Masters of Science in Recreation Therapy

HANDBOOK OF INFORMATION
2016-2017 Academic Year
(Revised as of August 2016)

Department of Rehabilitation Sciences
College of Public Health
Temple University
Philadelphia, PA 19122
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Therapeutic Recreation at Temple University</td>
<td>3</td>
</tr>
<tr>
<td>The Mission of the Therapeutic Recreation Program</td>
<td>3</td>
</tr>
<tr>
<td>Faculty, Staff and Research</td>
<td>4</td>
</tr>
<tr>
<td>Master of Science (M.S.) in Recreation Therapy</td>
<td>6</td>
</tr>
<tr>
<td>M.S. Curriculum</td>
<td>7</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>10</td>
</tr>
<tr>
<td>Exit Requirement for the M.S. in Recreation Therapy</td>
<td>10</td>
</tr>
<tr>
<td>How to Register for Courses</td>
<td>11</td>
</tr>
<tr>
<td>Initial Registration</td>
<td>11</td>
</tr>
<tr>
<td>Subsequent Registrations</td>
<td>11</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>11</td>
</tr>
<tr>
<td>Intern/Externships</td>
<td>11</td>
</tr>
<tr>
<td>Teaching/Research Assistantships</td>
<td>12</td>
</tr>
<tr>
<td>Student Work-Study</td>
<td>12</td>
</tr>
<tr>
<td>How to Apply</td>
<td>12</td>
</tr>
<tr>
<td>Processes, Procedures and Regulations which Apply to Students in the Ed.M. Program in the Department of Therapeutic Recreation</td>
<td>13</td>
</tr>
<tr>
<td>Students’ Rights and Responsibilities</td>
<td>155</td>
</tr>
<tr>
<td>Completion of Requirements</td>
<td>15</td>
</tr>
<tr>
<td>University Disciplinary Code</td>
<td>15</td>
</tr>
<tr>
<td>Appeals</td>
<td>15</td>
</tr>
<tr>
<td>Important Offices and Resources</td>
<td>156</td>
</tr>
<tr>
<td>Graduate School Forms</td>
<td>157</td>
</tr>
</tbody>
</table>
Introduction

This Graduate Program Handbook was prepared for use by students who have matriculated into the M.S. program in Recreation Therapy in the Department of Rehabilitation Sciences. The Handbook includes the specific requirements, policies and procedures that govern this program. Students with specific questions about program requirements should contact either of the following individuals:

| Dr. Gretchen Snethen  
Graduate Program Coordinator  
Therapeutic Recreation  
301D, 1700 N. Broad St.  
Philadelphia PA 19122  
gsnethen@temple.edu | Katherine Foster  
Academic Coordinator  
Department of Rehabilitation Sciences  
Suite 300 A, 1700 N. Broad St.  
Philadelphia, PA 19122  
215.204.2366  
Katherine.foster@temple.edu |

As a general rule, students have the option of fulfilling requirements identified in the current edition of the Handbook in effect at the time of their admission or by meeting revised requirements. It must be emphasized that the rules and regulations stated in the Graduate Recreation Therapy Program Handbook are announcements and in no way serve as a contract between a student and Temple University or the Department of Rehabilitation Sciences / Therapeutic Recreation Program. Moreover, it is the student’s responsibility to be aware of program requirements and to meet these requirements for graduation. These responsibilities include: meeting each semester with assigned faculty advisor, establishing a personal contract/academic plan for meeting program requirements, keeping records of the progress made, being aware of and meeting deadlines, and seeking advice and assistance from appropriate persons when necessary.

The Graduate Program Handbook for the M.S. in Recreation Therapy is intended to help students in all aspects of their graduate career at Temple. If there are any ways that this Handbook can be modified to improve its use by students in the M.S. Program, please feel free to pass these suggestions on to the Graduate Program Coordinator.

A copy of this Handbook can also be found on the BlackBoard course site “TR Professional Issues,” under the “MSRT Program Information” tab. At the beginning of your first semester, you will be enrolled in this virtual course community and will find information pertaining to the graduate program on the site.

In addition, please take some time to familiarize yourself with the Temple University Graduate Student Handbook and College of Public Health Graduate Student Handbook, available at the following links:
http://www.temple.edu/grad/policies/gradpolicies.htm#GCSS24  
https://cph.temple.edu/student-handbooks
Therapeutic Recreation at Temple University

Therapeutic Recreation (TR) is an established discipline in health care and human services. Since 1973, Temple University has offered an academic concentration or major in TR. Currently, there are two academic degrees for students with career interests in TR -- a B.S. in TR, and an M.S. in Recreation Therapy. Alumni of Temple’s TR programs can be found in a wide range of health and human services agencies in and around Philadelphia, and in several states across the country. Many have assumed leadership roles in professional organizations, and several have achieved national distinction and recognition. Academic excellence is also evident in the fact that graduates of Temple’s TR programs score above the national average on the national certification examination for recreation therapists administered by an affiliate of the Educational Testing Services (ETS).

Graduate and undergraduate programs in therapeutic recreation (TR) are housed in the Department of Rehabilitation Sciences, in the College of Public Health. Formed in 2010, the department combines faculty members in Therapeutic Recreation and Occupational Therapy. Together, these faculty members focus their research and teaching on advancing community participation and quality of life for individuals with disabilities across the lifespan. Instruction occurs inside and outside the classroom and students have opportunities to interact with peers from the other academic units in the College, including Nursing, Health Services Administration and Policy, Kinesiology, Physical Therapy, Occupational Therapy, Communication Sciences & Disorders, Epidemiology and Statistics, Social and Behavioral Sciences, and Social Work.

Recreation therapists (also called therapeutic recreation specialists) use recreation and other activity-based interventions to assist people who have illnesses and disabilities to improve and maintain physical, cognitive, social, and emotional health and well being. Additionally, TR professionals assist with and advocate for individuals with disabilities to live physically and socially active lives in the community, thereby reducing health risks associated with various illnesses and disabling conditions and increasing social inclusion within communities. Certified Therapeutic Recreation Specialists (CTRS) are employed in diverse settings including hospitals, rehabilitation centers, nursing homes, assisted living facilities, schools, and community recreation agencies. Temple’s TR alumni represent a strong and supportive network of recreation therapists practicing in a wide range of health and human services agencies locally and across the country. According to the most recent U.S. Department of Labor data, employment opportunities are expected to grow faster than average (13 -15% increase) over the next ten years.

The Mission of the Therapeutic Recreation Program

The mission of the Therapeutic Recreation Program is to prepare recreation therapists/therapeutic recreation specialists to provide play, recreation, and leisure opportunities as a form of health promotion and rehabilitation to individuals with disabilities across the lifespan. This mission is achieved through three interrelated components -- teaching, research, and service. The teaching mission of the program is to provide the best and most current teaching techniques and learning opportunities for students at all academic levels, and to instill a set of values, ethics, and skills that will guide academic pursuit and professional practice. The Program’s mission also includes contributing to the ever-changing knowledge base in health, leisure, and disability studies through research and other scholarly activities. The Program’s service mission is emphasized through faculty and student service
to local and regional agencies and organizations including schools, community recreation providers, and health care and human services agencies. Central to the overall mission of the Therapeutic Recreation Program is a commitment to access and diversity. This is realized through a commitment to ensuring equal access to all qualified applicants (students and faculty), and a commitment to promoting equal access to recreation and leisure opportunities for all people regardless of age, economics, race, gender, culture, sexual orientation, religion or abilities.

Faculty and their Academic & Research Interests
Faculty members teaching within the TR Program are actively involved with professional organizations and have been recognized for teaching and research excellence. All faculty members have National Council on Therapeutic Recreation Certification (NCTRC) certification.

Faculty Academic and Research Interests
- **Heather Burket, M.Ed., CTRS, CCLS**
  Anxiety, stress and coping within the family system; TR Pediatric Practice, Advancement of the Child Life profession, Strengths based approaches, Professional involvement
- **Ann Dolloff, M.Ed., CTRS**
  Community Integration, Adapted Recreation, Summer Camp & Non-profit Administration, Youth Development, Assistive Technology, Disability Culture
- **Elaine Hatala, Ph.D., CTRS**
  Adventure-based Programming, Leisure, Substance Abuse Treatment, Reflective Writing
- **Pei-Chun Hsieh, Ph.D., CTRS**
  Leisure in health promotion and stress coping within the populations of older adults and informal caregivers; inclusive recreation; leisure and aging
- **Jong-Ho Kim, Ph.D., CTRS**
  Leisure, stress and coping, Self-Determination Theory, Health Education
- **Heather Porter, Ph.D., CTRS**
  Physical Rehabilitation, Leisure Meanings, Individual and Family Counseling, Social model of disability (ICF)
- **Jo-Ellen Ross, Ph.D., CTRS**
  Community integration, inclusion and diversity; Intergenerational programming, Rehabilitation in community settings including organized camps, adapted sports and other non-traditional settings
- **John Shank, Ed.D., CTRS (Emeritus)**
  Social-psychological Aspects of Health, Leisure and Disability, Community-Based Play and Recreation, Group Process and Group Work, Stress and Coping, Ethics
- **Gretchen Snethen, Ph.D., CTRS**
  Recreational Therapy as a means to promote independent community participation, physical activity, and psychosocial well-being among adults with mental health conditions; Supporting active transportation (walking/biking) to increase independence and physical activity
- **Gena Bell Vargas, Ph.D., CTRS**
  Integration of autonomy, competence, and relatedness in therapeutic recreation practice as a method to intrinsically motivate clients; Integration of Aromatherapy practices into TR/RT; Mental Health; Recreation and Overall Well-Being; Positive Psychology and Strengths Based approaches
### Faculty and Staff Directory

<table>
<thead>
<tr>
<th>Name &amp; Title</th>
<th>Office &amp; E-mail Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Burket, M.Ed., CTRS, CCLS Instructor</td>
<td><a href="mailto:hburket@temple.edu">hburket@temple.edu</a></td>
<td>215.204.3947</td>
</tr>
<tr>
<td>Ann Dolloff, M.Ed., CTRS Instructor</td>
<td><a href="mailto:Ann.dolloff@temple.edu">Ann.dolloff@temple.edu</a></td>
<td>215.204.5701</td>
</tr>
<tr>
<td>Elaine Hatala, Ph.D., CTRS Assistant Professor</td>
<td><a href="mailto:ehatala@temple.edu">ehatala@temple.edu</a></td>
<td>215.204.2703</td>
</tr>
<tr>
<td>Pei-Chun Hsieh, Ph.D., CTRS Assistant Professor</td>
<td><a href="mailto:phsieh@temple.edu">phsieh@temple.edu</a></td>
<td>215.204.0011</td>
</tr>
<tr>
<td>Jong-Ho Kim, Ph.D., CTRS Assistant Professor</td>
<td><a href="mailto:Jong-ho.kim@temple.edu">Jong-ho.kim@temple.edu</a></td>
<td>215.204.6817</td>
</tr>
<tr>
<td>Heather Porter, Ph.D., CTRS Associate Professor</td>
<td><a href="mailto:hporter@temple.edu">hporter@temple.edu</a></td>
<td>215.204.5746</td>
</tr>
<tr>
<td>Jo-Ellen Ross, Ph.D., CTRS Assistant Professor</td>
<td><a href="mailto:jross@temple.edu">jross@temple.edu</a></td>
<td>215.204.6733</td>
</tr>
<tr>
<td>Mark Salzer, Ph.D. Department Chairperson</td>
<td><a href="mailto:msalzer@temple.edu">msalzer@temple.edu</a></td>
<td>215.204.7879</td>
</tr>
<tr>
<td>Gretchen Snethen, Ph.D., CTRS Assistant Professor</td>
<td><a href="mailto:gsnethen@temple.edu">gsnethen@temple.edu</a></td>
<td>215.204.2748</td>
</tr>
<tr>
<td>Gena Bell Vargas, Ph.D., CTRS Assistant Professor</td>
<td><a href="mailto:gena.vargas@temple.edu">gena.vargas@temple.edu</a></td>
<td>215.204.2748</td>
</tr>
<tr>
<td>Katherine Foster Academic Coordinator</td>
<td><a href="mailto:Katherine.foster@temple.edu">Katherine.foster@temple.edu</a></td>
<td>215.204.2366</td>
</tr>
<tr>
<td>Lafrance Howard Department Coordinator</td>
<td><a href="mailto:lafrance.howard@temple.edu">lafrance.howard@temple.edu</a></td>
<td>215.204.3934</td>
</tr>
</tbody>
</table>
Master of Science (M.S.) in Recreation Therapy

The 30-36 semester-hour Master’s program in Recreation Therapy is designed for individuals who want to advance their knowledge and skills related to evidence-based recreation therapy practice within health care and human services. The curriculum teaches from a conceptual model of health promotion and rehabilitation and maintains a lifespan perspective in three core areas – health, disability, and leisure. Based on academic and professional goals, students may develop an area of specialization with guidance from a faculty advisor (e.g., geriatrics, pediatrics, rehabilitation). Some specialized coursework may be used in pursuit of specialty certification through NCTRC.

Degree Curricula

The following pages display the typical course sequence for the M.S. degree program for both students entering with and without an academic or clinical background in recreation therapy. Students should be aware that deviation from the suggested course sequence may increase time to degree as all courses are not offered every semester. Students choosing to develop a “cognate” or “area of specialization” as part of the academic program should consult with the faculty advisor about appropriate courses and their suitability for being used to achieve specialty certification with the National Council for Therapeutic Recreation Certification (NCTRC). Descriptions of the graduate courses can be found in the Graduate Bulletin or Banner.

Graduate students with academic and professional experience in TR and current NCTRC certification have an opportunity, in consultation with a faculty advisor, to individualize coursework according to one’s academic and professional development plan. Students may choose coursework that meets the requirements for specialty certification managed by the NCTRC.

Students who do not have an academic or clinical background in therapeutic recreation may be admitted to the degree program and use the required courses PLUS prerequisite and supportive courses beyond the degree to meet the academic sitting requirements for the national credentialing examination for recreation therapists. These students are required to complete two undergraduate leveling courses at Temple University, as well as other “support” coursework that is required for the national credentialing exam by the end of their first year in the program. All students should meet with their faculty advisor to discuss what supportive coursework is needed. Three courses (Developmental Psychology/Lifespan Human Development, Abnormal Psychology, and Human Anatomy & Physiology) may be prerequisites for specific courses within the M.S. degree program. Students should have their supportive coursework completed by the end of their first year of graduate studies.

All students in the program are required to complete HRPR 5001: Current/Emerging Issues in Public Health/Health Professions. This is an online course that carries 0 credits but must be completed prior to enrolling in THRC 8102: Evidence Based Practice II. Students are not charged tuition for this course.
# M.S. Recreation Therapy

## Course Sequence

Course Delivery schedule for full time students entering without NCTRC Certification

(Part time study options are also available)

<table>
<thead>
<tr>
<th>Fall – Year 1</th>
<th>Spring – Year 1</th>
<th>Summer – Year 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>THRC 2104 Modalities (leveling)</td>
<td>THRC 3096 Assessment &amp; Documentation (leveling)</td>
<td>HRPR 5001 Current/Emerging Issues in Public Health/Health Professions</td>
</tr>
<tr>
<td>CHP 5001 Research Methods</td>
<td>THRC 8142 Clinical Programming</td>
<td></td>
</tr>
<tr>
<td>THRC 5102 Orientation to TR</td>
<td>THRC 8141 Conceptual Issues</td>
<td></td>
</tr>
<tr>
<td>THRC 8101 Evidence-Based Practice 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall – Year 2</th>
<th>Spring – Year 2</th>
<th>Summer – Year 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>THRC XXXX Elective #1</td>
<td>THRC XXXX Elective #3</td>
<td>THRC 8171 TR Administration</td>
</tr>
<tr>
<td>THRC XXXX Elective #2</td>
<td>THRC 9143 Leisure, Health &amp; Quality of Life</td>
<td>THRC 9187 TR Practicum*</td>
</tr>
<tr>
<td>THRC 8102 Evidence-Based Practice 2</td>
<td>THRC 9995# Master’s Project</td>
<td></td>
</tr>
</tbody>
</table>

## NOTES:

*Students seeking dual preparation for NCTRC and Child Life certification eligibility will have additional practicum/internship hours to complete and should begin planning for this during Fall of Year 1, if possible.

#Students must enroll in THRC 9995 each semester they are working on their Master’s Project. Some Projects may extend more than one semester. Variable credit options should be discussed with Advisor.

### Additional Coursework for NCTRC Certification:

All students will need to provide evidence of successfully completing the following undergraduate courses prior to graduation from the MS in RT program. These courses may have been completed prior to admission into the MS in RT program. Students who have not completed these courses prior to admission can either incorporate them into their coursework at Temple, or can arrange to take them at other institutions while enrolled in the Temple MS in RT degree program (online courses, community college courses, etc.). Many students opt to use Summer during Year 1 to complete any remaining supportive coursework. Students are advised to confer with the MS in RT Coordinator prior to enrolling in courses to ensure they meet NCTRC requirements.

- **KIN 1223** Human Anatomy & Physiology I
- **PSY 2301** Developmental Psychology
- **PSY 2201** Psychopathology

(Course numbers listed are Temple University courses that meet these requirements.)

Updated 8/2016
# M.S. Recreation Therapy
## Course Sequence

Course Delivery schedule for students entering with NCTRC Certification (min. 30 sh)
(Part time study options are also available.)

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>THRC 8101 Evidence Based Practice 1</td>
<td>THRC 8141 Conceptual Issues</td>
<td>HRPR 5001 Current and Emerging Issues</td>
</tr>
<tr>
<td>THRC XXXX* Elective #1</td>
<td>THRC 8142 Clinical Programming</td>
<td>in Public Health and Health Professions</td>
</tr>
<tr>
<td>CHP 5001 Research Methods</td>
<td>THRC XXXX* Elective #2</td>
<td>HRPR 8985 Teach Higher Ed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(optional)**</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
</tr>
<tr>
<td>THRC XXXX* Elective #3</td>
<td>THRC 9143 Leisure, Health &amp; Quality of Life</td>
<td>THRC 9187 Child Life Practicum</td>
</tr>
<tr>
<td>THRC 8102 Evidence–Based Practice 2</td>
<td>TR 9995# Master’s Project</td>
<td>(optional)+</td>
</tr>
<tr>
<td>THRC 8171 Administration</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:**
* If seeking Specialty Certification through NCTRC, TR Elective courses must be in the same content area (e.g., Physical Rehab, Pediatrics, Geriatrics).

** Students with interest in teaching are strongly encouraged to complete HRPR 8985 (but not required for MS in RT). In some cases, this course can be substituted for a TR Specialization course.

# Students must enroll in THRC 9995 each semester they are working on their Practicum Project. Some Projects may extend more than one semester. Variable credit options should be discussed with Advisor.

+ Students seeking Child Life certification eligibility may have additional practicum/internship hours to complete and should begin planning for this during Fall of Year 1, if possible. (This is not required for the MS in RT degree)
**Elective Courses**

**Sample Elective Coursework for Designated Specializations**
Detailed below are the suggested courses associated with each cognate area. Students with NCTRC certification may substitute other courses with the permission of their advisor. This is a partial list and course options are constantly changing. Please refer to the University’s Graduate School web site for course descriptions ([www.temple.edu/gradcourses](http://www.temple.edu/gradcourses)). **Please note:** some courses are only offered in certain semesters, and may require prerequisites or advanced permission of a course instructor in order to enroll.

<table>
<thead>
<tr>
<th>Elective Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>THRC 5214 Child life Interventions</td>
</tr>
<tr>
<td>THRC 5250 Special Topics in TR Practice (Advanced Physical Rehab Techniques; Adapted Sports)</td>
</tr>
<tr>
<td>REHB 5311 Leisure-Time Physical Activity and Community Engagement in Persons with Disabilities</td>
</tr>
<tr>
<td>REHB 5312 Social Engagement and Community Participation for Persons with Disabilities</td>
</tr>
<tr>
<td>REHB 5313 Measuring Health and Disability: The ICF Model</td>
</tr>
<tr>
<td>THRC 8133 Family Centered Care</td>
</tr>
<tr>
<td>THRC 8280 Behavioral Change Seminar</td>
</tr>
<tr>
<td>THRC 8150 Therapeutic Recreation and Disabilities Seminar I</td>
</tr>
<tr>
<td>THRC 8160 Therapeutic Recreation and Disabilities Seminar II</td>
</tr>
</tbody>
</table>

**Selecting Diverse Electives**
Students are required to complete three TR electives. In order to meet NCTRC requirements and best prepare for the exam, students without a background in TR will be advised to take THRC 8150 Therapeutic Recreation and Disabilities Seminar I and THRC 8160 Therapeutic Recreation and Disabilities Seminar II. A number of the electives are approached from broad topical areas that allow students to apply assignments to their own interests. Students are encouraged to discuss interests with faculty early in the semester.

**Additional Course Options from Other Departments**
Depending on individual student interest and background, it is occasionally possible for students to fulfill one or more of their Electives (and/or Specialization coursework) with courses from other departments/programs in the University. The Graduate Program Director can make recommendations and must approve all courses if they are to be used to fulfill this degree requirement.

**Teaching In Higher Education Certificate**
The Teaching and Learning Center at Temple University offers a certificate for Teaching in Higher Education. The first course, HRPR 8985 (Teaching in Higher Education) can be used to count as one elective.
Exit Requirement for the M.S. in Recreation Therapy

Candidates for the M.S. in Recreation Therapy are required to complete a faculty-supervised evidence-based master’s project. The project must be pre-approved by the graduate faculty council and must meet the standards set by the program for relevance and rigor. Additionally, the student must obtain permission from any agency or facility in which their project will be conducted. Under faculty supervision, students design and implement their project using evidence-based research to inform the process and product. Students have several different options for meeting this requirement and should refer to the M.S. in Recreation Therapy Master’s Project Guide for detailed descriptions on all options. This is the capstone experience and exit requirement for the M.S. in Recreation Therapy.

Students are required to register for THRC 9995 each semester they are working on their Master’s Project. Depending on the project selected, some students may need to register for more than one semester. This course can be taken for variable credit, so students should consult with their advisor if it is anticipated the project will extend over multiple semesters. All students must complete a minimum of 3.0 credits of THRC 9995.

Academic Advising

After admission into the M.S. in Recreation Therapy all students are assigned a faculty advisor. This advisor will help you interpret the rules that govern the program, will work with you to make decisions on issues such as course waivers and electives, and will act as your mentor during your program of study. It is very important that you meet with your academic advisor at least once each semester. Appointments are typically scheduled in connection with registration for the next semester’s courses, but are also available at other times.

Involvement Outside of the Classroom

Students are encouraged to have a professional development plan, which is intended to guide learning experiences beyond the required coursework.

Professional Issues Blackboard Site

All students in the program will be enrolled in the TR Professional Issues Blackboard Site. Through this site, students will receive information about volunteer and employment opportunities, professional conferences and workshops, professional student scholarships and awards and other valuable information.

Professional Organization Involvement

Students are encouraged to become familiar and involved with Therapeutic Recreation professional organizations. These organizations are tremendous resources for information, education and networking.

http://www.atra-online.com
http://www.NJEPA-TRA.com
http://www.ptrs.org
How to Register for Courses

Initial Registration

The following steps should be followed when initially registering as a newly-admitted graduate student for courses at Temple. You should:

- Make an appointment to speak with your faculty advisor to discuss the schedule for the upcoming semester.
- Email the Academic Coordinator to register for selected classes.
- Log on to TU Portal and click TU Pay to view and pay your tuition and fees.

Subsequent Registrations

Students should meet with their academic advisor at least once each semester before registering for the next semester’s courses. To register for subsequent courses, follow the following steps:

How Do I Search Course Descriptions in Self-Service Banner?

1. Go to the SSB Class Schedule Search.
2. Select a term, then click the Submit button.
3. Select a subject, then click on the Class Search button.
4. Select the course you're interested in viewing by placing your mouse pointer over the course title (the title will change color and become underlined when selected)
5. Select "View Catalog Entry and Course Description".

From there, you'll click the Student Menu and then Add or Drop Classes to enter the Course Reference Number (CRN) of each course and then click Submit Changes. A video tutorial is available by clicking the red question mark for Help in the upper right corner of your TU Portal account. If you have difficulties registering, contact the Academic Coordinator for assistance.

Financial Aid

Financial aid can be broadly categorized into three types: (1) Academic intern/externship, (2) Teaching/research assistantships, which require work hours from the student, and (3) Work-study. Please note that students must have a 3.25 undergraduate GPA to be eligible for an assistantship or internship.

Intern/Externships

Graduate intern/externships are sometimes available to the Department through the College of Public Health. This category of financial support provides an hourly wage for specific services but tuition remission is provided only for Academic Interns. The Graduate Program Director is the point of contact for intern/extern appointments sponsored by the Department of Rehabilitation Sciences. Students may also obtain intern/externships from other offices/programs in the University, such as Campus Recreation. To be considered for these
appointments, students should complete an application available from Student Affairs and forward it to the appropriate administrative department.

**Teaching/Research Assistantships**

Each year, the TR Program attempts to make available teaching/research assistantships for new or continuing graduate students. The availability of full-time and partial assistantships varies by semester depending on resources available at any given time within the Department of Rehabilitation Sciences. Each assistantship is awarded on a yearly basis.

**Student Work-Study**

Graduate students are eligible for work-study money which is paid on an hourly basis. Information on this type of support can be obtained from the Student Financial Services website at www.temple.edu/sfs.

**How to Apply**

In general, it is best to discuss intern/extern – teaching/research assistantships with the department. Students should check with their faculty advisor or the program coordinator about potential opportunities and the application process. Students can review opportunities throughout the University at [http://www.temple.edu/grad/finances/](http://www.temple.edu/grad/finances/)
University Processes, Procedures and Regulations that Apply to Students in the M.S. Program in Recreation Therapy

Every effort is made to assure that these are the most current policies, procedures and regulations, however, students should confirm these policies by visiting the Graduate School website at http://www.temple.edu/grad/policies/index.htm.

Accepting or Deferring Admission

A certificate of admission to a graduate program in the Therapeutic Recreation Program is valid for the semester indicated in the letter of admission. If a student does not enroll for the semester indicated, she or he must request, in writing, a deferral of admission.

Matriculation Time Requirement

The time period for completing the master’s degree in the Therapeutic Recreation Program begins with the semester for which the student is matriculated. The program of courses and exit requirements must be completed within four years from the time of matriculation. The Department may grant one one-year extension beyond this time. Any additional extensions can only be granted by the Graduate Board’s Student Appeal Committee. Students should be aware that a leave of absence does not extend the time limit to complete the degree. It only allows you to meet the requirement for continuous enrollment or be dismissed from the program.

Transfer of Credit

Transfer of credit from other institutions is limited, with program approval, to no more than 20 percent of the total credit hours required by the master’s program. All transfer credits must be of “B” quality or better. Courses requested for transfer must have been taken no more than five years prior to the date when the request is made. Requests for transfer of credit must be made on the Transfer of Credit Form, which may be obtained from the Graduate School website. Requests for transfer of credit must be documented by an official transcript sent directly to the student’s program by the Registrar or some other appropriate authority at the approved institution where the credits were earned.

Application of Credit Taken Prior to Matriculation

A maximum of nine (9) credits of work done at Temple University (usually through Continuing Education) prior to the semester of matriculation may be counted toward satisfying degree requirements. Additional credits may be counted only with permission of the Graduate Program Coordinator and the University Graduate Board through a separate appeal process.
Continuous Enrollment

All students enrolled in a master’s program must be enrolled every fall and spring semester between matriculation and graduation except during those semesters for which a leave of absence has been granted.

Leaves of Absence

Students may request a leave of absence for a period of time not to exceed one year. A written request using the Graduate School’s form, indicating the reason for the leave of absence, must be approved by the student’s advisor and the Graduate Program Coordinator. Leaves of absence will be granted only for documented cases of personal illness, family emergencies, or extreme personal problems. The form requesting the leave of absence can be obtained from the Graduate School website. Students should be aware that obtaining a Leave of Absence does not extend the time to complete one’s degree and that no more than four semesters (Fall and Spring) can be taken as Leaves of Absence while still remaining active in the program.

Extensions of Time

Students may apply for an extension of time to complete their graduate degree program if they have exceeded the allotted time period. Students must indicate the reason(s) for the request and must submit a written plan to complete the degree within the requested time extension. This request must be signed by the student’s advisor and the Graduate Program Coordinator. A form for this request is available at the Graduate School website. Students in the master’s degree program may receive no more than a total of one year of extension during their program. If these time limits are exceeded, students must petition the Graduate School’s Student Appeal Committee for an additional extension.

Standards of Scholarship

A student is expected to maintain satisfactory progress toward a degree. A student’s graduate record begins with the first course credited to a degree and includes all subsequent courses, whether or not such work is required for the degree.

Additional academic standards apply to all Recreation Therapy graduate students within the Department of Rehabilitation Sciences:

- No more than two grades of less than “B-” quality, beginning with the semester during which she/he matriculates in the program. If a student has taken a course or courses prior to matriculation, and if the student intends to count these courses toward his or her degree, then this rule applies to those courses as well;
- No more than one grade of “F” during his/her graduate program;
- A grade point average of at least 3.0 at graduation;
- No “I” (Incomplete) on his/her graduate record at graduation;
- Registration for additional course work is not permissible if a student has more than six semester hours of incomplete grades.
• Consideration of credits earned at another institution, in another degree program, or in graduate work done at Temple prior to the time of matriculation may only be requested if that work is of “A” or “B” quality;

• The same course may be taken more than once only if the subject matter in the course varies from semester to semester and only if this variability is clearly documented in the appropriate departmental publications;

• Courses may be retaken with the permission of his/her advisor, if a “Repeat Course Request Form” has completed and submitted to the Department. The second grade replaces the first grade, if it is higher than the first, for purposes of grade point average calculations. Both grades remain on the transcript and are included in evaluating the two grades less than B- and one F rule.

Students’ Rights and Responsibilities

Completion of Requirements

It is the responsibility of graduate students to become informed about deadline dates, requirements for degrees, and requirements for graduation. To receive a degree, students must submit their graduation application through TUPortal by the deadline indicated on the University calendar. This will also be communicated through email to the student’s Temple email address.

University Disciplinary Code

All student behavior at the University is governed by the Student Disciplinary Code of Conduct. This Code covers such activities as plagiarism and the possession of dangerous drugs. Violations of this code can ultimately be brought before the University Disciplinary Committee. Students should become aware of the specific details of this code by obtaining a copy of the Student Rights, Code of Conduct and Disciplinary Procedures which is available in the Student Assistance Center.

Appeals

Students have the right to appeal negative decisions which affect their ability to complete a graduate program. Example of such appeals includes the dismissal from a graduate program for failure to receive satisfactory grades, failure to pass a course within two attempts, or to register continuously. These various appeals are handled by different committees or administrators, depending on the nature of the appeal. To learn more about the different processes, please consult the Graduate School’s Policy manual regarding Academic Appeals:

http://www.temple.edu/grad/policies/gradpolicies.htm#AAGB29
Important Offices and Resources

Student Financial Services
Provides information on Financial Aid, funding, and loans
www.temple.edu/sfs
215-204-2244
Conwell Hall, Ground Floor

Bursars Office
Billing, making payment, and tuition rates and issues
www.temple.edu/bursar
215-204-7269
1803 N. Broad Street
115 Carnell Hall

Temple University Housing and Residential Life
Graduate on and off campus housing information
https://housing.temple.edu/
215-204-7184
1910 Liacouras Walk

Office of Parking Services
First Floor, Montgomery Garage
1859 N. 11th Street (11th and Berks)
Philadelphia, PA 19122
(215) 204-5301 (p)
(215) 204-4934 (f)

Liacouras Garage Office
Liacouras Garage, First Floor
Philadelphia, PA 19122
(215) 204-2448 (p)
(215) 204-2556 (f)

Student Health Services
Wellness, illness, immunizations, physicals, etc
www.temple.edu/studenthealth
215-204-7500
1810 Liacouras Walk, 4th Floor

Office of Academic Records (Registrar)
Academic calendars, registration information, enrollment verification, PA residency, FERPA policies, etc.
www.temple.edu/registrar
215-204-1131
200 Conwell Hall

Updated 8/2016
Graduate School Forms

Students should refer to the Graduate School website http://www.temple.edu/grad/forms to access the following forms that may apply to some students, but not all.

- Advanced Standing Request
- Excused Withdrawal Due to Serious Extenuating Circumstances
- Extension of Time for Master’s Degree
- Full Time Status Request for INTERNATIONAL Students
- Leave of Absence Request
- Non-Graduate Petition to Participate in Commencement Ceremonies
- Other Employment Request
- Petition for Reinstatement to a Graduate Degree Program
- Request to Take Undergraduate Course for Graduate Credit
- Transfer of Graduate Credit Request