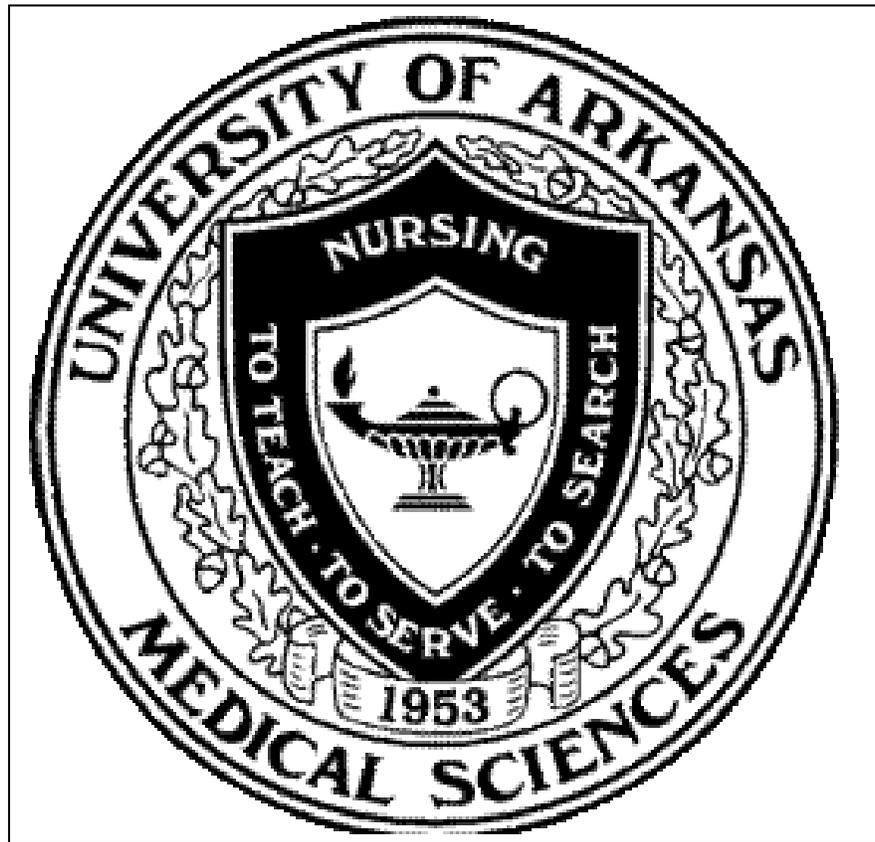


# **Nursing Ph.D. Program Handbook**



**College of Nursing  
University of Arkansas  
for  
Medical Sciences  
2019-2020**

<b>Table of Contents</b>	<b>Page</b>
Welcome.....	1
The Graduate School/College of Nursing Relationship.....	2
Your New College Family.....	2
Overview of the Ph.D. Doctoral Program.....	3
Time Limitations for Completion of Degree.....	3-4
Academic Advisor and Your Program of Study.....	4
Role of Research Advisor.....	4-5
Course/Faculty Evaluation.....	5
Financial Assistance for Presenting Research.....	6-7
Assistantships & Pre-Doctoral Scholarships.....	7
Graduate Assistantship/Student Stipend.....	8-9
National Institute of Health Pre-Doctoral Award.....	9
College of Nursing & Arkansas Financial Assistance.....	9-10
<b><u>Doctoral Candidacy Examination</u></b>	
Doctor of Philosophy Candidacy Examination.....	10
Procedures for Taking the Candidacy Examination.....	10-16
<b><u>Dissertation</u></b>	
Purpose of a Dissertation.....	16-17
General Area of Research Interest.....	17-18
Dissertation Chair.....	18
Composition of Doctoral Dissertation Advisory Committee.....	18-19
Change in Dissertation Chair.....	19
Changes in Doctoral Dissertation Advisory Committee Membership.....	20
Dissertation Seminar.....	20
Developing the Proposal.....	20-21
Proposal Defense and Approval.....	21-22
Documentation of Successful Proposal Defense.....	22
Conducting the Dissertation Research.....	22
The Dissertation Defense and Dissemination Process.....	23
Pre-Defense meeting.....	23-24

Technical Requirements in Writing the Dissertation.....	24
Guidance in Developing Dissertation Manuscripts.....	24-25
Final Defense.....	25-27
Dissertation Format & Approval.....	27-28
Tips from the Trenches.....	28
Funding.....	29
Dissertation Data Guidelines.....	29
Ownership of Data/Authorship of Published Manuscript Guidelines.....	30-31
<b><u>Additional Information</u></b>	
Graduation.....	31-32
Withdrawal Policy.....	32
<b><u>Appendices</u></b>	
Appendix A – Ph.D. Doctoral Student Program of Study.....	34
Appendix B - Guidelines for Topics in Nursing & Research Practicum.....	35- 36
Appendix C - Topics in Nursing .....	36
Appendix D - Independent Study.....	37
Appendix E - Research Practicum.....	38
Appendix F - Application for Assistantship.....	39-40
Appendix G - Request to Take Candidacy Examination and Flow Diagram.....	41
Appendix H - Report of Doctor of Philosophy Candidacy Examination.....	42
Appendix I - Qualifications for Dissertation Committee Members and Faculty Qualified to Serve as Dissertation Chair.....	43
Appendix J – Ph.D. Doctoral Advisory Committee Form.....	44
Appendix K - Application for Outside Faculty Member for Dissertation Committee.....	45
Appendix L - UAMS Graduate School Student Advisory Committee Report.....	46
Appendix M - Components of a Dissertation.....	47-53
Appendix N - Documentation of Acceptance of Dissertation Proposal.....	54
Appendix O - Ph.D. Doctoral Program Due Dates.....	55
Appendix P - Pre-Dissertation Defense Checklist.....	56
Appendix Q - Documentation of Pre-Dissertation Defense.....	57
Appendix R - Timeline for Dissertation Defense and Required Products.....	58
Appendix S - Overview of Dissertation Defense Checklist.....	59
Appendix T - Dissertation Defense Request List.....	60
Appendix U - Submission of Dissertation Data-based Manuscripts for Publications.....	61
Appendix V - Degree Application Form.....	62
Appendix W - Notice of Withdrawal Form.....	63

Welcome!

We're glad you are here! This handbook is designed to provide you with guidance as you progress through the Ph.D. doctoral program. The guide will not cover everything, but does include important material that we want to be sure you have at your fingertips. The Ph.D. faculty are available to discuss your particular needs at any point.

We offer a number of resources, and this handbook will familiarize you with the major ones. Additional information is available through the UAMS Graduate School Student Handbook, the College of Nursing (CON) Student Handbook, and the UAMS CON Website. This is a working document, so please let us know of additional information that you would recommend for future editions.

Please let me know if there is any way that I can help you during your stay with us. We wish you a stimulating educational journey. Thanks for choosing the UAMS Nursing Ph.D. program!

Sincerely,

Trish Wright Ph.D., MPH, RN  
Assistant Professor  
Ph.D Director

## **The Graduate School/ College of Nursing Relationship**

The relationship between the Graduate School and the College of Nursing is complex. You will recall that you completed your application on the Graduate School GUS website but it may also be found on the CON website. You are actually admitted to both the Graduate School and the College of Nursing, although your primary affiliation is with the Graduate School. Some of the requirements and rules are established by the Graduate School and others by the College.

To newcomers, these requirements can appear confusing. Read materials carefully, and ask questions freely. To learn more about the Graduate School, check out their website: [gradschool.uams.edu](http://gradschool.uams.edu).

## **Your New College Family**

As a new member of the College of Nursing (CON) family, it is good to know a bit of family history. The CON, born in 1953, first offered the baccalaureate program. The master's program was initiated in 1971, and currently offers a variety of nurse practitioner, nursing administration and nursing education specialties. In 2013 the CON opened its doors to a new program, the Doctor of Nursing Practice. This program is housed in the CON and is not affiliated with the Graduate School.

The Ph.D. program accepted its first students in 1997, with the intent of providing the state of Arkansas nurse leaders who would serve as faculty, clinicians, administrators, and researchers. Currently, we have 68 graduates from this program.

The College of Nursing is housed in several areas on the UAMS campus in Little Rock and Fayetteville, Arkansas. At UAMS, faculty have office on the 5<sup>th</sup> floor in the Education II and Daniel W. Rahn Interprofessional Educational (RAHN) Buildings. The vast majority of doctoral faculty has offices in the RAHN building.

For more information on the history, mission, and philosophy of the College, see the UAMS College of Nursing catalog.

## **Overview of the Ph.D. Doctoral Program**

Graduates of the Ph.D. Doctoral program are prepared to advance the art and science of nursing through research and scholarship. They are expected to assume leadership positions in academic and health care settings and to influence nursing practice, research, health care delivery, policy and the social awareness of nursing's contributions to the health care arena. Selected course work and educational activities are designed to help students develop knowledge in a specialized nursing area, develop and test theories, and acquire the skills and experience for conducting research that is relevant to their area of interest. The program is directed by a competent cadre of faculty and is facilitated by required and elective course work, independent study, and research activities. Our goal is to prepare nurses to advance the art and science of nursing through research and scholarship.

To that end, we offer courses that develop scientific perspectives and research skills. Support courses will help you individualize your program of study. You will conduct and write a dissertation to demonstrate your understanding of research and scholarship by addressing an original research question. As part of your dissertation, you will submit two manuscripts for publication. For more information about courses, please see the CON Catalog.

## **Time Limitations for Completion of Degree**

All requirements for the degree, including the dissertation, **must be completed within seven years from the time the student passes the Ph.D. doctoral candidacy examination.** Student progress on the dissertation is monitored at regular intervals, and action is taken if there is failure to progress. It is to your advantage to start the dissertation as early as is feasible after successfully completing the candidacy examination and to complete it prior to leaving the University. It is expected that you defend the dissertation proposal within two-three semesters following successful completion of the candidacy examination. If you establish a

timetable from the outset and adhere closely to it, the dissertation research and the associated procedures will be a smoother process for all concerned.

### **Academic Advisor and Your Program of Study**

The Ph.D. Doctoral Program Director will serve as your program advisor until you choose your dissertation chair. Your program advisor will work with you to plan your program of study. Please see **Appendix A** (Program of Study form). Your Plan of Study (POS) includes course work from transfer credits (a six-credit maximum as described in the UAMS Graduate School Catalog), and your schedule for completing required program courses. The Advisor will assist you to identify faculty members in your interest area who are available to explore your research interest area for dissertation. You will select support courses (electives) that help you meet your research and career goals. You may consider taking elective courses at other colleges or universities. As we work together to plan your program of study, we recommend that you carefully consider the demands of other life commitments; job responsibilities, family needs, etc. These need to be considered when deciding on a part-time or full-time option.

When a specialized course is not available, and depending on faculty resources, you may arrange with a faculty member to develop a Topic in Nursing (**Appendix B**) or Independent Study (**Appendix D**) course alternative. You and the faculty member supervising the Topic in Nursing or Independent Study course will meet to identify the purpose, the learning objectives, and end-products of the course. (See **Appendix C or Appendix D**) and file it with the Program Director at the beginning of the semester. Your grade for this course will be based upon your meeting the stated objectives for the Topic in Nursing or Independent Study Course.

### **Role of Faculty Mentor**

Some students may elect to have a faculty mentor. The Ph.D. Director will

assist you in selecting an advisor based on recommendations from the Ph.D. faculty. You will most likely meet with the mentor 1-2 times per semester. The mentor will supplement the role of the program academic advisor by offering information, guidance, and support focused on coursework and your development of a research dissertation topic. A student may change mentors as she/he progresses in the program as interests may change. The mentor may also assist the student in selecting important conferences to attend, meeting local experts in the area of a student's research, identifying organizations to join, selecting the best journals to publish in, etc. The student is advised to get input on various assignments during the coursework, such as synthesis of the literature and pilot proposal from their mentor. The mentor is NOT the same as a dissertation chair who will be selected after consultation with the Director of the Ph.D. Doctoral Program. However, the mentor may serve in this role or be a member of the dissertation committee as she/he will be familiar with the student's area of interest and expertise.

Once you select your dissertation chair this individual serves as your major advisor. While you progress through the required courses, the Ph.D. director will guide you and monitor your progress.

### **Course/Faculty Evaluation**

As part of end-of-course requirements, you need to complete the course/faculty evaluation to ensure ongoing quality improvement in the educational program. As a member of the student body enrolled in a professional program of study, you are required to complete the course/faculty evaluations as a part of your preparation for your professional role. The College of Nursing Scholastic Non-Cognitive Performance Standards will guide you in an understanding of these expectations. Failure to complete the evaluation process may result in a review, based on these standards, of your performance by administration.

## **Financial Assistance for Presenting Research**

We encourage our doctoral students to submit abstracts to present research findings on other doctoral projects, either as posters or podium presentations, at local, regional, national or international scientific meetings. We expect you to submit an abstract each year to present scholarly work at the annual Arkansas Nursing Research Conference, as well as the UAMS-wide graduate Research Day. The same abstract may be submitted for both. This abstract may focus on a class assignment or early research-related content. As you progress in the program, you are encouraged to submit an abstract to the Southern Nursing Research Society annual conference. Your mentor or course faculty are available to assist you in preparing your abstract. Developing and printing a poster for a conference can be costly if you use professional media. A less expensive alternative is to work with an on-line company such as [www.makesigns.com](http://www.makesigns.com). There are numerous sites available.

Due to budgetary constraints, financial assistance in presenting at a conference may not always be available. Do not assume that any expenses will be covered unless you receive written notification that they will be reimbursed. If assistance becomes available through the UAMS Graduate School or the CON, an e-mail will be sent to all students with the latest information. Currently, students may receive limited assistance. To qualify for any available funds, the student needs to be the first and/or presenting author to qualify for travel assistance, and this is usually limited to a one-time assistance. Please read the travel policies on the Graduate School website. To request assistance with costs once your abstract has been accepted for presentation, you need to complete the Travel Request Form. This same form may be used to request travel funds from the CON. The form is linked under “Fellowships, Grants, and Travel Awards” under the Forms & Links tab on the UAMS Graduate School website. Submit the completed request form to the Associate Dean for Research in the CON who must approve prior to forwarding to the Dean of the College

of Nursing. When submitting, include a copy of your abstract and letter of acceptance of your abstract. This same material is required for the Graduate School if funds are available.

Students traveling on behalf of UAMS who have been pre-authorized must pay for their travel out of their pocket and will be reimbursed at the rate the funding department (such as the Graduate School, CON) has stipulated. Student travel receipts must meet the same guidelines as state employees traveling for UAMS: no credit card receipts – itemized receipts only; receipts (such as airfare and lodging) must be in the name of the traveling student. No gratuities or alcohol are reimbursed.

Students who also hold a UAMS employee status (e.g. research assistant or faculty member) must follow the guidelines set forth for all UAMS employees and travel must be coordinated and approved prior to departure with their home department (such as CON or COM). Please see the CON Business Office for additional information.

Additionally, many organizations offer travel scholarships, such as the American Heart Association. Students are encouraged to apply for these funds.

### **Assistantships & Pre-Doctoral Scholarships**

Assistantships are a traditional way to support full-time doctoral students, as well as to provide hands-on training in research or teaching. In addition, the assistantship program provides networking opportunities and exposure to academic life. The number of Assistantships may vary. The CON currently offers two Assistantships per year and others are typically available using private foundation grant money.

## **Graduate Assistantship/Student Stipend**

**Purpose:** Provide doctoral students with financial assistance and experience working with a faculty as a Research Assistant (RA) or a Teaching Assistant (TA).

**Description of Assistantship/Stipend:** Depending on the College of Nursing's budget, several student stipends are available each year: 24,000/year for 12 months (July 1-June 30). A 10-month assistantship may be requested but priority is given to those requesting a 12-month Assistantship. The stipend is paid on a monthly basis. Tuition is also paid for fall and spring semesters in addition to the monthly stipend. For the summer, only 1 credit hour tuition is paid. The recipient is required to work with the assigned faculty member(s) 14 hours per week. The student must be enrolled in fulltime study (10 hours) during the duration of the Assistantship.

**Eligibility:** Any fulltime (10 hours' semester) College of Nursing Ph.D. doctoral student is eligible to apply. Preference will be given to students who plan to attend the doctoral program full-time and not pursue outside employment and to students who have been in the program for several semesters. In making the selection, consideration will be given to GPA, employment status, and student's goals.

**Application:** Submit the Application for Assistantship/Student Stipend through the Ph.D. Doctoral Program Director. The application packet is due by May 1<sup>st</sup> each year. Funding will usually start July 1<sup>st</sup> (See **Appendix F**).

**Conditions:** Assistantships are for one year; a student can reapply for a second year of funding. This time may be extended if private funds are available to support the Assistantship. If the recipient drops below fulltime study, the stipend ends. Reapplication is necessary for any future stipend benefits. Students must maintain a 3.0 GPA. If the recipient withdraws from the program of study in the

middle of a semester, the tuition, fees, and assistantship salary for that semester must be repaid, unless there are extenuating circumstances. For more information, with additional guidelines, please see Graduate School Student Handbook.

### **National Institute of Health Pre-Doctoral Awards**

These two year awards are highly competitive and will require that you work closely with a faculty member who will serve as your sponsor. For more information, please contact the Director of the Ph.D. Doctoral Program.

### **College of Nursing and Arkansas Scholarships**

To learn more about additional student financial resources please refer to this link: <https://nursing.uams.edu/future-students/financial/financial-assistance/>. There are numerous scholarships available in the CON, a limited number are designated for Ph.D. students. The Arkansas Graduate Nursing Education Student Loan and Scholarship (AGNSLS) Program, Act 1468, was originally established in 1995 and is designed to increase the number of advanced practice nurses, clinical nurse specialists, and nurse educators in the state of Arkansas. Students who receive nursing loans during Graduate School may have these loans converted to scholarship grants according to the terms of the loan. Eligibility is extended to any bona fide Arkansas resident enrolled in an Arkansas accredited graduate nursing program that leads to a master's or doctoral degree in nursing.

**Doctoral Nurse Educator Loan:** Students in the Nursing Ph.D. program at UAMS who are full-time may receive up to **\$50,000** during their doctoral studies. The Doctoral Nurse Educator loan has both a part-time and a full-time option. Full-time students must carry at least 9 credit hours. Part-time students must carry 6-8 credit hours. Full-time students can receive up to \$16,000 per academic year (\$8,000 per semester), while students who are part-time may receive up to \$8,000 per academic year (\$4,000 per semester). Full-time students receiving the

loan/scholarship funding must be employed less than 40 hours per week and preferably no more than 20 hours per week during their graduate studies.

The application for AGNSLS posts twice a year on the UAMS College of Nursing website:

- In the Spring for the upcoming academic year
- In the Fall for the upcoming Spring semester

Applicants must apply every year for further funding.

### **Doctor of Philosophy Candidacy Exam**

When you have successfully completed the required core courses, you may apply to take the Doctoral Comprehensive Examination (DCE). You must submit request by October 1<sup>st</sup> or March 1<sup>st</sup> of the semester you complete required coursework (Appendix G). The purpose of the Examination is for you to demonstrate knowledge and your readiness to conduct dissertation research. The objectives of the written and oral examination are to assess your ability to:

1. Analyze, synthesize, and apply advanced knowledge;
2. Develop an independent, thoughtful analysis of questions; and
3. Present this analysis in an effective, cogent, and succinct form.

### **Procedures for Taking the Candidacy Examination**

Your DCE committee will be composed of 3 members, one of whom you have selected to chair your dissertation. Additional information on the DCE committee is provided in sections that follow. The committee will provide you with two questions. You will respond in writing to one of the questions. After successfully completing the written portion of the DCE, you must also pass an oral follow-up examination with your DCE committee. The first step is to complete a Request to Take Candidacy Examination form (Appendix G). When you complete the Request form, the Ph.D. Doctoral Program Director will complete an audit of your program of study and

grant approval to take the examination, and distribute specific information about the DCE process. During the semester in which you take the Candidacy Examination, you must register for at least one credit hour of coursework. The Chair of the Candidacy Examination Committee is responsible for completing and filing the report of the Doctor of Philosophy Candidacy Examination for each student (See **Appendix H**). Once this completed form is filed, you are required to be enrolled continuously for the remainder of the Ph.D. program. This also includes continuous enrollment in summer.

### **Policies and Procedures for the Doctoral Comprehensive Exam**

The Doctoral Comprehensive Examination (DCE) is to represent the student's own original work. Use of written resources is permitted and encouraged. Any assistance from peers, faculty, family, and friends is NOT PERMITTED.

### **Doctoral Candidacy Examination (DCE) Guidelines**

1. During the last semester of required Ph.D. doctoral courses, but no later than October 1<sup>st</sup> (Fall semester) or March 1<sup>st</sup> (Spring semester); the student will complete a request to take the Doctoral Candidacy Examination (DCE). The DCE must be successfully completed prior to the initiation of dissertation research.
2. Around November 15<sup>th</sup> (Fall semester) or April 1<sup>st</sup> (Spring semester), the student will receive written guidance and the DCE questions, as well as a list of the specific committee members who will evaluate their written and oral response to the selected question.
3. During the regular pre-registration period, the student will pre-register for the following semester and must enroll in a minimum of one hour of Dissertation Seminar (NPHD 6201), and two hours of Dissertation (NPHD 6202) with the dissertation chair. In the event that the student does not pass the DCE, their

registration for dissertation seminar and hours will be withdrawn as one must pass the DCE in order to progress to Dissertation hours.

4. If the student is unsuccessful with the DCE, the student must retake the DCE in the current semester. If the student is not successful after two retakes, the student will be dismissed from the program.

### **DCE Committee Membership**

1. Each DCE committee will have three members, two of whom must be graduate faculty teaching in the College of Nursing Ph.D. program. The third member may be any faculty member in the College of Nursing who has a Ph.D. degree. The student's dissertation adviser cannot chair a student's DCE committee but will serve as a member on the committee.
2. The Ph.D. Program Director will appoint the student's DCE committee chair and two additional members. The three-member committee will require the approval of the Ph.D. Council. Should the Ph.D. Program Director determine that a conflict exists in the committee membership; the Director may suggest an alternative configuration of members, again to be approved by the Council.

To assure integrity and consistency of the grading process, students are not permitted to request a change in the membership of the committee during the entire DCE process. The original committee members will be responsible for grading any repeat DCE. In the event that a faculty member becomes unavailable during this process, the Ph.D. Program Director will appoint a replacement.

The student should meet with all DCE committee members during the semester the examination is to be taken to discuss her/his areas of interest and the likely dissertation topic and timeline for written and oral examinations.

## **The Doctoral Comprehensive Exam**

The DCE consists of written and oral components. Each will be discussed below:

### **Written component**

The written component will be a take-home examination. Six weeks are allowed to complete the examination. The student will complete the written paper and submit it to the DCE committee. It may be sent by e-mail along with a request for confirmation of receipt to all committee members.

1. The written component consists of two questions that are posed to the student by the Committee. The student picks one question to answer. The written component covers knowledge in any of the three areas:
  - a. Introduction to the problem, documentation of its significance, and relationship to the health of individuals, groups, families, or communities
  - b. Conceptual or theoretical underpinnings of the proposed study
  - c. Methodological Considerations
2. Written response to the question should be typewritten and no more than 20 pages, double-spaced, Ariel 12 font and use of APA or AMA format required by a professional journal. The 20 pages are exclusive of references, figures, tables and appendices but these must be included. It is the student's responsibility to disseminate the written exam paper to each committee member. The student is encouraged to submit the written paper for publication.
3. Criteria for grading include (a. Depth of knowledge; (b. Critical evaluation of knowledge; (c. Synthesis of content; and (d. Clarity in expression and logical development of ideas.
  - a. A student who receives a grade of satisfactory will proceed to the oral component of the DCE.

- b. A student who receives a grade of unsatisfactory will need to retake the written component of the DCE. In order to allow sufficient time for re-writing the examination and due to enrollment dates, the student will not be able to register for dissertation hours the following semester in the event of unsatisfactory work on the written component.
4. The three DCE committee members must reach consensus on whether or not the student can proceed to the oral component of the DCE. The DCE committee will inform the student, the dissertation chair, and the Ph.D. Program Director within one week of receiving the written exam paper whether or not the student can proceed to the oral component of the DCE.
5. If the student needs to retake the written component, the student should meet with the DCE committee chair to receive feedback on the written exam paper and set up a timeline to retake the written component. The student will have up to three weeks to complete the rewrite of the exam paper and submit it the DCE committee by the end of 15 business days.
6. The date of the oral exam will be confirmed after the student turns in the rewritten paper.

### **Oral Exam**

1. The oral exam is scheduled for one – two hours.
2. The oral component must occur within two weeks of the submittal date of the written examination.
3. In the interim, between the written and oral exams, the student shall not be provided with evaluative feedback. **The oral exam is viewed as an integral part of the process, and judgment as to over-all performance and the final outcome should be withheld until the completion of the oral exam.**
4. The intent of the oral component is to determine whether the student is adequately prepared and sufficiently intellectually independent to conduct

doctoral-level research. Therefore, the oral component questions will cover the student's knowledge and understanding of theory, research methodology and methods and data analysis related to the proposed area of study. However, the oral exam is not confined to the topics covered in the written examination.

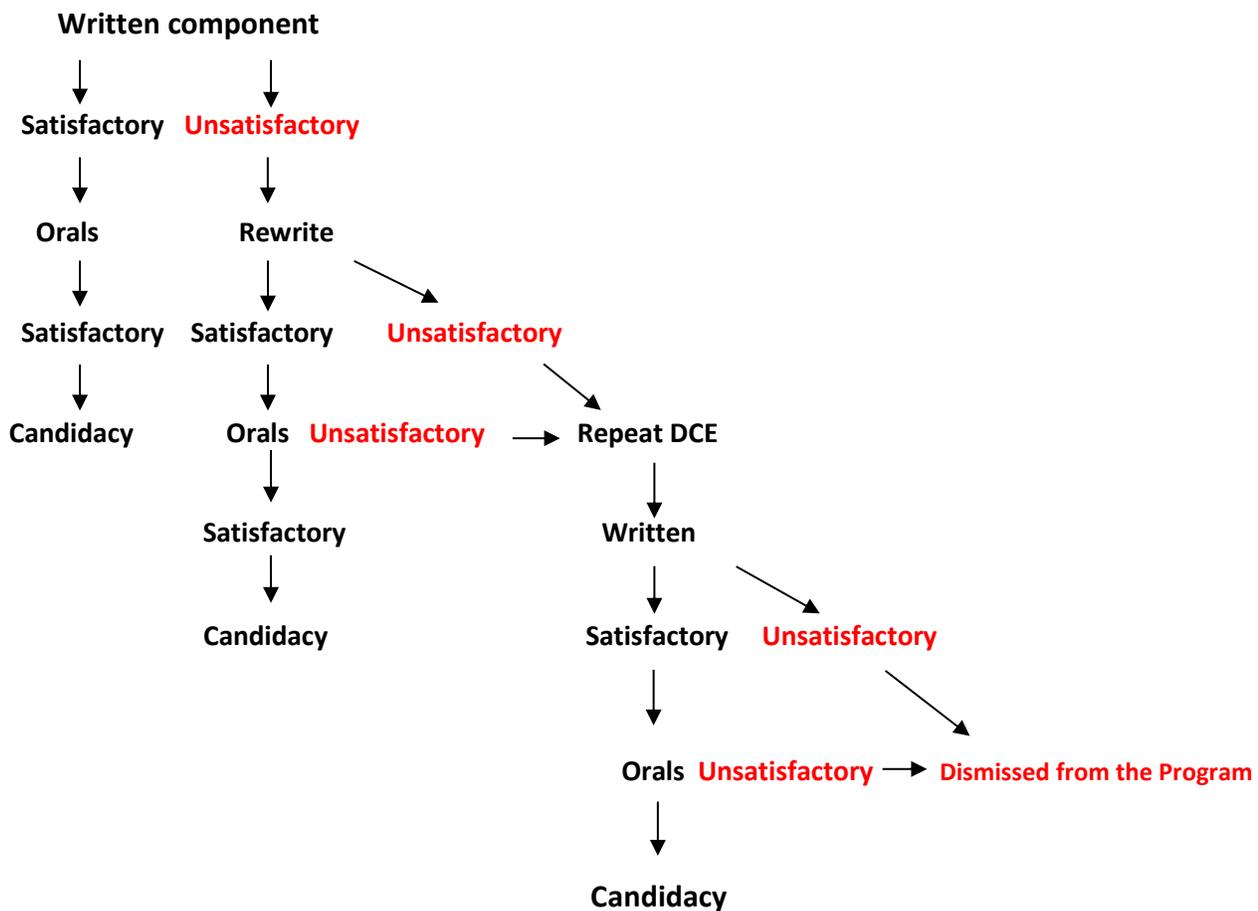
5. Questions may draw on knowledge acquired during the program that has relevance to the phenomenon of interest and its study. The oral component also tests the student's ability to be confident and skeptical, discuss empirical and theoretical considerations in the proposed study, and to defend his/her own ideas yet be open to alternatives.
6. The three DCE committee members must reach consensus on whether or not the student receives either a "satisfactory" or "unsatisfactory" outcome on the DCE. If the student receives a grade of unsatisfactory on DCE, she/he must retake the entire DCE within two weeks. Figure 1 outlines the DCE process.

### **Final grade of the DCE**

Final outcomes of DCE will be one of the following:

- a. Satisfactory: The student must receive a grade of satisfactory. This decision is to be recorded as "satisfactory" on the Graduate School Report form.
- b. Unsatisfactory: The students receive a grade of unsatisfactory. This decision is to be recorded as "unsatisfactory" on the Graduate School Report form.

**Figure 1: Diagram of the DCE Process**



## **Dissertation**

### **Purpose of a Dissertation**

A dissertation represents your first supervised, but independent, research project. It allows you to demonstrate what you have learned, while receiving guidance and oversight from a faculty committee. Traditionally, a dissertation consists of five chapters, ranging from the introduction to conclusions.

At the CON, we have modified this in keeping with current trends that emphasize publishing research. You will write the typical first three chapters (Introduction, Literature Review, & Research Methods) and this will constitute your proposal. In lieu of chapters reporting findings (typically chapter 4), and

conclusions (chapter 5), you will develop and submit two publishable manuscripts. An abstract of these manuscripts must be submitted along with your updated proposal from your final dissertation.

When you enter doctoral candidacy, you are required to register for at least one dissertation hour every term, including summer, until the dissertation is completed. You must also register for Dissertation Seminar (1 credit) for the first two semesters (Spring and Fall) or with permission until the proposal is defended. You are expected to be prepared and to schedule your proposal defense by the end of the second semester of Dissertation Seminar. In rare circumstances, a student may petition the Ph.D. Director for permission to register for a third semester. A total of eighteen hours of dissertation, including dissertation seminar is required to graduate.

You will first select your dissertation chair. Your chair will help you select members of your dissertation committee. Each committee member should be carefully selected for his/her area of expertise. For example, you might select a member with experience in the research method you will use in your dissertation research or in the content area you will be pursuing. You typically have five members on your dissertation committee, one of whom must be an “outside member”, meaning outside of the CON.

### **General Area of Research Interest**

It is helpful for you to identify an area of research interest as early as possible. Some of you will know your focus at the time you interview, and others will develop this interest during your early coursework. An advantage of selecting your research focus early is that course papers and projects can support your dissertation work. **By the time you enroll in NPHD 6112 Synthesizing the Literature, you are expected to have selected your research question. You are expected to select your Chair by the time you enroll for the grant writing**

**course, NPHD 6113 Preliminary Studies & Grant Development.**

### **Dissertation Chair**

The dissertation chairperson assumes primary responsibility for assisting you in all phases of the dissertation and serves as your major advisor. Consider your selection carefully, as you will work very closely with this faculty over a period of months. This individual must be a doctorally prepared graduate faculty member in the College of Nursing, with an appointment in the Graduate School, who meets the criteria to serve in this role. (See **Appendix I**) for a list of faculty qualified to serve as dissertation chairs. The dissertation chair must be competent to supervise the research as a whole; other faculty on the dissertation advisory committee serves as resource persons for specific aspects of the study.

Early in the program of study, you should attempt to become acquainted with the entire graduate faculty. In consultation with the Ph.D. Program Director and your faculty mentor, you should select a dissertation chair that publishes and preferably is funded in your proposed area of research. It is helpful for you to obtain updated reports on the graduate faculty's areas of research interest and publications. When selecting a dissertation chair, you should also consider areas of expertise and personal style. The Ph.D. Program Director will consider factors such as faculty area of expertise, methodological experience and workload equity when assisting you to select a chair.

### **Composition of Doctoral Dissertation Advisory Committee**

The purpose of the committee is to guide your dissertation research and provide the expertise needed for you to complete dissertation requirements. Expertise includes the areas of specific content, methodology, and data analysis. The dissertation chair will help you select and must approve all committee members. The committee consists of the dissertation chair and a minimum of four additional

members, three of whom must be from the College of Nursing. One member must come from outside the College of Nursing. If a committee member is outside of UAMS, please complete a request for review (See **Appendix K**). The request must indicate that the individual will serve as a dissertation committee member but not as the chairperson of the dissertation. Be sure to indicate the area of expertise the outside member brings to the committee. Consult the Graduate School Handbook for requirements related to committee membership, and other important information. After selecting your dissertation chair and committee members, you will complete and submit the Doctoral Advisory Committee Form (**Appendix J**) to the Director of the Ph.D. Doctoral Program in Nursing, who will review and approve the committee members before forwarding it to the Dean of the Graduate School for approval.

In general, submit drafts of each chapter of the dissertation to all committee members for their comments and suggestions. The entire dissertation committee is required to meet with the student at least one time each Fall and Spring semester to review your drafts, provide suggestions, and assess your progress. A UAMS Graduate School Student Advisory Committee Report (**Appendix L**) will be signed by all committee members each time the committee meets to document student progress.

### **Change in Dissertation Chair**

Either you or the dissertation committee chair may ask for a change in the chair. This is a serious decision and is generally made in consultation with the CON Ph.D. Program Director. The need for a change may arise for a number of reasons, i.e. a faculty member may leave the College, you may change dissertation topics, or a serious problem occurs in the working relationship. A request to change dissertation chair must be formally submitted to the CON Ph.D. Doctoral Program Director, who will then submit the request for approval to the Dean of the Graduate School. You will need to request any change on the Doctoral Advisory Committee

Form (**Appendix J**).

### **Changes in Doctoral Dissertation Advisory Committee Membership**

Changes in committee membership must be requested by the Dissertation Chair and the student. Please complete the request on the Doctoral Advisory Committee Form (**Appendix J**). Submit the request to the Ph.D. Doctoral Program Director for signature, who will then send it to the Dean of the Graduate School for approval.

### **Dissertation Seminar (NPHD 6201)**

When you enter doctoral candidacy, you are required to participate in a monthly dissertation seminar for a minimum of two semesters or until you have defended your dissertation proposal. These semesters count one credit each toward your 18 dissertation hours, and are graded pass/fail, based on meeting specific requirements.

### **Developing the Proposal**

Your dissertation proposal will guide you as you conduct your dissertation. In essence, it provides the background and blueprint for your study, and serves as a contract for the scope of work to be conducted. You will develop your proposal with guidance and support of your dissertation chair and your committee.

The proposal should include the introduction of the problem (Chapter 1), the review of related literature (Chapter 2), and a detailed methodological plan for your study (Chapter 3) (See **Appendix M**). Preferences regarding the format of the dissertation proposal may vary with the committee members, so it is important that you understand your committee members' expectations.

While developing the proposal, it is not necessary for you to consult committee members equally about each aspect of the problem and design. However, it is highly recommended that you consult with members about aspects directly

related to their areas of special competence. Additional faculty or resource persons may be consulted as needed. It is the joint responsibility of you and your dissertation chair to make the decisions on the research design and methodology even if decisions are made that one or more committee members believe to be less than optimal.

The committee's responsibility is to act in an advisory capacity rather than as directors of the research. However, they must support the proposal agreed upon when providing advice during the research stage. The dissertation chair is responsible for resolving significant differences of opinion among committee members.

### **Proposal Defense and Approval**

The student arranges a committee meeting (up to two hours in length) to discuss the written proposal and gain approval for the study. The proposal meeting should be scheduled when all members are available. ***The student is responsible for arranging the proposal defense and distributing written copies of the proposal at least ten working days before the meeting*** (Distribution of the proposal via email is not acceptable). **This time frame is required so do not request an exception.** (Refer to **Appendix M**) to guide the development of your dissertation proposal. The dissertation chair will conduct the session.

The proposal defense should be viewed as a working session in which differences of opinion are resolved. It is a good idea to audiotape, or take careful notes on the issues raised and decisions reached during the proposal defense. Your committee members' suggestions are intended to ensure the study's feasibility and quality. Your Chair will write a summary of your committee's recommendations for change and send it to you and your committee members. **You will make these changes in your proposal and ask your Chair and Committee to approve the revisions before you develop and submit your research protocol to the UAMS**

Institutional Review Board (IRB).

### **Documentation of Successful Proposal Defense**

After successful defense of the dissertation proposal, it is the student's responsibility to complete **Appendix N** with requested signatures and file this form with the Program Director.

### **Conducting the Dissertation Research**

After your dissertation committee has approved your proposal, you must obtain appropriate institutional committee approvals before beginning the study. If your dissertation research involves human subjects, the UAMS IRB must approve the study before you can begin. Other approvals may also be required depending upon where the dissertation research will be conducted and/or research procedures being used. If you are collecting data with human subjects, you must have current CPR certification and student malpractice insurance provided by UAMS. Information about the IRB is available at [irb.uams.edu](http://irb.uams.edu). Please note that it may take 6 weeks to have your proposal reviewed by the IRB, and it is not unusual to need to make changes requested by the IRB. There are templates on the IRB website to assist you in developing your consent forms and protocol.

If the study is to be conducted in a setting outside of UAMS, please consult with the UAMS IRB to determine whether IRB approvals from those settings need to be obtained and included with your UAMS IRB materials. If the study is to be done at University Hospital, you must obtain UAMS IRB approval prior to securing administrative approval from the hospital. Please consult [http://irb.uams.edu/about\\_us/full-board\\_meetings/](http://irb.uams.edu/about_us/full-board_meetings/) for the schedule and deadlines for submitting materials to the UAMS IRB.

## **The Dissertation Defense and Dissemination Process**

As you finalize your study and prepare for graduation, you will address three separate components: a pre-defense meeting, the final defense, and the preparation and submission of the written documents. These activities typically take place in the last semester before graduation. Make sure you allow adequate time to go through these processes! Check the current semester due dates for final defense and submission of dissertation to the library (See **Appendix O**). You will develop a specific timeline with your dissertation chair. Please refer to **Appendices P, R & S** for guidelines on the latest dates to complete the various steps. **The student is responsible for distributing written copies of the dissertation and manuscripts at least ten working days before the pre and final defense** (**Distribution of the dissertation via email is not acceptable**). Committee members need time to carefully read and review your dissertation.

### **Pre-Defense meeting**

A pre-defense meeting of the entire Committee is scheduled to review the first three chapters and manuscripts that you have developed, and plan your final defense. **In most cases, dissertation committee members provide considerable feedback on your manuscripts at this meeting.** This meeting is a time to discuss your findings, prepare for the final defense, and receive assistance in revising manuscripts to increase the chance of being published. Please use the Pre-Defense Meeting Checklist (See **Appendix P**) to determine if you are ready to schedule this meeting. You are responsible for obtaining approval from your chair before scheduling this meeting. In some cases, your committee may decide to schedule an additional pre-defense meeting to review the dissertation and manuscripts after additional work is done. You are responsible for distributing a paper copy of your work to each member ten working days prior to the pre-defense meeting. You

should also consult with your Dissertation Chair prior to the pre-defense meeting for any additional materials (e.g., statistical analyses printouts, PowerPoint slides) to be brought or prepared for Committee review during the meeting. Expect to present a brief summary to your committee. This PowerPoint presentation usually lasts about 30 minutes.

### **Technical Requirements in Writing the Dissertation**

The CON requires that dissertations be written according to the American Psychological Association, *Publication Manual of the American Psychological Association*. Washington, DC. The current edition of the publication manual from the APA serves as the official guide for papers and scholarly works for both faculty and students here in the College of Nursing. Students are held accountable for following these guidelines in scholarly works/papers for grading and academic honesty. Manuscripts must follow the specific reference and format guidelines for the selected professional journals.

### **Guidance in Developing Dissertation Manuscripts**

To meet the goal for dissemination and/or extension of dissertation research findings, the following types of manuscripts are considered acceptable to meet the intent and purpose.

- a. Manuscripts that include data/research findings from the study.
- b. Manuscripts that address research-related issues encountered in carrying out the study, i.e., consent issues, recruitment discoveries, methodological aspects of study that fills a void in existing literature.
- c. A submitted major research proposal on a related research question or that extends the findings that are deemed fundable by a regional or national professional organization.

All students must develop a manuscript as described in “a” above. The second “manuscript” may be an “a”, “b”, or “c” that is approved by the entire dissertation committee.

### **Final Defense**

Once you have completed your study you will present and defend your findings to a meeting of your Committee, professional colleagues, and your community. See **Appendix S** for an overview checklist of the dissertation process. You will arrange a date and time (approximately two hours), that is satisfactory to all committee members for the final defense of the dissertation. See **Appendix R** to request final defense arrangements.

You are responsible for obtaining approval from your chair before scheduling this meeting. Please refer to **Appendices O and P** for general guidelines. You are also responsible for coordinating with the Ph.D. program administrative assistant at least one-month prior anticipated defense date to schedule the meeting. You must submit the entire dissertation (1<sup>st</sup> 3 chapters, abstract, and 2 manuscripts, including journal guidelines for selected journals) with appropriate references to your committee ten working days before the final defense. E-mail is NOT accepted.

Your dissertation chair will provide definitive guidance and review your Power Point slides as you prepare for your dissertation defense. The following information provides general guidelines to ensure that you meet expectations. Please note that we encourage you to attend defense meetings of other students, as they are open to the public, and will help to demystify the process for you. An email notification of all Dissertation Defenses is sent to CON Student and Faculty distribution groups, so that they may attend research presentations of interest. A notice is also distributed campus-wide by the graduate school.

We encourage you to practice presenting your defense at your pre-defense meeting. It is useful to consider your presentation as similar to a research

presentation at a national meeting. Use Power Point slides to aid your presentation. Make sure you utilize spell check and grammar check on the slides. Add references where indicated.

Please address the following in an organized and coherent manner:

- Research question
- Rationale and significance of study
- Conceptual framework
- Methods, including research design, sample, procedures
- Findings
- Present your findings in terms of your manuscripts.
- Indicate the journal where you are submitting your manuscripts, and then describe your sample and discuss other findings, limitations, and implications. This should include the theoretical approach, implications for nursing research, education, policy, and/or practice.

The total dissertation defense meeting should last approximately 1-2 hours, (30-40 minutes to present; and 40 minutes for questions and discussion). The faculty and attendees may ask questions of any aspect of the presentation, and the student is expected to answer the queries. Some of these questions may be asked at the pre-defense meeting. Refreshments are provided by the Graduate School.

You will be excused from the room while the committee evaluates the defense and makes its decision. The dissertation chair will then invite the student in and verbally inform the student of the committee's decision. The decision may include additional required changes in the dissertation or manuscripts. Committee members may elect to sign off, or wait to see the changes. The chair will not sign until you have made all changes and provided proof that you have submitted the manuscripts for publication.

Documentation of submission and a copy of each of your two dissertation

based manuscripts/grant proposal need to be submitted to the Director of the Ph.D. Doctoral Program in Nursing. (See **Appendix U**).

If you do not pass the defense, your dissertation committee will develop a plan of action for you to follow prior to scheduling another dissertation defense.

You need to bring at least 5 sheets requiring committee signature with you to the defense. Please refer to Thesis and Dissertation Preparation <http://gradschool.uams.edu/students/thesis-and-dissertation-preparation/> for specific regulations and type of paper.

### **Dissertation Format and Approval**

The Graduate School regulations regarding the preparation and submission of the dissertation and or thesis can be found at the following link.

<http://gradschool.uams.edu/students/thesis-and-dissertation-preparation/>. Please note that this includes the type of paper that is acceptable. The dissertation chair will review the dissertation for conformity to the Graduate School's Regulations for Preparing Theses and Dissertations. Your timeline must ensure that two final copies of the dissertation, together with two copies of a "dissertation abstract" of not more than 350 words, are submitted to the library for approval ten working days before the degree is conferred.

An overall summary abstract for the entire study, not to exceed 350 words, is required by the Graduate School to be placed at the beginning of the dissertation. The dissertation abstract should address the Introduction/Purpose, Background, Methods, Results, and Discussion/Conclusion. Findings and implications are typically covered in chapters 4 and 5, which we do not require in the Nursing Science Ph.D. dissertation, so there is a need to document findings somewhere without violating future copyright agreements. A brief summary of each manuscript is generally included.

The actual manuscripts that are submitted for publication are not included with the dissertation. Please go to the Graduate School website to find specific instructions for dissertation preparation. You may find instructions under <http://gradschool.uams.edu/students/thesis-and-dissertation-preparation/>. When you submit chapters 1-3 and the abstract to the library, it is mandatory that your documents are in compliance with specific guidelines provided at this website.

All signatures on final copies and abstracts must be originals. Two copies are retained by the library after final approval by the librarian. These two copies must be submitted unbound. Once the copies are turned in to the library, you must contact the Graduate School to obtain a dissertation agreement form and instructions for clearing campus <http://gradschool.uams.edu/students/graduating-students/>.

### **Tips from the Trenches**

All communication concerning the conduct of your dissertation should flow between you and your dissertation chair. Inform your chair when you have discussions with other committee members. Together, you and your dissertation chair will set a timeline for proposal preparation, completion of pilot work if required, and meeting objectives for each semester of dissertation work. Your chair will supervise your application for IRB approval of your study. Before you submit your materials, you must demonstrate that you have been trained in the ethical conduct of research.

To do the online training and receive a certificate for protection of human subjects in research, please go to <http://orc.uams.edu/compliance-education-program/human-subject-protection-training-citi/> and access the online Human Subjects Protection (CITI) training.

It is important that you obtain approval from your dissertation chair before setting the date for your proposal defense and before circulating any drafts or final copy of the proposal to committee members.

## **Funding**

We suggest that you seek funding for your dissertation research. Funding will not only help defray research expenses, it will provide valuable opportunities to learn about the process of obtaining research support. Please consult your dissertation chair to assist you to identify potential funding sources, such as local chapters of Sigma Theta International. Depending on budgetary constraints, students may apply for funding from the UAMS Graduate School to help defray study-related costs.

You are highly encouraged to explore research funding opportunities early in your program of study. Federal government and private organization funding opportunities are available. See <https://researchtraining.nih.gov/career/graduate> for information on federal funding opportunities for doctoral students.

For all requests for research funding, you will need to complete a notification form. You can obtain this form from the Ph.D. Director. For further information, see student research funds: <http://gradschool.uams.edu/students/fellowships-grants-travel-awards-for-graduate-students/>. Please notify the Director of the Ph.D. program if you receive funding.

## **Dissertation Data Guidelines**

The dissertation research may involve original research, secondary analysis of a faculty member's existing database, secondary analysis of an existing large database outside the CON, or a joint study involving a faculty member or researcher. If you conduct a secondary data analysis you will need to develop original research questions, use a conceptual framework or model, and develop a detailed data analysis plan.

## **Ownership of Data/Authorship of Published Manuscript Guidelines**

*Original Research:* The ownership of data originating from a student's original research rests with the student. However, it is expected that faculty who serve on your dissertation committee will be co-author any of the publications evolving from the research. There are two reasons that this is important professionally:

- Faculty devotes considerable time and effort to guide you through the dissertation process. Many manuscripts are returned for changes after submission and faculty assist with reviewing these changes, Also, after graduation, you will be carrying out research and publishing as part of a team, and it is expected that each person assisting with the actual research and writing for a study will be listed as a co-author for any publications.
- It is to your benefit to demonstrate that you have collaborated and published with a team of scientists. This will be especially beneficial later in your career when you are applying for grant funding.

*Secondary Data Analysis:* Whoever originally plans and implements a study maintains ownership of the data unless a written agreement to the contrary is negotiated prior to the student initiating dissertation proposal development.

If a secondary analysis is conducted, the owner of the data has the right to be a co-author on publications emanating from the data set in addition to the Dissertation Committee. A student performing a secondary analysis must be first author on the two required dissertation publications. To avoid confusion and conflict later, if additional publications are forthcoming from the secondary analysis, ranking of authorship must be negotiated and preferably put in writing prior to the initiation of manuscripts.

If you undertake a joint project or secondary analysis as dissertation research, it is the responsibility of the dissertation chair to ensure that you have experience in

preparation of a Human Subjects Review application and data collection. This experience may be incorporated as an independent study or while working as a research assistant with faculty at other sites, etc. The experience should occur while you are in the Ph.D. doctoral program to ensure that the experience reflects current protocols, especially human subject's concerns.

Although the owner of the data may be listed as a co-author on dissertation publications, the owner may not write any portion of the manuscript since publications are the outcome of the student's dissertation work and must be evaluated by the dissertation committee.

In the event the student does not publish the secondary analysis within a three-year time frame after graduation, the right to publish reverts back to the owner of the data, but the owner may not publish the original work of the student without the student's written permission.

*Joint Research:* This occurs when the student and faculty together plan the study, mix resources, use the same participants for data collection, and/or combine the results for analysis. However, as stated earlier, the student must develop original research questions and analyze the resulting data separately to produce two original manuscripts derived from the implementation of the research methodology or theoretical framework supported with findings from the research. Ownership of the data should be negotiated before the student begins the proposal process.

It is recommended that if the faculty member contributes significant resources to the research process, the faculty member should be co-author on the required two publications. Other guidelines under secondary analysis also apply to authorship, failure to publish, etc.

## **Graduation**

During registration of the semester in which you plan to graduate, complete the Degree Application Form online at <http://gradschool.uams.edu/students/graduating->

[students/](#) (**Appendix V**). Also, remember to clear campus by completing the Campus Clearance form, downloadable from the same website.

### **Withdrawal Policy from UAMS Graduate School**

If you leave the University voluntarily before the end of a semester or summer term, you must file and have accepted by the Graduate School registrar a Petition for Withdrawal from Registration by completing the online form found at this website:

<http://registrar.uams.edu/our-forms/adddropwithdrawal-form/> (**Appendix W**). You may also request to take a leave of absence for extenuating circumstances. Discuss either leave of absence or withdrawal decision with the Ph.D. Director **before completing any form**. The registration/change deadlines for dropping courses apply to withdrawal as well. Students who fail to withdraw officially will receive “Fs” in the classes for which they are registered but fail to complete. All students who withdraw from the Graduate School must complete this process. Failure to complete the process will result in the inability to receive an official transcript.

# APPENDICES

**APPENDIX A**  
**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES**  
**COLLEGE OF NURSING**

**Program of Study**

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

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

UAMS ID: \_\_\_\_\_

Enroll Term: \_\_\_\_\_

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

Expected Graduation: \_\_\_\_\_

Specialty: \_\_\_\_\_

Status: FT \_\_\_\_ PT \_\_\_\_ Traditional Ph.D. \_\_\_\_ BSN-Ph.D. \_\_\_\_ DNP-Ph.D. \_\_\_\_

“P” = Successful completion, “F” – Failure, “W” or “C” Unsuccessful completion of course.

---

**2019 Summer**

Course # Name Course Hrs

**2020 Fall**

Course # Name Course Hrs

**2019 Fall**

Course # Name Course Hrs

**2021 Spring**

Course # Name Course Hrs

**2020 Spring**

Course # Name Course Hrs

**2021 Summer**

Course # Name Course Hrs

**2020 Summer**

Course # Name Course Hrs

**2021 Fall**

Course # Name Course Hrs

## APPENDIX B

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Guidelines for Topics in Nursing

##### NPHD 6111 TOPICS IN NURSING 1-6

Discussion and advanced study on selected topics not covered in general courses. The student may repeat up to a maximum of 6 credit hours. Prerequisite: Consent.

Topics in Nursing allows students to pursue a topic relevant to their research career goals. Topics in Nursing are distinguished from Independent Study opportunities in that the titles of the Topics in Nursing are listed on the students' transcripts and the faculty are more likely, but not necessarily, to have a pre-existing series of readings and activities available for the student. Topics in Nursing can include, but are not limited to, opportunities to expand the student's knowledge base on a specific topic of interest to the student, such as:

- A specialty area, such as the nursing care of gerontologic, pediatric, forensic, or other patient populations.
- A research area, such as research with women and heart disease, or disordered sleep, or pain.
- A phase of the research process, such as the ethical conduct of research as regulated by institutional review boards.
- A methodologic process, such as an in-depth exploration of a statistical method or interview procedure.

The credits can range from 1-6 and effort is expected to reflect proportionate credit the same as in structured courses. Typically, students will not take more than 6 credits of Topics in Nursing throughout their Ph.D. doctoral program. The request to take a required course at a time other than the annual scheduled course is not adequate rationale for a special topic. Preparation of a poster or oral presentation, by itself, does not meet the intent of Topics in Nursing although these may appropriate products of the course. A student that is required to come in contact with a patient/family during the course must have *student* malpractice insurance and current CPR certification to accompany their registration forms and these are required to be submitted at the time of registration.

##### GUIDELINES

Learning objectives and achievable goals are to be developed jointly between the student and faculty member who is directing the work. Credit hours are negotiated at that time and reflect the planned scope of the work and intended products. The Topics in Nursing Agreement Form must be completed and signed by the student and faculty and placed in the student's permanent record at the beginning of the course. A grade of incomplete may be filed at the end of the course if the student has not met the designated outcome criteria. The incomplete is treated the same as an incomplete in a formally developed course, with the same requirements and restrictions.

**APPENDIX C**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF NURSING**

**Guidelines for Topics in Nursing**

**NPHD 6111: Topics in Nursing Agreement Form**

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

**NAME:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**CREDIT HOURS:** \_\_\_\_\_

**TITLE:**

\_\_\_\_\_

**PURPOSE:**

\_\_\_\_\_

**LEARNING OBJECTIVES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**END PRODUCTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Faculty Signature**

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

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

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

**APPENDIX D**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF NURSING**

**Guidelines for Independent Study**

**NPHD 6101: Independent Study Agreement Form**

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

**NAME:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**CREDIT HOURS:** \_\_\_\_\_

**TITLE:**  
\_\_\_\_\_

**PURPOSE:**  
\_\_\_\_\_

**LEARNING OBJECTIVES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**END PRODUCTS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Faculty Signature** **Date**

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

**APPENDIX E**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF NURSING**

**Guidelines for Research Practicum**

**NPHD 6116: Research Practicum Agreement Form**

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

**NAME:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

**YEAR:** \_\_\_\_\_

**CREDIT HOUR:**   1  

**TITLE:**

\_\_\_\_\_

**PURPOSE:**

\_\_\_\_\_

**LEARNING OBJECTIVES:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**END  
PRODUCTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Faculty Signature** **Date**

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

## APPENDIX F

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Graduate Assistantship Application

1. Name:

2. Mailing Address:

Phone:

E-mail:

3. GPA to date \_\_\_\_\_

4. Employment Status: (Circle One)

Unemployed:

Part time (< or = to 20 hours/week)

Full time (>20 hours/week)

5. Doctoral Track:

Nursing Master's to Ph.D. \_\_\_\_\_

BSN to Ph.D. \_\_\_\_\_

DNP to Ph.D. \_\_\_\_\_

6. Full-Time \_\_\_\_\_ Part-Time \_\_\_\_\_

7. Type of assistantship requested (Circle one)

10-month, assistantship may be requested Start Date: \_\_\_\_\_

12-month, research Start Date: \_\_\_\_\_

12-month, teaching Start Date: \_\_\_\_\_

**8. Briefly state your goals for your assistantship:**

**9. Make a brief statement concerning your plans for employment during Ph.D. doctoral study, if applicable:**

**10. Other monetary/professional support you will receive:**

**11. Previous Assistantships:**

**12. Number of hours completed in the UAMS College of Nursing Ph.D. Program to date:**

\_\_\_\_\_  
**Ph.D. Director Signature**

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

**Please submit application to  
Ph.D. Program Director  
University of Arkansas for Medical Sciences  
College of Nursing  
4301 West Markham Street, #529  
Little Rock, AR 72205-7199**

**APPENDIX G**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF NURSING**

**Request to Take Candidacy Examination**

I, \_\_\_\_\_ intend to take the Ph.D. in Nursing Candidacy  
Name

Examination on \_\_\_\_\_. I have completed all ten required courses.

My dissertation chair is \_\_\_\_\_.

\_\_\_\_\_  
Date

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

I have granted \_\_\_\_\_ permission to take the Nursing  
Name

Candidacy Examination and have approved the student's Program of Study.

\_\_\_\_\_  
Dissertation Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director, Ph.D. Doctoral Program in Nursing

\_\_\_\_\_  
Date

**Please submit the completed form to the office of the  
Director, Ph.D. Doctoral Program in Nursing  
by October 1<sup>st</sup> or March 1<sup>st</sup> of semester  
when required coursework is completed.**

**APPENDIX H**

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
GRADUATE SCHOOL

**Report of Doctor of Philosophy Candidacy Examination**

After completing approximately two years of graduate study, and at least one year before completing all other requirements, the prospective candidate must take candidacy examinations in specified fields of study in accordance with the requirements of the Graduate School program in which the student is working. These examinations include written and oral components. Upon satisfactory completing these examinations the student may be admitted to candidacy and may proceed to work toward completion of the remaining requirements.

Graduate School Program: Ph.D. in Nursing Science

This is to certify that \_\_\_\_\_ has completed the  
(Print name)

Doctor of Philosophy Candidacy Examination on \_\_\_\_\_ and has been given a rating of  
(Date)  
pass\_\_\_\_\_ fail\_\_\_\_\_

Print names of Committee Members

Signatures of Committee Members

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

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

\_\_\_\_\_  
Program Director

\_\_\_\_\_  
(Date)

Please submit the results of the examination to the Graduate School Office immediately following examination.

**Please submit the completed form to the office of the  
Director, Ph.D. Doctoral Program in Nursing**

## APPENDIX I

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Qualifications for Dissertation Chairperson

#### **Dissertation Committee Chair (Must have all the following qualifications)**

1. Ph.D. or comparable doctoral degree.
2. Graduate Faculty Appointment by the Graduate School.
3. Service on two dissertation committees
  - a. At least one must be completed
  - b. One may be in progress
4. At least two recent data-based publications (one may be in press).
5. Approval of the Ph.D. Program Director and Dean of the Graduate School.

#### **Faculty Approved to Chair Dissertation Committees**

<b>CHAIRS</b>
Dr. Claudia Barone
Dr. Patty Cowan
Dr. Seongkum Heo
Dr. Leanne Lefler
Dr. Anita Mitchell
Dr. Corey Nagel
Dr. Pao-Feng Tsai
Dr. Trish Wright
Dr. Martha Rojo (Spring 2020)
Dr. Sara Jones (Spring 2020)

**APPENDIX J**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
GRADUATE SCHOOL**

**Ph.D. Doctoral Advisory Committee**

Per the guidelines contained in the UAMS Graduate Student Handbook and the UAMS Graduate School Catalog for awarding the Doctor of Philosophy degree, the faculty members listed below are designated to serve as the Doctoral Advisory Committee for\_\_\_\_\_.

Program: \_\_\_\_\_

Please print/type name of major graduate advisor: \_\_\_\_\_.

**(Please Print/Type names of Doctoral Advisory Committee and graduate program affiliation):**

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

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Student

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Advisor

Date \_\_\_\_\_

Signed \_\_\_\_\_  
Ph.D. Doctoral Program Director

Date \_\_\_\_\_

Reviewed \_\_\_\_\_  
Dean of the Graduate School

## APPENDIX K

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Application for Outside Faculty Member for Dissertation Committee

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

Major Graduate Advisor: \_\_\_\_\_

Outside Faculty Member Name: \_\_\_\_\_

Academic Title or Position: \_\_\_\_\_

Institution: \_\_\_\_\_

\_\_\_\_\_

Brief comments on qualifications and rationale for outside member:

\_\_\_\_\_  
Student Major Advisor Date

\_\_\_\_\_  
Graduate Program Director Date

\_\_\_\_\_  
Graduate Dean Date

**APPENDIX L**  
**UAMS Graduate School Student Advisory Committee Report**  
 Complete Spring & Fall Semester

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

Degree sought:      Doctoral       Masters

**1. General (All ratings of Needs Improvement must be documented with an attachment)**

	Needs Improvement	Basic	Proficient	Distinguished
<i>Subject Knowledge</i>				
<i>Problem Solving</i>				

**2. Research Progress (All ratings of Needs Improvement must be documented with an attachment)**

	Needs Improvement	Basic	Proficient	Distinguished
<i>Committee Chairman</i>				
<i>Committee Member #2</i>				
<i>Committee Member #3</i>				
<i>Committee Member #4</i>				
<i>Committee Member #5</i>				

*Comments:*

**3. Communication Skills (All ratings of Needs Improvement must be documented with an attachment)**

	Needs Improvement	Basic	Proficient	Distinguished
<i>Oral Presentation</i>				
<i>Written Presentation</i>				

*Comments:*

**4. Recommendations (may attach additional sheets if necessary)**

*Courses:*

*General:*

5. This student is  is not  ready for the candidacy exam. Not applicable: \_\_\_\_\_

6. Proposed defense date (if applicable): \_\_\_\_\_

7. Discussed Individual Development Plan (IDP): Yes  No  N/A (not required for MS)

**COMMITTEE MEMBER SIGNATURES-Print and Sign**

1. \_\_\_\_\_  
**MAJOR GRADUATE ADVISOR**

4. \_\_\_\_\_  
**STUDENT**

2. \_\_\_\_\_  
**Committee Member**

5. \_\_\_\_\_  
**Committee Member**

3. \_\_\_\_\_  
**Committee Member**

6. \_\_\_\_\_  
**Committee Member**

## APPENDIX M

### **Components of a Dissertation**

Note: Much of the following information was taken from

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

This provides general guidelines. Your chair and dissertation committee may modify so check with the research specific chapter content.

#### **Chapter 1: The Introduction**

This is a relatively short chapter that introduces your reader to the topic, overview, and research problem of your dissertation. The introduction also includes the hypothesis or research problem statement and should briefly introduce your conceptual framework, as well as key concepts and assumptions. The philosophical approach to the question should also briefly be addressed. Try to present sufficient information to your reader so that they understand the research question, its importance, and how the conceptual framework guides the study to answer your questions. However, do not give so much information that your second chapter, the literature review, becomes redundant.

#### **Chapter 2: Literature Review**

This chapter summarizes an extensive search of the existing literature, providing a critical and integrative review of it. To write this section, you should use the “funnel” approach: Begin discussing the general literature of your topic area and gradually narrow the focus to the specific area of content addressed by your research question.

It should be obvious to your reader why your study needs to be completed. This section should include a summary of what is known and what is unknown in

relation to your problem and conclude with how your study contributes to filling the identified gap in the literature. You should also include a section on research using your conceptual framework that supports that this model is appropriate to study your problem and selected concepts/variables.

It should be noted that your proposal should contain the full literature review you plan to include in the final draft of your dissertation. (of course, you may add a few articles to the final literature review that were published between the time of your proposal and the conclusion of your study). There are several reasons why you should avoid submitting a brief overview of the literature in your proposal. First, a complete review of the literature allows you to be confident that your dissertation topic addresses a need in the field of research. You do not want to work for months on a project that has already been completed by another researcher. Secondly, a detailed review of the literature acquaints you with procedural and design details of your research topic. By thoroughly reviewing the existing literature, you may avoid mistakes that others have made before you. Actually, writing this section for your proposal will force you to think through the details of your project in more depth than simply reading the literature and writing a brief overview. Finally, you have to write this chapter for your final project anyway. If you do it now, your project is half over!

Locating relevant literature should build upon all of the literature search techniques from the NPHD 6112 *Synthesizing the Literature* course. A brief summary is included, but you should review your course notes for a complete strategy for searching and accessing pertinent documents. Use computerized literature searches. Be sure to include searches of several different databases. For example, don't just search *Medline*; also include a search of *PsycLit*, *PsychoINFO*, or *CINAHL*. In addition, the Internet may hold valuable resources. You may also scan the table of contents of relevant journals and check the reference lists from

relevant articles. Review articles often provide another excellent literature source. Avoid using secondary sources (Do not use someone else's interpretation of an article; look it up and read it for yourself.) and the popular press (e.g., newspapers and popular magazines, such as *Time*, *Newsweek*, or *People*). Once you've critically read the literature, it's time to start writing! Be sure you know the length and format requirements for UAMS. Then begin by organizing your articles and writing an outline. Be sure to introduce your study and your hypothesis following your critical analysis of the literature.

In chapter 2, it is wise to use sub-headings to assist the reader in recognizing how you have organized the review. You should have a sub-heading for each major concept. At the start of chapter 2, you can also introduce the order that you will be using. The rationale should be in chapter 1 and the research using the framework in chapter 2. Any preliminary research that you have done on this topic should be included in Chapter 2 also.

### **Chapter 3: Methods**

In the proposed methodology for your study, you describe how you plan to carry out your study. The important thing to remember when writing this section is the goal of replicability. Anyone who reads this chapter should be able to exactly replicate your study. Also, remember that while *you* may know exactly how you are going to perform the study, your reader knows nothing about your intentions. Make certain the organization and presentation of the material are clear. Remember that this section, as well as chapters 1 and 2 of the dissertation, is written in future tense since it is what is proposed at this point. Once you have completed the study, revise to past tense and add any changes you encountered when actually implementing your study.

The basic components of the methods section are research design, sample/participants, instrumentation, and procedures, including human subjects, protection

and data analysis. However, it may be necessary to add other subsections depending on your study. For example, you may need to devote subsections to design, independent variables, and/or dependent variables. Remember that you need to cite references in this section to support your choice of sampling, procedures, analyses, etc.

Typically, in chapter 3 the author lists assumptions that are made about participants, measures selected, a statistical analysis plan, etc. in the study. In addition, limitations of the methods should also be clearly identified.

## **The Manuscripts**

### **In Lieu of Chapters 4 and 5**

The UAMS College of Nursing requires two completed, publishable manuscripts in place of chapters 4 and 5. The following information should be useful to you as you develop your manuscripts. Once you have completed your project, you should update the first three chapters. These materials must be approved by your dissertation committee along with your manuscripts. Only the first three chapters and abstract are to be turned in to the library along with a brief summary of your manuscript as your final product for dissertation since copyright issues prevent you from having your entire manuscripts in dissertation and published in a journal. Your manuscripts are to be submitted for publication as a requirement for completing the dissertation.

### **Manuscript Results**

In this section of your manuscript, you report the major data related to your hypothesis. Present data that is important to your study and avoid including interesting but tangential results.

You may want to begin this section by restating the principal hypotheses. In order of importance, address the data used to test each hypothesis and discuss the

relevant statistical

analyses. If you have multiple hypotheses with multiple dependent measures, you may want to use subheadings. Address a different hypothesis under each subheading.

Remember to conform to the conventions of APA statistical presentation. Your reader should not be side tracked by trying to decipher a creative code you have developed for reporting your statistics. In general, present the symbol of the statistic followed by the degrees of freedom (e.g.,  $F [1, 29]$ ), then the value of the statistic (e.g., 5.78), and finally the probability levels (e.g.,  $p < .05$ ). In addition, tables are often very useful for presenting a large amount of data. Again, remember the reader. Make the table easy-to-read as well as informative.

### **Manuscript Discussion**

Individuals are often confused about what to include in this section of a manuscript. They may feel that they have already stated everything a reader needs to know about the study. However, findings still need to be *discussed*. What was the implication of your findings upon your hypothesis? What were the limitations of your study?

Begin this section by summarizing your results. Do not restate the actual numbers that reported in the previous section. Use as little statistical jargon as possible. Consider whether a layperson could understand your statements. For example, do not report significant effects; instead state how your variables affect your participants (e.g., “Cats who had chicken meat juice added to their food ate more food than cats that did not have chicken meat juice added.”)

Secondly, interpret your findings. What do the results mean? What do the results tell us about the relationship between the independent and dependent variables? Following the interpretation of the findings, place your study within the context of the literature.

Does your study contradict findings from prior literature or does it converge with prior findings? If so, how do your findings extend the research knowledge base? Next, consider what implications your findings have. How should your findings alter the way individuals think about the issues you have researched? What are the implications of your research to theory, other research and practice? How do your findings link to your theoretical framework?

Include a subsection on the limitations of your study. What limitations occurred because of the decisions made on how to conduct the study? What limitations arose while the study was being conducted? Think about internal problems (design) and external problems (things that could not be controlled for). Note any measurement or statistical limitations.

Finally, comment on future research. What are your recommendations for where research needs to head? Tell other researchers what questions were raised during your study and what issues they could examine, given your findings.

## **References**

References should be listed at the end. Include all publications, including Internet websites, cited in writing your dissertation. Do not list articles you read but did not cite. Use the current edition of the *APA Publication Manual* to write your reference section.

## **Appendices**

Appendix sections are a place to include any extra details that might be useful to someone trying to replicate your study or for committee members trying to ensure that your study was completed in an ethical manner. This might include such items as instructions to participants, consent forms, or non-copyrighted data collection instruments. Place these items in the order that the reader encounters them reading your dissertation. Each piece of information should be labeled under a

different heading. For example, your consent form might be (**Appendix A**), the instructions to the participants in (**Appendix B**), and the data collection instrument will be (**Appendix C**).

**APPENDIX N**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF NURSING**

**Documentation of Acceptance of Dissertation Proposal**

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

Proposal Defense Date: \_\_\_\_\_

Title of Proposal:

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

Signatures:

\_\_\_\_\_  
Committee Chair

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Committee Members

\_\_\_\_\_  
Date

**File this form with the Ph.D. Doctoral Program Director once the proposal has been successfully defended.**

## APPENDIX O

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Ph.D. Doctoral Program Due Dates

Documents/Activity	Time Guidance	Form Disposition	Date turned In
Student Program of Study ( <b>Appendix A</b> )	Prior to beginning classes and revised as needed.	CON Form completed and filed with Director Ph.D. Program.	
Request to Take Candidacy Exam ( <b>Appendix G</b> )	Submit request by October 1 <sup>st</sup> or March 1 <sup>st</sup> of semester you complete required coursework.	File with Director, Ph.D. Program.	
Report of Doctor of Philosophy Candidacy Examination ( <b>Appendix H</b> )	Following completion of Candidacy Exam.	Director Ph.D. Program will complete and file with Graduate School.	
Doctoral Dissertation Chair ( <b>Appendix J</b> )	As soon as research area identified or prior to registration in NPHD 6113.	CON Form to Advisor and Ph.D. Program Director.	
Doctoral Dissertation Committee established ( <b>Appendix J</b> )	Following successful completion of DCEs.	CON Form to Advisor and Ph.D. Program Director, who will review and approve before sending to Graduate School.	
Proposal Defense ( <b>Appendix N</b> )  See ( <b>Appendix R</b> )	Must finish chapters 1-3 first. Prior to beginning research. See dates in ( <b>Appendix R</b> )	Must be registered for at least one dissertation hour each summer and semester (18 hours during program).	
Degree Application ( <b>Appendix V</b> )	Early in semester of Graduation.	To Graduate School	
Dissertation Pre-Defense ( <b>Appendix Q</b> )	Prior to last date for Pre-defense. Schedule upon completion of dissertation research and manuscript.	Obtain Chair's approval before scheduling	
See ( <b>Appendices R &amp; S</b> ) Submit copies of dissertation manuscripts & ( <b>Appendix U</b> )	See date ( <b>Appendix R</b> )	Manuscripts and ( <b>Appendix S</b> ) to Ph.D. Program Director.	
Final Dissertation Defense	Prior to last day for Final Defense; approx. (6) weeks before graduation. (See Final Defense Date).	Complete Dissertation Defense Request List and send to Ph.D. Program Assistant. ( <b>Appendix T</b> ) (4) weeks prior to defense	
Dissertation to Library	Ten (10) working days before graduation.	UAMS Library	
Dissertation Agreement and Survey Form	Immediately after turning dissertation into library.	Obtain from Graduate School.	

## APPENDIX P

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### **Pre-Dissertation Defense Meeting Checklist**

The committee must sign off on these points before arrangements for the final dissertation defense can be finalized. Scheduling for the final defense (before the pre-defense is complete) is contingent on completing this checklist to the satisfaction of all committee members.

1. Abstract complete.
2. Introduction complete.
3. Background and significance (Lit review, including theoretical framework) complete.
4. Method complete.
5. Data collection complete. (Projected sample size achieved or clear justification presented for change in sample size from proposal).
6. Data analysis complete with accurate numbers and interpretation (check off by the chair/statistician).
  - a. Demographics.
  - b. Each Specific Aim/Research Question/Hypothesis fully addressed.
  - c. Overall description of results with tables/ figures complete.
7. References complete.
8. Two scholarly works complete and ready for submission.
9. Identify journals to which you plan to submit and include a copy of author guidelines to committee members with data-based manuscript prior to pre-defense. Distribute hard copies of your work to committee members: e-copies are not acceptable.
10. List of final conclusions presented in data-based manuscript are complete and must flow logically from data presented (without over interpretation of findings).
  - a. Discussion of results-including limitations.
  - b. Implications for theoretical approach utilized.
  - c. Implications for Nursing.
    - i. Nursing practice.
    - ii. Nursing education.
    - iii. Nursing research.
    - iv. Policy development.

## Appendix Q

### University of Arkansas for Medical Sciences College of Nursing

#### Documentation of Pre-Dissertation Defense

Proceed to Final Defense \_\_\_\_\_

Proceed to 2<sup>nd</sup> Pre-Defense \_\_\_\_\_

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

Pre-Dissertation Defense Date: \_\_\_\_\_

\_\_\_\_\_  
Committee Chair Signature

\_\_\_\_\_  
Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Committee Members Signature

\_\_\_\_\_  
Date

**Return this form with the Ph.D. Doctoral Program Director within 2 business days the Dissertation Pre-Defense. The Final Defense cannot be scheduled until this form has been completed and turned in to the Ph.D. Director.**

Tentative Dates – Please refer to the Graduate School calendar

## APPENDIX R

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Deadlines for Dissertation and Required Products

SUMMER Completion 2019	FALL Graduation 2019	SPRING Graduation 2020	SUMMER Completion 2020	Activity	Person Responsible
June 3	Oct 21	March 16	June 1	Last day for pre-defense meeting* (4-6 wks. prior to final defense).	Scheduling shared between student and dissertation chair.
June 3	Oct 21	March 16	June 1	Last day to announce the date, time, and place of the final defense on the Graduate School Bulletin Board. (28 days prior to final defense).	Ph.D. Program Assistant to schedule room, announcements, and email all CON faculty and doctoral students.
July 1	Nov 18	April 13	July 6	Last day for final defense* (3 weeks before due in library).	Student
July 15	Dec 02	April 27	July 20	All changes that are made based on the final defense are resubmitted to the committee for approval if required.	Student
July 22	Dec 9	May 4	July 27	Two (2) final copies of the dissertation submitted to the library (10 class days before degree conferred).	Student
July 29	Dec 16	May 11	Aug 3	Proof of submission, <u>copies</u> of scholarly and works to the dissertation chair and Program Director.	Student
Aug 5	Dec 21	May 16	Aug 8	Degree conferred	

**\*Note: All materials must be distributed ten (10) working days prior to any scheduled meeting. If students cannot meet this deadline, graduation will be delayed.**

## APPENDIX S

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### Overview of Dissertation Process Checklist

This checklist is created to be used in conjunction with the Dissertation Process as outlined in the Ph.D. Doctoral Student Handbook. It does not substitute the responsibility of familiarizing yourself with the procedures provided to guide you through the dissertation process and is only to be used as a tool for managing your dissertation. (**Appendix R**) will provide due dates and timelines for the items marked by an asterisk (\*). The Graduate School website provides the regulations (<http://gradschool.uams.edu/students/thesis-and-dissertation-preparation/>) for preparing your dissertation. Other questions or concerns should be directed to your committee chair.

---

Read the Dissertation Process (See Ph.D. Doctoral Student Handbook)

Read the Components of a Dissertation (**Appendix M**)

Select Dissertation Chair and Committee Members\*

Arrange to meet with Chair to establish timelines for preparation

Identify funding sources for research

Schedule and defend Proposal with Chair and Committee (Date: \_\_\_\_\_)\*

Schedule Dissertation Pre-Defense Meeting (Date: \_\_\_\_\_)

Arrange Dissertation Final Defense with Committee (Date: \_\_\_\_\_)

Schedule Dissertation Final Defense with Ph.D. Program Assistant (Date: \_\_\_\_\_)\*

Prepare PowerPoint slides for Dissertation Defense

Complete Dissertation Final Defense Request List (**Appendix T**)

Approve posting and distribution of Dissertation Final Defense Announcement

Distribute hard copies of Dissertation and manuscripts to Dissertation Committee Members 10 working days prior to Final Defense

Prepare signature sheets for Committee Member approval

Defend Dissertation

Make required changes

Complete Proof of Dissertation Manuscripts Submission Form (**Appendix U**) and submit along with a copy of the manuscripts to the Ph.D. Director.

Submit Dissertation to Library – Comply with requirements per the Graduate School\*

Submit Dissertation Agreement and Survey Form (Obtain from Graduate School)\*

**APPENDIX T**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
COLLEGE OF NURSING**

**Dissertation Defense Request List**

**Student:** \_\_\_\_\_

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

**Date of Presentation:** \_\_\_\_\_

**Time of Presentation:** \_\_\_\_\_

**Approximate Number Attending:** \_\_\_\_\_ **Preferred Conference Room:**  
**RAHN 3202, RAHN 2280, Other** \_\_\_\_\_

**Desired Set-up:** \_\_\_\_\_

**Email jpeg color photo**

Circle Equipment Needed

Projector                      Data Ports  
Computer                      Long Distance Access  
Telephone



**To be Completed by Ph.D. Program Assistant**

- Notify Dean of Graduate School (30 days prior to defense).
- Catering (Send to the Business Office to forward IDT to Graduate School for payment).
- Reserve Conference Room
- Create and Distribute flyer
- Email announcement of the flyer
- UAMS Electronic Calendar and to Graduate Office to post to the Graduate School Website.
- UAMS Electronic Calendar to Student Service Office to post to the College of Nursing Website.

**Please complete form and submit to the Ph.D. Program Assistant at least (1) month prior to defense**

## APPENDIX U

### UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES COLLEGE OF NURSING

#### **Submission of Dissertation Data-based Manuscript for Publication**

The purpose of this form is to document that the Ph.D. doctoral student has successfully submitted dissertation data-based manuscript for publication. Appropriate documentation of submittal of manuscripts must be attached (i.e. mail receipt, e-mail confirmation or other forms of proof), along with a copy of each manuscript/grant to the Ph.D. Program Director.

##### Manuscript #1

Name of Manuscript \_\_\_\_\_

Name of Journal \_\_\_\_\_

Date of Submission \_\_\_\_\_

##### Manuscript #2

Name of Manuscript \_\_\_\_\_

Name of Journal \_\_\_\_\_

Date of Submission \_\_\_\_\_

##### Research Proposal

Name of Research Proposal \_\_\_\_\_

\_\_\_\_\_

If applicable:

Agency Grant Submitted to \_\_\_\_\_ Date \_\_\_\_\_

Ph.D. Doctoral Student \_\_\_\_\_ Date \_\_\_\_\_  
Name

Ph.D. Doctoral Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Dissertation Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Director, Ph.D. Program in Nursing Date \_\_\_\_\_

# APPENDIX V

## UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES GRADUATE SCHOOL

### Degree Application

Please pay applicable graduation fees and complete this form online here:

<http://gradschool.uams.edu/students/graduating-students/> . This form should be completed during registration for the semester in which degree requirements will be completed. **If you apply for a degree and find that you are unable to complete the requirements by the date specified, please notify this office as soon as possible (686-5454).**

(Please print your name as it is to appear on the diploma)

Program \_\_\_\_\_ Degree \_\_\_\_\_ (Ph.D., MS)

Where do you plan to graduate? \_\_\_\_\_ Advisor: \_\_\_\_\_

Degree, date college and location where your baccalaureate degree was awarded: \_\_\_\_\_

\_\_\_\_\_

List other degrees awarded: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Race \_\_\_\_\_ Sex \_\_\_\_\_ Off-campus email address \_\_\_\_\_

Address: \_\_\_\_\_

Street City State Zip

Please give the address to which your diploma should be mailed

Street City State Zip

If you are a spring semester graduate will you attend the May commencement, or if you will be a summer of fall graduate will you attend the next May commencement? \_\_\_\_\_(yes or no). If yes, the following information is requested for ordering commencement regalia:

- 1) Cap size \_\_\_\_\_the graduate school office can measure you or you can measure the number of Inches around your head and call the Graduate School office (501) 686-5454.
- 2) Height with shoes: Feet\_\_\_\_ Inches \_\_\_\_\_.
- 3) Weight \_\_\_\_\_

Please print your Dissertation Title: \_\_\_\_\_

\_\_\_\_\_

Hometown \_\_\_\_\_

City State Zip

Hometown Newspaper(s) \_\_\_\_\_

**APPENDIX W**

**UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES  
GRADUATE SCHOOL**

**Notice of Withdrawal from Graduate School**

To: Dean of the Graduate School

This is to inform you that I am withdrawing from the graduate program at the University of Arkansas for Medical Sciences.

\_\_\_\_\_  
Date Student

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

\_\_\_\_\_  
Date Departmental Chair

\_\_\_\_\_  
Date Approved: \_\_\_\_\_  
Dean of the Graduate School

**Please submit the completed form to the Ph.D. Director & Graduate School Office**