Alden March Bioethics Institute
of
Albany Medical College

Student Handbook

2010-2011
# Table of Contents

**Introduction**

<table>
<thead>
<tr>
<th>Who’s Who</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institute Director</td>
<td></td>
</tr>
<tr>
<td>Director of Graduate Studies</td>
<td></td>
</tr>
<tr>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
</tbody>
</table>

**Graduate Program Objectives** | 4 |

| Student Responsibilities | |
| Faculty Responsibilities | |

**Master of Science in Bioethics** | 5 |

| Overview | |
| Curriculum | |
| Courses Descriptions | |
| Timeline | |

**JD/MS Dual Degree Program** | 6 |

| Overview | |
| Curriculum | |
| Timeline | |

**Certificate in Clinical Ethics** | 7 |

| Required courses | |

**Grading Policies** | 8 |

| Incomplete | |
| Course evaluations | |
| Transfer Policy | |
| Withdrawal policy | |

**Code of Academic Integrity** | 9 |

| Confidentiality | |
| Nondiscrimination policy | |

**Graduation** | 10 |

| Process | |
**Introduction**
Welcome to the Alden March Bioethics Institute (AMBI) graduate programs. Our Certificate and Master of Science (M.S.) programs are registered with and approved by the New York State Department of Education. This handbook is intended to give an overview of our programs and requirements.

**Institute Director**
The Director of the Institute has overall responsibility for leadership and administration of the Alden March Bioethics Institute.

**Director of Graduate Studies**
The Director of Graduate Studies has overall responsibility for the graduate program including faculty and student recruitment, curriculum development, course oversight and adherence to the policies and procedures of the AMC graduate curriculum committee.

**Coordinator of Graduate Studies**
The Coordinator is the first source of information for all students. S/he is responsible for the day-to-day operations including registration, grade reporting, technical support and program organization including the annual calendar. S/he can be contacted at 518 262 2639

**Faculty**
AMBI faculty members have appointments through the Albany Medical College. The faculty is multidisciplinary representing the fields of medicine, nursing, law, humanities, social sciences and public policy. Several faculty members have additional teaching responsibilities at other major educational institutions.

**Academic Advisors:** Upon admission each student is assigned to a faculty advisor. The student and faculty are expected to be in contact as students enter the Program thereafter at each new term. Advisors will make course recommendations to students as they map out their certificate/degree plan of study.

**Faculty Mentor:** As students select a topic for their AMBI 700 Master’s Project, they will be matched with a mentor whose expertise can best support the student’s area of interest. The faculty mentor will be available for ongoing input and advisement for each student as he or she designs and executes the project.
Graduate Program Objectives
Our programs are aimed at developing analytical and practical skills and competencies as well as basic knowledge for use in the clinical, research and policy arenas associated with bioethics. Specifically the program goals are:

- To increase professionals’ ability to recognize and analyze ethical dilemmas in healthcare, policy and research arenas
- To increase professionals' ability to engage in normative and empirical scholarship concerning ethical dimensions in healthcare, research and policy
- To cultivate professional integrity among colleagues and within the onsite and online community at large

Student Responsibilities
All students in the Alden March Bioethics Institute’s Graduate Programs are expected to

- Uphold the student Code of Academic Integrity [LINK](#)
- Register for courses and pay tuition within the designated timeframes
- Participate regularly and appropriately in online forums, and complete all course requirements according to the course specifications
- Complete required coursework within the designated time frame established with their advisor and the Graduate Program Director
- Adhere to online etiquette at all times, maintaining respectful communications with other class participants and faculty

Faculty Responsibilities

- Provide course syllabus and resources before the course start date
- Participate in online forums
- Respond to all assignments in a timely fashion
- Advise students regarding course selection
- Mentor students on individual Master’s Projects

Master of Science in Bioethics
The AMBI M.S. in Bioethics degree is designed to provide physicians, nurses, lawyers, social workers, administrators and other qualified applicants access to a rigorous and challenging online educational opportunity. Students come from a range of professional disciplines related to healthcare in order to learn applied content and skills of bioethics to accomplish their own individual goals. This degree can be useful, not only for those with an interest in clinical and applied bioethics, but also for those with administrative, research or policy backgrounds. Most students will complete their course of study in two or three years.

Curriculum
The M.S. in Bioethics degree requires a student to complete six “core courses” (18 credits) and three electives (9 credits), in addition to a final Master’s project (3 credits). This final course is broken into two terms (700-701) in order to provide the student sufficient time to complete the project.
Core courses: [LINK for descriptions]
AMBI 501: Empirical Methods in Bioethics
AMBI 503: Fundamentals in Clinical Ethics
AMBI 504: Public Health Ethics, Law and Policy
AMBI 505: Law and Bioethics
AMBI 506: Fundamentals of Research Ethics
AMBI 507: Classic Cases in Bioethics: A Critical Review

Elective courses:
AMBI 602: Genethics
AMBI 603: Online Practicum in Clinical Ethics
AMBI 604: Onsite Capstone in Clinical Ethics Consultation
AMBI 605: Intercultural Bioethics
AMBI 606: Social Justice and Medicine
AMBI 607: Pediatric Ethics, Law and Policy
AMBI 608: Drugs and Drug Use: Ethical, Legal and Public Policy Considerations
AMBI 609: Survey of Philosophy and Bioethics
AMBI 612: End of Life Ethics, Policy and Law
AMBI 641: Independent Study
AMBI 642: Introduction to Research Ethics (onsite)

Masters Project
AMBI 700: Masters Project (1)
AMBI 701: Masters Project (2)

JD/MS in Bioethics Dual Degree Program

This dual degree program offers a unique opportunity to get the JD and M.S. in Bioethics. The combination of onsite and online courses allows students to integrate bioethics into their careers as attorneys in a flexible and innovative program.

Requirements: Six core courses (two of which are provided at the Law School); one course from the health law curriculum, two electives and a Master’s Project.

Timeline: Students who wish to complete the MS and JD may do so in three and a half to four years.

MD/MS in Bioethics Dual Degree Program

Medical students, who demonstrate outstanding ability and potential through their work in Year’s I and II Scholars in Bioethics Program, are eligible for the combined M.D./M.S. in Bioethics Dual Degree Program.
Requirements: Completion of all requirements for both the M.D. and M.S. in Bioethics degrees.

Timeline: Students will take an additional year (usually between the 2nd and 3rd year of medical school, to focus exclusively on bioethics.

**MS in Bioethics/PhD in Basic Medical Sciences Dual Degree Program**

Graduate students in the basic sciences at the Albany Medical College who demonstrate interest and outstanding ability are eligible for this Program. This combined program will allow qualified students to receive both the Ph.D. and the M.S. in Bioethics.

Timeline: Students generally enter the bioethics degree coursework during their 3rd year of Ph.D. study and pursue the degrees concurrently with some coursework applicable to both programs.

**Certificate Program in Clinical Ethics**

The Certificate Program in Clinical Ethics is designed for working professionals in a variety of healthcare settings with a focus on ethics consultation. The goal is to provide students with the tools needed to manage the ethical issues that arise in their work environment. Students who decide to pursue the M.S. in Bioethics may have their completed Certificate credits transferred toward the M.S. degree.

Requirements:
- AMBI 503 Fundamentals of Clinical Ethics
- AMBI 505 Law and Bioethics
- AMBI 603 Online Practicum in Clinical Ethics
- AMBI 604 Onsite Capstone in Clinical Ethics Consultation

Timeline: Students may take AMBI 503 and AMBI 505 during separate terms or concurrently. AMBI 603 is taken after AMBI 503 and concurrently with AMBI 604.

**Dual Certificate Program in Pastoral Care and Clinical Ethics**

The Department of Pastoral Care, Albany Medical Center and the Alden March Bioethics Institute are coordinating their respective requirements so as to make it feasible for a student to complete a certificate in Pastoral Care Education and Clinical Ethics. Students will use the AMBI Certificate courses as partial credit toward the Certificate in Pastoral Care Education.

Requirements:
- Four individual units of Clinical Pastoral Education (CPE) are required during the academic year in addition to AMBI 503, AMBI 505, AMBI 603 and AMBI 604.

Timeline: 12 months
Grading Policy

The grading system of the AMC graduate school is as follows:
A= 4.0 distinguished                      A- = 3.7
B+ = 3.3                                          B = 3.0                            B- = 2.7
C+ = 2.3                                          C = 2.0                             C- = 1.7
D+ = 1.3                                         D = 1.0 below average     F= Failure

Students must maintain a 3.0 average in order to graduate.

Incomplete Grades (I)
All incomplete grades must have a plan of action for completion within 1 month of the last day of the course, developed with the approval of the Director of Graduate Studies. If this plan is not created or not completed in the outlined timeframe, the “I” becomes a part of the permanent record and the course will have to be repeated for course credit. This course retake will carry the full tuition cost. Students with two or more grades of I, may not register for the subsequent term without the permission of the Director of Graduate Studies.

Release of Grades
Students are expected to fill out an anonymous course evaluation before the release of grades for the course.

Transfer credits
Up to six credits may be transferred from an accredited graduate institution, provided they are comparable to the course requirements of another course offered by AMBI. The student must have a grade of B or above to transfer that credit. The Director of Graduate Studies and the Albany Medical College Curriculum Committee must approve all transfer credits. This application should take place in the semester before the transfer takes place.

Withdrawals
A student who wishes to withdraw must notify the Program Director and Course Director of this intent in writing. Full tuition will be refunded if the withdrawal occurs before the start of the class. After week two, there will be a financial penalty.

Transcripts
Transcripts will be provided upon written request to the College Registrar at the Office of Student Records at Albany NY (call 518 262 5523 for more information)

Code of Academic Integrity
In as much as the standing of an educational institution and the value of a degree from that institution are dependent on the integrity of study and research carried on at that institution, The Code of Academic Integrity is drawn to make clear the policy of AMC concerning academic honesty. Each student attending the College must abide by this code. LINK
Confidentiality of Student Records
Pursuant to the Family Educational Rights and Privacy Act of 1974, personally identifiable information can be disclosed to people outside the College, only with the written consent of the student. Specific college policy concerning 1) the disclosure of information to people outside of the college, 2) disclosure of information to people within the college, 3) permitting students to inspect and review records and 4) providing students with the opportunity to seek correction of their records, is available.

Nondiscrimination Policy
Albany Medical College does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability or status as a disabled veteran in the administration of its educational policies, programs, employment, recreational or athletic or other College administered programs.

Graduation Requirements

1) Completion of the thirty required course credits
2) Notification to the Director of Graduate Studies of intent to finish in time for graduation in May of the year
3) The student record will be reviewed for any deficiencies or obstacles to graduation and if evident, the student will be contacted by his/her advisor
4) Final paperwork will be sent to the student for completion by the program director
5) Graduation takes place in May of each year as a part of the AMC graduation for medical students and other graduate students.

WEB site: www.amc.edu  link