

UNIVERSITY of **HOUSTON**

GRADUATE COLLEGE of SOCIAL WORK

# DOCTORAL STUDENT HANDBOOK

Your destination for innovation,  
access, and diversity.

*Ph.D.  
Program*

# **Ph.D. Program**

**University of Houston  
Graduate College of Social Work  
110HA Social Work Building  
Houston, Texas 77204-4013  
(713) 743-8080**

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(Revisions on 10/25/11 Course Syllabi with new course numbers for new courses; Student Standards Policy added)

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## **Ph.D. PROGRAM OVERVIEW**

### History and Overview of the Graduate College of Social Work (GCSW)

The founding of the GCSW was the culmination of persistent efforts by professional and lay community leaders to develop a graduate professional school in the largest urban area of the Southwest. The GCSW at the University of Houston was authorized by a 1967 Act of the Texas Legislature. Dr. Daniel O'Keefe was appointed Dean of the school in September, 1967, and the first class of 26 students began the Program in the fall of 1968. Following the untimely death of Dean O'Keefe, Professor David Roberts served as Acting Dean for two years. In July, 1973, Dr. Gary Lloyd was appointed Dean of the school and served until January of 1978. From January until July, Dr. Florence Clemenger served as acting dean, at which time Dr. Daniel B. Jennings joined the GCSW as Dean, a position that he held until August of 1985. Dr. Karen S. Haynes was appointed Dean of the school in August of 1985. In 1995, Dean Haynes took a leave of absence to become the president of the University of Houston, Victoria Campus. Former Associate Dean Karen Holmes replaced Dr. Haynes as Acting Dean. Since the first class of 26 was admitted in 1968, more than 2,000 students have graduated from the GCSW with the M.S.W. degree. Dr. Ira Colby assumed the deanship in 1999.

The Graduate College of Social Work Ph.D. Program began in 1993. The program currently has over 30 students in various stages of doctoral education. Students may pursue study on a full-time or part-time basis. A full-time doctoral student takes 9-12 credit hours per semester. On a full-time basis, the coursework is designed to be completed in two academic years. Part-time doctoral students take 6-9 credit hours per semester. Coursework is designed to be completed in three academic years.

In 1998, the GCSW began a M.S.W. /Ph.D. dual degree option designed for students pursuing the M.S.W. degree while working on their doctorate. The Dual Degree Program is designed for students who will be attending courses on a full-time basis. Students interested in the *MSW/Ph.D. option must apply separately to each program.*

### GCSW Mission

The mission of the Graduate College of Social Work is to educate professionals for social work practice, research, and leadership. We advocate for innovative, collaborative, inclusive, and humane policies and solutions that promote social, economic, and political justice. Our College generates new knowledge through critical thinking that links rigorous scientific inquiry, ethical social work practice, and community engagement.

### Ph.D. Program Goals

The goal of the GCSW Ph.D. Program is to prepare social work researchers, scholars, and educators to advance the knowledge base of the profession. The Ph.D. Program offers students an opportunity to:

1. develop a multidisciplinary understanding of complex issues and problems;
2. focus on innovative methodologies in knowledge building;
3. conduct translational research from problem-solving to real life solutions; and
4. foster individual connections and collaborative mentorship.

## Ph.D. Program Objectives

Upon completion of the Ph.D. Program, students will be able to:

1. analyze the varieties of translational research;
2. apply analytical models and multidisciplinary theories in the study of social problems and human behavior;
3. conduct basic, applied and translational research that has a meaningful impact on problems studied;
4. demonstrate innovation in critical thinking and research; and
5. write competitive grant applications.

### ***The Ph.D. Program seeks applicants with potential to:***

1. contribute new research knowledge that will advance the profession's ability to respond effectively to the social service needs of individuals, groups, families, and communities;
2. critically analyze the existing theoretical knowledge and value bases of contemporary social work practice;
3. understand the processes of theory construction and validation in the development of social work knowledge;
4. acquire advanced research competence to: (a) evaluate social work practice and theories which undergird that practice; (b) critically evaluate interventions, outcomes, and effectiveness of services; (c) understand the policies that affect the delivery of social services; and (d) evaluate new and evolving needs and problems of individuals families, groups, and communities in general, as well as special populations in need of social work services;
5. seek and synthesize relevant knowledge and approaches to theory-building in the behavioral and social sciences, the humanities, and other helping professions in order to enrich social work theory, knowledge, practice, education, social work research;
6. understand the historical roots, philosophical value positions, and parameters of social policy that affect contemporary social work and provide the context for social work practice;
7. understand and critically evaluate contemporary trends and issues in social welfare policy development;
8. understand how cultural diversity impacts social welfare policies, direct social services, complex organizations, and research;
9. understand the dynamics of complex organizations and how they affect the context in which social work services are administered; and
10. produce and disseminate knowledge in professional publications, lectures, and conference presentations.

## **Dual Degree Program (MSW/PhD)**

The Dual Program is designed only for full-time students pursuing both the M.S.W. and the Ph.D. degrees. A limited number of applicants with demonstrated research experience will be accepted into the Dual Degree Program. This program is designed for applicants whose long-range career goals and past experience are consistent with the aims of both the M.S.W. and Ph.D. programs, and who wish to accelerate their education. The combined program offers a structured educational opportunity for students holding master's degrees in other fields, but who want to earn the M.S.W. while pursuing the Ph.D. The M.S.W. allows graduates to teach practice courses at accredited schools of social work after gaining a minimum of 2 years post M.S.W. practice experience.

In the first year, dual students enroll only in required M.S.W. foundation courses. Students will not take any doctoral courses in the first year. Applicants for the dual degree can apply in two ways: (1) submit applications to both programs simultaneously, or (2) students already enrolled in the M.S.W. program may apply for admission to the Ph.D. Program after completing all first-semester requirements. Applicants for the Dual Degree Program are required to submit applications to both the M.S.W. and the Ph.D. programs *separately, and the required application fee for each program*. If admitted, acceptance into the Ph.D. Program is probationary and based on the successful completion of the required M.S.W. foundation courses.

The M.S.W. degree will be awarded when all of the M.S.W. degree requirements are met, which should be at the end of the 2<sup>nd</sup> year of full-time coursework.

### **Admissions Requirements for the Dual Degree**

1. Completion of both M.S.W. and Ph.D. admissions applications, and submission of both application fees.
2. Admission to the M.S.W. Program.
3. Have achieved a GPA of 3.5 or better (4.0 scale) in all previous undergraduate and graduate study. Applicants whose GPA is below 3.5, but who have demonstrated excellence in other areas of the application, may be considered. *This GPA is calculated based on grades reported on applicants' official transcripts.*
4. Evidence of a strong interest in social work research and social/behavioral sciences, which can be demonstrated through the application narrative and appendices (such as publications, research projects, research papers).
5. Strong undergraduate research background.
6. In-person, by telephone, or video interview may be required.

## **ACADEMIC POLICIES**

### **Registration, Billing, and Transcripts**

Registration for classes is done online on assigned appointment dates and requires a pre-assigned UH PeopleSoft ID number. Appointment dates can be found by logging on to the PeopleSoft student account system, using the assigned ID number and password. *If registration and/or fees are not paid on time, a*

*student is dropped from classes* and a late fee will be assessed. Errors on fee bills are addressed on campus at the Welcome Center, Entrance #1, Room 114.

See <http://www.uh.edu/academics/courses-enrollment/steps-enroll> for additional information on course enrollment, how to obtain a PeopleSoft (PS) student account, enrollment schedule, etc.

Important updates about enrollment deadlines and other official notifications will be sent to each student via an assigned UH email address. *It is important to keep your email destination current.*

Students will also need to obtain a Cougar 1 Card, the official picture identification card for the University of Houston. A fee is charged to all enrolled students each semester, and is included on the tuition and fee bill. It is recommended that all students, faculty, and staff obtain a card and take advantage of University services. "Card Access Control" is required to enter some University of Houston campus buildings and rooms (i.e., Central Computing Site, Residential Life and Housing, Intramural Facilities, Scholars Community Program, GCSW Student Lounge, GCSW Computer Learning Center, etc.). To obtain a Cougar 1 Card, go to the Welcome Center (at the Parking Garage), Suite 101 – a photo identification such as a driver's license, military ID, or Passport is required. Please visit the website at: <http://www.uh.edu/cougar1card/info.htm> or call (832) 842-2273 for additional information about these services.

Transcripts may be requested through the PS student account or requested *in person* at the Welcome Center. (Note: There is a fee for this request.) The GCSW cannot issue or request transcripts; however they may be forwarded through the University campus mail to: Social Work, Ph.D. Program – SW 4013.

### General Academic Policies

A satisfactory rate of progress toward the Ph.D. degree is required throughout a student's enrollment. Doctoral students must at all times maintain at least a 3.0 (B) grade point average in all coursework. Grade points are assigned as follows:

A = 4.00	B+ = 3.33	C+ = 2.33	D+ = 1.33	F = 0.00
A- = 3.67	B = 3.00	C = 2.00	D = 1.00	
	B- = 2.67	C- = 1.67	D- = .67	

Incomplete (I) grades will be given only in accordance with the university policy (see <http://www.uh.edu/graduate-catalog/policies/index.php>). A grade of "I" must be changed by fulfillment of course requirements within a maximum of 12 months following the date assigned or it will be automatically converted to an "F" or "U." While 12 months is the maximum allowable time to remove a grade of "I," shorter times are typically required in agreements with instructors. A student with an "I" is not eligible for graduation, and the student will not be awarded a degree until the "I" is removed.

If a student has completed all requirements for graduation, but also took an extra elective course (beyond the required number of electives) and received a grade of "I" in that course, the "I" will be converted to an "F" in calculating the final GPA. Although grades of D+ and lower are included in the computed grade point average, the University awards no credit for courses in which the student receives a grade below C-.

### Academic and Professional Behavior Policies

*Academic Probation and Suspension.* A student whose GPA falls below 3.0 will be placed on academic probation, and will be allowed to continue his/her enrollment only with the written recommendation of the Ph.D. Program Director and approval from the Dean. Permission to continue will be granted only if

there is reasonable likelihood that the GPA will improve in the subsequent semester. Removal from academic probation is granted when the GPA is raised to 3.0 or above.

*Two “C” Rule.* Students who received a grade of C+ or lower in 6 semester credit hours of doctoral credit, while enrolled in the Ph.D. program, whether or not in repeated courses.

*Incomplete Grades.* The grade of I (Incomplete) is a conditional and temporary grade given when students are passing a course but, for reasons beyond their control, have not completed a relatively small part of the course requirements. Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination as scheduled. The grade of I *must be changed by fulfilling the course requirements by the deadline set by the instructor*, but no more than one year from the date assigned, or, in conformance with University Policy, will be changed automatically to “F” or “U” (in S/U graded courses).

*Academic Honesty.* All members of, and participants in, the academic life of the University are governed by the University of Houston Academic Honesty Policy. For additional information see:

[http://catalog.uh.edu/content.php?catoid=6&navoid=1025#Article\\_3\\_Categories\\_of\\_Academic\\_Dishonesty](http://catalog.uh.edu/content.php?catoid=6&navoid=1025#Article_3_Categories_of_Academic_Dishonesty).

*Disciplinary Action and Termination.* The nature of social work dictates that practitioners use sound professional judgment. The college reserves the right to terminate enrollment of any student at any time for what the college faculty and administration may believe to be good and sufficient reason(s), such as cheating, plagiarism, misuse of University property, or unprofessional conduct. Explicit policies are found in the UH Graduate and Professional Studies Bulletin on-line ([www.uh.edu/gs](http://www.uh.edu/gs)).

*Grievance Policy and Procedures.* Students have the right to appeal any action they feel is unfair or in error. The Graduate College of Social Work Policy for Student Grievance is available in the Doctoral Student Handbook. It is the responsibility of all students to become familiar with the various policies and regulations of the University and the GCSW in order to meet the imposed conditions.

*Student Standard Policy.* The Graduate College of Social Work policy for student standards is located at <http://www.uh.edu/socialwork/docs/policies/StudentStandardsPolicy1.pdf>.

### Continuous Enrollment

Doctoral students ***must be continuously enrolled in coursework*** until the completion of the Ph.D. degree. Full-time (9+ SCHs) or part-time (3-6 SCHs) enrollment status may be determined by the student at this stage; however, it is the student’s responsibility to determine individual enrollment status requirements for the purposes of financial aid, loan deferments, scholarships or fellowships. Students must complete one academic year in residency in continuous enrollment.

Once all required coursework has been completed, continuous enrollment may be met in a number of ways. For example combinations of the following options: (1) enrollment in the pre-dissertation course until the dissertation proposal is successfully defended; (2) enrollment in the dissertation research course once the dissertation proposal is successfully defended; (3) enrollment in graduate level courses as electives to further develop substantive or methodological skills; and/or (4) enrollment in GCSW research/teaching internships or relevant independent study courses.

Specific to the dissertation phase, students must enroll in at least 3 SCHs per semester of dissertation research. Again, it is the student’s responsibility to determine individual implications for the number of



enrolled SCHs. *Students who cannot enroll in a given semester must apply for a Leave of Absence by completing the required Leave of Absence form (see Appendix A).*

Students planning to graduate must be enrolled and must also file an *Application for Graduation* for the graduating semester through PeopleSoft student accounts.

Students who wish to withdraw from the Ph.D. Program should do so properly --- this must be a written statement submitted to the Ph.D. Program Director.

#### Time Limits for Completion of Degree Requirements

Students who enroll as doctoral candidates must complete the degree requirements within ten (10) years of the date of first enrollment with a doctoral degree objective. Failure to comply will result in the candidate being ineligible for the doctoral degree. See “Academic Regulations and Degree Requirements” website ([www.uh.edu/gs](http://www.uh.edu/gs)).

#### Student Leave of Absence Policy

The approval of a student leave of absence from the GCSW Ph.D. Program *is not* automatic. Please see the University of Houston Leave of Absence policy at the following website address:  
[http://www.uh.edu/grad\\_catalog/garr/leaves\\_abs.html](http://www.uh.edu/grad_catalog/garr/leaves_abs.html)

A student must inform the Ph.D. Program office of their intent to take a leave. Students must complete a Ph.D. Program Form F: Student Request to Take a Leave of Absence (see Appendix A). After the form is completed, it must be submitted to the Ph.D. Program Director for approval.

A Leave of Absence form must be filed and approved for each semester of leave with a maximum of two (2) semesters allowed.

Per the Graduate and Professional Studies Office, leave of absences ***do not*** extend the timeline for completion of a graduate degree.

*A leave of absence due to personal medical reasons may require a doctor's permission be submitted to the Graduate and Professional Studies Office before being cleared to register.*

Students who fail to return (i.e., they do not register for classes or Pre-Dissertation/Dissertation credits) on time from a leave of absence will be dismissed from the GCSW Doctoral Program.

#### Advisement

The Ph.D. Program Academic Advisor and Director provide academic and faculty advisement, respectively, for students until a Dissertation Chairperson is chosen. Students are urged to consult with a wide range of faculty members on matters related to substantive areas of their course of study.

#### Coursework, Independent Studies, Research and/or Teaching Internship Studies

The Ph.D. curriculum requires completion of a minimum of 48 semester credit hours (SCH). Thirty-nine (39) SCH in coursework and nine (9) SCH in dissertation research. The program design is based on a curriculum that provides a theoretical base in social work and social science theories; acquisition of

research competencies requisite for doctoral study in social work; and essential content related to social policy analysis. As such, the curriculum is intended to achieve a balance between research and theory.

The aim of an *Independent Study* (I.S.) course is to **develop and pursue expertise in a student's area of specialization for which there is no formal or scheduled classes available**. This can involve statistics, research methods, as well as other subject content. Each SCH of Independent Study is equivalent to 3 hours per week of work. An Independent Study of 3 SCH is therefore equivalent to 9 hours of work per week. Using the Independent Study Request Form, students must make a formal request to the instructor for approved Independent Study coursework and course enrollment. (See Appendix A for the Independent Study Request Form and the Guidelines.) The grading for an Independent Study is *S/U* or a *letter grade*.

The aim of a *Research Internship* is to prepare students to be scholars in an academic or research environment. The grading for this study is a *letter grade*.

The aim of a *Teaching Internship* is to prepare students to teach at the college or university level. The grading for this study is a *letter grade*.

Students must complete a Request for Course Enrollment Form for the Research Internship and a Teaching Internship (see Appendix A). The instructor overseeing the internship must sign for approval. The approved form should then be submitted to the Ph.D. Program office *prior* to enrollment for the course. Students registered for the course *without* filing the required paperwork and the signed approval from the course instructor will be administratively dropped from the class.

### Electives

Students are encouraged to take r electives in the GCSW, other departments of the University of Houston or in institutions such as Rice University, UT School of Public Health, Baylor College of Medicine, UT School of Nursing School, UH Law School, and Texas Woman's University. Electives taken at the University of Houston must be designated as 8000 level courses.

### Pre-Dissertation Research

Students who have completed the required and elective coursework but have not yet successfully completed their qualifying paper or have not yet defended their dissertation proposal **can** enroll in SOCW 8395: Pre-Dissertation Research in order to *maintain continuous enrollment*. (**This course is not a degree requirement**). Students who take SOCW 8395 in preparation for their qualifying paper and dissertation proposal defense must take it on an S/U basis. (Continuous enrollment may also be accomplished by taking other courses such as statistics, methods, or substantively focused courses within or outside of GCSW.)

### Dissertation

Students *cannot* take SOCW 8399 (Dissertation credits) until they have successfully defended the dissertation proposal. In other words, students are not permitted to register for doctoral Dissertation credits (SOCW 8399/8699/8999) until *after* they have been admitted into candidacy: they have successfully passed the qualifying paper and defended the dissertation proposal.

## FINANCIAL SUPPORT

A variety of grants and loans are available through the University of Houston Office of Scholarships and Financial Aid. For additional information, go to [www.uh.edu/sfs](http://www.uh.edu/sfs) or call (713) 743-9051.

### Graduate Tuition Fellowship (GTF)

GTF is awarded competitively and based on the availability of funds yearly from the state. In exchange for 20 hours-per-week employment in the GCSW, students receive a stipend each semester (fall and spring). Students will receive a resident tuition waiver for at least 9 credit hours. However, this waiver *does not include the cost of differential designated tuition* or mandatory fees charged by UH or the college-. The student will be responsible for these costs. Non-residents benefit additionally by receiving in-state tuition rates. GTF students must enroll for a minimum of 9 hours each fall and spring semester. In addition, once a student reaches candidacy, he/she may still receive the TA/RA/IA monthly stipend, but IS no longer eligible for GTF.

## GCSW ADMINISTRATIVE STRUCTURE, STUDENT INFORMATION &

**IMPORTANT NUMBERS ON CAMPUS:** The following section explains the structure of the school as well as some of the roles and responsibilities of the administration and staff.

### DEAN'S OFFICE

Dr. Alan Dettlaff is Dean of the Graduate College of Social Work, one of the 14 colleges that comprise the University of Houston main campus. The Dean is responsible to the Senior Vice-President for Academic Affairs for all matters pertaining to the overall functioning of the college. A Professional Advisory Board composed of community persons provides input and support to the Dean regarding the long-range direction and development of the school, and an Administrative and Personnel Committee composed of four faculty that provides additional input with respect to the more immediate concerns of the school. In addition to providing administrative leadership, the Dean roles and responsibilities encompass community outreach, public relations, and fund-raising on behalf of the GCSW.

## MAILBOXES, DOCTORAL SPACE & OTHER RELATED MATTERS

**Student Lounge:** Doctoral students must use their Cougar 1 Card to unlock the Social Work Student Lounge (Room 227). For reasons of security, privacy and insurance liability, please keep the lounge door closed and locked at all times. The Student Lounge has a change machine, soda and candy/snack machine, and a refrigerator.

**Doctoral Mailboxes** are located in the Room 345A (inside the PhD student's computer lab) and a key issued to each new student is necessary to gain entry. These mailboxes should be checked regularly.

**Doctoral Office Space:** The Ph.D. Program is housed on the 3rd floor of the GCSW, which includes the administrative and advising offices, a computer lab, a student lounge and student offices. Due to space limitations, office space is not guaranteed to every student; however, every effort is made to assign space to incoming full time students during course work and to doctoral students who are Research Assistants.

**Doctoral Students Computer Room:** The doctoral computer room is located in Room 345A, Social Work Building and is for doctoral students only. Within the room are terminals that will connect to the university's mainframe computer (for email and internet services). Key requests for the computer room are handled by the Ph.D. Program Office.

**Computer Accounts:** All students are required to set up a University computer account. Moreover, doctoral students are expected to have an adequate level of computer literacy. Instructions for establishing this account are provided during New Student Orientation.

**Doctoral Student Representation:** While there is no formal GCSW Doctoral Student Association, there is a GCSW Student Association which includes a Doctoral Student Representative position. This position is determined by nominating a doctoral student, and a voting process that the Student Association holds in late spring. In addition, two other school-wide committees exist that doctoral students can be elected to serve on. The first representative is a voting member of the GCSW Ph.D. Program Committee. The second representative is a member of the School Council, the governing body of the GCSW.

## IMPORTANT NUMBERS ON CAMPUS

<b>GCSW Staff Offices and Centers</b>	<b>GCSW Office #</b>	<b>Phone</b>
C. Renee Brooks, Academic Advisor, Ph.D. Program	325	(713) 743-8080
M.S.W. Admissions Office	110E	(713) 743-8082
Deans' Office Secretary	211	(713) 743-8085
Marsha Christ, Business Office Administrator	209	(713) 743-8133
Receptionist Office	110	(713) 743-8075
Doctoral Students Computer Room	345A	
Office of Community Projects (OCP)	4 <sup>th</sup> Floor	(713) 743-8145

  

<b>Helpful University Services [Location]</b>		
UH (campus) Police Emergencies		(713) 743-0600
UH (campus) Police: Non-Emergency		(713) 743-3333
UH Parking & Transportation Department		(713) 743-1097
UH Counseling & Testing Center		(713) 743-5454
UH Health Center		(713) 743-5151
UH Optometry Clinic [University Eye Institute		(713) 743-2020
UH Center for Students with Disabilities (CSD) [CSD Bldg., Room 110]		(713) 743-5400
UH International Admissions Office [Welcome Center]		(713) 743-9610
UH International Student & Scholar Services [302 Student Service Center 1]		(713) 743-5065
UH Transcripts Office [Welcome Center]		(713) 743-1010
UH Council of Ethnic Organizations		(713) 743-5190
UH M.D. Anderson Library		(713) 743-1050
UH OPERATOR - for all other UH numbers		(713) 743-1000

  

<b>GCSW Administration</b>	<b>GCSW Office #</b>	<b>Phone</b>
Dr. Alan Dettlaff	212	(713) 743-8085
Dr. Patrick Bordnick	320	(713) 743-2086
Sheara A. Williams, Ph.D. Program Director	323	(713) 743-8120

## **GRIEVANCE PROCEDURE, SEXUAL HARASSMENT POLICY & DISABILITY POLICY**

### **DOCTORAL STUDENT GRIEVANCE PROCEDURE**

A grievance is an actual incident, or issue, which can be substantiated, and is regarded by a student as a just cause for protest. Persons against whom a Grievance may be submitted include a classroom instructor, faculty advisor, field practicum instructor, administrator, or other faculty member of the Graduate College of Social Work.

#### **Procedures: Notice of Intent to File a Grievance**

- A Notice of Intent to file a grievance must be submitted to the Office of the Dean, GCSW, within thirty (30) business days after the date of the incident giving rise to the grievance, or within thirty (30) business days of the time when the student became aware, or should have become aware, that a grievable incident has occurred, whichever occurs first.
- When the Notice of Intent is submitted, the student will receive a copy of this policy, together with a Formal Grievance Cover Sheet from the Deans' Office. Written acknowledgement of receipt of these items is required.
- Upon completion and return to the Deans' Office, a copy of the Notice of Intent will be transmitted to the involved Faculty Member.
- After a Notice of Intent has been submitted, the student must attempt to resolve the issue informally before she or he may file a formal grievance.
- At a minimum, the student must meet with the respondent to discuss the matter in a good faith effort on both parts and to attempt a resolution.
- Additional attempts to resolve the issue informally may be demonstrated by, but are not limited to, the following:

A meeting between the student and his or her faculty advisor, with or without the respondent present.

A meeting between the student and the Associate Dean for Academic Affairs, with or without the respondent and the student's faculty advisor.

Participation in an alternative dispute resolution such as mediation.

#### **Outcomes**

- If the issue is resolved informally, the Notice of Intent will be destroyed, and no record will be maintained.

- If the issue is not resolved informally, the student may (1) decide to terminate the process altogether; OR (2) proceed to file a formal grievance.

If the student decides to terminate the process, this will be considered a final action that cannot be reversed via filing a grievance at a later date.

#### Procedure for Filing a Formal Grievance

If the decision is to proceed with a Formal Grievance, a written statement, accompanied by a Grievance Cover Sheet, must be submitted to the Office of the Dean, GCSW, within sixty (60) business days from the date of submitting the Intent to File. The statement should include:

1. A one-page (maximum) description identifying the grievable issue or incident, including date and place (if applicable).
2. The name of the respondent (i.e., against whom is the grievance being filed?).
3. The names of any witnesses to the incident (if applicable).
4. Evidence to support the grievance.
5. The outcome desired by the student.

#### Grievance Process

- Upon receipt of the formal grievance statement and cover sheet, the Dean of the GCSW, or his/her designee, will--within 10 business days--appoint an ad hoc Student Grievance Committee ("the Committee").
- The Committee will consist of three (3) full-time GCSW faculty and two (2) GCSW students. Faculty who hold administrative appointments of Associate or Assistant Dean are not eligible to serve.
- The Committee will convene within 10 business days from the time of its composition in order to select a chair and the chair must be a faculty member.
- The Committee chair will identify potential hearing dates with the Committee and the student filing the grievance. Reasonable attempts to schedule the hearing will be made by all parties. However, the hearing must be held within 20 business days from the date the formal grievance was filed.
- The chair will inform all parties (including the Dean of the GCSW) of the date, time and location of the hearing.
- The student has the right to withdraw his/her grievance up to 72 hours prior to the scheduled hearing, but must do so in writing, to the Dean of the GCSW. In this case, the Dean will notify the Committee and the respondent, and no further action will be taken at the college level.

#### Hearing Procedures

- The hearing will be called to order by the chair who will explain the hearing procedures to the student, the Committee, and the respondent.
- The hearing is closed; only the Committee, the student, and the respondent are present, unless

witnesses have been identified and called in advance to provide additional information. The student may bring a support person (not an attorney) to the hearing, but this person is not permitted to participate in any part of the discussions.

- The student will be given ten (10) minutes in which to make an opening statement and present his/her evidence.
- The respondent is given ten (10) minutes to respond and to provide evidence refuting the allegation(s).
- The Committee is given the opportunity to question the parties or to request further evidence/testimony.
- Both the student and the respondent are given an opportunity to make brief closing statements.
- All parties, except Committee members, are dismissed.
- The Committee deliberates, with the Chair presiding.
- No tape or video recording of the hearing will be made without written permission from all parties, and only when the Committee feels it is necessary to do so.

#### Grievance Outcomes

- The findings and directives of the Committee are final.
- Within 5 business days of the close of the hearing, the Committee chair will transmit a written report to the Dean of the GCSW. The report must include a summary of the grievance, the respondent's rebuttal, and the Committee's findings and directives.
- The Committee may find in favor of the student and direct the respondent to take appropriate corrective action.
- The Committee may find in favor of the respondent and recommend no corrective action
- Within 5 business days of receipt of the Committee's report, the Dean transmits the report to the student and the respondent.
- Grievance Reports will be held in the Office of the Dean, GCSW, for a period corresponding to the UH Document Retention Policy, after which time they will be destroyed.

#### Appeal Process

- If the student is dissatisfied with the decision of the Committee, he or she may appeal in writing to the Dean of the GCSW. The Dean has the authority to reverse the Committee's decision only if there were serious errors in process or procedure that may have altered the final outcome.
- If the student is dissatisfied with the outcome of the appeal to the Dean, he or she may petition for a university level review by the Graduate and Professional Studies Grievance Committee (GPSGC) which is under the purview of the Dean of Graduate and Professional Studies. This petition for appeal must be made in writing and filed with the Dean of Graduate and Professional Studies within 30 *calendar* days of the final disposition in the GCSW.

**UNIVERSITY OF HOUSTON**  
**Graduate College of Social Work**

**Notice of Intent to File a Grievance**

This form is to be completed and submitted to the Office of the Dean, GCSW. When this form is submitted, you will be given a copy of the UH GCSW Student Grievance Policy and the Formal Grievance Cover Sheet. You will be asked to sign the bottom part of this Notice of Intent indicating you have received a copy of the policy and cover sheet.

The Grievance Policy should be reviewed carefully to determine the correct steps you need to take and the required time frames. A copy of this form, once you sign and date it, will be given to you and a copy will be given to the respondent(s).

Your Name: \_\_\_\_\_  
(Print)

Respondent(s): This is the person (or persons) named in your grievance:

\_\_\_\_\_  
\_\_\_\_\_

Date of the incident or issue you are grieving: \_\_\_\_\_

The incident or issue pertains to *(Provide a few words to identify the incident or issue)*:

-----  
By my signature below, I acknowledge that I have received a copy of the UH GCSW Student Grievance Policy and the Formal Grievance Cover Sheet.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**UNIVERSITY OF HOUSTON**  
**Graduate College of Social Work**

**Grievance Cover Sheet**

The UH GCSW Student Grievance Policy identifies mechanisms that students are strongly encouraged to pursue in an attempt to resolve grievances informally. Students must, at a minimum, show evidence of having met with the respondent in a good faith effort aimed toward an informal resolution. Use this cover sheet to document all efforts made to date and attach your formal grievance. Note that your grievance must include the information noted in the GCSW Student Grievance Policy. Grievances without complete information per the policy will be returned without action.

You will be given a written notice indicating receipt of these grievance materials. Your Grievance Cover Sheet and attached materials will be given to the Dean who will appoint an ad hoc Student Grievance Committee. The Committee Chair will contact you about scheduling the grievance hearing.

\*\*\*\*\*

Your Name: \_\_\_\_\_  
Print

Date: \_\_\_\_\_

**I made an attempt, as required, to resolve the matter informally:**

\_\_\_\_\_ I met with the person against whom I have the grievance on \_\_\_\_\_,  
but I remain dissatisfied with the outcome. Date

**I have made these additional attempts to resolve the issue informally (*Check all that apply*):**

\_\_\_\_\_ Met with my faculty advisor with/without the respondent present on \_\_\_\_\_.  
(Date)

\_\_\_\_\_ Met with the Associate Dean for Academic Affairs with/without the respondent present on \_\_\_\_\_.  
(Date)

\_\_\_\_\_ Met with a mediator from outside the college with the respondent on \_\_\_\_\_.  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **INTERIM SEXUAL HARASSMENT POLICY**

This Interim Sexual Harassment Policy and Procedures are subject to change based on review by the Faculty Senate, Staff Council, the Student Association and other appropriate officials.

### Policy

The University of Houston is committed to providing a professional working and learning environment free from sexual harassment. Sexual harassment is a form of sex discrimination and is illegal. Sexual harassment on a university campus most often exploits a relationship between individuals of unequal power and authority (as, for example, between an employee and supervisor or between a student and teacher), but may also occur between student peers or employees of equal rank. At a university, sexual harassment also constitutes unprofessional conduct which compromises the University's commitment to the integrity of the learning process.

As such, the University of Houston will not tolerate any form of sexual harassment. Failure to investigate allegations of sexual harassment or failure to take timely corrective action is considered a violation of the University's sexual harassment policy and may also violate federal and state laws. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students to understand and respect these policies and procedures.

You may visit the website ([www.uh.edu/ogc/oaa](http://www.uh.edu/ogc/oaa)) for additional information.

## **ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES**

The University of Houston is committed to providing reasonable accommodations for eligible students with disabilities, including students who have learning disabilities, health impairments, psychiatric disabilities, and/or other disabilities.

Students who have disabilities are encouraged to register with the Justin Dart Jr. Center for Students with Disabilities as early as possible in their academic careers. Specific documentation from qualified health care providers will be required. Documentation requirements for disability eligibility may be obtained by contacting the Center or by downloading this information from the website ([www.uh.edu/csd](http://www.uh.edu/csd)).

Students whose disabilities may require some type of accommodations, including course load modification, exam modification, or other accommodations should contact the Center and discuss the availability of services such as readers, interpreters, or note-takers and the process for requesting accommodations. The Center for Students with Disabilities will recommend accommodations as early as possible each semester. Appropriate accommodations are determined on an individual basis through a team approach involving the Center, the student, the Academic Accommodations Evaluation Committee, and at times instructors, as appropriate. A student who believes that an instructor has unfairly denied an accommodation request may appeal to the Director of the department, the Dean of the college, and the Provost, in that order.

Services are provided to student athletes who have disabilities at the Athletics/Alumni Center, in addition to the main Center office. The staff may be reached at Athletics Department at (713) 743-9254.

Counseling and Psychological Services (CAPS) conducts psychological and learning disability assessments. There may be a waiting list and/or a charge for these services. CAPS is located in the Student Service Center, Room 226 SSC (Student Service Center), (713) 743-5454.

The University of Houston campus is accessible via ramps, curb-cuts, free inner-campus disabled parking, Braille signs, TTY's, etc. Attendant Care Services are available through the University Health Center by calling (713) 743-5112. Students who identify barrier problems should bring those to the attention of the Section 504/ADA Coordinator at the Office of Affirmative Action at (713) 743-8835, and/or the Justin Dart Jr. Center for Students with Disabilities.

## **STATEMENT OF NON-DISCRIMINATION**

The University of Houston provides equal treatment and opportunity to all persons without regard to race, color, national origin, religion, sex, sexual orientation, age, veteran status, or disability. Additionally, the University prohibits discrimination on the basis of sexual orientation, gender identity or gender expression."

The University of Houston provides a mechanism for students to address grievances that arise over alleged discrimination as prohibited by Titles VI and VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and all other federal and state regulations.

Equal Opportunity Services  
153 Student Services 2  
Phone: (713) 743-8835

## PH.D. COURSES

The curriculum is oriented towards a multidisciplinary understanding of complex issues and problems and emphasizes the varieties of translational research methods. Forty-eight (48) semester credit hours (SCH) is required for the Ph.D. degree: 39 hours in coursework and 9 hours in Dissertation research. The student's program of study encompasses the following courses:

**SOCW 8322: Quantitative Research Methods Cr. 3 (3-0).** *Prerequisite:* SOCW 8320 or consent of instructor. Emphasizes quantitative research methodologies and designs, including experimental, quasi-experimental, and single system designs.

**SOCW 8323: Qualitative Research Methods Cr. 3 (3-0).** *Prerequisite:* SOCW 8320 or consent of instructor. Prepare students to use qualitative research methods including the use of appropriate theories, research designs, data collection methods and analysis. Content includes use of grounded theory, ethnography, participation-observation, field research, and document and content analysis. Examples of qualitative research in social work and related fields are examined.

**SOCW 8324: Biostatistics Cr. 3 (3-0)** *Prerequisite:* Doctoral standing or permission from the instructor.

**SOCW 8325: Applied Multivariate Statistics Cr. 3 (3-0)** *Prerequisite:* SOCW 8397: Biostatistics and doctoral standing or permission from the instructor. Emphasizes the use of the Statistics Package for Social Sciences (SPSS) in applied social work research.

**SOCW 8326: Advanced Multivariate Statistics Cr. 3 (3-0)** *Prerequisite:* SOCW 8397: Applied Multivariate Statistics and doctoral standing or permission from the instructor. Emphasizes advanced multivariate statistical procedures, including MANOVA, MANCOVA, discriminant analysis, logistic regression, and meta-analysis.

**SOCW 8327: Grant Writing Cr. 3 (3-0)** *Prerequisite:* Doctoral standing or permission from the instructor. Prepares doctoral students for identifying, planning, collaborating, writing, budgeting, submitting, tracking, revising and managing grants.

**SOCW 8336: Research Internship I Cr. 3 (3-0)** *Prerequisite:* Doctoral standing or permission from the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member.

**SOCW 8330: Philosophy of Science Cr. 3 (3-0).** *Prerequisite:* Doctoral standing in social work. Focuses on epistemology for social work practice and education, and the nature, uses, and limitations of research. Distinctions between philosophy of science and a profession's philosophy and particular value orientation are explored.

**SOCW 8333: Social Science Theories Cr. 3 (3-0).** *Prerequisite:* Doctoral standing. Examines social science theories and the conceptual frameworks that undergird contemporary social work literature, or which hold strong potential for enhancing social work practice theory or social policy formulations that contribute to institutional change and social justice.

**SOCW 8334: Social Policy Analysis Cr. 3 (3-0).** *Prerequisite:* Doctoral standing. Examines the present state of knowledge – with particular reference to issues and problems -- in social welfare policy. Designed to aid students develop a research focus and to formulate research questions in social welfare policy. Also stressed are the skills to formulate policy hypotheses and disseminate the results of an empirical policy study.

**SOCW 8335: Teaching in Higher Education** Cr. 3 (3-0) *Prerequisite:* Doctoral standing or permission from the instructor. Prepares doctoral students for teaching in higher education by applying theories in instructional design and analyzing and pedagogical perspectives and teaching issues relevant to curriculum development.

### **Dissertation**

**SOCW 8395: Pre-Dissertation Research** Cr. 3 (3-0). *Prerequisite:* Doctoral standing in social work and the completion of required and elective coursework. Focuses on preparing for the qualifying exams, refining of research skills, defining an appropriate dissertation topic, and developing a dissertation proposal. Students may repeat this course as they move toward an approved dissertation proposal.

**SOCW 8399 (Cr. 3.)/8699 (Cr. 6) /8999 (Cr. 9): Doctoral Dissertation.** Dissertation hours are taken only on *satisfactory/unsatisfactory* basis. Students must have 9 hours of Dissertation credits to graduate.

### **Electives**

Elective courses enable students to develop their specialized interests within the major educational objectives of the Doctoral Program. Electives may be taken in the GCSW, or with the advisor's approval, in other graduate departments of the University of Houston. Students can also take electives in other institutions such as Rice University, UT School of Public Health, Baylor College of Medicine, UT School of Nursing, and Texas Woman's University. Electives taken at the University of Houston must be designated as 8000 level courses. Courses taken in other institutions must also be at the doctoral level. Non doctoral-level electives will not count toward the doctoral degree nor will they be computed in the student's grade point average.

**SOCW 8198 (Cr.1)/8298 (Cr.2)/8398 (Cr.3): Independent Study.** *Prerequisite:* Doctoral standing and consent of instructor. Allows students to pursue specialized learning through work with individual faculty.

**SOCW 8116: Research Internship II** Cr. 1 (1-0) *Prerequisite:* Doctoral standing or permission from the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member.

**SOCW 8200: Research Internship III** Cr. 2 (2-0) *Prerequisite:* Doctoral standing or permission from the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member.

**SOCW 8304: Research Internship IV** Cr.3 (3-0) *Prerequisite:* Doctoral standing or permission from the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member.

**SOCW 8117: Teaching Internship I** Cr.1 (1-0) *Prerequisite:* Doctoral standing or permission from the instructor. Practice teaching methods and skills with 15 hours teaching practice not limited to classroom teaching.

**SOCW 8201: Teaching Internship II** Cr.2 (2-0) *Prerequisite:* Doctoral standing or permission from the instructor. Practice teaching methods and skills with 30 hours teaching practice not limited to classroom teaching.

**SOCW 8303: Teaching Internship III** Cr.3 (3-0) *Prerequisite:* Doctoral standing or permission from the instructor. Practice teaching methods and skills with 45 hours teaching practice not limited to classroom teaching.

### ILLUSTRATION OF FULL-TIME CURRICULUM: Ph.D. Social Work

Year 1 (Fall, 1st Semester)		
Course #	Course Title	SCH
SOCW 8311	Research Methods I: Introduction to Research on Evidence-Based Social Work	3
SOCW 8424	Statistics and Data Analysis I	4
SOCW 8334	Social Welfare Policy Analysis	3
Total Semester SCHs		10
Year 1 (Spring, 2nd Semester)		
Course #	Course Title	SCH
SOCW 8322	Research Methods II: Quantitative Research on Evidence-Based Social Work	3
SOCW 8425	Statistics and Data Analysis II	4
SOCW 8333	Social Science Theories	3
Total Semester SCHs		10
Year 1 (Summer, Enrollment Not Required)		
Optional 8000-level Elective(s)		
Year 2 (Fall, 3rd Semester)		
Course #	Course Title	SCH
SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3
SOCW 8335	Teaching in Higher Education	3
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
Total Semester SCHs		9
Year 2 (Spring, 4th Semester)		
Course #	Course Title	SCH
SOCW 8338	Integrative Doctoral Seminar	3
SOCW 8343	Data Software and Analysis	3
SOCW 8327	Grant Writing	3
Total Semester SCHs		9
Year 2 (Summer, 5th Semester)		
Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
Total Semester SCHs		3
Year 3 and Beyond		
Course #	Course Title	SCH
Elective 8xxx	Required Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
SOCW 8395	(Pre-Dissertation Research-- <i>NOT required: for continuous enrollment purposes ONLY</i> )	(3)
SOCW	8699 or 8999 -- Doctoral Dissertation Research (9 required)	3,6

8399,

or 9

**Total SCHs Year 3 & Beyond    12**

**Total SCHs for Required Coursework    44**

**Total Required Dissertation SCHs    9**

**TOTAL SCHs REQUIRED FOR DEGREE    53**

### ILLUSTRATION OF PART-TIME CURRICULUM: Ph.D. Social Work

Year 1 (Fall, 1st Semester)		
Course #	Course Title	SCH
SOCW 8311	Research Methods I: Introduction to Research on Evidence-Based Social Work	3
SOCW 8424	Statistics and Data Analysis I	4
Total Semester SCHs		7
Year 1 (Spring, 2nd Semester)		
Course #	Course Title	SCH
SOCW 8322	Research Methods II: Quantitative Research on Evidence-Based Social Work	3
SOCW 8425	Statistics and Data Analysis II	4
Total Semester SCHs		7
Year 1 (Summer, Enrollment Not Required)		
Year 2 (Fall, 3rd Semester)		
Course #	Course Title	SCH
SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3
SOCW 8334	Social Welfare Policy Analysis	3
Total Semester SCHs		6
Year 2 (Spring, 4th Semester)		
Course #	Course Title	SCH
SOCW 8333	Social Science Theories	3
SOCW 8343	Data Software and Analysis	3
Total Semester SCHs		6
Year 2 (Summer, Enrollment Not Required)		
Year 3 (Fall, 5th Semester)		
Course #	Course Title	SCH
SOCW 8335	Teaching in Higher Education	3
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
Total Semester SCHs		6
Year 3 (Spring, 6th Semester)		
SOCW 8338	Integrative Doctoral Seminar	3
SOCW 8327	Grant Writing	3
Total SCHs Year 3 & Beyond		6
Year 3 (Summer, 7th Semester)		
Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
Total Semester SCHs		3



### ILLUSTRATION OF MSW/PHD DUAL DEGREE CURRICULUM

Year 1 (Fall, 1st Semester)		
Course #	Course Title	SCH
SOCW xxxx	Social Work Foundation	15
Total Semester SCHs		15
Year 1 (Spring, 2nd Semester)		
SOCW 7325	Assessment	3
SOCW 6393	Field Practicum II: Advanced	3
SOCW 7367	Policy	3
SOCW 7xxx	Concentration Course	3
SOCW 7xxx	Concentration Course (or MSW Elective for Clinical Concentration)	3
Total Semester SCHs		15
Year 1 (Summer 1, 3rd Semester)		
SOCW xxxx	MSW Crossover Elective	3
SOCW 7xxx	MSW Elective	3
Total Semester SCHs		6
Year 2 (Fall, 4th Semester)		
Course #	Course Title	SCH
SOCW 7305	Evaluation of Practice	3
SOCW 7xxx	Concentration Course	3
SOCW 7xxx	Concentration Course	3
SOCW 8411	Research Methods I: Introduction to Research on Evidence-Based Social Work	3
SOCW 8424	Statistics and Data Analysis 1	4
Total Semester SCHs		16
Year 2 (Spring, 5th Semester)		
Course #	Course Title	SCH
SOCW 7xxx	HBSE Elective	3
SOCW 7xxx	MSW Elective	3
SOCW 8422	Research Methods II: Quantitative Research on Evidence-Based Social Work (MSW Elective at PHD Level)	3
SOCW 8325	Statistics and Data Analysis II	4
SOCW 8333	Social Science Theories	3
Total Semester SCHs		16
Year 2 (Summer, 6th Semester)		
SOCW 7384	Field Practicum III	3
SOCW 7385	Field Practicum IV	3
SOCW 8xxx	Elective (MSW Elective at PhD Level)	3
Total Semester SCHs		9

Year 3 (Fall, 7th Semester)		
SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3
SOCW 8335	Teaching in Higher Education	3
SOCW 8334	Social Welfare Policy Analysis	3
Total SCHs Year 3 & Beyond		9
Year 3 (Spring, 8th Semester)		
Course #	Course Title	SCH
SOCW 8338	Integrative Doctoral Seminar	3
SOCW 8343	Data Software and Analysis	3
SOCW 8327	Grant Writing	3
Total Semester SCHs		9
Year 3 (Summer 3, 9th Semester)		
Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
Total Semester SCHs		3
Year 4 and Beyond		
Course #	Course Title	SCH
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
SOCW 8325	(Pre-Dissertation Research-- <i>NOT required: for continuous enrollment purposes ONLY</i> )	(3)
SOC 8399,	8699 or 8999 Doctoral Dissertation Research (total 9 SCHs Required)	3,6 or 9
Total SCHs Year 4 & Beyond		12
Total SCHs for Required Coursework		101
Total Required Dissertation SCHs		9
TOTAL SCHs REQUIRED FOR DEGREE		110

(MSW students take 6 SCH of PhD coursework as part of their MSW degree plan.)

Social Policy Analysis---in place of SOCW 6351: SWPS.

Any 3 SCH Ph.D. courses for which the prerequisite requirement has been met may be taken in lieu of any 3 SCH MSW electives.

## DISSERTATION SPECIFICS

After a student has successfully completed and passed the qualifying paper and demonstrated readiness to pursue independent research, she/he is responsible for organizing a Dissertation Committee, developing and successfully defending the dissertation proposal.

### Dissertation Committee Member Qualifications

The Dissertation Committee must include at least three (3) doctoral-degreed members. Of the three, the Chairperson of the dissertation and at least one committee member must be tenure track faculty from the GCSW.

One external member may be selected who holds a doctoral degree. A vita of the external committee member is required and must be attached to *Form C* for evaluation and approval by the Ph.D. Program Director. The external member must have an established record of scholarship that demonstrates the ability to guide and evaluate independent research, e.g. scholarly publications or funded research.

The majority of the Dissertation Committee members must be tenure track faculty from the GCSW. Faculty who have Emeritus status may chair or serve on the committee. The Ph.D. Program Director and Dissertation Chairperson must approve members of the dissertation committee.

Members of the Dissertation Committee will review and approve the written dissertation proposal. They will also serve as the examining group at the oral defense of the dissertation proposal.

*Dissertation Chairperson.* The Dissertation Chairperson must be a full-time, doctoral-degreed member of the GCSW faculty. The Dissertation Chairperson will be the student's major advisor in formulating the dissertation proposal, conducting ongoing research, and preparing the final dissertation. In addition, the Dissertation Chairperson will assist in informing the Dissertation Committee, monitor the student's progress toward the completion of the dissertation, provide guidance, convene the Dissertation Committee, and ensure that the dissertation is of sufficient quality to merit the award of a Ph.D. degree.

*Dissertation Committee Membership.* It is the student's responsibility to consult with faculty members and to obtain their agreement to serve on the Dissertation Committee. To formalize the Dissertation Committee, the student's dissertation chairperson must submit *FORM C: Request to Form a Ph.D. Dissertation Committee* to the Ph.D. Program Director (see Appendix A).

Students must also apply for approval of their dissertation research from the UH Committee for the Protection of Human Subjects (CPHS) is required. Application forms are available online, via the UH Division of Research: website <http://www.research.uh.edu/Home/Division-of-Research/Compliance-and-Committees/CPHS>

### Timeline

Students are required to follow all UH timelines and policies. All dissertations must be completed within five (5) years of passing the qualifying paper or students will be required to redo the qualifying paper. Students must finish their dissertation within 10 years of the date of their first enrollment in the Ph.D. program. It is recommended that students successfully complete their proposal defense no later than the fifth semester following their qualifying paper. This provides five (5) semesters to complete the entire dissertation before the UH five-year deadline.

## Format

The dissertation must adhere to all University and college requirements related to style, and as appropriate to the Human Subjects Review mandate (CPHS). Students should refer to The UH Graduate and Professional Studies Bulletin ([www.uh.edu/gs](http://www.uh.edu/gs)) for general instructions about the dissertation preparation.

In conjunction with the Dissertation Chairperson, students will write a dissertation proposal using APA format (most recent edition). The proposal must provide a comprehensive overview of the proposed dissertation. The focus of the dissertation must fall within the area of social welfare. Dissertation research is organized around one or more testable hypotheses or may be exploratory in nature. The proposed dissertation must also be feasible in terms of the candidate's qualifications to complete the study, the data available, the resources required for the study, and a reasonable timeline for completion.

The format for the dissertation proposal should reflect the type of study being done (quantitative, qualitative, historical, policy, etc.). Students should discuss their particular format with their Dissertation Chair. There are two format options: (1) traditional five chapter; and (2) the Alternative format, described in detail below.

## Dissertation Proposal Procedures

The student works with the Dissertation Chairperson and the Committee to develop a comprehensive dissertation proposal. The proposal is sent to each committee member. After receiving feedback, the student meets with the Dissertation Chairperson to discuss required changes. The Chairperson decides whether the proposal needs to be resubmitted to the Committee for additional reviews.

When the Dissertation Chairperson decides the proposal is ready, he/she notifies the Ph.D. Program Office that the student is ready to schedule the defense. After a date has been set, the student must present all Committee members with the final dissertation proposal at least 14 days *before* the scheduled defense. The student must also give *Form D (Dissertation Proposal/Defense Application for Candidacy)* to the Chairperson for completion on the day of the proposal defense (see Appendix A). The student must defend the dissertation proposal during the semester of enrollment.

The Committee can vote to: (a) Approve the proposal in its present form; (b) Approve the proposal with minor revisions; (c) Deferred approval pending major revisions; (d) Reject the proposal as unacceptable. Note: In situations 'b' through 'd', the Committee must provide written feedback identifying the needed revisions, delineating the deficiencies and whether a subsequent oral defense of the proposal is required.

The Dissertation Chairperson *must send written notification to the Ph.D. Program Office* when revisions on the proposal are completed along with the completed Ph.D. Program *Form D: Dissertation Proposal Defense/Application to Candidacy*.

## **ADVANCEMENT TO CANDIDACY**

A student is advanced to candidacy for the Ph.D. degree (A.B.D. status/**All But Dissertation**) by successfully completing the required coursework, passing the qualifying paper, and gaining approval of the dissertation proposal by the Dissertation Committee. To advance a student to candidacy, the Dissertation Chairperson must submit *Form D: Dissertation Proposal Defense/Application for Candidacy* to the Ph.D. Program Director.

(Note: There is an A.B.D. fee charged to the student after successfully passing the proposal defense. This fee will be reflected on the student's fee bill upon each enrollment of the Dissertation Research course.)

## FINAL DISSERTATION FORMAT OPTIONS AND GUIDELINES

The dissertation represents the culminated demonstration of students' ability to incorporate theories and methods into the framing and execution of a problem or issue that attests to their originality and independence as a researcher-scholar applying knowledge to real-world situations. Because of changes in the academy, especially in scholarly publishing, doctoral students want greater flexibility in disseminating their ideas. Working with the approach of their dissertation chair and other committee members, students may view their dissertation as a *product* marking a milestone in their intellectual development or as part of a *process* in becoming an independent member of the community of scholars and researchers. This will also keep our Ph.D. Program competitive with other programs that are offering this format.

There are two (2) format options for the dissertation. **Option I** is the traditional dissertation, five (5) chapters with content determined by the Doctoral Dissertation Committee. **Option II** is the alternative dissertation which includes a minimum of three (3) research based articles along with an introduction and a conclusion section. Option II still adheres to the chapter arrangement and bundles the following in a cohesive document: The first chapter contains the introduction and full literature review. The middle chapters contain three (3) or more articles related to their dissertation topic that have been submitted, accepted, are *in press* or published in refereed journals. The final chapter contains the conclusion and covers the breadth of the articles. Outlines of the Alternative Dissertation Format for the proposal and final dissertation are provided below.

### Alternative Dissertation Proposal Outline

- I. Cover Page
- II. Table of Contents
- III. Abstract
- IV. Chapter 1: Introduction - Statement of the Problem
  - a. Significance: Importance of Problem Using Empirical Research
  - b. Innovation Statements (how your work moves the field forward vertically)
  - c. End with Research Questions/Aims of Each Study and How They Will Address Important Gaps in the Literature and Form a Cohesive Body of Work
- V. Chapter 2: Literature Review
  - a. Theoretical and/or Conceptual Framework
  - b. Overview of Important Literature
- VI. Chapter 3: Components of the Dissertation as Articles\*
  - a. Article One: Title & Proposed Authorship/Co-Author
    - i. Introduction: purpose of this article
    - ii. Research Question(s)/Aims
    - iii. Methodology (to be discussed with your chair)
    - iv. Dissemination Plan [including timeline for completion and targeted journal(s)]

- b. Article Two: Title & Proposed Authorship/Co-Authorship
  - i. Introduction: purpose of this article
  - ii. Research Question(s)/Aims
  - iii. Methodology (to be discussed with your chair)
  - iv. Dissemination Plan [including timeline for completion and targeted journal(s)]
- c. Article Three: Title & Proposed Authorship/Co-Authorship
  - i. Introduction: purpose of this article
  - ii. Research Question(s)/Aims
  - iii. Methodology (to be discussed with your chair)
  - iv. Dissemination Plan [including timeline for completion and targeted journal(s)]
- VII. Summary (Brief, one to two paragraphs)
  - a. Summarize plan and overall objectives

*\*If one article has already been published, the full article is submitted as published and there is no need for a dissemination plan. Standards for the published article include: 1) Student must be first or solo author; 2) the article must be explicitly related to the other proposed articles; 3) the article must have been completed while a student in the GCSW PhD program; and 4) the article may be empirical or non-empirical (if it directly relates to the dissertation topic and makes a unique contribution to the literature).*

## **Alternative Final Dissertation Outline**

- I. Cover Page
- II. Table of Contents
- III. Abstract
- IV. Chapter 1: Introduction - Statement of the Problem
  - a. Significance: Importance of Problem Using Empirical Research
  - b. Innovation Statements (how your work moves the field forward vertically)
  - c. End with Research Questions/Aims of Each Study and How They Will Address Important Gaps in the Literature and Form a Cohesive Body of Work
- V. Chapter 2: Literature Review  
Overview of Important Literature Including Conceptual Framework
- VI. Chapter 3: Components of the Dissertation as Articles\*\*\*
  - a. Article One in Final Submission Format with Proof of Submission/Acceptance
  - b. Article Two in Final Submission Format with Proof of Submission/Acceptance
  - c. Article Three in Final Submission Format with Proof of Submission/Acceptance
- VII. Chapter 4: Conclusion/Discussion
  - a. Discuss the Scholarly Work Completed and the Implications for the Field More Broadly; this should include a discussion about how the papers go together, how they form a cohesive contribution to the literature.
  - b. Discuss Limitations of the Scholarly Work Completed
  - c. Discuss Recommendations for Social Work Research, Practice and Policy (and/or Related Fields)

*\*\*Each Chapter will have its own reference list, as each article will have a separate reference list.*

## **ELECTRONIC DISSERTATION FORMATTING GUIDELINES**

In 2009 the University of Houston Graduate and Professional Studies Council approved a policy requiring that all dissertations and these be submitted electronically. (Please see <http://www.uh.edu/graduate-school/current-students/thesis/> )

Students must now submit the final copy of their dissertation electronically which requires a brief training for the student and the dissertation committee chairperson by the digital librarian from the M.D. Anderson Library. Student and Dissertation Committee Chairperson trainings may be arranged with the Ph.D. Admissions Office. The trainings are held either at the GCSW building or the M.D. Anderson Library. These trainings must be arranged with the Ph.D. Office at least 2 weeks prior to the final dissertation defense.

The procedure for uploading is through a simple online system called Vireo. Please visit the Graduate and Professional studies webpage for more information at: <http://www.uh.edu/graduate-school/current-students/thesis/>

The only authorization needed for upload or faculty chair approval is a current Cougarnet account and password. A few reasons on what this means for students/faculty and their departments is:

- Improves access to scholarly research
- Free publicity for your research
- Reduced costs for the student at the point of graduation

Please visit the Graduate and Professional studies webpage for more information.

<http://www.uh.edu/graduate-school/current-students/thesis/>

The following format is required for *Option I* and *Option II*:

1. **COPYRIGHT PAGE:** If a dissertation is copyrighted (*optional*), the copyright symbol must appear on a single, unnumbered page on which it is centered vertically and horizontally. The name and year must match what appears on the title page.
2. **DISSERTATION TITLE PAGE:** The heading on the dissertation title page should begin 2 1/4" from the top; "BY" should be 4" from the top; "DISSERTATION" should be 6 1/2" from the top; and "Houston, Texas" should be 9" from the top. The dissertation title page should have the student's name, previous degrees, the title of the degrees, and the year the degree was conferred. For spring graduates, May 20XX, for fall graduates, December 20XX, and for summer graduates, August 20XX. If you complete your dissertation after the deadline for graduation, the date on the title page must be listed as the next year. The dissertation title page should look exactly like the provided example, including spacing, and *should not* have a page number. (See example in Appendix B.)
3. **ACKNOWLEDGEMENTS.** (Optional)
4. **ABSTRACT.** The dissertation abstract should be 250 words or less.
5. **CURRENT CURRICULUM VITA** followed by two blank sheets of bond paper (after the "References" section of the final dissertation).

## FINAL DEFENSE

When the Chairperson determines that the final draft of the dissertation is ready for a defense, she/he will convene the Dissertation Committee. The student is responsible for providing the Committee with a complete draft at least 30 days before the scheduled defense hearing. In the event that a Committee member is no longer able to serve, the Chairperson, in consultation with the student and the Ph.D. Program Director, may request another member of the GCSW faculty (or an outside member) serve on the Committee. If the Chairperson is not able to serve, the student, in consultation with the Ph.D. Program Director, will request a new Chairperson. If the student is not able to find new members for the committee, she/he should request a meeting with the Ph.D. Program Director for further discussion. However, other rules regarding the makeup and constitution of the Doctoral Committee continue to apply.

It is the student's responsibility to meet all GCSW and University deadlines for submission of the final completed dissertation. The oral defense should be held within 30 days from the date of filing for graduation. The student must conduct the final dissertation defense during the semester of enrollment.

The Dissertation Chairperson and the Dissertation Committee will conduct the final oral dissertation defense. The student must give the Ph.D. Program Form E (Final Dissertation Defense) to his/her



Dissertation Committee Chairperson for completion on the day of the final dissertation defense (see Appendix A). The Committee Chairperson and all committee members *must* be present. The oral defense will be scheduled to last for up to two hours, and it will be an open public meeting whose time and place will be posted. The Dissertation Chairperson will chair the meeting.

Following the formal presentation, the Dissertation Committee meets in closed session to vote. The Dissertation Committee may vote to: (a) Approve dissertation in present form; (b) Approve with *minor* revisions. (*Copy of recommended revisions must be attached*) (c) Defer approval pending major revisions. The Committee must be reconvened for a follow-up defense. (*Described revisions must be attached*) (d) Reject the quality of the dissertation and/or the student's performance in the oral defense. (*Provide Specifications*).

A unanimous vote is required to approve the dissertation and all Committee members must sign off. In the event of minor revisions, the Dissertation Chairperson will be responsible for ensuring that the Committee's concerns are incorporated in the revised final dissertation. The Chairperson must ensure that the final revisions meet the approval of the Committee. After the successful defense, the Chairperson and all committee members must sign off on the form (Form E: Final Dissertation Defense). After obtaining the required committee signatures, the form is to be submitted to the Ph.D. Program Director.

## **GCSW FACULTY**

Information on the GCSW faculty is located on the website (<http://www.sw.uh.edu/about/faculty-directory/index.php>).

## **APPENDIX A**

### **Ph.D. Program Forms**

**PH.D. PROGRAM FORM C:**  
**Student Request to Form a Ph.D. Dissertation Committee**

**PH.D. PROGRAM FORM D:**  
**Dissertation Proposal Defense/Application for Candidacy**

**PH.D. PROGRAM FORM E:**  
**Final Dissertation Defense**

**PH.D. PROGRAM FORM F:**  
**Student Request to Take a Leave of Absence**

**University of Houston – Graduate College of Social Work, Ph.D. Program**

**PH.D. PROGRAM FORM C**  
**Student Request to Form a Ph.D. Dissertation Committee**

**TO:** Ph.D. Program Director

**Student's Name:** \_\_\_\_\_

**Proposed Dissertation Title:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*This form requires the original signature & date of the Committee Chairperson and each Committee member.*

**COMMITTEE CHAIRPERSON:**

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print Name

**COMMITTEE MEMBERS:**

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Print Name

=====

**APPROVED BY:**

\_\_\_\_\_  
Ph.D. Program Director

\_\_\_\_\_  
Signature/Date

**University of Houston – Graduate College of Social Work, Ph.D. Program**

**PH.D. PROGRAM FORM D**  
**Dissertation Proposal Defense/Application for Candidacy**

**TO:** Ph.D. Program Director

**STUDENT'S NAME:** \_\_\_\_\_

**PROPOSED DISSERTATION TITLE:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**THE DISSERTATION RESEARCH PROPOSAL IS: (*Please indicate*)**

- ☐ Approved in its present form.
- ☐ Approved proposal with minor revisions. [The Committee must provide written feedback identifying the needed revisions.]
- ☐ Deferred approval pending major revisions. [The Committee must provide written feedback identifying the needed revisions, delineating the deficiencies and whether a second defense is required.]
- ☐ Rejected proposal as unacceptable.

**COMMITTEE CHAIRPERSON**

\_\_\_\_\_  
Signature/Date Print Name

**COMMITTEE MEMBERS**

\_\_\_\_\_  
Signature/Date Print Name

\_\_\_\_\_  
Signature/Date Print Name

\_\_\_\_\_  
Signature/Date Print Name

\_\_\_\_\_  
Signature/Date Print Name

**University of Houston – Graduate College of Social Work, Ph.D. Program**  
**PH.D. PROGRAM FORM E: Final Dissertation Defense**

**TO:** Ph.D. Program Director

**STUDENT'S NAME:** \_\_\_\_\_

**PROPOSED DISSERTATION TITLE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**THE FINAL DISSERTATION IS: *(Please indicate)***

- ☐ Approved in its present form.
- ☐ Approved with *minor* revisions. *Copy of recommended revisions must be attached.*
- ☐ Deferred approval pending major revisions. The Committee must be reconvened for a follow-up defense. *Described revisions must be attached.*
- ☐ Reject the quality of the dissertation and/or the student's performance in the oral defense. *Provide Specifications*

**COMMITTEE CHAIRPERSON *(Signature and Date Required)***

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print Name

**COMMITTEE MEMBERS *(Signature and Date Required)***

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature/Date

\_\_\_\_\_  
Print Name

## **GRADUATION POLICY**

Doctoral students who expect to graduate in a given semester must be enrolled in the university during that semester. There are several steps in this process, outlined below, that must be completed no later than the deadlines shown in the University's Academic Calendar

(<http://catalog.uh.edu/content.php?catoid=6&navoid=1220>).

### **Application to Graduate**

1. Communicate with dissertation chair and the doctoral program office intention to graduate within the first three weeks of a long semester (fall or spring) or within the first week of the 1<sup>st</sup> session of summer school, by completing the *Intention to Graduate Form*.
2. Apply for graduation online at <http://myuh.edu/>. During the "regular filing period," there is a \$25.00 non-refundable application fee. Afterwards, there is a \$50.00 non-refundable application fee during the "late filing period." The deadlines for the filing periods are published on the University's Academic Calendar. If a student does not fulfill all requirements for graduation in the semester expected, another application and fee for graduation in a future semester must be submitted.

### **Dissertation Completion**

1. Schedule the oral defense date with dissertation chair and committee members. This defense date should take place no later than 4 weeks prior to the commencement date, which is published on the University's Academic Calendar. (A timeline should be developed with the dissertation chair to ensure that committee members have sufficient time to read the dissertation prior to the oral defense.)
2. Schedule and attend an orientation for the submission of electronic dissertations. The doctoral program Academic Advisor will facilitate scheduling. For more details about the electronic dissertation process, please refer to the Doctoral Student Handbook.
3. Successfully conduct the dissertation oral defense. Only a committee recommendation of "Approved in its present form" or "Approved with minor revisions" is considered a successful defense, which is required to participate in the commencement ceremony (see below).

### **Conferring of Degree / Degree Award**

1. Degrees are conferred by the University of Houston for Spring, Summer and Fall graduates
2. All degree requirements must be met before the degree is conferred/mailed to the graduate. This includes the graduation application, a degree audit, financial clearance, successful defense the dissertation and completion of the electronic dissertation submission process. There may also be some financial aid clearances; however, this differs on an individual basis.

### **Commencement Ceremony Participation**

1. The GCSW Commencement Ceremony is held yearly at the end of the spring semester in May.
2. In order to participate in the GCSW Commencement Ceremony, candidates must have completed ALL steps indicated above in the *Application to Graduate* AND *Dissertation Completion* sections.
3. Students whose degrees are conferred during the Summer or Fall semesters many participate in the next/following commencement ceremony the subsequent month of May . They must inform

the doctoral program Academic Advisor no later than March 1<sup>st</sup> of their intention to participate in the ceremony.

**UNIVERSITY OF HOUSTON – GRADUATE COLLEGE OF SOCIAL WORK, PH.D. PROGRAM  
INTENTION TO GRADUATE FORM**

**TO:** Ph.D. Program Director

**FROM:** \_\_\_\_\_ (Print Doctoral Student's Name)

**CC:** \_\_\_\_\_ (Print Dissertation Chairperson's Name)

I intend to graduate:

\_\_\_\_\_ Fall Semester ----- (year)  
\_\_\_\_\_ Spring Semester ----- (year)  
\_\_\_\_\_ Summer Semester ----- (year)

The working title of my dissertation is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My tentative oral defense date is: \_\_\_\_\_

Confirm with your initials that you have done the following:

\_\_\_\_\_ Submitted University Graduation Application and Fee  
\_\_\_\_\_ Collected/secured data for my dissertation  
\_\_\_\_\_ attached a semester timeline for the completion of and oral defense of my dissertation  
\_\_\_\_\_ submitted a draft of the following to my dissertation chair (e.g. Chapters 1, 2 & 3; Article #1 of 2)

\_\_\_\_\_  
\_\_\_\_\_

The Dissertation Chairperson's signature is required to validate this form which **does not** guarantee graduation. All graduation requirements set forth by the University of Houston, Graduate School, Graduate College of Social Work and the GCSW Doctoral Program must be met. Please refer to the Doctoral Program Handbook and Graduation Policy for specific guidelines.

\_\_\_\_\_  
Doctoral Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dissertation Chairperson's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Doctoral Program Director's Signature

\_\_\_\_\_  
Date

**University of Houston – Graduate College of Social Work, Ph.D. Program**

**PH.D. PROGRAM FORM F:  
Student Request to Take a Leave of Absence**

TO: Ph.D. Program Director

FROM: \_\_\_\_\_  
(Student's Name)

DATE: \_\_\_\_\_

I am formally requesting permission to take a leave of absence from the Doctoral Program for the following semester:

\_\_\_\_\_, \_\_\_\_\_  
(Semester) (Year)

I will return to the Doctoral Program:

\_\_\_\_\_, \_\_\_\_\_  
(Semester) (Year)

---

---

**REASON FOR THIS LEAVE REQUEST:**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

-----

**FOR Ph.D. PROGRAM OFFICE USE ONLY**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

\_\_\_\_\_  
Ph.D. Program Director

\_\_\_\_\_  
Date



## **APPENDIX B**

### **Ph.D. Program Request Forms for Course Enrollment**

**Doctoral Independent Study Request Form (See Guidelines)**

**SW: Research Internship I, II, III, IV**

**SW: Teaching Internship I, II, III**

## University of Houston -- Graduate College of Social Work

### Doctoral Independent Study in Social Work Study Proposal Guidelines

**Definition and Description:** Independent Study (I.S.) provides the student with the opportunity to work with a faculty member on a specific topic or issue of interest that might not otherwise be available in a structured course. Independent study courses are typically not available to students until they have completed the foundation curriculum. Independent study courses count toward the degree as would any elective. Grading criteria for this course will either be a letter grade or S/U.

To plan an Independent Study, follow these steps:

1. Contact the faculty member you wish to work with on this course and present your idea(s) for an Independent Study. Discuss what you would like to study and how you propose to approach the learning process. If you and the faculty member are in agreement, you will need to develop a detailed 1-2 page, single-spaced proposal that includes the following:
  - a. Statement of Purpose – what do you plan to study and why?
  - b. Identify the specific learning objectives you will pursue.
  - c. List specific texts or other readings you will complete.
  - d. Identify the outcome or product – e.g., formal paper, research proposal, data analysis plan, annotated bibliography, program evaluation report, etc.
  - e. Identify the grading or evaluation criteria for the project (i.e., how will your grade be determined? What percentage will come from the final product, from meetings with the faculty, from other sources?)
  - f. Indicate how often you and the faculty member plan to meet over the course of the Independent Study.
2. After the supervising faculty has reviewed your proposal, you must obtain his/her signature on the form to indicate faculty approval. The form also requires the student's signature and PeopleSoft ID number.
3. **DEADLINE INFORMATION** – Proposals should be completed, signed and submitted to the Ph.D. Program Office during the official pre-registration period in a given semester. A \$50.00 late fee will be assessed for proposals submitted after the published deadline, typically 2-3 weeks prior to the first day of classes. Completed applications for an Independent Study or petitions for courses as doctoral standing must be submitted to the Ph.D. Program Office prior to course enrollment for the Ph.D. Program Director's approval. The Dean will also sign the final approval before the Ph.D. Program Office assigns a course and section number for the student's course registration.

**Note:** Students who register without the required paperwork and the course instructor's signed approval will be administratively dropped from the independent study course.

University of Houston – Graduate College of Social Work

Ph.D. Program  
INDEPENDENT STUDY REQUEST FORM (Revised 7/2013)

Please read the guidelines for proposal submission and deadline information.

Print Name: \_\_\_\_\_

PeopleSoft ID #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Hours completed to date: \_\_\_\_\_

I would like to enroll in a \_\_\_\_\_ SCHs Independent Study in the  
\_\_\_\_\_.  
(Semester/Year)

**NOTE:** If requesting a summer course, discuss with the instructor the summer session for enrollment to complete the independent study (Summer I, II, III, or IV). Please indicate the summer session # and the year. Refer to the university calendar/summer course schedule for session dates. This information must be noted in order to process this request. **A complete proposal, including evaluation criteria must be included.**

My Independent Study proposal is attached and I have obtained the signature of the faculty member.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY NAME PRINTED

\_\_\_\_\_  
FACULTY SIGNATURE & DATE

**APPROVAL:**

\_\_\_\_\_  
Ph.D. PROGRAM DIRECTOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEAN'S OFFICE SIGNATURE

\_\_\_\_\_  
DATE

**ASSIGNED COURSE AND SECTION NUMBER:**

Approved to enroll in the following course:

SOCW \_\_\_\_\_ Section # \_\_\_\_\_

THE UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK

**Ph.D. Program**

**SW: RESEARCH INTERNSHIP I, II, III, IV**

***Request for Course Enrollment Form (Effective Spring 2010)***

***CLOCK HOURS ARE REQUIRED***

STUDENT NAME: \_\_\_\_\_ PeopleSoft #: \_\_\_\_\_

Faculty Member Overseeing Course: \_\_\_\_\_

Course:

\_\_\_\_\_ Research Internship I: SOCW 8336 (3 SCHs)

\_\_\_\_\_ Research Internship II: SOCW 8116 (1 SCHs)

\_\_\_\_\_ Research Internship III: SOCW 8200 (2 SCH)

\_\_\_\_\_ Research Internship IV: SOCW 8304 (3 SCHs)

Number of SCH: \_\_\_\_\_

Year/Semester Course to Be Taken: \_\_\_\_\_

*Please meet with the faculty member overseeing this course to discuss and complete the objectives and evaluation criteria.*

**LEARNING OBJECTIVES FOR COURSE:** By the end of the semester, the student will:

1.

2.

3.

4.

**EVALUATION CRITERIA:** List specific products upon which grade will be based (examinations, papers, media, etc.)

1.

2.

3.

4.

---

STUDENT SIGNATURE

---

DATE

---

FACULTY MEMBER SIGNATURE

---

DATE

**APPROVAL:**

---

Ph.D. PROGRAM DIRECTOR

---

DATE

**THE UNIVERSITY OF HOUSTON**  
**GRADUATE COLLEGE OF SOCIAL WORK --- Ph.D. Program**  
**SW: TEACHING INTERNSHIP I, II, III**  
***Request for Course Enrollment Form (Effective Spring 2010)***  
***CLOCK HOURS ARE REQUIRED***

**STUDENT NAME:** \_\_\_\_\_ **PeopleSoft #:** \_\_\_\_\_

**Faculty Member**  
**Overseeing Course:** \_\_\_\_\_

I would like to enroll in:

\_\_\_\_\_ Teaching Internship II: SOCW 8117 (1 SCHs)

\_\_\_\_\_ Teaching Internship III: SOCW 8201 (2 SCH)

\_\_\_\_\_ Teaching Internship I: SOCW 8303 (3 SCHs)

**Number of SCHs:** \_\_\_\_\_

*Please meet with the faculty member overseeing this course to discuss and complete the objectives and evaluation criteria.*

**LEARNING OBJECTIVES FOR COURSE:** By the end of the semester, the student will:

1.

2.

3.

**EVALUATION CRITERIA:** List specific products upon which grade will be based (examinations, papers, media, etc.)

1.

2.

3.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
FACULTY MEMBER SIGNATURE

\_\_\_\_\_  
DATE

**APPROVAL:**

\_\_\_\_\_  
Ph.D. PROGRAM DIRECTOR

DATE \_\_\_\_\_

**APPENDIX C**  
**Course Syllabi for Doctoral Courses**

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8336: RESEARCH INTERNSHIP I (3 Credits)**

**I. COURSE**

**1. Catalog Description**

*Prerequisites:* Doctoral level standing or permission of the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member. This course requires 225 clock hours of research experience.

**2. Purpose**

This required course is designed to provide students with “hands on” research experience that is supervised by a faculty member. The student will work with this faculty member on an established faculty research project or a student-initiated research project. The purpose of this course is to provide the student with exposure to the various phases of the research process (e.g., articulation of research questions, literature review, sampling, research design, development of research instruments, data collection, data analysis and interpretation, and manuscript composition).

**II. COURSE REQUIREMENTS**

Students must complete the Research Internship form with their faculty supervisor and submit this form to the Ph.D. Program Director for approval. This course requires 225 clock hours of research experience and a final research or scholarly product (identified in collaboration with the faculty member) for completion.

**III. COURSE OBJECTIVES**

Upon completion of this course, student will be able to:

1. Demonstrate specific research skills involved in various phases of the research process.
2. Clearly articulate the purpose, background, and importance of the research project.
3. Demonstrate the ability to apply ethical research practices and principles.
4. Identify and attend to issues of cultural sensitivity and competence when engaging in research.



**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8116: RESEARCH INTERNSHIP II (1 Credit)**

**I. COURSE**

**1. Catalog Description**

*Prerequisites:* Doctoral level standing or permission of the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member. This course requires 75 clock hours of research experience.

**2. Purpose**

This elective course is designed to provide students with “hands on” research experience that is supervised by a faculty member. The student will work with this faculty member on an established faculty research project or a student-initiated research project. The purpose of this course is to provide the student with exposure to the various phases of the research process (e.g., articulation of research questions, literature review, sampling, research design, development of research instruments, data collection, data analysis and interpretation, and manuscript composition).

**II. COURSE REQUIREMENTS**

Students must complete the Research Internship form with their faculty supervisor and submit this form to the Ph.D. Program Director for approval. This course requires 75 clock hours of research experience and a final research or scholarly product (identified in collaboration with the faculty member) for completion.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Demonstrate specific research skills involved in various phases of the research process.
2. Clearly articulate the purpose, background and importance of the research project.
3. Demonstrate the ability to apply ethical research practices and principles.
4. Identify and attend to issues of cultural sensitivity and competence when engaging in research.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8200: RESEARCH INTERNSHIP III (2 Credits)**

**I. COURSE**

**1. Catalog**

*Prerequisites:* Doctoral level standing or permission of the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member. This course requires 150 clock hours of research experience.

**2. Purpose**

This elective course is designed to provide students with “hands on” research experience that is supervised by a faculty member. The student will work with this faculty member on an established faculty research project or a student-initiated research project. The purpose of this course is to provide the student with exposure to the various phases of the research process (e.g., articulation of research questions, literature review, sampling, research design, development of research instruments, data collection, data analysis and interpretation, and manuscript composition).

**II. COURSE REQUIREMENTS**

Students must complete the Research Internship form with their faculty supervisor and submit this form to the Ph.D. program director for approval. This course requires 150 clock hours of research experience and a final research or scholarly product (identified in collaboration with the faculty member) for completion.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Demonstrate specific research skills involved in various phases of the research process.
2. Clearly articulate the purpose, background and importance of the research project.
3. Demonstrate the ability to apply ethical research practices and principles.
4. Identify and attend to issues of cultural sensitivity and competence when engaging in research.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8304: RESEARCH INTERNSHIP IV (3 Credits)**

**I. COURSE**

**1. Catalog**

*Prerequisites:* Doctoral standing or permission from the instructor. Prepares doctoral students for research experiences by applying an internship experience with an established faculty member. This course requires 225 clock hours of research experience.

**2. Purpose**

This elective course is designed to provide students with “hands on” research experience that is supervised by a faculty member. The student will work with this faculty member on an established faculty research project or a student-initiated research project. The purpose of this course is to provide the student with exposure to the various phases of the research process (e.g., articulation of research questions, literature review, sampling, research design, development of research instruments, data collection, data analysis and interpretation, and manuscript composition).

**II. COURSE REQUIREMENTS**

Students must complete the Research Internship form with their faculty supervisor and submit this form to the Ph.D. program director for approval. This course requires 225 clock hours of research experience and a final research or scholarly product (identified in collaboration with the faculty member) for completion.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Demonstrate specific research skills involved in various phases of the research process.
2. Clearly articulate the purpose, background and importance of the research project.
3. Demonstrate the ability to apply ethical research practices and principles.
4. Identify and attend to issues of cultural sensitivity and competence when engaging in research.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8335: TEACHING IN HIGHER EDUCATION (3 *credits*)**

**I. Course**

**1. Catalog Description**

Prerequisite: Doctoral standing or permission from the instructor. Prepares doctoral students for teaching in higher education by applying theories in instructional design and analyzing pedagogical perspectives and teaching issues relevant to curriculum development.

**2. Purpose**

This course prepares students to critically examine methods and issues in teaching in higher education, and identify current trends and issues in graduate education. It focuses on developing knowledge and skills of effective teaching preparation. It is designed to provide a theoretical foundation about the philosophy of higher education and identify course planning strategies.

**II. Course Objectives**

Upon completion of this course, students will be able to:

- 1.** Analyze history and current trends of teaching in higher education, including teaching methods and instructional designs that are research-based;
- 2.** Demonstrate an understanding of the mission of teaching in higher education and its related issues;
- 3.** Identify various teaching methods and be able to critically analyze their relevance, appropriateness, and effectiveness in different teaching situations and with diverse student populations;
- 4.** Demonstrate skills necessary for teaching in higher education, including planning classes, preparing materials, teaching classes, using technology, dealing with class problems or issues, conducting self-assessments, and preparing for self-development;
- 5.** Identify the accreditation processes and curriculum requirements in the student's field of study (such as from the Council on Social Work Education).

3/08/10

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8117: TEACHING INTERNSHIP I (1 Credit)**

**I. COURSE**

**1. Catalog**

*Prerequisites:* Doctoral standing or permission from the instructor.

Practice teaching methods and skills with 15 clock hours teaching practice not limited to classroom teaching.

**2. Purpose**

This elective course provides in-depth opportunities for practical application of theoretical and pedagogical perspectives introduced in the course on Teaching in Higher Education. Internship settings will depend upon students' interests and goals and may include classroom teaching, tutorial or lab sessions, faculty meetings, and practice in other learning and teaching environments.

**II. COURSE REQUIREMENTS**

Student must complete the Teaching Internship form with their faculty supervisor and submit this form to the Ph.D. Program Director for approval. This course requires practice teaching methods and skills with 15 clock hours teaching practice not limited to classroom teaching.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Use a variety of teaching methods in course design and delivery.
2. Demonstrate an understanding of students with different learning styles and engage students through a positive and productive learning environment.
3. Demonstrate an understanding of the multiple roles of faculty through active engagement with peers and other colleagues, for the improvement of teaching effectiveness in culturally diverse environments.
4. Demonstrate skills necessary for teaching in higher education, including planning classes, preparing materials, teaching classes, and dealing with class problems or issues.
5. Engage in self-assessments and evaluate reflective self-learning in order to enhance the development of teaching methods and skills.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8201: TEACHING INTERNSHIP II (2 Credits)**

**I. COURSE**

**1. Catalog**

*Prerequisites:* Doctoral standing or permission from the instructor. Practice teaching methods and skills with 30 hours teaching practice not limited to classroom teaching.

**2. Purpose**

This elective course provides in-depth opportunities for practical application of theoretical and pedagogical perspectives introduced in the course on Teaching in Higher Education. Internship settings will depend upon students' interests and goals and may include classroom teaching, tutorial or lab sessions, faculty meetings, and practice in other learning and teaching environments.

**II. COURSE REQUIREMENTS**

Student must complete the Teaching Internship form with their faculty supervisor and submit this form to the Ph.D. Program Director for approval. This course requires practice teaching methods and skills with 30 hours teaching practice not limited to classroom teaching.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

- a. Use a variety of teaching methods in course design and delivery.
- b. Demonstrate an understanding of students with different learning styles and engage students through a positive and productive learning environment.
- c. Demonstrate an understanding of the multiple roles of faculty through active engagement with peers and other colleagues, for the improvement of teaching effectiveness in culturally diverse environments.
- d. Demonstrate skills necessary for teaching in higher education, including planning classes, preparing materials, teaching classes, and dealing with class problems or issues.
- e. Engage in self-assessments and evaluate reflective self-learning in order to enhance the development of teaching methods and skills.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8303: TEACHING INTERNSHIP III (3 Credits)**

**I. COURSE**

**1. Catalog**

*Prerequisites:* Doctoral standing or permission from the instructor. Practice teaching methods and skills with 45 hours teaching practice not limited to classroom teaching.

**2. Purpose**

This elective course provides in-depth opportunities for practical application of theoretical and pedagogical perspectives introduced in the course on Teaching in Higher Education. Internship settings will depend upon students' interests and goals and may include classroom teaching, tutorial or lab sessions, faculty meetings, and practice in other learning and teaching environments.

**II. COURSE REQUIREMENTS**

Student must complete the Teaching Internship form with their faculty supervisor and submit this form to the Ph.D. Program Director for approval. This course requires practice teaching methods and skills with 45 hours teaching practice not limited to classroom teaching.

**III. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Use a variety of teaching methods in course design and delivery.
2. Demonstrate an understanding of students with different learning styles and engage students through a positive and productive learning environment.
3. Demonstrate an understanding of the multiple roles of faculty through active engagement with peers and other colleagues, for the improvement of teaching effectiveness in culturally diverse environments.
4. Demonstrate skills necessary for teaching in higher education, including planning classes, preparing materials, teaching classes, and dealing with class problems or issues.
5. Engage in self-assessments and evaluate reflective self-learning in order to enhance the development of teaching methods and skills.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8327: Research Methods I: Introduction to Research on Evidence-Based Social Work (3 credits)**

**I. Course**

**A. Catalog Description**

Credit (3.0). Pre-requisite: Doctoral standing or permission from the instructor. This course examines the range of designs and methods involved in formulating and conducting social research, with an emphasis on the development of knowledge essential for utilizing and building the empirical knowledge base for evidence-based social work.

**B. Purpose**

The purpose of this course is to examine the fundamentals of formulating and conducting independent research related to building empirical knowledge for social work, and review the historical background, process, and epistemological controversies regarding evidence-based social work. The course will help prepare students to identify an area of evidence-based social work that might serve as a focus for assignments in other courses and for the dissertation.

A large portion of this course requires students to conduct an independent appraisal of a social work research problem of interest and review and critically appraise the current empirical knowledge base pertaining to that problem. This appraisal will ideally serve as a research topic students would focus on for their remaining studies and dissertation.

**II. Course Objectives**

Upon completion of this course, students will be able to demonstrate the following competencies:

1. describe the historical background, process, and epistemological controversies regarding evidence-based social work;
2. explain the problem formulation phase in social work research, including selecting a topic pertinent to evidence-based social work, developing a research question, and explicating and operationally defining the conceptual elements of the research question;
3. identify how to assess and minimize measurement error in quantitative and qualitative inquiry
4. evaluate the strengths and limitations of a variety of types of quantitative and qualitative research designs;
5. describe the strengths and limitations of alternative sampling and survey methods;



6. explain the meaning of statistical significance, type 1 and type 2 errors, and effect size in evidence-based social work research;
7. critically appraise research studies pertaining to a social work research problem of interest.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8327: GRANT WRITING (3 credits)**

**I. COURSE**

**A. Catalog Description:** Cr. 3. (3-0). prerequisite: Doctoral standing or permission of the instructor. Prepares students for identifying, planning, collaborating, writing, budgeting, submitting, tracking, revising and managing grants.

**B. Purpose:** This course introduces the student to the process of grantsmanship. This includes knowledge of sponsors and opportunities as well as practical “know-how” in writing competitive grants for supporting research in social service and health service provision. The emphasis of the course will be on federal grants, but state and foundation grants will also be cited as case illustrations.

**II. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Demonstrate knowledge of a wide array of federal and foundation grant sources;
2. Interpret grant program announcements;
3. Plan grant writing strategies;
4. Match intellectual interests with appropriate sponsor research areas;  
Demonstrate methods that are sought by sponsors;
5. Develop and justify grant budgets;
6. Demonstrate an understanding of the process used to procure letters of support and intent; and
7. Delineate ethical issues related to the protection of human subjects and the role of IRB.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8324: BIOSTATISTICS (3 credits)**

**I. COURSE**

**A. Catalog Description:**

Prerequisite: Doctoral standing or permission from the instructor.

**B. Purpose**

The purpose of this course is to provide a conceptual understanding and application of biostatistics in behavioral and social science research.

**II. COURSE OBJECTIVES**

Upon completion of this course, students will be able to:

1. Describe data using descriptive and inferential statistics;
2. Apply knowledge of statistical methods from descriptive to inferential approaches;
3. Compare and contrast different approaches to data analysis (parametric versus non-parametric and inferential versus descriptive methods);
4. Understand the relationship between research design and data analysis;
5. Demonstrate the ability to select appropriate and analytic techniques to answer research questions for behavior and social science research data;
6. Make informed decisions in selecting the appropriate technique for describing and presenting data.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8325: APPLIED MULTIVARIATE STATISTICS (3 credits)**

**I. COURSE**

**A. CATALOG DESCRIPTION**

**Prerequisite: SOCW 8324: Biostatistics and doctoral standing or permission from the instructor.** Emphasizes the use of the Statistics Package for Social Sciences (SPSS) in applied social work research.

**B. PURPOSE**

The purpose of this course is to prepare students to use SPSS to analyze data in a wide variety of applied research settings. This course will focus on advanced statistical procedures in association with procedures in SPSS, Multiple Regression, Analysis of Variance and Analysis of Covariance will be highlighted in the SPSS Program.

**II. OBJECTIVES**

Upon completion of this course students will be able to:

1. Demonstrate an understanding of the relationship between research design and the use of SPSS in applied social work research;
2. Demonstrate the use of the Statistical Package for Social Sciences to analyze multivariate statistical data in applied social work research;
3. Demonstrate an understanding of the principles of probability theory in basic multivariate statistical analyses including Multiple Regression, Analysis of Variance, Analysis of Covariance in association with the SPSS Program; and
4. Demonstrate an understanding of the programming and commands in the SPSS Program.

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**SOCW 8326: ADVANCED MULTIVARIATE STATISTICS (3 credits)**

**I. COURSE**

**A. CATALOG DESCRIPTION**

**Prerequisite:** SOCW 8325: Applied Multivariate Statistics and doctoral standing or permission of the instructor. Emphasizes advanced multivariate statistical procedures, including MANOVA, MANCOVA, discriminant analysis, logistic regression, and meta-analysis.

**B. PURPOSE**

The purpose of this course is to prepare students to analyze data in a wide variety of research settings. This course will focus on advanced multivariate statistical procedures, the assumptions underlying various statistical approaches, as well as a framework for choosing the most appropriate statistic in a given data analysis.

**II. OBJECTIVES**

Upon completion of this course, students will be able to:

1. Demonstrate an understanding of the relationship between research design and advanced statistical methods in social work research;
2. Demonstrate an understanding of the principles of probability theory in multivariate analysis including Multivariate Analysis of Variance, Multivariate Analysis of Covariance, Discriminant Function Analysis, Logistic Regression, and meta-analysis;
3. Apply the principles of probability theory to statistical problems related to advanced social work research; and
4. Use Statistical Package for Social Sciences to analyze data for advanced multivariate statistical procedures.

**Appendix D**  
**Dissertation Pages Required for Final Dissertation (Examples)**

Dissertation Signature Page

Dissertation Title Page

Abstract Title Page

Dissertation Copyright Page  
*(Required if copyright is requested)*

***EXAMPLE***  
**Dissertation Signature Page**

**UNIVERSITY OF HOUSTON  
GRADUATE COLLEGE OF SOCIAL WORK**

**WE HEREBY RECOMMEND THAT THE DISSERTATION BY**

\_\_\_\_\_

**ENTITLED** \_\_\_\_\_

\_\_\_\_\_

**BE ACCEPTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS FOR THE  
DEGREE OF Ph.D. IN SOCIAL WORK.**

\_\_\_\_\_  
**Dissertation Chairperson (Print)**

\_\_\_\_\_  
**Chairperson Signature/Date**

\_\_\_\_\_  
**Dean's Signature**

**DISSERTATION COMMITTEE:**

\_\_\_\_\_  
**Name and Title (Print)**

\_\_\_\_\_  
**Signature/Date**

\_\_\_\_\_  
**Name and Title (Print)**

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**Signature/Date**

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**Name and Title (Print)**

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**Signature/Date**

\_\_\_\_\_  
**Name and Title (Print)**

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**Signature/Date**

***EXAMPLE***

**Dissertation Title Page**

*(This dissertation title page should be in your dissertation)*

THE EFFECT OF THE VERTICAL INTEGRATION OF THE BIOMEDICAL  
INDUSTRY ON HOSPITAL SOCIAL WORKERS

BY

REENIE HARRIS

B.A., University of Missouri, 2003

M.S.W., University of California-Berkeley, 2005

DISSERTATION

Submitted in partial fulfillment of the requirements for  
the degree of Doctor of Philosophy in Social Work  
in the Graduate College of Social Work of the  
University of Houston, 2010

Houston, Texas  
Spring 2010

***EXAMPLE***  
**Abstract Title Page**

*(This abstract title page with attached 250-word or less abstract is submitted for microfilming)*

TITLE OF DISSERTATION  
(in all caps)

An Abstract of a Dissertation

Presented to

the Faculty of the Graduate College of Social Work

University of Houston

---

In Partial Fulfillment  
of the Requirements for the Degree of  
Doctor of Philosophy in Social Work

---

By

**Your Name**

Month and Year of Graduation



***EXAMPLE***  
**Copyright Page**

(Place half-way down the page --- center the copyright information as noted below)

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