



UNIVERSITY of
SOUTH FLORIDA

College of Behavioral & Community Sciences

School of Social Work

PH.D. STUDENT HANDBOOK 2019-2020

PART I: INTRODUCTION TO THE DOCTORAL PROGRAM

Southern Association of Colleges and Schools (SACS)

USF is accredited by the Southern Association of Colleges and Schools (SACS) Commission on Colleges to award associate, baccalaureate, master's, specialist, and doctorate degrees. The Ph.D. program uses the following outcome to meet SACS requirements.

Goal 1: Discipline Specific Knowledge and Skills

Student Learning Outcome Statement

Social work Ph.D. students will be able to integrate knowledge from previous courses to develop a feasible research proposal. This will occur by the end of the two years of required social work coursework.

Method of Assessment

All students, prior to moving on to the defense of their dissertation proposal, will prepare an independent research proposal in their area of interests. A scoring rubric for the 14 components of the research proposal will be used to evaluate the work. The rubric scale is as follows: 0 – not met, 1 – met expectations, 2 – exceeds expectations. The Ph.D. Chair, in consultation with the Ph.D. Committee, will identify two faculty members to review the research proposal. Disagreements will be resolved through consensus as needed. This may be the Dissertation Committee members.

Performance Targets

Program success will be achieved if 90% of students successfully receive a score of met expectations (1) or higher in each area of evaluation.

Admission Requirements

All applicants must have a minimum cumulative GPA of 3.0 (3.0) for the last 60 semester hours of college work. The minimum GPA for the last 30 semester hours of college work must be 3.5 (3.5). The minimum GPA for the last 15 semester hours of college work must be 3.75 (3.75). The minimum GPA for the last 6 semester hours of college work must be 3.9 (3.9). The minimum GPA for the last 3 semester hours of college work must be 4.0 (4.0). The minimum GPA for the last 1 semester hour of college work must be 4.0 (4.0). The minimum GPA for the last 0.5 semester hour of college work must be 4.0 (4.0). The minimum GPA for the last 0.25 semester hour of college work must be 4.0 (4.0). The minimum GPA for the last 0.125 semester hour of college work must be 4.0 (4.0). The minimum GPA for the last 0.0625 semester hour of college work must be 4.0 (4.0). The minimum GPA for the last 0.03125 semester hour of college work must be 4.0 (4.0). 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PART II: PHD CURRICULUM

Courses in Area of Strategic Emphasis – 9 credit hours minimum. Students will also take a minimum of three (3) (9 credit hours) graduate courses in their area of strategic emphasis preferably offered in the offered College

Selection of focus area courses is an important decision in the social work PhD program. The following guidelines will be used:

- PhD Program Chair will serve as the Faculty Academic Advisor during the first year in the PhD program. The student and PhD Program Chair will develop an initial program of study that will guide the student toward completion of all degree requirements
- Strategic area courses must be related to one of the USF School of Social Work area of interdisciplinary focus.
- Courses in BCS should be considered as first choices for strategic emphasis courses.
- Courses should be able to inform the student's dissertation proposal plan and theory and literature sections in the dissertation.
- Courses taken should also be able to demonstrate an expertise in a major social work educational program sequence or field of practice such as mental health, human behavior in the social environment, child welfare, policy, field education, or practice areas such as individuals, group, families, community or organizations.
- Given the limited number of required courses, course selection must be very purposive and not based on secondary interests the student may have.
- Once a major professor is selected, (usually at the start of the 1st year), students should be able to present his/her course plan to the major professor. If there is a change, the PhD Program Chair must also approve the plan of study.
- The PhD Program Chair will keep a copy of the academic plan in the student's file

Focus area course selection is not:

- For students to obtain a graduate certificate in a related topic. Exceptions to this must be approved by the PhD Program Committee
- For students to take general survey graduate courses in multiple areas.
- For students to earn credits for directed studies. Exceptions to this must be approved by the PhD Program Committee.

Process:

- During the first semester of the PhD program, students should be in contact with the PhD Program Chair by 6:30 on the first day of the Fall Semester to discuss course offerings

- Students should be scanning course offerings to learn course availabilities each semester.
- Students should be aware that not all courses available for consideration are immediately posted by the enrollment dates. Students may need to call respective departments to inquire if courses will be offered that have been offered previously.

Once a major professor is selected, (usually at the start of the 2nd year), students should be able to present his/her course plan to the major professor. If there is a change, the PhD Program Chair must also approve the plan of study

Graduate Research Methods – 9 credit hours minimum. Students will also take a minimum of three (3) (9 credit hours) of graduate research methods course preferably offered in the College SOW 6981 (3 credit hours): Measurement in the Social Sciences may be applied to this requirement pending the approval of the Ph.D. Chair.

Additional Hours – 9 credit hours minimum. Students should expect to take at least (9) additional credit hours either in research or area of strategic emphasis, or in directed studies (SOW 7919) or dissertation hours (SOW 7980) Students must obtain at least 42 credit hours post MSW/master's degree to be awarded the Ph.D.

Qualifying Exam. Successful completion of qualifying examination at the end of coursework

s/he has served as a-Co

Committee Composition

Once a Major Professor is selected, the student and Major Professor should begin to consider additional committee members for the Dissertation Committee. The Doctoral Dissertation Committee will consist of at least four members who meet the following criteria:

- The Major Professor must be from the student's academic area.
- Two (2) additional committee members must come from the academic area (i.e., discipline) of the student.
- At least one (1) external member must be from outside the Department, School, or equivalent hosting the doctoral major, but may be within the academic discipline. This person may serve as the Outside Chair.
- Be members of Graduate Faculty or Affiliate Gem/j EMC /A()A

Individuals proposing to conduct research using a human subject or conduct secondary data analysis with identifiable private information are required to submit application to the IRB for review and approval before initiating each project. A researcher may begin a study only after receipt of a letter of approval from the IRB.

To learn more about human research protection, go to <https://www.usf.edu/research-innovation/research-integrity-compliance/rieprograms/irb/irbhrpp/index.aspx>. This website contains a host of information about human research protection programs.

Students must complete the required research course mandated by OGS.

School of Social Work Qualifying Exam for Doctoral Students

This qualifying exam is designed to have students integrate knowledge from previous courses and to assist students in their thinking as they prepare to move to the dissertation proposal stage. This exam is projected to be a two-week intensive process that will begin at least a week prior to Spring Break in the 4th semester of course work. Students should plan for working throughout the Spring Break period on this exam. The exam is also in line with some of the components that are needed for an IRB protocol (as several sections are directly from the USF IRB protocol guidelines) and a grant application.

For the qualifying exam, students will submit a brief proposal for a proposed study incorporating their area of research. Students are encouraged to submit a proposal that would lead to their dissertation proposal and/or a grant application. MEMC /P/ gpa4 (r)3 (t)-2 (a)-1 (t)-2 (hot)-2 (hi)-2 (s)-1 (equ)4 (l)-2 (i)-2 (f)3 (yi)-2 (ng e)4 (xa)4 (m)-TJ T1144 0 T

College deadlines Students should use the School internal deadlines when they plan for their proposal and defense dates. Students should try to defend their dissertation at the beginning of the Spring term of their 4th year.

Coursework

Students are to enroll in at least two (2) dissertation hours in the semester of their defense. Directed Research hours shall not exceed 50% of the dissertation hour requirement. Directed Research hours will be converted to dissertation hours (i.e., Directed Research courses dropped, and a dissertation course added) prior to or during the approval window.

Directed research hours taken with their Major Professor (or Major Professor) prior to

Instead, students should be sharing ideas and receiving input from all committee members during the process of developing the prospectus document.

Dissertation Defense

After the Doctoral Committee has determined that the final draft of the dissertation is suitable for

Timeline for Dissertation Completion

It is expected that students will complete their dissertation and graduate in the early Spring semester of their 4th year. This means that their dissertation must be defended and finalized at the beginning of March (Exact dates vary from year to year). For the current year's deadline go to: http://www.grad.usf.edu/ETD_Deadlines.php Students are encouraged to create a timeline with

During the semester in which graduation is anticipated, students must:

1. Have an approved and accurate CBCS Thesis/Dissertation Committee Appointment form on file in the Graduate School.
2. Be enrolled in at least two (2) dissertation hours (No other type of credit hour may be substituted for dissertation hours.)
3. Complete all requirements set forth by the ETD system.
4. Apply for graduation by the posted deadline (see below).
5. Have a CBCS Successful Dissertation Defense form submitted to the Department and the College (by the Defense Chair).
6. Complete all of the ETD requirements associated with the dissertation.

Application for Ph.D. Degree

In order to graduate, a student must submit an application for the graduate degree to the Office of the Registrar. This application must be submitted in the semester expected graduation by the deadline noted in the academic calendar.

Time Limit Extensions In the event that a student nears the end of the time limitation as specified above, but the student needs more time to complete the degree, the student may submit a request for an extension using the Time Limit Extension Request form available on the Office of Graduate Studies website http://www.grad.usf.edu/inc/linked-files/time_limit_extension_form.pdf

Requests for time limit extensions must include:

maximum of eighteen (18) hours in any given semester. Exceeding eighteen (18) hours requires a signed program of study or written approval from the College. For financial aid enrollment requirements, go to the Office of Financial Aid website:

<http://usfweb2.usf.edu/finaid/other/enrollment.aspx>

Continuous Enrollment for All Graduate Students: All graduate degree-seeking students must be continuously enrolled. Continuous enrollment is defined as

Courses that receive a "W" grade do not fulfill continuous enrollment requirements. Colleges and majors may have additional requirements. Students on an approved leave of absence are not subject to the enrollment requirement for the time approved for the leave. Students who have been admitted to doctoral candidacy must follow the dissertation hour enrollment in place of the continuous enrollment requirement as specified here for all graduate students (not in candidacy). (*Refer also to the Time Limitation policy.)

Readmission Following Non-Enrollment: A graduate student who is not registered and enrolled for a minimum of six (6) credits in a 12-month period is automatically placed in non-degree seeking (i.e., inactive) status. Students must be readmitted to the major to continue their studies. Readmission is at the discretion of the major and is not guaranteed. Refer to the Readmission policy in the Graduate Admissions section for more information.)

Enrollment During Comprehensive Exams and Admission to Candidacy: During the term in which students take the comprehensive exams, students must be enrolled for a minimum of two (2) hours of graduate credit. If the exam is taken between semesters, the student must enroll for a minimum of two (2) hours of graduate credit in the semester before or following the exam. Students must also be enrolled for a minimum of two (2) hours of graduate work in the semester of admission to doctoral candidacy.

Dissertation Hours: Students working on a dissertation must enroll for a minimum of two (2) hours of dissertation every semester, starting with the semester following admission to doctoral candidacy, up to and including the semester the dissertation is submitted to and approved by the Office of Graduate Studies. Dissertation hours may apply to the continuous enrollment requirement. Colleges and majors may have additional requirements. Students who are dropped from degree-seeking status and formally readmitted to the major must enroll in a minimum of 5 dissertation hours in the semester that the readmission is effective. Refer to the Readmission policy in the Graduate Admissions section for more information.)

****NOTE:** Students cannot be enrolled in thesis and dissertation concurrently.

Enrollment During Semester of Thesis Submission: Students must be enrolled for a minimum of two (2) thesis hours during the semester that the thesis is submitted and approved by the Office of Graduate Studies, usually the semester of graduation. Students not enrolled for the minimum requirement will not have the thesis/dissertation approved and therefore may not be certified for graduation.

****NOTE:** Students cannot be enrolled in thesis and dissertation concurrently

Enrollment During

Only courses with grades of "C" (2.00) or better will be accepted toward a graduate degree; no grade of "C-" or below will be accepted. Students must meet the requirements to be in good standing to graduate. All "I" and "M" grades must be cleared for graduation to be certified. Students who fail to maintain good standing may be placed on probation or academically dismissed.

Grade Point Average (GPA): The GPA is computed by dividing the total number of quality points by the total number of graded hours completed. The total quality points are figured by multiplying the number of credits assigned to each course by the quality point value of the grade given. The GPA is truncated to two decimals (3.48) and is not rounded up.

Credit hours for courses with grades of "IU", "M", "MU", "N", "S", "U", "W", "Z", and grades which are pre (e P)-3 (o]m)-2 (a)4 (l)lp (d (l))4o()TJ 0T 94, t is TD [(2 (s)-1 ((not)a[4u44 0)4

- Most of the student's work for the course has been completed before the end of the semester and the work is qualitatively satisfactory.
- The student has requested consideration for an "I" grade as soon as possible, but no later than the last day of finals week.

The student must request consideration for an Incomplete grade and obtain an "I" Grade Contract from the instructor of record. Even though the student may meet the eligibility requirements for this grade, the course instructor retains the right to make the final decision on granting a student's request for an Incomplete. The course instructor and student must complete and sign the "I"

1. An "F" or "zero" grade on the subject paper, lab report, etc.
2. An "F" in the course or activity in which credit may be earned.
3. An "FF" in the course (leading to expulsion from the University).
4. Academic dismissal for any violations of academic dishonesty policies or regulations.
5. Possible revocation of the degree or graduate certificate following a thorough investigation.

Graduate students who are assigned an "FF" grade will be academically dismissed from the University and will not be eligible to apply to any graduate program at USF. Procedures regarding academic dishonesty and academic dismissal may be found on the Office of Graduate Studies website.

Student Resources

The following is a list of student resources. Students are encouraged to add to this list.

Office of Graduate Studies: Information regarding graduate study at USF as well as university policies and procedures can be found at the following website: <http://www.usf.edu/graduate-studies/about-us/collegeof-graduate-studies.aspx>

Graduate Student Catalog: The USF Graduate Student Catalog provides information about policies and curriculum for graduate programs. It can be accessed at: <http://www.grad.usf.edu/catalog.php>

Graduate and Professional Student Council (GPSC): The GPSC represents all graduate student interests pertaining to academic issues in regular meetings with the USF President, Provost, Dean of Graduate Studies, the Graduate Council, Student Government, and other University administrators. Advantages to joining the GPSC include:

- Staying abreast of current issues of importance to graduate students
- Receiving announcements on deadlines, scholarships, courses, etc. from USF faculty.
- Receiving information on on-campus research positions and general job openings
- Receiving announcements on current GPSC socials, seminars, and meetings

To join the GPSC, go to <http://www.gpsc.usf.edu/>

: Policies, procedures, and forms specific to the College and University can be found at the following website: www.usf.edu/cbcs/graduate

Council for Social Work Education (CSWE): Founded in 1952, the Council on Social Work Education (CSWE) is the national association representing social work education in the United States. Its members include over 750 accredited baccalaureate and master's degree social work programs, as well as individual social work educators, practitioners, and agencies dedicated to advancing quality social work education. Through its many initiatives, activities, and centers, CSWE supports quality social work education and provides opportunities for leadership and professional development, so that social workers play a central role in achieving the profession's goals of social and economic justice. CSWE's Commission on Accreditation is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in the United States and its territories. For more information, go to: <https://www.cswe.org>

Group for the Advancement of Doctoral Education in Social Work (GADE): The Group for the Advancement of Doctoral Education in Social Work (GADE) is an organization made up of over 80 social work doctoral program directors worldwide who represent their member universities. Founded in the late 1970s, GADE's primary purpose is to promote rigor in doctoral education in social work, focusing on preparing scholars, researchers, and educators who function as stewards of the discipline. For more information, go to <http://www.gadephd.org>

School of Social Work: Information on the program, including admissions, curriculum, and a copy of our handbook, can be found on the website <https://www.usf.edu/cbcs/socialwork/programs/phdinsocialwork/index.aspx>

SWS is a student organization that is open to both undergraduate and graduate students. The society aims to promote positive socialization among students interested in issues of social justice and positive social change, as well as to raise funds and increase engagement in service activities that address human needs and social justice concerns. Information about this organization can be located at the following website: <https://www.usf.edu/cbcs/socialwork/students/socialworksociety.aspx>

Society for Social Work and Research (SSWR): The Society for Social Work and Research was founded in 1994 as a freestanding organization dedicated to the advancement of social work research. SSWR works collaboratively with a number of other organizations that are committed to improving support for research among social workers. Members include faculty in schools of social work and other professional schools, research staff in public and private agencies, and masters/doctoral students. SSWR's more than 1,300 members come from 45 states in the United States as well as from Australia, Canada, Cyprus, Hong Kong, India, Ireland, Israel, Japan, Korea, New Zealand, Sweden, Switzerland, Taiwan, Trinidad, and the United Kingdom. SSWR's members represent more than 200 universities and institutions. For more information, go to: <http://secure.sswr.org>

USF Graduate Student Information

The Office of Graduate Studies offers a comprehensive Student Life Guide. It is available at: <https://www.usf.edu/graduatestudies/documents/usfgraduatestudentlife-guide.pdf> Please review the guide as it contains valuable information, as well as the table of contents below.

- Successful Defense form, which should be completed by the student but remain unsigned until the student defense. A student's "outside" Committee member may act as the Chair of the defense. The Chair is given the Successful Defense form which will be signed and dated upon approval of the student's defense. The Chair will later return the form to Susan Crochunis in the Dean's Office (C 1148)

****NOTE:** There are several options for the announcement template depending on the number of Committee members.

Missing or inaccurate information could cause a delay in processing, which in turn could cause a delay in the defense.

Submit the CBCS Dissertation Defense packet. Ultimately, it is the responsibility of students to make sure the college receives all required documents. All documents are to be submitted to Susan Crochunis in the Dean's Office (C 1148). Students are required to submit their Dissertation Defense packet at least two (2) weeks prior to their dissertation defense date.

(Colleges can provide semester deadlines) Once a defense date is chosen, the Dissertation Defense packet can be completed and turned in

The documents included in the packet are college specific

Submit USF Office of Graduate Studies documents There are additional steps and documents required for a dissertation to the Office of Graduate Studies website for that procedure, which includes information on the resource center, deadlines, workshops, process requirements, checklist, etc. can be found at:

<https://www.usf.edu/graduatestudies/students/electronicisdissertation/>