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SOME WORDS OF ADVICE TO NEW PhD STUDENTS

Those words are: “Get involved!” You will get the most from your PhD education by being an active participant in required and elective opportunities (coursework, program development, Research Roundtable [RRT], teaching, research laboratories, etc.), both inside and outside Communication Science and Disorders (CSD) PhD program. The CSD faculty actively encourages you to take initiative! Suggest speakers for seminars, RRT sessions, guest lectures; respond to requests for information or participation from the faculty and your fellow PhD students; volunteer to coordinate an RRT session, colloquium, or poster sessions; request particular topic seminars; etc. The bottom line: being an active participant in shaping your own educational experience and guiding your own learning is a unique opportunity. This is your chance to craft your own intensive learning experience – please make the most of it!

ABOUT THIS HANDBOOK

This handbook was developed by CSD PhD students and faculty, to respond to requests of new CSD PhD students who want some help maneuvering in their new environment. It is intended to supplement material available from the University of Pittsburgh Provost’s office (www.pitt.edu/~graduate) that provides Regulations Governing Graduate Study, along with the University’s Graduate and Professional Bulletin and information about a wide array of Student Services. If you have suggestions, updates, or corrections for this handbook, please notify the director of CSD PhD programs (Professor Michael Walsh Dickey).

BY WAY OF CONTEXT: CSD, SHRS, and the CSD PhD program

CSD is housed in the School of Health and Rehabilitation Sciences (SHRS). Other departments in SHRS include: Health Information Management, Occupational Therapy, Physical Therapy, Rehabilitation Science and Technology, and Sports Medicine and Nutrition. SHRS also has programs in Disability Studies, Emergency Medicine, and Rehabilitation Counseling. CSD shares with other departments in SHRS the goals of advancing the basic science of critical human capacities (like communication), understanding the nature of and improving treatment for disorders affecting those capacities, and promoting successful living by people with related disabilities.

There are 2 PhD programs in SHRS: the CSD PhD program, and the PhD in Rehabilitation Science (RS). Students in the CSD and RS PhD programs interact informally, in the context of shared courses (such as the statistics sequence taught by Dr. Lauren Terhorst), research labs, and presentations and seminars. The CSD PhD program is one of the largest in the country. There are also several professional doctorate programs in SHRS, including the Doctor of Audiology (AuD), Doctor of Clinical Science (CScD) in Speech-Language Pathology, and the Doctor of Physical Therapy (DPT). CSD PhD students may also interact informally with students with other professional programs in CSD and SHRS, in the context of classes, labs, and seminars.

SHRS PROGRAM REQUIREMENTS

This section lists requirements for all SHRS PhD students (both CSD and RS). They are listed in the chronological order in which they must be completed (earlier to later in the program).
Program Entry Requirements
When you begin the CSD PhD program, you will need to (1) complete a module on plagiarism, and (2) read and acknowledge your agreement to abide by the relevant student handbooks.

Re: the plagiarism module: Successful completion yields a certificate; please print it and submit a copy to the CSD Administrator for your file. The module is at the following URL: http://www.umuc.edu/writingcenter/plagiarism/index.cfm.

Re: the handbook acknowledgment: Incoming students need to sign and submit a form indicating that they have read and understood, and agree to abide by, the policies in (a) the SHRS Graduate Student Handbook (which you can find at http://www.shrs.pitt.edu/current-students/student-handbooks) and (b) this handbook (CSD PhD handbook). The acknowledgment form is in Appendix A. The due date is mid September.

University Seminar Requirement
An Introduction to Professional Development Seminar is required for all entering PhD students, and open to all graduate students. This University-wide program is designed to get you started on long-range career planning. See http://www.oacd.health.pitt.edu/category/program-type/introduction-professional-development. The next such seminar is planned for Spring 2018 – please check the site above for updates and specific scheduling information.

SHRS Manuscript and Grant Submission Requirements

Manuscript submission requirement
Prior to scheduling the dissertation defense, each PhD student will demonstrate a minimum amount of experience in manuscript writing and submission by completing:

- 1 co-authored manuscript accepted for publication, and
- 1 first authored manuscript submitted and reviewed by a peer-reviewed journal.

Data-based manuscripts are strongly preferred.

Grant submission requirement
Prior to scheduling the dissertation defense, each PhD student will demonstrate a minimum experience with grant writing and submission by completing one of the following:

- Submission and peer-review of a Doctoral Research or Research Fellowship Grant applications (these can be from NIH, Private Foundations, or the SHRS Dissertation Grant Award)
- Submission and peer-review of Pilot study grant applications (e.g., foundations, professional societies, the UPMC Rehab Institute Pilot Award)
- Completion of a grant writing course
- Submission and peer-review of a patent application
- Submission and peer-review of an SBIR like applications, or other options to secure funding for technology development (pitching an idea for commercial development, etc.)

CSD PhD PROGRAM REQUIREMENTS
This section lists requirements for all CSD PhD students. These are specific to the CSD PhD program and are in addition to the SHRS PhD student requirements listed above. These requirements are again listed in roughly the chronological order in which they must be completed (earlier to later in the program).
Academic Advisor, Advising Meetings, Annual Progress Report

Academic advisor
Upon admission to the CSD PhD program, you will be assigned an academic advisor, who is typically your primary research mentor. Any change of advisor must be agreed on by all parties involved, and must be reported to the Dean’s office using the Change of Academic Advisor form on the SHRS Current Student: Forms site (at https://www.shrs.pitt.edu/current-students/forms).

Advising meetings
Once during each term that you are in the program, you are required to meet with your academic advisor to track your achievement of program landmarks and adherence to program, SHRS, and University requirements. The tracking form that you and your advisor will use to document your progress is provided as Appendix G; your advisor has this form in an electronic advising folder. You will receive an email reminder each term to schedule the meeting; it will be your responsibility to make sure that the meeting happens, that the tracking form in your electronic advising file is kept up to date, and that the required forms/documentation get to the CSD department administrator (as indicated on the forms).

Annual progress report
By August 15 of each academic year, you will be required to submit an annual progress report (see sample in Appendix H) and submit copies to your advisor and the CSD department administrator. These must be submitted once annually, from the end of your first year of the PhD program until you graduate.

Plan of Study, Plan of Study Committee, and Annual Review Meeting and Portfolio

While reading this section of the handbook, please take note of the document entitled “The Three Components of the PhD Pre-Dissertation Evaluation Process” (see Appendix B). This document provides detailed information about program requirements, including the plan of study, annual portfolio review, pre-dissertation project, and comprehensive examination. Feel free to ask your advisor or the PhD program director any questions about the structure of the program – they are more than happy to help.

Plan of Study
In your first advising meeting (typically held either before or at the very start of your first term in the program), your advisor will suggest courses in your specific area of study, some of which may be courses that have been recommended by other students with similar interests. You can peruse the offerings of other departments online, and you can find each term’s course offerings in the University’s schedule of classes (at http://www.registrar.pitt.edu/courseclass.html).

Within your first term of enrollment in the PhD program, you will begin to draft your plan of study in close consultation with your advisor. This plan typically includes two components: (1) brief statements of (a) your longer-term professional goals after obtaining the PhD degree and (b) your relevant previous training, experience, independent and directed studies, laboratory experiences, and/or research projects, and (2) a list of the courses that you plan to take each term and an approximate timetable for completion of coursework and all other program milestones. Your advisor will help you to select courses and other experiences (including teaching and research practica) will help you achieve your PhD-program and longer-term goals. You can ask your advisor or a fellow student for a sample or two to see what past
plan of study documents have looked like. It is important to note that this plan is not at all “set in stone” and often changes during a student's course of studies.

Your plan of study will include a course-listing form, in which you will list the courses you intend to take during your PhD program. The SHRS Registrar requires you to submit the course-listing portion of your plan of study on the approved CSD-specific PhD Plan of Study form. You can find this form at the following link:


You can also find this document on the SHRS Current Student: Forms site, https://www.shrs.pitt.edu/current-students/forms. This form should be reviewed and updated annually, as part of your annual review meeting (see below).

If you revise your plan in a substantial manner, you will need your committee’s approval, and you will provide each committee member with the revision. You also need to provide the SHRS Registrar and the SHRS Associate Dean for Graduate Studies a copy of your plan of study when it is initially approved, and each time a substantially amended version is approved, including when you are preparing to graduate. This may be done as part of your annual review meeting.

Plan of Study committee
In consultation with your advisor, you will select a minimum of 2 additional full-time CSD faculty members to serve on your Plan of Study committee. The purpose of this committee is to provide advice, support, and guidance as you progress through the program, to approve your plan of study, and to monitor your progress in the program via yearly portfolio reviews. The committee must include at least three full-time faculty members. (Note: the plan of study/portfolio review committee may but need not be your comprehensive examination or dissertation committee.)

Sometime during your first term or the beginning of your second, you will ask these faculty members to serve with your advisor on your Plan of Study committee. You will schedule a meeting at which your initial plan of study will be discussed, potentially amended, and approved by this committee. Ideally this meeting should occur during your first term of study, but it must be held no later than mid-term time in your second term of study.

Annual review meeting and portfolio
After the initial meeting of your Plan of Study committee, you will meet with the committee at least once per year for an annual review meeting. (You may also meet with your Plan of Study committee more often – feel free to take advantage of their expertise!) You are responsible for scheduling each annual review meeting.

Before each annual review meeting, you will submit a portfolio of your work to the Plan of Study committee, which will include at least 3 written products from the preceding year. These can include things like papers and presentations that you have written for classes, reviews of articles, submissions to scholarly meetings, your own articles you've prepared and/or submitted for publication, etc. This portfolio will provide your committee with examples of your writing and give them insight into your
knowledge and/or interests. Typically, you will submit your portfolio at least a week before the meeting. The portfolio requirement ends once you begin to work on your comprehensive examination.

In your annual review meeting, you and your Plan of Study committee will review your progress for the year (particularly progress toward program milestones like completing coursework or your pre-dissertation project), highlight your achievements research, teaching, service, and professional development, discuss any changes to your plan of study, and your plans for the upcoming year. Following the annual review meeting, you and your advisor must update your plan of study course listing document with any changes to your plan of study. The revised plan of study must be submitted to the CSD department administrator.

**Required Coursework**

The CSD PhD program is intended to provide students and their mentors with significant flexibility in designing a course of study. The specific coursework requirements are listed below. All these coursework requirements must be completed before admission to candidacy (i.e., beginning work on the dissertation).

PhD-level courses are numbered in the 3000 series, but courses numbered in the 2000 series also may be appropriate for doctoral study. Specific requirements include:

*PhD Content Seminars*

Each student enrolled in the PhD program in Communication Science & Disorders must take at least 3 PhD-level content seminars within the department (course numbers in the 3000s). Two of the seminars must be in your general area of concentration (i.e., speech-language-voice-swallowing pathology/science OR audiology/hearing science). One seminar must be in the other general area of concentration. Students should enroll in the PhD seminars early in their academic coursework. If you would like to suggest a seminar on a particular topic, please (1) find out how many of your fellow students would take such a seminar, and (2) inform the director of PhD programs (Professor Dickey) of the topic and the number of interested students.

Note that due to faculty teaching commitments in other parts of the CSD curriculum, we cannot promise that PhD content seminars will be available when you might want them most. For that reason, whenever such seminars are offered, and whether or not they are focused on topics that are directly related to your primary research interests, you should take them. The major purpose of PhD content seminars is to engage you in a style of thinking, together with your peers; it is less critical for your scientific education whether the seminars focus on topics that you might assume will be of most interest to you.

Note as well that some other PhD seminars, that primarily focus on providing you with “tools” (such as a seminar in Grantwriting, or the Introduction to PhD Studies [below]), do not count toward this requirement. Nevertheless, they provide critical complementary experiences and tools that can be used in these content seminars.

*Introduction to PhD Studies (CSD 3048)*

The *Introduction to PhD Studies* course is required of all PhD students. The primary purpose of this seminar is to provide you with an opportunity to begin to learn and practice the kinds of scholarly
thinking and activity that one undertakes when contributing to the research base in our discipline. You are strongly encouraged to take this course during the second term of study, or as soon as possible thereafter. This course is offered only once a year, typically in the spring term.

**Pro-Seminar**

The PhD Pro-Seminar is a required non-credit course (CSD 3060) that all PhD students must register for and attend each term, until they begin their comprehensive examination. (Students are encouraged to attend even after this point.) The Pro-Seminar meets for 1 hour each week and consists of a variety of formats: poster sessions, colloquia, journal club discussions, and/or a Research Roundtable (an informal session in which students and faculty talk about their developing or completed research ideas or endeavors; this is also called a “think aloud”).

This course provides you the opportunity to learn about content and advances outside of your own interest area, to observe faculty and other PhD students as they model scholarly discussion, to receive feedback on research plans or presentations from colleagues (students and faculty), and to hone your own scholarly skills, including speaking and answering questions in front of an audience and posing questions to/participating in discussions with other speakers. Students are expected to attend and participate actively in these sessions. Beginning in the second year of the student’s enrollment, and continuing until the student begins comprehensive exams, each student will be required to talk about their research once per year in a “think aloud”. Students working on their comprehensive exam are not allowed to present or do a “think aloud” related to their comps topic in the Pro-Seminar.

**Statistics and Design**

Students are required to take a minimum of 12 credits of statistics and experimental design. Typically, this translates to a minimum of 3 courses in statistics and 1 in experimental design. Students typically enroll in an introductory statistics sequence during each of their first two terms in the program, and a more advanced statistics or analysis course to be chosen in consultation with their advisor. The more advanced course should align with the research interests of the student and could include multilevel modelling, item-response theory or psychometrics, clinical-trial or epidemiological methods, or survey or qualitative analysis methods. The experimental design course may be scheduled either concurrently with or following the introductory statistics courses.

SHRS has two graduate courses in statistics – open to CSD and RS PhD students – that will serve many students’ needs for 6 of these 12 credits. CSD PhD students are strongly encouraged to take these courses to satisfy their introductory stats sequence requirements. These courses are taught by Professor Lauren Terhorst (Occupational Therapy) and are:

1. **HRS 2927: Statistical Methods for Health Science Research I**, 3 credits - the first of a two-course series. Topics covered include measurement, frequency distributions, histograms, bar graphs, stem-and-leaf displays, boxplots, scatterplots, measures of central tendency, measures of variability, point estimation, interval estimation, sampling distributions, one and two-sample tests of hypotheses for means and an introduction to non-parametric tests.

2. **HRS 2928: Statistical Methods for Health Science Research II**, 3 credits - the second of the two-course series. Topics covered include one and two way analysis of variance, multiple comparisons for main effects and interactions, analysis of covariance, multiple comparisons for

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adjusted means, correlation, simple linear regression, multiple regression, and meta-analytic methods.

While the 12 credits are mandatory, exceptions are sometimes made. If you have previously taken PhD-level statistics and/or design courses you can check with your advisor and plan of study committee about an appropriate course of action.

Other possible courses to fill out your 12-credit sequence include:

**Introductory statistics sequence:**
PSYED 2018 – STATISTICS 1
PSYED 2019 – STATISTICS 2: ANOVA

**Experimental design:**
PSYED 2030 - EXPERIMENTAL DESIGN
BCHS 2525 – INTRODUCTION TO APPLIED RESEARCH

**Advanced topics in statistics and analysis methods**
HRS 2582 - ANALYSIS OF CLINICAL DATA/EVIDENCE FUNCTIONAL CHANGE
NUR 2011 – APPLIED STATISTICS FOR EBP (evidence-based practice)
PSY 2575 – TOPICS IN PSYCHOLOGY: LINEAR MIXED EFFECTS MODELS IN R
PSYED 2410 - APPLIED REGRESSION
PSYED 3416 - MULTIVARIATE STATISTICS
STAT 2200 – APPLIED NONPARAMETRIC STATISTICS
STAT 2391 – ADVANCES IN APPLIED STATISTICS

These are options only; feel free to seek other options and discuss other possibilities with your advisor and Plan of Study committee. Additional statistics and design courses are offered through PSYED and other departments. Registering for additional credits is encouraged, if it makes sense for your plan of study.

**Required Credits**
A total of 72 credits beyond the Bachelor’s degree is required for the CSD PhD program. Up to 30 graduate-level credits (2000- and 3000-level courses) can be transferred to your PhD program and up to 12 additional credits may be transferred for work beyond the Master’s degree (using the Credit Transfer form in Appendix C). However, at least 36 credits must be completed at the PhD level. Most students take far more than this 36-credit minimum. Transcripts and course descriptions must be submitted for each course for which transfer credit is requested. In addition: if you transfer credits it will shorten the maximum time that you are allowed for completing your degree, from 10 years to 8 years.

**Courses outside CSD**
1. *To identify courses outside of the CSD department,* you may want to talk to your fellow students. Many have taken classes in other departments including psychology, psycholinguistics, neuroscience, epidemiology, statistics, etc. that they have found interesting and applicable to their areas of research interest.
2. Full-time graduate students at the University of Pittsburgh are eligible to cross register for graduate courses during the fall and spring terms, at Carnegie Mellon University (CMU), Duquesne University, the Pittsburgh Theological Seminary, and Robert Morris College, without paying tuition to the host institution. CSD PhD students often find excellent offerings through CMU’s department of Psychology, for example, or through the joint University of Pittsburgh-CMU Center for the Neural Basis of Cognition (CNBC; take a look at the Course Offerings link available here: http://www.cnbc.cmu.edu/training/graduate/cnbc-grad-training-program/). The SHRS Registrar is the contact person for the cross-registration process.

3. While not required, coursework in teaching and grant preparation, and teaching practica, are strongly recommended. These are bedrock skills that practicing faculty and researchers need to have.

4. In addition, PhD (Doctor of Philosophy) students are recommended to take a course in the History and/or Philosophy of Science. The University of Pittsburgh has a world-class faculty and program in this area.

I and G Grades
In some circumstances, a student will be unable to complete all of the requirements for a given course (didactic/classroom course, or research or teaching practicum) by the end of the term. In these cases, the student will receive either an Incomplete (I) or a G grade for the course, and must complete remaining requirements within a set period of time.

I Grade
An I grade will be assigned for incomplete class work. This work could be an incomplete assignment in a traditional didactic course, or it could be incomplete research work in a research practicum or seminar. The course instructor will have discretion in determining when to assign an I grade.

Incomplete grades should be completed no later than the end of the following term. If the incomplete grade is assigned for a course taken in the fall term, the work must be completed by the end of the spring term. If the incomplete grade is given in the spring, it is expected to be completed by the end of the summer term in August.

If an I grade is assigned, the student and instructor must fill out and submit a Completion Agreement for an I Grade and submit it to the CSD administrator. S/he will transmit a copy to SHRS Student Services and to the CSD PhD program director. The Completion Agreement form can be found at the link below, as well as SHRS Current Student: Forms site, https://www.shrs.pitt.edu/current-students/forms.

https://www.shrs.pitt.edu/sites/default/files/library/documents/students/2016/Completion%20Agreement%20of%20Incomplete%20Grade%20Form.pdf

G Grade
A G grade should only be issued for classwork unfinished because of extenuating personal circumstances (e.g., a medical issue, a family situation). It is the responsibility of the faculty member to clearly state to the student the expected due date.
When given a "G" grade, the student should be instructed to complete some clearly defined work (e.g. a final examination paper) within a specified period of time. The "G" must be completed no later than one year after the term or session in which the class was taken. A student should not request or be given a "G" grade if, in actuality, they need to repeat the course. Once the deadline has passed, a "G" grade will remain on the students record and they will be required to register for the class again, if the class is needed to fulfill requirements for graduation.

If an I grade is assigned, the student and instructor must fill out and submit a Completion Agreement for an I Grade and submit it to the CSD administrator. S/he will transmit a copy to SHRS Student Services and to the CSD PhD program director. The Completion Agreement form can be found at the link below, as well as SHRS Current Student: Forms site, https://www.shrs.pitt.edu/current-students/forms.

https://www.shrs.pitt.edu/sites/default/files/library/documents/students/2016/Completion%20Agreement%20of%20Incomplete%20Grade%20Form.pdf

Pre-Dissertation Research and Research Practicum Credits

Pre-Dissertation Project
The pre-dissertation project is a major milestone for the PhD program. It represents an early opportunity for students to gain experience in the research methods and questions they may wish to explore further in their program and subsequent research. This pre-dissertation research should culminate in a data-based manuscript, potentially suitable for publication, as determined and approved by your advisor.

Generally, students begin planning a pre-dissertation project while they are taking the PhD Research Seminar (CSD 3048). However, it is common for students to spend one or more additional terms exploring/evaluating the research in a particular area and planning this project. Students should register for research practicum during each term they are working on their pre-dissertation project (see below). The exact nature of the pre-dissertation project will be determined by you and your advisor, and may vary significantly between students. You may not begin your comprehensive examinations until your pre-dissertation manuscript is accepted as complete by your project advisor.

Research Practicum Credits
As described in Appendix B, all students are required to register for at least 6 credits of research practicum (Research Practicum for PhD Students; CSD 3971) during their degree program. These credits usually are taken over the course of more than one term, and typically as you develop and conduct your pre-dissertation research project.

For each term that you are involved in a research practicum (or in any other non-didactic learning experience or research work, i.e., directed or independent studies; teaching practica; dissertation work), you must develop a contract with your advisor that specifies the requirements for a “Satisfactory” grade. The information in the contract needs to be specific enough to ascertain whether you are meeting appropriate objectives. New contracts are formulated each term that the work continues, and in the case of continuing experiences (e.g., research practica related to the predissertation project; dissertation work), these contracts must be sufficient to illustrate that you are making good progress. Both you and
your advisor should each keep a record of these contracts. You will receive a grade of satisfactory/unsatisfactory each term.

An “Incomplete” grade can be given, but this is reserved for situations where the mentor determines that a relatively short remediation or completion of a task would be sufficient to change the grade to “Satisfactory.” In this case, the mentor and the student should formulate a contract clearly stating what needs to be achieved to change the grade to “Satisfactory.” See discussion under “I and G Grades” above for timelines and procedures related to resolving an “Incomplete” grade. If the remediation is not completed by the relevant deadline, a grade of “Unsatisfactory” will result.

**Comprehensive Examinations**

Prior to beginning the comprehensive exam process, you will consult with your advisor to select faculty members to serve on your comprehensive examination committee. The committee must include at least three full-time graduate faculty members of the Communication Science and Disorders Department. (Note: This committee can be, but need not be, different from the plan of study committee.) You will ask each of these faculty members if they will serve. Professors with secondary or adjunct appointments in CSD may count as one of these 3 committee members, but the same professor cannot then be considered an external committee member of the student’s dissertation committee.

The comprehensive exam involves two substantive written projects, to be completed entirely independently by the student, and an open-ended oral examination. Full-time students should complete the entire comprehensive examination, including the oral examination, within two academic terms. Further information about the examination can be found in the aforementioned document “The Three Components of the PhD Pre-Dissertation Evaluation Process” (see Appendix B).

You may not begin the comprehensive exam until you have completed: (a) all required coursework; (b) the manuscript deriving from your predissertation research project, as approved by your advisor; and (c) all proposed plan of study coursework and non-didactic credits - or, alternatively, obtained your committee’s approval to accept any and all modifications to this plan. **You must be registered for comprehensive examination credits (CSD 2972) while you work on the exam.** The maximum allowable credits of CSD 2972 is 3 per term. To maintain full-time status while working on the comprehensive examination, the student would need to register for 6 additional credits – typically of independent study and/or research practicum, for a total of 9 credits per term. Although it is not be advisable, it is permissible for you to take other academic courses while you work on your exam.

The student should bring two copies of the Report on Examinations for Doctoral Degree form (Appendix J) to the oral defense, and obtain signatures of the examining faculty when the exam is passed. The forms should be returned to the department administrator, who will keep one and submit the other to Student Services. The student should verify that the advisor enters the date that the exam is passed in Table 2 of the electronic advising form (Appendix G).

**Dissertation Research**

*Nature and Scope of Dissertation Research*

The dissertation involves theoretically-motivated, original, independent research. The dissertation should be grounded in an appropriate body of literature to address questions of theoretical significance...
(which may but need not have clinical significance). It should furthermore make a novel scholarly contribution, in which specific hypotheses are tested and/or specific research questions are answered. Dissertation research should culminate in a comprehensive final document that makes a significant contribution or advancement in the relevant literature base.

Within these guidelines, your major advisor will help you determine the nature and scope of your dissertation proposal. Your proposal will be approved by your dissertation committee at the dissertation overview (prospectus) meeting. Note that, per University guidelines, approval of your dissertation proposal does not imply either the acceptance of a dissertation that follows this proposal, or the restriction of the dissertation to this original proposal. See the guidelines and discussion here: http://www.pitt.edu/~graduate/regphd.html.

It is natural that dissertation proposals, experiments, time and work requirements, and so on vary in scope depending on factors related to the literatures and research questions of interest, as well as variables involving the student, the advisor, the committee, etc. You should not be surprised if you require more or less time or apparent effort to complete the dissertation than some others in your peer group.

Dissertation Committee
In consultation with your advisor, you will select a dissertation committee of at least 4 people, including at least 1 from another department at the University of Pittsburgh outside of SHRS, or from an appropriate graduate program at another academic institution. (The committee may or may not include the same faculty members as your plan of study or comprehensive examination committees). The majority of this committee, including the major advisor, must be full or adjunct members of the Graduate Faculty (see roster at http://pre.ir.pitt.edu/graduate-faculty-roster/). This committee will review and approve your proposed dissertation research, advise you during the dissertation research process, conduct your final oral examination or dissertation defense, and determine whether your dissertation meets accepted standards.

Your dissertation committee must be approved by the department faculty and then by the SHRS Associate Dean of Graduate Studies, and may be changed subject to such approval. After departmental approval of the committee, the Dissertation Committee Approval Form (Appendix D) must be completed and submitted to the CSD department administrator. You will receive written notification from the dean’s office, approving your committee. For more details about the dissertation committee, see University of Pittsburgh Graduate and Professional Bulletin http://www.pitt.edu/~graduate/regphd.html.

If your area of dissertation research requires the expertise of a director who has a secondary or adjunct appointment in SHRS, you must have a co-director whose primary appointment is in CSD.

Dissertation Overview (Prospectus) Meeting
You will prepare a written dissertation proposal that you will provide to your dissertation committee, and present to them orally at a formal dissertation overview (prospectus) meeting. You are responsible for: (a) scheduling the meeting, (b) making sure that your committee members have sufficient time to read your written proposal before the meeting, and (c) bringing 2 sets of forms for the committee to complete after the meeting. The first form (Report on Examinations for Doctoral Degree) can be
obtained from Appendix J. The second form is Section 1 of the Middle States Outcomes form (see Appendix F). The Middle States form lists the minimal criteria by which your performance will be evaluated at your two dissertation meetings (overview/prospectus and defense). Note that this form has 2 parts, the first one to bring to the overview (prospectus) meeting, and the second to bring to your defense. You’ll need multiple printed copies of the appropriate section of the Middle States Outcomes Form, one for each committee member. After you pass your prospectus, check with/ remind the chair of your dissertation committee, if necessary, to submit (1) the Middle States Outcomes forms and (2) the Report on Examinations forms to the CSD department administrator. S/he will ensure that these forms are transmitted to the director of CSD PhD program (Professor Michael Walsh Dickey) and to the Dean’s Office in SHRS. Also remind your advisor to enter date of completion in Table 2 of your electronic advising file (see Appendix G).

The dissertation committee must unanimously approve the proposed topic and research plan before you can proceed. You should expect that you will have to make revisions to your research plan at this stage. Again, per University guidelines, approval of the proposal does not imply either the acceptance of a dissertation that follows this proposal, or the restriction of the dissertation to this original proposal. If the research will involve human subjects, it must be approved by the appropriate institutional review board(s) (IRB(s)) before it can be carried out. [see Institutional Review Board (IRB) Approval, this document].

Dissertation Authorship Agreement Form
According to SHRS policy, all dissertation proposal defense approval forms require an authorship agreement component. This form is intended to ensure that the student and her/his dissertation committee members have discussed and are in agreement on who will receive author credit on any publications resulting for the dissertation. The authorship agreement form (available here: https://www.shrs.pitt.edu/sites/default/files/library/documents/phdrs/DISSERTATION%20PROPOSAL%20AUTHORSHIP%20APPROVAL%20FORM.pdf) should be submitted along with a signed copy of the Report on Examinations for the Doctoral Degree (see Appendix J). Please be advised that dissertation proposal approval forms that do not include the authorship agreement will not be accepted, and a dissertation proposal will not be considered approved until the authorship agreement has been received.

Admission to Candidacy for the Degree of Doctor of Philosophy
Once your dissertation prospectus has been approved, you are eligible to be admitted to candidacy for the PhD degree. Admission to candidacy constitutes a promotion to the most advanced stage of graduate study and provides formal approval to devote essentially exclusive attention to the research and the writing of the dissertation. After you pass your prospectus, take the completed Admission to Candidacy form (Appendix E) to the CSD department chair for signature, and submit when signed to the CSD department administrator. You will receive written notification from the Dean of your admission to candidacy.

Registering for Dissertation Credits and for “Dissertation Only” Status
While you work on your prospectus, and until you are admitted to candidacy, you need to register for CSD 3000 (dissertation credits). After you have been admitted to candidacy and while you are working on your dissertation, you may register for full-time dissertation study (FTDI 0000). In this status, you will not be charged the usual (per credit) tuition rate, and will only pay a flat fee for tuition each fall and
spring term. No letter grade or credits are associated with this status. You must consult with the SHRS registrar for permission to register for full-time dissertation study. *Note that you must remain in active status* (see below) while you are working on your dissertation, and that you must create a contract with your mentor each term (as detailed in the section on Pre-Dissertation Research and Research Practicum Credits).

_Dissertation Format and Submission Requirements: ETD_

Dissertations are submitted in electronic format. You will find the Electronic Theses and Dissertations (ETD) Format Guidelines Manual at http://www.pitt.edu/~graduate/etd/ETDformat.pdf. In addition, style and form templates are available: http://www.pitt.edu/~graduate/etd/templates.html. You should consult the template as soon as you begin writing your dissertation prospectus, to reduce the likelihood of formatting errors. Please note that your dissertation committee may require that you provide one or all members with a paper copy of the ETD before your defense. To learn more about Pitt's ETD project go to the ETD website at http://www.pitt.edu/~graduate/etd.

When you are ready to apply for graduation, email Debby Keelan, dkeelan@pitt.edu to obtain an electronic ETD packet. *Follow the instructions in that packet to the letter.*

The University Library System has migrated to D-Scholarship@Pitt (http://d-scholarship.pitt.edu/) for ETDs. This system is easy to use and has many features to improve access, sharing, and visibility of Pitt ETDs.

_Dissertation Defense/Final Oral Examination_

The final oral examination in defense of the doctoral dissertation is conducted by the dissertation committee and need not be confined to materials in and related to the dissertation. Anyone within or outside the University may attend and participate in selected portions of the examination. The details of the examination must be published for the broader university community well in advance of the examination.

Please note that the oral defense date will not be approved without identification of the moderator (who will run the defense meeting) and without the moderator’s agreement to serve in that capacity. *Appendix I* specifies moderator requirements and responsibilities.

_At least one month in advance of your scheduled dissertation defense,* you must submit the following information to the CSD department administrator: Your name, dissertation title, committee chair and other members, moderator, date, time, and location. At this same time you must submit your dissertation abstract to the department administrator and to your dissertation committee chair. In addition, you need to visit the following link for information on “Scheduling Your Defense”:


Other qualified individuals may be invited by the committee to participate in the examination. *The examination is directed by a moderator, a graduate faculty member who is not on the committee.* Only the members of the dissertation committee and the moderator may be present during the final deliberations and only the dissertation committee may vote on passing of the candidate. Two copies of a
report of this examination (Report on Examinations for Doctoral Degree, Appendix J), signed by all the members of the dissertation committee, must be submitted to the department administrator. If the decision of the committee is not unanimous, the case is referred to the dean for resolution.

On the day of your defense, you should also give each of your committee members one copy of Section 2 of the Middle States Outcomes form (see Appendix F). The committee members will sign these forms after passing you on your oral exam and the final/approved version of your dissertation. When you are ready to submit your ETD, you should check with your advisor to make sure that these forms have been returned to the CSD director of PhD programs (Professor Tompkins). Also be sure that your advisor has entered appropriate dates of completion in Table 2 of the electronic advising file.

Streaming of dissertation defenses from Forbes Tower is permitted. It is the student’s decision whether or not to stream the defense presentation: streaming will not be allowed without the student’s permission. Anyone wishing to stream the dissertation defense should make certain they reserve a room for the defense where this is feasible. The link to participate online should be included in the dissertation defense announcement. We recommend you work with SHRS IT Support (Kip Ruefle: kruefle@pitt.edu) in planning the set up for streaming a few weeks in advance of the dissertation date.

SUMMARY of DOCUMENTATION REQUIREMENTS

Please submit all documentation to the CSD department administrator, who will ensure that it gets to the right place. Please remind your advisor to enter dates of completion into Table 2 of your electronic advising file.

Program Entry: (a) Certification of completion of plagiarism module (see SHRS Program Entry requirements); (b) Handbook acknowledgment form (Appendix A; see SHRS Program Entry requirements); (c) Credit transfer form, as appropriate (Appendix C; see Required Credits).

First term; periodically thereafter; and program completion: Plan of study form (updated if/when substantial changes are made, and at program completion)

For non-didactic credits for directed study, independent study, research practicum, teaching practicum, and dissertation: Contract developed with, approved by, and submitted to the mentor, each term. (see Predissertation Research and Research Practicum Credits).

Comprehensive exam: Report on Examinations for Doctoral Degree (Appendix J) – 2 forms signed by all committee members

Dissertation period:
1. Contract with mentor each term (as per section on Predissertation Research and Research Practicum Credits).
2. Committee approval form (Appendix D) – proposed committee must be approved by CSD faculty; approval obtained by mentor
3. For prospectus meeting:
4. (a) Middle States Outcomes form Section 1 (Appendix F; 1 form for each committee member) 
   (b) Report on Examinations for Doctoral Degree (Appendix J; 2 forms, signed by all committee members)
5. Application for Admission to Candidacy for PhD Degree (Appendix E; after approval of prospectus) – signed by CSD chairperson
6. Dissertation Abstract, identify and secure agreement of moderator, announcement, Setting Up Your Defense (prior to oral defense; see Dissertation Defense/Final Oral Exam above)
7. For defense meeting: Middle States Outcomes form Part 2 (Appendix E; 1 form for each committee member); Report on Examinations for Doctoral Degree (Appendix J; 2 forms signed by all committee members)

Once each term: Update CSD PhD Academic Advising Tracking Form with advisor (see Appendix G; advisor must update your form in the electronic advising folder. Remind advisor to note dates of landmark completion in Table 2 of this form).

End of each academic year (by August 15): Complete annual progress report (see sample in Appendix H).

OTHER REQUIREMENTS RELATED TO THE CONDUCT OF RESEARCH

Research Training
Anyone involved in conducting research at the University of Pittsburgh must complete on-line training in the ethical conduct of research, as well as human subjects protections and privacy requirements and/or animal subjects protections. It is recommended that you complete this training as soon as possible after you register for the first time. Evidence of certification must be submitted for various purposes at departmental, school, and University levels. Information about the Research Practice Fundamentals education and an overview of the certification program can be found at www.rcco.pitt.edu. For an overview and access to the required training modules, go to http://www.hrpo.pitt.edu/training.

The University has also established a Responsible Conduct of Research (RCR) Training Center through its Clinical and Translational Science Institute (CTSI: http://www.ctsi.pitt.edu/RCR/index.shtml) for the purpose of helping students, postdocs, and faculty meet the NIH RCR requirements. The workshops are all noncredit, free, and conducted in person. Dr. Karen Schmidt is the director of the Center and she can help you design an RCR plan and provide text for your grant application. Please feel free to contact her at kschmidt@pitt.edu.

Human Research Protection Office (HRPO) Approval for Research Involving Human Subjects
Before any research can be conducted with human subjects, IRB approval is necessary. Institutional Research Boards (IRBs) are federally-mandated bodies that function to protect the rights and welfare of human research participants. Federal policy defines “research” as “a systematic investigation, including research development, testing, and evaluation, designed to develop or to contribute to generalizable knowledge.” At Pitt, the Human Research Protection Office (HRPO) is responsible for both IRB oversight and compliance, as well as education in the ethical conduct of research.

You are encouraged to allow plenty of time to prepare your materials for IRB submission and review. IRB regulations and requirements are quite precise, and thoroughly detailed in the aforementioned manual and other documents on the Human Research Protection Office (HRPO) website.
When you are preparing your IRB submission, you need to read these materials carefully. The HRPO also sponsors periodic “Ask the IRB” sessions to help investigators navigate the process, and HRPO staff typically are easily available for specific questions, as well. To receive ongoing updates about regulatory information and other news of concern to the University of Pittsburgh research community you can join the University of Pittsburgh HRPO e-mailing list at the above website.

The Pitt HRPO currently has cooperative IRB agreements with Children’s Hospital of Pittsburgh, Magee Women’s Hospital, and the VA Pittsburgh Healthcare System. The Preface of the IRB Reference Manual spells out what each of these agreements means for IRB review.

**Pre-IRB submission: SHRS Scientific Review Approval**
Before they can be submitted for IRB approval, all research proposals that involve human subjects are required to be reviewed by “an appropriate and formally constituted scientific review committee” (Guidelines for Structure and Function of Scientific Review Committees, November, 1998). Prior scientific review can be accomplished by any of a number of units throughout the university, or by federal peer-review panels in the case of a federally-funded grant application. In SHRS, Scientific Review clearance is handled within each department. After the investigator uploads the IRB materials into OSIRIS (a web-based system for scientific review approval (http://www.osiris.pitt.edu/) the appropriate departmental reviewer is notified to initiate the review. (Note: your research advisor will be notified to approve your IRB documents in OSIRIS, before notice is sent to the scientific reviewer. It may be wise to alert your advisor to this pre-review requirement, so that your proposal can be processed in a timely manner).

**Institutional Animal Care and Use Committee (IACUC)**
If your research involves laboratory animals, it must be reviewed by IACUC. For information, go to http://www.iacuc.pitt.edu/.

**University Policy on Research Data Management**
The required practice is found in Guidelines on Research Data Management, available at http://www.provost.pitt.edu/documents/RDM_Guidelines.pdf. Briefly, research data belong to the University of Pittsburgh, which can be held accountable for the integrity of the data even after the researchers who generated the data have left the University. Although the primary data should remain in the laboratory where it originated (and hence at the University), consistent with the precepts of academic freedom and intellectual integrity an investigator no longer in the laboratory may retain copies of the research data and certain materials created by him/her in the course of the research.

The University of Pittsburgh, as the grantee for sponsored research, has an institutional responsibility to retain research records for a minimum of seven years following the conclusion of a grant. As the policy states, the research records should remain in the laboratory where they were created. If that is not possible, the research records should be retained in the department or institute administrative office.

Please keep in mind that failure to accurately record and retain research data may be considered an act of research impropriety which falls short of the legal definition of research misconduct. However, such actions are nonetheless regarded very seriously by the University and the federal Office of Research Integrity.
RESIDENCE, REGISTRATION, and COMPLETION REQUIREMENTS

Residency Requirements
It is beneficial for most students to be full-time throughout their PhD program. However, in some instances students will have significant off-campus responsibilities. Therefore, with approval, the PhD can be completed by a combination of full-time and part-time study. All students must engage in a minimum of one term of full-time PhD study, which excludes any other employment except as approved by the department chair.

Active Status
To maintain status as an active student, SHRS requires that PhD students register for at least one (1) credit in each fall and spring term (unless on ‘Dissertation only’ status, which has no credits attached). Under exceptional circumstances (e.g., medical, death in the family) you may apply for a waiver of this requirement, with a letter of support from your advisor and for a compelling reason. Otherwise, if you will not meet the requirement to maintain active status, you must take a leave of absence. Readmission is automatic following an approved leave of absence (see more below). If you do not take a leave of absence in this circumstance, you will be placed on inactive status. This means you must file an application for readmission to graduate study before you will be allowed to register. Upon readmission, your plan of study would be adjusted to meet PhD requirements at the time of readmission.

Minimum Grade-Point Average: Probation, Dismissal, Candidacy and Graduation.
PhD students are required to maintain a 3.0 grade point average. If your grade point average falls below a 3.0, you will be placed on academic probation. If you are on probation for 2 consecutive terms, the faculty may choose to dismiss you from the program. You must have a 3.0 grade point average to be admitted to PhD candidacy, and to graduate.

Statute of Limitations, Extensions, Leaves of Absence
Statute of Limitations and Extensions
From the time of initial registration, all requirements for the PhD must be completed within 10 years, or 8 years if you have received credits for completion of a Master’s degree. Under exceptional circumstances, a candidate for the PhD may apply for an extension of the statute of limitations. This request must be approved by the department chair and the SHRS Associate Dean of Graduate Studies.

Leaves of Absence
Under special conditions, a student may be granted one leave of absence for a maximum of 2 years. The length and rationale for the leave must be stated in advance, recommended by the student’s advisor, and approved by the department chair and SHRS Associate Dean for Graduate Studies. The time of the leave of absence does not count against the total time allowed for the degree. Readmission is automatic following an approved leave of absence. Students must file a formal request for a leave of absence; this can be found at the link below or at the SHRS Current Student: Forms site, https://www.shrs.pitt.edu/current-students/forms:

https://www.shrs.pitt.edu/sites/default/files/library/documents/students/Request%20for%20a%20Leave%20of%20Absence%20-%20Graduate.pdf
ADDITIONAL PROGRAM INFORMATION

Funding Information and Opportunities:

(a) Financial assistance is often available from a variety of sources, including opportunities for teaching assistantships. These typically require up to 20 hours of work per week and are typically compensated with either or both tuition remission and a stipend. Other types of research fellowships may be available through faculty grants. Typically, these positions are limited and you should speak with your advisor and the CSD Director of Financial Aid to discuss potential funding opportunities during your PhD program. To find information about scholarship opportunities specific to SHRS students, go to the SHRS homepage (http://www.shrs.pitt.edu), and under the Current Students tab, click on Scholarships. There is also a new, university-wide, graduate and professional student funding opportunities portal: http://www.research.pitt.edu/gps-welcome

If you receive an appointment as a graduate student researcher/assistant, or as a teaching assistant/fellow, you can find the University policy statements here:
www.pitt.edu/~graduate/GSRPolicyStatement.pdf
www.pitt.edu/~graduate/TATFGSAPolicyStatement.pdf
If you have any questions, you can direct them to the CSD Director of Financial Aid (currently, Dr. Jim Coyle).

(b) At the appropriate time in your PhD program, you are encouraged to prepare an application for one of several categories of pre-doctoral fellowships (Natural Research Service Awards, F31 grants) from the National Institutes of Health (NIH), if you are eligible:

1) to support dissertation research for any individual PhD student who is a US citizen or permanent resident of the US, and who will have successfully completed comprehensive exams by the time of the award.

2) to support training toward the PhD degree for students from underrepresented racial/ethnic minority groups and students with disabilities.

F31 awards provide funding for research training, and give you a start on an independent NIH funding record, which is important for future grant submissions and highly valued when you look for a job. A detailed proposal is required, and you will need to work closely with your research advisor to make sure your application meets standards of quality and completeness. The grants are competitive and you may need to revise and resubmit after receiving feedback on an initial submission. Successful applications are put on a fast-track, with the time from submission to funding being 4 months. For a program announcement that provides more information, go to https://researchtraining.nih.gov/programs/fellowships/F31. You can find information specific to the National Institute on Deafness and Other Communication Disorders (NIDCD) at http://www.nidcd.nih.gov/funding/types/pages/training.aspx#F31A. The NIDCD site will link to application forms and instructions, or you can go to the Fellowships category at http://grants.nih.gov/grants/funding/424/index.htm. You can also e-mail any questions you have to grantsinfo@nih.gov.
(c) SHRS has a small Research Development Fund, and graduate students are eligible to apply as principal investigator for grants up to $1000. Several smaller applications can be made as long as the total request does not exceed $1000. Applications for awards are available from the Dean’s office.

(d) SHRS recently developed the SHRS Doctoral Student Award, to provide funding to PhD students who have passed written comprehensive examination to support their research projects that are related to their dissertation research. Students can apply for up to $7500.00. There will be 2 application/review periods per year, early October and end of March. The application should include a coversheet, 1 page statement of specific aims, 5 page research plan, student biosketch, budget and budget justification. In the biosketch the student should indicate how their work is different from their advisor/mentor. Students will be notified via email approximately 90 days prior to the due date, with the RFA information.

(e) SHRS also provides some opportunities for student travel grants. Information at the following link describes these, provides a link to travel grant opportunities through the Graduate and Professional Student Association, and compares the two sources of travel awards. http://www.shrs.pitt.edu/student.aspx?id=291

(f) The following link provides a list of other financial aid resources that may be of interest to graduate students in the department: https://www.shrs.pitt.edu/financialinformation/. Additional information can be obtained from the University of Pittsburgh Office of Admissions & Financial Aid: http://www.pitt.edu/~oafa/ located in Alumni Hall.

(g) The website of the Office of Academic Career Development Health Sciences also contains information on funding opportunities for graduate students: http://www.oacd.health.pitt.edu/research-and-funding-medical-and-graduate-students

(h) The NIH has a Loan Repayment program for up to $35,000 per year of qualified educational debt. For details, see http://www.lrp.nih.gov.

**Teaching Opportunities:**
There are generally two ways in which you can gain teaching experience while enrolled in the PhD program. (a) Some students are hired as teaching assistants (TAs) or teaching fellows (TFs), and are given the opportunity to teach some or all of the content of a particular bachelors- or masters-level course, section, or lab. (b) Another option is to complete a teaching practicum (CSD 2970) with one or more of the faculty members in the department. To arrange this, contact the faculty member(s) with whom you are interested in working. The details and requirements of this practicum assignment, as well as the number of credits that you should take, will be determined in a meeting with these faculty members. Similar to the procedure for research practice described in the section on Pre-Dissertation Research and Research Practicum Credits above, you will formulate a contract with the supervising faculty member, to specify the requirements for a satisfactory grade.

TA Services free workshops are now open to all graduate students, not just TAs. In the interest of helping graduates students prepare for their teaching responsibilities, and for future careers in teaching, TA Services offers one-hour workshops on topics ranging from writing a syllabus to developing a lesson...
plan to the rights and responsibilities of TAs at the University of Pittsburgh. Registration for these workshops is mandatory. Registering for workshops ensures the distribution of pre-workshop materials and helps maintain the integrity of TA Services’ attendance records. For a full list of CIDDE workshops, visit: www.cidde.pitt.edu/workshops/. You can subscribe to the TA_Services_Mail_List mailing list at https://list.pitt.edu/mailman/listinfo/ta_services_mail_list.

LIBRARY INFORMATION
University of Pittsburgh Library System
[link: http://www.library.pitt.edu/; you can also get to all Pitt libraries via the SHRS home page: http://www.shrs.pitt.edu/, Students tab, Student resources]

1. Langley Library (biology, neuroscience, psychology, and life sciences)
   217 Langley Hall
   Tennyson Avenue, between Fifth Avenue and Bigelow Boulevard; 412-624-4490

2. Hillman Library (humanities, social sciences; Interlibrary loan)
   3960 Forbes Avenue
   412-648-3330

   Remote Access: Information on accessing resources from these and other libraries can be found at http://www.library.pitt.edu/services/remote.html.

Health Sciences Library System (HSLS)
[link: http://www.hsls.pitt.edu/]

   Falk Library (medical/health sciences; psychiatry and behavioral sciences)
   200 Scaife Hall (2nd floor)
   DeSoto and Terrace Streets
   (412) 648-8866

   Remote Access: You can access HSLS resources, online articles, etc. from outside University of Pittsburgh and UPMC via the Secure Remote Access Portal (http://sremote.pitt.edu). All you need is a Pitt or UPMC ID and your regular Pitt e-mail login information.

   Downloading Articles: The University of Pittsburgh HSLS allows students and UPMC employees to access full text journal articles and other information through the HSLS Web Access in Secure Remote. Journal articles can also be accessed online at one of the many computer stations located in each library, however printing fees are applicable.

   Other HSLS Services: The HSLS offers a wide array of helpful resources, including the "Lunch with a Librarian" series (recent topics: Google Scholar vs. MEDLINE for Health Sciences Literature Searching; Finding Full-Text Articles) and HSLS classes (e.g., EndNote Basics; Advanced PubMed; Collaboration Made Easier with Web-Based Tools).
OTHER USEFUL INFORMATION

Panther Card
Your Panther Card can be used for a variety of purposes in and around the University of Pittsburgh. It serves as your student I.D. but also can be used for other things, as indicated below. To get a Panther Card, bring positive photo identification (for example, a driver's license or passport) to Panther Central in the Litchfield Towers Lobby.

Services:
Your Panther Card can be used:

- to access computer labs throughout the University campus
- to obtain reduced-rate software (see below)
- to check out books and other materials from the University libraries
- for free transportation on the Port Authority (city) buses and University of Pittsburgh shuttle buses
- to gain access to University fitness centers
- to obtain medical services from Student Health Services
- to obtain discounts on University events, based upon availability
- for free admission to any one of Pittsburgh’s most popular museums, including the Carnegie, the Warhol, and the Phipps Conservatory

For more information on services available using your Panther Card, visit: http://www.pc.pitt.edu/%5C/card/index.php.

Panther Funds:
The Panther Fund program provides an alternative to carrying cash around the Pitt campus and can be used to access pre-paid funds for services, merchandise, and food both on and off campus. These funds may also be used at some libraries to pay for copying services. This is a free program for all University of Pittsburgh students, faculty and staff and no minimum balance is required. You can add money to your Panther card by visiting or calling Panther Central in the Litchfield Towers Lobby (412-648-1100), online at https://www.pc.pitt.edu/card/, by mail, or at the Cash Management Center kiosks located in various buildings on campus. For more information about Panther Funds, see the following: http://www.pc.pitt.edu/card/funds.html/

Software
The University of Pittsburgh offers a variety of free and reduced-cost software for students. The software that is free has been provided by Microsoft, for Windows and Macintosh operating systems. Much of this software can be downloaded for free from: http://software.pitt.edu/.

The software that is offered at a reduced cost includes a variety of statistics programs (e.g., SAS, SPSS), antivirus software (e.g., Norton), and research tools (e.g., Endnote). For a complete listing of the software that is offered, go to the Information Technology website at http://www.technology.pitt.edu/software.html. All software is available at Software Licensing Services, 105 Bellefield Hall, between 8:30 AM and 5:00 PM, Monday through Friday. You must present your student ID to obtain any of the software that you pick up there.
Student Information Online
This site (https://my.pitt.edu/) allows you online access to your class schedule, grades, financial account, and billing and payment information. To access your information, you will need to enter your username and password and then select Student Services. Your username/password are the ones associated with the University Computer Account that is created automatically when you enter the University as a student or when you are hired as a member of the faculty or staff. You should change your assigned password upon receipt of your account, and you can use the online account management tools to do so.

Technical Support
The Computer Services and Systems Development (CSSD) department provides technology support services for faculty, staff, and students. It also operates a technology help desk, available 24 hours per day, 7 days per week. The help desk can be reached at: (412) 624-HELP (4357). The main office of the CSSD department is in room 728 of the Cathedral of Learning, and can be reached at: (412) 624-6100.

Statistics Help
Students often have statistics questions while working on pre-dissertation, dissertation or other research projects. The faculty who teach the statistics courses in the Psychology in Education (PSYED) department often are willing to have (and even encourage) students ask them for assistance with these types of problems. Typically, students meet these faculty members while taking statistics credits. There is also a University statistical consulting service: see http://www.stat.pitt.edu/resources/statistics-consulting-center.

In addition, SHRS has hired a faculty expert in statistics, Dr. Lauren Terhorst in the Department of Occupational Therapy. To request a consultation from Dr. Terhorst, you must complete and submit a Statistical Support Ticket, found at the SHRS Current Student: Forms site, https://www.shrs.pitt.edu/current-students/forms. SHRS students who do not have a methodologist or statistician on their dissertation committee will have an opportunity to consult with Dr. Terhorst. SHRS students wishing to include Dr. Terhorst as a committee member should invite her in an e-mail on which the dissertation advisor is copied. Dr. Terhorst will review requests for collaboration on manuscript preparation on a case by case basis.

Finally, the mathematics department maintains a mathematics help desk in the Commons Room (first floor) of the Cathedral of Learning. It offers walk-in tutoring and tutoring by appointment. The hours available for walk-in tutoring vary by semester and by day of the week. You can check on the current hours or make an appointment by calling Academic Support at 1-412-648-7920.

Academic Career Development
The Office of Academic Career Development Health Sciences provides workshops, talks, and information on career awards (e.g., NIH K-awards), funding opportunities, and research training for graduate students and postdoctoral scholars. See http://www.oacd.health.pitt.edu.

Electronic Lab Notebook service
An Electronic Lab Notebook (ELN) service is now available at no cost to University faculty, students, and staff. Electronic Lab Notebooks provide a secure online location to store, manage, and share lab data. After a thorough evaluation process that involved collaboration with several faculty focus groups
and the Office of Research, LabArchives was selected as the ELN solution that best meets the needs of the University community.

Electronic Lab Notebooks can be used for research:

- **Organize**: Store all lab data---text, spreadsheets, images, PDFs, and more---conveniently and securely in the cloud.
- **Search**: Find data instantly by keyword, user, or date.
- **Manage**: Keep abreast of developments in the lab, even while traveling.
- **Protect**: Ensure the security of lab data. LabArchives stores every version of every file.
- **Share**: Share data within a laboratory or with collaborators around the globe. Control who can view, comment on, and record entries.

Electronic Lab Notebooks can also be used in the classroom to manage, monitor, and evaluate students’ lab work.

Log in to [My Pitt](my.pitt.edu) and click the **Electronic Lab Notebook** link on the right-hand side of the page to use the service. Apps for Android and iOS devices can be downloaded at [http://labarchives.com](http://labarchives.com).

**IMPORTANT PEOPLE YOU WILL NEED TO KNOW:**

**CSD Administrator**
6035 Forbes Tower  
(412) 383-6543

Jackie Harden ([jharden@pitt.edu](mailto:jharden@pitt.edu)) currently serves as CSD department administrator. This person is also located in the main CSD office. S/he coordinates and fulfills the administrative needs of the department, including working closely with the CSD Department Chair on all aspects of department function. You will need to see this person to get keys for rooms/labs in the department. You will need to leave a monetary deposit and sign for each key you receive. The CSD Administrator is also the person you need to see for an access card for after-hours entry to Forbes Tower. This card is also used to operate the elevators in the building after hours. If you have a TA/TF or other fellowship through the department, the CSD Administrator is in charge of all the paperwork related to these positions. S/he also makes sure that all department faculty and students have completed required education/training modules that are offered by the Office of Research. These modules are required prior to conducting research. Once you have completed the training modules online on the Office of Research website, you must print out the certificate indicating completion of the module and provide the CSD Administrator with a copy of the certificate.

**CSD Grants Administrator**
6035 Forbes Tower  
(412) 383-6542

Tonya Martin ([tmartin1@pitt.edu](mailto:tmartin1@pitt.edu)) currently serves as CSD Grants Administrator. This person assists faculty with grant submissions and budgets. She also works closely with the main CSD Administrator on graduate-student stipends and financial support. In addition, this who you need to see if you are preparing/submitting a grant application. Prior to submitting your grant application, this person will help
you complete paperwork for the grant and get the required signatures from the CSD Department Chair, SHRS Dean’s Office, and the Office of Research. Be sure to allow plenty of time for the sign-off process: this person can tell you what deadlines you need to observe. Finally, should you need to borrow any equipment or testing materials that the department may have for your use, you will get these items from this person.

SHRS Director of Student Services, Registrar
4024 Forbes Tower.
(412) 383-6554

This person is located in the Dean’s office. This role is currently played by Kellie Beach (kbeach@pitt.edu). She helps with student registration, certification for graduation, course schedules and SHRS room reservations. She also coordinates SHRS clinical contracts and graduation-related Special Events. If you receive tuition reimbursement for your TA/TF or other fellowship within the department, when you receive your tuition bill, you will need to take it, along with your letter of appointment, to the SHRS Registrar to make sure the amount you are covered for is deducted from your bill.

SHRS Administrator to the Associate Dean of Graduate Studies
4022 Forbes Tower
(412) 624-6538

Debby Keelan (dkeelan@pitt.edu) is currently SHRS Administrator to the Associate Dean of Graduate Studies. This person is located in the Dean’s office. You will email her to request an electronic ETD packet when you’re ready to apply for graduation, and she will help you with all aspects of the ETD process. She will also check to insure that all your documentation is complete, prior to certifying you for graduation. You will get periodic emails about applying for graduation, following ETD guidelines, scheduling your defense, etc. from this person.

WHO TO SEE FOR:
- Getting on e-mail distribution list and student directory: CSD Administrator
- Registration: Your advisor first, then CSD Administrator, SHRS Registrar last
- Keys and building access: CSD Administrator
- TA/TF paperwork: CSD Administrator
- TA/TF tuition coverage: SHRS Registrar
- Research training modules: Your advisor, then CSD Administrator
- SHRS Scientific Review submissions: Osiris webpage (www.osiris.pitt.edu) and your advisor
- Grant application paperwork and timelines; checking out materials: CSD Administrator/Grants Administrator
- Certification for graduation: your advisor, then SHRS Registrar
APPENDIX A: HANDBOOK ACKNOWLEDGMENT AGREEMENT

1. Graduate Student Handbook – PhD in CSD Acknowledgment Agreement

I have read the Graduate Student Handbook for SHRS, in its entirety. I understand all the policies and procedures included in this Handbook and agree to abide by them at all times while enrolled as a student in the School of Health and Rehabilitation Sciences, at the University of Pittsburgh. If I have questions at any time regarding the content of the handbook, I will make an appointment with my academic advisor for clarification.

________________________________________________________________________
Name of Student – PLEASE PRINT

________________________________________________________________________
Signature of Student                                              Date

------------------------------------------------------------------------------------------------

2. Handbook of the PhD Program in Communication Science and Disorders – PhD in CSD Acknowledgment Agreement

I have read the Handbook of the PhD Program in Communication Science and Disorders in its entirety. I understand all the policies and procedures included in this Handbook and agree to abide by them at all times while enrolled as a student in the School of Health and Rehabilitation Sciences, at the University of Pittsburgh. If I have questions at any time regarding the content of the handbook, I will make an appointment with my academic advisor for clarification.

________________________________________________________________________
Name of Student – PLEASE PRINT

________________________________________________________________________
Signature of Student                                              Date

PLEASE RETURN to CSD Administrator (who will submit to SHRS Student Services) by September 15, 2017.
APPENDIX B: The Three Components of the Ph.D. Pre-Dissertation Evaluation Process

I. Plan of Study and Portfolio Review

A. The meeting to formalize the plan of study should be held by the end of the first term of full-time study or second term of part time study.

B. The plan of study committee will be selected by the student in consultation with his or her advisor, and with the agreement of faculty asked to serve. The committee will consist of at least 3 full-time faculty members of CSD with graduate faculty status.

C. Initial Plan of Study Meeting: The student will prepare a document outlining his or her goals for obtaining the Ph.D. degree, strengths and weaknesses in prior training and experience, long-range professional objectives, and courses taken or planned to be taken, by term. These planned experiences will address their goals, weaknesses, and objectives.

D. Annual portfolio: Students will choose three examples of their written work annually, to be placed in a student portfolio. Examples of acceptable material include but are not limited to copies of presentations given at professional meetings, papers written for classes, manuscript reviews, and manuscripts submitted for publication.

E. Annual review: A portfolio assessment and review of the student’s plan of study will be held annually with the student’s preliminary committee. The student is responsible for submitting the portfolio and scheduling the annual meeting. The student is also responsible for submitting a revised plan of study to the CSD department administrator.

F. Annual portfolio assessments will be discontinued upon initiation of the comprehensive examination.

II. Pre-Dissertation Project

A. The pre-dissertation project should culminate in a data-based manuscript, potentially suitable for submission for publication. The manuscript may be the result of an original student project, or it may derive from an existing researcher’s data. Students completing pre-dissertation research should register for six credits of research practicum (at least 6 hours of research practicum are required of all Ph.D. students).

B. The director of the research project will both approve the topic selected for the paper, and evaluate the final product. In the event that the director of the research project is not the advisor, evaluation results will be communicated to the advisor. The manuscript must be completed before the comprehensive examination is initiated.

C. Research practicum credits graded ‘Unsatisfactory’ will not count toward the six-hour requirement. Two U grades for the research practicum will result in re-evaluation of that student’s admission to the program. In this instance, the student’s plan of study committee and the department head will meet to consider appropriate actions.
III. **Comprehensive Examinations**

A. Before taking the comprehensive exams, students will select with their advisors the members of the comprehensive examination committee. This committee will consist of a minimum of three full-time faculty members of the CSD department with graduate faculty status.

B. The comprehensive examinations will include both written and oral portions.

C. **The written portion of the comprehensive exams** will consist of two parts: (1) a critical evaluation of two research articles, and (2) a critical review of the literature. The student and his or her advisor will decide on the order in which these are completed, but the entire comprehensive exam (including oral defense) must be completed within two terms of its initiation. The student will complete the examination independently.

1. Critical evaluation of two research articles  
   a. The student’s comprehensive examination committee will select two research articles (published or submitted) to represent diverse research methods, keeping in mind the student’s area of specialty and future research objectives. Students will write a critical evaluation (manuscript review) of each article.
   
   b. Students will be given two weeks to complete these critical evaluations.

2. Critical review of the literature  
   a. Students will be asked to complete a critical literature review of an important area, possibly leading to a dissertation. The review should evaluate the quantity and quality of existing research, identify gaps and inconsistencies in the body of knowledge, and propose several specific research questions that follow logically from the review.

   b. The area for review will be selected by the student and approved by his or her comprehensive exam committee. The student may consult with the committee for help in limiting the scope of the project.

3. Submission and Grading Timelines  
   a. The student must submit the first portion of the written exam a minimum of 5 weeks prior to the date of the scheduled oral exam.

   b. The committee has 2 weeks to evaluate each portion of the written exam.

4. Grading of written portions  
   a. Each comprehensive exam committee member will submit a grade (pass/fail) for each portion of the written examination to the chair of the committee (the student’s advisor), who will call a committee meeting if necessary to resolve any discrepancies.
b. If, after this meeting, the student receives a failing grade from any committee member, he or she will be allowed one opportunity to rewrite that element. This revision must be completed within a single term.

D. **The oral portion of the comprehensive examinations** will be scheduled to occur after the student has passed the written portion. The oral portion will have an open-ended format, to allow committee members to delve into any concerns they have about the written portion of the comps, and to allow students to further demonstrate their base of knowledge. The oral portion of the comprehensive exams should not be confused with the student’s prospectus (or dissertation overview) meeting, which will be scheduled after the student has passed the comprehensive examinations and successfully defended the dissertation proposal.

1. After completing the oral exam, the student will be excused temporarily. The grade for the oral portion (pass/fail) will be made by majority vote of the committee, and will be communicated to the student by his or her advisor.

2. If the student fails the oral examination he or she will be given feedback from the committee, and will be allowed another opportunity to pass the oral exam.

3. If the student passes the oral exam, he or she is eligible to begin dissertation work.

Note: To qualify for admission to candidacy for the Doctor of Philosophy degree, students must have achieved full graduate status, satisfied the plan of study and portfolio review requirements, completed formal course work with a minimum grade point average of 3.0, completed the pre-dissertation manuscript, passed the comprehensive examination, and received approval of the proposed subject and plan of the dissertation (dissertation prospectus) from the dissertation committee following an overview or prospectus meeting with the committee.
APPENDIX C: CREDIT TRANSFER FORM

CREDIT TRANSFER REQUEST FORM
Submit to CSD Administrator, who will submit to Student Services

To request transfer credits, the PhD student should complete this form. Up to 30 credits of appropriate graduate level course work (2000 or 3000 level course ONLY) may be transferred. No undergraduate (1000 level) credits may be applied towards the doctoral degree. Transcripts and course descriptions for each course must also be attached and submitted.

Date Submitted:_________________________ Student’s PeopleSoft ID: ________________________
Student’s Name:_________________________ Advisor’s Name:_______________________________
Student’s Signature:______________________ Advisor’s Signature:____________________________

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>University</th>
<th>Credits</th>
<th>Grade</th>
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</table>

# Credits approved by ADG: ________ Signature: ____________________________________
## APPENDIX D: DISSERTATION COMMITTEE APPROVAL FORM

**SHRS DISSERTATION COMMITTEE APPROVAL FORM (CSD)**  
Submit to CSD Administrator (who will submit to Student Services) When Completed

Student’s Name ______________________   Advisor’s Name__________________________  
Student’s PeopleSoft ID: ________________________________

<table>
<thead>
<tr>
<th>Name, Academic Rank, School</th>
<th>Graduate Faculty</th>
<th>Expertise</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SHRS Dissertation Chair (#1)</strong></td>
<td>yes</td>
<td>no</td>
</tr>
<tr>
<td>Name: ________________________</td>
<td>Academic Rank: ________________________</td>
<td></td>
</tr>
<tr>
<td><strong>SHRS Committee Member (#2)</strong></td>
<td>☐</td>
<td>Check if this member is the co-chair</td>
</tr>
<tr>
<td>Name: ________________________</td>
<td>Academic Rank: ________________________</td>
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</tr>
<tr>
<td><strong>SHRS Committee Member (#3)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name: ________________________</td>
<td>Academic Rank: ________________________</td>
<td></td>
</tr>
<tr>
<td><strong>Outside Committee Member (#4)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name: ________________________</td>
<td>Academic Rank: ________________________</td>
<td></td>
</tr>
<tr>
<td>School: ________________________</td>
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<tr>
<td><strong>Additional Committee Member</strong></td>
<td></td>
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</tr>
<tr>
<td>Name: ________________________</td>
<td>Academic Rank: ________________________</td>
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<tr>
<td>School: ________________________</td>
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<tr>
<td><strong>Additional Committee Member</strong></td>
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<tr>
<td>Name: ________________________</td>
<td>Academic Rank: ________________________</td>
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<tr>
<td>School: ________________________</td>
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</tbody>
</table>

Associate Dean for Graduate Studies ________________________ Date ____________

Minimum Criteria:  
_____Minimum of 4 members  
_____Chair must be SHRS Graduate Faculty member  
_____Majority of the committee must be Graduate Faculty  
_____One member must be from outside SHRS

September 2017 33
APPENDIX E: APPLICATION FOR ADMISSION TO CANDIDACY FOR PH.D. DEGREE

Application for Admission to Candidacy for Ph.D. Degree
Communication Science and Disorders – School of Health and Rehabilitation Sciences

Submit to CSD Administrator, who will submit to Student Services**

PART 1 (to be completed by applicant).

I hereby petition the Graduate Faculty of Health and Rehabilitation Sciences to be admitted to candidacy for the degree of Doctor of Philosophy. It is estimated that I can complete all requirements for that degree by ___________________________.

TERM YEAR

I passed the Comprehensive Examination in Communication Science and Disorders on ____________.

DATE

I propose the following subject for my dissertation:

__________________________________________________________________________________.

My overview (prospectus) meeting was held on __________________.

DATE

Applicant’s Full Name ____________________________________________

Date __________________

Address_______________________________________________________

Phone________________________

E-mail_______________________________________________________

Advisor’s Name and E-mail __________________________________________

PART 2 APPROVAL OF ADMISSION TO CANDIDACY

_______________________________________________________________  ________________________
CHAIR OF DEPARTMENT DATE

_______________________________________________________________  ________________________
DEAN OF GRADUATE STUDIES DATE

**Candidacy requests must be submitted promptly to Student Services, and no later than the last day of the term in which the prospectus meeting occurs.
APPENDIX F: Middle States Outcomes Forms

Note to Students: Prepare 1 form for each committee member, by filling in your name, date of the meeting, and each committee member’s name. Print in “landscape” orientation and distribute to committee members, at overview meeting and/or defense, per instructions on the forms. Be sure that all signed Middle States Outcomes Forms are returned to the CSD Administrator, who will give copies to the CSD PhD program director (Michael Walsh Dickey) as the Associate Dean for Graduate Studies.
**MIDDLE STATES OUTCOME ASSESSMENT (Section 1 - Prospectus)**  
**Ph.D. in Communication Science and Disorders**

Each evaluator: Please rate the student’s performance on each of the 7 Criteria, below, using the scoring of 1 -3 as defined below. Please do these ratings independently.

RETURN ALL COMPLETED and SIGNED FORMS to Michael Walsh Dickey (mdickey@pitt.edu). There should be a minimum of 4 forms per student, one from each committee member.

Student’s Name ______________________  Evaluator (please print) _________________

Date of Overview Meeting _____________     Evaluator’s Signature ______________________

<table>
<thead>
<tr>
<th>LEARNING OUTCOME</th>
<th>ASSESSMENT METHODS</th>
<th>STANDARDS of COMPARISON</th>
</tr>
</thead>
</table>
| Generate plausible scientific hypotheses directly related to communication science and disorders. | All students’ dissertation overview meetings will be reviewed by multiple evaluators, using a 3-point scoring rubric applied to the student’s performance in the overview meeting. This includes the student’s presentation and responses to questions from the dissertation committee. Evaluators: the student’s CSD members of dissertation committee
Rubric scoring: 1 = does not meet level of competency; 2= meets level of competency; 3 = above level of competency. Criteria: 1) Critically evaluates relevant theories/models 2) Synthesizes and integrates relevant theories/models 3) Critically evaluates relevant methods and data 4) Synthesizes and integrates relevant methods and data 5) Develops theoretically-sound rationales for research questions and hypotheses 6) Develops empirically-sound rationales for research questions and hypotheses 7) Communicates the above accurately, succinctly and effectively | Students must achieve no more than one score of ‘1’ 100% of students are expected to meet this standard. |
MIDDLE STATES OUTCOME ASSESSMENT (Section 2 - Defense)  
Ph.D. in Communication Science and Disorders

Each evaluator: Please rate the student’s performance on each of the Criteria below, using the scoring of 1 -3 as defined below. Please do these ratings independently.

RETURN ALL COMPLETED and SIGNED FORMS to Michael Walsh Dickey (mdickey@pitt.edu). There should be a minimum of 4 forms per student, one from each committee member.

Student’s Name ______________________  Evaluator (please print) ______________________

Date of Overview Meeting _____________     Evaluator’s Signature ______________________

<table>
<thead>
<tr>
<th>LEARNING OUTCOME</th>
<th>ASSESSMENT METHODS</th>
<th>STANDARDS OF COMPARISON</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate appropriate research methods</td>
<td>A 3-point scoring rubric will be applied by the student’s dissertation committee at the dissertation defense, to evaluate all aspects of the dissertation process.</td>
<td>Students must achieve no more than one score of ‘1’</td>
<td>100% of students are expected to meet this standard.</td>
</tr>
<tr>
<td></td>
<td>Rubric scoring: 1 = does not meet level of competency; 2= meets level of competency; 3 = above level of competency</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Rubric items:</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>1) Selects appropriate individuals and/or population(s) to sample</td>
<td></td>
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<td>2) Selects appropriate inclusion and exclusion criteria and measures</td>
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<td></td>
<td>3) Characterizes samples appropriately to avoid confounds and to facilitate external validity</td>
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<tr>
<td></td>
<td>4) Justifies sample sizes and composition</td>
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<td></td>
<td>5) Indicates how they will avoid or minimize, or have avoided or minimized, potential threats to internal validity</td>
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<td></td>
<td>6) Selects appropriate research design</td>
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</tbody>
</table>

September 2017
| Generate plausible interpretations of data from completed original research | A 3-point scoring rubric will be applied by the student’s dissertation committee to evaluate all aspects of the dissertation process. Rubric scoring: same as above. Rubric items: 1) Interprets statistical results and effect size measures appropriately. 2) Assesses how well data answer research questions and/or fit with original hypotheses. 3) Identifies potential problems in the completed research. 4) Identifies non-trivial avenues for future research. | As above | COMMENTS |
APPENDIX G: CSD PhD ACADEMIC ADVISING TRACKING FORM

Communication Science & Disorders – University of Pittsburgh

Documentation of advising activities should be completed on Table 1 by the academic advisor for Program Landmark Advising sessions, with Documentation of Completion on Table 2 as prompted, and on Table 3 for any other advising events (including emails/face-to-face meetings, academic probation discussions, etc.). The CSD PhD handbook specifies additional details re: landmarks and requirements.

NOTE: Annually, by August 15, document in Table 2 student’s completion/submission of Annual Progress Report.
<table>
<thead>
<tr>
<th>PURPOSE</th>
<th>DATES</th>
<th>COMMENTS</th>
</tr>
</thead>
</table>

Table 1. ADVISING in relation to Ph.D. PROGRAM LANDMARKS
**Landmark 1: Program Entry**

- Describe role as academic advisor and outline required meetings across the program (at least one per term to review progress towards program landmarks)
- Refer student to PhD handbook and orient to its contents
- Summarize required coursework [(a) CSD 3048 PhD Research seminar, usually 2nd term of study; (b) 3 other PhD-level content seminars, 2 in main area of concentration (roughly: speech-language-voice-swallowing or hearing) and 1 in the other area; (c) 12 credits of stats and design; (d) 6 cr research practicum (CSD 3971); (d) at least 1 credit of CSD 3000 (dissertation) prior to admission to candidacy.]
- Discuss option of transfer of graduate credits (Handbook App C); if student takes this option, ENTER DATE in Table 2 when transfer form is submitted to dept administrator).
- Inform of curricular options (e.g., cross-registration privileges at CMU) and recommendations (e.g., a course in philosophy of science).
- Assist student in selecting and registering for first-term coursework.
- Remind student of requirement that for non-didactic credits (i.e., research prac, teaching prac, directed or independent study, dissertation credits) student must formulate a contract with mentor each term, to specify what needs to be achieved to earn a Satisfactory grade.
- Remind student of expectation that they register for Proseminar and attend Research RoundTable (RRT), and of requirement that as of their second year in the program, they will talk about their work at least 1x/year at RRT, until they begin comprehensive exams
- Remind student of requirement that they submit an annual progress report to you and dept administrator by August 1 each year (Handbook, Appendix H)
- Advise of requirements to (a) complete module on plagiarism and submit copy of certificate to CSD administrator (Pam) for inclusion in student file;
(b) read and acknowledge reading and abiding by the SHRS Graduate Student Handbook and the CSD PhD Handbook, and submit acknowledgment form (Handbook, App A) to the CSD administrator
### Landmark 2: Plan of Study (Begin 1st term; revisit if significant changes and at program completion):
- Assist student in choosing plan of study committee
- Assist student in drafting plan of study document, and remind to use the required form/format
- Remind to schedule plan of study meeting (during 1st term of study)
- Submit approved plan of study to CSD administrator; **ENTER DATE in Table 2**
  - If student proposes significant changes to plan of study, advise to justify changes for committee and solicit committee approval
    - Once approved, resubmit to CSD administrator; **ENTER DATE in Table 2**

### Landmark 3: Pre-Dissertation Project (Begin as soon as is practical; continue until mentor approves)
- Advise that this is usually associated with the required research practicum credits (CSD 3971; minimum 6 credits)
- Remind of requirement to formulate a contract each term until completion
- Approve predissertation manuscript; **ENTER DATE in Table 2**
- For work done prior to the contract requirement (instituted for Fall term, 2013-2014 academic year), submit grade/change any “incomplete” grades from prior terms

### Landmark 4: Annual Review (Begin ~ 1 year after initial Plan of Study meeting; continue annually until initiate comprehensive exam)
- Remind student to submit at least 3 examples of their written work to Plan of Study committee, and to schedule meeting
- Inform student to be prepared to update committee at the meeting, and to field committee questions about interests and progress
- After each meeting, **ENTER DATE in Table 2**
**Landmark 5: Comprehensive Examination (Begin after all planned coursework is complete and Pre-Diss manuscript approved)**

- Remind student to register for comprehensive exam credits (CSD 2972)
- Assist student in selecting comprehensive exam committee;
- Confer with student about the order in which they wish to complete the two written components (2 article critiques; literature review)
- Remind student to schedule brief committee meeting, to discuss topic and get advice
- Document completion of 1st written component (requires unanimous committee “Pass” vote, conveyed independently to committee chair)
  
  If not passed, student has 1 chance to revise
- Document completion of 2nd written component (requires unanimous committee “Pass” vote, conveyed independently to committee chair)
  
  If not passed, student has 1 chance to revise
- Have student schedule oral exam
- Document outcome of oral exam (pass; retake and pass; retake and fail)
- Document outcome of comprehensive exam on the form: "Report on Examinations for Doctoral Degree"

  Get two copies from CSD administrator (Pam) and/or website and return to CSD administrator when signed; in addition, **ENTER DATE in Table 2**
Landmark 6: Dissertation (Begin after successful completion of Comprehensive Examination)

- Advise student to register for CSD 3000 until admitted to candidacy
- Assist student in selecting dissertation committee
  Advisor seeks CSD faculty approval for committee, and submits Dissertation Committee Approval form to CSD administrator (Handbook App D), ENTER DATE in Table 2
- Re: Overview (prospectus) meeting, student is to (a) schedule meeting; (b) give committee sufficient time to read; (c) bring appropriate forms
- Document outcome of prospectus meeting:
  (a) have each committee member independently complete Section 1 of Middle States outcome form (Handbook App F). Submit completed forms to Director of CSD PhD programs; in addition, ENTER DATE in Table 2;
  (b) have all committee members sign 2 copies of “Report on Examinations for Doctoral Degree” – Submit both to Dept administrator.
  (c) have student and committee members review and sign Dissertation Authorship and Approval Form
- Have student prepare Admission to Candidacy form (Handbook, Appendix E) and submit to dept administrator; ENTER DATE in Table 2
- Once student is admitted to candidacy, advise of availability of “Dissertation Only” (FTDI 0000) registration status
- Advise student of necessity to meet posted deadlines for (a) holding defense; (b) making/submitting all required edits to the document; (c) submitting 2 copies of Dissertation Abstract initialed by Committee Chair (see ETD packet checklist) to Student Services; (d) submitting completed ETD packet to Student Services; (e) submitting ETD electronically, ETC.
- Before scheduling defense: (a) verify that student has met manuscript and grant submission requirement; (b) remind student that defense cannot be scheduled until an appropriate moderator has agreed to serve in that capacity
- Re: Dissertation defense meeting remind student to
(a) schedule meeting to occur prior to posted deadlines; (b) visit and follow instructions in “Setting Up Your Defense” link on SHRS website; (c) provide a photo and a pdf of dissertation abstract to Student Services; (d) submit to dept administrator the abstract and all information for announcement of meeting*; (e) make sure committee has sufficient time to read the document; (f) bring all appropriate forms to the meeting.

*At least one month in advance of scheduled dissertation defense, student should submit the student name, title, date, time, location, committee chair and members to the CSD department administrator…

- Document outcome of defense by (1) having each committee member independently complete Section 2 of Middle States outcome form (Handbook, App F)
  - Submit completed forms to Director of CSD PhD programs (Connie)
- Document outcome of defense by (2) having each committee member sign two copies of “Report on Examinations for Doctoral Degree” form
  - Get from CSD administrator, website, or App J.
  - Return signed forms to dept administrator; ENTER DATE in Table 2
- After final approval of dissertation document, remind student to submit requisite ETD documents to Student Services (2 copies of Dissertation Abstract initialed by Committee Chair; completed ETD packet)
- ENTER DATEs in Table 2 to document each of the following: (1) dissertation committee’s final approval of dissertation document; (2) submission of requisite documents to Student Services; (3) electronic submission of ETD.

**PREPARATION for GRADUATION**
- Submit final dissertation grade
- Review transcript to ensure that there are no outstanding “incomplete” grades
- Finalize and sign Plan of Study form and Table 2, below; submit both to CSD dept administrator
- Enter program completion date (date that the final dissertation document is approved) at the top of this...
Advising document.
<table>
<thead>
<tr>
<th>DATE(s)</th>
<th>LANDMARK</th>
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</thead>
<tbody>
<tr>
<td>IF APPLICABLE: Credit Transfer From (Handbook App C) submitted to CSD administrator</td>
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</tr>
<tr>
<td>Plan of Study submitted to CSD administrator (provide multiple dates if original was revised and resubmitted)</td>
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<tr>
<td>Annual Portfolio Review completed (provide date each year)</td>
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<tr>
<td>Annual Progress Report (sample in Handbook, App H) to CSD administrator by August 1 (provide date each year)</td>
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<tr>
<td>Pre-Dissertation manuscript approved</td>
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<tr>
<td>Comprehensive Examination passed -Report on Examination – 2 copies – submitted to CSD administrator</td>
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<tr>
<td>Dissertation Committee: -Approval obtained from CSD faculty -Committee approval form (Handbook App D) submitted to CSD administrator</td>
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</tr>
<tr>
<td>Prospectus approved -Report on Examination – 2 copies - submitted to CSD Administrator -Section 1 of Middle States Outcome form (for Outcome 1; Handbook, App F) submit to Director of CSD PhD Program</td>
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</tr>
<tr>
<td>Admission to Candidacy form (Handbook, App E) submitted to CSD administrator</td>
<td></td>
</tr>
<tr>
<td>Oral dissertation defense passed -Report on Examination – 2 copies - submitted to CSD Administrator (Pam) -Section 2 Middle States Outcome forms (for Outcomes 2 and 3; Handbook, App F) submitted to Director of CSD PhD Program (Connie)</td>
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</tr>
<tr>
<td>Final dissertation document -Approved -Requisite forms submitted to Student Services (2 copies of Dissertation Abstract initialed by Committee Chair; completed ETD packet) -ETD submitted electronically</td>
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APPENDIX H: ANNUAL PROGRESS REPORT (SAMPLE)

School of Health and Rehabilitation Sciences
CSD Doctor of Philosophy Program Annual Progress Report for AY 20xx-20xx
Submit to CSD Administrator (who will submit to SHRS Student Services)

Part 1: Brief Summary

Student ____________________________________________

Brief Summary of Goals Accomplished During this Academic Year

1. Completed all required coursework
2. Received IRB approval for dissertation study and began data collection (10 participants enrolled as of 4/30)
3. Wrote initial draft of pilot study
4. Presented a peer-reviewed paper at the ACR meeting
5. Completed teaching requirement by teaching a module (8 sessions) in HRS XYZ
6. Attended TIGG
7. ---------------------
8. ---------------------

Brief Summary of Goals/Plan for next Year: 20xx-20xx

1. Conclude data collection and conduct analyses
2. Write and successfully defend dissertation
3. Submit first author manuscript for publication
4. Present at regional/national conference
5. Continue to update professional portfolio
6. ---------------------
7. ---------------------

_________________________________ _________________________________
PhD Student     Academic Advisor

REMINDES

• If you have completed predissertation, comps, and have been admitted to candidacy, you can enroll in FTDI 0000
• If beginning dissertation work: have you taken the ETD workshop and notified Debby Keelan, dkeelan@pitt.edu to obtain the electronic ETD packet?
### 1. Research Accomplishments

<table>
<thead>
<tr>
<th>Goal #1</th>
<th>Initiate dissertation study</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain IRB approval</td>
<td></td>
<td>Initiate 7/12</td>
</tr>
<tr>
<td>Establish study procedures</td>
<td></td>
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<tr>
<td>Develop electronic and paper record systems</td>
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<tr>
<td>Develop recruitment strategy</td>
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<tr>
<td>Complete training in assessment protocol</td>
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<tr>
<td>Outcomes</td>
<td>Recruit 20 of 30 participants and have 20 participants complete entire protocol</td>
<td>3/31/13; 6 months, 5 participants per month</td>
</tr>
</tbody>
</table>

| Goal #2                                      |                             |                               |
| Steps                                        |                             |                               |
| Outcomes                                     |                             |                               |

### 2. Publication Record

<table>
<thead>
<tr>
<th>Goal #1</th>
<th>Submit manuscript for peer-reviewed publication</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Analyze pilot PASS data</td>
<td></td>
<td>9/12 Submitted manuscript 1/13</td>
</tr>
<tr>
<td>Write up pilot study for publication</td>
<td></td>
<td></td>
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<tr>
<td>Obtain co-author approvals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td>PASS manuscript accepted for publication in ABCD</td>
<td>3/13</td>
</tr>
</tbody>
</table>

| Goal #2                                      |                                                 |                               |
| Steps                                        |                                                 |                               |
| Outcomes                                     |                                                 |                               |
### 3. Presentation Experience

<table>
<thead>
<tr>
<th>Goal #1</th>
<th>Give scientific presentations/posters within and outside of the University</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps</td>
<td>Submit abstracts to local and national scientific meetings; Present poster or paper;</td>
<td>Ongoing; Poster submitted for IR day 5/13</td>
</tr>
<tr>
<td>Outcomes</td>
<td>Dissemination of pilot study results</td>
<td>Presented 6/10/13</td>
</tr>
</tbody>
</table>

### 4. Professional Development

<table>
<thead>
<tr>
<th>Goal #1</th>
<th>Socialize to role in academic research</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps</td>
<td>Attend workshops offered by the University as appropriate; Attend faculty meetings; Engage in educational learning laboratory experiences</td>
<td>Ongoing</td>
</tr>
<tr>
<td>Outcomes</td>
<td>Improved understanding of academic research roles</td>
<td>Ongoing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Goal #2</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steps</td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
</tbody>
</table>
Publications
- Peer-reviewed Publications:
- Books, Chapters, Monographs:
- Other Publications:

Presentations
- Invited Presentations:
- Peer-reviewed Presentations:
- Other Presentations:

Grants and Other Funding

<table>
<thead>
<tr>
<th>Agency/Number</th>
<th>Title</th>
<th>Role</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>SHRS Fund; #6</td>
<td>Older Adults Use of Assistive Technology</td>
<td>Co-Investigator</td>
<td>$1,000</td>
</tr>
</tbody>
</table>

Patents

Research Awards and Honors

Teaching
- Classroom and Group Instruction (courses)

<table>
<thead>
<tr>
<th>Course Number, Title, Credit Hours</th>
<th>Student Enrollment; Term</th>
<th>Role(s) in Course, Number of hours for each role (e.g., instructor, lab assistant)</th>
<th>Faculty Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>HRS1010, Intro to Rehab Science (3 cr)</td>
<td>n = 50, Fall 2012</td>
<td>Instructor, taught module on epidemiology of disability (12 hours)</td>
<td>MNOPQ</td>
</tr>
</tbody>
</table>
APPENDIX I: SHRS Regulations on Final Oral Defense of the Doctoral Dissertation

The final oral examination in defense of the doctoral dissertation is conducted by the Dissertation Committee and need not be confined to materials in and related to the dissertation. The defense is overseen by a non-committee member moderator who is a member of the graduate faculty (responsibilities outlined below). Anyone within or outside of the University may attend and participate in selected portions of the examination. Although this is a public defense, it is strongly recommended that the Chair of the Committee discourage the student from including family and friends from attending the defense due to the potential for awkward interactions for the student and committee. No food or beverage will be provided by the student, committee members, or general audience for consumption by the group during the defense proceedings.

The date, place, and time of the examination should be published in advance in the University Times and the Pitt Chronicle. At least one month prior to the defense, this information should be forwarded to the Department Administrator who will provide it to the Dean’s office for dissemination to publications and to the SHRS community. In addition, an announcement of the Oral Defense will be posted on the Health Sciences Calendar website and the SHRS website. The SHRS website should provide a link to the dissertation abstract. The abstract should be provided at least one month in advance to the Department Administrator who will forward it to the appropriate IT contact person.

Oral examinations are to be scheduled on the Oakland campus, preferably in Forbes Tower whenever possible. The room selected for the oral examination should provide adequate space and electronic resources to accommodate a large group of attendees. The room must accommodate 50 people or more if a larger attendance is anticipated. It is preferable for all committee members to be physically present during the examination but if a committee member is unable to attend the defense, electronic communication must be available in the room to allow for virtual attendance at least by voice. The majority of the committee must be physically present for the defense (e.g., 3 of 4, 3 of 5, 4 of 6, etc). The candidate, Chair of the Committee, and Moderator must attend the defense in person without exception.

The student and chair of the dissertation committee will secure the agreement of a non-committee member of the graduate faculty, from any SHRS department, to serve as moderator for the oral examination. This individual will moderate the timing of the meeting, the order of questioning, and ensure a consistent process for all students involved in dissertation defenses. Although only the Dissertation Committee participates in the deliberations and votes on the passing of the candidate, the moderator will serve as an observer through this process.

Once the dissertation defense has reached the deliberations stage, and all concerns have been addressed, the student will be asked to leave the room and the Committee will proceed with their deliberations and vote up or down regarding a passing grade for the dissertation. The moderator who is observing the proceedings is not a contributing or voting member of this committee. The student will then be invited back into the room and informed by the committee chair of the decision. If the decision of the committee
on passing the oral examination is not unanimous, the case is referred to the Associate Dean of Graduate Studies as a mediator to pursue resolution (this is a University-wide policy).

Necessary changes will be explained to the student as needed to achieve the written format and content that is fully acceptable to the majority of committee members. During the proceedings, the Chair or a member of the committee designated by the chair will take notes to provide to the student, specifying all revisions that are required prior to submission of the final dissertation document. The Chair of the Dissertation Committee will ensure that the dissertation is in final form before requesting signatures of the members of the committee. The ETD Approval form (included in the doctoral packet available in Student Services and at the link below), signed by all the members of the Dissertation Committee, must be sent to Student Services. The approval form is available on the ETD website at http://www.pitt.edu/~graduate/etd/pdf/ETD_Approval_Form.pdf

Time line for the dissertation defense:

1. At least one month prior to the defense, the student will send the date, time, place, title, and abstract to the Department Administrator to forward to the Dean’s office for dissemination in publications and websites. The student will forward this to the dissertation committee chairperson. The abstract will be publicly available at the SHRS website along with the defense announcement.
2. At least two weeks prior to the defense, the Chair of the dissertation committee will secure the agreement of a non-committee member on the graduate faculty, from any department in SHRS, to serve as moderator of the oral examination. If the Chair cannot find a moderator, one will be appointed by the Associate Dean of Graduate Studies from the members of the SHRS Graduate Faculty.
3. The student will bring all necessary paperwork to the oral examination.

Responsibilities of the Defense Moderator (non-committee member of SHRS graduate faculty):

The moderator of the defense will welcome the group, read written guidelines, ensure adherence to the timing of the oral examination. The moderator will function as an independent observer to the process and will complete a checklist of activities for later review by the department Chair and Associate Dean to promote consistent and fair practices. If necessary, the moderator will remind faculty to allow the student to answer all questions independently.

A moderator script and checklist (to be used by the Defense Moderator to lead the defense proceedings) may be found here:


This script can also be found by following the Dissertation Defense Moderator Script link at the SHRS Current Student: Forms site, https://www.shrs.pitt.edu/current-students/forms.
APPENDIX J – Report on Examinations for Doctoral Degree

Submit 2 completed copies to CSD Administrator (who will submit one to Student Services)

Report on Examinations for Doctoral Degree

<table>
<thead>
<tr>
<th>Name</th>
<th>has</th>
<th>(P)</th>
<th>Passed</th>
<th>(F)</th>
<th>Failed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peoplesoft Number</td>
<td>for the degree</td>
<td>and (is) (is not) recommended to continue study for the doctoral degree</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Comprehensive Examination</th>
<th>Dissertation Prospectus</th>
<th>Dissertation Oral Examination</th>
<th>Dissertation Approved</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Date of Action</th>
<th>Signatures</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Committee Chair</th>
</tr>
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Any member of the Committee may register a dissenting vote by writing “Not Recommended” after signature.