

# ***DOCTORAL STUDENT HANDBOOK***

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

***University of Houston  
Graduate College of Social Work  
110HA Social Work Bldg.  
Houston, Texas 77204-4013***

(Revised: August 1, 2005)

(Revised: February 6, 2006)

(Revised: July, 2006)

(Revised: August 22, 2006)

(Revised: May 18, 2007)

(Revised: October 23, 2007)

(Revised: May 22, 2008)

(Revised: October 20, 2008)

(Revised: November 18, 2008) → Committee Approved Qualifying Exam

(Revised: March 24, 2009)

(Revised: April 22, 2009)

(Revised: August 11, 2009) → To Graduation Policy/From Dissertation Binding Process

(Handbook Revisions 11/19/2008) → New Qualifying Paper Exam/Approved by Committee—Effective 11/18/2008

(Revisions Typed 6/21/10) → New Curriculum Appv'd 3/10/10; Alternative Dissertation; Qualifying Paper; Forms

(Revisions/Updating on 8/05/11)

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

## **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 Doctoral Program began in 1993. The Program has over 50 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. 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.

### Doctoral Program Goals

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

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

### Doctoral Program Objectives

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

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

### ***The doctoral 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 PROGRAM (M.S.W./Ph.D.)**

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 extensive research experience will be accepted into the Dual 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 completing 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 their first year. Applicants for the dual degree can apply in two different ways: (1) they can apply for both programs simultaneously, or (2) students already enrolled in the master's program can apply for admission to the Ph.D. Program after they complete all first-semester requirements. Applicants for the Dual 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, admission into the Doctoral 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 prior to the completion of the Ph.D. degree. Students can drop out of the Doctoral Program if they decide to terminate their education with an M.S.W. degree.

#### Admissions Requirements for the Dual Degree

1. Completion of both M.S.W. and Doctoral admissions applications, and submission of both application fees.
2. Admission to the M.S.W. Program.
3. Have achieved a grade point average 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. *We will calculate your GPA based on your transcripts.*
4. Evidence of a strong interest in social work research and social 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 or telephone interview may be required.

## ACADEMIC POLICIES

### Registration, Billing, and Transcripts

To register for courses, you must perform on-line registration by using your assigned UH PeopleSoft ID number during your assigned enrollment appointment dates. You must go into your PeopleSoft (PS) student account in order to view your appointment dates. *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 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 your PeopleSoft (PS) student account, enrollment schedule, etc.

Important updates about your enrollment deadlines and other official notifications will be sent to your 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 your tuition and fee bill. It is recommended for all students, faculty, and staff to obtain a card and take advantage of University services. In order to enter some of the locations on the University campus (i.e., Central Computing Site, Residential Life and Housing, Intramural Facilities, Scholars Community Program, GCSW Student Lounge, GCSW Computer Learning Center, etc.) “card assess control” is required. To obtain your Cougar 1 Card, you must 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. You may visit the website at <http://www.uh.edu/cougar1card> or call (832) 842-2273 for additional information about these services.

Transcripts may be requested through your 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 doctoral 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 their 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	

A grade of “I” (incomplete) must be changed by fulfillment of course requirements within a maximum of 12 months of the date awarded 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 cannot graduate until the “I” is removed.

If a student has completed all requirements for graduation, but in addition 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 of below C-.

### Academic and Professional Behavior Policies

*Academic Probation and Suspension.* A student whose grade point average (GPA) falls below 3.0 (B) will be placed on academic probation, and will be allowed to continue his/her enrollment only with the written recommendation of the Doctoral Program Director and approval from the Dean. Permission to continue will be granted only if there is reasonable likelihood that the grade point average will improve in the subsequent semester. Removal from academic probation is granted when the grade point average is raised to B 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 doctoral program, whether or not in repeated courses, will be dismissed from the doctoral program.

The previous rule allowed students to have no more than 2 grades of C of doctoral credit. This meant that students could remain in the program after having received 2 Cs and would not be dismissed unless they received a third grade of C. **Note:** UH has a 4C policy whereby any student who receives 4 grades of "C+" or below in any graduate level course will be dismissed from the University.

*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 all 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 awarded, or, in conformance with University Policy, it 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 the website address [www.uh.edu/dos/publications/handbook.php](http://www.uh.edu/dos/publications/handbook.php)

*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/gp](http://www.uh.edu/gp)).

*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 and to meet the conditions they impose.

*Student Standard Policy.* The Graduate College of Social Work policy for student standards is located at <http://www.sw.uh.edu/documents/policies/studentstandards1.pdf>

### Continuous Enrollment

Doctoral students *must be continuously enrolled in coursework* until the completion of their Ph.D. degree. During their Dissertation phase, students must enroll in at least 3 credit hours per semester of Dissertation study. In addition, students must complete one academic year in residency in continuous full-time enrollment. Full-time study constitutes 9 credit hours per semester while part-time study must constitute 6 credit hours per semester. *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 who wish to withdraw from the Doctoral Program should do so properly --- this must be a written statement submitted to the Doctoral Program Director.

Students who plan on Fall, Spring, or Summer graduation **must** also: (1) be enrolled during that semester; and (2) file an Application for Graduation for the graduating semester through your PeopleSoft student account.

### Time Limits for Completion of Degree Requirements

Students who enroll as doctoral candidates must complete their 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. Doctoral students who fail to complete their dissertation within five (5) years after completion of the qualifying paper must redo the qualifying paper. 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 Doctoral 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 Director 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 completing the form, they must submit it 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.

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

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 Director serves as the Faculty Advisor 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 curriculum plan requires completion of a minimum of 48 semester credit hours. Thirty-nine (39) SCH in coursework and nine (9) SCH in dissertation. 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 strives 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 credit of Independent Study is equivalent to 3 hours a week of work. An Independent Study of 3 SCH is therefore equivalent to 9 hours of work a 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 Study* 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 Study* is to prepare students to teach on a college or university level. The grading for this study is a *letter grade*.

Students must complete a Request for Course Enrollment Form for a research internship study and a teaching internship study (see Appendix A). The instructor overseeing the study must sign for their approval. The approved form should be submitted to the Ph.D. Admissions 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 independent study courses, research internship courses, teaching internship courses, or electives in 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 *must* take SOCW 8395: Pre-Dissertation Research to *maintain continuous enrollment*. Students *cannot* take SOCW 8399 (Dissertation credits) until they have successfully completed SOCW 8395. 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 (i.e., they have successfully passed their qualifying paper and defended their dissertation proposal). Students who take SOCW 8395 in preparation for their qualifying paper and dissertation proposal defense must take it on an *S/U* basis.



## 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.

### Doctoral Student Tuition Fellow (DSTF)

In exchange for 20 hour-a-week employment in the GCSW, students receive a stipend per 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*. The student will be responsible for this cost as well as for fees. Non-residents benefit additionally by receiving in-state tuition rates. Students must apply and interview for DSTF positions in the GCSW; if awarded a DSTF, students must enroll for a minimum of 9 hours each Fall and Spring semester. Mandatory fees charged by UH remain the responsibility of the student and are not included in the DSTF.

## 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. Ira Colby is Dean of the Graduate College of Social Work, one of the 14 colleges that comprise the University of Houston main campus. Dean Colby 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, Dean Colby's 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 227A (inside the student lounge) and a Cougar Card 1 is also needed to gain entrance. These mailboxes should be checked regularly.

**Doctoral Students Computer Room:** The doctoral computer room is located in Room 220B, Social Work Bldg. 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). You may obtain a key from the Doctoral Program Admissions Office.

**Doctoral Office Space:** A room has been set aside for Doctoral office space. This room is for all doctoral students (only). You can obtain a key from the Doctoral Program Admissions Office.

**Computer Accounts:** Doctoral students are encouraged to set up a University computer account. Moreover, doctoral students are expected to have attained an adequate level of computer literacy. Students with a computer account will be able to send and receive e-mail and access the Internet at home (via a modem) or in the Doctoral Computer Room #220B. See Dr. Raffoul to expedite the account.

**Doctoral Student Representation:** While there is no formal GCSW Doctoral Student Association there is a GCSW Student Association. Two doctoral students can be elected to serve on school-wide committees. The first representative is a voting member of the GCSW Doctoral Curriculum Committee. The second representative is a member of the School Council, the governing body of the GCSW.

## IMPORTANT NUMBERS ON CAMPUS

<u>GCW Staff</u> (Social Work Bldg.)	<u>Room</u>	<u>Phone</u>
Carolyn Brooks, Academic Advisor, Ph.D. Program	422	(713) 743-8080
M.S.W. Admissions Office	110E	(713) 743-8082
Deans' Office Secretary	211	(713) 743-8085
Marsha Christ, Business Office Administrator	208	(713) 743-8133
Receptionist Office	110	(713) 743-8075

<u>GCSW Offices and Centers</u>	<u>Room</u>	<u>Phone</u>
Doctoral Students Computer Room	220B	
Office of Community Projects (OCP)	4 <sup>th</sup> Floor	(713) 743-8145

### Helpful University Numbers

UH (campus) Police Emergencies		(713) 743-0600
UH (campus) Police: non-emergency (to request police escort to campus destination. 24 hours a day; to request vehicle assistance [car won't start keys locked in car])		
UH Parking & Transportation Dept.		(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 SSC1 (Student Service Center)	(713) 743-5065
UH Transcripts Office	Welcome Center	
	<i>Student requests in person only or through student Peoplesoft account</i>	
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

### Administration

Ira Colby, D.S.W., Dean	212	(713) 743-8085
Paul Raffoul, Ph.D., Associate Dean for Administration and Information Technology	201	(713) 743-8101
Maxine W. Epstein, Dr.P.H., Program Director	419	713) 743-8102

# **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:

- A one-page (maximum) description identifying the grievable issue or incident, including date and place (if applicable) .
- The name of the respondent (i.e., against whom is the grievance being filed?).
- The names of any witnesses to the incident (if applicable).
- Evidence to support the grievance.
- 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: \_\_\_\_\_

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: \_\_\_\_\_

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

## **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/oa](http://www.uh.edu/ogc/oa)) 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, religion, national origin, sex, age, disability, veteran status or sexual orientation except where such distinction is required by law.

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. COURSEWORK

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:

### Research

**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.

### Theory

**SOCW 8115: Integrative Colloquium Cr. 1 (1-0).** *Prerequisite:* First-year standing. Seminars are offered in the Fall and Spring semesters. Topics include writing for publication, integrating specialization into social work practice, writing dissertation proposals, topics in social work education, and pedagogical methods. Allow students to discuss research ideas with their instructors and peers, receive critiques on their work, and present regular progress reports.

**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 a 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 a 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 a 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 the Full-Time Doctoral Program Curriculum**

*Courses are only offered once a year in the semester illustrated—(Approved/Effective 3/12/10)*

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>1<sup>st</sup> Semester (FALL)</b>		
SOCW 8324	Biostatistics	3
SOCW 8334	Social Policy Analysis	3
SOCW 8335	Teaching in Higher Education	3
SOCW 8336	Research Internship I	3
		<hr/>
		<b>12</b>
<b>2<sup>nd</sup> Semester (SPRING)</b>		
SOCW 8322	Quantitative Methods	3
SOCW 8325	Applied Multivariate Statistics	3
SOCW 8117, 8201, 8303	Teaching Internship I,II,III	1,2,3
SOCW 8116, 8200, 8304	Research Internship II,III, IV	1,2,3
		<hr/>
		<b>9-12</b>
<b>Summer 1</b>		
SOCW 8116; 8200, 8304	Research Internship II, III, IV (1-3)	<b>1, 2, 3</b>
<b>3<sup>rd</sup> Semester (FALL)</b>		
SOCW 8323	Qualitative Methods	3
SOCW 8326	Advanced Multivariate Statistics	3
SOCW 8116, 8200, 8304	Research Internship II, III, IV	1,2,3
SOCW 8117, 8201, 8303	Teaching Internship I, II, III	1,2,3
SOCW xxxx	Elective	3
		<hr/>
		<b>9-12</b>
<b>4<sup>th</sup> Semester (SPRING)</b>		
SOCW 8333	Social Science Theories	3
SOCW 8327	Grant Writing	3
SOCW 8116, 8200, 8304	Research Internship II, III, IV	1,2,3
SOCW 8117, 8201, 8303	Teaching Internship I, II, III	1,2,3
SOCW xxxx	Elective	3
		<hr/>
		<b>9-12</b>
SOCW 8395	Pre-Dissertation Research <i>(For Continuous Enrollment Purposes Only)</i>	0
SOCW 8399/8699/8999	Doctoral Dissertation Research	
		<hr/>
<b>Total Credit Hours in Coursework:</b>		<b>39</b>
<b>Total Dissertation SCH:</b>		<b>9</b>
<b>TOTAL:</b>		<hr/> <b>48</b>

*4/13/11: Permanent Course #s Added to New F'10 Courses*



### Illustration of the Part-Time Doctoral Program Curriculum

*Courses are only offered once a year in the semester illustrated—(Approved/Effective 3/12/2010)*

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>1<sup>st</sup> Semester (FALL)</b>		
SOCW 8324	Biostatistics	3
SOCW 8336	Research Internship I	3
		<b>6</b>
<b>2<sup>nd</sup> Semester (SPRING)</b>		
SOCW 8325	Applied Multivariate Statistics	3
SOCW 8322	Quantitative Methods	3
		<b>6</b>
<b>3<sup>rd</sup> Semester (FALL)</b>		
SOCW 8334	Social Policy Analysis	3
SOCW 8326	Advanced Multivariate Statistics	3
		<b>6</b>
<b>4<sup>th</sup> Semester (SPRING)</b>		
SOCW 8116, 8200, 8304	Research Internship II, III, IV	1,2,3
SOCW 8117, 8201, 8303	Teaching Internship I, II, III	1,2,3
		<b>3-6</b>
<b>Summer I:</b> SOCW 8116, 8200, 8304	Research Internship II, III, IV	1,2,3
		<b>1-3</b>
<b>5<sup>th</sup> Semester (FALL)</b>		
SOCW 8323	Qualitative Research Methods	3
SOCW 8335	Teaching in Higher Education	3
		<b>6</b>
<b>6<sup>th</sup> Semester (SPRING)</b>		
SOCW 8333	Social Science Theories	3
SOCW 8327	Grant Writing	3
		<b>6</b>
SOCW 8116, 8200, 8304	Research Internship II, III, IV	1,2,3
SOCW 8117, 8201, 8303	Teaching Internship I, II, III	1,2,3
		<b>6-9</b>
SOCW 8395: Pre-Dissertation Research ( <i>Continuous Enrollment Purposes Only</i> )		0
SOCW 8399/8699/8999	Doctoral Dissertation Research	
<b>Total Credit Hours in Coursework:</b>		<b>39</b>
<b>Dissertation SCH:</b>		<b>9</b>
<b>TOTAL:</b>		<b>48</b>

**COURSEWORK FOR THE DUAL PROGRAM (M.S.W./Ph.D.)**

**Illustration of the Dual Program (Full-Time Only)**

*Courses are only offered once a year in the semester illustrated—(Approved/Effective 3/12/2010)*

**YEAR ONE: (M.S.W. Courses)**

<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>Fall</b>		
SOCW xxxx	Social Work Foundation	15
		<hr/> 15
<b>Spring</b>		
SOCW xxxx	Assessment	3
SOCW xxxx	Field Practicum II: Advanced	3
SOCW xxxx	Evaluation of Practice	3
SOCW xxxx	Track Course	3
SOCW xxxx	Track Course	3
		<hr/> 15
<b>Summer</b>		
SOCW xxxx	MSW Elective	3
SOCW 6393	MSW Elective	<u>3</u>
		6

**YEAR TWO: (M.S.W./Ph.D. Courses)**

<b>Fall</b>		
SOCW xxxx	Track Course	3
SOCW xxxx	Track Course	3
SOCW xxxx	HBSE Elective	3
SOCW 8334	Social Policy Analysis ( <i>MSW credit</i> )	3
SOCW 8324	Biostatistics	3
		<hr/> 15
<b>Spring</b>		
SOCW xxxx	Field Practicum III	3
SOCW xxxx	MSW Elective	3
SOCW 8325	Applied Multivariate Statistics	3
SOCW 8322	Quantitative Methods ( <i>MSW Elective Credit</i> )	3
		<hr/> 12

**Illustration of the Dual Program (Full-Time Only) (Cont'd)**

*Courses are only offered once a year in the semester illustrated—(Approved/Effective 3/12/10)*

<b>YEAR TWO: (M.S.W./Ph.D. Courses) Cont'd</b>		
<u>Course #</u>	<u>Course Title</u>	<u>SCH</u>
<b>Summer</b>		
SOCW xxxx	MSW Elective	3
SOCW xxxx	Field Practicum IV	<u>3</u>
		<b>6</b>
<b>YEAR THREE: (Ph.D. Courses)</b>		
<b>Fall</b>		
SOCW 8336	Research Internship I	3
SOCW 8326	Advanced Multivariate Statistics	3
SOCW 8335	Teaching in Higher Education	3
SOCW 8323	Qualitative Research Methods	3
		<u>12</u>
<b>Spring</b>		
SOCW 8333	Social Science Theories	3
SOCW 8327	Grant Writing	3
		<u>6</u>
<b>Summer 1= (1-3 SCH)</b>		
SOCW 8116, 8200, 8304 or	Research Internship II, III, IV	1,2,3
SOCW 8117, 8201, 8303	Teaching Internship I, II, III	1,2,3
		<u>1-6</u>
<b>YEAR FOUR: (Ph.D. Courses)</b>		
<b>Fall</b>		
SOCW 8116, 8200, 8304 or	Research Internship II, III, IV	1,2,3
SOCW 8117, 8201, 8303	Teaching Internship I, II, III	1,2,3
		<u>1-6</u>
SOCW 8395: Pre-Dissertation ( <i>For Continuous Enrollment Only</i> )		0
SOCW 8399/8699/8699	Doctoral Dissertation Research	
Total Credit Hours in Coursework:		<b>39</b>
Dissertation SCH:		<u>9</u>
<b>TOTAL:</b>		<b>48</b>

**== Dual Degree Program ==**

(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 they have met the prerequisite in lieu of a 3 SCH MSW elective.

## **THE QUALIFYING PAPER** *(Revised 12/11/2009)*

As of Fall 2009 the Qualifying Paper will replace the Qualifying Examination. (The Qualifying Examination was effective 11/18/2008.) See information in **Notes** section.

The Qualifying Paper will be written in a similar format as a Grant Proposal. The *specific* format of the qualifying paper is determined by the qualifying paper committee Chair and committee members of the student. A suggested format is provided on page 28.

Once a student has successfully completed all doctoral coursework, he/she can write the Qualifying Paper. The Qualifying Paper will be chaired by a full-time tenure track GCSW doctoral degreed faculty member selected by the student. Full-time students are responsible to invite the Chair and the Committee of their Qualifying Paper at the end of the first year of their doctoral coursework. The Chair of the Qualifying Paper in consultation with the Doctoral Student will form the committee for the Qualifying Paper. Part-time students and dual M.S.W./Ph.D. students are responsible to invite the Chair at the end of the second year of their doctoral coursework. The Chair/Committee may offer guidance as the student develops ideas through his/her coursework. The student must submit the FORM A: Student Request to Appoint a Chair and Committee Members of the Qualifying Paper (see Appendix A).

The student will file the FORM A.1: Student Request to Write the Qualifying Paper with the Doctoral Admissions Office (see Appendix A). This should be submitted when the student has completed all required coursework and is during the semester when the final Qualifying Paper will be submitted. These forms must be approved by the PhD Program Director. It is recommended that the student is required to submit the Qualifying Paper either at the end of the Summer semester following completion of all required courses *but no later than* the end of the Fall semester following completion of all required courses. It is recommended that part-time and dual students complete their Qualifying Paper at the end of summer semester of their third-year *but no later than* the end of the following Fall semester.

The student will work with the Chair and other members of the Committee for guidelines and revisions up to the point of the agreed upon submission date. The Qualifying Paper will be graded by the Qualifying Committee Chair and the Committee members composed of two other GCSW doctoral degreed faculty members. Of these two members at least one must be tenure track. Faculty who have Emeritus status may chair or serve on the committee.

The Chair and Committee will assign the grade of *Pass* or *Fail*, or Revise and Resubmit within six (6) weeks from the due date of the Qualifying Paper. All Qualifying Papers that receive a grade of Revise and Resubmit *must* be completed within 6 weeks from the time the initial grade was given. A final grade of *Pass* or *Fail* will be given within six (6) weeks from the date the revised Qualifying Paper was submitted.

If a student fails the Qualifying Paper, the retake *must* take place the following semester by completing FORM B: Student Request to Retake the Qualifying Paper (see Appendix A). The student who does not pass the Qualifying Paper the following semester will be automatically dismissed from the Doctoral Program.

1. Once the student passes the Qualifying Paper, the student will form a dissertation committee according to the guidelines already in place of the Doctoral Student Handbook. The student will then proceed to the stage of preparing the Dissertation Proposal and the Dissertation. The Chair should encourage the student to submit a successful Qualifying Exam to obtain a dissertation grant from various external sources.

### **Notes**

2. Doctoral students who took the Fall 2008 qualifying examination and did not pass, may take the new qualifying examination in the Spring 2009, or may take the old qualifying examination, as their second attempt. Students who are taking the qualifying examination for the first time in Spring 2009 may choose either the old qualifying examinations or the new qualifying examination. However, if they do not pass the Spring 2009 qualifying examination, they must repeat the same type of examination in the Fall 2009. All students who entered the Doctoral Program *prior* to Fall 2009 can chose to take either the new qualifying examination or the old qualifying examinations. However, if the student does not pass the first time the examination is given, he/she must take the same type of examination on the second attempt. Incoming students as Fall 2009 will take the new Qualifying Paper.
3. The Chair should encourage the student to submit a successful qualifying paper to obtain a dissertation grant from various external sources.

**University of Houston Graduate College of Social Work**  
**Doctoral Qualifying Paper**  
**SUGGESTED FORMAT—*Determined by the Committee***

*The length of the Qualifying Paper is determined by the Committee Chair and committee members.*

**ABSTRACT**

Consists of 150-200 words which summarizes the proposal.

**SPECIFIC AIMS**

Provide background that includes the scope of the problem, current literature demonstrating the importance of the topic, a rationale for the overall objectives of the research and the significance of the research, followed by the Specific Aims. The objectives of the research are written as Specific Aims which describe the research question(s) and/or hypotheses that will be addressed. **This must be referenced.**

**BACKGROUND AND SIGNIFICANCE**

This section provides the justification and rationale for the study you are proposing and explains why this work needs to be done. Succinctly review the latest empirical and conceptual literature related to your question(s). Describe and justify the theoretical/conceptual framework that you will use in this study. Discuss the potential significance and implications of this research and how will impact social work (related field) practice, policy and research.

**RESEARCH DESIGN AND METHODS**

- a. Research Design: Describe the rationale for your research design (e.g., experimental, quasi-experimental, cross-sectional, non-experimental, etc) If applicable, discuss how subjects will be assigned to conditions. If a treatment protocol is used, discuss how you will obtain the Informed Consent and what procedures you will use to assure compliance to conditions. If you are using a survey, discuss how the data will be collected and how you will you address the variable of time. Be sure to select a research plan/strategy that is capable of answering your research questions. Discuss potential threats to internal and external validity and methods for addressing them.
- b. Research Site/Setting: Briefly describe where the study will take place and how data is collected.
- c. Subject Selection/Sampling: Discuss your plan for subject selection and/or sampling. Where possible, sample-size decisions should be based on power analysis. Describe any steps that will be taken to enhance response rate. Discuss the possible impact of your subject selection strategy on external validity. If applicable, discuss inclusion/exclusion criteria for subjects. Indicate whether you expect problems with missing values in certain variables, and how you will minimize this in your data-collection strategy. If applicable, provide an “Intent to Treat” or an “Intent to Sample” chart.
- d. Measures: Describe the measures (instruments) you will use for your study. Provide operational definitions of your variables. Discuss what is known about the reliability and validity of your measures in the literature and how you will assess both reliability and validity.

- e. Data Analysis: Describe your plan for analyzing the data. Analyses should be directly linked to specific aims and research questions.
- f. Evaluation: Discuss both the strengths and limitations of your research and how they will be addressed in your study.
- g. Dissemination Strategy and Future Directions: Discuss the product(s) of this research. Describe potential manuscripts, publications, and presentations you will produce based on the work conducted in this proposal. Since this is a “small grant” submission, describe the anticipated results and the next steps (future proposals/data collection activities) on this project once this study is completed and the data are analyzed. Discuss the impact of your work.
- h. Protection of Human Subjects: Discuss how you will obtain the Informed Consent and what procedures you will use to submit your proposal to the University of Houston, Committee for the Protection of Human Subjects.

**LITERATURE CITED**: Create a Reference section at the end of the proposal that includes full citations for all literature mentioned in the proposal. Use the APA format (latest edition) for all listings.

## **APPENDICES**

1.  
Provide a copy of the instrument (scale) you are proposing with the scoring criteria or a citation for the instrument with some description of the measures.
2.  
Provide a copy of the Informed Consent to subjects in the study.

**Note**: An alternate format appropriate for the type of research may be used for the Qualifying Paper provided it is in line with the Doctoral Program objectives and is approved by the Qualifying Paper Chair and the Doctoral Program Director.

## **DISSERTATION PROPOSAL DEFENSE**

After a student has successfully completed the qualifying paper and demonstrated readiness to pursue independent research, she/he is responsible for organizing a Dissertation Committee, developing a dissertation proposal, and completing the dissertation. 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 or its equivalent. A vita of the external committee member is required and must be attached to Form C. 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 Chairperson and the Doctoral Program Director of the dissertation committee must approve members of the dissertation committee. Members of the Dissertation Committee will review and approve the dissertation proposal, and accept or reject the final dissertation. They will also serve as the examining group at the oral defense of the dissertation.

It is the student's responsibility to identify a faculty member who is willing to serve as his/her 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.

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 the FORM C: Request to Form a Ph.D. Dissertation Committee to the Doctoral Program Director (see Appendix A).

In conjunction with the Dissertation Chairperson, students will write a dissertation proposal using APA format (latest 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.

Students are required to follow all UH time lines 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 doctoral program. It is recommended that students successfully complete their proposal defense no later than the fifth semester following their qualifying paper. This provides five semesters to complete the entire dissertation before the UH five-year deadline.



## Format

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. Approval from the UH Committee for the Protection of Human Subjects (CPHS) is required. Application forms are available in the Office of Vice-President for Research/Human Subjects, 316 E-Cullen.

## 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 Doctoral Program Admissions 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 the Form D: Dissertation Proposal/Defense Application for Candidacy to his/her Chairperson for completion on the day of the proposal defense (see Appendix A). The student must defend their dissertation proposal during the semester in which they are currently enrolled.

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

The Dissertation Chairperson *must send written notification to the Doctoral Program Admissions 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**

The student is advanced to candidacy for the Ph.D. degree (A.B.D. status/**All But Dissertation**) by successful completion of the required coursework, the qualifying paper, and 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.)

**GCSW Ph.D. GRADUATION POLICY:** All approved and final dissertation copies with *original* signatures from the doctoral committee chairperson and the committee members must be obtained on each dissertation signature page. Copies must be submitted to the Doctoral Program Admissions Office for the binding process one (1) week *before* the semester in which they defended ends in order for the degree to be conferred that semester.

## APPLICATION FOR GRADUATION

You *must* apply on-line for graduation in the semester which you plan to graduate by the application for graduation deadline date. (See the UH website for deadline date and fee.)

## FINAL DISSERTATION

The dissertation represents the culminating demonstration of students' ability to incorporate theories and methods into the framing and execution of a problem or issues 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.

As of Spring 2010, the final dissertation is one of two options for completion of the dissertation requirement. *Option I* is the traditional dissertation which is determined by the Doctoral Dissertation Committee. *Option II* is the alternative dissertation which includes research based articles along with a traditional 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 two or more articles 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.

The student must do their final dissertation defense during the semester in which they are currently enrolled.

### Choosing the Alternative Dissertation (Option II)

Students should contact their dissertation chair to discuss the feasibility of this option and how it fits with their future academic career. The alternative dissertation requires *prior* approval of the chair and dissertation committee.

#### Number and Nature of Articles

1. The student will write a *minimum* of 2 articles in refereed journals. Each article corresponds to a separate chapter of the dissertation.
2. The articles must represent a consistent body of work focused on the overall dissertation topic. If more than 2 articles are submitted in a refereed journal, the third article may be an overall review of the literature or current state of the research topic but must be related to the dissertation.

3. Articles previously published may be included, but must represent work undertaken while the student is enrolled in the college's Ph.D. Program, and must first be approved by the dissertation committee through the Chair. No more than one (1) previously published article may be included as one of the two required articles, unless additional articles are approved by the dissertation committee and Chairs.
4. Articles may follow different referencing formats due the Journal or area of work (i.e., APA, AMA, etc.). However, all articles submitted for inclusion in the dissertation must follow the format of University of Houston Graduate College guidelines for dissertations.
5. Articles must be full length and not book reviews, or brief reports (unless pre-approved). However, since some studies may be pilot projects and warrant a brief report or pilot study article, this must be approved by the Chair and dissertation committee for inclusion.
6. Copyright issues may arise with previously published material. The student must obtain permission to duplicate copyrighted material (and, possibly, multiple author releases, if articles have been published in a Journal). Obtaining copyright permission is the responsibility of the student and must be provided to the Graduate College of Social Work (GCSW) Doctoral Office for filing.

### Journals

The Journals must be approved by the dissertation committee *prior* to submission. The dissertation committee will guide the student to select refereed journals that are appropriate for the research presented.

Proofs of submissions and/or acceptances must be submitted *prior* to the dissertation defense (i.e., email from Journal editorial office or letter that article has been received). If the articles are *in press* proof must be provided of acceptance with no revisions.

### Authorship

1. The doctoral candidate must be first author on one article and may be co-author on other articles.
2. Co-authors must be identified at the student's proposal and any changes in co-authorship must be approved by the student's dissertation committee.
3. Authorship and co-authorship must follow authorship guidelines as outlined in the *Publication Manual of American Psychological Association (2009)*, publication guidelines pages 18-19.

### Alternative Dissertation (Option II)

The dissertation will include an abstract, an introduction (first chapter), a minimum of two research articles (middle chapters), and a conclusion (final chapter);

The introduction will follow the traditional dissertation for the first chapter;

The conclusion will synthesize the major findings, discussion, implications for social sciences and social work, and recommendations for future research;

The dissertation will be formatted and bound consistent with University of Houston Graduate College guidelines; and

Latest APA edition is to be used for the dissertation.

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

1. A blank sheet of bond paper at the beginning of each copy submitted
2. *SIGNATURE PAGE*: All required copies of the final dissertation must have a formal signature page, and each copy must contain *original signatures* of the Dissertation Committee and the GCSW Dean. The Doctoral Program Office will obtain the Dean's signature *only after* the student's committee chairperson and committee members have signed *all* original signature pages. (See example in Appendix B).
3. *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.

© Copyrighted by Reenie Harris, 2005

4. *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.)
5. *ACKNOWLEDGEMENTS*. (Optional)
6. *ABSTRACT*. The dissertation abstract should be 350 words or less.
7. *CURRENT CURRICULUM VITA* followed by two blank sheets of bond paper (after the "References" section of the final dissertation).

Apart from conforming to the latest APA editorial style, dissertations must also adhere to the following requirements:

1. Dissertations should be printed on 8 ½" x 11" high-quality white bond paper (50% or 100% \*cotton content). If not available use 20 pound paper with 100% rag content. Student copies should not be less than 13 pound paper with 25% rag content. Erasable, onionskin, and continuous form computer paper are not acceptable.
2. All textual materials must be double-spaced.
3. The type size or font should be 11 point or 12 point. Larger or smaller points are not acceptable. . A laser printer is recommended.
4. Margins should be at least 1.5" on the left side and 1" on the top, bottom, and right sides. All print on the page—including page numbers—must fall within these margins. The right-hand margin should not be justified since it may result in considerable blank space.
5. Except for the copyright and the dissertation title page, every page of the dissertation must be numbered. The preliminary pages must be numbered in lower case roman numerals (the title page is "i" although it is not numbered). Actual page numbering begins with ii. The remainder of the document must use normal Arabic numerals, which will continue throughout the dissertation. All page numbers must be in the same font size.
6. The table of contents must list all major sections (chapter-level headings), including bibliography, appendices, and the curriculum vitae. The wording and presentation in the table of contents (i.e., capitalization, use of special fonts or characters, etc.) must exactly match what is used in the text. Each entry must have leader dots or dashes connecting to the page number. Nothing preceding the table of contents should be noted in the table. A list of tables may be included in the table of contents, and if included, it should follow the table of contents on a separate page.
7. All headings and subheadings must be presented in the same way in each chapter (e.g., capitalization, placement on the page, kind of type used, etc.). Major divisions or sections (chapters) must begin on a new page; subsections should not.

## **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. Director, will request a new Chairperson. If the student is not able to find new members to the committee, she/he will request to meet with the Doctoral Program Director to discuss further. 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 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.

## **DISSERTATION REQUIREMENTS**

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

The dissertation *must* be prepared in accordance with the *latest APA editorial style*. The most current APA stylebook is available in the M.D. Anderson Library or it can be purchased at most bookstores.

### The Dissertation Binding Process

All completed dissertations must be submitted to the Ph.D. Program Office for the binding process one (1) week *prior* to the official closing of the graduating semester in order for the doctoral degree to be conferred that semester. This binding process is followed after the dissertation final defense.

Dissertation copies will be sent to a local binding company. The binding services include the complete U of H format: a three-line title (\$3.50 extra for each additional line), sewing the pages, and the burgundy cover. They provide pickup and delivery and the process takes approximately six weeks to eight weeks. Contact the Ph.D. Admissions Office on the cost *per copy* for the binding. Please make check or money order payable to U of H, GCSW. *Cash is not accepted.*

Students are required by the University to submit *3 originals* of their final dissertation which is to be printed on 50% to 100% cotton paper and must be free of typographical, spelling, and grammatical errors for binding: (a) Two (2) originals are retained by the M.D. Anderson Library for the purpose of reference, including interlibrary loans; and (b) one (1) original is kept by the GCSW Library. (Students who wish to have extra copies for themselves and/or for the committee chairperson or committee members may submit them along with the University required copies.)

A fourth unbound copy of the final dissertation must also be submitted to the Doctoral Program Office. This copy will be sent to *Proquest* to be microfilmed. Doctoral students are *required* to have their dissertation microfilmed and published with *Proquest*. The fee is \$65.00 which covers microfilming the complete dissertation. Please make check or money order payable to U of H, GCSW.

The dissertation *will not* automatically be copyrighted after the microfilm process --- *copyright is optional*. If desired, copyright registration may be requested as provided in the agreement form. The copyright registration fee is \$65.00. Please make check or money order payable to U of H, GCSW.

You will be notified by the Ph.D. Program Office when bound copies are completed and ready for pick-up. It is the student's responsibility to deliver the bound library copies to University of Houston, M.D. Anderson Library (Acquisitions Dept.). A form must accompany your library copies which is obtained and completed by the Ph.D. Program Office. When delivered to the Library you must receive the signature on the form from the M.D. Library representative upon receipt of your bound dissertation copies. The student must return the signed acknowledged receipt form to the GCSW Doctoral Program Admissions Office.

A completed and signed Dissertation Submission Agreement Form, an extra copy of the 350-word or less dissertation abstract, and the attached abstract title page must also be submitted. (See example of abstract title page in Appendix B.)

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.

**© Copyrighted by Reenie Harris, 2010**

Final dissertation copies for the binding process and the following forms must also be completed and submitted to the Doctoral Program Office:

The Permission Form For Abstract of Dissertations. Student's permission to publish a 150-word or less abstract from your dissertation in *Social Work Abstracts*, a journal of the National Association of Social Workers, with permission to also index and distribute materials derived from your dissertation. The 150-word or less abstract *must* be attached to the permission form.

The Survey of Earned Doctorates. The Survey of Earned Doctorates, SED, is an annual census of research doctoral recipients in the United States. The basic purpose of this survey is to gather objective data about doctoral graduates. These data are important in improving graduate education by providing governmental and private agencies with the information necessary to make program and policy decisions. Data about the institution's doctoral recipients are also provided to and used by research offices or institutions that participate in the survey.

Proquest Publishing Dissertation Submission Agreement Form. Students must complete and submit an agreement form for microfilm and/or copyright purposes. Material to be submitted to Proquest is: (1) an unbound copy of the final dissertation to be microfilmed/copyrighted; and (2) an abstract title page with the attached 350-word or less dissertation abstract. (See example in Appendix B.)

### UH Keys

Upon graduation, students must return to the GCSW Ph.D. Program Admissions Office all UH office/classroom keys issued to them during their doctoral program enrollment.

***In summary, the following items are required:***

- i. Three (3) unbound dissertation copies required by the University and prepared as described previously.
- ii. One (1) unbound dissertation copy to be sent to Proquest for microfilm/copyright purposes; completed Proquest Dissertation Agreement Form; and the abstract title page with an additional copy of the dissertation abstract attached (350 words or less).
- iii. A completed Survey of Earned Doctorates Form.
- iv. A check or money order made payable to U of H, GCSW for the cost of binding. Contact the Ph.D. Program Office for the price list. *Cash is not accepted.*
- v. A check or money order made payable to U of H, GCSW for the cost of dissertation microfilming (\$65.00) and/or copyrighted (\$65.00). *Cash is not accepted.*
- vi. UH office/classroom keys.

### **GCSW FACULTY**

Information on the GCSW faculty is located on the website ([www.sw.uh.edu](http://www.sw.uh.edu); click on About Us; see Faculty).



## **APPENDIX A**

### **Doctoral Program Forms**

**Ph.D. PROGRAM FORM A:**  
**Student Request to Appoint a Chairperson & the Committee for the Qualifying Paper**

**Ph.D. PROGRAM A.1:**  
**Student Request to Write the Qualifying Paper**

**PH.D. PROGRAM FORM B:**  
**Student Request to Retake the Qualifying Paper**

**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**

## **APPENDIX B**

### **Doctoral 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**

**Course Syllabi for New Doctoral Courses Effective Fall 2010**

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

**APPENDIX A**  
**Doctoral Program Forms**

**University of Houston – Graduate College of Social Work, Ph.D. Program**  
**Ph.D. PROGRAM FORM A**  
**Student Request to Appoint a Chairperson & the Committee for the Qualifying Paper**

TO:           The Doctoral Program Director

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

DATE:       \_\_\_\_\_

I am requesting that Dr. \_\_\_\_\_ be appointed as the Chairperson of my Qualifying Paper.

\_\_\_\_\_ *Student's Signature*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Chairperson, Qualify Paper Committee*

\_\_\_\_\_ *Date*

The committee members for the Qualifying Paper will compose of the following faculty:

**SIGNATURES:**

\_\_\_\_\_ *Committee Member*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Committee Member*

\_\_\_\_\_ *Date*

\_\_\_\_\_ *Committee Member*

\_\_\_\_\_ *Date*

**APPROVAL:**

\_\_\_\_\_ *Doctoral Program Director*

\_\_\_\_\_ *Date*

**University of Houston – Graduate College of Social Work, Ph.D. Program**  
**PH.D. PROGRAM FORM A.1**  
**Student Request to Write the Qualifying Paper**

TO: The Doctoral Program Director

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

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

I have satisfactorily completed all of the required coursework (39 hrs.):    \_\_\_ Yes    \_\_\_ No

I do not have outstanding grades of "I" (incomplete):                    \_\_\_ Yes    \_\_\_ No  
*(If yes, please indicate name of course, semester of course, and instructor for the "I" grade)*

I will complete the Qualifying Paper and submit on the following date:

\_\_\_\_\_  
*Submission Date*

\_\_\_\_\_  
*Semester/Year*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**SIGNATURES:**

\_\_\_\_\_  
*Chairperson, Qualifying Paper Committee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

**APPROVAL:**

\_\_\_\_\_  
*Doctoral Program Director*

\_\_\_\_\_  
*Date*

**University of Houston – Graduate College of Social Work, Ph.D. Program**  
**PH.D. PROGRAM FORM B**  
**Student Request to Retake the Qualifying Paper**

TO: The Doctoral Program Director

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

I will retake the Qualifying Paper and submit on the following date:

\_\_\_\_\_  
*Submission Date*

\_\_\_\_\_  
*Semester/Year*

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**SIGNATURES:**

\_\_\_\_\_  
*Chairperson, Qualifying Paper Committee*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Committee Member*

\_\_\_\_\_  
*Date*

**APPROVAL:**

\_\_\_\_\_  
*Doctoral Program Director*

\_\_\_\_\_  
*Date*

**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:                    Doctoral 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

\_\_\_\_\_  
Telephone:

**COMMITTEE MEMBERS:**

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

\_\_\_\_\_  
Telephone & Email Address

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

\_\_\_\_\_  
Telephone & Email Address

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

\_\_\_\_\_  
Telephone & Email Address

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

\_\_\_\_\_  
Telephone & Email Address

=====

APPROVED BY: \_\_\_\_\_, Doctoral Program Director

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

**University of Houston – Graduate College of Social Work, Ph.D. Program**  
**PH.D. PROGRAM FORM D: Dissertation Proposal Defense/Application for Candidacy**

TO: Doctoral 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. *Note:* The Committee must provide feedback identifying the needed revisions.
- Deferred approval pending major revisions. *Note:* The Committee must provide feedback delineating the deficiencies and whether a second defense is required.
- Rejected proposal as unacceptable.

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

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

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

\_\_\_\_\_  
Signature Date Telephone

\_\_\_\_\_  
Signature Date Telephone

\_\_\_\_\_  
Signature Date Telephone

\_\_\_\_\_  
Signature Date Telephone





**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:            Doctoral 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 DOCTORAL PROGRAM OFFICE USE ONLY**

\_\_\_\_\_ Approved

\_\_\_\_\_ Disapproved

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

\_\_\_\_\_  
Date

## **APPENDIX B**

### **Doctoral 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**

### **Course Syllabi for New Doctoral Courses Effective Fall 2010**

### **Dissertation Pages Required for Final Dissertation (Examples)**

**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.

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 one-page 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 their signature on the form to indicate their approval. The form also requires the student's signature and PeopleSoft ID number.

**3. *DEADLINE INFORMATION***

Three weeks prior to the first day of classes in the semester, completed applications for an Independent Study or petitions for courses as doctoral standing *must be submitted to the Ph.D. Office prior to course enrollment for the Doctoral Program Director's approval*. The Dean will sign the final approval before the Ph.D. 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 6/2010)

*TO THE STUDENT:* Please read the guidelines for proposal submission and deadline information.

Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Phone: (day) \_\_\_\_\_ / evening: \_\_\_\_\_ \* \_\_\_\_\_ /cell: \_\_\_\_\_

PeopleSoft ID #: \_\_\_\_\_ Hours completed to date: \_\_\_\_\_

**INDEPENDENT STUDY** (*Note: Grading Criteria for this course will either be a letter grade or S/U*)

I would like to enroll in a \_\_\_\_\_ credit-hour Independent Study in the \_\_\_\_\_ .  
(# cr. hrs.) (Semester/Year)

*NOTE: If you are requesting a Summer course, please discuss with your instructor the session which you plan to enroll for in order to complete your study (Summer I, II, III, or IV). Please indicate the summer session and the year. You may refer to the summer course schedule for session dates. This information must be noted in order to process your request.*

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

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

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

**APPROVAL:**

\_\_\_\_\_  
DOCTORAL PROGRAM DIRECTOR DATE

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

**ASSIGNED COURSE AND SECTION NUMBERS**

**Approved to enroll in the following course(s):**

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

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: \_\_\_\_\_

Title of Course: \_\_\_\_\_ No. of Credits: \_\_\_\_\_  
*(Research Internship I; or Research Internship II; or Research Internship II; or Research Internship IV)*

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:**

\_\_\_\_\_  
DOCTORAL 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: \_\_\_\_\_

Title of Course: \_\_\_\_\_ No. of Credits: \_\_\_\_\_  
*(Teaching Internship I; OR Teaching Internship II; OR Teaching Internship III)*

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:**

\_\_\_\_\_  
DOCTORAL PROGRAM DIRECTOR

\_\_\_\_\_  
DATE

**Appendix B (cont'd)**  
**Course Syllabi for New Doctoral Courses Effective Fall 2010**

**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**

**a. 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.

**b. 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).

**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:

- 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 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;
5. Demonstrate an understanding of key elements in research design and methods that are sought by sponsors;
6. Develop and justify grant budgets;
7. Demonstrate an understanding of the process used to procure letters of support and intent; and
8. 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 B (cont'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.**

---

<b>Dissertation Chairperson</b>	<b>Date</b>
---------------------------------	-------------

---

<b>Dean</b>	<b>Date</b>
-------------	-------------

**DISSERTATION COMMITTEE:**

---

<b>Name and Title</b>	<b>Date</b>
-----------------------	-------------

---

<b>Name and Title</b>	<b>Date</b>
-----------------------	-------------

---

<b>Name and Title</b>	<b>Date</b>
-----------------------	-------------

---

<b>Name and Title</b>	<b>Date</b>
-----------------------	-------------

**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 350-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)

**© Copyrighted by Reenie Harris, 2010**