

Procedure for Handling Requests from External Entities Geared toward DPT Students

(Requests include but not limited to: professional recruitment, job announcements, continuing education courses, housing announcements, work opportunities, etc.)

Effective 3/31/2021

The following procedures pertain to distribution of materials to DPT students as requested by external entities. All such requests should be forwarded to Stephanie Michael. She will respond in accordance with the procedures below.

Procedure for:

1. **Affiliated sites who have taken at least one student within the past 2 years**
2. **Organizations vetted for quality programming (APTA, professionally renowned organizations/groups, etc.)**
3. **Individuals vouched for by faculty (with desirable and valuable information to share)**
4. **Individuals affiliated with the University of Delaware**

The department will:

1. Post announcement to appropriate social media account(s).

Stephanie will send the announcement to pt-social@udel.edu and/or class Social Media coordinator for posting (see NB below).

****** Unless faculty / staff designate which groups must receive such announcements, staff are permitted to use discretion in determining the breadth of the distribution: alumni page and/or individual class pages.

NB: The alumni FB page includes all current DPT students + alumni. The department administers this page. Individual class FB pages and GroupMe messages are privately administered by the classes, with no departmental oversight or ability to post. The class Social Media coordinator is charged with determining the appropriate social venue to post the announcement.

2. Follow-up with email to external entity.

Stephanie will send the following email: "Thank you for contacting the University of Delaware's Physical Therapy Department regarding this [specify] opportunity. As a highly valued supporter of our program, we will gladly post this announcement on our social media network."

Include the following for employment and continuing education opportunities: "Additionally, we encourage you to consider contacting the American Physical Therapy Association of Delaware as they too offer several venues for posting information: <https://aptade.org>. Thank you for contacting us and for your ongoing interest in our students and program."

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Procedure for:

1. **Non-affiliated sites**
2. **Clinical sites who have not taken a student within the past 2 years**
3. **Organizations not vetted for programming**
4. **Organizations or individuals not vouched for by faculty and/or not affiliated with the University of Delaware**

The department will:

1. Refer the entity to more regional or global sites for distribution of information. There will be no internal distribution of information.
2. Follow-up with email to non-affiliated external entity.

Stephanie will send the following email: "Thank you for contacting the University of Delaware's Physical Therapy Department. Given the high volume of such requests, we are unable to distribute your information to our students. However, we encourage you to contact the American Physical Therapy Association of Delaware, of which all of our students are members, regarding posting of your announcement: <https://aptade.org>. We apologize for this inconvenience and wish you well on your endeavor."