

THE UNIVERSITY OF TENNESSEE

COLLEGE OF SOCIAL WORK

PH.D. PROGRAM



STUDENT HANDBOOK

2009 - 2010

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INTRODUCTION

Welcome to the College of Social Work and the Ph.D. program. You are about to embark on one of the most challenging and interesting experiences of your life! Few persons ever have the opportunity to pursue higher education at this level. You were selected because we believe you have great promise and will one day make important contributions to the field.

Each year the faculty and I look forward to getting to know and work with the new incoming doctoral class. We are here to help you, answer your questions and mentor you along the way. I hope that you take advantage of the wonderful resources you will have in our outstanding faculty. Our responsibility is to help mentor you as a researcher, scholar and educator. You will have many opportunities in the next three years to learn, grow and develop and we are excited about being a part of that process.

Doctoral education is, quite frankly, like nothing you have ever experienced before. You will be asked to become a critical thinker, an independent learner, and eventually, someone who is committed to the development and dissemination of new knowledge. You will probably work harder and more thoughtfully in the next three years than you have ever done before. The rewards at the end are well worth it! There is, in my opinion, no better or fulfilling career than that of a scholar/educator.

As dean, I will do all that I can to be supportive of you while you are at the College. My door is almost always open and I hope that you will feel free to drop by often. Again, welcome to the College and my very best wishes for you here at The University of Tennessee.

GO VOLS,

Karen M. Sowers, Dean

INTRODUCTION - *read this first*

The purpose of this manual is to provide information concerning the Ph.D. program in Social Work. While an attempt has been made to be thorough, the manual is neither exhaustive nor is the accuracy of information in this handbook assured since policies can change between revisions of this handbook. The definitive guide for graduate students is the *UTK Graduate Catalog*. **Graduate students are expected to be aware of all regulations governing their work and study at the University. This means that it is the student's responsibility to become familiar not only with this manual but with the *UTK Graduate Catalog* as well.**

The student should always verify any information regarding College and University policy with the current handbook and the current catalog. If information is unavailable or lacks clarity, the student should ask his/her advisor, dissertation committee chair, or doctoral program chair. The student should also check the *Graduate School News* for various deadlines and changes in regulations. (The *Graduate School News* is distributed by the Office of Graduate Admissions and Records at the beginning of each semester. The most recent copy will be posted on the doctoral program bulletin board.)

Many rules and regulations govern a student's progress through the doctoral program. For the most part, requirements and deadlines are firm with few if any exceptions allowed. However, there may be extenuating circumstances which might justify modification of these requirements and deadlines. If a student feels that special consideration should be given to his/her situation, s/he should discuss the matter with the dissertation committee chair, Comprehensive Examination chair, or doctoral program chair, who can determine whether or not the Doctoral Program Committee or The Graduate School should be petitioned.

The Ph.D. Program

The purpose of social work education at the doctoral level is to develop an understanding and appreciation of the scientific method so that graduates can improve and extend the knowledge base of social work practice through empirical research. Graduates of doctoral programs assume leadership roles in social work education, research, and practice.

The Ph.D. program in social work provides training in social and behavioral science research methods and the opportunity for students to apply these methods to social problem and social work practice areas. Doctoral research is directed toward developing knowledge that can be used by social work educators, practitioners, administrators, and policy makers. Graduates of the Ph.D. program are prepared to contribute to the improvement of the design and implementation of social services and to develop and disseminate social work knowledge through research and teaching.

Student Responsibilities

Students are expected to be familiar with and follow the regulations and requirements outlined in this manual and in the *Graduate Catalog*. Though the program staff do periodically notify students of deadlines, etc., it is ultimately the student's responsibility to fulfill requirements and meet deadlines.

Students are expected to attend classes, to complete assignments on time, and to participate actively in class discussions.

Students receiving assistantships are expected to diligently fulfill the work expectations of their award. Assistantships are granted for periods of one academic year and will be renewed when funds are available. Each assistant will be assigned a faculty supervisor to whom the assistant will report for assignments. The student should request a copy of the University's policy on the administration of graduate assistantships. Additional information is provided in the current *University of Tennessee Graduate Catalog*.

Students have the responsibility for being informed of UTK policies and procedures as described in the *Graduate Catalog*, *Hilltopics*, and other periodic official updates from The Graduate School and the doctoral program office. Scheduling of examinations (particularly comprehensive examinations and dissertation defenses) is the student's responsibility, as is registration and reporting to The Graduate School.

Ethical Academic and Professional Conduct

Students in a graduate program in social work are simultaneously participating in both academic and professional worlds. This means that behavior must be governed by the norms of academia and professional social work practice, including the NASW Code of Ethics.

Academic Conduct

The purpose of the academic environment is to facilitate the acquisition of knowledge and the ability to develop and disseminate knowledge. A degree, such as the Ph.D., is an assessment by the faculty that these purposes have been accomplished. Such an assessment means that a student is committed to the pursuit of knowledge and to an understanding of its meaning. Conversely, plagiarism, or any other form of cheating, is inimical to this purpose and is grounds for disciplinary action, including dismissal from the program. Graduate students are expected to understand the proper use and referencing of the

material of others' in their own written work and to comply with academic standards in this regard.

Professional Conduct

In addition to maintaining acceptable academic standards, students must conduct themselves in a professionally ethical manner toward clients and student and faculty colleagues. Because membership in a profession implies an encompassing set of values, professional conduct is expected at all times, on-campus and off-campus. The College subscribes to the NASW Code of Ethics. Students are advised to familiarize themselves with its provisions. Any act that would constitute unethical practice or a violation of law, whether committed in college-related activities or not, is grounds for disciplinary action, including dismissal from the program.

Advising

Each new student will be advised by the program chair until such time as the student is ready to choose a Comprehensive Examination Committee chair. The Comprehensive Examination Committee supervises the completion of the paper that serves as the comprehensive examination. The Doctoral Dissertation Committee oversees the dissertation process (research proposal, research progress, etc.) and conducts the dissertation defense. Members of the dissertation committee may be selected from those members of the Comprehensive Examination Committee who are qualified to serve on dissertation committees. (See relevant sections for information regarding formation of these committees.)

Student Records

Any student wishing to see his/her records may request to do so through the doctoral program chair. Exceptions to the right to see records are reference letters if the student has previously waived his/her right to read the letter. **No materials are to be removed from the student's file folder.**

Student Appeal Process

Student grievances, most often concerning issues of academic performance, should be handled on an individual basis between student and instructor if possible. However, the student, major professor (or committee chair) or instructor may request consideration of a concern by the student's academic committee. The academic committee may then make recommendations on an issue to the doctoral program chair. If necessary, the next level of appeal is to

the Doctoral Program Committee and then to the Dean of the College of Social Work.

Further appeal may be made to the Dean of the Graduate School, The Graduate Council, and the Chancellor. The By-Laws of the University (Article V, Section 7) provide that any individual may ultimately appeal to the Board of Trustees, through the President. A copy of the University's policy statement on appeals procedures may be obtained from the Office of Graduate Admissions and Records.

Student Representative

Doctoral students annually elect one representative and one alternate to serve on the Doctoral Program Committee. This committee is the academic policy setting body for the doctoral program. The student representative is a voting member.

Overview of the UT College of Social Work

The University of Tennessee, is the official land-grant institution for the state. It is a comprehensive institution offering a wide variety of graduate and undergraduate programs. The UT College of Social Work has three academic programs (BSW, MSSW, Ph.D.) as well as an Office of Research and Public Service. The MSSW is also obtainable at the Memphis and Nashville branches of the UT College of Social Work. Though a doctoral student's foundation coursework and electives must be completed at the Knoxville campus, the student's dissertation research may be done with faculty at the Memphis and Nashville branches.

Student Travel Procedures

Travel Requirement

Step 1

Each student must exhaust any funds they can get from Graduate Studies BEFORE coming to the Doctoral Program Chair.

Each student is to provide proof of applying for the USPF Graduate Travel Fund when requesting travel assistance from the Doctoral Program College of Social Work (students must provide a copy of completed application to the Doctoral Program Secretary).

Note: please see web site for application, deadlines, procedures,

etc.

<http://web.utk.edu/~gss/travelfund/index.html>

This must be done at least 3 months prior to travel.

Travel funds are set aside for students presenting at national social work conferences when the budget allows for extra money. Funds are limited so students are encouraged to share lodging and make travel plans early to get lowest possible air fares.

Step 2

The Doctoral Program Chair will review the form and approve amount of travel and return a copy of the Doctoral Students Travel Request Form to the student. The original will be kept in the student's file for further reference.

Step 3

The student is then required to fill out a Travel Authorization Form (T-18 , please see appendix A). The Doctoral Secretary will help you with this form for appropriate approval(s).

Step 4

The traveler will be required to return from trip with appropriate receipts. Here is a list of receipts the traveler must have:

1. Lodging receipt with a balance of \$00.00.
2. Registration fees receipt
3. Airline Ticket receipt
4. Rental cars receipt
5. Cab fare, Trolley, etc receipt
6. Any other expense.

The Doctoral Secretary will help with filling out the Travel Reimbursement Form (T-3, please see appendix A).

FINANCIAL INFORMATION

Expenses

The fees and tuition can be found in the current *Graduate Catalog*. Fees and tuition are a significant part of the cost of a student's education. While these fees and/or tuition may be waived for graduate assistants on a 25% FTE or higher appointment, the length of time that the program can support a particular graduate student is limited to a maximum of three years. The cost of books is generally about \$250 per semester.

Financial Assistance

Graduate students may request financial aid from the central University Financial Aid Office, and The Graduate School. The University Financial Aid Office administers such funds as National Direct Student Loans, Guaranteed Student Loans, and a number of scholarships. The Graduate School administers fellowships and scholarships. Separate application forms are required for the

University Financial Aid Office and The Graduate School. Requests should be directed specifically to these offices:

Financial Aid Office Scholarships and Financial Aid
115 Student Services Building
The University of Tennessee
Knoxville, TN 37996
(865) 974-3131

Fellowships and Scholarships Jeannette Bouchard, Staff Assistant
Graduate Admissions and Records
218 Student Services Building
The University of Tennessee
Knoxville, TN 37996
(865) 974-3251

www.fastweb.com for information and assistance in identifying financial aid
www.usnews.com then go to 12.47.197.196/usnews/
Just for women: www.aauw.org - see menu for grants and awards

Minority Fellowships Linda Painter, Associate Dean of The Graduate School
404 Andy Holt Tower
The University of Tennessee
Knoxville, TN 37996
(865) 974-2475

Graduate assistantships provided through the College of Social Work provide a fee waiver and a stipend and have a work requirement. They are the major form of aid administered directly by the doctoral program. Normally, awards are made sometime in May or June after the Doctoral Program Admissions Committee of the College of Social Work has made final admissions decisions.

GRADUATE SCHOOL REQUIREMENTS

Every graduate student should check his/her records periodically with the Office of Graduate Admissions and Records to be sure that no errors have been incorporated into these official records and to determine that there are no deficiencies in the requirements for the degree being sought. For example, it is easy for a student to forget about an "I" (Incomplete) grade and then find during the semester in which candidacy is sought that work must be completed to remove that grade or that a professor must be located to affirm that work was completed. There are several requirements which must be satisfied by all graduate students. Please check the UTK *Graduate Catalog* for a complete, up-to-date list of requirements. (Several items below may overlap with items under)

SUMMARY OF PROCEDURES FOR PH.D. IN SOCIAL WORK

1. Minimum GPA (i.e., 3.00).
2. Minimum number of credit-hours and residency requirements. The student must complete 69 semester hours beyond the Master's degree. This includes 27 hours of required coursework, 15 hours of advanced electives, and a minimum of 24 hours of dissertation research. The residency requirement for doctoral students is a minimum of two consecutive semesters of full-time registration.

Transfer of credit for an elective course taken at another university for graduate credit may be allowed provided that the final grade was "B" or better and approval is obtained from the program chair and the Vice Provost and Dean of The Graduate School.

The College of Social Work Doctoral Committee does not allow substitution for the foundation social work courses.

3. Passing of comprehensive examination. The comprehensive examination should be completed only after foundation coursework and any other College requirements (i.e., the qualifying examination) have been completed.
4. Appointment of Doctoral Dissertation Committee. This must be done prior to completion of dissertation proposal and prior to admission to candidacy. **Committee appointments require the approval of The Graduate School.**
5. Admission to candidacy. Request for admission to candidacy must be submitted by each student working on a graduate degree. The request for admission to candidacy may be submitted simultaneously with the request for dissertation committee approval but may **not** be submitted until after the qualifying and comprehensive examinations have been passed. **Doctoral students must apply for admission to candidacy at least one semester before graduation. Forgetting to do this could delay graduation.**
6. Acceptance and defense of dissertation. After the student's committee has received the written dissertation, the student must schedule an oral defense of the dissertation. (The College requires acceptance and defense of the dissertation **proposal prior** to beginning actual work on the dissertation itself. **The College and University require IRB approval of dissertation research prior to any data collection**)

Final oral defense of the dissertation must be scheduled through the Office of Graduate Admissions and Records. The student should consult

his/her advisor and the program secretary each semester for the final dates for scheduling and holding such examinations.

(There are two deadlines. Meeting the first deadline will allow the student to graduate the semester that the dissertation is defended. Meeting the second deadline will allow the student to graduate the following semester without having to register for that semester. This can prevent the student from having to pay registration fees for that semester. Again, the student should consult The Graduate School calendar for dates.)

7. Placement of name on graduation list, application for diploma, and payment of graduation fee.
8. Approval and acceptance of the final copy of the dissertation by The Graduate School. The final copy of the dissertation should be submitted **after** the final oral examination but not later than two weeks prior to Commencement (see the *Graduate School News* for deadlines). **However, the student should begin working with the Thesis/Dissertation Consultant much earlier than this (see DISSERTATION section for specific information).**
9. Payment of all fees, fines, etc., and removal of any incompletes.

The following items are given in the order that they should or must be completed. Some forms are to be submitted only to the College of Social Work doctoral program office. Others must also be submitted to The Graduate School or to the Office of Graduate Admissions and Records. Forms should be **completed** by the student and then given to the doctoral program secretary for the gathering of signatures. **All** forms should be processed through the **doctoral program office** to assure that they are completed accurately and according to deadlines and that copies are placed in the student's file.

Committee hearings, defenses, etc., should similarly be arranged by the doctoral program secretary, who is also responsible for making room arrangements. (The student should give the doctoral program secretary a list of preferred dates and times and a list of committee members. S/he will then contact these persons to determine a best date and time for all concerned and will then make final arrangements for the meeting.) Necessary forms should be completed **by the student prior to meetings**.

Admission Requirements

1. Admission by The Graduate School.
2. Admission by the College of Social Work.

Coursework, Examination, and Dissertation Requirements

3. Completion of foundation courses. These should be completed by the end of the spring semester of the first year for most full-time students.
4. Completion of written qualifying examination. This should be taken between May and August at the end of the student's first year.
5. Selection of Comprehensive Examination Committee.
6. Completion of 15 elective hours. A minimum of 12 hours must be in non-social work courses and 9 of the non-social work hours must be related to the dissertation. Any elective hours taken in social work must be at the 600 level.
7. Completion of comprehensive examination. **The comprehensive examination must be completed and accepted within five years of initial enrollment in the doctoral program.**
- * 8. Appointment and approval of Doctoral Dissertation Committee. This should be done after completion of the comprehensive examination. It must be done prior to completion of the dissertation proposal and prior to admission to candidacy. **Committee appointments require the approval of the doctoral program chair and of The Graduate School.**
9. Commencement of SW 600. The student may begin taking SW 600 (dissertation hours) after she/he has completed the qualifying examination and when she/he is ready to start work on the comprehensive exam and the dissertation proposal but **not** before the qualifying examination has been completed. The student **must** begin taking SW 600 the semester that s/he advances to candidacy or the semester that his/her dissertation proposal is approved, whichever comes first. Once SW 600 is begun, registration must be continuous (for a minimum of 3 hours), **including summers**, until the dissertation is completed unless the student requests a leave of absence. A leave of absence may be granted only for semesters during which the student will **not be using University facilities**.
- * A request for a leave of absence should indicate the reason for the leave and stipulate that the student will not be using University facilities. It must be submitted to the chair of the doctoral program. If the chair approves the request, s/he will submit the request to the Dean of The Graduate School, who must also approve the leave. The request should be made in advance. Approval is not automatic.

The Graduate School limits the number of leaves of absence that a student may have during his/her doctoral program to six semesters. The fees for **any** unenrolled semesters will be billed to the student retroactively and must be paid before the student will be allowed to graduate.

10. There is an eight-year time limit for finishing the program from start to finish. Leaves of absence do not extend this eight-year limit.
- * 11. Submission and approval of application for admission to candidacy. The Admission to Candidacy Application form is submitted by the student with the signatures of his/her Doctoral Dissertation Committee to the chair of the doctoral program and to The Graduate School for approval. The advancement to candidacy form indicates that the student has passed the comprehensive examination and specifies the courses she/he has taken. **It must be submitted at least one semester prior to graduation.**

Graduation Requirements

12. Completion and approval of dissertation proposal. The appropriate form complete with committee signatures indicating that the committee has approved the dissertation proposal must be submitted to the program chair. **(At this point or sometime in the very near future, the student should contact the Thesis/Dissertation Consultant.)**
13. Completion of dissertation research and dissertation under the direction of dissertation committee.
- * 14. Placement of student's name on the graduation list. The student should indicate this on the registration material for the semester s/he plans to graduate. All requirements for progress through the doctoral program and for graduation must be completed within eight years of initial enrollment in the doctoral program.
- * 15. Application for diploma. The application should be submitted directly to the Office of Graduate Admissions and Records. The deadline is available at registration.
- * 16. Payment of graduation fee to the Bursar's office. The deadline is available at registration
17. Submission of final draft of dissertation to members of doctoral committee. This must occur at least two weeks prior to the final oral defense of the dissertation.
- * 18. Scheduling of final oral defense of dissertation with the Office of Graduate Admissions and Records. The student must schedule the final oral defense of his/her dissertation at least one week prior to the actual date of the final oral defense.

19. Final oral defense of dissertation with doctoral committee. The defense must be scheduled to occur not later than four weeks prior to Commencement. The actual deadline is available at registration.
- * 20. Approval and acceptance of final copy of dissertation, doctoral forms, and thesis card by the doctoral committee and The Graduate School. Approval and acceptance follow the final oral examination. The final copy must be completed not later than two weeks prior to Commencement.

A Pass/Fail Form for the oral defense will be sent to the chair of the student's dissertation committee prior to the oral defense after the request to schedule the defense has been submitted. This form should be signed and dated **immediately** after completion of the oral defense assuming the defense is successful.

Pass/Fail Forms for the written dissertation itself will be prepared by the student or his/her typist according to instructions (in multiple, original copies). These should be signed and dated immediately after completion of the oral defense **if possible**. If the committee chooses to withhold signatures until changes (which should be minor at this point) are made, then the student should be sure to ascertain when and where committee members can be reached for obtaining the final signatures.

- * 21. Removal of incompletes. Incompletes must be removed by the instructor not later than one week prior to Commencement.

REGISTRATION FOR COURSES

Starting Summer 1995, there are new procedures for pre-registration. All students will be required to register by telephone. If you are being considered for a graduate assistantship or a graduate teaching assistantship, please do not pre-register until you have been notified of the decision. Otherwise you may be asked to pay your tuition and be reimbursed later in the year. If you have any questions about registering for your classes, currently enrolled or first-time Ph.D. students, please call the doctoral program secretary at (865) 974-6481.

Registration

Except for first-semester graduate students, all students are expected to pre-register for courses during the period reserved for that purpose. The University imposes a penalty fee for failure to pre-register. The reason for pre-registration is to allow sufficient time for the Department to adjust its teaching loads and course offerings in the event that certain courses do not have large enough enrollments to justify their being offered.

The normal maximum course load for graduate students is 15 hours per semester with 9 hours considered a full load. Students who have at least a 3.6 grade-point average in 9 or more hours of graduate coursework may petition The Graduate School to take up to 18 hours. For summer terms, the course load limits apply to the combined number of hours taken during the various summer sessions.

Students should be aware that The Graduate School requires them to register continuously for at least 3 credit-hours of **SW 600** once they begin their dissertation research. This continuous registration is required even if the student leaves the campus, and it can be a significant financial burden, especially for out-of-state students. Permission may be obtained from the Vice Provost and Dean of The Graduate School to waive this requirement for a time, but this is limited to a total of six semesters. The program chair should be consulted about any requests for a waiver (see above, page 8, #9). If students on approved leave of absence need to use faculty time and/or University facilities, they must terminate their leave by registering for a minimum of 3 dissertation hours for that semester. **All doctoral students are advised to complete all other requirements for their Ph.D. degree before leaving the campus.** It will then only be necessary to register for 3 credit-hours of SW 600 each semester.

Off Campus Registration

Advanced students who decide to relocate to Nashville or Memphis for dissertation hours should make arrangements through the Office of Graduate Admissions and Records to be placed on mail-in registration. Off-campus registration procedures are somewhat different from regular registration procedures.

To register off-campus for dissertation hours, the student **must request mail-in registration material**. This material will contain a green card. The student must complete this green card and then return the card, along with a stamped, self-addressed envelope and the fees payment, to the current staff assistant handling off-campus registration. (When registering off-campus for dissertation hours, the student will not be required to pay a Program and Services Fee.)

Change of Registration

The permanent record will show all courses for which the student has registered except those audited and those from which s/he has withdrawn before the drop/add period has expired.

Students who fail to attend the first class meeting without prior arrangement with the department may be dropped from the course to make space available to other students. When students drop a course, they have the responsibility to assure that they have actually been dropped; otherwise, they may receive a grade of "F" in the course.

There are two deadlines for change of registration, withdrawal, etc. The first deadline is about two weeks after classes begin each semester. Before this deadline, the student may drop without a "W," change from credit to audit, or add without an instructor's signature (unless the class is closed). Course registration may not be changed from credit to audit after this deadline. If the student withdraws from a course or from the University after this deadline but before the second deadline, a grade of "W" will be recorded on the permanent record. The second deadline is approximately 35 calendar days after the first day of classes each semester. A student may change registration for a course at any time prior to and including this date by executing a change of registration form and submitting it to the Graduate Admissions and Records Office. The signature of the advisor or department chair may be required on the change of registration form. The instructor's signature is required.

After the second change of registration deadline, a student withdrawing from a course or from the University will receive a grade of "F" unless the student can demonstrate to The Graduate School that the request for withdrawal is based on circumstances beyond the student's control. In the latter case, a grade of "W" will be entered on the permanent record.

To change registration in any way after the deadline, a student must present the request, together with documentary evidence of extenuating circumstances, to the Graduate Admissions and Records Office. In addition, s/he must complete a change of registration form and questionnaire signed by the instructor(s) and advisor as evidence of their knowledge of the request. If the request is approved, the Office of Graduate Admissions and Records will instruct the Registrar's Office to enter the change on the student's record.

Course Requirements

Course requirements for the Ph.D. degree as specified in the UTK *Graduate Catalog* must be satisfied. A student must choose courses in consultation with the major professor. Also, the faculty may recommend or require one or more courses for a student, on the basis of his/her performance on the doctoral comprehensive examination. (See **Comprehensive Examination** section below.) All coursework must ultimately be approved by the student's committee and the chair of the doctoral program.

Independent Study

Students wishing to pursue study or conduct research in an area of individual interest may seek a faculty member to provide an independent study course. As is true with the selection of any course, the student's adviser must approve the selection prior to registration in order for the course to count toward the Ph.D. degree. In addition, there are procedural requirements that must be fulfilled prior to registration:

1. A written proposal, developed by the student, must be prepared which describes course topic, learning objectives, credit-hours, readings, assignments, and method of evaluation and bibliography.
2. This proposal must be approved by the instructor, the student's major professor (or committee chair), and the director of the doctoral program before registration.
3. A copy of the approved proposal and completed Independent Study Course Approval Form must be submitted to the Doctoral Program Office to be placed in the student's file.

Design of Curriculum

The curriculum consists of foundation courses, advanced seminars both in social work and in other departments of the University, and dissertation research. The curriculum enables a student to develop a strong foundation in the history and philosophy of Social Work, in the methods of science, and in the application of these methods in improving the knowledge bases of direct practice with individuals, families, and small groups and of social administration, social planning, and community practice. Through the advanced seminars, students are expected to expand their knowledge in an area of practice and to contribute, through dissertation research, to the advancement of knowledge for direct practice, administration, planning, or community practice.

Curriculum Options

The curriculum for the Ph.D. degree in Social Work program allows students to concentrate their advanced seminar learning and dissertation research upon issues in direct practice, social administration, or social planning and in a substantive area of practice of the student's choice (i.e., mental health, family and children, rural social work, etc.). See below for the sample Ph.D. Curriculum for the first two years of doctoral study.

Sample Ph.D. Curriculum for First Two Years

First Semester

- (1) SW 601 Research for Social Work Practice I
- (2) SW 605 The analysis of Social Work Data I
- (3) SW 612 Social Work Practice and Its Social Context I (micro issues)
- (4) SW 640 History of American Social Work

Second Semester

- (1) SW 602 Research for Social Work Practice II
- (2) SW 606 The analysis of Social Work Data II
- (3) SW 613 Social Work Practice and its Social Context II (macro issues)
- (4) SW 650 Programs & Legislation for Children & Families

Qualifying Examination can be taken in June or August following first year

Third Semester

- (1) Elective Course
- (2) Elective Course
- (3) Elective Course
- (4) Elective Course
- (5) Elective Course

Fourth Semester

- (1) SW 670 Critical Literature Reviews
- (2) SW 600 Comprehensive Exam

Fifth Semester and Beyond

- (1) SW 600 Dissertation Proposal and Research

EVALUATION OF STUDENT PERFORMANCE

There are several means by which students are evaluated. Before s/he is admitted into the program, the student's academic record and letters of recommendation are evaluated by the Doctoral Program Admissions Committee and the Office of Graduate Admissions and Records personnel.

Continued evaluation of a student's academic progress is based on performance (1) in coursework, (2) on the qualifying examination, (3) on the comprehensive examination, and (4) during dissertation research. In addition, as stated in the *UTK Graduate Catalog*:

"Graduate education requires continuous evaluation of the student. This evaluation includes not only periodic objective evaluation, such as the cumulative grade-point average, performance on the comprehensive examinations and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit." (See "Academic Standards," in the *2002-03 University of Tennessee Graduate Catalog*.)

Every doctoral student is expected to maintain a minimum cumulative grade-point **average of 3.0**, although it is hoped that all students will exceed the minimum requirement of The Graduate School. Individual grades below "B" are tolerated as long as the student maintains a **cumulative average of 3.0**, but if the student receives many grades below "B" his/her GPA will suffer and his/her assistantship, if s/he has one, may be discontinued. **When a graduate student's GPA drops below a cumulative 3.0, s/he will have one semester in which to bring it back up to at least 3.0. Failure to achieve a cumulative GPA of 3.0 in that semester will result in termination from the program.**

Students are expected to attend and actively participate in their courses. There may also be special opportunities for students to experience special activities to enrich their learning, such as special seminars and colloquia done by College faculty and other prominent scholars that students will be expected to attend and participate in.

Every student should keep track of "I" grades (incompletes) received in any courses. A grade of incomplete will not count in a student's grade-point average. However, if it is not removed within one semester, it will automatically be converted to an "F" grade and counted in the student's grade-point average. (Summer sessions are excluded from this one-semester rule).

Grades in The Graduate School have the following meanings:

- A** (4.0 quality points per semester hour),
superior performance.
- B+** (3.5 quality points per semester hour),
better than satisfactory performance.
- B** (3.0 quality points per semester hour),

satisfactory performance.

- C+** (2.5 quality points per semester hour),
less than satisfactory performance.
- C** (2.0 quality points per semester hour),
performance well below the standard expected of graduate
students.
- D** (1.0 quality point per semester hour),
clearly unsatisfactory performance and cannot be used to satisfy
degree requirements.
- F** (no quality points),
extremely unsatisfactory performance and cannot be used to satisfy
degree requirements.
- I** (no quality points),
a temporary grade indicating that the student has performed
satisfactorily in the course but, due to unforeseen circumstances,
has been unable to finish all requirements.

An **I** is NOT given to enable a student to do additional work to raise a deficient grade. All incompletes must be removed within one semester, excluding the summer term. If a supplementary grade report has not been received in the Office of Graduate Admissions and Records at the end of the semester, the **I** will be changed to an **F**. The course will not be counted in the cumulative grade average until a final grade is assigned. No student may graduate with an **I** on the record.

- S/NC** (carries credit-hours, but no quality points),
S is equivalent to a grade of **B** or better, and **NC** means no credit earned. Courses where **NC** is received may be repeated for a grade of **S**. A grade of **S/NC** is allowed only where indicated in the course description in the *Graduate Catalog*. The number of **S/NC** courses in a student's program is limited to one-fourth of the total credit-hours required.
- P/NP** (carries credit-hours, but no quality points),
P indicates progress toward completion of a thesis or dissertation.
NP indicates no progress or inadequate progress.
- W** (carries no credit-hours or quality points),
indicates that the student officially withdrew from the course.

No graduate student may repeat a course for the purpose of raising a grade already received, with the exception of NC. A graduate student may not do additional work nor repeat an examination to raise a final grade. (See the 2002-03 *University of Tennessee Graduate Catalog*.)

QUALIFYING EXAMINATION

Purpose

The qualifying examination is the written examination required of students entering Fall 1990 and thereafter. As stated in the *University of Tennessee Graduate Catalog*.

"Qualifying examinations are designed to test the student's progress, general knowledge of fundamentals of the field, and fitness to continue with the more specialized aspects of the doctoral program".

Thus, the examination is an opportunity to demonstrate to the faculty that the student has these competencies.

Procedural Requirements

The qualifying examination may not be taken until after **all** foundation courses have been completed satisfactorily. It must be taken before the student may begin work on the comprehensive examination. This should be following the spring semester of the first year of full-time study. The examination is administered once each year and is usually scheduled for two days between May and August.

Preparation and Content of the Examination

1. Each academic year, the College of Social Work doctoral faculty prepare bibliographies, lists of topics to be covered, and sample questions to be used by students in preparing for the examination. The bibliographies and lists of topics are distributed to students as study guides.
2. The examination covers six content areas:

Research Methodology
Statistics

History and Philosophy of Social Work
Social Work Practice in Social Context--Micropractice Issues
Social Work Practice in Social Context--Macropractice Issues
Programs and Legislation for Children and Families

3. Twelve questions (two in each content area) are listed on the examination. Students select six questions to answer, **one from each** of the six content areas.

Administration of the Examination: Timing, Duration, and Procedures

1. The examination is administered once yearly, at the end of the academic year the between May and August.

2. Students who have completed the foundation courses in the doctoral program are eligible to take the examination.

3. The duration of the examination is sixteen hours (two eight-hour sessions, with a lunch break, one hour per day).

4. Students must either type their examinations or use a word processor. For those without access to a computer, arrangements may be made to use the personal computers in Henson Hall. Handwritten examinations will be photocopied at the end of the examination period. Students will be responsible for transcribing them and returning them to the doctoral program secretary in 24 hours.

Grading

1. Each question is assessed by three graders. The graders include the doctoral faculty who prepared the questions and other College of Social Work faculty who are approved to teach courses at the 600 (doctoral) level.

2. Each question is graded on a scale of 0-5 and the ranks of the three graders are averaged for a final score. On each question, an average rank of "3" or higher is passing. Also on each question, two grades of "3" or higher is passing.

3. To pass the examination, students must pass **all** sections. Students with an **overall** average of "3" or higher or students who fail one or two sections will be allowed to re-take any section(s) failed. Students with an overall average of less than "3" must re-take the entire examination if they fail more than one section.

Students who retake the entire exam and fail to achieve an overall average of "3" on the exam and to successfully pass at least five of the six sections of the exam will not be allowed to continue in the program. Students who retake only one or two sections of the exam and who fail more than one section of the examination on their second try are not allowed to continue in the doctoral program. Students who pass all but a single section on their second try can retake the one failed section. Any student who fails on this single section of the exam on the second retake are not allowed to continue in the program.

4. The Qualifying Examination Committee will be selected by the chairperson of the doctoral program. Students will not be identified to faculty members reading the examinations. Each grader will assign a numeric rating between 0 and 5 to each essay according to his/her judgment on the following criteria:

5 Exceptional

- 4 Better than satisfactory
- 3 Satisfactory
- 2 Marginally below standard
- 1 Inadequate
- 0 Very inadequate

5. The chair of the Qualifying Examination Committee will report to the Doctoral Program Committee chair following each examination. A report of the results will be issued to the Doctoral Program Committee.

Appeals, academic dishonesty and related issues will be dealt with in accordance with established University and Graduate School policies, most of which are published in *Hilltopics*. See the *2002-03 University of Tennessee Graduate Catalog* for additional appeals information. A copy of the Appeals Procedure is available in the Office of Graduate Admissions and Records.

A **chairperson** for the Qualifying Examination Committee is appointed annually by the chair of the doctoral program, is accountable to the Doctoral Program Committee, and has reasonable executive discretion in developing and administering the examination.

COMPREHENSIVE EXAMINATION

Purpose

The comprehensive examination will consist of a scholarly paper written by the student for the purpose of demonstrating a knowledge of a cognate area and an integration of that area with the program's core content, as well as the ability to conduct a critical review of the literature in the cognate area.

As stated in the *2002-2003 University of Tennessee Graduate Catalog*, successful completion of the comprehensive examination "indicates that, in the judgment of the faculty, the doctoral student can think analytically and creatively, has a comprehensive knowledge of the field and the specialty, knows how to use academic resources, and is deemed capable of completing the dissertation. The comprehensive examination must be passed prior to admission to candidacy".

It is intended that the examination serve as a measure of the student's ability to develop a dissertation proposal. The examination is comprehensive, however, and is not as narrowly focused as the dissertation proposal.

Procedural Requirements

The student must complete the qualifying examination (usually taken between May and August at the end of the student's first year) before beginning the comprehensive examination. The comprehensive examination is usually begun in the second semester of the second year of study.

1. The student begins the comprehensive examination process by meeting with the chair of the doctoral program for the purpose of identifying a Comprehensive Examination Committee chair. A form naming the student's chair is then signed by the student, the Doctoral Program Chair, and the student's chosen committee chair. This form is placed into the student file by the Doctoral Program Secretary.
2. The chair of the student's examination committee is responsible for convening an initial meeting to develop a timetable and plan for completion of the comprehensive examination.
3. Following the initial meeting, it is the responsibility of the student to file with the program office an approval form listing the topic and the committee composition with the appropriate signatures. By their signatures, the proposed committee members indicate that they agree to serve on the committee as well as that they approve the examination topic. The Topic and Committee Approval Form must then be submitted to the Doctoral Program Secretary. S/he will submit the form to the program director, who must approve both the examination topic and the committee. The secretary will place the approval form in the student's file.

4. The student is responsible for distributing guidelines for the examination to all committee members.
5. It is the student's responsibility to submit a completed paper to the examination committee members within the timetable prescribed in the initial meeting. Following an evaluation of the completed examination by committee members, a formal meeting of the committee will be held for the purpose of informing the student of his/her successful or unsuccessful completion of the examination. A majority of the committee members must evaluate the paper as passing for the student to satisfactorily complete the comprehensive examination.
6. An oral defense of the examination **is not** required.
7. Upon satisfactory completion of the examination, the student is responsible for obtaining signatures on the Comprehensive Examination Completion Form indicating pass/fail. This form must then be submitted to the doctoral program secretary for inclusion in the student's file. Providing all other requirements have been met, the student may then request admission to candidacy.

Elements of the Examination

1. The examination should reflect a thorough knowledge of the literature in the student's cognate area of interest.
2. The examination should reflect a student's knowledge of and ability to integrate core and cognate content areas.
3. Possible gaps or neglected areas of research should be identified by the student. The examination should go beyond a review of the literature to include a critical analysis that points to specific gaps.
4. The student may formulate two or three strategies for responding to these identified gaps in existing research. Strategy includes methodology, lines of inquiry, conceptualization of problems, and theoretical models.
5. The student is not expected to formulate a specific research proposal, but to suggest possible directions and methods that might lead to contributions in the cognate area.
6. The document should conform to a style manual (usually APA) approved by the student's committee.

Composition of Examination Committee

1. **All** members of the Comprehensive Examination Committee must be approved to teach at the doctoral level. The doctoral program chair will assist the student in identifying a faculty member to chair the Comprehensive Examination Committee.
2. After discussing the examination topic with the chair of the committee, the student will identify a minimum of two additional committee members in consultation with the committee chair. There will be a minimum of three (3) committee members, including the chair, with at least one being from the College of Social Work.
3. The student's committee, including the chair, must be approved by the chair of the College of Social Work doctoral program.
4. The members of the Comprehensive Examination Committee who are so qualified may (but will not necessarily) comprise the student's dissertation committee.

DISSERTATION

Procedural Requirements

The relevant Graduate School requirements and deadlines are nonnegotiable. The Graduate School seldom makes exceptions. There are deadlines for **scheduling** a dissertation defense as well as for actually **defending** the dissertation. These dates are given in the *Graduate School News* each semester. The College of Social Work doctoral program operates within these guidelines.

1. The Doctoral Dissertation Committee must be formed and approved (see below).
2. A Dissertation Proposal Approval Form must be completed, including signatures of committee members, and submitted to the doctoral program chair for a signature and for the student's file.

(At this point or sometime in the very near future, the student should contact the Thesis/Dissertation Consultant.)

3. The dissertation itself is completed under the guidance of the committee.
4. When the committee has determined that the dissertation is complete, the student should consult with the doctoral program secretary to schedule the oral defense. The student should give the secretary a list of preferred

dates and times and the names of committee members. S/he will then contact these persons to determine a best date for all concerned and will then make final arrangements for the meeting, assuring that the scheduled time is within the deadline set by The Graduate School. Approval signatures should then be obtained on the Recommended Arrangements for Final Examination to The Graduate School, the form for scheduling the oral defense of the dissertation. The original form should then be submitted to the Office of Graduate Admissions and Records and a copy placed in the student's file.

5. The Office of Graduate Admissions and Records will forward a Final Examination Pass/Fail form to the student's committee chair to be signed and returned to The Graduate School after the oral defense.
6. The dissertation will then be defended. Once the dissertation has been successfully defended and final corrections have been made, the four original pass/fail forms for the written dissertation must be submitted with the dissertation itself to the Thesis/Dissertation Consultant who must also approve the dissertation on behalf of The Graduate School after it has been approved by the committee and successfully defended by the student.

These forms may be signed at the time of the oral defense if the committee has no further recommendations.

The instructions for preparation of the final document, both its content and its format, are very specific. The student should familiarize him/herself with these instructions before beginning work on his/her dissertation (see below).

Committee Formation and Approval

The student should form his/her Doctoral Dissertation Committee prior to commencing work on the dissertation. The committee may be but does not have to be the same committee as the one formed for the comprehensive examination. If the same committee is kept, the members must meet the criteria for dissertation committee members.

1. The committee must be composed of at least four members, the chair and three other members. Three of the required four, including the chair, must be approved to direct dissertations. (The doctoral program secretary will provide the student with a current listing of faculty persons, University-wide, who are approved to direct dissertations.)

2. Of the four members, at least one who is approved to direct must be from outside the College of Social Work. Normally, at least two who are approved to direct should be from the College of Social Work.
3. All four of the members must have the rank of professor (full, associate, or assistant). The members must be in The University of Tennessee system.
4. Each member submitted for approval must sign the committee form indicating willingness to serve on the committee.
5. The entire committee must be approved by the chair of the doctoral program before it can be submitted to The Graduate School.
6. The Recommended Doctoral Committee Appointment form should be submitted to the doctoral program secretary who will forward the form to the chair of the doctoral program for his approval signature. The secretary will then place a copy in the student's file and will submit the original to The Graduate School.
7. The Recommended Doctoral Committee Appointment form must be submitted for approval prior to or simultaneously with the Admission to Candidacy Application form **after** the student has passed the written comprehensive examination. **Any changes in the committee must be submitted to Graduate Admissions and Records for approval using the appropriate form.**
8. All members of the committee must be physically **present** at the final dissertation defense. Should a professor on the committee leave UTK before the student's defense and the student choose to keep that professor on his/her committee, certain steps must be taken:
 - a. The faculty person in question should seek and receive approval from the director of the doctoral program and from the Dean of the College of Social Work to continue to serve on the committee.
 - b. The director of the doctoral program must request approval from the Dean of The Graduate School for the faculty person to continue to serve on the committee.
 - c. The Dean of the College of Social Work must appoint the faculty person as an adjunct professor for up to two years. (At the end of the two years, a continuation must be requested and approved.)

Admission to Candidacy

Request for admission to candidacy must be submitted by each student working on a graduate degree. The request for admission to candidacy may be submitted simultaneously with the request for dissertation committee approval but not before the committee approval form nor before both the qualifying and comprehensive examinations have been passed.

1. The form should be completed by the student. (Additional copies needed for submission will be made after coursework has been verified and signatures have been obtained.)

The student should be sure to obtain a current copy of his/her transcript to aid him/her in listing coursework. Coursework listed should include that done for the Master's degree and must include all that the student has completed or expects to complete for the Ph.D. degree.

2. The Admission to Candidacy Application form **must be submitted to the secretary of the doctoral program for verification of coursework before** any faculty persons are asked to sign it. (A checklist is maintained in the student's file indicating courses completed, examinations taken, etc.)
3. All committee members **as well as** the student and the chair of the doctoral program must sign this form. The signatures of the committee members and the chair indicate their approval and acceptance of all of the information that is on the form including coursework offered for the degree. **Any changes in this information must be submitted to The Graduate School.**
4. The form must be submitted in triplicate to The Graduate School (two of the "forms" may be copies of the original). An additional copy will be placed in the student's file.
5. The student must be admitted to candidacy one full semester prior to Commencement.
6. The student will receive a copy of this form with the approval signature of the Dean of The Graduate School. **The student should make a copy of this form and forward it to the doctoral program secretary.**

Dissertation Proposal

The student successfully completes the dissertation proposal when, in the judgment of the dissertation committee, the student has developed a feasible research proposal which is consistent with the mission of the doctoral program to produce scholars who are able to develop empirically-based knowledge about critical

social problems and social work practice areas. The student must then pass an oral examination conducted by his/her dissertation committee. This is expected to occur before the end of the second year of full-time study.

The purpose of the dissertation proposal is to demonstrate that the student has completed the conceptual work necessary to begin work on the dissertation. The proposal includes a statement of the problem or question, including hypotheses if appropriate, a review of the relevant literature, an explication of the proposed methodology, a discussion of the proposed data analysis, and a timetable. Format of the proposal should follow the guidelines set forth in the *UT Knoxville Guide to the Preparation of Theses and Dissertations* (10th ed.), is available on the following web site <http://web.utk.edu/~thesis/guide10.pdf>, or through the UTK Bookstore. In addition, the following components should be included.

Components of the Dissertation Proposal

Statement of the Problem

The problem statement is the guiding theme of the proposal. This section should include a statement of the **purpose** of the study and should specify its **objectives**.

Purpose of the Study

This section explains why the research is being conducted. It should establish the importance of the problem and explain why the research is needed. For example, it could document the seriousness of juvenile antisocial behavior nationally and describe the gaps that exist in the knowledge about this behavior. It might also explain why the specific knowledge gap chosen is of particular importance.

Objectives

This section describes what the student hopes to accomplish with the research. This includes answering specific research questions about relationships among variables of interest. After reading this section, the reader should be clear about the questions to be asked, the kinds of answers expected, and the information expected to be provided by the results of the proposed research. For example, one might propose to test a drug abuse treatment approach to determine the intervention characteristics that contribute differentially to the success of women and men who participate in the program. Related outcomes could also include the provision of descriptive information not currently available. An example might be a comparison of arrest rates for participants in the years prior to and following participation in the program.

Students interested in doing research which is not oriented toward theory verification (e.g. grounded-theory, historical research) will have research objectives that differ somewhat in format, but the principle is essentially the same. One might, for example, wish to study the ways professional caregivers such as social workers, physicians and nurses in high stress medical settings conceptualize their work to keep themselves from "burn-out." The objective might be to discover how different cognitive coping styles develop and work.

Review of the Literature

This section will review published research related to the purpose and objectives. It should be noted that references may be found throughout the proposal, but it is preferable for most of the literature review to be reported in this section.

A review of the literature should relate logically to the statement of the problem, hypotheses, definition and operationalization of variables, methodology and data analysis. It should summarize the results of previous studies that have reported relationships among the variables included in the proposed research.

An important function of the literature review is to provide a theoretical explanation of the relationships among the variables of interest. It is most important that the review explain what mechanisms link the variables. The review can also provide descriptive information about similar programs or target populations.

Substantive and Theoretical Areas

The literature review must address three areas:

1. Topic or problem area: This part of the literature review covers material directly related to the problem being studied. There will usually be more than one substantive area reviewed because most research involves multiple variables and issues regardless of methodology. Continuing with the examples mentioned above, a study on some aspect of juvenile antisocial behavior automatically suggests a review of the literature on anti-social behavior in general, adolescent development and juvenile anti-social behavior in specific. Research on the differential impact on women and men of intervention characteristics in a substance abuse program would require a review of the literature on substance abuse programs, specific intervention characteristics in question, and pertinent research on gender differences. Research on conceptualizations of work in high stress settings would suggest a review of literature on the stress factors in such settings, the concept of stress and the development of job-related attitudes.

2. Theory area: Students review one or more social science theory areas which relate to the specific problem area. Examples of such theories might be sex-role theory, theories of deviance, small group theory, systems theory, or conflict theory. The theory area provides the theoretical "lens" through which the student chooses to view the problem.
3. Methodology: Students must review the literature which critiques various aspects of their chosen method, including design, selection of subjects, and methods of data collection. This section describes research methods and measurement approaches used in previous investigations in the area. This critique should be considered in designing the proposed research and used to support the choice of design and measurement techniques. Otherwise, the student must explain why the chosen methods or approaches have not been used previously.

After reading the review, the reader should be aware of the theoretical models, findings, methodologies, and measurement techniques that have been used in previous, related research efforts. Usually, the literature review leads up to specific hypotheses, which are then listed.

Methodology

Subjects

Subjects can be individuals, families, groups, organizations, states, or countries, depending on the unit of analysis. This section will describe how the subjects to be included in the study will be chosen. For example, will every subject who volunteers be included? If not, what criteria will be used to choose those to be included? Will there be a comparison group? How will the subjects in that group be chosen? In addition to describing how subjects will be chosen, this section should provide a rationale for the selection approach taken. This rationale usually includes external validity requirements (i.e., the conditions necessary to generalize the findings to a particular target population). After reading this section, the reader should have a clear understanding of how subjects will be selected for the proposed research and of why they will be selected in that particular manner. The reader should also have a clear idea of the characteristics of the intended subjects, including age, sex, ethnicity, education, SES, and other related variables.

Design

This section will describe the type of research design to be used. For example, it may be an ideographic, survey, quasi-experimental, or experimental design. It may be cross-sectional or longitudinal. It may be a retrospective or a prospective design. The design should also describe the sequence of events that will occur

in conducting the research. This would include how the subjects will be divided up, what the subjects are expected to experience during the research, and when and how often they will be observed or asked for information. After reading this section, the reader should have a clear understanding of the overall design of the study.

Data Collection

This section will operationalize the variables to be included in the proposed study. In many proposals, it is helpful to divide the variables into dependent or criterion variables, independent or predictor variables, and covariates. A description of how each variable will be operationalized and measured should be included in this section. Ideally, one should plan estimates of measurement reliability and validity. After reading this section, the reader will know the specific variables that will be included in the proposed study and, most important, how they will be measured.

Data Analysis

This section will explain how the data will be analyzed once they are collected. In most cases, more than one analysis will be conducted. Each analysis that will be used to meet each objective listed above should be described. Also a description of the specific effects to be examined in each analysis, such as main effects, interaction effects, or simple main effects, should be included.

The unit of analysis to be used should be specified and the reason for choosing that unit should be explained. After reading this section, the reader should know on which effects the dissertation will concentrate and in exactly what way the data are to be analyzed to meet each objective of the proposed evaluation.

Reference List

The reference list should include full reference documentation for all articles and texts mentioned in the proposal. It is important that the student fully review relevant previous work in developing the proposal.

Timetable

This section will describe the sequence of activities necessary to conduct the research. It will include the time necessary to complete each activity. After reading this section, the reader will have a clear understanding of what steps will be taken, the order in which they will occur, and the time each step will require.

Dissertation and Oral Defense

The final steps are the writing and oral defense of the dissertation. In addition to the components of the dissertation proposal, the final dissertation must include chapters on findings and conclusions, including all appendices of instruments used in the research. The oral defense is the final academic step in the progression to the Ph.D. degree. The oral defense is open to the University community. It covers matters such as organization, logic, presentation, and conclusions based on the research.

To ensure acceptance by The Graduate School, the dissertation **must** be prepared in exact conformity with the *University of Tennessee Guide to the Preparation of Theses and Dissertations* (7th ed.), which may be purchased at the UTK Bookstore.

Currently, Ms. Heather Doncaster (865/974-1344) is the UTK Thesis/Dissertation Consultant. The final dissertation must be approved by Ms. Doncaster before the University accepts it. The 5:00 PM acceptance deadline indicated in the *Graduate School News* each semester is the deadline for **approval**, not for submission.

Ms. Doncaster works with students in this final preparation. She normally schedules several group workshops that are designed for this purpose during each semester, but she also works with students individually by appointment. (If the student plans to have someone else prepare the final paper, Cole Printing is one acceptable alternative. They do this frequently and are familiar with The University of Tennessee requirements. There are certainly others who prepare dissertations as well.) The very final copies must be on 100% cotton paper.

Upon successful completion of the dissertation defense, the student should prepare the final copy (on approved paper) and have the approval forms (prepared by the student according to the guide above and on approved paper) signed by all the members of the dissertation committee--**only after** the dissertation, in final form, is proof-read and corrected. The student **must** have two original approval forms--with original signatures--and should probably have four or five.

The student must then deliver two original copies of the dissertation, each with an original approval form, to the Thesis/Dissertation Consultant (Office of Graduate Admissions and Records) for checking and must be present during its review for acceptance or rejection. It is the responsibility of the Thesis/Dissertation Consultant to examine the materials and confirm that they are mechanically accurate and free of errors in format, suitable for binding, and reflect credit upon the University and The Graduate School. If the dissertation is not accepted as first presented, the student must make the required corrections and resubmit the materials. The dissertation will then be rechecked by the same process to see if further corrections are necessary or if the dissertation is

approved and accepted. The deadline for The Graduate School approval of the dissertation is announced at the beginning of each semester. The deadline is a **firm** one.

The student should consult his/her major professor to ascertain how many additional copies of the dissertation should be prepared. Usually, copies of dissertations are distributed as follows:

1. **Two unbound** copies for The Graduate School (one for the Office of Graduate Admissions and Records and the other for the Main Library),
2. **One bound** copy for the Social Work Doctoral Program (green sewn binding, with the author's name in gold on spine),
3. **One bound** copy for the Chair of the Dissertation Committee,
4. **One** copy for **each** of the Dissertation Committee members (bound or unbound), and
5. **One** personal copy (which should also have an original approval form).

APPENDIX A

College of Social Work Forms

PH.D. CURRICULUM CHECKLIST

NAME _____

SS # _____

Required Social Work Courses

Grade/# Hours	Course #	601 Statistics Courses	605 Notes/Dates	Required
_____	602			
_____	612	Grade/#	Course #	
_____	613	Hours		
_____	640			
_____	650		605	
_____	670 (Grant Writing)		606	

Elective Courses – A minimum of 15 advanced elective hours are required.

Elective Course NOT in Social Work				
Grade/# Hours	Course #			

Elective Courses In Social Work

Grade/# Hours	Course #			

Exams/Approvals/Arrangements

Dates

_____	Qualifying Exam	_____
_____	Comprehensive Exam	_____
_____	*Appointment of Doctoral Committee/Chair	_____
_____	*Admission to Candidacy	_____
_____	Approval of Dissertation Research Proposal	_____
_____	Contact Thesis Editor	_____
_____	*Arrangements for Dissertation Defense (Indicated as "Final Exam" on GS form)	_____
_____	Dissertation Defended	_____
_____	* Pass/Fail form for Oral Defense	_____
_____	Pass/Fail form for Dissertation (5Copies)	_____

The University of Tennessee
College of Social Work Ph.D. Program

**Comprehensive Examination
Topic and Committee Approval Form**

Student Information:

Name

Social Security Number

Address

Proposed Topic:

Proposed Committee (a minimum of three members):*

Name (Chair)

Signature

Date

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Signature of Chair of Ph.D. Program**

Date

- * Signature implies approval of topic and consent to serve on Comprehensive Examination Committee. Committee members must be approved to teach at the 600 doctoral level.
- ** Signature implies approval of topic and committee formation.

The University of Tennessee
College of Social Work Ph.D. Program

**Comprehensive Examination
Completion Form**

Student Information:

Name

Social Security Number

Address

Submission Date

Title of Comprehensive Examination Paper:

Committee Signature (Circle P for pass and F for fail):

_____ P F _____
Name (Chair) Signature Date

_____ P F _____
Name Signature Date

_____ P F _____
Name Signature Date

_____ P F _____
Name Signature Date

_____ P F _____
Name Signature Date

_____ Date
Signature of Chair of Ph.D. Program*

* Signature implies form has been received in doctoral program office.

THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK

DISSERTATION PROPOSAL
APPROVAL FORM

STUDENT INFORMATION:

Name Social Security Number

Address Submission Date

City State Zip

DISSERTATION PROPOSAL TITLE:

DISSERTATION COMMITTEE APPROVAL: *

Name Signature Date

Name Signature Date

Name Signature Date

Name Signature Date

Name Signature Date

Signature of Chair of Ph.D. Program ** Date

* Signature implies that committee accepts dissertation proposal.

** Signature implies that form has been received in doctoral program office.

THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK PH.D. PROGRAM

INDEPENDENT STUDY COURSE
APPROVAL FORM

STUDENT INFORMATION:

Name	Social Security Number	
Address	Submission Date	
City	State	Zip

PROPOSED COURSE TITLE: *

APPROVAL SIGNATURES (Please typed the names and titles of the individuals signing below.): **

Proposed Instructor	Signature	Date
	Signature	Date
Doctoral Program Chair		

• The written proposal describing course topic, learning, objectives, credit hours, readings assignments, and method of evaluation and bibliography must be attached.

** Signature implies approval of course itself as well as of the course being taken for credit in the student's program of study.

APPENDIX B

UTK Graduate School Forms

**THE UNIVERSITY OF TENNESSEE
THE GRADUATE SCHOOL
Recommended Doctoral Committee Appointment**

(Name)

(Social Security Number)

(Address)

(City)

(State)

(Zip)

Department Head (Approval)	Date
The Graduate School (Approval)	Date

Committee Recommended: Type or print name and department. Signature indicates both acknowledgment of request and willingness to serve.

Name	Department	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Change In Previously Appointed Committee: Indicate above the recommended membership of the Committee. Signatures are needed for new members and those being removed.* A statement indicating the reason for the proposed change must be provided below by the department head.

Add to the Committee:

_____	_____	_____
_____	_____	_____

Remove from the Committee:

_____	_____	_____
_____	_____	_____

Reason for Changes:

* Signatures are not required to remove persons whose UT faculty appointments have been terminated or who are absent from the campus for an extended period.

THE UNIVERSITY OF TENNESSEE
COLLEGE OF SOCIAL WORK

DISSERTATION PROPOSAL
APPROVAL FORM

STUDENT INFORMATION:

Name

Social Security Number

Address

Submission Date

City

State

Zip

DISSERTATION PROPOSAL TITLE:

DISSERTATION COMMITTEE APPROVAL:

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Name

Signature

Date

Signature of Chair of Ph.D. Program ** Date

* Signature implies that committee accepts dissertation proposal.

** Signature implies that form has been received in doctoral program office.

(Must include a minimum of 6 hours of 600-level courses, taken at the University of Tennessee, Knoxville, exclusive of dissertation, and a minimum of 6 hours in cognate area if departmental requirement.)

PLEASE COMPLETE REQUIREMENT STATEMENTS OF REVERS SIDE

FILE IN TRIPLICATE WITH THE OFFICE OF GRADUATE ADMISSIONS AND RECORDS

(ONE ORIGINAL AND TWO COPIES ARE ACCEPTABLE)

Residence Requirement

(Residence is defined as a minimum of two consecutive terms of full-time enrollment. Individual programs may have additional residence requirements.)

The residence requirement for the doctoral program in _____ has been met by the following course of action:

Examination and Other Requirements

Comprehensive examination passed _____
(Date)

Doctoral Language _____ Language Examination passed _____
(Date)

Other Requirement (s) _____ Requirement(s) _____
(Second Language, Field or Clinical Experience, etc.) (Date)

Verification and Compliance

We certify that the above program, when successfully completed, meets all coursework requirements for this degree. We also certify that all University regulations regarding research compliances (use of human subjects, animal care, radiation, legend drugs, recombinant DNA, or handling of hazardous materials) have been appropriately approved prior to the initiation of the research if approval is relevant to the applicant's research.

To be completed by The Graduate School

Admitted to Candidacy: _____
(Date)

Met Residence Requirements: Yes No

Time Limit: Your Degree Must Be Granted By The _____ Commencement.

(Associate Vice Chancellor and Dean of The Graduate School)

(Signature of applicant)

Faculty Committee Signatures (Print name and sign):

(Chairperson)
(Dept)

(Member)

(Dept)

(Member) (Dept)

(Member) (Dept)

(Member) (Dept)

Department Head/Program Director

EO1-0225-008-96

**FILE IN TRIPLICATE WITH THE OFFICE OF GRADUATE ADMISSIONS
AND RECORDS**

(One original and two copies are acceptable)

ANNOUNCEMENT OF FINAL EXAMINATION

When approved, the student and committee members will be notified of the official arrangements made for the examination.

(Approved by The Graduate School)

The following requirements (if checked) must be met by the appropriate deadline:

_____ Must maintain/establish B average in all course work

_____ Must meet residence requirement

_____ Must submit diploma application for term of graduation

_____ Must remove all incompletes by deadline as listed in [Graduate School News](#)

_____ Must register for Dissertation 600 for previous terms:

_____ Must submit thesis/dissertation by deadline

_____ Must have exam results submitted by deadline

(Date)

The following requirements (if checked) must be met prior to taking the final examination:

_____ Must pay non-thesis exam fee (if not registered this term)

_____ Must register for Thesis 500 of Dissertation 600 for the current term

_____ Must have completed or be registered for all courses listed on

admission to candidacy: _____

_____ Must obtain approval of change in committee

_____ Must obtain approval of extension of time limit

ALL STUDENTS MUST PAY A GRADUATION FEE

APPENDIX C

List of Possible Elective Courses

Child and Family Studies

510 Theory in Human Development

511 Survey of Research in Child Development

550 Theory and Research in Family Studies

552 Diversity in Children and Families

567 Family Violence

570 Research Methods in Child and Family Studies

631 Adolescent Development in Families

633 Survey Design and Analysis

634 Advanced Survey of Family Theory and Research

650 Advanced Qualitative Research methods

670 Secondary Analysis of Survey Data

691 Analytic Reasoning

Educational Psychology

526 Informal methods of Assessment

528 Psychology of Aging

530 Methods of Collaborative Inquiry

541 Psychoeducational Assessment

585 Seminar in Gerontology

663 Scale Construction

690 Psychopathology in Childhood

Human Resource Development

559 Program Evaluation

562 Grant Writing and project Implementation

Industrial and Organizational Psychology

569 Applied Measurement for Industrial/Organizational Psychology

605 Advanced Research methods in Psychology

610 Individuals in Organizations Seminar

627 Structural Equation Models in Organizational Research

628 Personality Assessment

635 Ethical and professional Issues in Industrial/Organizational Psychology

Economics

582 Elements of Econometrics

583 Econometric Techniques

682 Econometric methods

Counselor Education and Counseling Psychology

520 Statistics and Research Design

525 Formal Measurement in education and Counseling
535 Ethical, Legal, and Professional Issues in Counseling
554 Group Dynamics and Methods
566 Approaches to Family Intervention and Counseling
570 Cross Cultural Counseling: Theory and Research
571 Individual Cognitive Assessment in Counseling
585 Seminar in Gerontology
635 Ethical, Legal, and professional Issues in Psychology
661 Education Implications of Neuropsychology
662 Applied Research Design
672 Psychological Dysfunction

Political Science

511 Research Design
513 Quantitative Political Analysis (Univariate)
514 Quantitative Political Analysis (Multivariate)
514 Research and methodology in Public Administration
552 Organizational Theory
556 Policy Analysis
610 Special Topics in Empirical Theory and Methodology

Psychology

505 Research Design
515 Colloquium in Experimental Psychology
554 Laboratory in Psychometrics
555 Psychometrics

557 Applied Psychological Measurement
558 Interviewing and Observation
570 Personality: Theory and Research I
571 Personality: Theory and Research II
573 Descriptive and Theoretical Psychopathology
575 Psychopharmacology
580 Research Questions and Design
594 Psychological Assessment I
595 Psychological Assessment II
596 Laboratory in Psychological Assessment
607 Seminar in Applied Psychometrics
623 Seminar in naturalistic Research
683 Seminar in Behavioral Medicine

Religion

514 Religion and Healing

Special Education

553 Assessment of Exceptional Students
555 Characteristics of Affective/Motivational Functions in Children with Disabilities
586 Seminar in Research Techniques

Health and Safety Sciences

590 Research methods in Health
620 Advanced Research techniques in Health
650 Health Aspects of Gerontology

Public Health

530 Biostatistics

540 Principles of Epidemiology
542 Advanced Epidemiologic methods
585 Seminar in gerontology
590 Research methods in Health

Sociology

505 Foundations of Criminology
531 Research methods in Sociology
534 Advanced Sociological Analysis
551 Delinquency and the Social Sciences
633 Survey Design and Analysis
636 Field Research
639 Supplementary Readings in Methodology

Statistics

511 Statistical Thinking for Decision Making
531 Survey of Statistical Methods I
532 Survey of Statistical Methods II
537 Statistics for Research I
538 Statistics for Research II
563 Introduction to Mathematical Statistics
564 Theory of Statistical Inference
571 Statistical methods
572 Applied Regression Analysis
573 Design of Experiments
575 Applied Time Series Analysis

578 Categorical Data Analysis

579 Applied Multivariate Methods

677 Statistical Modeling

679 Multivariate Statistical Modeling