

## **ADTA Guidelines for Alternate Route Courses** **(revised 1/2015)**

*This information is current as of November 2013.  
**It combines and replaces all earlier Alternate Route  
course approval documents formerly included on  
the ADTA website, including the following:***

- 1) Standards for Review and Approval of Alternate Route Courses,*
- 2) Guidelines for BC-DMT's Teaching Courses for Alternate Route Students*
- 3) Application and Instructions for Course Approval*
- 4) Alternate Route Subcommittee Approval Procedures*

***Note that the new documents herein do not necessarily correlate in title with the above, as some content has been collapsed into broader categories.***

*It does not include:*

*Policy and Procedure for ADTA Review and Approval of a Course for Alternate Route R-DMT Training. This document can be viewed and downloaded directly from the ADTA website.*

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## **I. ALTERNATE ROUTE (AR) DMT EDUCATIONAL REQUIREMENTS & COMPETENCIES**

*(Specific requirements and competencies for section I are determined by the DMTCB.)*

Dance/movement therapy theory and practice includes studies of basic theories, principles, and techniques of dance/movement therapy and their application to a variety of populations. Specific topics and areas of study include the following required courses:

### **A. Dance/movement Therapy Theory and Practice (270 hours or 18 semester credits) Coursework to include:**

- Knowledge of developmental, expressive, and communicative aspects of movement.
- Theoretical, historical, and aesthetic bases of dance/movement therapy.
- Cultural, anthropological, and social foundations of movement behavior.
- Movement assessment, diagnosis, and treatment planning.
- Clinical methods, leadership skills, and their applications to individuals, groups, families, and systems.
- The use of dance/movement therapy in prevention, treatment, and aftercare.
- Professional roles and ethics.

### **B. Group Processes in Dance/Movement Therapy (45 hours or 3 semester credits)**

### **C. Additional required dance/movement therapy courses**

- Movement observation and analyses (90 hours or 6 semester credits). This course may be taken at either the graduate or undergraduate level, and is exempt from ADTA Course Approval when taken at an accredited academic setting or at an LMA-based training institute. If the course is offered privately, it must be pre-approved to qualify for Alternate Route course credit.
  - Individual course must include one or more of the following competencies. (When students have completed all 90 hours of this requirement they will be expected to have studied all of these competencies areas to qualify for the R-DMT through Alternate Route.)  
Movement Observation competencies include:
    - movement observation - the use of a movement classification system to document, describe, and communicate body-level and relational movement patterns.
    - movement analysis - organizing and examining the relationships between and among both qualitative and quantitative aspects of movement behaviors.
    - movement assessment - evaluating observable movement patterns from a developmental, psychological, and/or behavioral perspective.
- Kinesiology (45 hours or 3 semester credits).

#### **D. Dance/movement therapy course competencies:**

All education and training should lead to the following competencies:

- Integration of knowledge and skill generic to dance/movement therapy theory and practice where emphasis is on utilization of dance/movement therapy as the process of intervention.
- Knowledge of dance, movement skills, and aesthetic values.
- Demonstration of a systematized approach to movement observation, assessment, and evaluation.
- Knowledge of individual and group psychodynamics and process.
- Knowledge of the human body and its functioning.
- Understanding of treatment goals and approaches with a variety of patient/client populations, based in part on direct experience in a clinical setting.
- Understanding research design and methodology.
- Responsibility for professional self-evaluation.
- Understanding of one's professional role and responsibilities within various settings.

## **II. STANDARDS FOR BC-DMT'S TEACHING ALTERNATE ROUTE (AR) COURSES**

**A. As of March 15, 2013, all Alternate Route courses that will be used for Alternate Route credit must be pre-approved by the Subcommittee for the Approval of Alternate Route (SAARC).**

**B. Applications/syllabi for Approved Alternate Route Course status will be reviewed in accordance with the following standards:**

1. Courses provide education in one or more of the content areas specified in the DMT education requirements section (listed above).
2. Course instructors have the appropriate professional credentials:
  - a. The BC-DMT is required to teach DMT Theory & Practice courses & DMT Group Process courses.
  - b. A CMA, KMP Analyst credential, or significant advanced training and expertise in a LMA-based analysis system is required to teach movement observation courses. The instructor is not required to be a BC-DMT.
3. DMT Theory and Practice and DMT Group Process courses offered outside of an academic setting must be equivalent to graduate level standards of rigor.
4. All movement observation courses must be approved by SAARC when offered outside of an academic institution.
5. Courses may **ONLY** be submitted by the course instructor(s).
6. Courses to be used for alternate route credit must be a minimum of 15 hours or one credit.

7. The course syllabus must comply with all requirements listed in the “Syllabus Requirement” section that follows.

### III. SYLLABUS REQUIREMENTS

#### A. GENERAL CONSIDERATIONS

**Course Requirements:** AR courses are intended to be equivalent to graduate level study and similar to the coursework, assignments, and readings in ADTA Approved Dance/Movement Therapy Graduate Masters Programs. Course topics are expected to reflect a different level of rigor from courses taken at the CEU/CE-level of learning.

**Writing Requirements:** The course application and syllabus, **written and submitted by the instructor(s) only**, must be complete, logically organized, and written in clear, well-structured English. They must be written in a Word document and sent as such to the committee. Applications **and syllabi** that do not meet this standard will be returned for revision prior to further review.

#### B. SYLLABI FORMAT GUIDELINES:

Syllabi are contractual agreements between the educator and the student. Quantifying specific syllabus details communicates the educator’s expectations more clearly.

All courses require a **syllabus** that includes:

1. **Instructor’s name, credentials, contact information, and where the course will be offered.**
2. **Prerequisites:** Whenever appropriate, educators are encouraged to clearly identify any prerequisites and/or the level of the course (beginning, intermediate, advanced).
3. **Course title.**
4. **Semester credits and number of hours:** Courses must be at least 15 contact hours to qualify for alternate route credit. (15 hours is equivalent to one (1) academic semester credit.) Both contact hours and credits need to be included in the syllabus. Distribution of course hours must be indicated in course schedule.
5. **Course description** A brief overview of the course’s focus, themes, and processes.
6. **Course objectives** A list of specific quantified learning goals that identify what the instructor wants students to learn, know, and do.

**Readings** A substantial list of assigned and supplementary readings that are both foundational and current for any given topic.

- Readings are assigned in accordance with class session content.
- All readings **MUST** be indicated in the body of the outline under the class session in which they are to be completed .
- There is an indication as to how students can access required readings.

- All readings and citations MUST be formatted in APA style and listed in the appropriate session of the class by class outline and additionally in a bibliography.
7. **Attendance policy** Indicate if classes can or cannot be made up. If missed classes can be made-up, specify exactly what is required.
  8. **Methods of evaluation.** Methods of evaluation must be specifically indicated (e.g. as in a percentage of the course grade) and be consistent with how students' learning of course content will be assessed. It should be clear how each aspect of the required assignments supplements, deepens, or supports further comprehension of the course content and objectives.

The following must be included when identifying evaluative assignments:  
 A description of each assignment and a statement indicating the percentage of the grade from each: (e.g. exam(s), paper(s), student presentation(s), class participation, special project(s), journal reflections, student self-evaluation, other).

- At least one method must involve evaluation of a written product (i.e. exam or paper).
- A suggested guideline for assignment quantity, based on current university standards is two hours of outside class work for each course contact hour. (This means that a 15-hour course should include approximately 30 hours of outside work.) This may vary based on specific courses and topics.
- Indicate specific criteria that will be used to evaluate each assignment.

Examples of how assignment descriptions can be written clearly:

<i>Assignment</i>	<i>Possible assessment criteria might include (these are suggested not required criteria):</i>
Group Leading	<ul style="list-style-type: none"> <li>• Ability to respond to and integrate emerging group dynamics</li> <li>• Ability to adapt intervention to specific populations, groups, or settings</li> <li>• Leadership skills</li> </ul>
Journals	<ul style="list-style-type: none"> <li>• Indication of a minimum, maximum, or range of length of each entry</li> <li>• Types of topics or questions for students to address are listed, e.g. discussion of personal experience, integration of specific ideas with readings, questions in response to readings, lecture experiences, and/or application/uses</li> </ul>
Written Assignments	<ul style="list-style-type: none"> <li>• Indication of a minimum, maximum, or range of length of each assignment</li> <li>• List types of topics, questions, or themes for each assignment</li> <li>• Indicate quantity of required references</li> <li>• Describe acceptable types of references e.g. websites, personal interviews, and/or assigned readings</li> <li>• State APA format requirement</li> </ul>
Participation	<ul style="list-style-type: none"> <li>• Quantify expectations for participation: e.g. verbal, physical participation, demonstration of completion of readings, and/or risk taking</li> <li>• If the grade includes "completion of readings" indicate how you will assess this criteria</li> </ul>

9. **Grading:** Syllabi should specify how each assignment, and its components, numerically influences the final grade. Syllabi sometimes include assignments that require both an experiential component (like group leading) and a follow-up paper combined as one grading percentage. It is more helpful for the student to know how each part of that assignment is factored into their final grade (e.g. if the assignment is 35% of the grade, what percent is factored for group leading, and what percent is the paper portion of this assignment?). Other guiding principles include:
- Generally, for a graduate level course, a participation grade that counts for 90% of the total grade is viewed as being not sufficiently balanced. Therefore, grading should reflect a balance between written and participation components of the course, and assessment should be in relationship to the course focus (theory, practice, or topic etc.) and level (introduction, intermediate, or advanced).
  - If participation is a component of the final grade, criteria for evaluating participation must be included.
  - The attendance policy insures sufficient attendance by students to meet course objectives.
10. **Instructional methods:** In order for students to know what to expect and prepare for what will occur during each class, provide a detailed class-by-class outline and a description of specific content, teaching methods, readings, and assignments. Please do not include these descriptions on separate sheets attached to or in other parts of the outline.

#### IV. ALTERNATE ROUTE COURSE REVIEW AND APPROVAL PROCESS

##### A. Prior to submitting a course application, instructors are required to:

1. Comply with the R-DMT Alternate Route course requirements, guidelines, processes, and procedures as outlined and described in this document. Note: Please review course syllabi prior to submitting to ensure compliance with the requirements.
2. Complete the form entitled “Application for ADTA Approval of Alternate Route R-DMT Training Course” and save a copy for their records. The form is included at the end of this document and also available on the ADTA website: [www.adta.org](http://www.adta.org).
3. Send a \$25.00 course review fee to the ADTA National Office prior to submitting the course for committee review.
4. By email, send the application form and complete course syllabus to the Chair for the Subcommittee for Approval of Alternate Route Courses. **Remember, the syllabus MUST be submitted as a Word document (.doc ONLY);** documents sent in any other format will be returned to the applicant to be reformatted in Word (contact address included in the application document and also available on the website).

## **B. Course Review and Approval Procedure**

1. Within 12 weeks of receipt of the completed application materials (application and syllabus), the subcommittee chairperson will communicate the approval decision, which may include recommendations or requirements for revision of the course. Note: this timetable may be extended under special circumstances.
2. When a course is pending, the committee chairperson will send the applicant, through email, the details regarding what is needed to revise the syllabus. The review grid that committee members use to record required revisions is attached to this email. There is no limit to the number of times a course may be revised and resubmitted for approval. However, there is a 3-month time limit to complete course revisions. If a course remains unrevised longer than 3 months, the course and the fee must be resubmitted.
3. When a course is approved, the applicant is first notified by email and then will be sent, through the US postal service, a formal notification of this status from the ADTA National Office. The letter will confer course approval, as per a specific date, with conditions for continuance of the approval. The chair of the subcommittee sends a copy of the approval letter, syllabus and application to the ADTA National Office, where it is kept on file. A formal letter of approval is sent from the office to the applicant.
  - i. Upon receipt of the approval letter, the instructor is authorized to advertise that the course is approved for R-DMT Alternate Route education by the ADTA in accordance with the language specified in the letter.
  - ii. Approved courses are approved continuously, provided that there are no substantial syllabus changes. Substantial changes are defined as changes beyond updating and refining the course, and include a change in any or all of the following: course focus or objective, format (e.g. from in-person to partially or fully on-line, or visa versa), hour allocation, or a collapse of this course into another. In the event of substantial change, the instructor must agree to cease using the approval related language and to re-submit the course for approval.
4. When a course is not approved, the Chair of the Subcommittee sends a copy of the syllabus, application, and review grid to the ADTA National Office and notifies them that the course was not approved. The office sends an official letter of notification to the applicant in addition to the review grid identifying why the course was not approved.
  - i. The applicant may revise and resubmit the course as a new course. Note: A new application fee is required if this option is taken.



# APPLICATION FOR ADTA APPROVAL ALTERNATE ROUTE R-DMT TRAINING COURSE

- 1) Complete all items in the application below.
- 2) Send this application and a copy of the course syllabus (as a .doc document) via e-mail to: Susan Saenger [ssaenger@nc.rr.com](mailto:ssaenger@nc.rr.com)
- 3) Send course approval fee in a check for \$25.00 (US) payable to the ADTA to the ADTA National Office: 10632 Little Patuxent Parkway Suite 108, Columbia, MD 21044.

**Today's Date:**

**Name of person(s) submitting application:**

**Phone number(s) with area codes:** (H): \_\_\_\_\_ (W): \_\_\_\_\_ (C): \_\_\_\_\_

**Fax number:**

**Full Mailing Address:**

**E-mail Address:**

**Title of Course:**

**Course Location:** (indicate name and address of institution)

\_\_\_ Academic setting (graduate course) \_\_\_\_\_

\_\_\_ Academic setting (non-credit course) \_\_\_\_\_

\_\_\_ Academic setting (undergraduate course) \*See requirements for Undergraduate R-DMT Courses in this document (section III.B.3.c)

\_\_\_ Non-academic setting (non-credit course) \_\_\_\_\_

**Semester credits and/or Contact Hours:**

**Topic area the course is intended to fulfill:**

DMT Theory and Practice     Group Processes in DMT

Movement Observation and Analyses     Kinesiology

**Course instructor(s):**

**Instructor's credentials (as relevant to this course):**

**I have sent the course approval fee to the ADTA.**

\_\_\_ Yes    \_\_\_ No

**I agree to abide by the conditions for advertising and retaining course approval, which will be detailed in the letter conferring course approval.**

\_\_\_ Yes    \_\_\_ No