4300 & 4320.

## Recreational Therapy Student Handbook Acknowledgement

The recreational therapy undergraduate student handbook contains critical information for the recreational therapy student. It is designed to be a primary resource to assist the RT student in navigating their BS/BA degree in RT. The student will be introduced to the handbook during the RT student orientation and required to read and sign the Recreational Therapy Student Handbook Acknowledgement Form as an assignment in RECTH 3330-Foundations in Recreational Therapy.

- Upload a copy of the Recreational Therapy Student Handbook Acknowledgement Form to the appropriate section on your personal CastleBranch account.

## Drug Screen

Many health and human service agencies require that students have drug screens prior to engaging in any interaction with clients/participants/students. Drug screens are time sensitive and will need to be completed ONLY when required by the agency. It is possible a student will need to complete more than one drug screen during their RECTH course work. A 12-panel urinalysis screen is standard. The OTRT Department has arrangements with local labs for students to get the requested drug screen:

<https://intermountainhealthcare.org/services/occupational-medicine/workmed/workmed-locations/>

Students are responsible for the cost of the drug screen and will pay the lab at the time of appointment.

Once the drug screen is complete, it may be necessary to designate where your screen results are sent. You will need to have the results sent to the RT Clinical Education Coordinator, Sandra Negley: [sandra.negley@health.utah.edu](mailto:sandra.negley@health.utah.edu).

Note: If a student fails their drug screen (having a positive percentages for the substances tested without medical documentation) the student may be denied registration in one of the RECTH 4000 series courses that require a clinical rotation or the students internship placement. Once the student “passes” the drug screen they may be placed at an agency to complete a clinical rotation or internship placement. Students must keep in mind that a failed drug screen may delay their ability to complete one of the RECTH 4300 series coursed or to register for an internship until the subsequent semester that the course is offered. **Drug screens are completed on a request or as needed basis.** These compliance markers may or may not be required by an agency. Agencies may have their own compliance requirements and students will need to follow those procedures.

The Undergraduate Recreational Therapy Handbook is available on the OTRT Department web site: <https://health.utah.edu/occupational-recreational-therapies/degrees/recreational-therapy-bs/current-students.php>. It is also posted on



Canvas in the RECREATIONAL THERAPY Course as well as most classes will include as a resource document.

## Course Guidelines

The following academic expectations and standards are to be followed in every RECTH course unless the instructor clearly indicates an exception to policy. All standards are the minimum level required.

### Class Attendance Guidelines

Class attendance is critically important in the RECTH courses. Faculty members will clearly outline their expectations in individual course syllabi. Many classes will have experiential learning exercises, critical reading reviews, or reflections that are a part of the attendance expectation for a given day. These may not be something a student can make-up if they are not in attendance on that day.

Each faculty member is required to adhere to the course syllabus distributed to students. This provides an advanced communication tool for the student. All class requirements and assignment dates are provided prior to the beginning of each semester. If a student chooses to plan, a personal trip or event that will interfere with course attendance and/or assignments it is not the instructor's responsibility to accommodate these individual requests.

### Cell Phones

The recreational therapy faculty ask that cell phones are turned off prior to the beginning of class time. Accepting calls or texting during class time is unacceptable.

### Computers/Tablets

The use of computers, in a college classroom can be essential, however, when computers are used for things other than the class content, it is a distraction to the learning environment for the student themselves, many other students around that individual, and the instructor. When this distraction becomes a problem, the instructor will advise student of the problem. If the behavior continues the professor will ask the student to no longer use a computer in class. If computer use is abused in the class, the instructor will disallow the use of all computers during class.

### Assignments

All assignments must be neatly typed or otherwise prepared on word processing software. Grades will be reduced for poor quality, organization, composition, grammar, and/or spelling. **No papers** will be accepted through google docs. Students must submit as a word document through CANVAS. Students need to verify the files they submitted are the correct documents. Files submitted incorrectly are considered late assignments and reduction of grade will be assigned.

### Professional Portfolio

Each student will be required to create a professional portfolio throughout the RT curriculum. The professional portfolio will begin in RECTH 3330, each subsequent RECTH

course will have a designated assignment to be included in the portfolio. The final portfolio will be submitted as an assignment in RECTH 5828-RT Internship.

### **Plagiarism**

All work must be original (your own work for each class) unless cited by reference. Plagiarism violations are subject to prosecution under university student behavior regulations. All students need to be familiar with the Student Code (<http://regulations.utah.edu/academics/6-400.php>).

### **Due Date Guidelines**

Recreational Therapy faculty all adhere to the policy that all assignments are due at the beginning of class on the assigned date. Late assignments will be accepted, but will be reduced 10% of the total points possible for each day an assignment is late. **No assignments are accepted after three days, including weekends.** Files submitted incorrectly are considered late assignments and reduction of grade will be assigned.

### **Exams**

Students are expected to take all exams on the date scheduled. Make-up exams will only be given in the event of an emergency (e.g. death in the family or medical emergency). In these instances, students should be prepared to provide documentation verifying the emergency to the instructor.

### **Final Examinations**

It is against University policy for faculty to administer final examinations at a time other than the period designated by the University calendar. At the beginning of each semester, the student is responsible to determine if any of their registered classes have final exams and determine the specific date and time of each exam. Each course's syllabi should also reference final exam schedule for the individual class. Students need to plan for final examination, as faculty are required to follow university policy.

### **Grades**

It is important that all students take personal responsibility for tracking their grades. If there is, a question regarding an assignment the student should contact the instructor immediately to discuss. Students should not wait until the end of the semester to question a grade on a specific assignment, as it is too late at that point to have critical discussion regarding the requirements and important academic content.

### **Incompletes**

University policy states that an incomplete may be given only when the student has passed at least 80% of the course work. The incomplete must be completed within a one-year period and the faculty member must submit a grade change form or an E grade will be automatically posted.

## **Guests in Classroom**

If a student would like to bring a guest to class, the student will need to make prior arrangements with the instructor/professor of that specific class. It is not standard

practice to allow uninvited guests to the classroom and is up to the individual instructor/professor's discretion.

## Animals in Classroom

1. Service animals (as defined by the ADA) are welcome on campus and in the classroom. ([www.disability.utah.edu/services/campus.php#service](http://www.disability.utah.edu/services/campus.php#service))
2. Emotional support animals are not allowed in the classroom. ([www.disability.utah.edu/services/campus.php#service](http://www.disability.utah.edu/services/campus.php#service))
3. Pets are not allowed in the classroom. (Policy 3-231: Control of Animals on Campus)

## RECTH 4300 Series-Disability and Clinical Rotation Courses

The Recreational Therapy curriculum is designed sequentially and includes a series of courses (the 4000 series: RECTH 4300, 4310, 4320, 4330). These courses introduce students to the broad spectrum of disorders and services provided for the population. These classes not only include academic content but also require a clinical rotation to expose students to the population and services. Clinical placements will vary according to geographical location, services provided, and placement availability. Some of the clinical placements will be with licensed and certified recreational therapists and others may be with healthcare professionals from various disciplines, promoting the understanding of interprofessional collaboration. All placements provide an opportunity to learn and understand the specific population, gain an awareness of how the RT process may be conducted with the specific population, and provide opportunities to engage in advocacy efforts for the clients and the RT profession.

In the RECTH 4000 series the 40 hours of clinical rotation time is not optional. These hours **must** be completed as outlined in individual syllabi in order to successfully pass the course. If a student does not complete all of the assigned hours, by the required due date, the highest grade the student is able to receive is a C- for the course.

Professional behavior is expected at all clinical rotation sites. This includes adhering to assigned schedules and abiding by agency policies. Students are representing themselves, the OTRT Department and specifically the RT program, as well as the University; a student's behavior is a reflection on all involved.

Professional dress is expected at every clinical rotation experience. The responsibilities of the RT are diverse and require the student to dress to meet the activities on any given day. The student should read agency dress code during initial orientation and always check with agency supervisor regarding the required dress for special activities. Not following agency dress code is grounds for termination of placement.

## RECTH 5828-Recreational Therapy Internship

RECTH 5828- Recreational Therapy Internship is the critical connection between academia and practice. The internship is designed to combine practical professional

experience with the theoretical and philosophical foundations studied in the classroom. Through the internship experience students grow professionally, intellectually, and personally. The student learns to identify and build on their strengths and interests, and address their limitations. The student also gains an appreciation of roles, responsibilities, and the actual practice of recreational therapy (RT).

The RT program strictly adheres to all standards required by the State of Utah's Recreational Therapy Practice Act and the National Council for Therapeutic Recreation Certification (NCTRC). All internship requirements are thoroughly outlined in the Clinical Education Handbook. The handbook can be found on Canvas-RECREATIONAL THERAPY course, Canvas-RECTH 5828 course, and on the OTRT web page.

### **Student Prerequisites**

- All RECTH course work must be successfully completed with a grade of C or higher prior to enrollment in RECTH 5828. (RT course work: RECTH 3330, RECTH 4300, RECTH 3360, RECTH 4310, RECTH 4320, RECTH 4330, RECTH 5300, RECTH 5350, & RECTH 5360);
- Minimal overall GPA of 2.5 for in-state, 3.0 for out-of-state, or remote supervision or 3.2 for international placement;
- It is highly recommended that all supportive course work be completed prior to the internship;
- Prior to enrollment the student must have a current Healthcare Provider certificate or American Heart Association CPR/First Aid/BLS;
- All immunizations documented on CastleBranch;
- Evidence of health insurance;
- Current background check if requested by agency;
- Current drug screen if requested by agency;
- Professional membership (URTA and/or ATRA);
- The student is responsible for verifying with their clinical site, any additional medical/health or legal requirements and/or documentation needed;
- Evidence of liability insurance if completing an out-of-state or international internship;
- Departmental approval.

### **Student Eligibility Requirements:**

The student must complete and submit, *Recreational Therapy Internship Form* (Form 1) to the OTRT Academic Advisor by:

- Spring Internship, October 1
- Summer Internship, March 1
- Summer Semester, June 1

The Academic Advisor will review and notify student of eligibility. When the student meets all requirements and is eligible the Academic Advisor will forward the *Recreational Therapy Eligibility Form* (Form 1) to the Coordinator of Clinical Education.

Students need to plan for the internship experience. The Recreational Therapy Clinical Education is located on the OTRT Department web page <http://health.utah.edu/occupational-recreational-therapies/degrees/recreational->

[therapy/](#) and should be referenced in preparation for the 5828 internship requirements and as a reference throughout the student's internship.

## Grievance Policy

If a student disagrees with the grade received in a class there is a grievance process:

1. Schedule a meeting, in person, with the instructor/professor of the class.
2. If meeting with the instructor/professor does not result in a satisfactory outcome, the student can then meet with RT Program Director. (If the professor is the RT Program Director, the student can go directly to the Chair of the Occupational and Recreational Therapies Department.)
3. If the student does not feel a satisfactory outcome has been reached after meeting with the RT Program Director the student should then collect all information from the class and prior meetings with the instructor/professor and the program director and meet, in person with the Chair of the Occupational and Recreational Therapies Department.
4. If the student still feels the situation has escalated and a fair and reasonable outcome has not been accomplished the student can then go to Assistant Dean of Students in the CoH.

## Ethical Conduct and Behavior

Recreational therapy students are expected to follow the standards of professional conduct as outlined in the American Therapeutic Recreation Association's code of ethics <https://www.atra-online.com/welcome/about-atra/ethics>.

Students are also expected to adhere to the University of Utah's Student Code of Conduct <http://regulations.utah.edu/academics/6-400.php>. Failure to comply with these expectations may result in disciplinary or corrective action.

## Dress Code

1. Classroom attire is casual. However, discretion should be used regarding reveling clothing (i.e. bare midriff, form fitting, low riding pants, low cut shirts, short shorts, etc.).
2. Professional presentations whether in the classroom or an outside event requires professional attire. Seeking advice from RT faculty is important.
3. When attending external events and activities such as URTA board meetings, conferences, site visits, or completing clinical rotations, students are expected to dress professionally and in a manner that represents the student, the Recreational Therapy Program, and the University in a professional manner. At the very minimum attire should be nice slacks and a top (casual business attire). If in doubt about appropriate attire, error on the side of being conservatively dressed or over-dressed rather than under-dressed. It would also be advisable to ask about the appropriate dress code for the event or placement. There may be exceptions when it is appropriate to dress down and wear more casual clothes—**these exceptions will be noted for you**. It is the responsibility of the student if they are unclear about appropriate dress for a particular activity to ask the faculty member in charge of event or the clinical placement supervisor.

4. The agencies for your clinical placements may require specific clothing or have their own dress code. You will be notified of this and will be expected to follow all agency requirements. Not following agency dress code is grounds for termination of placement.
5. Your nametag/badge should be worn as part of your professional attire. It is critical that you wear your nametag/badge during clinical placements (unless otherwise noted).

## Leave of Absence

A Leave of Absence allows degree-seeking undergraduate students who have registered for and completed university credit classes to request an extension of their enrollment eligibility for a maximum period of seven consecutive semesters (including summers). Requests are reviewed on a case-by-case basis and may be granted for the following reasons: illness (personal or familial), military service, humanitarian or religious service, or participation in a University of Utah sponsored program. Retrieved from <http://registrar.utah.edu/handbook/leave.php>

## RT<sup>2</sup> Recreational Therapy Research and Training Lab

The mission of the Recreational Therapy Research and Training Lab- RT<sup>2</sup> is to advance recreational therapy practice through both research and training initiatives while simultaneously building partnerships and collaborations involving: faculty/researchers, students, practitioners, and consumers/clients.

The purpose of student membership in this lab is to provide University of Utah students with the opportunity to increase their understanding of research related to recreational therapy and to advance evidence-based practice in the discipline. The lab promotes student involvement in a variety of research and training activities connected to this focus area.

- Efficacy of Recreational Therapy Interventions
- Reading and Understanding Research
- Research Design and Methods
- Data Collection and Analysis
- Knowledge Translation
- Research Ethics
- Funding Opportunities
- Dissemination of Research Findings (e.g. presentations, posters, publications)

Students become members through a formal application process.

Undergraduate Requirements:

- Declared recreational therapy major
- Enrollment in/completion of a minimum of two recreational therapy courses (note: students who are currently enrolled in RECTH 3330 & RECTH 4300 are eligible);
- Minimum cumulative GPA of 3.2
- Ability to attend one hour lab meetings weekly on campus

- Willing to participate for full academic year (September-April)
- Commitment to work towards the University of Utah's Undergraduate Research Scholar Designation. <https://our.utah.edu/for-students/undergraduate-research-scholar-designation-ursd/>

Applications are accepted during the first weeks of the fall semester of the academic year. If accepted students make a one year commitment to the lab and can reapply the following year.

<https://health.utah.edu/occupational-recreational-therapies/degrees/recreational-therapy/rt2.php>

## RTSA-Recreational Therapy Student Association

The Recreational Therapy Student Association (RTSA) is a student-directed organization within the Department of Occupational and Recreational Therapies to provide social, education, and professional support to its members. All University of Utah students are eligible for full membership. Full members are those who have paid their yearly dues, have attended a minimum of two meetings a year, and participated in at least one service project a year. Students are accepted as members without regard to gender, race, color, ability, creed, or sexual orientation. Full membership includes the right to run for office, participate in all activities including fundraising, organizing volunteer opportunities, and attending social gatherings.

Students can join at: <https://umarket.utah.edu/um2/otrt/product.php?product=12>

## Graduation Information

### Graduation Requirements

When a student has reached 90 credit hours, they will be eligible to apply for graduation. Students need to visit

<http://registrar.utah.edu/handbook/undergradgraduation.php> and print the Applying to Graduate checklist [http://registrar.utah.edu/\\_pdf/UG-Advisor-Checklist.pdf](http://registrar.utah.edu/_pdf/UG-Advisor-Checklist.pdf).

### Applying for Graduation

Spring Graduation (May)	– November 1 of the preceding Fall Semester
Summer Graduation (August)	– February 1 of preceding Spring Semester
Fall Graduation (December)	– June 1 of preceding Summer Semester

To apply on or before the due date simply click on the “[Apply for Graduation – Undergraduate](#)” link under the Graduation menu box in Campus Information Services (CIS) and follow the instructions on each page. *Note: This link does not become active until you have a minimum of 90 credits completed.*

**If you do not apply for graduation by the above stated deadline, you will be charged a late fee and may have your graduation delayed.** Students are able to renew their



graduation application once without penalty. Graduation applications will not be accepted more than one year in advance.

## **State Licensing and National Certification**

All Recreational Therapy majors should familiarize themselves with state licensing (required for practice as a recreational therapist in the States of Utah, North Carolina, Oklahoma, and New Hampshire) and national certification as a Certified Therapeutic Recreation Specialist™ (CTRS®) provided through the National Council for Therapeutic Recreation Certification® (NCTRC®).

The State of Utah requires a license to practice Recreational Therapy. The Utah Department of Commerce, Division of Occupational and Professional Licensing (DOPL) regulates professional licensing in the State of Utah. In order to be licensed in the State of Utah as a TRS or MTRS level, one must meet all qualifications for national certification under the National Council for Therapeutic Recreation Certification, and successfully pass the national exam. The Recreational Therapy Program at the University of Utah prepares the student to sit for the NCTRC exam. (See State of Utah Recreational Therapy Practice Act.)

### **References:**

State of Utah Recreational Therapy Licensing Utah Department of Commerce-Division of Occupational and Professional Licensing:

[http://dopl.utah.gov/licensing/recreation\\_therapy.html](http://dopl.utah.gov/licensing/recreation_therapy.html)

National Counsel for Therapeutic Recreation Certification (NCTRC): [www.nctrc.org](http://www.nctrc.org)

## **Student Life Information**

### **Wellness Statement**

Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For resources contact the Center for Student Wellness, <http://wellness.utah.edu/>; 801-581-7776.

### **Campus Safety**

The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit [safeu.utah.edu](http://safeu.utah.edu).

### **The Americans with Disabilities Act**

The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability & Access (CDA;



<http://disability.utah.edu/>; 162 Olpin Union Building; 801-581-5020). CDA will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the CDA.

It is the responsibility of the student to discuss any condition or disability that affects his/her ability to fully take advantage of the learning opportunity being offered. Because of confidentiality policies, faculty will not share the information about a student's accommodation needs. The student is responsible for notifying each instructor of any accommodations.

## **Addressing Sexual Misconduct**

Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

## **Veterans Center**

If you are a student veteran, we want you to know that the U of Utah has a Veterans Support Center on campus. They are located in Room 418 in the Olpin Union Building. Hours: M-F 8-5 pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>. Please let the instructor or academic advisor know if there is any additional support you need to aid in your success in the program.

## **LGBT Resource Center**

If you are a member of the LGBTQ community, we want you to know that our classrooms are a safe environment. Additionally, please know that the U of Utah has an LGBT Resource Center on campus. They are located in Room 409 in the Olpin Union Building; their hours are M-F 8-5 pm. You can visit their website to find more information about the support they can offer, a list of events through the center and links to additional resources: <http://lgbt.utah.edu/>. Please let the instructor or academic advisor know if there is any additional support you need to aid in your success in the program.

## Learners of English as an Additional/Second Language

If you are an English language learner, please be aware of several resources on campus that will support you with your language development and writing. These resources include: the Writing Center (<http://writingcenter.utah.edu/>); the Writing Program (<http://writing-program.utah.edu/>); the English Language Institute (<http://continue.utah.edu/eli/>). Please let the instructor or academic advisor know if there is any additional support you need to aid in your success in the program.

## DREAMers & DACA Scholars

If you identify as a DREAMer, or have recently been granted Deferred Action for Childhood Arrivals (DACA) status, the Office for Student Equity and Diversity is available to help students with information on how to access educational resources, find support and allies on campus, and navigate U of U procedures. Their hope is to help you and your family, feel welcome and be successful in your educational pursuits.

(<http://diversity.utah.edu/dreamers-daca-scholars/>)

## Appendix A: Code of Ethics

The American Therapeutic Recreation Association's Code of Ethics is to be used as a guide for promoting and maintaining the highest standards of ethical behavior. The Code applies to all Recreational Therapy personnel. The term Recreational Therapy personnel includes Certified Therapeutic Recreation Specialists (CTRS), recreational therapy assistants, and recreational therapy students. Acceptance of membership in the American Therapeutic Recreation Association commits a member to adherence to these principles.

### PRINCIPLE 1: BENEFICENCE

Recreational Therapy personnel shall treat persons served in an ethical manner by actively making efforts to provide for their well-being by maximizing possible benefits and relieving, lessening, or minimizing possible harm.

### PRINCIPLE 2: NON-MALEFICENCE

Recreational Therapy personnel have an obligation to use their knowledge, skills, abilities, and judgment to help persons while respecting their decisions and protecting them from harm.

### PRINCIPLE 3: AUTONOMY

Recreational Therapy personnel have a duty to preserve and protect the right of each individual to make his/her own choices. Each individual is to be given the opportunity to determine his/her own course of action in accordance with a plan freely chosen. In the case of individuals who are unable to exercise autonomy with regard to their care, recreational therapy personnel have the duty to respect the decisions of their qualified legal representative.

### PRINCIPLE 4: JUSTICE

Recreational Therapy personnel are responsible for ensuring that individuals are served fairly and that there is equity in the distribution of services. Individuals should receive services without regard to race, color, creed, gender, sexual orientation, age, disease/disability, social and financial status.

### PRINCIPLE 5: FIDELITY

Recreational Therapy personnel have an obligation, first and foremost, to be loyal, faithful, and meet commitments made to persons receiving services. In addition, Recreational Therapy personnel have a secondary obligation to colleagues, agencies, and the profession.

### PRINCIPLE 6: VERACITY

Recreational Therapy personnel shall be truthful and honest. Deception, by being dishonest or omitting what is true, should always be avoided.

### PRINCIPLE 7: INFORMED CONSENT

Recreational Therapy personnel should provide services characterized by mutual respect and shared decision-making. These personnel are responsible for providing each individual receiving service with information regarding the services, benefits, outcomes, length of treatment, expected activities, risk, and limitations, including the professional's training and credentials. Informed consent is obtained when information needed to make a reasoned decision is provided by the professional to competent persons seeking services who then decide whether or not to accept the treatment.

#### PRINCIPLE 8: CONFIDENTIALITY & PRIVACY

Recreational Therapy personnel have a duty to disclose all relevant information to persons seeking services: they also have a corresponding duty not to disclose private information to third parties. If a situation arises that requires disclosure of confidential information about an individual (i.e.: to protect the individual's welfare or the interest of others) the professional has the responsibility to inform the individual served of the circumstances.

#### PRINCIPLE 9: COMPETENCE

Recreational Therapy personnel have the responsibility to maintain and improve their knowledge related to the profession and demonstrate current, competent practice to persons served. In addition, personnel have an obligation to maintain their credential.

#### PRINCIPLE 10: COMPLIANCE WITH LAWS AND REGULATIONS

Recreational Therapy personnel are responsible for complying with local, state and federal laws, regulations and ATRA policies governing the profession of Recreational Therapy.

Revised by the ATRA Board of Directors | July 2009

Retrieved from <https://www.atra-online.com/welcome/about-atra/ethics>

## Appendix B:

### CastleBranch Set Up Information

**CastleBranch:** CastleBranch is the compliance record portal that the Department of OTRT uses to obtain Background Checks and to store student compliance records. Each student will create a personal account.

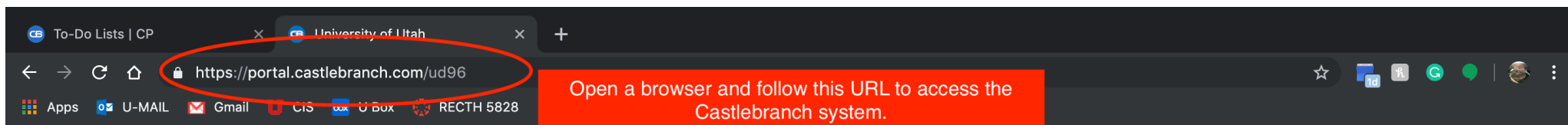
This document is a step-by-step guide that provides instruction on how to create a CastleBranch account as well as upload the required documents into the portal. Prior to beginning any clinical education experience in the Recreational Therapy Program, you will need to complete the following on your CastleBranch "To Do List":

- ☐ 3-Step Criminal Background Check
- ☐ Measles, Mumps, Rubella (MMR)
- ☐ Varicella/Chicken Pox
- ☐ Tetanus Diphtheria, and Pertussis (TDaP)
- ☐ Hepatitis B
- ☐ Tuberculosis (Introductory requires a 2-step process, annual update requires a 1 step process)
- ☐ Influenza (annual flu shot)
- ☐ Health Insurance Verification
- ☐ Basic Life Support Training (BLS)
- ☐ Professional Liability (for out of state internships)
- ☐ HIPAA Certification (Completed as an assignment in RECTH 4300 & 4320)
- ☐ Recreational Therapy Student Handbook-Acknowledgement
- ☐ Drug Screening (if required by placement facility)

Once you have uploaded the required documents, the Department will verify your eligibility. When you have correctly completed all requirements, you will be presented with a letter of attestation. This will indicate that you have completed all of the requirements and can begin your clinical experience. You will provide this letter to your clinical site supervisor for their records.

To access CastleBranch visit: <https://portal.castlebranch.com/UD96>

Follow the step by step guide below to access, create an account, and upload the required documents to CastleBranch. If you have any questions regarding your account or required documents, please contact the Clinical Education Coordinator Sandra Negley. (sandra.negley@health.utah.edu)



HOME

PACKAGE SELECTION

FAQ

CONTACT US

### University of Utah Portal

This user-friendly portal guides you through program and package selection to quickly place your order and create your secure account.

After you complete your order and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements. You will return to your account by logging into [castlebranch.com](https://portal.castlebranch.com/ud96) and entering your username (email used during order placement) and your secure password.

Now let's get started by clicking the Place Order button below.

PLACE ORDER



Read the information and click "Place Order"



 Please Select

Click the + to access the drop down menu.





HOME

PACKAGE SELECTION

FAQ

CONTACT US

- Please Select
- + College of Health
- + Graduate Nursing
- + Nursing
- + Occupational Therapy
- + Physical Therapy
- + Physician Assistant
- + **Recreational Therapy**
- + **UB32: Background Check - Medical Document Manager**
- + RN to BSN Nursing



Click the + next to Recreational Therapy.  
UB32: Background Check - Medical Document Manager will then appear as a drop down . Click this link.



Read this information. Continued on next page of this PDF.



HOME

PACKAGE SELECTION

FAQ

CONTACT US

Print

## Package review

Order Instructions for  
**UNIVERSITY OF UTAH - RECREATIONAL THERAPY**  
**PACKAGE CODE UB32: BACKGROUND CHECK - MEDICAL DOCUMENT MANAGER**

### ABOUT

#### About CastleBranch



University of Utah - Recreational Therapy has partnered with CastleBranch, one of the top ten background check and compliance management companies in the nation to provide you a secure account to manage your time sensitive school and clinical requirements. After you complete the order process and create your account, you can log in to your account to monitor your order status, view your results, respond to alerts, and complete your requirements.

entering your username (email used during order placement) and your secure password.

## ORDER SUMMARY



### Payment Information

During the online order process you will be prompted to enter your Personal Identification Number (PIN). **Your PIN is your UNID.**



### Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.



### Contact Us

For additional assistance, please contact the Service Desk at 888-723-4263 or visit <https://mycb.castlebranch.com/help> for further information.

Click to Continue ►►

Read this information.  
Click the box next to "I have read order instructions"  
This will populate the green box that says "Click to Continue."  
Click to Continue and proceed to the next page.



A  CastleBranch Solution.

## Please Review

**University of Utah - Recreational Therapy** includes the following package contents:

**Package: UB32**

County Criminal  
Nationwide Sexual Offender Index  
Residency History  
Medical Document Manager CRR

**Additional Information**

The package above includes a search of your current county of residence. If any additional counties are found associated with your name they will be searched.

This package includes document review. At the end of the order process, you will be prompted to upload specific documents required by your school for review and approval.

Click the button below to continue your order and create your myCB account. You will access your account to manage your order and view your results. If you already have a myCB account, you will have the option to log in.

☒ I have read, understand and agree to the [Terms and Conditions of Use](#).

Continue

Verify that this page has the information circled in red above.  
Click the box agreeing to the terms and conditions.  
Click "Continue"



[Contact Us](#) [Logout](#)

## Place Order:



### PERSONAL IDENTIFICATION NUMBER

Please enter your Personal Identification Number (PIN):

U0000000

\* Indicates required information

Your PIN is your UNID.  
Enter your PIN and click "Next"

Next

Fill out your personal information and identifiers.  
It is critical that your information here reflects the information on University Records.  
Click "Next" to continue.



## PERSONAL INFORMATION

First Name: \*

Middle Name:

Last Name: \*

Suffix:

Phone: \*

Alt Phone:

Email Address: \*

Confirm Email: \*

Country: \*

Address 1: \*

Address 2:

City: \*

State: \*

Zip Code: \*

You MUST use your University of Utah email address.

## PERSONAL IDENTIFIERS

Social Security Number: \*  -  -  If you are not a US citizen and therefore do not have a Social Security Number, please enter 111-11-1111 to proceed with your order

Date of Birth: \*  /  /  mm dd yyyy

Sex: ☐ Female ☐ Male

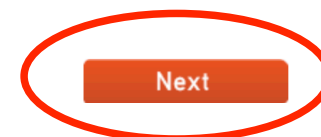
## STUDENT INFORMATION

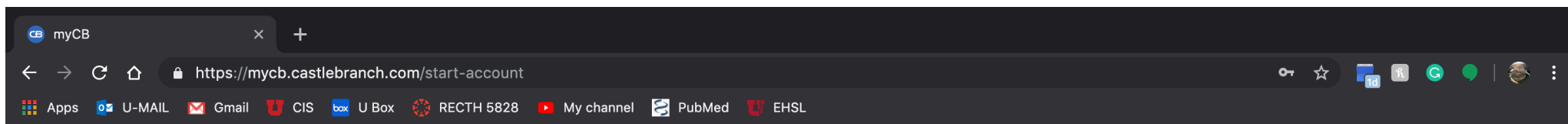
Designation: ☒ Undergraduate ☐ Graduate

Degree/Certification:

Expected Date of Graduation:  /

\* Indicates required information





## Place Order:



CastleBranch is committed to securely storing your information. As shown below, your myCB username is your email address. Please create a password. These credentials will be required to access your account in the future.

\*All of the form fields are required

### Email Address:

This email address is your username.

\*Username:

### Password:

\*Password:

Passwords are case-sensitive and must be at least 8 characters long.

\*Confirm:

[Create Account](#)

Your Username will be your University of Utah email address.  
Create a memorable password as you will need to access this account throughout your time in the RT program.  
Click "Create Account" to continue.



[Contact Us](#) [Logout](#)

## Place Order:



[Go Back](#)

### COUNTY CRIMINAL

Name \*

Student Name ▾

State \*

Utah ▾

County \*

Salt Lake ▾

Select the State and County of your residency.

### NATIONWIDE SEXUAL OFFENDER INDEX

Name \*

Student Name ▾

### RESIDENCY HISTORY

Name \*

Student Name ▾

Verify your name in each drop down menu.  
This page is continued on the next page of this PDF.

Go Back

COUNTY CRIMINAL

Name \* State \* County \*

Student Name ▾ Utah ▾ Salt Lake ▾

NATIONWIDE SEXUAL OFFENDER INDEX

Name \*

Student Name ▾

RESIDENCY HISTORY

Name \*

Student Name ▾

MEDICAL DOCUMENT MANAGER CRR

Name \*

Student Name ▾

\* Indicates required information

Verify your name in each drop down menu.  
Click "Next" to continue.

Next





Place Order:



[Go Back](#)

ORDER REVIEW

School Name: University of Utah - Recreational Therapy  
CAC: UB32

Personal Information:

Your Name: Student Name  
SSN: 444-44-4444

Verify your information

ORDER INCLUDES

**UB32**

County Criminal

Name: Student Name    State: UT    County: Salt Lake

Nationwide Sexual Offender Index

Name: Student Name

Residency History

Name: Student Name

Medical Document Manager CRR

Name: Student Name

Verify that these four items are listed.  
Click "Submit"

[SUBMIT](#)



[Contact Us](#) [Logout](#)

## Place Order:



## ORDER CONFIRMATION

**Thank you.**

Your order has been submitted.

[Print Confirmation Page](#)

## Next Steps:

1. Click "next" below to access your account. Select "myCB" from your home Dashboard to determine if you have additional items to complete
2. You will receive an email with your order confirmation attached.
3. Your order confirmation can also be accessed through your myCB Document Center.
4. To log into your myCB account, navigate to [login.castlebranch.com](https://login.castlebranch.com) where you will be prompted to enter your username and secure password. From your home dashboard, please select myCB. You can also access myCB by downloading the myCB app to your iPhone. From within your account you can take action on any pending requirements and view final results.
5. Explore myCB for the other value-add features and benefits provided to you by myCB.
6. For assistance, access the Need Help? menu within your account or [support](#).

Read this information and click "Next"

Next

⚠ Your primary email address is unverified! Please check your email inbox to complete verification. If you have not received the verification email you can resend by [clicking here](#)

## Home

Welcome back Jamie Bennett, where do you want to go?

### MyCB

Launch **myCB**, your **CB Bridges™** module that tracks compliance for higher education and employment needs. View and manage to-do list items such as background checks, drug screens and more.

Click "Go"

Go



**RT Rocks**  
[view profile](#)


Submitted documentation typically takes 3-5 days to review (excluding weekends). If you have questions regarding your To-Do Lists, we invite you to access our Video FAQ's ([click here](#)) for assistance.

Do you have new documents to submit to a completed requirement or a general request? We can Help! Click [HERE](#) to submit a request. We will keep your [Service History](#) updated so you can stay informed.

The "TO-DO LISTS" tab is CRITICAL. This is where you will go to upload the required documents.

g your myCB account! Click ([here](#)) to access the new videos!

MESSAGES (0)


 **TO-DO LISTS**


DOCUMENT CENTER

RESOURCE CENTER











### To-Do Lists

Click the blue plus signs below to expand your requirements.

 **Clinical Requirements UB32** 11 Requirements

**INCOMPLETE** 

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
 1. Measles (Rubeola), Mumps, Rubella (MMR)		 <b>Incomplete</b>
 2. Varicella (Chicken Pox)		 <b>Incomplete</b>
 3. Hepatitis B		 <b>Incomplete</b>
 4. Tuberculosis (TB)		 <b>Incomplete</b>
 5. Tetanus		 <b>Incomplete</b>

MESSAGES (0)

TO-DO LISTS

DOCUMENT CENTER

RESOURCE CENTER

To-Do Lists

Click the blue plus signs below to expand your requirements.

⊖ Clinical Requirements UB32 11 Requirements INCOMPLETE

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	
1 Measles (Rubeola), Mumps, Rubella (MMR)	! Incomplete
2. Varicella (Chicken Pox)	! Incomplete
3. Hepatitis B	! Incomplete
4. Tuberculosis (TB)	! Incomplete
5. Tetanus	! Incomplete
6. CPR Certification	! Incomplete
7. Health Insurance	! Incomplete
8. Influenza (Flu)	! Incomplete
9. Professional Liability	! Incomplete
10. Handbook Acknowledgment	! Incomplete
11. HIPAA Certification	! Incomplete

To add a document, click on the + symbol next to the requirement.

- MESSAGES (0)
- TO-DO LISTS**
- DOCUMENT CENTER
- RESOURCE CENTER

## To-Do Lists

Click the blue plus signs below to expand your requirements.

**Clinical Requirements UB32** 11 Requirements **INCOMPLETE**

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
-------------	----------	--------

1. Measles (Rubeola), Mumps, Rubella (MMR) **Incomplete**

One of the following is required: myCB 07/16/2019 10:59:16 AM EDT

- 2 vaccinations
- OR
- Positive antibody titer (lab report or physician verification of results required).

If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.

If your titer was negative or equivocal, new alerts will be created for you to repeat the series and provide a 2nd titer.

Attach a file from either:

My Documents

**Browse**

Your computer or flash drive

**Browse**

(Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page

**Download**

Click "Browse" to select a document from your computer and attach a

\*Note: If you have an immunization card that lists multiple immunizations, you must upload it into each requirement.

For example: If you have an immunization card that lists MMR, Varicella, and Hep B, you MUST upload that document three times. Once under MMR, once for Varicella, and once for Hep B.

Clinical Requirements UB32

11 Requirements

INCOMPLETE

Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.

Requirement	Date Due	STATUS
1. Measles (Rubeola), Mumps, Rubella (MMR)		Incomplete

One of the following is required:

myCB

07/16/2019 10:59:16 AM EDT

• 2 vaccinations

OR

• Positive antibody titer (lab report or physician verification of results required).

If your series is in process, submit where you are in the series, and new alerts will be created for you to complete the series.

If your titer was negative or equivocal, new alerts will be created for you to repeat the series and provide a

Attached Files

MMR.docx

remove document

Attach another file from either:

My Documents

Browse

Your computer or flash drive

Browse

(Acceptable File Types: .pdf, .png, .jpg, .gif, .xls, .docx, .doc)

Or download the fax/mail requirement cover page

Download

Submit

NOTICE: Your attached file(s) must be submitted for review. Click the "Submit" button now. The requirement status will update to Pending Review.

Your file will show in the "Attached Files" section.  
Once attached, click "Submit"

## To-Do Lists

Click the blue plus signs below to expand your requirements.

Clinical Requirements UB32 10 Requirements <span>INCOMPLETE</span>		
Please use the Need Help? menu to request assistance from the CastleBranch Service Desk should you have questions on completing your requirements.		
Requirement	Date Due	STATUS
1. Measles (Rubeola), Mumps, Rubella (MMR)		<span>⚠ Pending Review</span>
		<span>⚠ Incomplete</span>
		<span>⚠ Incomplete</span>
		<span>⚠ Incomplete</span>
		<span>⚠ Incomplete</span>
		<span>⚠ Incomplete</span>
7. Health Insurance		<span>⚠ Incomplete</span>
8. Influenza (Flu)		<span>⚠ Incomplete</span>
9. Professional Liability		<span>⚠ Incomplete</span>
10. Handbook Acknowledgment		<span>⚠ Incomplete</span>
11. HIPAA Certification		<span>⚠ Incomplete</span>

Once Submitted, it will show as "Pending Review" This will be review and will turn green with a notation of "Complete" when this has been approved.

If the document that was uploaded does not meet the requirements, this will turn red and have a notation of "Rejected" with comments as to why this was rejected. If a requirement is rejected, you will need to resubmit with the appropriate document.

Repeat steps until all requirements have been noted as "Complete".



University of Utah  
College of Health  
Department of Occupational and Recreational Therapies  
**Recreational Therapy  
Student Handbook Acknowledgement**

Dear Student:

Please read the following statement and sign the bottom of this form acknowledging you have received a copy of the Recreational Therapy Student Handbook. This form will be kept in your permanent advising file.

Statement:

I have received and read the Recreational Therapy Undergraduate Student Handbook for  
Academic Year \_\_\_\_\_.

I understand that it is my responsibility to monitor and fulfill the curriculum and graduation requirements. I must also maintain a cumulative GPA of 2.5 and earn a minimum grade of C in all RECTH courses, a C- in all supportive course work.

I understand that it is my responsibility to be knowledgeable about the program, department, college, and university policies and procedures as outlined in this handbook.

Student uNID: \_\_\_\_\_

---

Student Name (please print)

---

Student Signature

Date

Students are responsible to upload this form into their CastleBranch profile prior to returning this form to your instructor or to:

Kelly Brown, Academic Advisor

520 Wakara Way

[kelly.brown@hsc.utah.edu](mailto:kelly.brown@hsc.utah.edu)