UNIVERSITY of **HOUSTON**

GRADUATE COLLEGE of SOCIAL WORK

DOCTORAL STUDENT HANDBOOK

Your destination for innovation, access, and diversity.

Ph.D. Program

Ph.D. Program

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

(Revisions/Updating 10/2016)
(Revisions/Updates: September 2015)
(Revisions on 10/25/11 Course Syllabi with new course numbers for new courses; Student Standards Policy added)
(Revisions/Updating on 8/05/11)
(Revisions Typed 6/21/10) ➔New Curriculum Appv'd 3/10/10; Alternative Dissertation; Qualifying Paper; Forms
(Handbook Revisions 11/19/2008) ➔ New Qualifying Paper Exam/Approved by Committee—Effective 11/18/2008
(Revised: August 11, 2009) ➔ To Graduation Policy/From Dissertation Binding Process
(Revised: April 22, 2009)
(Revised: March 24, 2009)
(Revised: November 18, 2008)➔ Committee Approved Qualifying Exam
(Revised: October 20, 2008)
(Revised: May 22, 2008)
(Revised: October 23, 2007)
(Revised: May 18, 2007)
(Revised: August 22, 2006)
(Revised: July, 2006)
(Revised: February 6, 2006)
(Revised: August 1, 2005)

Our Traditions

A Tradition of Service...

The GCSW has a long-standing commitment of providing professional supports to the Greater Houston, state, and national communities. Faculty members serve on a number of local, regional, state and national organizational boards and committees.

A Tradition of Faculty Excellence…

The GCSW is proud of its faculty and their work. Faculty members are active in a variety of local, state, national, and international social welfare associations. From participating in special White House Conferences, to testifying in front of governmental committees, to providing important services in various social work groups, or working with international social welfare associations, GCSW faculty provide critical leadership throughout the world-wide community. Faculty excellence is recognized by the variety of awards received such as Social Worker of the Year, Fulbright Awards, and Distinguished Chairs. GCSW faculty members are active researchers and their works are found throughout the social work literature. In addition to their articles, GCSW continue to author and co-author important texts used by social work programs across the country. Faculty writing is based on their ongoing active research in the Greater Houston community as well as in the international arena.

A Tradition of Academic Excellence…

The Ph.D. program prepares individuals for advanced research and leadership in social work. Graduates are found in academia as well as in significant positions in social service agencies. The curriculum is organized around and grows from the ideals of social and economic justice. Students are challenged in their studies, are expected to be active participants in their learning, with the goal for competent, ethical social work practice.

The Tradition of Excellence Continues…

The GCSW's tradition of excellence continues into the 21st century. The goal of achieving social and economic justice by preparing individuals for competent, ethical social work practice drives the GCSW, its faculty, staff, and student body. The GCSW is committed to excellence and broadening its supports and linkages with the greater community, the alumni, and the professional social work and human services communities. The GCSW of the 21st century will be a far different institution than that which alumni, faculty, students, and the social work community is familiar. Excellence mandates nothing less...

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Welcome!

Welcome to the Ph.D. Program at the University of Houston, Graduate College of Social Work (GCSW)!

The GCSW is committed to preparing the next generation of social work scholars for faculty appointments in schools of social work or for high level positions in research or administration. As students progress through the doctoral program, they identify, develop, and pursue an area of research that prepares them to contribute to scholarship and advance the knowledge base of social work. Our curriculum is oriented towards evidence-based social work (EBSW) so that we train our students to generate and use valid research evidence to inform the decisions social workers make at all levels of practice and policy. By training our students in EBSW, we increase the capacity of our profession to build interdisciplinary partnerships in both research and practice.

The GCSW provides the kind of personal attention that enables students to succeed in their doctoral education. We offer small classes, individualized studies with faculty members, training workshops, research internships, and a doctoral publication that is managed by our doctoral students. Houston is the fourth largest city in the United States with a diverse, multicultural population. The Texas Medical Center, located in the heart of Houston, is one of the largest medical complexes in the world. As such, the greater Houston area offers doctoral students a vast array of opportunities for research activities. Through their teaching and advisement, the GCSW faculty share their knowledge and social work values with students. By emphasizing scholarship and research, GCSW faculty help students engage in

critical thinking and intellectual discovery. We welcome you to our doctoral program.

Sincerely,

Sheara Williams Jennings, Ph.D.

Associate Professor and Ph.D. Program Director

About the GCSW

The Graduate College of Social Work (GCSW) was established by the Texas State Legislature in 1967 with initial funding of $150,000. 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 "founding" faculty totaled seven individuals and twenty-six students enrolled in the first class. The program was initially housed in a World War II Quonset Hut.

From these modest beginnings, the graduate program evolved over time to its current standing as a nationally recognized graduate social work program. The MSW (Master of Social Work) program has continually maintained its Council on Social Work Education professional accreditation since 1970 and in 1992 the Ph.D. program was approved by the Texas State Coordinating Board.

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. Dr. Ira Colby assumed the deanship in 1999, and Dr. Alan Dettlaff became the Dean in 2015.

Today, the College is housed in its own four-story building on campus and includes twenty-four full-time faculty and approximately fifteen adjunct faculty. The faculty includes individuals whose writings have been considered for the Pulitzer Prize

as well as the 1997 Nobel Peace prize recipient – the GCSW is the only social work program in the world to have a Nobel laureate on faculty!

The program currently has over 30 students in various stages of doctoral education. Students come from all walks of life, numerous states, and a number of international countries and they reflect the broad racial and ethnic diversity of our greater community.

More than 100 individuals have received their Ph.D. from the University of Houston. The GCSW alumni continue to make significant differences in their clients' lives, help formulate just social policies, while advocating and promoting justice for all people, no matter their stage in life.

Quick Help Resource Guide

For help with…	Please see…
Academic and Professional Behavior Policies	http://www.uh.edu/socialwork/current-students/policies/
Academic Calendar	http://catalog.uh.edu/content.php?catoid=6&navoid=1220/
Academic Honesty	http://publications.uh.edu/content.php?catoid=13&navoid=3246
Academic Records (Registrar)	http://www.uh.edu/about/offices/enrollment-services/registrar/
Academic Student Employment	http://www.uh.edu/socialwork/current-students/scholarships/#assistantships
Administrative Offices	http://www.uh.edu/socialwork/about/admin/
Admissions	http://www.uh.edu/socialwork/prospective-students/Ph.D.-admissions/
Alumni Directory (Ph.D.)	http://www.uh.edu/socialwork/alumni/Ph.D.-alumni-directoy/
Alumni Relations	http://www.uh.edu/socialwork/alumni/relations/
Career Services	http://www.uh.edu/socialwork/alumni/career-services/
Computer Support	http://www.uh.edu/socialwork/about/admin/it/
Continuing Education Events	http://www.uh.edu/socialwork/alumni/ce/
Cougar Card Office	http://www.uh.edu/cougar1card/
Counseling and Psych Services	http://www.uh.edu/caps/
Course Enrollment	http://www.uh.edu/academics/courses-enrollment/steps-enroll/
Course Schedules	http://www.uh.edu/socialwork/current-students/Ph.D.-course-schedules/
Dean's Advisory Council	http://www.uh.edu/socialwork/about/deans-council/
Disabilities, Center for Students with	http://www.uh.edu/csd/
Faculty Directory	http://www.uh.edu/socialwork/about/faculty-directory/
Financial Services	http://www.uh.edu/about/offices/enrollment-services/student-business-services/index.php
Funding	http://www.uh.edu/socialwork/current-students/scholarships/
Graduation Information	http://www.uh.edu/socialwork/current-students/graduation/
Health Center	http://www.uh.edu/healthcenter/
Housing and Residence Life	http://housing.uh.edu/
International Student Resources	http://www.uh.edu/oisss/
Job Announcements	http://www.uh.edu/socialwork/alumni/career-services/job-board/
Learning and Assessment Services	http://www.uh.edu/ussc/learning-support-services/
Library	http://info.lib.uh.edu/
Parent and Child Care Resources	http://www.uh.edu/work-life/Child%20and%20Dependent%20Care/
Parking Information	http://www.uh.edu/af-auxiliary-services/parking/

PeopleSoft Student Database	https://myuh.uh.edu/psp/paprd/EMPLOYEE/EMPL/h/?tab=MYUH_GUEST
Recreation Center	http://www.uh.edu/recreation/
Residency	http://www.uh.edu/admissions/admitted/residency-requirements/
Scholarships and Financial Aid	http://www.uh.edu/about/offices/enrollment-services/financial-aid/
Student/Alumni Mentorship Program	http://www.uh.edu/socialwork/alumni/cb-Student-alumni-mentorship-program/
Student Health Insurance	http://www.uh.edu/healthcenter/insurance/
Student Organizations	http://www.uh.edu/socialwork/current-students/organizations/
Study Abroad	http://www.uh.edu/socialwork/current-students/study-abroad/
Tuition and Fees	http://www.uh.edu/financial/
Upcoming Events	http://www.uh.edu/socialwork/news/events/
WebCT Vista/Blackboard	http://www.uh.edu/blackboard/
Website Maintenance	Connease A. Warren, cawarren@uh.edu
Writing Center	http://www.uh.edu/writingcenter/

GCSW Directory

Student Services Staff		Office	Phone	Email
	Doctoral Student Computer Room	345A		
	Doctoral Student Lounge	321A		
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For additional information about GCSW faculty, please visit:
http://www.uh.edu/socialwork/about/faculty-directory/index.php

Academic Calendar

View the official academic calendar for current and future years online at
http://publications.uh.edu/content.php?catoid=14&navoid=3714

To access the GCSW Master Calendar, visit
http://www.uh.edu/socialwork/news/events/calendar/

Fall Semester 2016

First day of classes	Monday, August 22, 2016
Last day to add a class	Monday, August 29, 2016
Labor Day holiday	Monday, September 5, 2016
ORD – Official Reporting Day Last day to drop a course or withdraw without receiving a grade Last day to drop a course without hours counting towards the Enrollment Cap for Texas Residents	Wednesday, September 7, 2016
Last day to drop a course or withdraw with a 'W'	Friday, October 28, 2016
Thanksgiving holiday	Wednesday, November 23- Saturday, November 26, 2016
Last day of classes	Saturday, December 3, 2016
Make up day for class days officially cancelled by the university (if necessary) or Reading Period	Monday, December 5, 2016
Final examination period	Tuesday, December 6- Wednesday, December 14, 2016
Official closing of Session 1	Thursday, December 15, 2015
Commencement	

Spring Semester 2017

Martin Luther King, Jr. holiday	Monday, January 16, 2017
First day of classes	Tuesday, January 17, 2017
Last day to add a class	Tuesday, January 24, 2017
ORD – Official Reporting Day Last day to drop a course or withdraw without receiving a grade Last day to drop a course without hours counting towards the Enrollment Cap for Texas Residents	Wednesday, February 1, 2017
Spring holiday	Monday, March 13- Saturday, March 18, 2017
Last day to drop a course or withdraw with a 'W'	Friday, April 4, 2017

Last day of classes	Monday, May 1, 2017
Make up day for class days officially cancelled by the university (if necessary) or Reading Period	Tuesday, May 2, 2017
Final examination period	Wednesday, May 3-Thursday, May 11, 2017
Official closing of Session 1	Friday, May 12, 2017
Commencement	Friday, May 12-Saturday, May 13, 2017

Summer Sessions 2017

Summer Mini-Session
Memorial Day holiday
Summer Session 1
Summer Session 2
Summer Session 3
Independence Day holiday
Summer Session 4

The Dual Degree Program (MSW/Ph.D.)

The Dual Program is designed only for full-time students pursuing both the MSW and the Ph.D. degrees. A limited number of applicants with demonstrated research experience will be accepted into the Dual Degree Program. This program is designed for applicants whose long-range career goals and past experience are consistent with the aims of both the MSW 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 MSW while pursuing the Ph.D. The MSW allows graduates to teach practice courses at accredited schools of social work after gaining a minimum of 2 years post-MSW practice experience.

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

The MSW degree will be awarded when all of the MSW degree requirements are met, which should be at the end of the 2nd year of full-time coursework.

Admissions Requirements for the Dual Degree Program

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

Sample Plan of Study

The following sample plan of study outlines a suggested sequence of coursework for a student in the MSW/Ph.D. Dual Degree Program.

Note: MSW students take 6 SCH of Ph.D. coursework as part of their MSW degree plan.
- Social Policy Analysis in place of SOCW 6351: SWPS.
- Any 3 SCH Ph.D. courses for which the prerequisite requirement has been met may be taken in lieu of any 3 SCH MSW electives.

ILLUSTRATION OF MSW/PH.D. DUAL DEGREE CURRICULUM

Year 1 (Fall, 1st Semester)

Course #	Course Title	SCH
SOCW xxxx	Social Work Foundation	15
	Total Semester SCHs	15

Year 1 (Spring, 2nd Semester)

SOCW 7325	Assessment	3
SOCW 6393	Field Practicum II: Advanced	3
SOCW 7367	Policy	3
SOCW 7xxx	Concentration Course	3
SOCW 7xxx	Concentration Course (or MSW Elective for Clinical Concentration)	3
	Total Semester SCHs	15

Year 1 (Summer 1, 3rd Semester)

SOCW xxxx	MSW Crossover Elective	3
SOCW 7xxx	MSW Elective	3
	Total Semester SCHs	6

Year 2 (Fall, 4th Semester)

Course #	Course Title	SCH
SOCW 7305	Evaluation of Practice	3
SOCW 7xxx	Concentration Course	3
SOCW 7xxx	Concentration Course	3
SOCW 8411	Research Methods I: Introduction to Research on Evidence-Based Social Work	3
SOCW 8424	Statistics and Data Analysis 1	4
	Total Semester SCHs	16

Year 2 (Spring, 5th Semester)

Course #	Course Title	SCH
SOCW 7xxx	HBSE Elective	3
SOCW 7xxx	MSW Elective	3
SOCW 8422	Research Methods II: Quantitative Research on Evidence-Based Social Work (MSW Elective at Ph.D. Level)	3
SOCW 8325	Statistics and Data Analysis II	4
SOCW 8333	Social Science Theories	3
	Total Semester SCHs	16

Year 2 (Summer, 6th Semester)

SOCW 7384	Field Practicum III	3
SOCW 7385	Field Practicum IV	3
SOCW 8xxx	Elective (MSW Elective at Ph.D. Level)	3
	Total Semester SCHs	9

Year 3 (Fall, 7th Semester)

SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3
SOCW 8335	Teaching in Higher Education	3
SOCW 8334	Social Welfare Policy Analysis	3
	Total SCHs Year 3 & Beyond	9

Year 3 (Spring, 8th Semester)

Course #	Course Title	SCH
SOCW 8397	Integrative Doctoral Seminar	3
SOCW 8326	Advanced Multivariate Statistics	3
SOCW 8327	Grant Writing	3
	Total Semester SCHs	9

Year 3 (Summer 3, 9th Semester)

Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
	Total Semester SCHs	3

Year 4 and Beyond

Course #	Course Title	SCH
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
SOCW 8395	(Pre-Dissertation Research--*NOT required: for continuous enrollment purposes ONLY)*	(3)
SOC 8399, 8699, or 8999	Doctoral Dissertation Research (total 9 SCHs Required)	3,6 or 9
	Total SCHs Year 4 & Beyond	12

Total SCHs for Required Coursework	**101**
Total Required Dissertation SCHs	**9**
TOTAL SCHs REQUIRED FOR DEGREE	**110**

The GCSW Ph.D.

Ph.D. Program Goals

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

1. Develop a multidisciplinary understanding of complex issues and problems
2. Focus on innovative methodologies in knowledge building
3. Conduct translational research from problem-solving to real life solutions
4. Foster individual connections and collaborative mentorship.

Ph.D. Applicant Attributes

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

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

Degree Requirements

In order to be granted the Doctor of Philosophy in Social Work, students must satisfy the following requirements:

1. Complete a course of study in the College and related departments of the University specified by the College, oriented towards an evidence-based, multidisciplinary understanding of complex issues and problems, and the variety of translational research methods.
2. Pass a written and oral examination indicating proficiency in the first-year coursework.
3. Be admitted to candidacy for the Degree of Doctor of Philosophy.
4. Compile a dissertation proposal that provides a comprehensive overview of the proposed dissertation research study.
5. Complete a dissertation, including an oral defense, dealing with some problem of significance that is relevant to social work, social welfare and/or evidence-based social work.

Curriculum in Doctoral Studies

Our curriculum is oriented towards evidence-based social work (EBSW) and research on the translation of evidence-based interventions and policies in real world social work and social welfare settings. Students are trained to generate and use valid research evidence to inform the decisions social workers make at all levels of practice and policy. By training our students in EBSW, we increase the capacity of our profession to build interdisciplinary partnerships in both research and practice. Fifty-three (53) semester credit hours (SCH) are required for the Ph.D. degree: 44 hours in coursework and 9 hours in dissertation research. Coursework includes three EBSW research methods courses, statistics and data management courses, theory, social welfare policy analysis, teaching in higher education, grant writing, substantive electives, and a Research Internship designed to allow for the application of translational research skills in a real world social work/social welfare setting.

Time-to-degree
The time it takes to obtain the Ph.D. will generally vary according to your previous preparation, your progress in the program, and the nature of your dissertation research.

- All dissertations must be completed within five (5) years of passing the oral comprehensive examination or students will be required to retake the oral comprehensive examination.
- Students must complete the dissertation within 10 years of the date of first enrollment in the doctoral program.
- It is recommended that students successfully complete the dissertation proposal defense no later than the fifth (5th) semester following the oral comprehensive examination. This then allows for five semesters to complete the entire dissertation before the five-year deadline regarding the oral comprehensive examination.

Program Outcomes
Upon successful completion of the Ph.D. Program, students are expected to be able to:

1. Analyze the varieties of translational research.
2. Apply analytical models and multidisciplinary theories in the study of social problems and human behavior.
3. Conduct basic, applied and translational research that has a meaningful impact on problems studied.
4. Demonstrate innovation in critical thinking and research.
5. Write competitive grant applications.

Required Coursework
Required courses that must be completed prior to the Dissertation are listed below, followed by more descriptive information for each course requirement.

Required Courses for the GCSW Ph.D.

SOCW 8311	Research Methods I: Introduction to Research on Evidence-Based Social Work	3 SCH
SOCW 8322	Research Methods II: Quantitative Research on Evidence-Based Social Work	3 SCH
SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3 SCH
SOCW 8424	Statistics and Data Analysis I	4 SCH
SOCW 8325	Statistics and Data Analysis II	4 SCH
SOCW 8326	Advanced Multivariate Statistics	3 SCH
SOCW 8327	Grant Writing	3 SCH
SOCW 8333	Social Science Theories	3 SCH

SOCW 8334	Social Welfare Policy Analysis	3 SCH
SOCW 8335	Teaching in Higher Education	3 SCH
SOCW 8336	Research Internship I	3 SCH
SOCW 8397	Integrative Doctoral Seminar	3 SCH
AT LEAST TWO (2)	Additional Electives	6 SCH
		44 SCH TOTAL

Coursework in Research Methods

Doctoral students are required to complete a series of three Research Methods courses during their first two years in the program.

SOCW 8311: Research Methods I: Introduction to Evidence-Based Social Work
This course examines the range of designs and methods involved in formulating and conducting social research, with an emphasis on the development of knowledge essential for utilizing and building the empirical knowledge base for evidence-based social work (see Appendix A1 for course syllabus).

SOCW 8322: Research Methods II: Quantitative Research on Evidence-Based Social Work
Emphasizes quantitative research methodologies and designs, including experimental, quasi-experimental, and single system designs (see Appendix A2 for course syllabus).

SOCW 8323: Research Methods III: Qualitative Research on Evidence-Based Social Work
Examines the range of methods involved in formulating and conducting qualitative social research, with an emphasis on building empirical knowledge for evidence-based social work (see Appendix A3 for course syllabus).

Coursework in Statistics

Doctoral students are required to complete a series of three statistics courses.

SOCW 8424: Statistics and Data Analysis I
Explores the application of descriptive and inferential statistics in social and behavioral sciences research via a weekly 3-hour lecture and 1-hour computer lab (see Appendix A4 for course syllabus).

SOCW 8325: Statistics and Data Analysis II
Explores the application of multivariate statistics in social and behavioral sciences research via a weekly 3-hour lecture and 1-hour computer lab (see Appendix A5 for course syllabus).

SOCW 8326: Advanced Multivariate Statistics
Emphasizes advanced multivariate statistical procedures, including MANOVA, MANCOVA, discriminant analysis, logistic regression, and meta-analysis (see Appendix A6 for course syllabus).

Other Required Coursework

SOCW 8327: Grant Writing
Prepares doctoral students for identifying, planning, collaborating, writing, budgeting, submitting, tracking, revising and managing grants (see Appendix A7 for course syllabus).

SOCW 8333: Social Science Theories
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 (see Appendix A8 for course syllabus).

SOCW 8334: Social Welfare Policy Analysis
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 (see Appendix A9 for course syllabus).

SOCW 8335: Teaching in Higher Education
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 (see Appendix A10 for course syllabus).

SOCW 8336: Research Internship I
Prepares doctoral students for research experiences by applying an internship experience with an established faculty member (see Appendix A11 for course syllabus).

SOCW 8397: Integrative Doctoral Seminar
Integration of knowledge and skills to promote the academic and scholarly development of advanced doctoral students, with the input of the instructor and peers (see Appendix A12 for course syllabus).

Electives
Elective courses enable students to develop their specialized interests within the 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 at 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. (Please see academic Advisor for approved list of courses offered outside of the GCSW)

Courses taken at other institutions must also be at the doctoral level. Non doctoral-level electives will not count toward the Ph.D., nor will they be computed in the student's grade point average (GPA). Courses taken at other institutions must also be at the doctoral level. Non doctoral-level electives will not count toward the Ph.D., nor will they be computed in the student's grade point average (GPA).

Optional Coursework
Students have the option to expand their specialization knowledge, research skills, and/or teaching skills through the following course offerings:

SOCW 8198 (1 Cr.); SOCW 8298 (2 Cr.); SOCW 8398 (3 Cr.): Independent Study
The aim of an Independent Study course is to develop and pursue expertise in a student's area of specialization for which there is no formal or scheduled classes available. This can involve statistics, research methods, as well as other subject content. Each SCH of Independent Study is equivalent to 3 hours per week of work. 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 B1 and B2 for the Independent Study Guidelines and Course Enrollment Form). The grading for an Independent Study is S/U or a letter grade.

SOCW 8116(1 Cr.); SOCW 8200 (2 Cr.); SOCW 8304 (3 Cr.): Research Internship
The aim of a Research Internship is to prepare students to be scholars in an academic or research environment. The grading for this study is a letter grade. Students must complete a Request for Course Enrollment Form for the Research Internship (see Appendix C for the Research Internship Course Enrollment Form). The instructor overseeing the internship must sign for approval. The approved form should then be submitted to the Ph.D. Program office prior to enrollment for the course. Students registered for the course without filing the required paperwork and the signed approval from the course instructor will be administratively dropped from the class.

SOCW 8117(1 Cr.); SOCW 8201 (2 Cr.); SOCW 8303 (3 Cr.): Teaching Internship
The aim of a Teaching Internship is to prepare students to teach at the college or university level. The grading for this study is a letter grade. Students must complete a Request for Course Enrollment Form for a Teaching Internship (see Appendix D for the Teaching Internship Course Enrollment Form). The instructor overseeing the internship must sign for approval. The approved form should then be submitted to the Ph.D. Program office prior to enrollment for the course. Students registered for the course without filing the required paperwork and the signed approval from the course instructor will be administratively dropped from the class.

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

SOCW 8395: Pre-Dissertation Research
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.

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

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

Sample Plans of Study

The following plans of study outline a suggested sequence of coursework for full-time and part-time students.

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

Year 1 (Fall, 1st Semester)

Course #	Course Title	SCH
SOCW 8311	Research Methods I: Introduction to Research on Evidence-Based Social Work	3
SOCW 8424	Statistics and Data Analysis I	4
SOCW 8334	Social Welfare Policy Analysis	3
	Total Semester SCHs	10

Year 1 (Spring, 2nd Semester)

Course #	Course Title	SCH
SOCW 8322	Research Methods II: Quantitative Research on Evidence-Based Social Work	3
SOCW 8325	Statistics and Data Analysis II	4
SOCW 8333	Social Science Theories	3
	Total Semester SCHs	10

Year 2 (Fall, 3rd Semester)

Course #	Course Title	SCH
SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3
SOCW 8335	Teaching in Higher Education	3
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
	Total Semester SCHs	9

Year 2 (Spring, 4th Semester)

Course #	Course Title	SCH

SOCW 8397	Integrative Doctoral Seminar	3
SOCW 8326	Advanced Multivariate Statistics	3
SOCW 8327	Grant Writing	3
	Total Semester SCHs	9

Year 2 (Summer, 5th Semester)

Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
	Total Semester SCHs	3

Year 3 and Beyond

Course #	Course Title	SCH
Elective 8xxx	Required Elective (outside GCSW recommended: statistics, substantive topic, theory)	3
SOCW 8395	(Pre-Dissertation Research--*NOT required: for continuous enrollment purposes ONLY*)	(3)
SOCW 8399, 8699, or 8999	Doctoral Dissertation Research (9 required)	3, 6 or 9
	Total SCHs Year 3 & Beyond	12

	Total SCHs for Required Coursework	**44**
	Total Required Dissertation SCHs	**9**
	TOTAL SCHs REQUIRED FOR DEGREE	**53**

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

Year 1 (Fall, 1st Semester)

Course #	Course Title	SCH
SOCW 8311	Research Methods I: Introduction to Research on Evidence-Based Social Work	3
SOCW 8424	Statistics and Data Analysis I	4
	Total Semester SCHs	7

Year 1 (Spring, 2nd Semester)

Course #	Course Title	SCH
SOCW 8322	Research Methods II: Quantitative Research on Evidence-Based Social Work	3
SOCW 8435	Statistics and Data Analysis II	4
	Total Semester SCHs	7

Year 2 (Fall, 3rd Semester)

Course #	Course Title	SCH
SOCW 8323	Research Methods III: Qualitative Research on Evidence-Based Social Work	3

SOCW 8334	Social Welfare Policy Analysis	3
	Total Semester SCHs	6

Year 2 (Spring, 4th Semester)

Course #	Course Title	SCH
SOCW 8333	Social Science Theories	3
SOCW 8326	Advanced Multivariate Statistics	3
	Total Semester SCHs	6

Year 3 (Fall, 5th Semester)

Course #	Course Title	SCH
SOCW 8335	Teaching in Higher Education	3
Elective 8xxx	Elective (outside GCSW recommended: statistics, substantive topic, theory, etc.)	3
	Total Semester SCHs	6

Year 3 (Spring, 6th Semester)

SOCW 8397	Integrative Doctoral Seminar	3
SOCW 8327	Grant Writing	3
	Total SCHs Year 3 & Beyond	6

Year 3 (Summer, 7th Semester)

Course #	Course Title	SCH
SOCW 8336	Research Internship I	3
	Total Semester SCHs	3

Year 4 and Beyond

Course #	Course Title	SCH
Elective 8xxx	Required Elective (outside GCSW recommended: statistics, substantive topic, theory)	3
SOCW 8395	(Pre-Dissertation Research--*NOT required: for continuous enrollment purposes ONLY)*	(3)
SOCW 8399, 8699, or 8999	Doctoral Dissertation Research (total 9 SCHs required)	3, 6 or 9
	Total SCHs Year 4 & Beyond	12

	Total SCHs for Required Coursework	**44**
	Total Required Dissertation SCHs	**9**
	TOTAL SCHs REQUIRED FOR DEGREE	**53**

Integrative Examination on First Year Coursework

Students must pass a written examination at the end of their first year. Successful completion of this milestone is required to progress through the program.

The Dissertation Proposal

After a student has successfully passed the integrative examination, and all required coursework, s/he is responsible for organizing a Dissertation Committee, developing and defending the dissertation proposal, and successfully completing the dissertation. The Chairperson of the Dissertation Committee is the student's major advisor in formulating the dissertation proposal, conducting ongoing research, and preparing the final dissertation.

The dissertation proposal must provide a comprehensive overview of the proposed dissertation research study. The focus of the dissertation must be relevant to social work, social welfare and/or evidence-based social work. 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.

Timeline

It is recommended that students successfully complete their proposal defense no later than the fifth semester. This provides five (5) 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. There are two format options: (1) traditional five chapter; and (2) the alternative format. Both are described below.

Traditional Dissertation Proposal Outline Format

I. Part One: Preliminary Pages
   a. Cover Page
   b. Table of Contents
   c. Abstract

II. Part Two: Main Text
   a. Chapter 1: Introduction
   b. Chapter 2: Literature Review
   c. Chapter 3: Methods
   d. Chapter 4: Results
   e. Chapter 5: Discussion, Conclusions, and Recommendations

III. Part Three: References/Bibliography
   a. Appendices Title Page
   b. Appendix Sections (i.e. instruments, etc; if applicable)

IV. About the Author

Alternative Dissertation Proposal Outline Format

I. Part One: Preliminary Pages

a) Cover Page
b) Table of Contents
c) Abstract

II. Part Two: Main Text
   a) Chapter 1: Introduction - Statement of the Problem
      i) Significance: Importance of Problem Using Empirical Research
      ii) Innovation Statements (how your work moves the field forward vertically)
      iii) End with Research Questions/Aims of Each Study and How They Will Address Important Gaps in the Literature and Form a Cohesive Body of Work
   b) Chapter 2: Literature Review
      i) Theoretical and/or Conceptual Framework
      ii) Overview of Important Literature
   c) Chapter 3: Components of the Dissertation as Articles*
      i) Article One: Title & Proposed Authorship/Co-Author
         (1) Introduction: purpose of this article
         (2) Research Question(s)/Aims
         (3) Methodology (to be discussed with your chair)
         (4) Dissemination Plan [including timeline for completion and targeted journal(s)]
      ii) Article Two: Title & Proposed Authorship/Co-Authorship
         (1) Introduction: purpose of this article
         (2) Research Question(s)/Aims
         (3) Methodology (to be discussed with your chair)
         (4) Dissemination Plan [including timeline for completion and targeted journal(s)]
      iii) Article Three: Title & Proposed Authorship/Co-Authorship
         (1) Introduction: purpose of this article
         (2) Research Question(s)/Aims
         (3) Methodology (to be discussed with your chair)
         (4) Dissemination Plan [including timeline for completion and targeted journal(s)]
   d) Summary (Brief, one to two paragraphs)
      i) Summarize plan and overall objectives

III. Part Three: References/Bibliography (comprehensive list)
   a) Appendices Title Page
   b) Appendix Sections

IV. About the Author

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

Dissertation Committee

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

Dissertation Chairperson
The Dissertation Chairperson must be a full-time, doctoral-degreed member of the GCSW faculty. The Dissertation Chairperson will be the student's major advisor in formulating the dissertation proposal, conducting ongoing

research, and preparing the final dissertation. In addition, the Dissertation Chairperson will assist in informing the Dissertation Committee, monitor the student's progress toward the completion of the dissertation, provide guidance, convene the Dissertation Committee, and ensure that the dissertation is of sufficient quality to merit the award of a Ph.D. degree.

Member Qualifications
Additional guidelines for forming a Dissertation Committee include:
- The Dissertation Committee must include at least three (3) doctoral-degreed members. Of the three, the Chairperson of the dissertation and at least one committee member must be tenure-track faculty from the GCSW.
- One external member may be selected who holds a doctoral degree. A vita of the external committee member is required and must be attached to Form C for evaluation and approval by the Ph.D. Program Director. The external member must have an established record of scholarship that demonstrates the ability to guide and evaluate independent research, e.g. scholarly publications or funded research.
- The majority of the Dissertation Committee members must be tenure-track faculty from the GCSW. Faculty who have Emeritus status may chair or serve on the committee. The Ph.D. Program Director and Dissertation Chairperson must approve members of the Dissertation Committee.
- Members of the Dissertation Committee will review and approve the written dissertation proposal. They will also serve as the examining group at the oral defense of the dissertation proposal.

UH Committee for the Protection of Human Subjects (CPHS)

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

Procedures

- The student works with the Dissertation Chairperson and the Committee to develop a comprehensive dissertation proposal. The proposal is sent to each committee member. After receiving feedback, the student meets with the Dissertation Chairperson to discuss required changes. The Chairperson decides whether the proposal needs to be resubmitted to the Committee for additional reviews.
- When the Dissertation Chairperson decides the proposal is ready, he/she notifies the Ph.D. Program Office that the student is ready to schedule the defense. After a date has been set, the student must present all Committee members with the final dissertation proposal at least 14 days before the scheduled defense.
- The student must give Form D: Dissertation Proposal Defense/Application for Candidacy to the Chairperson for completion on the day of the proposal defense (see Appendix F).
- The student must defend the dissertation proposal during the semester of enrollment.
- The Committee can vote to: (a) Approve the proposal in its present form; (b) Approve the proposal with minor revisions; (c) Defer approval pending major revisions; (d) Reject the proposal as unacceptable. Note: In situations 'b' through 'd', the Committee must provide written feedback identifying the needed revisions, delineating the deficiencies and whether a subsequent oral defense of the proposal is required.
- The Dissertation Chairperson must send written notification to the Ph.D. Program Office when revisions on the proposal are completed along with the completed Ph.D. Program Form D: Dissertation Proposal Defense/Application to Candidacy.

Advancing to Doctoral Candidacy

A doctoral student is advanced to candidacy for the Ph.D. degree, called "All But Dissertation" (ABD) status, by successfully completing the required coursework, passing their integrative examination, and gaining approval of the dissertation proposal by their Dissertation Committee. To advance a student to candidacy, the Dissertation Chairperson must submit required paperwork (Form D, see previous page) to the Ph.D. Program Director for approval.

Note: There is an ABD 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.

Continuous Enrollment

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

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

Note: Students are not permitted to register for doctoral Dissertation credits SOCW 8399/8699/8999 until after they have been admitted into candidacy.

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

SOCW 8395: Pre-Dissertation Research
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.

Time Limits for Completion of Degree Requirements

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

Lapsing

The approval of a student Leave of Absence from the GCSW Ph.D. Program is not automatic. Please see the University of Houston Leave of Absence policy at the following website address: http://www.uh.edu/grad_catalog/garr/leaves_abs.html

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

Other Considerations
- A Leave of Absence form must be filed and approved for each semester of leave with a maximum of two (2) semesters allowed.
- Per the Graduate and Professional Studies Office, leave of absences do not extend the timeline for completion of a graduate degree.
- A leave of absence due to personal medical reasons may require a doctor's permission be submitted to the Graduate and Professional Studies Office before being cleared to register.

Reinstatement

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.

Termination of Candidacy

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

The Dissertation

The dissertation represents the culminated demonstration of students' ability to incorporate theories and methods into the framing and execution of a problem or issue that attests to their originality and independence as a researcher-scholar applying knowledge to real-world situations.

Enrollment

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

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

Final Dissertation Format Options and Guidelines

Because of changes in the academy, especially in scholarly publishing, doctoral students want greater flexibility in disseminating their ideas. Working with their dissertation chair and other committee members, students may view their dissertation as a product marking a milestone in their intellectual development or as part of a process in becoming an independent member of the community of scholars and researchers. This will also keep our Ph.D. Program competitive with other programs that are offering this format.

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

Traditional Final Dissertation Outline

    I.   Cover Page

    II.   Table of Contents

    III.   Abstract

    IV.   Chapter 1: Introduction

    V.   Chapter 2: Literature Review

    VI.   Chapter 3: Methods

    VII. Chapter 4: Results

VIII.   Chapter 5: Discussion, Conclusions, and Recommendations

IX.   Appendices Title Page

X.   Appendices Sections

XI.   About the Author

Alternative Final Dissertation Outline

I.   Cover Page

II.   Table of Contents

III.   Abstract

IV.   Chapter 1: Introduction – Statement of the Problem
    a.   Significance: Importance of Problem Using Empirical Research
    b.   Innovation Statements (how your work moves the field forward vertically)
    c.   End with Research Questions/Aims of Each Study and How They Will Address Important Gaps in the Literature and Form a Cohesive Body of Work

V.   Chapter 2: Literature Review
    a.   Overview of Important Literature Including Conceptual Framework

VI.   Chapter 3: Components of the Dissertation as Articles*
    a.   Article One in Final Submission Format with Proof of Submission/Acceptance
    b.   Article Two in Final Submission Format with Proof of Submission/Acceptance
    c.   Article Three in Final Submission Format with Proof of Submission/Acceptance

VII.   Chapter 4: Conclusion/Discussion
    a.   Discuss the Scholarly Work Completed and the Implications for the Field More Broadly; this should include a discussion about how the papers go together, how they form a cohesive contribution to the literature.
    b.   Discuss Limitations of the Scholarly Work Completed
    c.   Discuss Recommendations for Social Work Research, Practice and Policy (and/or Related Fields)

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

Electronic Dissertation

Guidelines
In 2009 the University of Houston Graduate and Professional Studies Council approved a policy requiring that all dissertations be submitted electronically.

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

The procedure for uploading is through a simple online system called Vireo. The only authorization needed for upload or faculty chair approval is a current Cougarnet account and password.

Please visit the Graduate and Professional studies webpage for more information at:
http://www.uh.edu/graduate-school/current-students/thesis/

A few reasons for this policy:
- Improves access to scholarly research
- Free publicity for your research
- Reduced costs for the student at the point of graduation

Format
The following format is required for both Option I and Option II:

1. Copyright Page: If a dissertation is copyrighted (optional), the copyright symbol must appear on a single, unnumbered page on which it is centered vertically and horizontally. The name and year must match what appears on the title page (see example in Appendix H1).

2. Dissertation Title page: The heading on the dissertation title page should begin 2 1/4" from the top; "BY" should be 4" from the top; "DISSERTATION" should be 6 ½" 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 H2).

3. Acknowledgements. (Optional)

4. Abstract: The dissertation abstract should be 250 words or less (see example in Appendix H3).

5. Current Curriculum Vita: followed by two blank sheets of bond paper (after the "References" section of the final dissertation).

Final Defense

Procedures and Policies
- When the Chairperson determines that the final draft of the dissertation is ready for a defense, she/he will convene the Dissertation Committee. The student is responsible for providing the Committee with a complete draft at least 30 days before the scheduled defense hearing.
- In the event that a Committee member is no longer able to serve, the Chairperson, in consultation with the student and the Ph.D. Program Director, may request another member of the GCSW faculty (or an outside member) serve on the Committee. If the Chairperson is not able to serve, the student, in consultation with the Ph.D. Program Director, will request a new Chairperson. If the student is not able to find new members for the committee, she/he should request a meeting with the Ph.D. Program Director for further discussion. However, other rules regarding the makeup and constitution of the Doctoral Committee continue to apply.
- It is the student's responsibility to meet all GCSW and University deadlines for submission of the final completed dissertation. The oral defense should be held within 30 days from the date of filing for graduation. The student must conduct the final dissertation defense during the semester of enrollment.
- The Dissertation Chairperson Committee will conduct the final oral dissertation defense.
- The student must give the Ph.D. Program Form E: Final Dissertation Defense (See Appendix I1) to his/her Dissertation Committee Chairperson for completion on the day of the final dissertation defense.
- 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.

Dissertation Evaluation

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 Form E: Final Dissertation Defense. After obtaining the required committee signatures, the form is to be submitted to the Ph.D. Program Director.

Departmental Policies and Procedures

Academic Standing

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

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

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

Academic Probation and Dismissal
A student whose GPA falls below 3.0 will be placed on academic probation, and will be allowed to continue his/her enrollment only with the written recommendation of the Ph.D. Program Director and approval from the Dean. Permission to continue will be granted only if there is reasonable likelihood that the GPA will improve in the subsequent semester. Removal from academic probation is granted when the GPA is raised to 3.0 or above.

Grounds for Automatic Academic Dismissal:
1) Receives a grade of C+ or lower or Unsatisfactory (U) in 6 semester credit hours of doctoral level course credit;
2) Fails to pass comprehensive examinations after 2 attempts, in accordance with the examination criteria/policy; or
3) Does not successfully defend and pass the dissertation within 10 years of first enrollment in the doctoral program according to the regulations and requirements of the University of Houston

Advising

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

Code of Conduct

Academic Honesty
All members of, and participants in, the academic life of the University are governed by the University of Houston Academic Honesty Policy. For additional information see:
http://catalog.uh.edu/content.php?catoid=6&navoid=1025#Article_3._Categories_of_Academic_Dishonesty.

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 online (www.uh.edu/gs).

Student Standards Policy
The Graduate College of Social Work (GCSW) faculty is responsible for determining whether students demonstrate the required level of achievement -- classroom, field, professional, and ethical behaviors -- appropriate to interact with colleagues, faculty, field instructors, administrators, staff, and clients. The College is committed to the treatment of students with fairness and equity throughout the program. This policy is applied to students' enrollment in the MSW or Ph.D. program at any point in time, from admission to program entry, program entry to candidacy, and candidacy to graduation. Each admitted student is required to read the Student Standards Policy (see Appendix J1) and complete the Student Standards Policy Contract for the student's file (see Appendix J2).

Dean's Office

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

Degree Conferral and Graduation

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

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

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

Conferring of Degree/Degree Award
1) Degrees are conferred by the University of Houston for Spring, Summer and Fall graduates
2) All degree requirements must be met before the degree is conferred/mailed to the graduate. This includes the graduation application, a degree audit, financial clearance, successful defense the dissertation and completion of the electronic dissertation submission process. There may also be some financial aid

clearances; however, this differs on an individual basis.

Commencement Ceremony Participation
1) The GCSW Commencement Ceremony is held yearly at the end of the spring semester in May.
2) In order to participate in the GCSW Commencement Ceremony, candidates must have completed ALL steps indicated above in the Application to Graduate AND Dissertation Completion sections.
3) Students whose degrees are conferred during the Summer or Fall semesters many participate in the next/following commencement ceremony the subsequent month of May . They must inform the doctoral program Academic Advisor no later than March 1st of their intention to participate in the ceremony.

Enrollment and Registration

Registration for classes is done online on assigned appointment dates and requires a pre-assigned UH PeopleSoft ID number. Appointment dates can be found by logging on to the PeopleSoft student account system, using the assigned ID number and password. If registration and/or fees are not paid on time, a student is dropped from classes and a late fee will be assessed. Errors on fee bills are addressed on campus at the Welcome Center, Entrance #1, Room 114.

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

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

Grades and Grading

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	

Release and Disclosure of Student Records

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

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.

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

As such, the University of Houston will not tolerate any form of sexual harassment. Failure to investigate allegations

of sexual harassment or failure to take timely corrective action is considered a violation of the University's sexual harassment policy and may also violate federal and state laws. Furthermore, this institution is committed to providing the training necessary to educate the staff, faculty, and students to understand and respect these policies and procedures.

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

Statement of Non-Discrimination

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

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

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

Student Grievance and Appeal Procedures

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

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.

Informal Grievance Procedure
- A Notice of Intent (see Appendix L1) 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 (See Appendix L2) 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.
- o Participation in an alternative dispute resolution such as mediation.

Informal Grievance 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 at a later date.

Filing a Formal Grievance

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

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

Forming a Committee
- 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 Procedure
- 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 will only be permitted when the Committee feels it is necessary to do so.

Formal 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.

Fees and Financial Support

Graduate Tuition, Fees, and Expenses

Social Work doctoral students are assessed "Graduate" academic fees. The "Tuition Calculator" is a resource that can be found at http://www.uh.edu/financial/graduate/tuition-fees/ to estimate expenses. Fees are subject to change without notice, so be sure to check for the most current information.

Billing and Fee Payment
All bills are issued through the Student Business Services Department and reflect charges posted to the university's centralized billing system by the various departments across campus. Enrolled students' statement of account will only be posted electronically in myUH — making bills available online at all times. Billing due dates can be accessed at http://uh.edu/financial/payment/billing-due-dates/ .

Payment Plans
1. Installment Payment Plan: This plan is available to any student unable to pay the full amount due by the university due date.
2. Emergency Deferment Plan: This plan defers the payment of all the current semester's tuition and mandatory fees.
3. Short-Term Deferment Plan: This plan defers the payment of all the current semester's tuition and fees.
4. Book Loans: This plan, found on the optional fee page at myUH, provides students with a short term book loan to assist in buying books.

Texas Residency for Tuition Purposes

According to the Texas Higher Education Coordinating Board Bulletin and Pursuant to Title 3, Texas Education Code Effective Fall 2006:

Your status as a resident, nonresident or international (foreign) student will be determined prior to your enrollment (registration). The determination is based on state statutes and rules and regulations promulgated by the Texas Higher Education Coordinating Board. You must be prepared to pay tuition and other required fees by specified due dates.

For more information, visit
http://publications.uh.edu/content.php?catoid=13&navoid=3267&hl=%22residency%22&returnto=search

Financial Support for Doctoral Students

UH GCSW makes every effort to assist students in obtaining financial support for their graduate education. We offer a number of scholarships, stipend programs, assistantships and fellowships to students as funds are available. Any non-Texas resident who receives a scholarship of $1,000 or more or is employed as a Graduate Assistant will receive in-state (resident) tuition rates.

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 or call (713) 743-9051.

Assistantships
Assistantships are available to full-time students admitted unconditionally to the Ph.D. Program. If awarded an assistantship, students must enroll for a minimum of nine hours each fall and spring semester. In exchange for 20 hour a week employment in the GCSW, students receive a 9 month salary of $1,142 per month, plus a $150 per month insurance stipend. Combined, this equals a 9-month salary of $11,628. Non-residents benefit additionally by

receiving in-state tuition rates.

Financial Aid

A variety of grants and loans are available through the University of Houston Office of Scholarships and Financial Aid located in the Welcome Center, at corner of University Avenue and Calhoun. For additional information, visit them at www.uh.edu/enroll/sfa. To apply for federal student loans and grants, visit www.fafsa.ed.gov or call 1-800-433-3243. The UH school code for FAFSA is 003652. If needed, short term loans are also available.

Graduate Tuition Fellowship (GTF)

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

Navigating Graduate Life at the GCSW

Campus Safety

The University of Houston Police Department (UHPD) strives to enable students, faculty, staff and visitors to be safe while pursuing their on-campus endeavors. The campus is situated in an urban environment, however, and so is not immune to crime. UHPD-recommended campus safety guidelines and information on reducing your vulnerability to crime are available at http://www.uh.edu/police/staying_safe.html. The Police Department's crime prevention guidelines provide additional information on staying safe: http://www.uh.edu/police/preventing_crime.html.

UH offers a security escort service, which is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability, either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety please call 3-3333. Arrangements may be made for special needs.

UH Emergency Alert Notification System
In a campus emergency, The University of Houston will activate the UH Emergency Alert Notification System to provide critical information. The UH Emergency Alert Notification System utilizes the following methods to send UH Emergency Alerts:
- The UH Emergency Operations Center website: www.uh.edu/emergency
- Emergency Management Bureau Facebook page (http://www.facebook.com/UHEMB)
- Emergency Management Bureau Twitter page (http://twitter.com/UHEMB)
- E-mail
- Phone
- SMS Text Messaging
- Alertus beacons
- Outdoor Warning Sirens (if shelter-in-place or lockdown action required)

Campus Student Systems

AccessUH
AccessUH is your gateway to the University of Houston's information and computing resources. Log into AccessUH with your CougarNet or myUH (PeopleSoft) UserID and password and you will get immediate access to other critical systems that you use on a daily basis.

Blackboard
Blackboard is a Web-based learning management system (LMS) designed to provide a space for face-to-face course supplementation. Blackboard provides many types of tools and features for enriching the learning experience by providing tools for displaying content, interacting with students, and assessing students' work.

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

MyUH Self Service (PeopleSoft)
MyUH (PeopleSoft) will be your connection to managing a wide range of activities—checking admission status, managing and registering for courses, seeing grades, making payments, reserving parking, resetting passwords, viewing academic records and financial aid, and much more.

CougarOne Card

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

Graduate College of Social Work Building

The University of Houston's GCSW has its own building dedicated to its social work students and faculty.

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

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

Doctoral mailboxes are also located in this room, and a key issued to each new student is necessary to gain entry. These mailboxes should be checked regularly.

Health and Wellness Resources

Counseling and Psychological Services
Over 1,276 UH students have visited CAPS in the last year. They come from very diverse backgrounds and seek our services when they are experiencing stress, hopelessness, loneliness, anxiety, depression, difficulty adjusting, relationship issues, identity questions, and a variety of other concerns.

CAPS staff members provide a safe, confidential atmosphere where you can talk about your current situation in the context of your personal history and life experiences. In order to ensure a safe environment for students to explore their personal concerns all counseling services are confidential.

A variety of services are offered including:
• Daytime and after hours crisis intervention

- Individual & Couples Counseling
- Group Counseling
- Free weekly Food for Thought Workshops
- Consultation to the Campus Community

All currently enrolled students at the University of Houston are eligible for clinical services at CAPS. Initial Consultation (ICON) appointments are always free for currently enrolled UH Students. Couples counseling has a $10 fee per session, and beginning January 2, 2013, individual counseling will have a fee of $5 per session. Group counseling is always free to currently enrolled UH students.

Health Center
The Health Center offers general medical services as well as several specialty clinics. The General Medicine Clinic is open to all currently enrolled UH students and faculty/staff. All Specialty Clinics services are exclusively for students, and include:
- General Medicine Clinic
- Men's Clinic
- Orthopedic Clinic
- Psychiatry Clinic
- Women's Clinic
- Travel Services

Student health insurance is also available through the university. More information can be found here:
http://www.uh.edu/healthcenter/insurance/

Recreation Center
The Department of Campus Recreation is committed to enhance the quality of life and learning for UH students and through recreational/fitness programs, services and facilities in support of the mission and values of the University of Houston. A few of the activities offered include:
- Group fitness classes
- Personal training
- Intramural sports
- Swimming (indoor and outdoor)
- Climbing wall
- Adventure trips
- Equipment rentals

Membership to the Campus Recreation Center is included in your student fees.

Parking and Transportation

Students are required to register for parking through their Parking Self-Service account available on AccessUH. Permits will be mailed to the address selected during permit registration. If you must drive a vehicle other than the one you registered you may transfer your permit to the other vehicle. A current parking map can be found here:
http://www.uh.edu/maps/#map-parking-routes

Student Parking Options:
1. Garage Permits: Vehicles displaying a student garage permit must park in the student section of the specified garage weekdays from 7 a.m. to 5 p.m. After 5 p.m. and all day on weekends, this permit becomes valid in student and economy lots. Annual permits expire on August 15 of the academic year issued and semester permits expire as follows: Fall-December 31; Spring-May 31; Summer-August 15 of the academic year issued. Garage permits will be declared 'sold-out' once all available student spaces have been purchased.

2. Student Permits: Valid in student or economy parking lots. Not valid in restricted resident hall parking lots, or in faculty/staff parking lots before 7 p.m. Commuter permits expire as follows: Fall/Spring-May 31; Fall-December 31; Spring-May 31 of the academic year issued.

3. Economy Permits: Valid in economy parking lots only. The economy lots tend to be further out from the center of campus. Expires on August 31st of academic year issued.

More information about parking and permits can be found at http://www.uh.edu/af-auxiliary-services/parking/

Student Involvement

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

Student Support Services

Center for Students with DisABILITIES (CSD)
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).

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.

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.

Women and Gender Resource Center
The mission of the Women and Gender Resource Center (WGRC) is to promote gender equity, gender justice, and student success at the University of Houston through advocacy, education, empowerment, and support services. More information can be found at their website: http://www.uh.edu/wgrc/

Resources provided include:
- Information and referral services
- Mother's Rooms and lactation information
- Free supplies
- Computers
- Library
- Dress for Success: member organization that provides business attire to women in need

Graduate Student Parent Resources
Parenting and going to school simultaneously is difficult to juggle. Both can be full-time jobs, and this is often overwhelming, especially for single parents. Many college parents are forced to delegate their time between parenting, academics, employment, family commitments and a host of other responsibilities. However, UH has resources in place to help you succeed:
- Children's Learning Center (CLC): Children's Learning Center (CLC) provides a nationally accredited exemplary early childhood program that supports the student, staff, and faculty of the University of Houston (UH). The Children's Learning Center has two convenient locations on campus with a combined capacity of 221 children.

Appendix: Additional Resources

APPENDIX A1
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8311: RESEARCH METHODS I: INTRODUCTION TO RESEARCH ON EVIDENCE-BASED SOCIAL WORK (3 CREDITS)

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

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

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

II. **Course Objectives**
     Upon completion of this course, students will be able to demonstrate the following:

     1. Describe the historical background, process, and epistemological controversies regarding evidence-based social work;
     2. Explain the problem formulation phase in social work research, including selecting a topic pertinent to evidence-based social work, developing a research question, and explicating and operationally defining the conceptual elements of the research question;
     3. Identify how to assess and minimize measurement error in quantitative and qualitative inquiry
     4. Evaluate the strengths and limitations of a variety of types of quantitative and qualitative research designs;
     5. Describe the strengths and limitations of alternative sampling and survey methods;
     6. Explain the meaning of statistical significance, type 1 and type 2 errors, and effect size in evidence-based social work research;
     7. Critically appraise research studies pertaining to a social work research problem of interest.

III. **Course Content**
     This course will include the following topical (content) areas:

     1. The scientific method.
     2. Evidence-based social work.

3. Epistemological paradigms.
4. Qualitative, quantitative and mixed methods research designs.
5. Formulating and conceptualizing research questions and designs.
6. Measurement concepts and constructing measurement instruments.
7. Designs for evaluating program and practice effectiveness.
8. Sampling issues and techniques in survey research.
9. Analyzing existing data and secondary analysis.
10. Key concepts in interpreting inferential statistical results of outcome studies.

IV. **Course Structure**
This course will include lectures, applied assignments, multimedia demonstrations, and in-class activities. All students are expected to participate and contribute to all course activities to gain the full impact of the material presented.

APPENDIX A2
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8322: RESEARCH METHODS II: QUANTITATIVE RESEARCH ON EVIDENCE-BASED SOCIAL WORK (3 CREDITS)

I.   **Course**
     A. Catalog Description
     Credit (3.0). Prerequisite: SOCW 8300, 8301, 8302, and 8303 or consent of instructor. Examines selected approaches to measurement in clinical research emphasizing psychometric issues related to reliability and validity.

     B. Purpose
     This course will examine selected approaches to research design, measurement and analysis in clinical research. In addition to understanding research design, instrument theory, construction, and evaluation will be emphasized and statistical techniques for reliability, validity and factor analysis will be presented.

II. **Course Objectives**
     Upon completion of this course, students will be able to demonstrate the following competencies:

     1. Understand research design and measurement theory and its application to clinical research;
     2. Distinguish the best use of measurement and statistical tests for use in research studies with individuals and groups;
     3. Demonstrate the ability to perform tests of reliability and validity of measurement instruments;
     4. Evaluate the strengths and limitations of a variety of types of research designs;
     5. Evaluate the use of instruments and research methodology in the social work literature; and
     6. Understand issues of culturally diverse groups in relationship to instrumentation construction, measurement and design.

III. **Course Structure**
     This course will consist of lectures, applied assignments, multimedia demonstrations, and in-class activities. All students are expected to participate and contribute to all course activities to gain the full impact of the material presented.

APPENDIX A3
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8323: RESEARCH METHODS III: QUALITATIVE RESEARCH ON EVIDENCE-BASED SOCIAL WORK (3 CREDITS)

I.   **Course**
     A. Catalog Description
     Qualitative Research methods, including theories, research designs, data collection methods, and analysis approaches. Emphasizes grounded theory, ethnography, participant-observation, and field research.
     http://www.uh.edu/grad_catalog/gsw/socw_courses.html

     B. Purpose
     Prepares 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 and field research. Examples of qualitative research in social work and related fields are examined.
     http://www.sw.uh.edu/academics/coursecurriculum.php

II. **Course Objectives**
     Upon completion of this course, students will be able to demonstrate the following competencies:

     1. Provide the theoretical and methodological perspectives of qualitative research
     2. Involvement in the application of qualitative methods
     3. Provide the analytic skills to understand and appreciate qualitative research
     4. Consider how qualitative research can be applied to social work research and public policy

III. **Course Content**
     The following topics in Qualitative Research Methods will be presented and discussed in class and relevant readings and assignments are required to prepare for and show the degree of knowledge and skills acquired. These include:

     1. Introduction to Qualitative Research as a Field of inquiry; its features and the personal competencies to do it
     2. Guiding Concepts for Qualitative Research
     3. Ethics of Qualitative Research
     4. Formulating a Research Question and Selecting Theoretical framework
     5. Entering the Field – Data collection methods
     6. Qualitative interviews
     7. Focus Groups
     8. Qualitative Content Analysis
     9. Qualitative Software Demonstration - NVivo
     10. Writing up
     11. Journal reflections
     12. Role of Qualitative Research in Social Science Research and Evaluation and its application for policy

IV. **Course Structure**
     This fall 2014 semester course will consist of 14 class periods. The content will be delivered in seminar format, utilizing a variety of teaching and learning techniques including: lectures, in-

class group discussions, group activities, case studies, handouts, and online activities via Blackboard.

APPENDIX A4
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8424: STATISTICS AND DATA ANALYSIS I (3 CREDITS)

I. **Course**
    A. Catalog Description
    Credit (3.0). Explores the utilization of descriptive and inferential statistics in behavioral science applications

    B. Purpose
    The purpose of this course is to provide a conceptual and applied understanding of biostatistics in behavioral science research.

II. **Course Objectives**
    Upon completion of this course, students will be able to:

    1. Describe data using descriptive and inferential statistics;
    2. Describe data using graphs and charts;
    3. Demonstrate a basic knowledge of applied statistical methods from basic descriptive to advanced inferential approaches;
    4. Compare and contrast different approaches to data analysis (parametric and no-parametric or inferential and descriptive methods);
    5. Demonstrate an understanding of the relationship between research study design and data analysis;
    6. Make informed decisions on selecting the appropriate analytic approach for behavioral science research data;
    7. Make informed decisions on selecting the appropriate technique for describing and presenting data.

III. **Course Content**
    This course will include the following topical (content) areas:

    Introduction for the doctoral level student to the use and application of statistics. Both descriptive and inferential statistics will be covered. Students will be expected to learn how to describe quantitative data sets and multiple ways of displaying data. This is an important process for one doing a quantitative dissertation, for instance. One should understand one's data thoroughly before attempting to perform any types of inferential analyses lest you chose the wrong approach for the data and be forced to start over again. You will also be introduced to the topic of inferential statistics. Inference allows one to make statements about a larger group of individuals from data obtained from a subset of that larger group. This allows the testing of scientific hypotheses. You will therefore be expected to choose the appropriate statistical procedure for certain types of data analysis, such as when to use correlation or regression versus analysis of variance, and the like.

    I realize that the typical graduate student is either indifferent or terrified of taking statistics. In many places, such a course is used to weed out students and trim the program. However, I have no reason to believe that there is any one of you who cannot master the material. It will mean that you need to apply yourself. If you cross your arms and say "I won't learn this and you can't make me", you probably won't learn it. That would be a terrible waste of time for both of us. And I don't want to waste my time anymore that you do. If you make a concerted effort, you can master this. Why should you want to?

First, you have a second course you are required to take, SOCW8325, multivariate statistics. That course builds off this one. If you fail to learn this material, you will be in a bad place relative to that other course. And I don't want the other instructor saying that the students weren't prepared for it. That reflects badly on me and you. Secondly, you may have need of this information when you do your dissertation. True, you may do a totally qualitative study, but that is doubtful, given the time required to do good qualitative research. And you don't want to be one of those students who have to steal their dissertation form the library to keep other students from seeing it! Thirdly, and even if you do a completely qualitative dissertation, you will still need to read the literature relevant to your area and likely at least some of this will include statistics. In order to judge the relative merits of any research study, you must understand the statistical analysis. There are many ways to lie with statistics and the only good defense against it is to understand the statistics so that people can't mislead you. Lastly, this will be helpful in life where statistics have become more and more important to much of what we do and read.

So, it's to your advantage to learn this material. It's my job to help you.

IV. **Course Structure**
This course will consist of lectures, applied assignments, multimedia demonstrations, and in-class activities. All students are expected to participate and contribute to all course activities to gain the full impact of the material presented.

APPENDIX A5
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8325: STATISTICS AND DATA ANALYSIS II: APPLIED MULTIVARIATE STATISTICS (3 CREDITS)

I.   **Course**
    A. Catalog Description
    Credit (3.0). Prerequisite: SOCW 8424 Statistics and Data Analysis I and doctoral standing in social work. 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.   **Course Objectives**
    Upon completion of this course, students will be able to demonstrate the following objectives:

    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.

III.   **Course Content**
    This course is the second of three required statistics courses in the doctoral curriculum. A topical outline is included with the class schedule and reading assignments in a separate attachment to this syllabus.

IV.   **Course Structure**
    The course will be taught using a combination of instructional methods including group and class discussions, lectures, exercises, assigned and recommended readings, and homework assignments. Computer technology for statistical analyses will also be included.

APPENDIX A6
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8326: STATISTICS AND DATA ANALYSIS III: ADVANCED MULTIVARIATE STATISTICS (3 CREDITS)

I.   Course
A. Catalog Description
Credit (3.0). 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.   Course 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 A7
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8327: GRANT WRITING (3 CREDITS)

I. **Course**
    A. Catalog Description
    Credit (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 the IRB.

III. **Course Content.**
    This course will include the following topical (content) areas:

    1. A thorough review of grant mechanisms to support social/human services and health and mental health research. The focus will be on federal NIH grants, particularly dissertation support (R36, F31) and early career funding (T and K awards, R03 and R21 mechanisms). Dissertation support from sources other than NIH (e.g., NASW, SSWR, and APA fellowships, Foundation Support) will also be covered. Other federal, state and foundation grants will also be discussed, but will not be the focus of the class.
    2. In-depth discussion on how to understand and respond to program announcements (PA's), requests for proposals (RFP's), and other types of funding announcements. This will include identifying the right funding mechanism for the researcher's interest and career stage.
    3. Understanding the grant submission and peer review process and the scoring of grant proposals, with a particular focus on the NIH review and scoring criteria. NIH protocols and procedures have changed significantly in recent years, and we will discuss the most current ones. We will also discuss various ways to stay abreast of changes.
    4. The class will be taught as a Grant Writing Workshop. The main thrust of the class will be hands-on practice on grant writing, including:
        *   Early conceptualization of research ideas
        *   Literature review

- Refining concepts
- Writing the body of the proposal
- IRB/Human Subject's
- Securing linkages and letters of support
- Putting the full proposal together
- Submitting the grant application electronically or in other formats
- Responding to reviews
- Re-submitting

5. The emphasis will be on writing a proposal for dissertation funding, but other relevant mechanisms will also be covered (i.e., NIH small research grant or R03; K and T awards; professional organization awards (i.e., fellowships); and the GCSW Doctoral Qualifying Paper).

6. Learning how to respond to reviewer's comments and prepare a revised application is a critical skill. It is exceedingly rare for researchers to be funded on first submission. Thus, understanding and responding to reviewers' comments and submitting a revised application are critical elements of successful grantsmanship.

7. This class is not a research methods class, and it is not a class on statistical analyses. Students are expected to have completed methodology and statistics courses prior to or concurrently with this class. While we will discuss various methodological and analytical issues and concepts as they relate to specific research hypotheses, they are not the focus of the class. The focus of the class is on understanding the grant writing process and on writing grant applications that have a high probability of being funded.

8. The class is also not a project management class. Demonstrating to reviewers that one has the proper resources, knowledge, and experience to effectively manage a grant-funded project is a critical issue. As such, we will discuss in class how to convey this to reviewers in the proposal. However, in- depth coverage of grants management is beyond the purview of this course.

IV. **Course Structure.**
The spring 2015 semester course will consist of 14 three-hour classes, plus outside readings and assignments. Classes will include lectures facilitated by the professor; brief guest lectures by faculty who have successfully applied for various funding opportunities; work in small groups; student submissions (segments of proposal throughout semester and final proposal at the end); and an on-going internal peer-review system (discussed later). Students will also be made aware of relevant activities (conferences, workshops, etc.) outside of class and encouraged to attend.

Class attendance, student participation, and reading assigned materials are all required. The more prepared students are for class, the more they will get out of the class. It is the instructor's goal that at the end of the course the student will have a complete, solid draft of a dissertation funding proposal ready for submission.

APPENDIX A8
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8333: SOCIAL SCIENCE THEORIES (3 CREDITS)

I. **Course**
   A. Catalog Description:
   Credit (3.0). Prerequisite: doctoral standing. The course provides a critical examination of human science theories and multidisciplinary conceptual frameworks relevant to human behavior and social work practice.

   B. Purpose:
   This course examines human science theories and multidisciplinary conceptual frameworks which hold strong potential for enhancing social work practice through an understanding of human behavior at the individual, group, organizational or societal levels. Drawing from the social science, biological science and social work literature, this course will assist students in understanding, selecting, utilizing and evaluating a variety of person in environment frameworks for analyzing contemporary issues and problems in human behavior that are central to social work practice.

II. **Course Objectives**
   Upon completion of this course, students will be able to:

   1. Apply several conceptual and theoretical frameworks to the examination of human behavior at the individual, group, organizational or societal levels;
   2. Discuss the interdependence among macro, meso, and micro frameworks and the interventive approaches derived from them;
   3. Delineate the major research issues related to the evaluation of a variety of theories;
   4. Select, construct and evaluate a conceptual framework for understanding the causes and correlates of the specific issue or problem of greatest interest to them; and
   5. Demonstrate the skills of critical thinking, scholarly discussion, and professional writing.

III. **Course Content**
   Course content will include theoretical and conceptual frameworks and research from the human sciences (biology, neurochemistry, genetics, psychology, social psychology, sociology, anthropology, economics, political science, women's studies, gay and lesbian studies and cultural studies) and the social work literature.

IV. **Course Structure**
   This course is organized to provide a framework for integrating, synthesizing, and critiquing a variety of social science theories and the interventive approaches derived from them. Due to the multidisciplinary nature of the course content, this course is organized as a multidisciplinary, inter-institutional course and the lectures will be provided by professors from various social science disciplines. Lecture material is intended to supplement, not review, the assigned readings.

APPENDIX A9
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8334: SOCIAL WELFARE POLICY ANALYSIS (3 CREDITS)

I.   **Course**
      A. Catalog Description
      Credit (3.0). Prerequisite: doctoral standing. Examines issues and problems in social welfare
      policy, and the skills and training needed to formulate a policy hypothesis and disseminate the
      results of an empirical policy study.

      B. Purpose
      The purpose of this course is to critically examine the nature of American social policy,
      particularly in relation to social work research and practice. The course will examine problem
      identification in policy, as well as the underlying value tensions and debates that shape social
      welfare policy in the U.S. Substantial attention will be paid to considerations of how policy
      impacts research and practice, as well as how research can be designed and disseminated in order
      to impact policy. Students will critically analyze frameworks and methods of policy analysis and
      will examine how these methods are utilized in peer- reviewed policy analysis literature.

II.   **Course Objectives**
      Upon completion of this course, students will be able to:

      1. Critically analyze the historical, philosophical, political, cultural and economic principles and
          ideologies that underlie social welfare policy development and implementation;
      2. Evaluate diverse policy analysis frameworks and methods, and demonstrate the ability to
          apply appropriate analytical criteria in analyzing social policies.
      3. Demonstrate an appreciation and commitment to the ethical principles and obligations that
          preserve a linkage between social work practice, social work research, and social policy;
      4. Critically assess the concept of evidence-based policy, and examine ways in which social
          work researchers can aim to influence policy discussions and deliberations; and
      5. Identify concrete and meaningful implications for policy based on a body of research
          literature.

III. **Course Structure**
      The class format will primarily be a seminar-style class. Discussions and interactive lectures are
      the primary formats, with students expected to be active participants. In-class exercises and peer
      presentations will play a role in classroom instruction. Students are expected to complete all
      reading as assigned, as they are a major source of learning in this course.

APPENDIX A10
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8335: TEACHING IN HIGHER EDUCATION (3 CREDITS)

I.   **Course**
     A. Catalog Description
     Credit (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 pedagogical perspectives and teaching issues relevant to curriculum development.

     B. 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 of Social Work Education).

III. **Course Structure**
     Lectures, class discussions, research projects and presentations, teaching or shadowing.

APPENDIX A11
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8336: RESEARCH INTERNSHIP I (3 CREDITS)

I.   **Course**
    A. Catalog Description
Credit (3.0). 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.

    B. 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 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.

APPENDIX A12
University of Houston – Graduate College of Social Work
Ph.D. Program

SOCW 8397: INTEGRATIVE DOCTORAL SEMINAR (3 CREDITS)

I.   **Course**
     A. Catalog Description
Integration of knowledge and skills to promote the academic and scholarly development of advanced doctoral students with the input of the instructor and peers.

B. Purpose
To provide opportunities for doctoral student in the 2nd year of study (and beyond) to integrate and build upon what they have learned in their other coursework through experiential learning exercises. Feedback provided by the instructor and classmates is intended to enable student to enter the final phase of their doctoral studies with an enhanced sense of mastery and confidence regarding the course objectives below.

II.   **Course Objectives**
     Upon completion of this course, students will be able to demonstrate the following objectives:

1. Develop and clearly articulate a conceptual framework that will guide the preparation of their qualifying paper or dissertation proposal as well as their future career in academia and community service.
2. Prepare and acceptable qualifying paper or dissertation proposal that will inform a well-designed dissertation of significant value to the social work knowledge base.
3. Write for publication and successfully negotiate the publication process
4. Serve as peer reviewers for articles submitted for publication
5. Integrate research into professional presentations and/or teaching to show their expertise and scholarly productivity, especially during the job search preparation and interview process
6. Explore requirements and pressures of academia regarding obtaining a position, achieving tenure, and expectations concerning scholarly productivity, teaching and service to the community and the profession.

III. **Course Content**
     This course will include the following topical (content) areas as listed in the course schedule in relation to scholarly writing and preparation for successful completion of one's qualifying paper and/ or dissertation proposal

IV.   **Teaching Methods**
     Initial course sessions will emphasize lecture/discussion formats regarding each of the course objectives. The remaining sessions will be comprised primarily of student oral and written presentations followed by instructor and peer feedback. If and when feasible, students will have the opportunity to attend and discuss colloquia presented by faculty applicants to UH or practice colloquia by UH doctoral students applying for faculty positions elsewhere.

APPENDIX B1
University of Houston – Graduate College of Social Work
Ph.D. Program

DOCTORAL INDEPENDENT STUDY IN SOCIAL WORK STUDY PROPOSAL GUIDELINES

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

To plan an Independent Study, follow these steps:

1. Contact the faculty member you wish to work with on this course and present your idea(s) for an Independent Study. Discuss what you would like to study and how you propose to approach the learning process. If you and the faculty member are in agreement, you will need to develop a detailed 1-2 page, single-spaced proposal that includes the following:

   a. Statement of Purpose – what do you plan to study and why?
   b. Identify the specific learning objectives you will pursue.
   c. List specific texts or other readings you will complete.
   d. Identify the outcome or product – e.g., formal paper, research proposal, data analysis plan, annotated bibliography, program evaluation report, etc.
   e. Identify the grading or evaluation criteria for the project (i.e., how will your grade be determined? What percentage will come from the final product, from meetings with the faculty, from other sources?)
   f. Indicate how often you and the faculty member plan to meet over the course of the Independent Study.

2. After the supervising faculty has reviewed your proposal, you must obtain his/her signature on the form to indicate faculty approval. The form also requires the student's signature and PeopleSoft ID number.

3. **DEADLINE INFORMATION** – Proposals should be completed, signed and submitted to the Ph.D. Program Office during the official pre-registration period in a given semester. A $50.00 late fee will be assessed for proposals submitted after the published deadline, typically 2-3 weeks prior to the first day of classes. Completed applications for an Independent Study or petitions for courses as doctoral standing must be submitted to the Ph.D. Program Office prior to course enrollment for the Ph.D. Program Director's approval. The Dean will also sign the final approval before the Ph.D. Program Office assigns a course and section number for the student's course registration.

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

APPENDIX B2
University of Houston – Graduate College of Social Work
Ph.D. Program

INDEPENDENT STUDY ENROLLMENT REQUEST FORM

Student Name: _____

PeopleSoft ID #: _____ Email Address: _____

Faculty Member Overseeing Course: _____

I would like to enroll in:

_____ Independent Study: SOCW 8398 (3 SCHs)

_____ Independent Study: SOCW 8298 (2 SCHs)

_____ Independent Study: SOCW 8198 (1 SCH)

Year/Semester Course to Be Taken: _____

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

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

_____   _____
STUDENT SIGNATURE   DATE

_____   _____
FACULTY SIGNATURE   DATE

APPROVAL:

_____   _____
PH.D. PROGRAM DIRECTOR SIGNATURE   DATE

_____

ASSIGNED COURSE AND SECTION NUMBER:
Approved to enroll in the following course:

SOCW _____   Section # _____

_____   _____
ADMINISTRATOR (PRINT)   DATE

APPENDIX C
University of Houston – Graduate College of Social Work
Ph.D. Program

RESEARCH INTERNSHIP ENROLLMENT REQUEST FORM

Student Name: _____

PeopleSoft ID #: _____ Email Address: _____

Faculty Member Overseeing Course: _____

I would like to enroll in:

_____ Research Internship I: SOCW 8336 (3 SCHs)

_____ Research Internship II: SOCW 8116 (1 SCHs)

_____ Research Internship III: SOCW 8200 (2 SCH)

_____ Research Internship IV: SOCW 8304 (3 SCHs)

Year/Semester Course to Be Taken: _____

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

LEARNING OBJECTIVES FOR COURSE: By the end of the semester, the student will:
1.
2.
3.

EVALUATION CRITERIA: List specific products upon which grade will be based (examinations, papers, etc.):
1.
2.
3.

_____   _____
STUDENT SIGNATURE   DATE

_____   _____
FACULTY SIGNATURE   DATE

APPROVAL:

_____   _____
PH.D. PROGRAM DIRECTOR SIGNATURE   DATE

_____

ASSIGNED COURSE AND SECTION NUMBER:
Approved to enroll in the following course:

SOCW _____   Section # _____

_____   _____
ADMINISTRATOR (PRINT)   DATE

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

TEACHING INTERNSHIP ENROLLMENT REQUEST FORM

Student Name: _____

PeopleSoft ID #: _____ Email Address: _____

Faculty Member Overseeing Course: _____

I would like to enroll in:

_____ Teaching Internship II: SOCW 8117 (1 SCHs)

_____ Teaching Internship III: SOCW 8201 (2 SCH)

_____ Teaching Internship I: SOCW 8303 (3 SCHs)

Year/Semester Course to Be Taken: _____

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

LEARNING OBJECTIVES FOR COURSE: By the end of the semester, the student will:
1.
2.
3.

EVALUATION CRITERIA: List specific products upon which grade will be based (examinations, papers, etc.):
1.
2.
3.

_____   _____
STUDENT SIGNATURE   DATE

_____   _____
FACULTY SIGNATURE   DATE

APPROVAL:

_____   _____
PH.D. PROGRAM DIRECTOR SIGNATURE   DATE

ASSIGNED COURSE AND SECTION NUMBER:
Approved to enroll in the following course:

SOCW _____   Section # _____

_____   _____
ADMINISTRATOR (PRINT)   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: The Ph.D. Program Director

FROM: _____
              STUDENT NAME (Please Print)

Proposed Dissertation Title: _____

_____

_____

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

COMMITTEE CHAIRPERSON:

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

COMMITTEE MEMBERS:

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____

APPROVED BY:

_____ _____   _____
PH.D. PROGRAM DIRECTOR   DATE

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

PH.D. PROGRAM FORM D
DISSERTATION PROPOSAL DEFENSE/APPLICATION FOR CANDIDACY

TO: The Ph.D. Program Director

FROM: _____
            STUDENT NAME (Please Print)

Proposed Dissertation Title: _____

_____

_____

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

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

COMMITTEE CHAIRPERSON:

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

COMMITTEE MEMBERS:

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

APPENDIX G
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: The Ph.D. Program Director

FROM: _____
STUDENT NAME (Print)

_____
DATE

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

_____, _____
SEMESTER   YEAR

I will return to the Doctoral Program:

_____, _____
SEMESTER   YEAR

REASON FOR THIS LEAVE REQUEST:

_____

_____

_____

_____   _____
STUDENT SIGNATURE   DATE

FOR PH.D. PROGRAM OFFICE USE ONLY:

_____   Approved

_____   Not approved

_____   _____
PH.D. PROGRAM DIRECTOR   DATE

APPENDIX H1
University of Houston – Graduate College of Social Work
Ph.D. Program

DISSERTATION COPYRIGHT PAGE EXAMPLE

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

APPENDIX H2
University of Houston – Graduate College of Social Work
Ph.D. Program

DISSERTATION TITLE PAGE EXAMPLE

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

BY

JOHN SMITH

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, 2015

Houston, Texas
Spring 2015

APPENDIX H3
University of Houston – Graduate College of Social Work
Ph.D. Program

ABSTRACT TITLE PAGE EXAMPLE

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

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

John Smith

Month and Year of Graduation

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

PH.D. PROGRAM FORM E
FINAL DISSERTATION DEFENSE

TO: The Ph.D. Program Director

FROM: _____
                    STUDENT NAME (Print)

Dissertation Title: _____

_____

_____

THE FINAL DISSERTATION IS: (*Please indicate*)

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

COMMITTEE CHAIRPERSON:

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

COMMITTEE MEMBERS:

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

_____ _____   _____
SIGNATURE & DATE   PRINT NAME

APPENDIX I2
University of Houston – Graduate College of Social Work
Ph.D. Program

DISSERTATION SIGNATURE PAGE

WE HEREBY RECOMMEND THAT THE DISSERTATION BY

_____
(STUDENT NAME)

ENTITLED _____

_____

_____

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

COMMITTEE CHAIRPERSON:

_____   _____   _____
SIGNATURE & DATE   PRINT NAME

DEAN:

_____   _____
SIGNATURE & DATE

COMMITTEE MEMBERS:

_____   _____   _____
SIGNATURE & DATE   PRINT NAME

_____   _____   _____
SIGNATURE & DATE   PRINT NAME

_____   _____   _____
SIGNATURE & DATE   PRINT NAME

_____   _____   _____
SIGNATURE & DATE   PRINT NAME

APPENDIX J1
University of Houston – Graduate College of Social Work
Ph.D. Program

PH.D. STUDENT STANDARDS POLICY
Adopted May 5, 2000, revised 3/1/2002, 2/6/2004, 3/5/2004, 1/9/2012, 3/11/2014, 4/8/2014, 12/12/2014, Spring 2015

The Graduate College of Social Work (GCSW) faculty and professional staff are responsible for determining whether students demonstrate the required level of classroom, professional, and ethical achievement appropriate for professional interactions with colleagues, faculty, research and teaching internship supervisors, students, research participants, administrators and staff.

The College is committed to the treatment of students with fairness and equity throughout the program. This policy is applied to students' enrollment in the Ph.D. program at any point in time, from admission to program entry, program entry to candidacy, and candidacy to graduation. Each admitted student is required to read, comprehend and complete the Student Standards Policy Contract. Students are required to adhere to Ph.D. program policies, as well as the GCSW, Graduate School and University of Houston (UH) policies.

1.1   STUDENT STANDARDS
The purpose of the Ph.D. in social work is to prepare students to be scholars who function as "stewards of the discipline."1 In order for the GCSW to meet its responsibilities to provide quality professional social work education and ensure that its graduates are able to function in a broad array of professional activities related to in-depth knowledge of social work as a profession and discipline, research and scholarship , and teaching,1 GCSW faculty evaluate the academic performance of students in five general areas: professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance, and attendance and punctuality. Meeting the criteria for scholastic performance is necessary, but not sufficient to ensure continued enrollment in the program. Demonstration of professional and ethical behavior, commitment, and readiness are also required. Below are the fundamental requirements for successful completion of a doctoral degree from the GCSW.

1.2   Professional Readiness
Students of the GCSW should demonstrate generally accepted standards of personal integrity, health and emotional stability, self-care, stress management, communication skills, interpersonal skills and self-awareness.
   a) Personal Integrity: Is open to learning and is honest with oneself and colleagues.
   b) Health & Emotional Stability: Uses thoughtful judgment in professional situations. Responsibly addresses one's own health and emotional challenges that may interfere with scholastic and professional performance.
   c) Self-Care & Stress Management: Seeks and effectively practices self-care, uses help, and demonstrates ability to deal with current life stressors through the use of appropriate coping mechanisms or supports.
   d) Communication Skills: Communicates responsibly, sensitively and with respect toward colleagues, faculty, field instructors, administrators, staff, clients, and research participants.
   e) Interpersonal Skills: Expresses ideas and feelings which can be heard and understood by others. Demonstrates willingness and an ability to listen to others.
   f) Self-Awareness: Exhibits knowledge of how one's values, attitudes, beliefs, emotions, and past experiences affect thinking, behavior and relationships. Accurately assesses one's own strengths, limitations, and suitability for professional practice on an ongoing basis. Shows an intermediate to advanced level of self-awareness and insight regarding how one is perceived by others. Reflects on one's own limitations as related to professional capacities. Is willing to examine and change behavior when it interferes in working with others.

1.3   Professional Commitment and Ethical Conduct
   a) Exhibits a strong commitment to the essential values of social work and the pursuit of promoting social, economic and political justice:
   b) Proactively and consistently demonstrates responsible and ethical conduct of research.
   c) Adheres to the NASW Code of Ethics.

d) Appreciates the value of diversity. Works with and relates to others who are different from oneself, regardless of the student's own personal, religious, and/or cultural values.
e) Comprehends other individuals' ways of life and differing values.
f) Shows respect for the rights of others.
g) Maintains the professional standard of confidentiality as it relates to classroom and research activities and research internships.
h) Demonstrates consistent honesty and integrity by being truthful about one's own background, experiences, and qualifications.
i) Demonstrates clear, appropriate, and culturally sensitive boundaries. Refrains from sexually harassing others, making verbal or physical threats, being involved in sexual relationships with students who they teach, abusing others in physical, emotional, verbal, or sexual ways, or participating in dual relationships where conflicts of interest may exist.
j) Refrains from imposing personal biases during interactions with others.

1.4   Professional Behavior
a) Exhibits behaviors that are in compliance with program policies, institutional policies, and professional ethical standards in classroom, research internship, teaching internship, and community settings.
b) Shows appearance and demeanor that are appropriate to the roles and settings encountered during the doctoral educational experiences.
c) Shows potential for responsible and accountable behavior by knowing and practicing within the scope of social work ethics, research ethics, respecting others, being punctual and dependable, prioritizing responsibilities, observing deadlines, completing tasks on time, and keeping appointments or making alternate arrangements.
d) Works effectively with others, regardless of level of authority or academic position.
e) Advocates for one's self in a constructive manner and first uses established channels for conflict resolution.
f) Shows a willingness to acknowledge constructive feedback or supervision, as well as uses such feedback to enhance professional development.
g) Takes responsibility in following through with referrals to campus resources to enhance the probability of academic success, professional development and self-care.

1.5   Scholastic Performance
a) Demonstrates and maintains a professional standard of writing in all courses, does one's own work, gives credit for the ideas of others, and provides proper citation of source materials.
    a. Adheres to the UH "Academic Honesty Policy": http://www.uh.edu/provost/academic-affairs/policy-guidelines/honesty-policy/Academic%20Honesty%20Policy%20FA2014.pdf
    b. Adheres to the explicit Academic Honesty policies detailed on the College website: http://www.uh.edu/socialwork/current-students/policies/index.php#Plagiarism
b) Maintains a 3.0 grade point average (GPA) and satisfactory performance in all courses, including internships and independent studies. Failure to meet this standard will result in academic probation. Written recommendation from the Ph.D. Program Director and approval from the GCSW Dean is required for continued enrollment.
c) Understands that removal from academic probation is granted when the student's GPA is raised to B (3.0) or above. The student has 9 semester credit hours to raise the G.P.A. to a 3.0. Failure to meet the G.P.A. requirement at the end of the academic probationary period will result in dismissal from the doctoral program.
d) Understands that any course in which a grade of less than C- or a U is received does not earn credit towards a degree and must be repeated.
e) Automatic Academic Dismissal: Whether or not in repeated courses, a student is automatically dismissed from the program for the following reasons:
    a. Receives a grade of C+ or lower or Unsatisfactory (U) in 6 semester credit hours of doctoral level course credit;
    b. Fails to pass comprehensive examinations after 2 attempts, in accordance with the examination criteria/policy; or
    c. Does not successfully defend and pass the dissertation within 10 years of first enrollment in the

doctoral program according to the regulations and requirements of the University of Houston. See: http://catalog.uh.edu/content.php?catoid=9&navoid=1628&hl=%2210+years%22&returnto=searc h

f) Knows that the University of Houston will not award or honor a degree with a cumulative GPA below 3.0, despite completion of coursework.

g) Understands that 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).

1.6   Attendance and Punctuality
All courses will be attended and students will be punctual.
a) This expectation is a reflection of the student's professional responsibility to the social work profession, their own training, fellow students, and professors, as well as to the seriousness with which they take as stewards-in-training of the profession.
b) All doctoral students must adhere to the attendance/make up and participation policies stated in each course syllabus.

2.1   VIOLATIONS OF STUDENT STANDARDS

2.2   In-Person Meeting
When a faculty member or research supervisor has a concern regarding a doctoral student's professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance and/or attendance and punctuality, an in-person discussion should be held with the student and the faculty member or research supervisor expressing the concern. Faculty or research supervisors should inform the Academic Advisor or Director of the Ph.D. program when there is a concern that needs monitoring, but does not require an Action Plan.

2.3   GCSW Student Plan of Action
a) When a faculty member has a serious concern in the classroom regarding a doctoral student's professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance, and/or attendance and punctuality, the faculty member must inform the Academic Advisor. The faculty member or Academic Advisor may initiate a Plan of Action in consultation with each other, if applicable.
b) When a research supervisor has a serious concern about a doctoral student's professional readiness, professional commitment and ethical conduct, professional behavior, scholastic performance, and/or attendance and punctuality, the research supervisor must inform the Director of the Ph.D. Program. The research supervisor or Director of the Ph.D. Program may initiate a Plan of Action in consultation with each other, if applicable.
c) The individual who initiates a Plan of Action is required to meet with the student to discuss and document the plan. All parties must sign the Student Plan of Action Form (see Appendix I3). This form must be filed in the Ph.D. Academic Advisor's office.
d) A Plan of Action will establish formal conditions that must be met by the student. These may include, but are not limited to: reduced course load; resource or support referrals; delayed enrollment; leave of absence, probation or suspension; or termination from the program.
e) Student-Initiated Appeal: the student may appeal the written Plan of Action through the Student Grievance Policy as outlined in the GCSW Doctoral Student Handbook.
f) Should the student fail to meet the specified outcomes identified and agreed to in the Plan of Action, the faculty member, research supervisor, Academic Advisor or Director of the Ph.D. Program will make a recommendation to the Dean to establish formal conditions for the students' continuance or to dismiss the student. The Dean will notify the student, the faculty member, the Academic Advisor and the Director of the Ph.D. Program of the decision in writing.

2.4   Direct Referral to the Dean

In some instances, a Student Standards violation may result in direct referral to the Dean. Situations which may result in direct referrals to the Dean include, but are not limited to, racial or sexual harassment, use of firearms or other weapons on University property or in a research internship/community setting, damage or destruction of University property, and behavior that threatens the health, safety, or well-being of any University student or employee, research participant, or internship agency staff or client.

    a) If a referral is made to the Dean, the student will be notified.
    b) The Dean may establish formal conditions for the student's continuance or dismiss the student.

2.5 Automatic Dismissal

As stated in section 1.5, students will be automatically dismissed from the program on academic grounds for receiving a grade of C+ or lower or Unsatisfactory (U) in 6 semester hours of graduate credit.

APPENDIX J2
University of Houston – Graduate College of Social Work
Ph.D. Program

STUDENT STANDARDS POLICY CONTRACT

I have received, read, and comprehend the University of Houston - Graduate College of Social Work Student Standards Policy, and agree to be bound by the provisions therein. I understand that my enrollment in the Ph.D. Program is contingent upon my signing and submitting this contract.

STUDENT NAME (PRINT): _____

STUDENT SIGNATURE: _____

DATE: _____

STUDENT ID NUMBER: _____

EMAIL ADDRESS: _____

Each student must deliver this signed Contract to the GCSW Ph.D. Academic Advisor's Office no later than the 12th class day of the student's first semester enrollment. Failure to do so may result in a $50 late fee.

APPENDIX J3
University of Houston – Graduate College of Social Work
Ph.D. Program

STUDENT PLAN OF ACTION

STUDENT NAME (PRINT): _____

STUDENT ID NUMBER: _____

DATE: _____

Identified Concern: _____

_____

Plan of Action, Expected Outcomes and Target Dates:

_____

_____

_____

_____

Expected Date for Plan Completion: _____

_____   _____
STUDENT SIGNATURE   DATE

_____   _____
FACULTY MEMBER SIGNATURE   DATE

_____   _____
PH.D. PROGRAM DIRECTOR   DATE

_____

The above student has successfully completed the Plan of Action:

_____   _____
STUDENT SIGNATURE   DATE

_____   _____
FACULTY MEMBER SIGNATURE   DATE

_____   _____
PH.D. PROGRAM DIRECTOR   DATE

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

INTENTION TO GRADUATE FORM

TO: The Ph.D. Program Director

FROM: _____
               STUDENT NAME (PRINT)

CC: _____
               DISSERTATION CHAIRPERSON NAME (PRINT)

I intend to graduate:

     _____Fall Semester   --------------- (year)
     _____Spring Semester   --------------- (year)
     _____Summer Semester --------------- (year)

The working title of my dissertation is:

_____

_____

My tentative oral defense date is: _____

Confirm with your initials that you have done the following:

_____   Submitted University Graduation Application and Fee

_____   Collected/secured data for my dissertation

_____   attached a semester timeline for the completion of and oral defense of my dissertation

_____   submitted a draft of the following to my dissertation chair (e.g. Chapters 1, 2 & 3; Article #1 of 2): _____

_____

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

_____   _____
STUDENT SIGNATURE   DATE

_____   _____
DISSERTATION CHAIRPERSON SIGNATURE   DATE

_____   _____
PH.D. PROGRAM DIRECTOR   DATE

APPENDIX L1
University of Houston – Graduate College of Social Work
Ph.D. Program

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).

STUDENT NAME (PRINT):   _____

DATE: _____

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.

_____   _____
STUDENT SIGNATURE   DATE

APPENDIX L2
University of Houston – Graduate College of Social Work
Ph.D. Program

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.

STUDENT NAME (PRINT): _____

DATE: _____

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

_____   I met with the person against whom I have the grievance on _____,
          but I remain dissatisfied with the outcome.   DATE

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

_____   Met with my faculty advisor with/without the respondent present on _____.
                                                                         DATE

_____   Met with the Associate Dean for Academic Affairs with/without the respondent present on

         _____ .
                DATE

_____   Met with a mediator from outside the college with the respondent on _____.
                                                                        DATE

_____   _____
STUDENT SIGNATURE   DATE

_____

Initial Review Date: _____

Filing Date: _____