PhD Program Handbook

A College of Social Work Companion to the Graduate School Handbook

2016-17

EMBRACE DIFFERENCE. SEEK JUSTICE. BE THE CHANGE.
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About this Handbook: A Companion to the Graduate School Handbook

Your PhD handbook provides program information specific to the PhD in Social Work. It is a companion to the Graduate School Handbook, which communicates the rules and policies that apply to all graduate students and all graduate programs at the Ohio State University. As a PhD student in the College of Social Work, you must meet and follow both Social Work specific and University wide, i.e. Graduate School, requirements and policies. So, as you read through the PhD Handbook also read the corresponding or related sections of the Graduate School Handbook for a more complete picture of your requirements.

The Graduate School Handbook and GRADFORMS can be found on the Graduate School website.

If you should have any questions about the PhD Program contact us at:

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Welcome

To students,

Welcome to the PhD Program in Social Work! Congratulations as you have chosen to join a community of scholars who are inspired by the motto "Embrace Difference, Seek Justice, Create Change." This handbook is for you, to put at your fingertips useful information of policies and rules that will help you go through your doctoral study smoothly.

You have been admitted to both the Graduate School and to the PhD Program in Social Work. Overall policies are set by the Graduate School. The Graduate School Handbook contains all of the policies and rules that all graduate programs and graduate students follow. Please consult it and the website of the Graduate School for policies and forms. We will point you to various sections that will be helpful. This handbook includes policies particular to the PhD in Social Work, such as those governing curriculum requirements and the candidacy examination.

The PhD Program is offered by the Graduate Faculty of the College of Social Work. Graduate Faculty members serve as advisors of a PhD student, chairs or members of candidacy committees and dissertation committees. One member of the Graduate Faculty in Social Work is elected as the Chair of the Graduate Studies Committee. You will occasionally need to get a signature from the Graduate Studies Chair on many forms and petitions to the Graduate School. Although the Graduate Studies Chair is the link to the Graduate School, the PhD Program Director plays a large role in administration of the program, including approving courses of study, appointing GRAs and GTAs, approving travel funds, and acquiring other resources needed by students and the program. The director is also the advisor for all incoming students. Students then may select an advisor any time after the first semester of the program. There will be many opportunities during the first semester to meet other faculty members and learn about their research.

The PhD Program Office is staffed by Jennifer Nakayama. She is there to assist students in registration, scheduling of candidacy exams and dissertation defenses, as well as scheduling the use of the doctoral seminar room for events, study groups, or other purposes. She can advise students on many required steps and processes and the necessary internal documentation as well as Graduate School forms. Students and faculty should feel free to consult either of us with any question at any time. It’s what we’re here for!

I truly believe that learning is both serious and fun. Learning requires hard work because scholars need to challenge whatever knowledge and ability that they already have prior to expanding their landscape. Learning also requires an ability to play because learning is an inherently creative process. I hope you will enjoy your time with this program that is rigorous, stimulating as well as relevant and fun!

Mo Yee Lee, PhD,
Professor,
Program Director of the PhD Program
PhD Program Overview and Requirements

The focus of the PhD program is to produce scholars who conduct translational research. Through this program you will learn how to translate research into social work interventions so that new treatments and research knowledge reach the populations in need more quickly. You will also learn how to conduct research in implementation and sustainability of innovative social work interventions.

To reach your goal of being an independent researcher in social work, i.e. graduation, you will need to complete the PhD program requirements:

- 23 hrs Core PhD Social Work Courses
- 9 hrs Statistics and Advanced Research Methods
- 9 hrs Specialization
- 3 hrs Electives, including candidacy exam preparation
- 6 hrs Dissertation hours
- 50 hrs total required beyond the Master’s degree
Non-credit requirements
  - Publication submission
  - Presentation of dissertation work at any stage following proposal approval

PhD Program Curriculum

Core PhD Social Work Courses – 23 hours
The core courses are specific Social Work courses that you and your fellow PhD students must take. These courses focus on building your foundation for theory-driven translational research.

If you are a full-time PhD student, follow the timing of the courses listed below. If you are an MSW-PhD student or a part-time PhD student, work with the director and your advisor to plan your program schedule.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socwork 8101</td>
<td>Research and Professional Development Seminar</td>
<td>1 each; 3 total</td>
<td>Autumn and Spring of 1st year and Spring of 2nd year</td>
</tr>
<tr>
<td>Socwork 8201</td>
<td>Knowledge Building</td>
<td>3</td>
<td>Autumn of 1st year</td>
</tr>
<tr>
<td>Socwork 8202</td>
<td>Theories of Change for Social Problem Intervention</td>
<td>3</td>
<td>Autumn of 1st year</td>
</tr>
<tr>
<td>Socwork 8401</td>
<td>Foundations of Translational &amp; Intervention Research in Social Work</td>
<td>3</td>
<td>Autumn of 1st year</td>
</tr>
<tr>
<td>Course</td>
<td>Title</td>
<td>Credits</td>
<td>Semester and Year</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Socwork 8402</td>
<td>Methods for Research in Context I</td>
<td>3</td>
<td>Spring of 1st year</td>
</tr>
<tr>
<td>Socwork 8403</td>
<td>Methods for Translational &amp; Intervention Research in Social Work (pre-rec: 8401)</td>
<td>3</td>
<td>Autumn of 2nd year</td>
</tr>
<tr>
<td>Socwork 8404</td>
<td>Methods for Research in Context II (pre-rec: 8402)</td>
<td>3</td>
<td>Spring of 2nd year</td>
</tr>
<tr>
<td>*Socwork 8502</td>
<td>Social Work Pedagogy: Competence, Opportunities and Challenges (pre-rec: completion of 1st year)</td>
<td>2</td>
<td>Autumn of 2nd year</td>
</tr>
<tr>
<td>Socwork 8999</td>
<td>Dissertation Research (register via PhD Office)</td>
<td>6 minimum</td>
<td>After candidacy exam completion (3rd and 4th years)</td>
</tr>
</tbody>
</table>

*Required for 2016 cohort and beyond; elective for 2015 and earlier cohorts

**Statistics and Advanced Research Methods – 9 hours**

As you begin to develop your unique scholarship niche, you will need to build upon the research methods and statistics knowledge you have. In consultation with your advisor and approved by the Director select courses that will further advance your training and will meet your immediate and future research needs. As a guide, some course options are listed below. Courses may be taken outside Social Work.

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Socwork 8405</td>
<td>Quantitative Analysis: Special Issues and Considerations (permission of instructor)</td>
<td>2</td>
<td>Summer preferably 2nd year</td>
</tr>
<tr>
<td>*Socwork 8406</td>
<td>Analysis and Interpretation of Qualitative Data (8402 pre-rec)</td>
<td>3</td>
<td>Spring 2nd year</td>
</tr>
<tr>
<td>Psych 6810</td>
<td>Statistical Methods in Psychology I</td>
<td>4</td>
<td>Autumn</td>
</tr>
<tr>
<td>Psych 6811</td>
<td>Statistical Methods in Psychology II</td>
<td>4</td>
<td>Spring</td>
</tr>
<tr>
<td>Psych 7871</td>
<td>Covariance Structure Models</td>
<td>3</td>
<td>Autumn</td>
</tr>
<tr>
<td>Psych 7823</td>
<td>Analysis of Repeated Measures and Longitudinal</td>
<td>3</td>
<td>Spring</td>
</tr>
<tr>
<td>Stats 5301</td>
<td>Intermediate Data Analysis I</td>
<td>4</td>
<td>Autumn</td>
</tr>
<tr>
<td>Stats 5302</td>
<td>Intermediate Data Analysis II</td>
<td>4</td>
<td>Spring</td>
</tr>
<tr>
<td>Esqual 8201</td>
<td>Qualitative Research: The Analysis of Interaction in Educational Settings</td>
<td>3</td>
<td>Autumn</td>
</tr>
<tr>
<td>Pubhbio 6210</td>
<td>Design and Analysis of Studies in the Health Sciences</td>
<td>3</td>
<td>Autumn</td>
</tr>
<tr>
<td>Pubhbio 6212</td>
<td>Regression Methods for the Health Sciences</td>
<td>3</td>
<td>Autumn</td>
</tr>
<tr>
<td>Sociol 8632</td>
<td>Analysis of Longitudinal Data</td>
<td>3</td>
<td>Autumn</td>
</tr>
<tr>
<td>Esqrem 7651</td>
<td>Regression Analysis</td>
<td>4</td>
<td>Autumn</td>
</tr>
</tbody>
</table>

Other courses as approved by the PhD Program Director

*Can be used to for statistics and advanced research requirement or elective
Specialization – 9 hours
The specialization allows you to put together a unique combination of courses to help you deepen your knowledge and substantive expertise. You will use this knowledge in your candidacy examination, dissertation and future research trajectory.

In consultation with your advisor and by approval of the Director you will submit a form describing your specialization. On this form, you will also list and support your course choices. At least two courses must be taken outside Social Work.

Electives – 3 hours
Electives are courses of your choosing that contribute to your educational goals. You can include Social Work elective courses, independent studies, candidacy preparation hours or courses from across the University.

PhD Social Work elective courses

<table>
<thead>
<tr>
<th>Number</th>
<th>Title</th>
<th>Credits</th>
<th>Semester and Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Socwork 8193</td>
<td>Independent Study (register via PhD Office)</td>
<td>1-8</td>
<td>Any</td>
</tr>
<tr>
<td>Socwork 8194</td>
<td>Group Studies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Socwork 8405</td>
<td>Quantitative Analysis: Special Issues and Considerations (permission of instructor)</td>
<td>2</td>
<td>Summer, preferably 2nd year</td>
</tr>
<tr>
<td>*Socwork 8406</td>
<td>Analysis and Interpretation of Qualitative Data (8402 pre-rec)</td>
<td>3</td>
<td>Spring 2nd year</td>
</tr>
<tr>
<td>Socwork 8501</td>
<td>International Issues in Social Work Practice and Social Development</td>
<td>2</td>
<td>Spring</td>
</tr>
<tr>
<td>**Socwork 8502</td>
<td>Social Work Pedagogy: Competence, Opportunities and Challenges</td>
<td>2</td>
<td>Autumn 2nd year</td>
</tr>
<tr>
<td>Socwork 8998</td>
<td>Research (Candidacy Preparation; Register via PhD Office)</td>
<td>1-8</td>
<td>Any term when preparing or taking the candidacy exam</td>
</tr>
</tbody>
</table>

*Can be used to for statistics and advanced research requirement or elective

**Elective for 2015 cohort and earlier; Required for 2016 cohort and later

Candidacy and Dissertation
Students may opt to enroll in SOCWORK 8998 during candidacy preparation and must enroll in SOCWORK 8999 for dissertation preparation and final oral exam (defense). Consult the Graduate School Handbook for credit hour registration requirements for candidacy and dissertation.
Registration of 8193, 8998, 8999
Contact the PhD Office to register for independent courses in Social Work – 8193, 8998, and 8999. Provide the course number, the number of hours, the instructor, and the term in your request. Registration for 8193 also requires submission of the Independent Study Request form.

Non-credit requirements
*Publication Submission* - To enhance your preparation for a faculty or researcher career, you are required to submit an article to a journal for publication consideration. Ideally, the article would be single or first authored by you, as this will be important in your later search for academic employment. To document that you have met the requirement, submit a copy of the letter/email of receipt of your journal article together with the title of your article and the title of the journal to the PhD Office.

*Presentation of Dissertation Work* – As part of the faculty hiring process and as a faculty member you will have to present your work orally. As part of your professional development, you are required to present your dissertation work to the College of Social Work. You may present your work at any stage following approval of your proposal and prior to graduation.

Registration Requirements

In order to know how many credit hours to register for at any given time during your program, you need to know which statuses apply to you and which offices govern those statuses. If you are not sure how many credit hours to schedule, contact the PhD Program Office and we’ll look at your individual situation and answer your question or help you find the answer.

The standard registration requirement for full-time students during the coursework (pre-candidacy) portion of your program is 8 hours per semester for Autumn and Spring. Summer is optional. Part-time is 4 hours. Full-time enrollment for candidates beginning with the first term following passage of the candidacy exam is 3 hours. Candidates must also follow the Graduate School’s Continuous Enrollment Policy.

In addition to these, there are other statuses that have enrollment/registration requirements. Registration requirements are primarily a function of the following: 1) pre-candidacy or candidacy status; 2) insurance requirements; 3) international student status; 4) Graduate School requirements; 4) funding requirements for: a) GAs; b) GSLs; c) Graduate School Fellowships; d) OSU employees; e) other scholarships, loans, fellowships, etc. In addition to the Graduate School Handbook and policies, please refer to the websites for The Office of International Education, Student Health Insurance, Human Resources, and Student Financial Aid.
Candidacy Examination

Once you’ve completed your coursework, you are ready for the candidacy examination. Passing this milestone demonstrates that you have the necessary knowledge and skills for independent research. As required by the Graduate School, the candidacy examination consists of a written exam and a two hour oral exam and is conducted by a committee of graduate faculty.

Graduate School Handbook – Pertinent Sections

Candidacy Exam Options
There are two exam options for Social Work PhD students. Under the guidance of your committee, you will select either the Single-paper Option or the Traditional Option. The Single Paper Option is in the form of a grant proposal for the written portion of the exam. The Traditional Option has two take-home questions and two in-class questions for the written portion of the exam. You must officially indicate your exam option on the SocialWork PhD Program form, Candidacy Committee and Exam Option Notification.

Single Paper Option - In the appendix, you will find a document, Single Paper Option, outlining the details of the Single-paper Option. Use this together with any related rules and policies in the Graduate School Handbook as your guideline for the exam.
Traditional Option – The take-home portion of the written candidacy exam will test you on questions about theory & practice and knowledge building. Two of your College of Social Work committee members will provide you with questions for those sections. The in-class portion of the written exam will test you on questions about research methods and your area of specialization. One of your College of Social Work committee members will test you on research methods and your committee member from another OSU department will test you on your specialization. A laptop and exam space will be provided for the in-class portion of the exam.

Candidacy Exam Committee
Your candidacy exam committee will consist of four OSU graduate faculty members – three from Social Work and one from another OSU department. Your advisor must be from Social Work. Committee members are selected by you in consultation with your advisor or committee chair. Your advisor and committee members must indicate their approval to serve on your committee and agreement of your choice of exam option by signing the Social Work PhD Program form, Candidacy Committee and Exam Option Notification.

Each committee is unique and operates autonomously, but within the College of Social Work and Graduate School rules and policies. You may find differences from your fellow doctoral students’ committees. As long as the committees are operating within the College of Social Work and Graduate School rules and policies, this is permissible and inevitable as you move from class based work to independent scholarship.

Changes to your committee can be made prior to submission of the on-line Graduate School form, Application for Candidacy, found at GRADFORMS.osu.edu. These changes should be officially noted by re-submitting the College of Social Work form, Candidacy Committee and Exam Option Notification.

Candidacy Exam Process and Scheduling via the PhD Program Office
There are a number of steps that you will need to take to schedule and coordinate your exam from forming your committee to submitting paperwork and reserving a room for your committee meetings and oral exam.

1) Review this handbook and the Graduate School Handbook. Both are necessary as neither alone is comprehensive and failing to follow the rules can invalidate your exam.
2) Meet with the PhD Program Office Coordinator to review the exam process and clarify any questions you may have about Graduate School or Social Work policies and to do a PhD Program course and requirements audit. This audit is different from the Graduate School graduation requirements audit.
3) Form your committee according to Social Work and Graduate School rules.
4) Select your exam option.
5) Submit the Candidacy Committee and Exam Option Notification form to the PhD Program Office – Most students find it easiest to obtain signatures at the initial committee meeting.
6) Ask your committee member(s) outside Social Work whether they are active members of the Graduate School and whether they have M or P status. Ask the PhD Program Office to check the faculty portal to confirm this information. If any of your committee members do not meet these requirements, consult with the PhD Program Office and the Graduate School Handbook/policies to determine next steps.

7) Work with your committee to establish how the committee will function and how you will proceed with your exam.

8) If you need to schedule a room for your committee meetings, contact the PhD Program Office Coordinator to schedule room 444, the PhD seminar room. If this room is not available, contact the Assistant to the Dean to schedule – 115, 200 or 315.

9) Work on the written portion of the exam within the committee, PhD Program, and Graduate School rules and guidelines.

10) When you are ready to schedule your oral exam, contact the PhD Program Office Coordinator to reserve a room and schedule your exam. When scheduling your exam, keep in mind that the PhD Program Office Coordinator or designee must be available immediately prior to and following your exam.

11) Log in to GRADFORMS.osu.edu to submit the Graduate School’s Application for Candidacy by the Graduate School due date. The Graduate School will review your record and confirm that your committee members are eligible to serve. Approval of your application will generate the Report on Candidacy form which will be made available to your advisor and committee at the start of your oral exam.

12) Submit final copies of your written exam to your committee and the PhD Program Office one to two weeks prior to your exam.

13) Immediately following your exam, your advisor and committee members should log in individually to GRADFORMS.osu.edu to submit their decisions via the Report on Candidacy form. The PhD Program Office Coordinator or designee will come to take your photo upon successful passage of your candidacy exam (see – A Social Work Tradition).

A Social Work Tradition
Immediately following successful passage your oral candidacy exam, the PhD Program Office Coordinator will take a photo of you with your committee members. A flyer will be created and posted outside the PhD Program Office as well as sent to your committee, the listserv and posted in Carmen. If you prefer not to have public notification of your exam passage, you may request that this not be done.

Forms
Social Work Form

Candidacy Committee and Exam Option Notification – Once you have formed your committee and selected your exam option, submit this form to the PhD Program Office. If you make changes to your committee or exam option, submit a new form indicating these changes.
Graduate School Forms (GRADFORMS.osu.edu)

**Application for Candidacy** – Once you have scheduled your oral exam, log in to GRADFORMS.osu.edu to submit this form according by the Graduate School due date.

**Report on Candidacy** – This form will be available via GRADFORMS.osu.edu to your advisor and committee members at that start of your oral candidacy exam. At the completion of your exam, your committee members will log in individually and submit their decisions on the exam.

**Registration Requirements**
See the Graduate School Handbook – 7.4 Candidacy Examination

**Dissertation**

After reaching candidacy, you are now ready to undertake the dissertation and by doing so demonstrate a high level of knowledge in social work and the ability to research, write, and present your work as an independent scholar in an academic community.

**Graduate School Handbook – Pertinent Sections**
- 7.8 Candidacy
- 7.9 Dissertation
- 7.10 Final Oral Examination
- 7.11 Result of the Final Oral Examination
- 7.12 Dissertation Final Copy

**Dissertation Committee**
Your dissertation committee will consist of at least three OSU graduate faculty members. Your advisor must be from Social Work, but your other committee members may be from other OSU departments. Committee members are selected by you in consultation with your advisor/committee chair. Your advisor and committee members must indicate their approval to serve on your committee and approval of your proposal by signing the Social Work PhD Program form, *Dissertation Committee & Proposal Approval*.

As with the Candidacy Examination, each committee is unique and operates autonomously, but within the College of Social Work and Graduate School rules and policies.

Changes to your committee can be made prior to submission of the Graduate School form, *Application for Final Exam* on-line at GRADFORMS.osu.edu. These changes should be officially noted by re-submitting the College of Social Work form, *Dissertation Committee & Proposal Approval*. 
Dissertation and Final Exam Process and Scheduling via the PhD Program Office

1) Review this handbook and the Graduate School Handbook. *Both are necessary as neither alone is comprehensive and failing to follow the rules can cause significant delays.*

2) The PhD Program Office is a resource for you. Ask questions or seek clarification as needed.

3) Form your committee according to Social Work and Graduate School rules.

4) Work with your committee to establish how the committee will function and how you will proceed with your dissertation work. Establishing a realistic timeline is helpful. When creating this timeline, it is helpful to plan to complete your defensible dissertation draft by the end of the term before you plan to graduate as this will allow you time to handle all of your final term processes including taking your final oral exam (defense); making post exam edits to your dissertation; preparing and submitting your final document (final version of your dissertation), completing dissertation and graduation paperwork; and ordering PhD regalia for graduation, etc.

5) If you need to schedule a room for your committee meetings, contact the PhD Program Office Coordinator to schedule room 444, the PhD seminar room, or contact the Assistant to the Dean to schedule any other College controlled room – 115, 200, and 315.

6) Prepare your dissertation proposal within the committee, PhD Program, and Graduate School rules and guidelines.

7) Complete and submit to the PhD Program Office the *Dissertation Committee & Proposal Approval* form once your committee is formed and has approved your proposal.

8) Check with any committee members outside Social Work to be sure that they are active members of the Graduate School and have M or P status. Also ask the PhD Program Office to check the faculty portal to confirm this information. If any of your committee members do not meet these requirements, consult with the PhD Program Office and the Graduate School Handbook and policies to determine next steps.

9) Together with your committee, determine at what point in the dissertation process you would like to present your dissertation work in an open College forum. You may present your work at any point in time between the approval of your proposal and graduation.

10) Work with the PhD Program Office Coordinator to schedule your open College presentation. The presentation should be 45 minutes long with an additional 15 minutes for questions and answers and your committee chair should be available to attend. The PhD Program Office Coordinator will work with you to create a flyer and to publicize and invite the College community. You may invite guests as well.

11) When your dissertation draft is complete and you are ready to schedule your final oral exam (defense), contact the PhD Program Office Coordinator to reserve a room and schedule your exam. When scheduling your exam, keep in mind that the PhD Program Office Coordinator or designee must be available immediately prior to and following your exam.

12) Log in to gradfroms.osu.edu to submit the Graduate School’s *Application for Final Exam* by the Graduate School due date. The Graduate School will review your record and confirm
that your committee members are eligible to serve and assign a Graduate School representative to your exam. The Graduate School will also generate two on-line forms: **Report on Final Examination** and **Report on Final Document**. Following the final oral exam, the advisor, committee members and the graduate school representative will log in individually and submit their decisions for the Final Oral exam via the **Report on Final Examination**. After you have made the committee requested changes to your final document (dissertation) and the committee approves your final document by the Graduate School due date, they will log in individually to submit their decisions on the exam via the **Report on Final Document**.

13) Follow the Graduate School rules and guidelines for formatting and submitting your final dissertation document and the due dates for your final exam, final document, and graduation.

**A Social Work Tradition**
As with the Candidacy Exam, immediately following successful passage of your final oral exam, the PhD Program Office Coordinator will take a photo of you with your committee members. A flyer will be created and posted outside the PhD Program Office as well as sent to your committee, the listserv and posted in Carmen. In addition, submit your dissertation title and abstract to the PhD Program Office. It will be included in the listserv and Carmen notice. If you prefer not to have public notification of your successful defense, you may request that this not be done.

**Forms**

Social Work Form

**Dissertation Committee & Proposal Approval** – Once you have formed your committee and your committee has approved your proposal, submit this form to the PhD Program Office. If you make changes to your committee submit a new form indicating these changes.

Graduate School Forms ([GRADFORMS.osu.edu](http://GRADFORMS.osu.edu))

**Application for Final Examination** – Once you have scheduled your final oral exam, complete and submit this on-line form according to the Graduate School due date.

**Report on Final Examination.** – This form will be generated when your **Application for Final Examination** is approved. Your advisor, committee, and the Graduate School representative will log in individually immediately following your exam to submit their decisions on the exam.

**Report on Final Document.** – This form will be generated when your **Application for Final Examination** is approved. Once you have made the requested changes to your final document (dissertation) and your committee has approved your document, the committee members will log in individually to submit their decisions by the Graduate School due date.
Graduate School Guidelines and Due Dates

See the Graduate School website for various guidelines for preparing and submitting your dissertation as well as the due dates for submitting forms and documents (Graduation Deadline Dates).

Registration Requirements
See the Graduate School Handbook—7.8 Candidacy.

Graduation

In order to graduate, you must meet the PhD Curriculum requirements listed in this Handbook as well as Graduate School Requirements.

Graduate School Handbook – Pertinent Sections
7.13 Graduation Requirements
7.14 Summary of Ph.D. Degree Graduation

Forms
Graduate School Forms

Application to Graduate – Log in to GRADFORMS.osu.edu to create an Application to Graduate by the Graduate School due date.

Graduate School Forms, Guidelines and Publications

Final Semester Checklist
Calendar: Upcoming Deadlines

Evening of Recognition and Commencement

Evening of Recognition
The College of Social Work is proud to have a tradition of celebrating our graduates together as a College. Each year on the Friday evening before The Ohio State University’s official Spring semester commencement, the College of Social Work hosts the Evening of Recognition. Students who have graduated throughout the year are invited to participate.

Doctoral students who have successfully defended their dissertations from Summer semester through Spring semester are invited to participate. Participation is voluntary. If you plan to participate, send your dissertation title and advisor’s name to the PhD Program Office Coordinator for inclusion in the program. Also, if you opt to participate you must rent or purchase doctoral
regalia. The College will loan a hood to you if you have yet to be hooded at an official OSU commencement. If available, your advisor will attend and hood you at this ceremony and you will be seated together with the faculty on stage to symbolize your transition from student to colleague.

**Commencement**

For details about OSU’s commencement, search for “commencement” on the OSU website. If you do not wish to participate, indicated this on your Application to Graduate on GRADFORMS. If you do wish to participate, confirm with your advisor/dissertation committee chair that she or he is available to hood you at commencement.

**Financial Support and Other Services in Social Work**

The College and the Graduate School sponsor various sources of financial support of your education. Your eligibility for these will vary according to several factors. Generally, College-funded Graduate Research and Teaching Associate (GRA, GTA) positions are awarded to pre-candidacy students in the College. Faculty research-funded GRAs may be awarded to students at any stage of the program. Graduate Student Lecturer (GSL) appointments are typically made to students who have completed their coursework and are eligible to teach in the undergraduate or master’s programs. Below are descriptions of the types of positions and their general benefits. Applications are due during the spring semester at dates announced on the listserv and Carmen.

**Graduate School Handbook – Pertinent Sections**  
Section IX – Graduate Associates  
Appendix E – Guidelines for Short-Term Absences and Leaves of Absence for Graduate Students Appointed as GAs, Fellows, and Trainees

**GRA and GTA**

College-funded GRAs are typically appointed for 20 hours per week for nine months and assigned to a faculty member to assist in her or his research. These positions include payment of a monthly stipend for nine months as well as tuition, some fees, and 85% of student health insurance. Summer tuition with four hours of registration is also a benefit.

GTAs typically assist a faculty member with two sections of a class or independently teach one section of a class. These positions include payment of a monthly stipend for nine months as well as tuition, most fees, and 85% of student health insurance. Summer tuition with four hours of registration is also a benefit.
GSL
Graduate Student Lecturers (GSLs) typically have previous teaching experience as a GTA and have completed required coursework. They teach one or two sections/courses for a 50% or 75% FTE position. They are paid a monthly salary, typically for eight months for teaching Autumn and Spring. These positions do not cover tuition and fees. Summer positions are occasionally available. The College requires GSLs to register for 3 credit hours during the term (Autumn or Spring) in which they are teaching, except for Summer.

Positions in other administrative units on campus
A number of other offices and programs on campus frequently hire graduate students in positions that pay tuition and fees as well as a stipend. These include the Multicultural Center, the Office of Diversity and Inclusion, the Office of Disability Services, the University Library, the Graduate School and many others. Unfortunately, there is no single repository advertising these positions. Networking with other graduate students, contacting programs, and monitoring postings on the PhD Program’s listserv are some of the ways you might learn of availability.

Registration Requirements for GAs (GRA, GTA) and GSLs
For GAs - See the Graduate School Handbook
  3.1 Course Load
  9.1 General Information

GSLs must enroll for at least 3 hours of credit during the academic terms of appointment

Travel Grants, Awards and Scholarships

Ask Fred and other Travel funds – Ask Fred Fund Application
The Ask Fred Fund is a travel grant fund designed to provide travel support for you when you present a poster or paper at a conference. Each year ten doctoral students in Social Work are awarded up to $250 as full or partial reimbursement. The “Ask Fred” Fund Application should be submitted to the PhD Program Office at least one week prior to travel.

Additional College travel funds are available to PhD students on a case by case basis. You may be awarded up to $750 per conference where you are presenting a paper or poster. You may also apply for travel funds for faculty position interviews (including CSWE and SSWR) within a one year timeframe. Apply for these funds via the “Ask Fred” Fund Application.

Merris Cornell Research Scholarship
– Merriss Cornell Research Scholarship Nomination Form
The Merriss Cornell Research Scholarship provides a scholarship of $700 to $1500 in recognition of an outstanding thesis or dissertation proposal. Self or faculty nominations, including a copy of the thesis or dissertation proposal are due in March. Social Work MSW and PhD students who have an approved thesis or dissertation proposal are eligible.
Nominations are reviewed by the PhD Program Committee for selection. Scholarship funds will be transferred to the selected recipient’s student account for Autumn and Spring semesters. The recipient will also be asked to submit a head and shoulders photo to be used on the website or other media. The recipient will be recognized at the Scholarship recognition event the following Spring.

Merriss Cornell Distinguished Researcher Award

– Merriss Cornell Distinguished Researcher Nomination Form

The Merriss Cornell Distinguished Researcher Award provides an award of $700 to $1500 in recognition of an outstanding completed thesis or dissertation. Self or faculty nominations, including a copy of the thesis or dissertation in draft or completed form are due in March. Social Work MSW and PhD students who have completed a thesis or dissertation between the most recent and the upcoming Evening of Recognition are eligible. Nominations are reviewed by the PhD Program Committee for selection. The recipient will also be asked to submit a head and shoulders photo to be used on the website or other media. The recipient will be recognized at the upcoming Evening of Recognition.

Anna Marie Malia Robinson Endowed Scholarship for Mental Health Research

– Nomination Form: Anna Marie Robinson Scholarship

The Anna Marie Malia Robinson Endowed Scholarship for Mental Health Research provides a scholarship of $1500 to $2000 for a doctoral student researching severe mental disabilities with preference given to research in bi-polar disorder. Self or faculty nominations and all required documents are due in March. Nominations are reviewed by the PhD Program Committee for selection. The recipient will also be asked to submit a head and shoulders photo to be used on the website or other media. The recipient will be recognized at the Scholarship recognition event.

Selma & Alexander W. Erlen Award of Doctoral Excellence

– Nomination Form: Selma & Alexander W. Erlen Award

The Selma & Alexander W. Erlen Award of Doctoral Excellence provides a scholarship of approximately $2000 for a doctoral student who demonstrates excellence through service, academics, and scholarship. Self or faculty nominations and all required documents are due in March. Nominations are reviewed by the PhD Program Committee for selection. The recipient will also be asked to submit a head and shoulders photo to be used on the website or other media. The recipient will be recognized at the upcoming Scholarship recognition event.

Business Cards

The College recognizes the importance for you to network and easily share your contact information with others, so the College will provide you with one small box of business cards during your time as a PhD student. You may request the cards at any time. Contact the PhD Office
for the Student Business Card Request Form. Submit the form at least one to two weeks prior to when you expect to begin using them.

**Laptops, Computer Software and Server Space**
To facilitate your dissertation work, the College of Social Work will provide each doctoral student with a laptop, Microsoft Office and SPSS, and server space. The laptops are owned by the College and their use follows OSU policies. Return laptops to the College when you graduate, take a leave of absence or leave the University.

The College has a site license for Qualtrics. To access and learn how to use Qualtrics, contact the Research Office. Additional software/programs are available to you through OSU’s Office of Information Technology.

For software that isn’t available, contact the PhD Office for the Software Request for Scholarship and Dissertation form. Be sure to allow sufficient time for the review of your request and please note that not all requests can be approved.

**Room Scheduling and the Doctoral Student Workspace**
The College of Social Work has several meeting rooms (Stillman 115, 200, 315, 400 and 444) available for reservation. PhD classes and exams are given priority for Stillman 444, the doctoral seminar room. As a PhD student, you can reserve these spaces by contacting the appropriate College Office. If you have technology requirements inquire about your needs prior to or at the time of reservation or check out the room if unlocked.

- Stillman 115 – Assistant to the Dean – for larger functions or meetings
- Stillman 200 – Assistant to the Dean – for small meetings, such as research teams
- Stillman 315 – Assistant to the Dean – for meetings or presentations
- Stillman 400 – Office of Community Engagement – for larger functions or meetings.
- Stillman 444 – PhD Program Office – priority for PhD classes and exams; used for meetings including study groups.

Stillman 009D is a workspace available for all doctoral students. This workspace is shared and the spaces are unassigned. Keys are available by request to the Assistant to the Dean.

Day lockers are available to students on a first come first served basis. The lockers are located in the basement and require the user to provide the lock.
Appendices – Social Work PhD Forms and Policies

Social Work PhD Program Forms List

*PhD Program of Study Audit Form*

Use this form to track the course and program requirements that you have met. You may wish to share it with your advisor and the PhD Program Office. When you do your program audit before taking the Candidacy exam, the PhD Program Office will use this form to track your requirements.

*PhD Program Course Planning Worksheet*

This form is for your use and your advisor’s use. If you are a full-time student use it to plan which courses you will take and when. If you are a part-time or MSW-PhD student, you may wish to use it as a guideline when planning your program.

*PhD Program Course Planning Worksheet – Blank Form*

If you are a part-time or MSW-PhD student, you should use this form to plan your program with the PhD Director and your advisor. Full-time students may also opt to use this form.

*Change of Advisor – Submit to PhD Office*

The Director is initially assigned as your advisor. Once you have decided on your advisor or if you wish to change your advisor, use this form to notify the PhD Office of the change and also to request that the change be noted in OSU’s student database.

*Independent Study Request – Submit to PhD Office*

Use this form to request an independent study course (8193) and to outline your study agreement with your instructor.

*Specialization Plan - Submit to PhD Office*

Use this form to request the Director’s approval of your specialization plan.

*Candidacy Committee and Exam Option Notification – Submit to PhD Office*

Use this form to notify the PhD Office of your chosen candidacy exam option and committee composition or changes to either or both of these.
Dissertation Committee & Proposal Approval – Submit to PhD Office

Use this form to notify the PhD Office of your dissertation committee composition and their approval of your dissertation proposal or changes to either or both of these.

Social Work PhD Forms for Business Cards, Software, Travel Grants, Awards and Scholarships

Student Business Card Request Form – Submit to the PhD Office

Request this form from the PhD Office. Submit it at least one to two weeks prior to the date that you will need the business cards.

Software Request for Scholarship and Dissertation – Submit to the PhD Office

Request this form from the PhD Office. Submit it with sufficient time for the PhD Program Committee to Review your request. Then submit the approved request form to the IT department via cswhelpdesk@osu.edu in order to fulfill your request.

“Ask Fred” and College Travel Funds Application – Submit to the PhD Office

If you have been accepted to present a paper or poster at a conference, you are eligible for up to $250 reimbursement from the Ask Fred Fund for travel related expenses. Ten awards are available each year.

For other travel reimbursement to conferences or for faculty position interview, including at CSWE and SSWR, use this form to apply for College funds of up to $750 per event. Job search funds are per event for up to one year.

To apply for Ask Fred and College travel reimbursement funds, submit this form to the PhD Office for the Director’s approval at least two weeks prior to travel. Approved forms will be forwarded to the fiscal office for processing. Once approved, work with the fiscal office for subsequent processing and paperwork.

Merriss Cornell Research Scholarship Nomination Form – Submit to the PhD Office

Submit this form together with a copy of your approved dissertation proposal in March or by the announced due date.
Merriss Cornell Distinguished Researcher Nomination Form – Submit to the PhD Office

Submit this form together with a copy of your defended final dissertation or defensible draft in March or by the announced due date.

Anna Marie Malia Robinson Scholarship Nomination Form – Submit to the PhD Office

Submit this nomination form together with the nomination packet outlined in the nomination form by March or the announced due date.

Selma & Alexander W. Erlen Award Nomination Form – Submit to the PhD Office

Submit this nomination form together with the nomination packet outlined in the nomination form by March or the announced due date.

Policies

Written Candidacy Exam – College of Social Work Single Paper Option (June 8, 2012)

College of Social Work PhD Program Performance Review

College of Social Work Graduate Student Reactivation Policy
Candidacy Exam – Single Paper Option

College of Social Work
The Ohio State University
Doctoral Candidacy Examination
“Single Paper Option”

Introduction

The Doctoral Candidacy Examination is intended to demonstrate that a student is prepared to undertake independent research. Per policy of the Graduate School, the Candidacy Examination consists of a written portion followed by a two-hour oral examination by the student’s Candidacy Examination Committee. If selected, the Single Paper Option requires the student to write the candidacy exam in the format of a research proposal, following guidelines that closely mirror the submission process used in applying for federal research funding. The purpose of this format is for the written candidacy examination to more closely resemble a real-world investigator experience. A secondary benefit is that students are provided with this independent project development experience, over and above what they have experienced in coursework or research assistantships. Ideally, this experience leaves students even better prepared to seek funding for their dissertations and research projects throughout their careers.

Similar to the traditional written exam option, the Single Paper Option is intended to be an examination that evaluates two dimensions: (1) the student’s demonstrated mastery of a body of existing knowledge and ability to critically analyze the state of knowledge development and related issues in a specific content area; and, (2) the student’s demonstrated knowledge, skills, and rigor in research methodology as applied to that area of knowledge building activity. The format of the Single Paper Option encourages students to demonstrate their mastery by independently developing an idealized research plan around a specific topic. The Single Paper Option is not a substitute for the dissertation proposal process. It is intended as an opportunity to explore the “ideal” or “best” possible research plan, identifying potential feasibility issues, but not necessarily having to design a dissertation proposal for implementation. The Single Paper Option may overlap with the student’s intended topic of dissertation study, but is not designed as a part of the dissertation’s development and implementation.

In summary, the Single Paper Option is: (a) an examination process, (b) conducted independently from the start of the examination phase of the process, (c) in a format intended to address both knowledge in a content area and research development skills, and (d) separate/distinct from the dissertation proposal process.

Process

Committee Composition. The student begins the Single Paper Option candidacy examination process by selecting a chair/major advisor. In consultation with the advisor, the student then selects additional members of the committee. Per College of Social Work policy, the Candidacy Exam Committee is comprised of four members of the Graduate Faculty (three from social work and one from another department, per CSW policy). The student should include at least one research methods specialist on the candidacy examination committee.
**Concept Paper.** The Concept Paper serves as a communication tool between the student and the committee regarding the scope and nature of the student’s examination project. Although the Concept Paper is not a graded element of the candidacy examination, it is intended to be the primary means through which the student may receive feedback while she or he is preparing to engage in the candidacy examination process. The Concept Paper is a two-page, single-spaced document applying current APA writing-style guidelines (reference list is not included in the two-page limit). This Concept Paper mimics what an investigator would share with a funding agency prior to developing a full-fledged proposal. It should be carefully crafted and presented, and include the following components:

- **Background and Significance**—Briefly explain how the literature leads you to think this topic needs study and what is the anticipated payoff in knowledge development and the social work profession of the project to be proposed.

- **Framing and Question(s)**—Present the question(s) and/or hypotheses of the project being proposed, making clear how they are derived from background literature and the conceptual model(s) that guide the project to be proposed.

- **Design**—Outline the study design and methodology elements that will be proposed to address the identified research question(s) and/or test the hypotheses.

- **Plan of Analysis**—Outline the analysis plan that will be proposed and how it fits the type of data to be collected and participant sampling plans to be proposed (i.e., specific statistical approaches and/or specific qualitative procedures).

**Feedback Opportunities.** Once the Concept Paper has been distributed to committee members, the chair and student should arrange a meeting for the purpose of providing the student with feedback on the Concept Paper. The student and committee may have as many pre-exam meetings as deemed necessary to achieve a successful Concept Paper. Successful conclusion of this meeting marks the beginning of the examination process, during which feedback will no longer be provided by the committee or any external consultants. The chair will communicate about format, policies, and procedures only, not on content. This Concept Paper meeting also provides the committee members with an opportunity to ensure that they are each sufficiently informed about the specific project and examination procedures.

**The Examination.** The student will independently develop the Single Paper, using the proposal format indicated below. The Single Paper Option candidacy examination is intended to be completed within a maximum time period of two semesters (including summer semester) after the Concept Paper has been approved by the Candidacy Examination Committee. When the student is satisfied that the paper is ready to be evaluated by the Candidacy Examination Committee, the paper should be submitted by the student to the chair and to each committee member in their preferred format (e.g., in print or electronically). The student also submits a copy of the paper to the Doctoral Program Office at least two weeks prior to the intended date of the oral examination. Not more than three weeks should pass between the date when committee members are provided with the paper and the oral exam takes place. (This allows for compliance with the one month total time frame allowed by Graduate School policy.)
NOTE: Submit the Doctoral Notification of Candidacy Exam form (on the Graduate School website) to the Graduate School 14 to 30 days prior to the oral exam.

Remember that this Single Paper is the student’s independent work. The time for developmental feedback is during the Concept Paper phase. Students should receive no feedback during the examination period from the committee or any external consultants, which is from the end of acceptance of the Concept Paper to the oral exam period.

The student will engage with the committee members during the scheduled oral examination phase of the process. At the conclusion of the oral examination, the committee members will decide whether the student has earned a grade of Satisfactory (pass) or Unsatisfactory (fail) based on both the written and oral portion of the candidacy examination. Written feedback should be provided by committee members at the conclusion of the oral examination utilizing the Evaluation Feedback Form and its incorporated rubrics. The grading decision is based on the demonstration of competency (not on this being a fundable NIH research proposal).

Students who fail the candidacy examination, upon approval of the committee, can retake the oral examination. It is up to the committee to determine whether or not the paper needs to be revised and resubmitted, as well. Per Graduate School policy, a student is allowed only one opportunity to retake the oral examination. Any oral examination that is retaken must have a Graduate Representative in attendance, per Graduate School policy. Please refer to Graduate School Handbook, 7.4 Candidacy Examination, for policy and procedures regarding candidacy examination.

Other Requirements. Graduate School policy dictates that the student be enrolled in at least three credits during any semester in which any part of the candidacy examination is attempted or completed. Submission of the Concept Paper may take place during a non-enrolled semester, as it is not part of the formal examination period. Students will need to be enrolled in at least three credits to submit the written candidacy examination itself and to sit for the oral examination.

Format of the Single Paper

General Guidelines: The paper should apply current APA-style elements with one exception: the page limits listed below are for single-spaced papers. If the chair requests double-spacing, the page limits should be doubled, as well. Tables, graphs, figures, diagrams, and charts should be included within the page limits; copies of instruments, photographic images, and other supporting resources may appear in Appendices that are not included in the page limits. Page numbers should be included on every page. An embedded header with the student’s name (last, first) should be included on every page other than the Cover Form A. Font size should be either Times New Roman 12 or Arial 11 and page margins should not be less than 1” on any side.

Section Guidelines (HV below):

I. Face Page/Form A

II. Table of Contents. Provide the page number for each category listed on the table of contents.
III. The Proposal. The research proposal consists of items a-c below. It should be self-contained and include sufficient information to evaluate the project, independent of any other document. Be specific and informative, and avoid redundancies. Carefully follow all instructions. Page limits include all tables and figures, but not the reference list.

a. Abstract (/1 page limit)
The Abstract is an approximately 150-200 word project summary. It is meant to serve as a freestanding succinct and accurate description of the proposed work and a brief statement of its relevance to the social work profession. State the project’s broad, long-term objectives and specific aims. Describe concisely the research design and methods for achieving the stated goals. This section should be informative to professionals who do not necessarily work in the specific area targeted in the project. Use text only (no figures or other information not in standard text.)

b. Specific Aims (/1 page limit)
The purpose of the Specific Aims section is to clearly and concisely describe what the proposed research is intended to accomplish. A strong proposal is driven by clear research objectives, and no more than about three or four specific aims. Specific aims are a formal statement of the objectives of the research project (e.g., steps taken in testing hypotheses, instrument development/psychometric testing, addressing a critical barrier to progress in the discipline, developing a new technology or practice method). These objectives should form the basis for the design of the proposed study and be well-focused. If the proposed study is experimental, state each clearly-defined study hypothesis and indicate how the proposed specific aims will directly test your hypotheses. The study should support the specific aims. This section concludes with a brief summary of the expected outcomes of the proposed study: the impact that the results of the proposed research will exert.

c. Research Strategy (total of these next three parts=30 page limit)
The Research Strategy section is composed of three distinct components: (i) Background and Significance, (ii) Innovation, and (iii) Approach. The Research Strategy should be organized in this sequence and each section should have a sub-heading to direct the reader.

(i) Background and Significance: This section clearly presents the research problem, including the proposed rationale, current state of knowledge and potential contributions of your proposed study. Its purpose is to provide sufficient justification for the significance of the question or problem that you are addressing. Sketch the background leading to the proposal: critically evaluate existing knowledge and identify gaps in knowledge that the study is intended to fill. Explain why literature and/or statistics lead you to think that this topic needs study. Address any scientific or other major controversies in the field. Be sure that this section supports your specific aims.
• Make sure that you have identified CRITICAL references
• Explain the importance of the problem/critical barrier to progress in the field
• Show that you have critically evaluated existing knowledge and relevant data
• References should indicate up-to-date knowledge of the field
• Convey the importance and relevance of the research aims

(ii) **Innovation:** Explain how the proposed work challenges and promises to shift current research or practice paradigms; make evident the unique or original contributions of the proposed work, as well as how it builds on prior knowledge in the field. Explain how the proposed study will improve scientific knowledge, technical capability, and/or clinical practice; address how results or outcomes will be applied. Describe how the field will be changed if the proposed study aims are achieved. Describe any novel theoretical constructs, approaches, methodologies, instrumentation, or interventions to be developed or used in this study, making clear how it builds on existing knowledge (and advantages over what currently exists).

(iii) **Approach:** *Note that this section takes the place of the written “research” examination in the tradition format and should encompass at least 40% of the entire section III.* The Approach section is the place to describe the proposed research design and methods—how you plan to achieve the specific aims. This section should reflect a clearly developed, organized, thoughtful plan of study that supports the specific aims for knowledge development. Use section sub-headings as relevant to guide the reader.

• Describe the overall strategy, methodology, and analyses to be used. Include how the data will be collected, analyzed, and interpreted. (In the case of secondary data analysis, explain the original study approaches to the extent necessary to support the methods used in the secondary analysis.) Relevant literature on methodology should be cited to support the plans described. The methodology should address relevant sampling strategies and issues (e.g., generalizability; sample sizes, power, and sample distributions; recruitment and longitudinal retention strategies; screening, inclusion and exclusion criteria). Describe any methods utilized to determine design and sample size needs, as well as methods to enhance response rates. Relevant literature on methodology should be cited to support the plan described.

• The methodology should address instruments, measurements, and data collection details. If the study is qualitative, mixed methods, or meta-analytic, then specific procedures and plan of implementation should be explained in detail. Include details related to specific methodologies and procedures; explain why the proposed methods are the best to accomplish study goals and support these points with available literature.

• Discuss potential limitations of the study design, methods, or analyses as planned, and what will be done to mitigate their impact. Explain alternatives that were considered and why the proposed choices were preferable.
IV. **Subsequent Content** (not included in the 30 page limit)

**References Cited.** Provide a bibliography of any references cited following current APA-style guidelines. While there is not a page limitation, it is important to be concise and to select those literature references most pertinent to the proposed research.

**Human Subjects Concerns.** This section is outside of the page limits and should be organized to address each of the following topics.

1. **IRB status** (1-2 paragraphs): What is the type of application that will be made for IRB approval of the proposed research and why? (For example, does it qualify for exempt status, expedited review, or require full board review; if exempt, what number exemption(s) and why; does it involve any “protected” populations; will it require HIPAA waivers; will it necessitate a Certificate of Confidentiality and why?)

2. **Inclusion of women & ethnically diverse populations** (1-4 paragraphs): This section is required for critical analysis regarding the social justice aspects of the proposed research. It is based on the NIH policies regarding research inclusion of these populations (you may wish to refer to the NIH guidelines for more information on this topic). This section should address, at a minimum, the following four points: (1) The targeted/planned distribution of subjects by sex/gender and racial/ethnic groups in the proposed study, explain the impact on the goals of the research. It may or may not be appropriate/sufficient to describe the composition of the population base from whom the data will be obtained. (2) Subject selection criteria and rationale for selection on the basis of sex/gender and racial/ethnic group members in terms of the scientific objectives and proposed study design. The description may include, but is not limited to, information on the population characteristics of the disease or condition under study (for example, one gender is excluded or only one ethnic group is included because the research question only relates to one gender or ethnic group; or sufficient data already exist with regard to the outcome of comparable studies in the excluded groups, and duplication is not needed in this study). (3) A compelling rationale for proposed exclusion of any sex/gender or racial/ethnic group (for example, secondary data are the study source and data are only available for one group). Note: difficulty in recruiting is not a compelling rationale; this necessitates greater effort and creativity. (4) A description of proposed outreach programs for recruiting a sample diverse in terms of sex/gender and racial/ethnic group members.

3. **Inclusion of Children/Youth** (1-4 paragraphs): This section should provide either a description of the plans to include children, or, if children will be excluded from the proposed research, present an acceptable justification for the exclusion.

**Appendix.** Graphs, diagrams, tables, and charts should be included in the body of the Research Strategy unless additional material is necessary to show detail. A summary listing all of the items included in the appendix is required. The following materials may be included in the appendix: surveys, questionnaires, and other data collection instruments, clinical protocols, coding scheme details, and recruitment/ tracking documents. Students will have to decide what materials to be included in the appendix depending on the nature of the study proposal.
Final writing tips

- Be organized and logical. The thought process of the proposal manuscript should be easy to follow. The parts of the application should fit together: the specific aims should be evident in the organization of each subsequent section. Sections should incorporate enough parallel construction that it is clear how the parts fit together into the whole.
- Write one sentence summarizing the topic sentence of each main section. Do the same for each main point in the outline. Make one key point in each paragraph. Write simple, clear sentences.
- Be consistent with terms, references and writing style. Define any terms as necessary. Spell out all acronyms on first reference.
- Use a clear and concise writing style. Make your points as directly as possible. Avoid jargon or excessive language. Use the active, rather than passive voice.
- Use sub-headings, short paragraphs, and other techniques to make the application as easy to navigate as possible. Be specific and informative, and avoid redundancies.
- Use diagrams, figures and tables with appropriate legends to assist the reviewers to understand complex information. These should complement the text, not replace text.
- Avoid using footnotes whenever possible.
- Allow sufficient time to put the completed manuscript aside, and then edit it from a fresh vantage point. Prior to submission, perform a final proofread of the entire proposal manuscript.
- Have zero tolerance for typographical errors, misspellings, grammatical mistakes or sloppy formatting. A sloppy or disorganized proposal may lead the reviewers to conclude that your research may be conducted in the same manner.
- Rely on the APA Guide for writing style and format recommendations.
- Before submitting your proposal manuscript, consider how you would rate it: conduct your own review based on the review criteria.

Single Paper Option Paper Evaluation Guidelines

Faculty committee members are instructed to evaluate research proposal submissions by addressing the core review criteria (see below) and additional review criteria as applicable.

Evaluation Criteria. Committee members should review the paper using the criteria listed below within the context of the proposal being a doctoral student examination (i.e., not necessarily as an NIH review panel member). A proposal manuscript does not need to be strong in all categories to be judged likely to have major scientific impact. For example, a project that by its nature is not innovative may be essential to advance a field. See Evaluation Form for criteria and guidelines to be employed.
Diagram of the Process

Concept Paper Development

Committee Feedback on Concept Paper

Meeting with Committee to Approve Final Concept Paper

Examination Period Begins, student works independently

Oral Examination Conducted

Committee members review paper, draft Evaluation Feedback Form responses

Student distributes single paper option manuscript to committee, doctoral office; schedules oral examination

Satisfactory/Pass

Unsatisfactory/Fail

Evaluation Feedback Received

Paper Revised

Oral Examination #2 conducted with Grad Rep

Satisfactory/Pass

Unsatisfactory/Fail

Acknowledgments: Content in these instructions has been adapted from two sources. These are the U.S. Department of Health and Human Services, Public Health Service Grant Application (PHS 398, Rev. 06/2009) and the NIH website http://grants.nih.gov/grants/writing_application.htm
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<th>Form A: PhD Program Candidacy Examination Face Page</th>
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<td>2. CANDIDATE NAME (Last, first, middle)</td>
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<td>4. TELEPHONE CONTACT</td>
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<td>5. COMMITTEE MEMBERS (List chair first)</td>
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<td>6a. HUMAN SUBJECTS RESEARCH</td>
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<td>7a. DATE OF DISTRIBUTION TO COMMITTEE (month, day, year—MM/DD/YY)</td>
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<tr>
<td>SIGNATURE OF CANDIDATE.</td>
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Evaluation Feedback Form

Student Name: ________________________________________________________

Evaluator Name: ___________________________ Date of Review: ______________

EVALUATION CRITERIA: Reviewers will consider each of the review criteria below in the determination of scientific and technical merit. Committee members should review the paper using the criteria listed below within the context of the proposal being a doctoral student examination (i.e., not necessarily as an NIH review panel member). A proposal manuscript does not need to be strong in all categories to be judged likely to have major scientific impact. For example, a project that by its nature is not innovative may be essential to advance a field.

Comments should be educational, useful to the student in potentially revising the proposal, and/or relevant to other aspects of the candidacy examination process. The Chair will collect and send the Evaluation Feedback Forms to the candidate following completion of the oral examination.

1. **Formatting:** Is the exam written in accordance with the criteria outlined for the single paper option candidacy? Is the writing organized, logical, and concise? Are subheadings used? Are there no typographical errors or grammatical mistakes? Are Form A and B adequately completed? Was the appropriate number of pages included? Did the candidate turn in the materials to the committee in the determined timeframe for the candidacy? Are references cited?

2. **Research Plan: Abstract.** Does the project summary standalone and accurately describe the proposed work, its significance, the objectives and aims, design and methods? Is the abstract written so professionals outside of the area will understand?
3. **Research Plan: Specific Aims.** Do the aims clearly and concisely describe what the proposed research is intended to accomplish? Are the research goals and specific objectives clear? Is there a summary of the expected outcomes for the research (in relation to how the research will impact the field)?

4. **Research Plan: Background and Significance.** Is the theoretical and existing scientific foundation for the proposal well developed (background and significance)? Does the proposal demonstrate mastery of the critical concepts and knowledge related to the study plan/is it well grounded. Does the proposed project address an important problem or a critical barrier to progress in the field? Is the case made that this project addresses a gap or need in the literature? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
5. **Research Plan: Innovation.** Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? How is this project an improvement over other existing methodologies? Does the research result in refinements in theory, measurement, etc.

6. **Research Plan: Approach.** Are the overall strategy, conceptual framework, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are the data collection and analysis strategies (including software) and plans fully detailed? Are relevant potential problems and alternative strategies presented/analyzed? Does the timeline feasibly outline the research steps and processes?
7. **Additional Review Criteria.** As applicable for the project proposed, reviewers will consider the following additional items in the determination of scientific and technical merit, but will not give separate scores for these items:

- **References and APA.** Were references relevant and recent? Were references cited appropriately in the text and reference page? Does the exam follow APA guidelines?

- **Human Subjects Concerns.** For research that involves human subjects, the committee will evaluate the IRB/Human Subjects analysis presented. For studies involving live vertebrate animals, an analogous evaluation will be conducted with regard to the analysis presented.

- **Inclusion of Women, Ethnically Diverse Populations, and Children and Youth.** The committee will evaluate the proposed plans for inclusion of minorities and members of both genders, as well as the inclusion of children, and/or the analysis presented on these topics.

- **Appendix:** Are items included appropriate for inclusion in the appendix? Are graphs, surveys, questionnaires, protocols, etc., referenced in the narrative?
Performance Review

All students are admitted to the doctoral degree program on the assumption that they have the potential academic ability and personal suitability for completing the academic program in which they are enrolled. The Graduate School charges the College’s Graduate Studies Committee with establishing guidelines, policies, procedures and structural mechanisms for monitoring of students' academic performance and resolution of academic performance issues in a timely and equitable manner. The Graduate Studies Committee, in turn, charges the Doctoral Program Committee with these functions.

This document outlines Performance Review policies and procedures for doctoral students in the College of Social Work, including appeal processes within the College and the Graduate School.

When and Why a Performance Review is Called

A Performance Review is held when an instructor, advisor, faculty research or teaching supervisor, and/or the PhD Program Director has concerns about a student’s performance or progress in the program or GRA/GRA/GSL appointment.

Composition of Performance Review Committee

A Performance Review Committee will be comprised of at least four faculty members, including the PhD Program Director, who chairs the committee, the faculty member who has brought forward the progress or performance issue, the student’s advisor, and a member of the PhD Program Committee who is not otherwise involved with the situation. If the performance issue has been raised by the PhD Program Director or the advisor, additional faculty from the PhD Program Committee or the College Faculty at large will serve on the committee. The PhD Program Coordinator will staff the committee, which includes participating in the review meeting. The student will be notified, as indicated in this document, and encouraged to attend. However, the review meeting may be held without the student in attendance if necessary.

Procedures and Process for Performance Reviews

All procedures related to the performance review process shall be carried out in an manner which will assure protection of a student's right to privacy regarding information about her or his academic records and performance or any of his/her personal affairs. At the student’s request, all written information presented to the committee will be made available to him/her through the PhD Program Coordinator. Members of the committee and other persons who appear at the review session are expected to observe the confidential nature of the information made available to them, as well as discussion during the meeting. Actions and recommendations of the committee are to be confidential and shared only with those persons involved with the student in an educational capacity.

Meeting and Review Process

All Performance Review Committee members including the student's advisor must be present at the performance review meeting. In case of illness or incapacity of a member of the committee, the chair may ask another member of the program committee to serve as a substitute in order to have an expedient review. Similarly, to avoid any conflict of interest, any member of the committee
directly involved in a questionable situation with a student should be excused from participation in the review process for that specific case and another member of the program committee or faculty at large should be named to take his or her place. The chairperson shall make every attempt to schedule meetings at times when the majority of those individuals who have a major interest in the process can attend, including the student.

The program director shall notify the student and the advisor of the meeting time and place, as well as the nature of the problem(s) to be considered by the committee, as far in advance as possible, but no later than one week prior to the scheduled meeting time. The prior notice period may be shortened with the concurrence of the student and the advisor when it is felt a meeting is of an urgent nature. The program director shall be responsible for contacting all appropriate faculty members who should be present at the meeting. The advisor is expected to be present during the entire meeting but will not exercise voting privileges.

Those who may appear before the committee include:

- The student whose performance is to be reviewed has an option to attend up to the point of committee deliberation. He/she shall notify the chairperson of intent to attend the meeting before the meeting date. A student's attendance or non-attendance shall not be construed as a positive or negative reflection upon the student.

- The student may invite a maximum of two persons because they are knowledgeable about his/her performance. The chairperson must be notified in advance of the meeting of those who will appear and the general nature of the information that will be presented. Presentations by such persons will be limited to that period in which they are presenting to the committee.

- Other faculty who can contribute information about the student’s performance.

The advisor shall be responsible for

- presenting brief background information about the student;

- securing evaluations from instructors regarding the student’s overall performance in the immediate past and current time period, if relevant;

- presenting his/her assessment of the student’s overall performance and situation and any recommendations regarding possible resolutions of performance problems.

Meeting Agenda

1. Fact Finding
   a. Review of facts leading to performance review—chairperson
   b. Additional information or clarification
      i. Advisor
      ii. Student
      iii. other invited faculty
   c. Summation of facts—chairperson
2. Deliberation and Recommendation—For this part of the meeting, only the committee members and the advisor shall be present. The advisor will not participate in the voting.
   a. Deliberation, weighing all factors in present and past performance of the student.
   b. Consideration of alternate means of resolving performance problems.
   c. Achievement of consensus or majority (2/3) vote on recommendation.

Recommendations of the committee shall be forwarded in writing by the chairperson to the advisor, the student and the program director if she or he is not chairing the committee. Copies of all materials are to be placed in the student’s folder. Upon request, the committee chairperson and/or the committee as a whole will make themselves available to the program director for clarification or discussion of recommendations.

Written notification to the student should be as soon as practically possible and no longer than one week following the performance review. The student may put in writing her or his opinions or reactions to the review process and/or committee recommendations and send them to the program director, to be placed in the student’s folder.

At the point of graduation, materials relating to formal review proceedings shall be removed from the student's folder and destroyed.

Appeal

Within a period of two weeks of the date of the notification of results, the student may appeal the recommendations of the committee to the Graduate Studies Committee chairperson. At his/her discretion, the Graduate Studies Committee chairperson may honor the appeal after consultation with the program director and/or performance review committee. Any appeal beyond this point should be made first to the dean of the College of Social Work, and if not satisfactorily resolved, the appeal may be made to the dean of the student's college (the Graduate School
Reactivation Policy

OSU College of Social Work

Graduate Student Reactivation Policy

Students who were admitted and enrolled in a graduate program and who subsequently take a leave of absence from the program may provide a written request for reactivation to the respective program. The request should include an explanation for the leave of absence. If the student left in good standing and the time period is within five years of last date of enrollment, she/he may be reactivated or denied reactivation by decision of the Graduate Studies Committee or the relevant GSC Program Subcommittee. In cases where student reactivation is approved, students shall not be required to resubmit application materials, unless specifically requested to do so by the GSC or its Subcommittee.

MSW PROGRAM

Students in the MSW program who have not registered for classes in the last five years will be discontinued from the graduate program to which she/he was enrolled. In such cases, students who request to return to the program shall be required to reapply and submit at a minimum a new application, personal statement, and resume. The GSC or its Subcommittee may request additional information as needed to complete a full review of the request. All MSW students who have been discontinued from the program shall retake all required coursework. Elective course credit may carry forward at the discretion of the GSC.

All MSW students requesting reactivation and who left their program not in good standing will require review of the GSC or the relevant GSC Program Subcommittee regardless of time away. In such cases the GSC may determine the student ineligible to return or may request information from the student beyond the required materials as outlined above. Students whose GPA fell below a 3.0 and who have been away from the program for five years or more may submit a request to the GSC and Graduate School for a “Fresh Start” option. If approved by both the GSC and the Graduate School, the student would be required to start all over in his/her respective program with no graduate credits brought forward from previous enrollment.

PHD PROGRAM

Students in the PhD program who have not registered for classes in the last five years will be discontinued from the graduate program to which she/he was enrolled. In such cases, students who request to return to the program shall be required to reapply and submit at a minimum a new application, personal statement, and resume. The GSC or its Subcommittee may request
additional information as needed to complete a full review of the request. All PhD students who have been discontinued from the program shall retake all required coursework. Elective course credit may carry forward at the discretion of the GSC.

Reactivated post-candidacy students may follow Graduate School policy to request a supplemental candidacy exam in order to resume work on the dissertation. Dissertation committees formed prior to the student’s leave of absence will not automatically resume upon the student’s reactivation. Students will confer with faculty previously constituting the committee, beginning with the dissertation advisor, to determine faculty availability and willingness to continue serving on the student’s committee. Any prior IRB submission made relative to the student’s dissertation research prior to the leave of absence will be resubmitted for review as appropriate.

Any PhD student requesting reactivation and who left her or his program not in good standing will require review of the GSC or the relevant GSC Program Subcommittee regardless of time away. In such cases the GSC may determine the student ineligible to return or may request information from the student beyond the required materials as outlined above. Students whose GPA fell below a 3.0 and who have been away from the program for five years or more may submit a request to the GSC and Graduate School for a “Fresh Start” option. If approved by both the GSC and the Graduate School, the student would be required to start all over in his/her respective program with no graduate credits brought forward from previous enrollment.

Exceptions: Students who were on leave from the program due to active military service or family medical leave shall be given special consideration in determining the length of time allowed for reactivation without the need for a complete reapplication packet or loss of credit hours.