



ADTA Guidelines for Self-Study Preparation For Approved Programs

Thank you for applying for approval or reapproval with the American Dance Therapy Association (ADTA). The Preamble to the [ADTA Standards for Education and Clinical Training](#) (hyperlink provided) speaks to the ethical obligations of the ADTA to ensure quality education that is diverse, inclusive, and exemplifies best practices in administration, teaching, and supervision.

Preparation of the Self-Study is intended to serve two purposes. The Self-Study provides the ADTA Committee on Approval (COA) with documentation as to how the applying program meets the Education Standards. In addition, preparation of the Self-Study supports a process through which the applying program engages in self-evaluation and ongoing program development.

Approved programs applying for reapproval as of 2023 will be assessed based on the [ADTA Standards for Education and Clinical Training](#) (hyperlink provided) as follows:

- (1) Programs must show full compliance with all standards in Section I-A: Approved Master’s Programs Input Based Standards.
- (2) Section II: Core Curriculum and Competencies is currently under revision. Programs are required to give evidence of operationalized competencies for all four core curriculum content areas: History, Theory, Practice, and Professional Development. Full compliance with revised competencies will be assessed as of 2025.

Information about the Review Process:

The review of the Self Study & Approval application is a document review process. The ADTA COA reviews the Self-Study documents submitted by the applying program at their spring meeting. Brief contact with the applying program may be initiated by the committee for the purpose of clarifying committee questions about the Self-Study document. (Contact the Chair of the ADTA Committee on Approval at approval@adta.org for a copy of the COA Policies and Procedures).

There are three main parts to the review process:

Part 1 Self-Assessment	Part 2 Compliance Review	Part 3 Curriculum & Fieldwork
Narrative on program philosophy, framework, curriculum, and fieldwork	ADTA Application Form & filing fee	Graduate & Supervisor Surveys
Significant changes	Input based Standards Matrix	Copies of all Faculty CVs
Self-assessment of strengths, growing edges	Outcome based Competency Worksheet	Internship Facility Information Forms
Program Development	Faculty Workload Matrix	Copies of all syllabi
Plan of Study, Curriculum Map	Organizational Chart	Thesis abstracts (if applicable)

Self-Study Organization:

Prepare the Self-Study in accordance with the preparation outline below. In cases where requirements are not specifically met, provide justifying information. Documentation or evidence of compliance should be provided throughout the self-study. It is incumbent upon the applying program to professionally present the self-study as an organized portfolio that includes a table of contents and appendices. The Approval Committee will not review the self-study if it is incomplete and/or poorly prepared. Please organize according to the following outline.

1. Organize part I: Self-Assessment as follows:
 - a. Part I: Self-Assessment: The narrative must be written as one paginated document in WORD or as a pdf.
 - b. Upload narrative, plan of study, and table of contents in one folder. Label "Program Name Year Self-Study Narrative".
2. Organize Part II: Compliance Review as follows:
 - a. Upload Application Form, Input-based Standards Matrix, Outcome-based Competency Worksheet, Faculty Workload Matrix, and Organizational chart in one folder labeled "Program Name Year Self-Study Compliance"
3. Organize Part II: Curriculum and Fieldwork as follows:
 - a. One subfolder containing all syllabi for a full cycle of courses. Please organize syllabi for different modes of delivery (low residency, hybrid, academic year, etc.).
 - b. One subfolder containing all CVs for faculty teaching in the DMT program.
 - c. One subfolder with all Internship Facility Information Forms.
 - d. One subfolder with five (5) or more Thesis Abstracts from the past year.

Submission:

Submit all materials and the required application fee to the ADTA National Office for receipt by the **December 15th** due date. (See Part II. Section 1. for instructions on paying fees.) The Committee on Approval welcomes you to upload your annual report directly to a specific Dropbox maintained by the ADTA. Prior to the deadline for submission of the report, you must email the Chair of the Committee on Approval at approval@adta.org to request a link to the Dropbox folder to which you can upload all of the documents. You will have access to this Dropbox for a limited amount of time. Once the complete Self-study Report and accompanying documentation has been uploaded, your program will no longer have access to the Dropbox without a written request.

Part I. Self-Assessment:

1. Narrative on Program Philosophy, Framework, Curriculum, and Fieldwork

- a. The program may provide a narrative preface to the Self-Study that offers a mission or self-study overview statement.
- b. The DMT master's program shall be guided by a philosophy from which the theoretical framework is derived and which leads to an integrated learning experience. Discuss the educational philosophy, theoretical framework, and fundamental beliefs that guide the program. How does the program present an integrated DMT education?
- c. The educational program shall provide both the range and depth of skills and knowledge necessary for a professional dance/movement therapist. Describe the educational objectives of the program.
- d. How is experiential learning implemented in the program? If the program is affiliated with other programs, how does the DMT program maintain DMT identity and content integrity?
- e. Provide a narrative on the overall structure and function of Clinical Fieldwork and Internship in the DMT Program. What is the administrative and educational oversight? How does Clinical Fieldwork differ from Internship?
- f. Note that the revised ADTA Standards include very specific requirements for distance learning. If the program uses online learning, please provide a narrative that demonstrates that the method of delivery is an effective means of promoting student competency while meeting all the Standards. How does the online delivery system support the program purpose, educational and clinical components, and the teaching and learning of student competencies? Describe how the distance learning experience is qualitatively and functionally equivalent to an on-campus program.

2. Significant Changes

In the narrative, describe any significant changes to the program that have occurred since the last Self-Study (3-years or 6-years). How has the program navigated these changes?

3. Self-Assessment of Program

- a. Strengths: Describe in narrative format the strengths of the program. What sets this program apart from other similar programs? How does the program continue to leverage these strengths to meet academic excellence for their students?
- b. Growing Edges: Evaluate the challenges, weaknesses, and areas for potential improvement for the program. What are obstacles to providing an ideal educational experience?

4. Program Development

In narrative form, list the goals, revisions, or projected development for the program in the next six years. Include strategic planning, restructuring, or other potential plans for the future.

5. Plan of Study, Curriculum Map

Provide a plan of study or curriculum map that outlines the overarching sequence of study. The course of study shall be integrated and sequentially ordered in such a way that it contributes to the development of the desired competencies. Include a narrative that describes the sequencing and integration of curriculum with regards to DMT theory and practice approaches.

Part II. Compliance Review:

1. Application and Fees

Complete the [Application for ADTA Approval of Dance Movement Therapy Master's Program](#) with authorizing signatures. Payment of the application fee to the ADTA National Office via the website management system must be made prior to submitting the application and report for review. For accurate financial tracking, programs must log in using their Institutional Member log in. Please contact the office at the number below if you need assistance using the Institutional Member account.

Candidacy: \$1250 USD (accepted on a rolling basis)

Initial 3-year approval: \$750 USD (Due by December 15th)

6-year approval: \$1000 USD (Due by December 15th)

Additional reports: Institutions that are required to submit more than one report will pay the full price for the first report and 50% of the fee for each additional report.

2. Input-based Standards Verification

Complete the [Input-based Standards Verification](#) form by providing links to direct evidence that demonstrates compliance with standards. More than one link can be provided. For long documents, please indicate the page numbers that correspond to the location of the relevant text. Programs may provide a brief comment in the body of the matrix; longer remarks should be written up separately and a link provided to that documentation.

3. Outcome-based Competency Worksheet

Complete the [Outcome-based Competency Worksheet](#) by listing the courses that have an evaluative component that assesses the student's mastery of that competency. List the assignments, projects, tests, or papers that are used to assess student competence in that area. Please do not list all courses that may refer to a competency, only those that directly and concretely evaluate that competency. This worksheet can also be linked to the Input-based Standards Verification in instances where it provides evidence for Section I-A standards.

4. Faculty Workload Matrix

Complete the [Faculty Workload Matrix](#) with all relevant information. This matrix can also be linked to the Input-based Standards Verification in instances where it provides evidence for Section I-A standards.

5. Organizational Chart

Provide an organizational chart for the institution and the department. Include this in the appendices. This chart can also be linked to the Input-based Standards Verification in instances where it provides evidence for Section I-A standards.

Part III. Curriculum & Fieldwork:

1. Surveys for Programs in 3-yr and 6-yr Re-approval

- a. Surveys for Supervisors-- The applying program is responsible for submitting their Clinical Supervisor e-mail distribution list to the Chair of the COA at approval@adata.org by **April 30th** of the academic year preceding submission of the application. The ADTA office will distribute questionnaires via an online survey tool to each dance/movement therapist who served as an internship supervisor during the academic year preceding the application.
- b. Surveys for Students-- Submit an e-mail list of students who have completed all DMT program coursework in the last academic year to the Chair of the COA by **April 30th**. Students may still be in the process of completing thesis and/or internship requirements. The ADTA office will distribute questionnaires via an online survey tool in a secure manner.

2. [Internship Facility Information Form](#)

The applying program completes a form (hyperlink provided) for each student who has completed an internship during the past academic year. The forms can be submitted as an electronic appendix to the Clinical Fieldwork and Internship Section of the Self-Study.

3. CVs of Faculty

Include CVs for all faculty teaching in the DMT program. Include visiting faculty and guest lecturers. CVs should be in pdf format.

4. Syllabi

Provide syllabi for all courses for a full academic cycle. Please organize pdf files of syllabi for different modes of delivery (low residency, hybrid, academic year, etc.).

5. Thesis Abstracts

Provide five (5) or more Thesis Abstracts from the past year.

6. Addresses for Mailings

- a. Provide the name and current address of the Director of the Program so that a letter of approval status may be mailed to them at the conclusion of the review process.
- b. Provide the name and addresses of the Dean or Provost of the program so that a brief formal letter of approval status may be mailed to them.
- c. Include names and addresses of any other administrative personnel that should receive a formal letter of approval status.

Thank you for your thoughtful, timely, and comprehensive response to the Self-Study. Questions regarding the application process or submission can be directed to the Chair of the Committee on Approval at approval@adta.org.

ADTA ADDENDUM TO APPLICATION FOR PROGRAM APPROVAL*

GLOSSARY OF TERMS-- for use in completion of the self-study or program application

Academic Curriculum – all required and elective courses, sequentially organized, that comprise the degree requirements of a program.

Administrative Organization – hierarchical administrative structure of program.

Admission Criteria – academic, personal and dance/movement requirements stipulated by institution to qualify for entry into program.

Advisement – information and consultation on academic, internship or other matters related to educational and professional development.

Clinical Internship – clinical service as a dance/movement therapy intern for a period of six months full-time of a minimum of 700 hours over the course of study which meets all of the criteria listed in ADTA's Standards.

Clinical Population – term may be appropriately used to draw patient/client distinctions in terms of age, diagnosis, psychosocial and/or developmental issues, and for prevention of problems and disease.

Clinical Supervisor – A BC-DMT who provides supervision in a dance/movement therapy clinical placement.

Course Outline – Form provided by the instructor to student that describes the purpose and objectives of course, content, requirements, methods of evaluation, required readings, and how the course content is to be covered through the semester.

Development – course content that covers the human life span from birth to death.

Faculty – full and part-time instructional personnel affiliated with the program.

Fieldwork – pre-internship dance/movement therapy experiences in a clinical setting, designed to provide students with: a) direct exposure to dance/movement therapy within a clinical setting, b) an orientation to educational and health systems and c) an understanding of the role and function of the dance/movement therapist with the system. Hours earned in Fieldwork cannot be applied to the internship.

Faculty Workload – all activities (teaching, advising, supervisory, administrative, etc.) which comprise a faculty member's total responsibility to the program.

Internship Placement Procedures – how internship policies are implemented regarding the establishment and maintenance of the clinical placement by the program inclusive of forms and contracts used to do so.

Liability Insurance – legal and financial protection against liability of the student while student is placed at a clinical facility.

Objectives – broad academic and clinical goals of the program.

Philosophy – fundamental beliefs informing program's educational objectives.

Release Time – time granted to attend conferences and other professional developmental opportunities.

Student Competencies – areas of knowledge and skills students will have upon completion of the program.

Theoretical Framework – the conceptual model, principles and assumptions that guide the academic and clinical components of the program.

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