



## **STUDENT HANDBOOK**

## **PHD PROGRAM IN NURSING**

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## MESSAGE FROM THE DIRECTOR

**W**elcome to the PhD program in Nursing at the University of Massachusetts Lowell

*E*ver changing knowledge within the health care environment presents many challenges to nursing. One key area is to develop a body of knowledge that guides health promotion for diverse individuals, groups, families, and communities. Central to the growth of nursing research has been the rise in doctorally prepared nurse scholars who advance a body of scientific knowledge and continue to build a foundation on which nursing is practiced.

*O*pportunities for doctorally prepared nurses have been great. The national shortage of nursing faculty makes the demand for doctorally prepared nurse educators. To eliminate our nation's health disparities, the National Institute of Nursing Research and private foundations continue to fund studies that intervene and promote health across the life span in diverse populations.

*T*he PhD program in Nursing at the University of Massachusetts Lowell focuses on health promotion and prepares scholars and leaders who advance nursing knowledge, develop and implement effective interventions to promote health for diverse populations, and help shape health care policy at the local, regional, and national level. The PhD program is specifically structured to allow for progressively guided student research experience, to use an individualized mentoring approach, and to foster a community of scholars. We are very proud of our PhD graduates who go on to become leaders in nursing education, practice, and research.

*W*e hope that you find your experience in the PhD program to be challenging and rewarding. You will have the opportunity to contact with other inquisitive minds that will stimulate critical thinking and pave the way for you to contribute to the nation's health.



*Lin Zhan, PhD, F.A.A.N*

*Professor and Director of the PhD Program*

## **Introduction**

This handbook includes policies and procedures established by the PhD Program in Nursing in conjunction with the University requirements. A full listing of University graduate requirements can be found in the *University Graduate Programs Catalog* or on the web @ [www.uml.edu/grad](http://www.uml.edu/grad). Students are responsible for being familiar with these requirements. In this handbook book, rules and procedures pertaining to the code of student conduct, statement of confidentiality of academic records, resolution of problems, human subject protection, faculty conduct, and student governance have not been fully described. Students can obtain the information from the University's website @[www.uml.edu](http://www.uml.edu).

## **I. MISSION AND PHILOSOPHY**

**University Mission:** The mission of the University of Massachusetts Lowell is to provide students an affordable education of high quality and to focus some of its scholarship and public service on assisting sustainable regional economic and social development in the nation and the world. ([www.uml.edu](http://www.uml.edu)).

**School of Health and Environment Mission<sup>1</sup>:** To provide high quality education promoting the health of individuals, families, and communities and the environments in which they live and work. To fulfill its mission, SHE strives to: educate leaders in the health and environment professions; advance interdisciplinary research and teaching on health promotion, disease prevention and treatment, and sustainable environments; and engage communities in collaborative problem-solving and the development of sustainable health and environment initiatives.

**Department of Nursing Mission:** The mission of the Department of Nursing is to educate students, advance knowledge, and provide service to the University, the profession, and the community through excellence in the discovery, application, integration, and dissemination of knowledge. The health promotion needs of individuals, families, groups, and communities are emphasized.

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<sup>1</sup> SHE mission is subject to revision.

**Department of Nursing Vision:** To be a center for excellence in nursing education, research, and community service.

**Department of Nursing Philosophy:** The philosophy of the Department of Nursing reflects beliefs that individuals have unique qualities and basic needs for respect, worth, and recognition of personal dignity. People have the right to make choices and establish goals, which influence and are influenced by multifaceted factors. Health is a dynamic state and a process of physiological, psychological, and social well-being. Nursing is a health care discipline guided by professional nursing standards of care. Nursing enhances or supports diverse individuals, families, groups, and communities in the promotion of health throughout the life span.

Domains of nursing are concerned with health, person, environment, and nursing. Education is a self-actualizing, creative, lifetime endeavor involving values, clarification, progressive and systematic inquiry, critical analysis, and judgment. Nursing is both a science and art that involves evidenced-based practice, education, and research. Nursing knowledge is evolving and advancing.

## **II. THE PHD PROGRAM**

### **A. Program Description**

The Doctoral of Philosophy Program (PhD) in Nursing<sup>2</sup> builds on both the generalized preparation in professional nursing and the specialist preparation at the master's level to prepare nurse scholars, educators, and leaders in the field of health promotion.

The PhD Program in Nursing at UMASS Lowell provides doctoral study in health promotion and nursing, and prepares graduates to advance knowledge in promoting health for diverse individuals, families, groups, communities or societies. Students will conduct and evaluate research that develops, implements, and tests interventions related to health

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<sup>2</sup> This PhD Program is in collaboration with the Nursing PhD Program in UMASS Boston that focuses on health policy.

promotion. Doctoral graduates will be prepared for careers as nursing scientists and scholars, clinicians, and/or educators who:

- Contribute to knowledge development in health promotion and nursing through research and theory development.
- Develop and implement health promotion interventions to achieve high levels of wellness in target populations.
- Create change in health care delivery through the design, development, implementation, and evaluation of health promotion interventions/programs.
- Contribute to health promotion policy development at local, regional, national, and/or global levels.
- Assume leadership roles in the identification and resolution of health promotion needs across the life span in diverse populations.

## **B. Admission Policies**

**University Requirement.** All applicants, in order to be considered, must complete all *elements* of the application required by the University. The general requirements for admission to graduate study by the University are as follows:

- The applicant must show official evidence of having earned a baccalaureate degree and a master's degree or its U.S. equivalent from an accredited college or university. If international transcripts do not adequately demonstrate that an applicant has the equivalent of an American bachelor's and/or master's degree, the University requires verification by an independent service such as the Center for Educational Documentation, Boston, MA (617-338-7171).
- The degree must have been earned with a satisfactory scholastic average to demonstrate that the applicant has had adequate preparation for the field in which graduate studies are to be undertaken.
- The applicant must have obtained a satisfactory score on the GRE appropriate entrance examination required for admission by the program or department to which admission is sought. The official score report must be submitted; a photocopy of the examinee's report is unacceptable. Unless otherwise stated under a specific

program description, the required examination is the Graduate Record Examination General Test.

- The Commonwealth of Massachusetts requires that all full-time graduate students (9 or more credits) must be immunized against measles, mumps, rubella, tetanus, and diphtheria. All students in programs in the health professions, regardless of age or enrollment status, must show proof of immunization. Additionally **all** new students must have a Meningococcal vaccine or sign the Dept. of Public Health's waiver form. Students will not be permitted to register for courses at the University unless proof of immunization has been sent directly to the Director of Health Services, University of Massachusetts Lowell, Lowell, MA 01854 (978-934-4991). If the doctoral student is **part-time and not** practicing in a clinical area, then s/he does not need to meet the immunization requirements.

**PhD Program Requirements.** In addition to the University's Graduate Study Admission Requirement, the PhD Program in Nursing requires that the student

- Be licensed as a registered nurse (RN) in the United States.
- Be licensed in Massachusetts if the student receives financial aid at the state level. International students who do not practice in the United States may be exempted from this requirement.
- Submit a personal statement, three reference letters, a current resume or curriculum vitae
- Have official GRE scores taken within the last 5 years of the application date. The University has no minimum GRE score requirement. This is at the discretion of the PhD Admission Committee.
- Submit all required documents to graduate admission office [www.uml.edu/grad](http://www.uml.edu/grad)
- Be interviewed by the PhD Program Admission Committee.

**The PhD Admission Committee** is chaired by the PhD Program Director, and includes one or two doctorally prepared faculty members. The Committee submits the decision to the University Graduate Admission Office. There are three types of decision: (1) *Accept*, (2) *Accept with conditions*, or (3) *Denied*.

**Non-Nursing Baccalaureate or Non-Nursing Master's Degree Applicants.** Applicants who have a non-nursing baccalaureate (BS) or non-nursing master's degree (MS), but hold either a BS or a MS in nursing from an accredited nursing program, are eligible to apply to the PhD Program. Additional course work may be required at the master's level as evaluated by the PhD Admission Committee.

The University has a rolling admission policy, which is on a first come/first serve basis. However, it is highly recommended for international student to apply by October 30th for the spring semester and by April 30th for the fall semester enrollment. This will ensure that all international students' materials are filed on time and allow enough time for the I-20 paperwork to be filed on the student behalf if s/he is admitted into a program. Applicants for PhD Program in Nursing, however, are preferred to enroll into the Program in the fall semester of each year so that they can plan their program of study sequentially.

### **C. ISIS Registration**

Students can log onto ISIS website via [www.uml.edu](http://www.uml.edu). This website facilitates access to ISIS and provides assistance for students, faculty and staff. ISIS provides student with information system programs, student email, and academic advising/course registration functions.

**Email.** All students need to access their email accounts once matriculated. A student's email account is: first name (underscore) lastname@student.uml.edu. Web access to student email via Outlook Web Access (OWA) is accomplished by typing the following Internet browser: <https://exchange.uml.edu>. For FAQ's about email, visit the Email website: <http://email.uml.edu>.

**Advising.** Each student is assigned to an academic advisor upon matriculation into the program. Advisors are available during office hours to meet with students two days per week during designated time periods totaling 3 hours each week with 5 hours during pre-advisement, at which times students may call or sign up for meetings. Advisors are responsible to advise on course selection, study plan, study related concerns and questions, and/or about University resources that support student learning. Students *are responsible for*

*setting up an appointment with their advisors* during registration periods (early April and November) in order to discuss academic progress, course selection or any concerns the student may have.

**Registration via UML Self-Service.** Once the student is matriculated and after meeting with the advisor, registration may be completed using the UML ISIS program through Web Self-Service.

**Web Self-Service allows the following:**

- Searching the course catalogue and schedule of classes
- Registering for classes (as well as adding or dropping classes)
- Requesting official transcripts
- Paying bills
- Accepting and declining financial aid

**The student can also view and print his/her:**

- Class schedule (called a Study List)
- Grades
- Unofficial transcripts
- Advisor's name
- Account summary (billing)
- Financial aid information

**Registration:**

*Step 1:*

- Obtain your Self-Service User ID
- Obtain your ISIS User ID at <http://isis.uml.edu> and click the Get Your Self-Service User ID link.
- Enter your birth date, last name and student ID in the appropriate fields and click, Get ID.
- The system will display your Self-Service User ID (UMS + eight digits). Write this number down in a safe place.

*Step 2:*

- Log into Self-Service
- Click the Student Self-Service link at the bottom of the lookup page (or go to <http://isis.uml.edu> and click the Student Self-Service link).
- Enter your self-service user ID and your password.
- Your initial password is the first two letters of your last name followed by your birth date in MMDDYYYY format. For example, if Self-Service user John Smith was born on January 12, 1976, his password would be Sm 01121976.
- The system will force you to change your password and log into Self-Service again using the new password.

#### **D. Course Requirements**

The Program of Study (POS) for earning a PhD degree in nursing requires a minimum of 60 credit hours, including Core Courses in Nursing (9 credits), Health Promotion (9 credits), Research (15 credits), Cognate (9 credits), Elective (6 credits), and Dissertation Credit hours (12 credits) (*See detailed description in section G for Program of Studies and Appendix A for the POS form*).

***Transfer credits*** - Non-matriculated students may transfer in no more than 12 credit hours for the degree. They can take a maximum of 3 credits from the nursing core courses (e.g., 33.701, 33.702, or 33:707) as part of the 12 transfer credits. The University Policy allows a maximum of 24 credits to be transferred in for matriculated students. All transfer courses require the approval of the PhD Program Director and advisor.

Coursework within the UMASS system (all five campuses) is *not* considered an outside transfer. A UMASS cross campus registration form must be filled at the UMass Lowell Graduate Admission Office as well as the affiliating UMASS graduate program registrar's office (*See Appendix P*).

Credits earned more than five years before admission to the PhD program are not usually accepted for transfer. On-campus courses offered by other graduate programs can be taken as electives or cognates. The course will appear on the student's transcript with course title

and grade. Students may take off-campus courses with approval by the Program Director and their advisor.

***Academic performance*** - All doctoral students are required to maintain course grades equal to or higher than the grade B (GPA 3.0). Transfer credit is accepted only for courses in which the student received a grade of B or above and these courses are equivalent at the doctoral level. Maintaining academic excellence is imperative for all students at the doctoral level study.

Students may complete a 3-credit hour *independent study* that should consist of the amount of study and work equivalent to a graduate level course, and a specific description of the outcome of the study must be written for the semester's work. The student, faculty member, and program advisor must agree to the scope of the work, the amount of supervision required, and method of evaluation of this independent study. The advisor will draw up a written agreement to be filed in the student's academic record in the Service Center of the School of Health and Environment. Students are *not* encouraged to take more than one 3-credit independent study course.

#### **E. Full/Part Time Student Status**

A *full-time* doctoral student course load is 9 credit hours per semester. A *part-time* student may enroll in up to 6 credit hours per semester. The University requires that each matriculated student must maintain continuous registration until the degree is formally awarded. If the student does not register for courses or dissertation credits during any semester, the student must pay the continuation matriculation fee (CM601) per semester and only be allowed to register for such status for two semesters prior to dissertation research. Log onto the University graduate registration web site [www.uml.edu/grad](http://www.uml.edu/grad) or contact the graduate registration office for details of the continuation matriculation (CM601) fee.

#### **F. Academic Integrity**

The UMASS Lowell is dedicated to education and research and hence, is committed to integrity and intellectual honesty in scholarship and scientific investigation. These standards require intellectual integrity in conducting research, writing of research results, and

interacting with colleagues. If graduate students are faced with difficult choices regarding academic integrity in their various roles as student, teacher, and/or researcher, they should seek the advice and experience of their faculty advisors.

UMASS Lowell Official Academic Dishonesty Policy provides the following definitions are provided for the information of all students and constitutes official notice of prohibited academic practice and behavior.

***Cheating*** is defined as 1) misrepresenting academic work which has been done by another as one's own efforts – whether such misrepresentation has been accomplished with or without the permission of the other individual; 2) utilization of prohibited assistance (whether in the nature of a person or a resource) in the performance of assignments and examinations; 3) copying of another person's work or the giving or receiving of information or answers by any means of communication during an examination; 4) utilization of the services of a commercial term paper company; and 5) the unauthorized or fraudulent acquisition and or use of another's academic property.

***Plagiarism*** is defined as 1) direct quotation or word-for-word copying of all or part of the work of another without identification or acknowledgment of the quoted work; 2) extensive use of acknowledged quotation from the work of others as line of one's own text; and 3) an unacknowledged abbreviated restatement of someone else's analysis or conclusion; however skillfully paraphrased. For details of the University policy, please log on to [www.uml.edu/policies/academicdishonesty.htm](http://www.uml.edu/policies/academicdishonesty.htm)

## **G. Program of Studies**

The PhD program courses are organized as follows:

<b><u>Course</u></b>	<b><u>Credit</u></b>
<b>NURSING CORE</b>	
33:701 Philosophy of Science	3
33:703 Research in Nursing and Health Promotion	3
33:709 Intervention Research in Nursing and Health Promotion	3

	<b>Total Required</b>	<b>9</b>
<b>RESEARCH CORE</b>		
33:710 Statistics I		3
33:704 Research Methods I		3
33:706 Measurement in Health and Behavioral Research		3
33:711 Statistics II		3
33:716 Qualitative Methods		3
33:753 <sup>3</sup> Dissertation		
33:753 Dissertation		
33:753 Dissertation		12
33:753 Dissertation		
	<b>Total Required</b>	<b>27</b>
<b>HEALTH PROMOTION CORE</b>		
33:707 Epidemiology of Health Promotion		3
33:702 Theoretical Foundation in Health Promotion		3
33:712 Research Apprenticeship in Health Promotion		3
	<b>Total Required</b>	<b>9</b>
<b>COGNATES<sup>4</sup></b>	Total Required	9
<b>ELECTIVES</b>	Total Required	6
<b>Total Program Credits Required:</b>		<b><u>60</u></b>

## H. Progression and Study Plan

A student's advisor plays a key role in working with the student to develop the program of study that leads to successful completion of the doctorate. Therefore, the student should seek the advisor's guidance in planning progression through the program from the very beginning. The description below *only serves as a general guideline* for completion of the doctoral program by a *full time* student.

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<sup>3</sup> 33.753 is a 3 credits-dissertation course number. Use the course number of 33:756 for 6 credits/semester and the course number 33:759 for 9 credits/semester.

<sup>4</sup> Cognate courses (9 credit hours) are designed for students to study specifically in their area of research interest. Department of Nursing offers the course 33.713 Curriculum and Teaching in Nursing, 33.717 Evaluation Research course, and UMASS Boston offers 33. 714 Advanced Statistics. Students should consult with their advisors for selection of cognate courses.

### Year One

- Meet with academic advisor as early as possible to develop the overall program of study and to identify an area of research.
- Complete the required courses in Philosophy of Science (33.701), Research Methods (33.704, 33.706), Statistics (33.710, 33.711), Theoretic foundation in Health Promotion (33.702) and 33:712, Research Apprenticeship.
- Develop ideas for the research proposal. The course 33.712 Research Apprenticeship helps students gain knowledge and skills in writing a research proposal and familiarizes students with grant opportunities and requirements for ethical conduct and human subject protection in conducting research. Students who continue their previous research studies may use this course opportunity to submit NRSA or other grant(s).
- Begin to identify potential Dissertation Committee members. The Dissertation Committee shall include at least two members from the Department of Nursing and one member from outside of the UMASS Lowell. Students need to discuss with their advisors and PhD Program Director for the Committee Selection. Faculty research areas, identified in Section IV- B of this document, provide students with useful information for selection of their committee members.

### Year Two

- Complete nursing and health promotion core courses ( 33.703, 33.707, 33.709).
- Complete cognate courses that support dissertation research. Cognate courses need to be equivalent to the doctoral level. They can be from outside the Department of Nursing, from other UMASS campuses, and/or from universities outside of UMASS. Graduate Courses in the students' cognate areas need to be approved by the academic advisor and the PhD Program Director.
- Plan and complete the Nursing Qualifying Examination (NQE), including both written and oral examinations. The NQE is described in the following Section I.

### Year Three – Four

- Upon the completion of all required core courses and passing the Nursing Qualifying Examination, students are advised to take dissertation credit hours (A

total of 12 credits). The student typically registers for the first 3 dissertation credit hours (33.753) and may register for remaining 9 dissertation credit hours after the dissertation proposal has been defended. Depending on the student's progress and on the advisor and the Dissertation Committee Chair's approval, the student registers for 3 (33.753), 6 (33.756) or 9 (33.759) dissertation credit hours.

- Continuation registration after successful completion of the 12 dissertation credit hours is required until graduation unless a student petitions for a leave of absence because of extenuating circumstances. Leaves of absence are not usually granted once a student has achieved candidacy.
- A maximum of *eight* years is allowed for the completion of the doctoral degree. The doctoral student needs to work with his/her advisor to develop a program of study plan that is in concert with the allowable timeframe.

### **I. Nursing Qualifying Examination**

The purpose of the Nursing Qualifying Examination (NQE) is to evaluate doctoral students' scholarly ability in comprehension, application, and synthesis of "state of the art" scientific knowledge in philosophy, theory, and methodology in the field of health promotion and nursing. National health objectives *Healthy People 2010* (U.S. DHHS, 2000) will be used as a framework to relate to a cognate area of research interest for each doctoral student.

All students are eligible to sit for the NQE after completion of, or during the final semester of completing 36 to 42 credit hours, including the 33 credits required in the CORE courses of the Program. For full time students, this typically would be toward the end of the spring semester of the second year in the program. Full time and part time students will work closely with the Program Director and their advisor to determine the timing of their NQE but at a minimum, they will have completed, or are in the semester when they will complete all program required CORE courses and one cognate course. After completion of 42 credits, including all required CORE courses, students must take the NQE prior to enrolling in additional courses, unless other arrangements are made with the Program Director.

**NQE Committee.** The NQE Committee is responsible for constructing, administering, and evaluating the student's qualifying examination. The student is assigned to the NQE Committee comprised of 2- 3 doctorally prepared faculty members including the PhD Program Director. The PhD Program Director approves and chairs the NQE Committee, and has the administrative responsibility for the examination process.

The general guideline of the NQE is provided as follows:

- There are two parts of the examination: written and oral. The written examination will be administered via computer and held for two days, 3 hours/day.
- The written examination is a closed-book examination; thus, students shall not (a) bring books and references, (b) use Internet, and (c) use his/her own disk/USB device. However, students can bring their personal study notes to the examination. Each student is provided a disk with examination questions by the proctor.
- Students have some choices in the examination questions.
- The student shall save answered questions on the provided disk. By the end of the written examination each day, the student shall print out 4 hard copies for him/herself and for the Review Committee.
- During the 3 hour written examination, the student can take a break as s/he desires. The student may bring beverage/snack as desired. However, if the examination is held in computer laboratory, no drink and food is allowed. The student can use break time to drink and/or eat.
- The student shall respect others' cognitive work during the time of the written examination and thus no discussion is allowed. If the student has any questions, s/he shall ask the proctor during the time of the written examination.
- The oral examination will be held within two weeks after the written examination, as this period allows the NQE Committee sufficient time to review the written examination and prepare the oral examination. The purpose of the oral examination is to provide the student with the opportunity to defend, clarify, modify, correct, and/or expand upon the written examination if deemed necessary.

- The outcome of the NQE includes *passed, passed with distinction, or failed*. If the student failed the written examination the first time, s/he would be granted one more opportunity to retake the NQE.
- Approval is granted when the NQE Committee signs the Nursing Qualifying Examination Report Form and the Program Director certifies that conditions for a successful examination have been met or not met (*See Appendix J*). The Program Director files a copy of this form in the student's file. If the student failed the NQE at the 2<sup>nd</sup> time or retake, s/he would be disqualified and advised to withdraw from the program.
- Upon the successful completion of the NQE, the student will become a PhD candidate.

## **J. Doctoral Dissertation**

After students pass the Nursing Qualifying Examination, they need to select the Dissertation Committee members. Students are advised to work with their advisors for their dissertation work. All doctoral students are advised to obtain a copy of UMASS Lowell "Dissertation Guidelines" via [www.uml.edu/grad/pdf/thesis\\_guidelines/pdf](http://www.uml.edu/grad/pdf/thesis_guidelines/pdf) or call registrar at (978.934.2550). This document will familiarize students with the official format for writing the dissertation. Included in the website is the information related to all forms necessary for signature after completion of the dissertation. The PhD Program provides detailed Dissertation Guidelines which can be obtained from the PhD Program Director.

**Dissertation Committee.** The Dissertation Committee is comprised of a minimum of 3 doctorally prepared faculty members including two members from the Department of Nursing and one member from outside of the University. The PhD Program Director and Nursing Department Chair approve the Dissertation Committee Membership to ensure qualifications and to be in conformance with University regulations. The Committee Chair shall submit the Committee Recommendation Form (*See Appendix L*) along with the external member's CV for approval by the Director of PhD Program and Chair of Department of Nursing. Once the Committee is approved, the PhD Program Director shall write a letter to the student and his/her committee members for approval of the Dissertation Committee.

The Dissertation Committee Chair shall file the Committee Recommendation Form in the student's record.

**Dissertation Proposal.** Guided by the Dissertation Committee Chair, the student defends the dissertation proposal (usually within the semester that the student registers for the first 3 dissertation credit hours). The following steps shall be taken to ensure successful *proposal hearing*:

- The student convenes the Dissertation Committee to review the proposal and to receive guidance on the design and implementation of the proposed study. The student should allow the committee 2 weeks to review each submitted draft.
- The Dissertation Committee Chair is responsible for collecting review comments from the Committee, advising the student to revise and refine the proposal, and convening the Committee meeting when deemed necessary.
- The student needs to obtain the IRB approval before the proposal hearing.
- The student must allow a MINIMUM OF TWO WEEKS for the Committee to review the proposal before the proposal hearing.
- The Dissertation Committee needs to send the announcement of proposal hearing to the Department of Nursing and the School of Health and Environment a MINIMUM OF ONE WEEK before the proposal hearing.
- All Committee members must attend the proposal hearing.
- The Dissertation Committee will sign the Proposal Hearing Report Form after the student's proposal hearing (*See Appendix L*) and file it to the student file in the Service Center of the School of Health and Environment.

**Dissertation Defense.** After successfully defending the proposal, the student begins data collection. The student confers regularly with the Dissertation Committee Chair and members during a period of data collection, analysis, and write-up. Typically, the Committee needs to review several drafts of the Dissertation before scheduling the final defense.

The student DEFENDS the dissertation in a final oral examination as follows:

The student schedules the dissertation defense with the Committee, allowing MINIMUM OF TWO WEEKS for the Committee to review the final dissertation.

- All Committee members MUST attend the final dissertation defense.
- The oral defense includes a formal 30-45 minutes presentation of the original research by the student followed by a questions and discussion with the Committee members (*See Appendix N Proposal Hearing/Dissertation Defense Guideline*).
- The final defense must be open to the academic community of the University and be publicly announced via the University email TWO WEEKS prior to the occurrence.
- Following a successful dissertation defense, the Dissertation Committee Chair obtains signatures from all Committee members, and signs his/her name at the bottom of the Dissertation Defense Form (*See Appendix M*) as the examiner who certifies that the condition for a successful examination has been met. The Director of PhD Program and Chair of Department of Nursing must also sign the Dissertation Defense Report Form.

The student needs to make the following bound copies of his/her dissertation and gives to (1) the University Library where this copy will be preserved in the collection of dissertations; (2) each member of the Dissertation Committee; and (3) the PhD Program/Department of Nursing. *Students must complete all requirements by the deadlines specified for each semester in the academic calendar.* The deadlines to note are indicated as “Last day to submit defended thesis/dissertation for format approval” and “Last day to file for graduation for this term.” THESE DATES ARE SET BY THE UNIVERSITY AND ARE ALWAYS NON-NEGOTIABLE! Graduation dates and the clearance forms are at the Graduate web site [www.uml.edu/grad](http://www.uml.edu/grad).

Finals checks for completing the dissertation in the Department of Nursing include:

- *Graduate Clearance Form* that must be signed by the Committee Chair, PhD Program Director, and Department Chair. The Graduate Clearance Form can be obtained from University Graduate website [www.uml.edu/grad](http://www.uml.edu/grad) or contact 978-934.2550. Students need to obtain this form for processing several weeks in advance.

- *Dissertation Defense Report Form* that must be signed by all Committee Members, PhD Program Director, and Department Chair and filed in Service Center of School of Health and Environment.
- *IRB Approval and Final Report Form (See Appendix I)* that must be attached to the signed Dissertation Defense Report Form.

### **K. Institutional Review Board Requirement**

All doctoral students are expected to be knowledgeable of ethical issues involved in research. Any student who is collecting data from human subjects or plans to analyze data from previously collected research must receive approval from the Institutional Review Board (IRB) PRIOR to oral defense of the dissertation proposal and prior to beginning data collection. Similar approval must be obtained from Animal Care Committee (ACC) BEFORE engaging in animal experiments.

IRB guidelines, applications for approval, and updates can be obtained from IRB website @ [www.uml.edu/ora/institutional compliance](http://www.uml.edu/ora/institutional_compliance) or call Chair Dr. David Wegman 978.934.4460. The student must follow the guidelines for obtaining IRB approval and access to data collection sites. Upon IRB approval, the student follows guidelines for the conduct of data collection as specified in the research proposal. The IRB approval MUST be attached to the Proposal Hearing and Dissertation Defense Report forms. The student must file the IRB *final report* as part of graduation requirement. A copy of the IRB approval must be on file with the Dissertation Chair and the PhD Program Director before data collection.

## **III. FUNDING OPPORTUNITIES**

### **A. University Fellowships**

University fellowships are awarded on the basis of an all-campus competition depending primarily on the academic promise and scholarly achievement of the applicant and are not restricted to any particular field of graduate study. In addition to a monthly stipend, the fellow receives a tuition and service fee waiver for the academic year.

Students who receive a University Fellowship are also eligible to accept a part-time assistantship (up to 50% time) related to their field. Under such an appointment, the

fellow's basic stipend remains unchanged and is not subject to income tax withholding, but the salary for teaching or research is subject to income tax withholding. University Fellows, whether they hold a part-time assistantship or not, must complete at least 9 credit hours per semester (6 credit hours in summer) unless expressly authorized by the Associate Provost's office. This course-load requirement may include thesis research. Students can obtain detail information of TA contract via the University website [www.uml.edu](http://www.uml.edu), click home page, click on HR, Labor Units, TA Contract.

### **B. Professional Nurse Traineeships**

These awards are based on availability of funds and guidelines determined by the U.S. Department of Health and Human Services and Department of Nursing. To be eligible, one must be a U.S. citizen or permanent resident and admitted as a degree-seeking student. For the majority of traineeship awards, the student must be enrolled full time (9 credits for full time status) for each semester of assistance, and remain at full time status throughout each semester for funding. Doctoral students can get this fund for two years while they must maintain a full time student status.

### **C. Teaching and Research Assistantships**

Teaching and research assistantships are available in limited numbers for full time doctoral students. Students receiving stipends will serve as graduate assistants. Their assignments, as research assistants, teaching assistants, or in other capacities, will call for a commitment of 9 hours per week for a half-time assistantship and 18 hours per week for a full time assistantship. Satisfactory completion of graduate assistant responsibilities is required for support to continue each subsequent semester, and for support to be obtained for the full two years.

While the nature of the work expected will vary based on the Department's or research grant's need, some assignments (and a portion of the work for most assignments) will, of necessity, consist of routine tasks such as library searches, duplication of materials, etc. Faculty supervisors and students will develop an agreement early in each semester as to the work expected. The Program urges students and supervisors to clarify:

- A weekly schedule or other mutually agreed upon accounting of time to be committed to the assistantship. Supervisors are expected to be flexible in consideration of the demands on graduate students; students are expected to be responsible for providing an acceptable level of effort on their work assignments.
- The nature of the work or specific responsibilities, including any deadlines for specific tasks, which need to be met.
- To whom the student reports and the nature of the reporting (i.e. weekly phone contact; bi-weekly meeting; written memos, etc.).
- Type of supervision to be provided to the student and by whom (amount, schedule). For further information regarding teaching /research assistantships, please obtain the *Graduate programs Catalog* or its website [www.uml.edu/grad](http://www.uml.edu/grad)
- Details regarding rights of TAs and RAs and policies are in the website [www.uml.edu/hr/forms](http://www.uml.edu/hr/forms)

#### **D. State Employee Tuition Waiver**

Procedures for obtaining tuition waiver for State Employees can be obtained from the University Financial Aid Office (978-934-4220).

## **IV. COMMUNITY OF SCHOLARS**

### **A. Students Organizations**

All graduate students registered for courses are considered members of the **Graduate Student Association**. A full description of this organization can be found in the University Graduate Student Association website.

**Eta Omega**, the **Sigma Theta Tau International Honor Society of Nursing** chapter, located at the University of Massachusetts Lowell provides many opportunities to doctoral students. As a member of the Chapter, the student can apply for research grants and travel awards to help support research endeavors.

If the student is a member of another chapter, s/he can have a dual membership with Eta Omega or transfer membership by contacting the International headquarters. If the student

is not a member of Sigma Theta Tau International and meets the following criteria, s/he is invited to apply for membership. To become a member, doctoral students are required to:

- Complete one-fourth of the doctoral program of study
- Achieve a minimum cumulative Grade Point Average of 3.75
- Submit a completed Membership Intent Form
- Submit two completed Endorsement Forms

At least one of the two sponsors is required to be a member of the nursing faculty and holds active membership in Sigma Theta Tau International. Generally, applications are due within the first few weeks of the fall semester; induction is generally held in late fall. Application forms are available from Eta Omega Chapter President and/or contact person. Please check the website for further information regarding application materials, membership and induction fees, awards, and grants. The Chapter's website is:

<http://www.uml.edu/Dept/Nursing/EO>.

### **B. Faculty Scholarship**

The UML nursing faculty members have a broad range of research interests and expertise. Health promotion across the lifespan and gerontological nursing are two major focus areas. Qualitative and quantitative methodological expertise is well represented among the faculty. Nursing faculty areas of research and expertise are listed in the Table 1 (see next page).

### **C. PhD Colloquia**

PhD Colloquia are designed throughout each academic year. The Colloquia provide opportunities for doctoral students to engage scholarly dialogue with researchers and scholars in the field of health promotion, health policy, research methodologies, and emerging health related issues. Doctoral students are also encouraged to participate in research seminars offered by other institutes.

**Table 1. NURSING FACULTY AREAS OF RESEARCH**

<b>Abdallah, Lisa</b>	Outcomes of geriatric nurse practitioners; DRINC Project (Dehydration Reduction in Nursing Home Residents by Caregivers)
<b>Campbell, Celeste</b>	Nursing education evaluation
<b>Chalupka, Stephanie</b>	Environmental and Occupational Health. Current Research Projects: NIOSH Surveillance study on blood borne pathogen exposure in home care (Co – PI); Pediatric Environmental Health HUD Healthy Homes Demonstration Project evaluating environmental hazards in homes of the refugee and immigrant population in Lowell (Co-PI); Building capacity in New England public health departments and community emergency medical systems to respond to use of weapons of mass destruction and mass casualty events (Curriculum Designer)
<b>Futrell, May Emeritus</b>	Health behaviors among older adults including physical activity; cultural differences in health behaviors of older adults (phenomenological method); Alzheimer’s research; Dementia and wandering; nursing historical research including the Lowell Nursing Archives; DRINC project
<b>Mawn, Barbara</b>	Qualitative Study on Raising a Child with HIV (PI); Nutritional Aspects of Pediatric HIV infection; health behaviors in teens with chronic illness; PHASE project Case Study Team Leader
<b>Phillips McEnany, Geoffry</b>	Menopause, hot flashes and sleep disorders
<b>McMullen, Maureen</b>	Self- management of chronic illness; medication adherence; critical thinking in nursing education; intervention evaluation
<b>Melillo, Karen</b>	Physical activity and exercise among older adults; Gerontological nurse practitioner intervention outcomes research; PHASE project case study team co-coordinator and long term care team leader; DRINC project

<b>Morgan, Betty</b>	Substance abuse and pain management - nursing staff interactions; pain prevalence among the chronically mental ill; health behaviors in those with chronic illness End of life care/psychosocial issues in HIV Palliative care in HIV
<b>Reece, Susan</b>	Health Behaviors including Self-Efficacy and Social Support during life transitions; Perimenopausal health self-efficacy; Cultural interpretations of illness using Kleinman's Explanatory Model; Pediatric overweight; Adolescent personal care product and cosmetic use, health ramifications.
<b>Ruth Remington</b>	Impact of calming music on agitation in nursing home residents; Calming Music and agitation in critical care and acute care (in progress); DRINC project
<b>Rosa, Katherine</b>	Newman's health as expanding consciousness, chronic skin wounds and healing, qualitative work
<b>Zhan, Lin</b>	Quality of life and health promotion in older and ethnic adults. Instrument development to measure health behaviors. Qualitative and survey research methodology. Medication practices in community-dwelling older adults. Family Care giving for AD patients. Cognitive processing and coping with chronic illness. DRINC Project.

#### **D. Research Infrastructure**

The Department of Nursing is part of the School of Health and Environment (SHE) of the University. In addition to the Department of Nursing, SHE is comprised of the Departments of Community Health and Sustainability, Clinical Laboratory and Nutritional Sciences, Physical Therapy, and Work Environment. The SHE promotes collaborations that address a wide variety of multidisciplinary health-related research initiatives.

**Centers.** Several Research Centers exist within the SHE that support research and outreach activities. The Centers affiliated with SHE include:

- The Center for Public Health Research and Health Promotion (CPHRHP)
- The Center for Health and Disease Research
- The Kerr Ergonomics Institute
- The Lowell Center for Sustainable Production

- The Toxics Use Reduction Institute
- The Center for Green Chemistry

The Center for Public Health Research and Health Promotion promotes public health through collaborative and multi-disciplinary efforts both within and outside of the University. It engages with community-based and advocacy organizations, government, employers, labor unions, environmental organizations, and health care provider networks to support and improve the health of individuals and communities. In addition, the Center sponsors a Qualitative Research Network and brings in national experts for educational seminars on topics of health promotion. All students and faculty are invited to participate in these seminars.

The Center for Health and Disease Research focuses primarily on the prevention and management of common chronic illnesses such as cardiovascular disease, obesity, diabetes, age-related macular degeneration, and asthma. It also has a multidisciplinary focus and faculty from Nursing, Nutrition, Clinical Laboratory Sciences, Health Education, and Physical Therapy participate in its research endeavors. The Center supports the Division of Aging, Preventive Medicine, Nutrition and Metabolic Diseases, intervention-based health and wellness, and is involved in disease prevention and wellness initiatives in the community.

Detailed information about these and other UMASS Lowell Centers and Institutes can be obtained from the University research website: [www.uml.edu/research/centers.htm](http://www.uml.edu/research/centers.htm)

***The Office of Research Administration.*** The Office of Research Administration at the University of Massachusetts Lowell provides invaluable support in the areas of grant writing, managing budgetary responsibilities, and the facilitation of research productivity through education, and the provision of seed grants, networking opportunities, and ongoing support. To contact this office, email [www.uml.edu/ora](http://www.uml.edu/ora)

***Library.*** All UMASS Lowell graduate students are eligible to borrow through the interlibrary loan program. All graduate students are also eligible to apply for borrowing privileges at libraries belonging to the Boston Library Consortium (BLC). The BLC is a cooperative association of 16 academic and research libraries. To obtain the BLC card, the student must

request it from the reference staff at the UMASS Lowell library. The card the student receives is for identification only and must be renewed each academic year. Once the consortium identification card is obtained, the student must register at each consortium library visited. Procedures vary among libraries. Further information can be obtained from UMASS Lowell library Reference librarian, from a user guide available at the Reference Desk, or from the consortium website: [www.blc.org](http://www.blc.org)

***Computer.*** Graduate students have access to a full range of computer facilities at the University. These include, an Interactive Video Laboratory, designed for the use of interactive video technology, DXR Nursing and DXR Clinician programs that are faculty-managed online clinical case simulations, a computer aided instruction laboratory for faculty teaching and for faculty and student use with updated statistical software availability, and a Computer Research laboratory.

***Ph.D. Office.*** A PhD student office is designated for the sole use of doctoral students. It contains state of the art computers, and printers. Computer support personnel are available at the School. In addition, the University also provides mid and upper level educational PC training programs.

## V. APPENDICES

## APPENDIX A: PROGRAM OF STUDY FORM

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

Advisor: \_\_\_\_\_

Month/Year Matriculation: \_\_\_\_\_

### NURSING CORE

	Credits	Semester	Year	Grade
33:701 Philosophy of Science	3			
33:703 Research in Nursing and Health Promotion	3			
33:709 Intervention Research in Nursing and Health Promotion	3			

**Total Required**    9

### RESEARCH CORE

	Credits	Semester	Year	Grade
33:710 Statistics I	3			
33:704 Research Methods I	3			
33. 706 Measurement in Health and Behavioral Research	3			
33:711 Statistics II	3			
33:716 Qualitative Methods	3			
33:753* Dissertation	12			
33:753 Dissertation				
33:753 Dissertation				
33:753 Dissertation				
* 33:756 for 6 credits/semester/ 33:759 for 9 credits/sem				

**Total Required**    27

**HEALTH PROMOTION CORE**

	<b>Credits</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
33:707 Epidemiology of Health Promotion	3			
33:702 Theoretic foundation in Health Promotion and Nursing	3			
33:712 Research Apprenticeship in Health Promotion	3			

**Total Required 9**

**COGNATES**

	<b>Credits</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
	3			
	3			
	3			

**Total Required 9**

**ELECTIVES**

	<b>Credits</b>	<b>Semester</b>	<b>Year</b>	<b>Grade</b>
	3			
	3			

**Total Required 6**

**Total Program Credits Required: 60**

## APPENDIX B. PROGRESSION AND STUDY PLAN



### YEAR ONE<sup>5</sup>

Semester	Course#	Course title	Credit	Credit
<i>Fall</i>	701	Philosophy of Science	3	_____
	710	Statistics I	3	_____
	704	Research Method I (UMB GER 601)	3	_____
<i>Spring</i>	702	Theoretical Foundation in HP	3	_____
	711	Statistics II (UMB-PP 605 Stats II)	3	_____
	712	Research Apprenticeship	3	_____

### YEAR TWO

<i>Fall</i>	703	Research in Nursing and HP	3	_____
	707 <sup>6</sup>	Epidemiology of Health Promotion	3	_____
	709	Intervention Research	3	_____
<i>Spring</i>	716	Qualitative Methods	3	_____
	706	Measurement in Health and behavioral research	3	_____
		Elective/Cognate Behavioral Studies	3	_____

### YEAR THREE

<i>Fall</i>	714 <sup>7</sup>	Advanced Statistics (UMB)(elective)	3	_____
		Cognate	3	_____
		Cognate	3	_____
		Elective	3	_____
<i>Spring</i>	753	Dissertation	3	_____

### YEAR FOUR

<i>Fall</i>	753	Dissertation	3	_____
<i>Spring</i>	756	Dissertation	6	_____
				<b>60</b>

	Anticipated	Actual
<b>Qualifying Examination</b>	_____	_____
<b>Dissertation Proposal Approval</b>	_____	_____
<b>Dissertation Defense</b>	_____	_____
<b>Date of Graduation</b>	_____	_____

<sup>5</sup> Part time students are advised to follow the sequence of the program and start with philosophy and statistics courses

<sup>6</sup> Students can take this course either year two or three

<sup>7</sup> This is an excellent optional stats course offered in fall semester @UMB.

## APPENDIX C: COURSES OFFERED IN FALL AND SPRING

Semester	#	Course Name	Credit
<i>Fall</i>	701	Philosophy of Science (UMB & UML)	3
	703	Research in Nursing and Health Promotion	3
	704	Research Method I (UMB)	3
	707 <sup>8</sup>	Epidemiology of Health Promotion	3
	710	Statistics I (UMBpp604 Statistics I)	3
	713 <sup>9</sup>	Curriculum and Teaching in Nursing (elective)	3
	714 <sup>10</sup>	Advanced Statistics (UMB) (elective)	3
	709	Intervention Research (Capstone)	3
<i>Spring</i>	702	Theoretical Foundation in Health Promotion	3
	706	Measurement in Health and Behavioral Research	3
	711	Statistics II (UMB-PP 605 Stats II)	3
	712	Research Apprenticeship	3
	716	Qualitative Methods	3
	717	Evaluation Research (elective)	3
<i>Fall/spring</i> <i>/ Summer</i> <sup>11</sup>		Cognate Courses	9
		Elective Courses	6
<i>Fall/Spring</i>	753	Dissertation	12

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<sup>8</sup> Students can take this course either fall or spring in year one or two

<sup>9</sup> This can be either a cognate or elective course

<sup>10</sup> This is an elective stats course at UMASS BOSTON

<sup>11</sup> There are some summer institute courses such as George Mason's Health Policy course and Yale Family Nursing institute.

## APPENDIX D: DOCTORAL COURSE NUMBERS

- 701 Philosophy of Science (Lowell)
- 702 Theoretical Foundations in Health Promotion and Nursing (Lowell)
- 703 Research in Nursing and Health Promotion (Lowell)
- 704 Research Methods I (Boston)
- 706 Measurement in Health and Behavioral Research (Lowell)
- 707 Epidemiology of Health Promotion (Lowell)
- 709 Intervention Research in Health Promotion (Lowell)
- 710 Statistics I (Boston)
- 711 Statistics II (Boston)
- 712 Research Apprenticeship (Lowell)
- 713 Curriculum and Teaching in Nursing (Lowell)
- 714 Advanced Statistics 714 (Boston PP745 Advanced Statistics)
- 715 Independent Study
- 716 Qualitative Methods (Lowell)
- 717 Evaluation Research (Lowell)

## APPENDIX E: DOCTORAL COURSE DESCRIPTIONS

- 33.701 Philosophy of Science** - This course, based on philosophical perspectives, investigates “science.” Students will examine historical perspectives in science, the nature of knowledge, and the philosophy of science based on diverse set of examples from the physical and social sciences. Students will analyze the philosophy of science upon nursing theory, its methods in scientific inquiry, and its existential concerns, and will explore forces and issues in the philosophy of science that guide or influence nursing knowledge development, methodologies, and practices.
- 33.702 Theoretical Foundation in Health Promotion** - This course prepares students to critically examine conceptual frameworks and theoretical foundation and development in the field of health promotion. The focus derives from multiple disciplinary perspectives including nursing, medicine, psychology, sociology, anthropology and environmental health. Students will use concept and theoretical analysis methods to examine enabling and empowering factors in health promotion, health behavioral change and lifestyle modification, environmental enhancement and restructuring and social ecological approaches to health promotion.
- 33.703 Research in Nursing and Health Promotion** - This course will examine variables, concepts, and constructs, which have guided descriptive and explanatory research inquiry relative to health promotion and disease prevention behavior. The impact of behavioral and social ecological variables on health promotion/disease prevention behavior will be addressed.
- 33.704 Research method I** - This course provides the methodological skills necessary for empirical dissertation research. Topics covered include linking theory and research, sample design, measurement and operationalization, and research ethics.
- 33.706 Measurement in Health and Behavioral Research** - This course provides students with theoretical principles of measurement and design in health and behavioral research. The strategies, techniques, and issues in survey research, sampling methods, and the development and administration of survey instruments will be critically examined. Psychometric properties using standardized approaches to measurement will be analyzed. Students will be required to select an appropriate instrument and conduct a comprehensive psychometric evaluation of the instrument.

- 33.707 Epidemiology in Health Promotion** - This course provides an in-depth exploration of the concepts and methods of epidemiological research. Students will analyze the principles of epidemiology with an emphasis on health promotion research. Students will analyze and develop epidemiological approaches, which seek to promote health and prevent disease.
- 33.709 Intervention Research in Health Promotion** - This capstone course provides students with critical examination of interventions studies proposed and tested health promotion interventions that targeted at groups, individuals, and/or communities. Emphasis will be placed on design of intervention studies, outcome conceptualization, operationalization, psychometric evaluation criteria, methodologies, and evaluation of health promotion interventions.
- 33.710 Statistics I** - This course introduces and develops key notions in probability, statistical inference, and hypothesis testing. The concepts learned in this course form a basis for understanding the statistical methods and models used in research. The focus is both theoretical and applied. The primary goal is to enable students to perform descriptive statistical analysis and to formulate and test hypotheses. Approximately one third of the classes will be held in a computer lab using the Stata software application.
- 33.711 Statistics II** - This course examination several popular statistical estimation methods used in empirical social and scientific research. Methods covered in depth include analysis of variance, regression, probit, and logit analyses. A brief introduction to other methods may be provided, including several limited dependent and latent variable estimators. We will investigate the nature of several statistical problems common to these methods, for example: missing variables, multicollinearity, and heteroskedasticity. The focus of these methods will be on the specification, estimation, and testing of single equation models. These concepts, which are applicable to all methods, will be developed in the context of the linear regression model.
- 33.712 Research Apprenticeship** - This course prepares doctoral students for gaining knowledge and skills in proposal writing and grant application. Students will focus on the intensive application of one or more phases of the research process culminating in the completion of a research proposal to be submitted for review and funding. Students will explore funding resources and examination ethic issues in conducting human research and familiarize the process of the Institutional Review Board Approval. The course

requires the intensive mentorship of the faculty member relative to the project phase under development.

**33.713 Curriculum and Teaching in Nursing** - This course is designed to prepare academic teachers for the profession of nursing. Focus is on examination and analysis of the faculty role and learning needs of students, curriculum development and evaluation, teaching theories and methodology and the evaluation process.

**33.714 Advanced Quantitative Methods** - This course will introduce several methods of statistical analysis. Two of the methods arise when the dependent variable is “limited” or censored in specific ways. The methods, ordered logit or probit and multinomial logit, are applications of binary logit or probit models when there are more than two categories. In the case of ordered logit or probit models, the categories of the dependent variable are ordered in some natural fashion. Some examples of dependent categorical variables include educational attainment, bond ratings, and Likert scales. In the case of multinomial models, the categories of the dependent variables are not naturally ordered. Some examples of such dependent categorical variables include choice of transportation mode for traveling to work, occupation to pursue, or place to live. In these cases, the categories do not have a natural order. Two classes of such models will be studied: the “standard” multinomial model, and the so-called conditional logit model. The majority of the semester will introduce a rather general method for estimating single or multiple-equation linear models in which one or more variables may be latent, or unobserved. This general framework includes linear regression and factor analyses as special cases. The method is known as “structural equation models,” “covariance structure models” or “linear structural relations”, and was popularized by the LISREL software program. The method is especially useful for estimating multiple equation models in which two or more dependent variables are simultaneously determined; and for estimating confirmatory factor analysis models. Even if you never need to estimate the general structural equation model, the special cases of multiple equation models and factor analysis are widely used in research.

**33.715 Independent Study** - This course is provided to the student who needs to study independently on his/her identified area of research with a mentor/advisor

**33.716** /professor. The student under the guidance of the professor develops objectives or outcomes of the independent study.

**APPENDIX F: ACADEMIC PETITION FORM**

**APPENDIX G: IRB SINGLE PROJECT APPROVAL FORM  
STATED BY PRINCIPAL INVESTIGATOR**

**APPENDIX H: IRB INFORMED CONSENT FORM**

**APPENDIX I: IRB FINAL REPORT FORM**

**APPENDIX J: NURSING QUALIFYING EXAMINATION REPORT FORM**



Name of Student \_\_\_\_\_ S.I.D# \_\_\_\_\_ Examination Date \_\_\_\_\_

Result of Examination: Pass \_\_\_\_\_

Fail \_\_\_\_\_

\*\*\*\*\*

The Nursing Qualifying Examination Committee is comprised of 2-3 doctorally prepared nursing faculty including the PhD Program Director who chairs the Committee.

**Qualifying Examination Committee**

Print Name

Signature

Lin Zhan, PhD, FAAN, Professor  
PhD Program Director, Chair

\_\_\_\_\_

\_\_\_\_\_  
Name of Member

\_\_\_\_\_

\_\_\_\_\_  
Name of Member

\_\_\_\_\_

\_\_\_\_\_  
Name of Member

\_\_\_\_\_

\*\*\*\*\*

**Second examination required** YES \_\_\_\_\_  
NO \_\_\_\_\_

Does the committee require certain conditions to be met before the pass becomes effective?

YES \_\_\_\_\_  
NO \_\_\_\_\_

\*\*\*\*\*

**Specify conditions:**

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

**APPENDIX K:**

**DISSERTATION COMMITTEE RECOMMENDATION FORM**



Name of Student \_\_\_\_\_ S.I.D. \_\_\_\_\_

Dissertation Committee \_\_\_\_\_

\*\*\*\*\*

\*Dissertation Title: (Must not exceed 105 characters in length including spaces.)

Please note that program policy requires the minimum membership of committees as follows:

	<b>Member From Department</b>	<b>External Member</b>
Dissertation Committee	<b>Two</b>	<b>One Mandatory</b>

\*\*\*\*\*

**The Dissertation Committee is comprised of 3-4 doctorally prepared faculty including one member from outside of the University.**

We recommend that the following be approved as members of the committee for the student named above:

Name	University/Department/Outside
<u>Print Name</u>	<u>Signature</u>
<b>Chair</b>	
_____	_____
_____	_____
_____	_____
_____	_____

Advisor \_\_\_\_\_ Date \_\_\_\_\_

PhD Program Director \_\_\_\_\_ Date \_\_\_\_\_

Dept. Chair \_\_\_\_\_ Date \_\_\_\_\_

2/05/1z





**APPENDIX N: GUIDELINE FOR  
PROPOSAL/DISSERTATION ORAL DEFENSE**



School of Health and Environment  
PhD Program in Nursing  
3 Solomont Way, Suite 2  
Lowell, MA 01854  
Tel: 978.934.4537

1. The Committee Chair introduces the Committee members, the doctoral student, and his/her proposal title
2. The doctoral student presents his/her proposed study 1 hour
3. The Committee asks questions 30'
4. The Committee opens the Q & A session to the floor 15'
5. The Committee deliberates  
(All non-committee members shall leave the room) 15'
6. The Chair announces the Committee deliberation
7. The Chair signs the examination form

**APPENDIX O:  
REQUEST FOR GRADUATION CLEARANCE FORM**

**APPENDIX P:  
CROSS CAMPUS REGISTRATION FOR UMASS COURSES**