CSD PhD Handbook – August 2016
Table of Contents

WHAT'S NEW THIS YEAR/QUICK REFERENCE – for Fall 2016 and since 2013

Along with the inevitable updating of hyperlinks and web addresses, this document contains several changes from last year's version. This is a quick guide to those changes. In addition, a number of major changes were instituted in 2013; for convenience, a few of those remain in the list below. If you are about to embark on some aspect of your academic requirements, we urge you to (re)read the relevant portion of the full handbook, to be sure you are following the guidelines. All changes for 2016 are highlighted in green and those from recent prior years are highlighted in yellow in the material below.

(1) New form to submit to document completion of predissertation requirement (in Appendix L, p. 63).

(2) New SHRS manuscript and grant submission requirement: Prior to scheduling the dissertation defense, the student must demonstrate minimum experience in manuscript and grant submission. See details in SHRS Program Requirements (p. 5). This information has been added to the electronic advising form.

(3) A faculty committee is working to finalize the details for an 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 may request up to $7500.00. There will be 2 application/review periods per year, probably in March and October. See section on Additional Program Information/Funding Information and Opportunities (p.17) for more detail. When the RFA and other details are finalized this information will be updated.

(4) In the same section, you will find this link to a new university-wide graduate and professional student funding opportunities portal: http://www.research.pitt.edu/gps-welcome.

(5) The University now requires an Introduction to Professional Development Seminar for all entering PhD students. These seminars are 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 and p. 6 below.

(6) There is a new link for the information on Setting up Your Defense (see p. 15).

(7) There have been a few changes and clarifications to procedures related to the dissertation defense. Among them are that the oral defense date will not be approved without identification of the moderator (who will run the defense meeting; See Appendix I for information about the moderator) and without the moderator's agreement to serve in that capacity (see p. 15). Another change is that the student now has up to 45 minutes for the oral presentation. The revised moderator script is in Appendix I (p. 55).

(8) For those writing NIH grant applications, the university has 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 trainees 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. (see Other Requirements Related to The Conduct of Research/Research Training Modules, p. 17).

(9) Streaming of dissertation defenses from Forbes Tower is now allowed. See Dissertation Defense/Final Oral Examination, below (p. 15).

(10) Students who wish to withdraw from an SHRS course after the add/drop period must now submit a Monitored Withdrawal Form that will require signatures from the course instructor and the SHRS registrar, along with a copy of an email from the student's adviser indicating s/he has been notified of the student's decision to withdraw. The monitored withdrawal forms are not located on-line and can only be picked up from SHRS Student Services or Department administrators. If an instructor is not available for signature, the student will need to bring the Registrar an email from that professor to let me know that he/she has been notified.

(11) Students who are graduating and need letters verifying their status must get these letters from the SHRS Registrar.

(12) A bit more information about SHRS statistician Dr. Lauren Terhorst's role is included in the section Statistics Help (p. 24)

(13) The IRB office is now known as Human Research Protection Office.

(14) The Human Research Protection Office has posted two new Guidance documents regarding children in research. The documents can be found on the HRPO website http://www.hrpo.pitt.edu under A-Z Guidance and are entitled (1) Children in Research and (2) Consent- Signature Lines for Child Research.

(15) An Electronic Lab Notebook (ELN) service is now available at no cost to University faculty, students, and staff. See Other Useful Information, p. 25.

(16) 2015 – TA services offers free workshops that are now open to all graduate students (see Teaching Opportunities, p. 21).

(17) 2014 – This link goes to many often needed SHRS and university forms: http://www.shrs.pitt.edu/studentservicesforms/, including the relatively new CSD-specific PhD Plan of Study form (9/10/14).

(18) 2013 and updated 2016– The section of this handbook entitled Summary of Documentation Requirements, lists all landmarks and paperwork/ documentation required by SHRS, the University, and the department. These requirements, which are elaborated in other sections, are summarized in this section (see p. 16).

(19) 2013 - PhD students are required to have an advising meeting with their mentor at least once per term, to assess their progress toward completing program landmarks against the CSD PhD Academic Advising Tracking form that documents completion of landmarks. A copy of this form is included in Appendix G. Check this before you meet with your adviser so you can be sure you are meeting requirements.

(20) 2013 - SHRS now requires an annual progress report. This report will be due to your adviser and to the department secretary by August 1 of each year. A sample report form is included in Appendix H.

(21) 2013 - For each term that you take non-didactic credits (i.e., research practicum, teaching practicum, directed or independent study, dissertation credits – all such experiences except the comprehensive examination) you must formulate a contract with your adviser to specify what needs to be achieved to earn a Satisfactory grade. See Pre-Dissertation Research and Research Practicum Credits (pp. 11).

(22) 2013 and updated 2016- There were several changes to the SHRS dissertation defense procedure; many of these are outlined on p. 16 (Summary of Documentation Requirements) and the full policy statement is in Appendix I. The most significant changes include: (a) the student must submit the dissertation abstract to the dissertation committee chair and the department secretary at least 30 days in advance of the oral exam. (b) the student also must submit information, including a picture, for appropriate publication of the defense. (c) It is now recommended that students discourage family members from attending the defense. (d) the defense will be

moderated by a member of the graduate faculty who is not on the dissertation committee, and the defense cannot be scheduled until this person has agreed to serve. (e) no one is allowed to bring food or beverages to be shared by the group, though individuals may bring their own.

A FEW WORDS OF ADVICE TO START

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, teaching, research laboratories, etc.), both inside and outside the Department of Communication Science and Disorders (CSD) PhD program. The CSD faculty encourages your initiative, as well. Suggest speakers for seminars, Research Roundtables, guest lectures; respond to requests for information or participation from the faculty and your fellow PhD students; volunteer to coordinate the Research Roundtable, colloquium, or poster sessions; request particular topic seminars, etc. Take the opportunity to help shape your own educational experience.

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 Tompkins).

BY WAY OF CONTEXT

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. There are 2 PhD programs in SHRS: the CSD PhD program, and the PhD in Rehabilitation Science. 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).

SHRS PROGRAM REQUIREMENTS

Program Entry Requirements

When you begin the 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 Secretary 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 www.shrs.pitt.edu, under "Current Students – Student Handbooks") and (b) this handbook (CSD PhD handbook). The acknowledgment form is in Appendix A. The due date is mid September.

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 (Can be NIH or Private Foundations)
- 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.)

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

CSD PhD PROGRAM REQUIREMENTS
Major Adviser, Advising Meetings, Annual Progress Report
Upon admission to CSD, you will be assigned an academic adviser, who is typically your primary research mentor. Any change of adviser must be agreed on by all parties involved, and must be reported to the dean's office using the change of adviser form on the SHRS Student Services website (at https://www.shrs.pitt.edu/studentservicesforms/).

Once during each term that you are in the program, you are required to meet with your academic adviser to track your achievement of program landmarks and adherence to program, SHRS, and University requirements. The tracking form that you and your adviser will use to document your progress is provided as Appendix G; your adviser 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 secretary (as indicated on the forms).

By August 1 of each academic year, you will be required to complete an annual progress report (see sample in Appendix H) and submit copies to your adviser and the CSD department secretary.

Plan of Study and Annual Portfolio Review

As you read 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. At any point in the program, bring any and all questions to your adviser, who will gladly help you.

In your first advising meeting, your adviser 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 adviser. This plan typically includes brief statements of (1) your longer-term professional goals after obtaining the PhD degree and (2) your relevant previous training, experience, independent and directed studies, laboratory experiences, and/or research projects, along with (3) 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. You can ask your adviser or a fellow student for a sample or two, if you'd like, 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.

Also, in consultation with your adviser, 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 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 adviser 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.

The SHRS Registrar requires you to submit the course listing portion of your plan of study on the approved <mark>CSD-specific PhD Plan of Study form</mark> that you can find at the following link: http://www.shrs.pitt.edu/StudentServices.aspx?id=3697&sbp=3833.   If for some reason this link is broken, you can get to it from the SHRS home page (http://www.shrs.pitt.edu). Select the Current Students tab, then Student Services Home, and then look in Student Services Forms. <mark>Please ensure that your adviser documents your initial meeting in your electronic advising file.</mark>

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.

After this initial meeting of your plan of study committee, you will meet with the committee *at least once per year*, although you may ask to meet with them more often. You are responsible for scheduling each meeting. Before each annual meeting with your plan of study committee, you will submit a *portfolio* of your work, 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. <mark>Please ensure that your adviser documents each plan of study meeting in your electronic advising file.</mark> The portfolio/plan of study requirement ends once you begin to work on your comprehensive examination.

Required Coursework

> 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:

1. 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 pathology/science OR audiology/hearing science) and 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 Tompkins) of the topic and the number of interested students. Dr. Tompkins will consult with the CSD Chair (Dr. McNeil), to see whether and/or when the seminar can be offered. 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, we generally advise you to 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 education whether the seminars focus on topics that you 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), do not count toward this requirement.

2. PhD Research Seminar (CSD 3048). The *PhD Research Seminar* 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.

3. Pro-Seminar: *Pro-Seminar* is a required non-credit course (CSD 3060) that all PhD students must register for and attend each term, until they begin the comprehensive examination. (Of course, we invite and encourage students to attend even after this point). The Pro-Seminar meets for ~1.5 hours each week, and consists of a variety of student-led formats: poster sessions, colloquia, journal club discussions, and/or a Research Roundtable (or "think aloud"; an informal session in which students and faculty talk about their developing or completed research ideas or endeavors).

This course provides you the opportunity to learn about content and advances outside of your own special interest area, to observe faculty and other PhD students as they model scholarly discussion, to receive feedback on potential research plans or presentations from student colleagues and professors, 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 at a Research Roundtable. Of course, you are invited to volunteer more often than that, though you cannot get the group's advice while you are working on your comprehensive exam.

4. 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 stat courses during each of their first two terms in the program. The experimental design course (usually taken in the department of Psychology in Education (PSYED)) must be taken after the second statistics course, and thus is typically taken during the following summer or fall.

SHRS has two relatively new graduate courses in statistics – open to PhD, Clinical Doctorate, and masters' students - that will serve many students' needs for 6 of these 12 credits. (Note, however, that you may take your statistics courses in another department, such as PSYED, Psychology, Math, Statistics): (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 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 adviser and plan of study committee about an appropriate course of action.

In the past, many CSD PhD students have taken their statistics and design courses in the PSYED department. The PSYED courses are offered each fall and spring term, and depending on student demand, during one summer session. They can be hard to get into. The basic statistics courses offered through the PSYED department (remember, these are only options; you may take statistics in SHRS or in other departments):

        PSYED 2018 – STATISTICS 1
        PSYED 2019 – STATISTICS 2: ANOVA

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

        PSYED 2030 - EXPERIMENTAL DESIGN
        PSYED 2410 - APPLIED REGRESSION
        HRS 2582 -   ANALYSIS OF CLINICAL DATA/EVIDENCE FUNCTIONAL CHANGE
        PSYED 3416 - MULTIVARIATE STATISTICS
        NUR 2011 –   APPLIED STATISTICS FOR EBP (evidence-based practice)
        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 adviser and plan of study committee. Additional statistics and design courses are offered through PSYED and other departments. Registering for additional credits is encouraged, as appropriate.

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. It should be noted that most students take far more than this 36-credit minimum. You will meet with your adviser and other plan of study committee members to determine what courses, beyond those required, may be appropriate for your particular needs and course of study. Note that transcripts and course descriptions must be submitted for each course for which transfer credit is requested. Note, as well, that if you transfer credits it will shorten the maximum time that you are allowed for completing your degree, from 10 years to 8 years.

Identifying Other Courses

1.   *Before considering 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; see course offerings at www.cnbc.cmu.edu/GradTrain. For other potential course offerings, see each institution's website). The SHRS Registrar is the contact person for the cross-registration process.

3.   While not required, it is strongly recommended that students who seek the PhD (Doctor of Philosophy) degree *take at least one course in the History and/or Philosophy of Science*. The University of Pittsburgh has a world-class faculty and program in this area. In addition, coursework in *teaching and grant preparation*, and *teaching practica*, are strongly recommended, as appropriate.

Pre-Dissertation Research and Research Practicum Credits

As elaborated 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. The pre-dissertation research should culminate in a data-based manuscript, suitable for publication as determined and approved by your adviser. Please ensure that your adviser documents completion of your predissertation project, on Appendix L and in your electronic advising file.
.

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. The exact nature of the pre-dissertation project will be determined by you and your adviser, 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 adviser*.

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 adviser 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 adviser 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." The remediation should not extend beyond the end of the next term, except in highly unusual circumstances. If the remediation is not complete by this time, an "Unsatisfactory" grade will result.

Comprehensive Examinations

Prior to beginning the comprehensive exam process, you will consult with your adviser 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 can 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 adviser, 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 secretary, who will keep one and submit the other to Student Services. The student should verify that the adviser enters the date that the exam is passed in Table 2 of the electronic advising form (Appendix G).

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 (with or without clinical significance), in which hypotheses are tested and/or research questions answered. Dissertation research should culminate in a comprehensive final document that makes a significant contribution or advancement in the relevant literature base. Within those guidelines, your major adviser will help you determine the nature and scope of your dissertation proposal, and 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 also http://www.pitt.edu/~graduate/regphd.html .

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

Dissertation Committee

In consultation with your adviser, you will select a dissertation committee of at least 4 people, including at least 1 from another department at the University of Pittsburgh, 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 adviser, 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 secretary. 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 to the director of CSD PhD program (Professor Connie Tompkins); and (2) the Report on Examinations forms to the CSD department secretary. Also remind your adviser to enter date of completion in Table 2 of your electronic advising file.

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].

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 department chair, for a signature, and submit when signed to the department secretary. 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 p. 19) 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 Predissertation Research and Research Practicum Credits).

Dissertation Format and Submission Requirements
        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. To see Pitt's ETDs, go to http://etd.library.pitt.edu/ETD-db/ETD-search/search/ .

When you are ready to apply for graduation, go to the Administrator to the Associate Dean for Graduate Studies in the Dean's office, to pick up an 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 secretary: *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 secretary and to your dissertation committee chair. In addition, you need to visit the following link for information on "Setting Up Your Defense." This link provides information about room scheduling, creating an announcement, etc. Go to https://www.shrs.pitt.edu/Doctoral/ under SHRS Student Services, "Doctoral/Masters Thesis" at the bottom of the page is ETD (Electronic Thesis and Dissertation) - that page/link will provide the links for "Setting Up your Defense." Note, if this link doesn't work, try copy/paste into your browser). You also need to provide a picture of yourself and a pdf of your dissertation abstract to the Administrator to the Associate Dean of Graduate Studies, in Student Services/the Dean's office.

Other qualified individuals may be invited by the committee to participate in the examination. The examination is moderated by 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 secretary. 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 adviser to make sure that these forms have been returned to the CSD director of PhD*

programs (Professor Tompkins). Also be sure that your adviser has entered appropriate dates of completion in Table 2 of the electronic advising file.

Streaming of dissertation defenses from Forbes Tower is now 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 Tech Support (Kip Ruefle) 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 department secretary, who will ensure that it gets to the right place. **Please remind your adviser 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 any 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).

Predissertation approved by adviser (Appendix L).

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

Dissertation period:
        Contract with mentor each term (as per section on Predissertation Research and Research Practicum Credits).
        Committee approval form (Appendix D) – proposed committee must be approved by CSD faculty; approval obtained by mentor
        For prospectus meeting: (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)

Application for Admission to Candidacy for PhD Degree (Appendix E; after approval of prospectus) – signed by CSD chairperson

Dissertation Abstract, identify and secure agreement of moderator, announcement, Setting Up Your Defense (prior to oral defense; see Dissertation Defense/Final Oral Exam)

For defense meeting: Middle States Outcomes form Part 2 (Appendix E; 1 form for each committee member); Report on Examinations for Doctoral Degree (2 forms signed by all committee members)

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

End of each academic year (by August 1): Complete annual progress report (see sample in Appendix H).

OTHER REQUIREMENTS RELATED TO THE CONDUCT OF RESEARCH

Research Training Modules

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. For information and instructions go to www.rcco.pitt.edu and follow the link to Internet-based Studies in Education and Research: Training for Responsible Conduct of Research. This will take you to a site where you can link to "What is required – Research Modules" and "What is required – HIPAA modules" to double-check what modules you need to complete. More information about the Research Practice Fundamentals education and certification program can be found at www.rcco.pitt.edu.

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 trainees 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.

Institutional Review Board (IRB) Approval for Research Involving Human Subjects

Before any research can be conducted with human subjects, IRB approval is necessary. 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." Specific criteria for determining whether planned activities are "research" can be found at http://www.ctsi.pitt.edu/documents/Is%20this%20a%20Research%20Study%208.3.11.pdf . This and other IRB guidance can also be located at http://www.irb.pitt.edu/guidance.

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 adviser 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 adviser 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 adviser 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

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.

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 adviser, 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.

ADDITIONAL PROGRAM INFORMATION

1.   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 adviser 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 adviser 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 .

Equivalent opportunities may be available through Veteran's Administration funding mechanisms. The department's Financial Aid Director (currently, Dr. Jim Coyle) can discuss these with you.

(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 is developing 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, likely early/middle 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. A faculty committee is working on the RFA that will specify details including submission dates and review criteria.

(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.

2.   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. As described in the section on Pre-Dissertation Research and Research Practicum Credits, above
        (p. 11), 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
Commonly-Used Libraries and Library Resources

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/]

<u>Falk Library</u> (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.

<u>Services</u>:
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). This software generally costs between $5-$15. 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. Appendix K contains the Statistical Support Ticket that Dr. Terhorst asks students to complete and send her when they are seeking help with methods or statistics. 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.

IMPORTANT PEOPLE YOU WILL NEED TO KNOW:

CSD Receptionist/Secretary
6035 Forbes Tower
(412) 383-6540

The receptionist/secretary runs the front desk in the Department of Communication Science & Disorders and is in charge of graduate admissions, sending out applications for graduate school, and keeping student records. *Make sure you see this individual when you enter the program to ensure that your name and e-mail address get on the departmental and school distribution lists* – otherwise you will miss important announcements and information. This secretary also compiles a directory of CSD PhD students department at the beginning of each school year. You should make sure your contact information is up to date for inclusion in this directory. If you have a teaching appointment, you will need to get end-of- term grades to this person for posting, as well as any end-of-term course evaluation paperwork. All required program documentation should go to this person, unless otherwise specified on the forms (e.g. Middle States Outcomes forms go to the director of the PhD program, Dr. Tompkins).

CSD Administrator
6035 Forbes Tower
(412) 383-6543

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 Secretary/Grants Administrator
6035 Forbes Tower
(412) 383-6542

This person assists clinical faculty with the coordination of graduate clinical practicum, manages CEUs (Continuing Education Credits), and plans and coordinates conferences. 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. S/he helps with student registration, certification for graduation, course schedules and SHRS room reservations. S/he 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
4019A Forbes Tower
(412) 624-6538

This person is located in the Dean's office. You will pick up an ETD packet from her 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 the applying for graduation, following ETD guidelines, scheduling your defense, etc.

WHO TO SEE FOR:
[see prior section for more information]

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

<p style="text-align:center">**Appendix A**</p>

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 adviser 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 adviser for clarification.

_____
Name of Student – PLEASE PRINT

_____ _____
Signature of Student   Date

PLEASE RETURN to CSD Secretary (who will submit to SHRS Student Services) by **September 21, 2016.**

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 adviser, 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.   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.   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.   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.

      F.   This annual portfolio assessment will be discontinued upon initiation of the comprehensive examination.

II.   **Pre-Dissertation Project**

      A.   The six credits of research practicum required of all Ph.D. students should culminate in a data-based manuscript. The manuscript may be the result of an original student project, or it may derive from an existing researcher's data. 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 adviser, evaluation results will be communicated to the adviser. The manuscript must be completed before the comprehensive examination is initiated.

      B.   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 advisers 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 adviser 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. The student will write a critical evaluation (manuscript review) of each article.

           b. Students will be given 2 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 adviser), 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. The 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 adviser.

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, s/he 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 completed form to <mark>CSD Secretary,</mark> 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 Name:_____   Adviser's Name:_____

Student's Signature:_____   Adviser's Signature:_____

Course Number   Course Name   University   Credits

SHRS DISSERTATION COMMITTEE APPROVAL FORM (CSD)
Submit to <mark>CSD Secretary</mark> (who will submit to Student Services) When Completed
(**Incomplete Forms Will Not Be Accepted**)

Student's Name _____   **Adviser's Name**_____

Student's PeopleSoft ID:_____

Name, Academic Rank, School	Graduate Faculty		Expertise
Dissertation Chair (#1) Name: _____ Academic Rank: _____ School: _____	yes	no	
Committee Member (#2) Name: _____ Academic Rank: _____ School: _____			☐Check if this member is the co-chair
Committee Member (#3) Name: _____ Academic Rank: _____ School: _____			
Committee Member (#4) Name: _____ Academic Rank: _____ School: _____			
Committee Member Name: _____			

Academic Rank: _____ School: _____			
Committee Member Name: _____ Academic Rank: _____ School: _____			

Approved by Departmental Faculty (Date) _____

☐ Approved ☐ Disapproved

_____   _____
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

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

Submit to <mark>CSD Secretary,</mark> who will submit to Student Services (<u>Incomplete Forms Will Not Be Accepted</u>)**

PART 1 (to be completed by applicant. When approved, copies will be sent to adviser and departmental office).

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_____

Adviser name and email_____

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 Director of the CSD PhD program (currently Connie Tompkins).

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 Connie Tompkins (tompkins@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 _____

LEARNING OUTCOME	ASSESSMENT METHODS	STANDARDS of COMPARISON
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 members of dissertation committee, both CSD and external 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	Student 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 COMPLETED, SIGNED FORMS to Connie Tompkins (tompkins@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 Defense _____   Evaluator's Signature _____

LEARNING OUTCOME	ASSESSMENT METHODS	STANDARDS OF COMPARISON	COMMENTS
Generate appropriate research methods	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 Rubric scoring: 1 = does not meet level of competency; 2= meets level of competency; 3 = above level of competency **Criteria**: 1) Selects appropriate individuals and/or population(s) to sample 2) Selects appropriate inclusion and exclusion criteria and measures 3) Characterizes samples appropriately to avoid confounds and to facilitate external validity 4) Justifies sample sizes and composition 5) Indicates how they will avoid or minimize, or have avoided or	Student must achieve no more than one score of '1' 100% of students are expected to meet this standard.	

	minimized, potential threats to internal validity 6) Selects appropriate research design 7) Selects appropriate independent/predictor/descriptive constructs, variables, and measures 8) Selects appropriate outcome constructs, variables, and measures 9) Selects appropriate statistical analyses 10) Interprets statistical results and effect size measures appropriately 11) Identifies potential problems in the proposed /completed research 12) Identifies non-trivial avenues for future research		
Generate plausible interpretations of data from completed original research	A 3-point scoring rubric will applied by the student's dissertation committee to evaluate all aspects of the dissertation process Rubric scoring: same as above **Criteria**: 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	

The Assessment Matrix is based on the University of Virginia Assessment Matrix Template

Note: Green = additions in 2016
Communication Science & Disorders – University of Pittsburgh

Documentation of advising activities should be completed on **Table 1** by the academic adviser 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 1**, document in Table 2 student's completion/submission of Annual Progress Report.

Student: **Adviser:**   **Program Entry Date:**   **Completion Date:**

Table 1. ADVISING in relation to Ph.D. PROGRAM LANDMARKS		
PURPOSE	**DAT ES**	**COMMENTS**

Landmark 1: Program Entry
• Describe role as academic adviser 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 secretary).
• 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 secretary by August 1 each year (Handbook, Appendix H)
• Advise of requirements to
    (a) complete module on plagiarism and submit copy of certificate to CSD secretary (Pam) for 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 secretary		

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 secretary; ==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 secretary; ==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; complete/submit Appendix L; ==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 Portfolio 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 secretary (Pam) and/or website and return to CSD secretary when signed; in addition, <mark>ENTER DATE in Table 2</mark>		

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 Adviser seeks CSD faculty approval for committee, and submits <u>Dissertation Committee Approval form</u> to CSD secretary (Handbook App D), <mark>ENTER DATE in Table 2</mark> • Re: <u>Overview (prospectus) meeting</u>, 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, <mark>ENTER DATE in Table 2</mark>; (b) have all committee members sign 2 copies of "Report on Examinations for Doctoral Degree" – Submit both to Dept secretary. • Have student prepare <u>Admission to Candidacy</u> form (Handbook, Appendix E) and submit to dept secretary; <mark>ENTER DATE in Table 2</mark> • Once student is admitted to candidacy, advise of availability of "Dissertation Only" (FTDI 0000) registration status • Advise student of necessity to <u>meet posted deadlines</u> 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. • <mark style="background:#33ff33">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</mark> • Re: <u>Dissertation defense meeting</u> 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 secretary 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 secretary…
• 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 secretary, website, or App J. Return signed forms to dept secretary; 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 secretary • Enter program completion date (date that the final dissertation document is approved) at the top of this Advising document.		

Student: **Adviser:**   **Program Entry Date:**   **Completion Date:**

<center>**Table 2. DOCUMENTATION OF COMPLETION OF PROGRAM LANDMARKS**</center>	
DATE(s)	<center>**LANDMARK**</center>
	IF APPLICABLE: Credit Transfer From (Handbook App C) submitted to CSD secretary
	Plan of Study submitted to CSD secretary (provide multiple dates if original was revised and resubmitted)
	Annual Portfolio Review completed (provide date each year)
	Annual Progress Report (sample in Handbook, App H) -to CSD secretary by August 1 (enter date each year)
	Pre-Dissertation manuscript approved -(Appendix L submitted to CSD secretary)
	Comprehensive Examination passed -Report on Examination – 2 copies – submitted to CSD secretary
	Dissertation Committee: -Approval obtained from CSD faculty -Committee approval form (Handbook App D) submitted to CSD secretary
	Prospectus approved -Report on Examination – 2 copies - submitted to CSD Secretary -Section 1 of Middle States Outcome form (for Outcome 1; Handbook, App F) submit to Director of CSD PhD Program
	Admission to Candidacy form (Handbook, App E) submitted to CSD secretary
	Oral dissertation defense passed -Report on Examination – 2 copies - submitted to CSD Secretary (Pam) -Section 2 Middle States Outcome forms (for Outcomes 2 and 3; Handbook, App F) submitted to

	Director of CSD PhD Program (Connie)
	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

NOTE: Table 3 (blank space for other advising events) excluded from this handbook; is in electronic advising file.

School of Health and Rehabilitation Sciences
CSD Doctor of Philosophy Program Annual Progress Report for AY <u>20xx-20xx</u>
<mark>Submit to CSD Secretary (who will submit to SHRS Student Services)</mark>
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: 2013-2014

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   Date   Academic Adviser   Date

REMINDERS
- **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 ETD workshop? Picked up ETD packet from Student Services?**

School of Health and Rehabilitation Sciences
Doctor of Philosophy Program Annual Progress Report for AY 2012-2013
Part 2: Goals & Outcomes

Student _____

1. Research Accomplishments		
Goal #1	**Initiate dissertation study**	Timeline
Steps	**Obtain IRB approval** **Establish study procedures** **Develop electronic and paper record systems** **Develop recruitment strategy** **Complete training in assessment protocol**	**Initiate 7/12**
Outcomes	Recruit 20 of 30 participants and have 20 participants complete entire protocol	**3/31/13; 6 months, 5 participants per month**
Goal #2		
Steps		
Outcomes		

2. Publication Record		
Goal #1	**Submit manuscript for peer-reviewed publication**	Timeline
Steps	**Analyze pilot PASS data** **Write up pilot study for publication** **Obtain co-author approvals**	**9/12** **Submitted manuscript 1/13**
Outcomes	**PASS manuscript accepted for publication in ABCD**	**3/13**
Goal #2		
Steps		
Outcomes		

3. Presentation Experience		
Goal #1	**Give scientific presentations/posters within and outside of the University**	Timeline
Steps	**Submit abstracts to local and national scientific meetings; Present poster or paper;**	**Ongoing; Poster submitted for IR day 5/13**
Outcomes	**Dissemination of pilot study results**	**Presented 6/10/13**
Goal #2		Timeline
Steps		
Outcomes		

4. Professional Development		
Goal #1	**Socialize to role in academic research**	Timeline
Steps	**Attend workshops offered by the University as appropriate; Attend faculty meetings; Engage in educational learning laboratory experiences**	**Ongoing**
Outcomes	**Improved understanding of academic research roles**	**Ongoing**
Goal #2		Timeline
Steps		
Outcomes		

SHRS PhD STUDENT ANNUAL REPORT PART 3: Cumulative Accomplishments
Since Admission to the PhD Program in _____(Academic Year)

Student: _____

Publications
- *Peer-reviewed Publications:*
- *Books, Chapters, Monographs:*
- *Other Publications:*

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

Grants and Other Funding

Agency/Number	Title	Role	Amount
SHRS Fund; #6	Older Adults Use of Assistive Technology	Co-Investigator	$1,000

Patents

Research Awards and Honors

Title of Award/Awarding Association/Date received

Teaching
- *Classroom and Group Instruction (courses)*

Course Number, Title, Credit Hours	Student Enrollment; Term	Role(s) in Course, Number of hours for each role (e.g., instructor, lab assistant)	Faculty Mentor
HRS1010, Intro to Rehab Science (3 cr)	n = 50, Fall 2012	Instructor, taught module on epidemiology of disability (12 hours)	MNOPQ

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 Secretary 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 Secretary 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 Secretary 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.

Script to be read at the beginning of the defense by the moderator:

Dissertation Defense Script

Moderator Introduces the Defense Process

Thank you for joining us today, for [Name's] dissertation defense. I'm [Name] from [Dept.] and I will be moderating the proceedings.

In the School of Health and Rehabilitation Sciences, we ask that you hold questions until after the candidate's presentation. After [Name's] talk, questioning will proceed in stages, starting with the general audience and ending with the dissertation committee. I will introduce each stage of questioning as it occurs. For all members of the audience, please keep in mind that although it is tempting for faculty to answer questions or clarify points, the goal of this exercise is for the student to independently defend the work that has been completed.

Moderator Introduces Committee Members

The dissertation committee members are: [Introduce each by Name, titles, starting with Chair and ending with External Member]

Moderator Initiates the Presentation

Now [Name] will present his/her study, [Title].

Stage	Time	Active Participation
Stage 1: Formal presentation by the candidate followed by questions from the general audience.	No more than 45 minutes	General audience (students, practitioners, non-graduate faculty)

Note: Questions during this stage should be initiated by the General Audience and not the graduate faculty or committee members. A graduate faculty or committee member may ask follow-up questions or comments pertaining to a question initiated by the general audience. The moderator will ask the graduate faculty/committee members if there are any follow-up questions once the student has responded to the question initiated by the general audience. Once the student has responded to any follow-up question, the moderator resumes questioning by the general audience. The key in this stage is that the general audience is given the opportunity to initiate questions and the graduate faculty/committee may ask follow-up questions. When there are no other questions to be initiated by the general audience the Moderator concludes the formal presentation/general question period and announces that the oral examination will proceed with questions from members of the graduate faculty, who are not on the dissertation committee. The entire		
Graduate Faculty Questions	~ 15-20 minutes	Graduate faculty of SHRS and the greater University who are not members of the dissertation committee
Note: Questions during this stage should be initiated by the graduate faculty. The Moderator will ask the committee members if they have any follow-up questions/comments once the student has responded to the question initiated by the graduate faculty member. Once the student has responded to any follow-up question, the moderator resumes questioning by the graduate faculty. When there are no further questions to be initiated by the graduate faculty, the Moderator concludes this stage and announces that the oral examination will proceed with questions from the dissertation committee. At this point, the Moderator should stop the proceedings momentarily and allow anyone in the audience who wants to leave to do so.		
Dissertation Committee Questions	There is no time limit but this section usually lasts ~ 30 minutes.	Members of the Dissertation and any other members of the audience who wish to stay
When the dissertation committee indicates there are no further questions the Moderator concludes this stage and the audience, other than the Dissertation Committee and Moderator are excused.		

Deliberation and Recommendations	Time as needed	Members of the Dissertation Committee are present. The moderator is a silent observer during this portion. The candidate is present for probing questions if the committee deems this necessary, but absent during deliberations, and the present again during recommendations and procedural discussions.

Moderator Checklist

Student Name: _____   Defense Date:_____

Moderator Name: _____

During the defense, the moderator will complete the following checklist, to be submitted to the Department Secretary who will forward it to the Associate Dean of Graduate Studies. Please record actual times for each portion of the defense. These data will help with auditing the dissertation defense process.

<u>Procedural Check List</u>

YES   NO   Script was read to introduce the dissertation defense

_____   Record the length of the student's talk (limit 45 minutes)

_____   Record the length of general audience questioning (limit 10 minutes)

_____   Record the length of graduate faculty questioning (limit 20 minutes)

_____   Record the length of dissertation committee questioning

YES   NO   Was student further questioned in private session with the dissertation committee?

_____   Record the length of the private questioning session if held

_____   Record length of deliberations

YES   NO   Was the student notified of the final committee decision?

YES   NO   Was student provided with specific details on finalizing the document ?

YES   NO   Did faculty need to be reminded during the proceedings to refrain from answering for

                the student?

Report on Examinations for Doctoral Degree

_____ has _____ (P) Passed _____ (F) Failed
Name

_____   for the degree_____
Peoplesoft Number   and (is) (is not) recommended to continue study
         for the doctoral degree

_____Comprehensive Examination
_____Dissertation Prospectus
_____Dissertation Oral Examination   Signatures

         _____
         _____
         _____
_____Date of Action   _____
         _____
         Committee Chair

         Any member of the Committee may register a dissenting vote by
         writing "Not Recommended" after signature

APPENDIX K – SHRS Statistical Support Ticket

Name:

Type of statistical support requested (check all that apply):

☐ **Methodological consultation**
    ☐ Study design
    ☐ Statistical Analyses (determining appropriate techniques for study)
    ☐ Sample size estimation

☐ **Statistical consultation**
    ☐ Database construction
    ☐ Statistical software or programming issue
    ☐ Analyses (review of output)

☐ **Review of methods and/or statistical analyses section of grant or manuscript**

☐ Other (describe) _____

If you need a methodological or statistical consultation, please answer the following questions:

1. What is the research question for this project?
2. Provide a **brief** description of the background and describe why the study is adding to the existing literature.
3. How would you describe the project? (check all that apply)
    ☐New project requiring data collection

        ☐Prospective

        ☐Retrospective

    ☐Secondary analysis

    ☐Cross-sectional

    ☐Longitudinal _____ time points

    ☐Descriptive

    ☐Correlational

    ☐Controlled

    ☐Observational

    ☐Pilot

4. Sample

    A. Describe the population.

    B. How will participants be sampled from the population (if applicable-new project)?

    C. Have you performed a power analysis?

    ☐Yes

      If yes, how many participants will be included in the sample? _____
    ☐No   If no, please provide estimates of effect size from prior research to inform a power analysis for the current project. These estimates can come from published research or from a pilot study.

5. How many groups will be included?

Number of Groups	Treatment Condition(s) (if applicable)
One	1.
Two	1. 2.
Three	1. 2. 3.
Four	1. 2. 3. 4.
Other:	

6.   List the outcomes of the study. Identify if outcomes are primary or secondary (exploratory).

7.   List the factors of the study. Identify covariates.

8.   Which software program will you utilize to build your database?

    ☐SPSS

    ☐SAS

    ☐Excel

    ☐Stata

    ☐Other _____

9.   Which software program will you use for analyses?

    ☐SPSS

    ☐SAS

☐Excel

☐Stata

☐Other _____

Submit to CSD Secretary (who will submit to Student Services)

This form documents that

_____   _____
Student's name   Peoplesoft number

has completed the CSD predissertation requirement for the PhD degree, and is approved to move on to the comprehensive examination.

_____   _____
Adviser Signature   Date