

Student Information Handbook

Indiana University of Pennsylvania

Department of Nursing and  
Allied Health Professions

**PhD in Nursing**

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# Nursing Doctoral Program Student Handbook

## **University Mission Statement**

As an institution of higher learning, Indiana University of Pennsylvania (IUP) is committed to the preservation, expansion, and transmission of knowledge in all its forms. As a university within the Pennsylvania State System of Higher Education, IUP has primary responsibilities of providing high quality education at a reasonable cost and assessing and responding to the higher educational needs of the commonwealth; as a university, IUP has the responsibility of being concerned with the needs of the nation as a whole and those of the international community at large so far as its resources allow.

At the graduate level IUP is committed to encouraging intellectual excellence, research, and scholarship, to provide in–depth study in each student’s special field; and to stimulate continued cultural and intellectual growth for faculty and students.

The general mission of doctoral programs is to encourage the pursuit of knowledge through intellectual inquiry. Doctoral offerings will be primarily professional with emphasis on business, education, public policy studies, human services, social sciences, and applied science and technology, while allowing for distinctive, theoretical programs in the arts and sciences. Doctoral programs reflect the special role of IUP in the Pennsylvania State System of Higher Education by meeting, in particular, identified state, regional, national, and international needs. IUP is further committed to meeting these needs by offering cooperative programs with other State System institutions. Doctoral programs will be offered in areas of need and when institutional resources allow.

IUP is committed to conducting and disseminating basic and applied research and expects and encourages such scholarly activity in all forms. IUP provides continuing education for adults through conferences, workshops, short courses, training programs, and degree programs for part-time students. The university will meet the cultural and professional needs of the community through its outreach programs and public service activities.

## **College of Health and Human Services Mission Statement**

The College of Health & Human Services serves the public interest by providing a quality education to prepare students for applied professional disciplines. Graduates will affirm high personal and professional standards, provide leadership, and be committed to creating and advancing knowledge in their disciplines.

## **Department of Nursing and Allied Health Professions Mission Statement**

The mission of the department is to define, provide, and advance the education for the development of professionals within the fields of nursing and allied health. The mission of the nursing program is to provide undergraduate and graduate education for students whose academic and professional goals are directed toward a career in professional nursing. The program challenges students to develop their abilities to provide care for culturally diverse populations with changing health needs. Undergraduate students have a liberal education, are clinically competent, and are prepared to function at a beginning level of professional practice. Graduate students are prepared for leadership roles. The nursing faculty supports the expansion of nursing science through scholarly work, and fosters a commitment to lifelong learning and community service.

## **Department of Nursing and Allied Health Professions Philosophy**

The philosophy of the programs of Nursing is consistent with the mission of Indiana University of Pennsylvania and the College of Health and Human Services. The philosophy is informed by Neuman's systems model from which the working definitions of the major nursing paradigms (person, environment, health, illness, and nursing) are drawn. The faculty is committed to providing a high quality professional education that builds on a base of liberal studies and promotes life-long learning.

The person is an open system that interacts with the environment and its stressors in an effort to seek and maintain health. The term "person" indicates the recipients of care by nurses: individuals, families, groups and communities. Each person is a synergistic blend of body, mind and spirit with unique beliefs, ideals and expectations. Each person has inherent worth and dignity, is entitled to personal beliefs, and has the right to make choices about health care. Many variables influence how life is experienced. Some of these variables include race, age, gender, religion, environment, genetic heritage, culture, and socioeconomic status. In addition the person is in a constant state of interaction with the internal and external forces that surround them. Stressors in these environments may enhance or diminish the person's health depending on the current state of the person's defenses.

Health is a dynamic balance towards which the person continually strives. It is viewed within the person's physical, psychological, sociocultural, developmental and spiritual parameters. The person's health is determined by the ability to adapt to changes in the environment and maintain dynamic equilibrium. Health is a fundamental right of each person who assumes responsibility for maintenance of health through choices. Health care resources are used by the person to achieve integrated function.

The nursing profession has evolved as an art and science over time. The primary aim of nursing is the stability of the person system. The essence of nursing is caring for and nurturing the person. As a profession, nursing is concerned with the internal and external variables that affect human responses to stressors. They base their practice on ethical and legal frameworks that guide relationships established with recipients of care and on their awareness of nursing's place in the global health system. As critical thinkers, nurses assess situations, define problems, identify goals and evaluate care provided by self and others. Mastery of communication skills and the ability to think critically are basic to professional nursing practice.

Graduates of the baccalaureate program are prepared as beginning practitioners of nursing who can integrate principles from the physical, behavioral and social sciences into their practice. These nurses are able to function interdependently within an established system, to recognize areas where change is needed, to initiate action to affect change, and to act in a collaborative role with other health care providers and consumers. Graduates of the master's program are prepared as advanced practitioners of nursing, with specialized practice within communities. These graduates are prepared to function in leadership roles in a variety of health care settings, to contribute to the development of nursing knowledge and to advance the profession.

## **Program Overview**

The PhD program in Nursing is designed to develop nurse scholars who are experts in nursing pedagogy and are prepared to conduct advanced research. Graduates will synthesize knowledge from nursing and related disciplines as they assume leadership roles in diverse educational environments. The sixty credit program, designed for nurses interested in pursuing a career in academia with a research focus on nursing education, provides students with nursing core courses,

research courses, and supportive courses. Upon completion of the PhD in Nursing program, the graduate is prepared to:

- Assume leadership in diverse educational environments.
- Synthesize knowledge from nursing and related disciplines to facilitate learning and foster development of students and educators.
- Conduct advanced nursing research that contributes to the generation of knowledge within nursing education.
- Model the role of nursing scholar and effective nurse educator.

### **Admission Requirements**

Students seeking admission to the PhD program in Nursing must satisfy the minimum School of Graduate Studies and Research requirements and have a Master's Degree in nursing or a related field. International students are required to comply with the admission criteria as outlined in the graduate catalog.

All applicants must also submit the following for review by the doctoral program committee:

Recent GRE Scores (including analytical writing)

Official Higher Education Transcripts

Nursing License

Current Curriculum Vitae

Writing Sample (Goal Statement)

Two Letters of Recommendation

Personal Interview

Refer to the nursing doctoral student application packet for additional information about the admission process. Additional information about the program can be found at

<http://www.iup.edu/rn-alliedhealth>

All items in the applicant's application package will be evaluated by the doctoral program committee to provide a composite score for ranking of applicants to determine acceptance into the program.

### **Academic Good Standing**

IUP's nursing doctoral students must maintain a minimum of 3.0 ("B") cumulative graduate quality point average to be in good standing academically. Students who fall below good standing are placed on probation for their next active semester or summer term, during which the cumulative average must be raised to 3.0. Students who fail to raise their cumulative averages to at least 3.0 during their probation period will be dropped from their degree program as well as from the School of Graduate Studies and Research and will not be permitted to register for further courses. A student must be in good standing to be admitted to degree candidacy and to graduate.

## Curriculum

The PhD program in Nursing requires a minimum of 60 semester hours of graduate credits. Each student must also satisfactorily complete the candidacy examination, the comprehensive examination, and the dissertation. The credits allocated for the program are as follows:

### **I. Nursing Core Courses** **21 credits**

NURS 820: Seminar in Nursing Theory	3 cr
NURS 860: Faculty Development in Nursing Education	3 cr
NURS 861: Pedagogical Practices in Nursing Education	3 cr
NURS 862: Curriculum Evaluation in Nursing	3 cr
NURS 863: Evaluation in Nursing Education	3 cr
NURS 864: Technology in Nursing Education	3 cr
NURS 993: Nursing Professoriate Practicum	3 cr

### **II. Research Core** **15 credits**

GSR 517: Statistical Methods II	3 cr
NURS 951: Quantitative Nursing Research	3 cr
NURS 952: Qualitative Nursing Research	3 cr
NURS 953: Research Seminar I	3 cr
NURS 954: Research Seminar II	3 cr

### **III. Support Courses** **12 credits**

NURS 865: Student Issues in Nursing Education+	3 cr
NURS 802 Leadership in Nursing: A Case Study Approach*	3 cr
Electives	6 cr

### **IV. Dissertation** **12 credits**

NURS 994: Dissertation Seminar	3 cr
NURS 995: Dissertation	9 cr

+ May also take SAHE 737: The American College Student OR  
SAHE 631: Student Development in Higher Education

\* May also take ALS 802: Leadership: A Case Study Approach

## **Degree Requirements**

A series of program requirements are planned for the PhD program in Nursing to assess student and program outcomes and ensure quality. The requirements and policies, consistent with the School of Graduate Studies and Research, are listed below.

## **Program Expectations**

Requirements for the Doctoral Degree: Students seeking a doctoral degree must satisfy the minimum School of Graduate Studies and Research requirements. A minimum of sixty graduate semester credits, exclusive of dissertation credits, must be earned beyond the bachelor's degree.

Residency Requirements: Students enrolled in the doctoral program in nursing must fulfill the following residency requirement: All degree candidates must complete their program's final six credits of graduate work in courses offered by IUP.

Transfer Credits: Up to six credits of graduate work taken as a graduate student at another institution and up to twelve graduate credits through approved interinstitutional agreements may, with written approval, be incorporated as part of the graduate student's program at IUP. These courses must have been completed at a regionally accredited institution, within the past five years, and the grade earned must be a "B" or its equivalent or better.

Up to twelve graduate credits originally earned in one graduate program at IUP may be applied toward a different graduate program, if: 1) the receiving department, and 2) the School of Graduate Studies and Research approve the credits as meeting degree requirements. These courses must have been completed within the past five years, and the grade earned must be a "B" or its equivalent or better. The combination of transfer credits earned at another institution and those earned at IUP may not exceed twelve credits.

It is strongly recommended that students wishing to transfer credits from another institution while enrolled at IUP receive advance written authorization for credit acceptance from the School of Graduate Studies and Research and the academic department (nursing doctoral program committee) prior to enrolling in that course.

**The official guidelines regarding graduate transfer credit appears in the Graduate School Catalog.** Further information may be obtained from [www.iup.edu/page.aspx?ID=36757](http://www.iup.edu/page.aspx?ID=36757)

There are two procedures for transferring graduate credits to IUP. The first procedure, pre-approval, is recommended. The second procedure is for those students wishing to receive transfer credit for courses already completed.

A maximum of 6 semester hours can be considered for transfer into the program. Graduate credits to be considered for transfer must meet the following criteria:

- Credits were earned from a regionally accredited institution
- Credits were beyond the master's degree
- Credits were earned within the past five years
- Courses being considered for transfer earned a letter grade of A or B.

After the student has consulted with the Doctoral Program Coordinator concerning transfer of graduate credit, **the student is responsible for:**

- Requesting that an **official transcript** be mailed from the other institution directly to IUP (copies mailed to the student are not acceptable). The Graduate Catalog states: “To be considered official, the transcript must arrive in a sealed envelope bearing the official seal of the issuing institution.”
- Providing a **catalog description** of each course and, if available, a **syllabus**
- Complete and sign the Request for Graduate Transfer Credit Review form found at [www.iup.edu/graduatestudies/students/creditreview](http://www.iup.edu/graduatestudies/students/creditreview) to formally requesting that the credits be transferred. Have Doctoral Program Coordinator complete and sign the request form and send to School of Graduate Studies and Research, 101 Stright Hall.

As the Graduate Catalog states, “The request is reviewed in the School of Graduate Studies and Research and the academic department. After a decision is rendered by the School of Graduate Studies and Research, the student’s department, and the student are notified of the transfer decision.”

If a course from another institution is being proposed as a substitute for a required course in the Doctoral Program in Nursing the student needs to submit a course description from the other institution’s catalog and, if possible, a course syllabus. **The course would need to be very similar to the one it is intended to replace in terms of content, level, and competencies developed through the course.**

If transfer credits are approved, they *are not posted to the student’s transcript until after degree candidacy has been awarded by the SGSR*. Additionally, the transfer credits are not calculated into the student’s grade point average. The Graduate Catalog states, “only the credit, not the grade or accompanying quality points, will appear on the student’s IUP transcript. Credits earned at IUP that are approved for transfer to a second program will not be posted to the transcript a second time.”

The seven-year time limit for completion of the degree applies to transfer credit as well. In other words, “Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work unless an extension similarly is authorized. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation have been completed by the expiration of the seven-year time limit”.

### Final Credits Policy

Students cannot complete their last two 3-credit courses at another institution and transfer them to IUP. According to the Final Credits Policy, as printed in the Graduate Catalog, “All degree candidates must complete their program’s final six credits of graduate work in courses offered by IUP. Under unique circumstances, appropriate substitutions may be authorized by petitioning the dean of the School of Graduate Studies and Research after obtaining department approval.

## PhD Practicum Requirements

Students in the doctoral nursing program enrolled in NURS 993: Nursing Professoriate Practicum must complete the FBI Criminal History Check and Background check **and** any health or other requirements of the precepting site. Those requirements **may** include things such as the following:

- Recent health history and physical examination
- Proof of immunity or immunizations for:
  - DPT/DTaP/Tdap
  - MMR
  - Polio
  - HBV (or waiver)
  - the following **titers**:
    - \*Rubella titer (within one year)
    - \*Varicella titer
- two-step tuberculin skin test
  1. If the skin test is positive, a negative chest X-ray is required. Negative TB skin test (or chest X-ray) must be in effect for the entire semester of enrollment in NURS 993.
  2. If the skin test and chest X-ray are positive, student will be required to undergo medical treatment in accordance with the CDC guidelines before starting his/her practicum experience.
- Drug screening
- CPR course completion
- Professional liability insurance
- RN license

**Students are expected to provide evidence of completion of the required items and submit them to the PhD in Nursing office no later than two weeks before the start of the semester in which the student is enrolled in NURS 993. Students may not begin practicum hours until course faculty have reviewed and approved these materials.**

## **FBI Criminal History Check and Background Check:**

### **FBI Fingerprinting Process: (Current '08)**

**All nursing students**, regardless of whether permanent address is in-state, out-of-state or out-of-country, must complete the FBI Criminal History Check and Background check (**fingerprinting process**). This brings IUP-NAHP in compliance with the requirements for the Pennsylvania Department of Education (PDE) and the Department of Aging Act 169. Furthermore, for certain laws/acts that have been passed, nursing is under the Department of Education Regulations and for other laws nursing is under the Department of Aging. The Department of Aging accepts the Department of Education FBI Background checks so this is the one that is required. The fingerprint-based background check is a multiple-step process:

1. The applicant must register with Cogent Systems PRIOR to going to the fingerprint site. Fingerprint services will not be provided to applicants without prior registration at any fingerprinting location. Registration is completed online or over the phone. Registration is available online 24 hours/day, seven days per week at <http://www.pa.cogentid.com> Telephone registration is also possible at 1-888-439-2486 Monday thru Friday, 8am to 6pm EST. During the registration process, all demographic data for the applicant is collected (name, address, etc.) so there is no data entry required at the fingerprint collection site. It is best to complete the online registration process to ensure that no errors are made in the registration process. When you enter the Cogent System Website, click on the Department of Education Icon.

**This information is also available under the Registration Procedures Tab once you enter the Cogent System Website under Department of Education.**

2. The applicant will pay the fee (\$36.00 in 2008) for the fingerprint service and to secure the Criminal History Record. Applicants may make their payment online at [www.pa.cogentid.com](http://www.pa.cogentid.com) using a credit card or debit card. It may also be possible to pay by money order or cashiers check payable to Cogent Systems on site for those applicants who do not have the means to pay electronically. **NO CASH TRANSACTIONS OR PERSONAL CHECKS WILL BE ACCEPTED AT THE PRINT LOCATION.**

3. The applicant proceeds to the fingerprint site of his/her choice for fingerprinting. The location of the fingerprint sites and days and hours of operation for each site are posted on the Cogent System's website under the "print site locations" tab once one clicks on the Pennsylvania Department of Education icon. The location of fingerprint sites may change over time so applicants are encouraged to confirm the nearest site location.

4. Please read the information on what to bring to the print site location as well.

5. At the fingerprint site, the Applicant Livescan Operators (ALO) will manage the fingerprint collection process. The fingerprint transaction begins when the ALO reviews the applicant's qualified State or Federal photo ID before processing the applicant's transaction. A list of approved ID types may be found on the Cogent Systems' website. Applicants will not be processed if they cannot produce acceptable identification.

6. After the identity of the applicant has been established, all ten fingers are scanned to complete the process. The entire fingerprint capture process should take no more than three to five minutes.

7. The applicant's scanned fingerprints will be electronically transmitted to the Pennsylvania State Police, who in turn submits the fingerprints and demographic information to the FBI as required by federal statute.

8. A receipt that indicates one has completed the background check is available at the Cogent Website. You will need your social security number and birth date to access your printable receipt.

9. PDE will receive the Federal Criminal History Record from the FBI. PDE will not return the Federal Criminal History Record to the applicant unless the applicant pays an additional \$2.00 at the time the applicant registers. This is the only paper copy that can be obtained by the student and it is an unofficial copy.

10. The applicant will receive a **Registration ID** number which must be provided to the PhD Nursing Secretary, either via email or paper form, to verify results of the FBI Criminal History Check and Background Check via her access to the Cogent Systems.

**Do not contact Cogent Systems or the fingerprint site after one's fingerprints have been submitted.**

**Cogent Systems does not have the means to give the applicant the status of his/her background check. If the applicant does not receive the Criminal History Record from PDE within eight weeks after being fingerprinted, he/she should call (717) 783-3750 or email PDE at [wolfgang@state.pa.us](mailto:wolfgang@state.pa.us).**

### **Fingerprint Corrections and Resubmissions**

In circumstances where a classifiable fingerprint record was not or cannot be obtained and immediately upon indication, Cogent Systems will take corrective action to re-submit, or re-print the applicant at no cost to the applicant. This corrective action will be completed at the earliest possible time, and when applicable, that is convenient for the applicant. Cogent Systems will contact the applicant directly should this occur. NOTE: Reprinting can be applied to each applicant one time only. If fingerprinting must take place a third time the applicant must pay the full fee.

### **Inquiries or Questions:**

**All information regarding process, policy and print locations may be found at [www.pa.cogentid.com](http://www.pa.cogentid.com). Fingerprint applicants should contact Denise Wolfgang at (717) 783-3750 or [dwolfgang@state.pa.us](mailto:dwolfgang@state.pa.us).**

For out-of-country students who DO NOT have a social security number, students should apply to the Social Security office to see if they are eligible for one. Recent changes to the homeland security act may prevent this for some students. If a student is NOT eligible for a social security number, it is advised that the student obtain a letter of refusal from the Social Security Office as evidence of this ineligibility.

### **The following is a list of pertinent convictions:**

An offense under one or more of the following provisions of Title 18 of the Pennsylvania Consolidated Statutes includes:

Chapter 25 (relating to criminal homicide).

Section 2702 (relating to aggravated assault).

Former section 2709(b) (relating to stalking).

Section 2709.1 (relating to stalking).

Section 2901 (relating to kidnapping).

Section 2902 (relating to unlawful restraint).

Section 3121 (relating to rape).

Section 3122.1 (relating to statutory sexual assault).

Section 3123 (relating to involuntary deviate sexual intercourse).

Section 3124.1 (relating to sexual assault).

Section 3125 (relating to aggravated indecent assault).

Section 3126 (relating to indecent assault).

Section 3127 (relating to indecent exposure).

Section 4302 (relating to incest).  
Section 4303 (relating to concealing death of child).  
Section 4304 (relating to endangering welfare of children).  
Section 4305 (relating to dealing in infant children).  
A felony offense under section 5902(b) (relating to prostitution and related offenses).  
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).  
Section 6301 (relating to corruption of minors).  
Section 6312 (relating to sexual abuse of children).  
(2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."  
(3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2).

### Program Progression

To complete the program, students are required to satisfactorily complete nursing core courses, research core courses, supportive courses, and to demonstrate research competence through the successful completion of a dissertation. The student's competence and knowledge are evaluated through four doctoral examinations: a candidacy examination, a comprehensive examination, an oral defense of the dissertation proposal, and an oral defense of the final dissertation.

Failure to progress according to the progression guidelines may result in delayed progress. Admission to a future cohort is contingent upon doctoral program committee approval and space availability. See flowsheet (Appendix) for progression activities.

Progression through the program will be in a cohort fashion. Students will be admitted every two years and students enroll in the same courses to move through the program together. Students will enroll in six credits, two courses, per semester. The student will select two electives, based upon student interest and planned research focus, as part of the support course sequence. Electives may include graduate level course work offered in other departments or nursing courses such as special topics courses or NURS 801: Doctoral Colloquium in Nursing. The student is expected to consult with the faculty advisor for guidance in selection of appropriate courses prior to enrolling in support (elective) courses. The following provides a sample part-time study plan.

## **Sample Progression Plan**

### **Semester 1**

NURS 820: Seminar in Nursing Theory

NURS 860: Faculty Development in Nursing Education

### **Semester 2**

NURS 861: Pedagogical Practices in Nursing Education

NURS 802: Leadership in Nursing: A Case Study Approach

### **Semester 3**

NURS 864: Technology in Nursing Education

NURS 865: Student Issues in Nursing Education

Support Course (Elective)

### **Semester 4**

NURS 863: Evaluation in Nursing Education

NURS 952: Qualitative Nursing Research

### **Semester 5**

NURS 862: Curriculum Evaluation in Nursing

GSR 517: Statistical Methods II

### **Semester 6**

NURS 951: Quantitative Nursing Research

NURS 953: Research Seminar I

Support Course (Elective)

### **Semester 7**

NURS 954: Research Seminar II

NURS 994: Dissertation Seminar

### **Semester 8**

NURS 993: Nursing Professoriate Practicum

NURS 995: Dissertation

### Degree Candidacy

Each student admitted to the doctoral program is eligible for doctoral degree candidacy after successful completion of twelve graduate credits in the doctoral program with an overall GPA of 3.0 or higher. To obtain candidacy, the student must successfully complete an oral and written candidacy examination.

The candidacy examination provides students with an opportunity to demonstrate breadth and mastery of knowledge of nursing education and theory, synthesize relevant literature, and apply critical thinking skills in nursing education situations. The examination also helps faculty and students to identify progress in meeting program outcomes. Successful completion of the candidacy examination indicates the student's potential for successfully completing doctoral study though it does not ensure a doctoral degree will be granted. Initial candidacy examinations will be scheduled at the end of the cohort's second semester of study. Initial candidacy examinations will only be administered one time each academic year.

Students are notified of candidacy topic areas prior to the examination. Students will complete an in-person written component of the examination with the cohort of enrolled students at a predetermined time. The doctoral program committee will schedule an individual appointment for each oral examination. The committee will render a pass or fail decision based upon performance on the written and oral portion of the examination. After a student receives a pass for both the written and oral components of the exam and has met all other candidacy requirements, the department will recommend to the School of Graduate Studies and Research that degree candidacy be awarded. Students who fail the candidacy examination may retake the failed component one time. They may enroll in classes for the following semester and must complete that semester before retaking the examination. Students may not progress in the program beyond this point without passing the candidacy examination and will be dismissed from the program after an unsuccessful retake of the exam.

Further information about scheduling and preparing for the candidacy exam will be provided prior to the exam.

### Comprehensive Examination

The comprehensive examination will be used to determine the student's progress in the field of nursing education and the student's likelihood of success in the research-dissertation phase. The comprehensive examination will consist of written and oral components. Students will present 3 possible paper topics for the written examination component. The topic must be approved by the doctoral program committee. Once the topic is approved, the student will have one semester to complete the comprehensive written paper. The doctoral program committee will then schedule an oral defense as part of the comprehensive examination. The student will either receive a pass or a fail on the comprehensive written and oral examination and must pass both components of the examination. Students who fail the comprehensive examination may retake the failed component one time.

### Re-examination

A student who fails the candidacy examination or comprehensive examination may request reexamination not earlier than one semester following the time of failure, nor later than one year after that date. No student is permitted a third examination without a recommendation to that effect from the Department of Nursing and Allied Health Professions and the approval of the University-Wide Graduate Committee.

### Dissertation

A dissertation is required of all doctoral candidates and must demonstrate the candidate's mastery of his/her research and reflect the results of an original investigation in the principal field of study. The goal should be to make an original contribution to knowledge in the field.

### Dissertation Committee

In considering the selection of a dissertation committee, the student will consult with potential faculty, the student's academic advisor, and the doctoral program coordinator(s). The chairperson of the dissertation committee must be a member of the Department of Nursing and Allied Health Professions and be approved by the School of Graduate Studies and Research to teach doctoral-level courses. The student and dissertation chairperson will collaborate in the selection of the other members of the committee. The dissertation committee will consist of at least three members, all of whom must hold an earned doctorate. In addition to the dissertation chairperson, at least one other member must be from the Department of Nursing and Allied Health Professions. Other dissertation committee members may be qualified individuals from within or outside of the university, subject to approval by the dissertation chairperson, the doctoral program committee, and the Graduate Dean. A curriculum vitae is required for all members from outside the university. The dissertation committee composition requires final approval by the doctoral program committee and the Graduate Dean.

Once approved, the dissertation committee will supervise and advise the student's degree program from the point at which he/she successfully completes the comprehensive examination through defense of the dissertation. The committee is responsible for overseeing the research, the dissertation, and the general meeting of degree requirements.

### Research Proposal

After the candidate has passed the comprehensive examination, has done extensive preliminary proposal research, and has successfully completed the dissertation seminar, he/she must present and defend a dissertation proposal before the dissertation committee. A copy of the proposal must be placed in the hands of all committee members at least two weeks in advance of the scheduled meeting. The proposal must be found satisfactory by all members of the committee, and a Research Topic Approval Form must be fully signed and approved by the nursing doctoral program committee, by the college, and by the School of Graduate Studies and Research, before the candidate may proceed with the dissertation. *The Thesis/Dissertation Manual* outlines this procedure and is available from the School of Graduate Studies and Research and online at <http://www.iup.edu/thesismanual>.

Following approval of the dissertation proposal, but before data collection begins; the doctoral candidate must obtain permission from the Institutional Review Board at Indiana University of Pennsylvania, and other review boards as appropriate, following the procedures established for the protection of human subjects. Information related to the IRB may be found at <http://www.iup.edu/page.aspx?id=6587>.

### Dissertation Defense

Upon acceptance of the dissertation by the dissertation advisor, the candidate shall then request a formal meeting of the dissertation committee for a formal dissertation defense. The meeting will be scheduled at a time convenient to all members. The candidate must place the dissertation in the hands of all committee members at least two weeks in advance of the scheduled dissertation defense. The student will be required to defend the completed dissertation during an oral examination conducted by the dissertation committee. During the defense the candidate is

expected to respond to substantive and methodological questions related to the dissertation. The dissertation must be approved in writing by each member of the committee, as well as by the Assistant Dean for Research, School of Graduate Studies and Research.

#### Continuous Registration Credit

Following completion of all courses and the comprehensive examination requirement, doctoral students must enroll for at least one credit of dissertation or one extended credit each semester (Fall and Spring) annually through the graduation of the student, or until the time limit is exceeded (See “Time Limitation for Doctoral Students” policy). For this period, the student will be considered a full-time doctoral student. Until the dissertation is successfully defended, a grade of “R” will be assigned to each registered credit. Upon successful completion of the dissertation, the grade assigned by the dissertation director will apply to all registered dissertation credits, including the extended credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay Student Health and Activity Fees if the associated services will be used.

**Note:** The Continuous Dissertation policy has been in place since 1990. There have been minor language changes since that time, but the requirement for doctoral students to be registered has not changed. Further, since this is a university requirement, students failing to register as directed by this policy will be registered by their program coordinator and billed accordingly. If it is the doctoral student’s intent to “quit” the program, he/she should schedule an appointment with the graduate coordinator as soon as possible to avoid any further registration and subsequent assessment.

#### Time Limitations

Doctoral candidates must complete degree requirements no later than seven years after beginning IUP doctoral program course work. No time extensions are considered for doctoral students unless all degree requirements other than the dissertation have been completed by the expiration of the seven-year time limit.

#### Publication of the Dissertation

Following approval of the dissertation by the committee, the approved dissertation can either be submitted electronically or in paper form to the School of Graduate Studies and Research. If submitting electronically, the candidate should contact the Thesis/Dissertation Office in the School of Graduate Studies and Research. If submitting paper copies, a minimum of three copies of the dissertation must be submitted to the Assistant Dean for Research. The dissertation must be microfilmed according to the plan provided by ProQuest Information and Learning. Guidelines are provided in the *Thesis/Dissertation Manual*, which is available from the School of Graduate Studies and Research and on-line at <http://www.iup.edu/thesismanual/>.

#### Application for Graduation

Applications for graduation must be submitted by the following deadline dates: March 1 for May graduation, June 1 for August graduation, and October 1 for December graduation. Deadline dates are also available in the *Thesis/Dissertation Manual* as well as in each semester’s schedule of classes. Graduation application instructions for applying online are available at <http://www.iup.edu/commencement/howto>.

## **Student Advisement and Program Planning**

### Student Advisement

Students are assigned an academic advisor within the Nursing and Allied Health Professions Department at the time of admission. The advisor is responsible for assisting the student with the development and implementation of the Program of Studies Plan.

The advisor will help students plan their course schedule, select electives, approve transfer credits, and provide guidance with program requests in a timely fashion. The Doctoral Program Coordinator is an additional resource for discussion of University and Departmental policies and program requirements.

The student maintains the responsibility for fulfilling program requirements, meeting deadlines, etc. Students must meet with their advisor each semester prior to registering for course work. All changes in the student's Program of Studies Plan must be approved by the advisor before the student registers for classes. Students are referred to the Graduate School catalog for additional policy information.

### Course Registration – Banner/URSA Account

Banner is the computing system used for administrative record keeping at the university. The portion of Banner used for scheduling classes, accessing grades, and finding out your computer account information is called URSA (University Records and Scheduling Assistant). You access URSA using the 8 digit permanent identification number (Banner ID) that is assigned to you upon acceptance to the university. You can access <http://www.iup.edu/ursa/> at any time of the day from any location. Registration for all classes is the responsibility of the student. You must complete the registration process before the start of IUP's semester to avoid paying a late fee. The start of the cohort classes may be after the IUP semester begins so it is important for you to register before the semester officially begins. Late registration fees will be assessed to students whose initial semester registration occurs during the following timeframe. \$100 will be assessed if the initial registration occurs after the last day of the previous term and \$200 will be assessed if the initial registration occurs on or after the first official day of the current term. New students are exempt from this fee their first term of enrollment.

It is very important that students meet with their faculty advisor each semester prior to registration in order to plan their semester schedule and receive their **Time Appointment Letter** which contains their four digit **Alternate PIN** which is needed **every time** you access the web registration system. The Alternate PIN changes each semester. Detailed registration instructions are printed on the Time Appointment Letter.

### E-mail

Your IUP email account will be your official method of communication while attending IUP. Important announcements will be shared via your IUP account and **not** personal email addresses. It is advised that you use and check your IUP email account on a regular basis. It can be accessed through the I-mail system (IUP's server) at [iup.edu](mailto:iup.edu).

## **Financial Assistance**

### Professional Nurse Traineeship Grants

When available, these grants provide federally funded monies to assist with tuition costs and, if possible a stipend to help with additional expenses. The amount awarded varies annually as this is dependent on federally funded allocations. Notification of the availability of Professional Nurse Traineeship monies usually occurs during the summer. Full-time students in good academic standing may apply for a traineeship award. Because these monies are grant generated, one is not required to repay the amount awarded nor to work in exchange for the award. Information concerning the application process and application deadline is forwarded annually to all enrolled students upon receipt of the traineeship.

### Graduate Assistantships

IUP offers assistantships to graduate students. See Graduate Assistantship descriptions and application information found on page 31 of this handbook.

### Graduate Student Research Grants

The School of Graduate Studies and Research provides modest support (up to \$1,000) for the research expenses of graduate students working on projects under the supervision of faculty members. Guidelines and applications are available at [www.iup.edu/research](http://www.iup.edu/research) through the “Graduate Student Research” link. The deadline for submission of an application is the first Monday in November and the first Monday in February.

### Graduate Student Outstanding Research Awards

Each year the Graduate School recognizes the excellence of graduate student research at IUP by presenting a Graduate Student Outstanding Research Award. The award is competitive and open to graduate students in any department offering advanced degrees. Departments may nominate one or more of their graduate students for an outstanding research award. Guidelines and applications are available at [www.iup.edu/research](http://www.iup.edu/research) through the “Graduate Student Research” link.

### Graduate Student Professional Development Fund Awards

Graduate students can apply for up to \$300 to support their participation in scholarly and creative activities that add to professional development in a significant way. The graduate student must provide a clear description of the proposed activity and explain how it adds to his or her scholarly development. As a part of the application, a faculty member must describe the importance of the activity as it relates to the student’s scholarly goals and educational progress. Examples of eligible activities include: serving as a moderator, discussant or session chair at a disciplinary conference; or leadership activities related to professional or disciplinary associations. Simply attending a conference, while a valuable learning experience, is not eligible for support. Support to individual students will not exceed \$300 per academic year. Guidelines and applications are available at [www.iup.edu/research](http://www.iup.edu/research) through the “Graduate Student Research” link.

### Graduate Student Travel to Present Papers

This fund was created to support graduate students who are presenting papers at professional conferences/meetings. The maximum award for doctoral students is \$750 for a paper presented out-of state, \$350 for a paper presented in-state, and half of those two amounts for papers that are co-authored by students who are seeking Graduate School funding. Applications for graduate student travel can be obtained on the web at [www.iup.edu/research](http://www.iup.edu/research) through the “Graduate Student Research” link or at 122 Stright Hall. All applications must be submitted to the Assistant Dean for Research at least two weeks prior to the conference/meeting date, although students are advised to apply for funding as early as possible since funds are limited.

**NOTE:** The Doctoral Program Coordinator must sign the application before it goes to the School of Graduate Studies and Research, therefore the student should plan submission time accordingly. Applications received after the conference/meeting date will not be funded.

### Departmental Educational Research Funding

Doctoral Nursing students are eligible for funding to support a variety of scholarly activities while enrolled in the doctoral program. Funds may be available to support travel to present scholarly work, to support doctoral student research, and other professional development needs related to nursing education. The following types of expenses are not eligible for funding: costs related to typing/word processing, student salary, and equipment or resources available through the university.

Instructions on how to apply for funding from the Department of Nursing and Allied Health Professions can be found at <http://www.iup.edu/page.aspx?id=91213>.

### Funding and Research Opportunities

The School of Graduate Studies and Research has subscribed to **SPINPlus**, a web-based system that includes a database of funding opportunities, a database of investigator profiles, and a matching alert service. This service is available free of charge to all IUP students.

SPIN is a funding opportunities database designed to provide up-to-date information on current national and international government and private funding sources. GENIUS is a global database of scientific and scholarly expertise. SMARTS is an email notification system which provides investigators with a direct and targeted link to comprehensive, current, and available national and international research funding information.

The School of Graduate Studies and Research wants to help you build your "profile" in **SPINPlus**. Your profile will entitle you to receive customized funding notices; to network with other scholars with similar or complementary interests; and to generate biographical sketches in agency formats (e.g., NIH, PHS).

The link to **SPINPlus** and instructions for using the service can be found at <http://www.iup.edu/page.aspx?id=94484>. For help in using SPINPlus contact Jean Serio, 122 Stright, 724-357-2439 or email [jserio@iup.edu](mailto:jserio@iup.edu).

## Resources

### Stapleton Library

The Stapleton Library contains hundreds of books, electronic resources, nursing journals and other related course materials. As an IUP student, you can order books from other libraries, access course materials for your class on E-reserve and search electronic databases. For more information on these resources, visit the library on-line at [www.iup.edu/library](http://www.iup.edu/library) or contact 724-357-2330.

Librarians are available to help with becoming familiar with resources and to assist with research. During regular academic sessions the library is open until 2:00 a.m. Sunday through Thursday, until 5:00 p.m. on Friday, and until 7:00 p.m. on Saturday. Individual appointments may be made by calling the Reference Desk at 724-357-3006.

If IUP does not own the books or other material needed for research, a variety of access points are available for obtaining these at no cost to users. Visit the library website for additional information. .

The library has a limited number of shared and individual locked carrels for doctoral students. Users may apply for a locked study carrel during the first two weeks of each semester at the Circulation Desk. Successful applicants pay a refundable key deposit.

### Writing Center

The IUP Writing Center is available to all IUP students and offers one-on-one help at any stage of the writing process. Students can get help with research papers, analytical and persuasive writing, organizing and developing ideas, editing and proofreading, and using MS Word. The Writing Center is located in 218 Eicher Hall and can be accessed at [www.iup.edu/writingcenter](http://www.iup.edu/writingcenter) or at 724-357-3029.

### IT Support Center

The IT Support Center provides technology support to students, faculty, and support staff at Indiana University of Pennsylvania. The IT Support Center is located at Suite G35, Delaney Hall, 950 Grant Street. They can be reached at 724-357-4000 or [it-support-center@iup.edu](mailto:it-support-center@iup.edu)

IT support staff are available Monday through Friday 7:30 a.m. – 5:30 p.m during the semester and 8:00 a.m. – 4:30 p.m. during summer sessions, breaks, and when classes are not in session. The IT Support Center can provide assistance with email, passwords, networking, learning management programs (Moodle, D2L), software resources, and other technology related topics. Check out their website at [www.iup.edu/itsupportcenter](http://www.iup.edu/itsupportcenter).

### Buying Your Books

Textbooks may be purchased at the Co-Op Store on the lower level of the Hadley Union Building (HUB) or by calling 1-800-537-7916. The Co-Op Store sells both new and used textbooks. Be sure to have a copy of your class schedule with you when buying your books. Important information printed on the schedule, such as the course number, section number, and instructor, will help you buy the correct textbooks. Be certain you have the correct edition and publication date of textbooks.

Books may also be ordered through Advantext on line textbook reservation. Look for it on the Bookstore web site at [www.iupstore.com](http://www.iupstore.com).

You can also order your books online through places like [www.borders.com](http://www.borders.com), [www.amazon.com](http://www.amazon.com), [www.barnesandnoble.com](http://www.barnesandnoble.com), [www.abebooks.com](http://www.abebooks.com), [www.half.ebay.com](http://www.half.ebay.com), [www.textbooks.com](http://www.textbooks.com), etc.

### The I-Card

The I-Card – your key to convenience on campus. Every IUP student is issued an I-Card at the HUB I-Card Office. As an IUP student, you can use your I-Card for free bus pass, library access, HUB Rec Center, Co-Op store purchases, snack and soda machines, photo copying, computer lab printouts, entrance to campus events. Money can be placed on your I-card for the above purchases at any of the twenty cash-to-card machines on campus. One is located on the first floor of Johnson Hall. Additional information on the I-card is available at 724-357-1314 or [www.coop.iup.edu/Co-op\\_ICards.htm](http://www.coop.iup.edu/Co-op_ICards.htm).

### University Computer Facilities

The Applied Research Lab (ARL) is open to students and can provide assistance with research instrument design and statistical analyses of many kinds. The ARL is an excellent resource to support graduate student research activities. The ARL is located in Donna D. Putt Hall, Suite G10, 1000 Grant Street. Additional information about the services of the ARL can be found at [www.iup.edu/arl](http://www.iup.edu/arl) or by calling 724-357-4530.

### Departmental Bulletin Boards

It is suggested that students check the PhD bulletin board in 208 Johnson Hall regularly for departmental announcements, notices and other important information. Students should also check for announcements **through their IUP e-mail account**.

### Career Development Center

The Career Development Center, 302 Pratt Hall, is open to all IUP graduate students and alumni. Resources are available to assist students with their personal career plans, including resume-writing, interviewing skills, and job-hunting techniques. Individual appointments with career counselors are recommended. Services include on-campus interviews, job fairs, a job hotline, employer directories in print and CD-ROM, an extensive Career Library, and programs that assist students and alumni in networking. They can be reached at 724-357-2235 or [career-development@iup.edu](mailto:career-development@iup.edu).

### Services for Students with Disabilities

Disability Support Services (a unit of the Advising and Testing Center) is the primary agent for the provision of access for IUP students with documented physical, learning, or other disabilities. Faculty and staff within the office serve to ensure IUP's program access compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities (and) who may wish to use accommodations should register with the office, as it serves as the official primary service coordinator for disability support services for the university. Services provided include, but are not limited to: early registration (when the university needs to provide a service such as a classroom move or assisting with recorded books); equipment loan; test proctoring and reading; note taking; recording of books; NCR paper; liaison with faculty; OVR, and BVS; brailing; and general advising and counseling. Further information may be obtained in 216 Pratt Hall, by calling 724-357-4067 (V/TD), by e-mailing [Advising-Testing@iup.edu](mailto:Advising-Testing@iup.edu), or on the website [www.iup.edu/advisingtesting](http://www.iup.edu/advisingtesting).

## **Other**

### Inclement Weather Policy

Indiana University of Pennsylvania is committed to the safety and security of its students, faculty, staff and visitors. Therefore, the decision as to whether the university classes or programs and events will be held during periods of adverse weather conditions is based on the overall concern for the university community. Because of the university's residential nature, the university will remain open in all cases, and classes and events will continue as scheduled if at all possible during periods of inclement weather.

Closure of the university: Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct classes or events on a given day, the president may, at his or her discretion, cancel classes or events. In the event of cancellation of classes or events, notification will be provided to the following radio and television stations: WDAD Radio-1450 (Indiana), WCCS Radio-1160 AM (Homer City), U-92 FM-92.5 (Indiana, Punxsutawney, Greensburg), *Indiana Gazette*, KDKA-TV and KDKA Radio-1020 AM (Pittsburgh), WPXI-TV (Pittsburgh), WTAE-TV and WTAE Radio-1250 AM (Pittsburgh), and WJAC-TV (Johnstown). In addition, inclement weather information will be posted on the IUP website, [www.iup.edu](http://www.iup.edu) and on the IUP information line, 724-357-7538.

Cancellation of IUP-Sponsored Activities or Events in the Absence of University Closure: Should adverse weather conditions arise or be anticipated that would make it inadvisable to conduct an IUP-sponsored activity or event on a date when the university otherwise remains open, the sponsoring unit/department has the option to cancel or postpone the function. The sponsoring unit/department also assumes responsibility for notifying event participants of the cancellation/postponement in an appropriate and timely manner.

Questions regarding the Inclement Weather Policy may be directed to the Vice President for Administration and Finance, 233 Sutton Hall, IUP.

Students are also encouraged to check their e-mail and voice mail messages at home, cell and work prior to traveling to IUP for class for messages relating to the status of class.

### IUP Parking Permit Decal

In order to obtain an IUP parking permit decal, you must take your IUP I-Card, which must indicate you are a graduate student, to the Campus Police Office, located at 850 Maple Street, University Towers. The parking office is open 7:00 a.m. – 3:00 p.m. Monday through Friday and can be reached at 724 357-8748 or at [www.iup.edu/parking](http://www.iup.edu/parking). Refer to the *Parking Regulations* brochure/campus map of parking lot designations for specific guidelines/restrictions on parking.

## **Professional Organizations**

### Sigma Theta Tau International

Sigma Theta Tau International is a prestigious organization of nurse leaders, scholars, and researchers, founded in 1922. Membership in the society is awarded to bachelor's, master's and doctoral nursing candidates who achieve high scholastic averages, and graduates of nursing programs who have made outstanding contributions to nursing.

### The Honor Society of Phi Kappa Phi

Phi Kappa Phi is the oldest and most selective honor society in the United States that recognizes excellence in all academic disciplines. Founded in 1987, Phi Kappa Phi, along with Phi Beta Kappa, is a charter member of the Association of College Honor Societies. Today, Phi Kappa Phi has more than one million members around the world with more than 280 chapters on college and university campuses throughout the United States, Puerto Rico and the Philippines. The IUP Chapter was founded in 1993. Admission to the Honor Society of Phi Kappa Phi is by invitation only and requires nomination and approval by a chapter in accordance with the bylaws of both the chapter and the national organization. Both require superior scholarship and good character as criteria for membership. Graduate students are eligible for election to Phi Kappa Phi. The number elected must not exceed ten percent of the number of candidates for graduate degrees during the year.

## Nursing Faculty with Doctoral Eligibility

<b>Faculty Member</b>	<b>Office Location</b>	<b>Phone Number</b>	<b>E-mail Address</b>
Dr. Theresa Calderone	225 Johnson Hall	724-357-3251	<a href="mailto:theresa.calderone@iup.edu">theresa.calderone@iup.edu</a>
Dr. Kristy Chunta	233 Johnson Hall	724-357-2408	<a href="mailto:kchunta@iup.edu">kchunta@iup.edu</a>
Dr. Michele Gerwick	217 Johnson Hall	724-357-3090	<a href="mailto:mgerwick@iup.edu">mgerwick@iup.edu</a>
Dr. Theresa Gropelli	232 Johnson Hall	724-357-3264	<a href="mailto:tgropell@iup.edu">tgropell@iup.edu</a>
Dr. Lora Ott	229 Johnson Hall	724-357-3261	<a href="mailto:lkott@iup.edu">lkott@iup.edu</a>
Dr. Lisa Palmer	211 Johnson Hall	724-357-2279	<a href="mailto:lpalmer@iup.edu">lpalmer@iup.edu</a>
Dr. Susan Poorman	216 Johnson Hall	724-357-3258	<a href="mailto:spoorman@iup.edu">spoorman@iup.edu</a>
Dr. Teresa Shellenbarger	246 Johnson Hall	724-357-2559	<a href="mailto:tshell@iup.edu">tshell@iup.edu</a>
Dr. Edie West	231 Johnson Hall	724-357-3263	<a href="mailto:edie.west@iup.edu">edie.west@iup.edu</a>
Dr. Mary Williams	222 Zink Hall	724-357-2560	<a href="mailto:mary.e.williams@iup.edu">mary.e.williams@iup.edu</a>
Dr. Nashat Zuraikat	236 Johnson Hall	724-357-3262	<a href="mailto:zuraikat@iup.edu">zuraikat@iup.edu</a>

Department of Nursing & Allied Health Professions  
1010 Oakland Avenue  
210 Johnson Hall  
Indiana, PA 15705

Phone: 724-357-2557

Fax: 724-357-3267

The PhD secretary's office is located in 248 Johnson Hall, 1010 Oakland Avenue, Indiana, PA 15705. The phone number is 724-357-3269.

## Appendices

## Doctoral Course Descriptions

### **ALS 802 Leadership: A Case Study Approach**

**3c-01-3cr**

**Course Description:** Acquaints students with the theory and application of the case study approach as related to theories of leadership. Designed to provide practice for future administrators in the following areas: group decision making, leadership planning and organizing, sensitivity, judgment, and communication skills.

### **GSR 517: Statistical Methods II**

**3c-01-3cr**

**Course Description:** Using computer programs, a wide array of statistical procedures for research workers are explored. Basic concepts of statistical inference and prediction are reviewed, including regression analysis and prediction, hypothesis testing, analysis of variance and covariance, and partial and multiple correlation. Emphasis is placed on use of computers and interpretation of computer printouts along with understanding techniques employed. No computer knowledge is necessary.

**Prerequisite:** GSR 516 or equivalent.

### **NURS 801: Doctoral Colloquium in Nursing**

**Variable 1-3 cr**

**Course Description:** Provides an academic setting for graduate students to present research and theoretical papers for group discussion. Special topics in nursing will be selected each semester.

**Prerequisite:** by permission.

### **NURS 802 Leadership in Nursing: A Case Study Approach**

**3c-01-3cr**

**Course Description:** Focus on analysis of leadership theory. Examines cases of exemplary leaders and organizations in nursing to gain insight into both the psychological and sociological aspects of successful leadership in a changing field. The student will apply case study methodology to the analysis of leaders and leadership styles.

### **NURS 820: Seminar in Nursing Theory**

**3c-01-3cr**

**Course Description:** Provides an overview of major nurse scholars' contributions to theoretical development in nursing. The student will examine scholarly works regarding the history of nursing theory, philosophical underpinnings of nursing theory, and the relationship of nursing theory, practice, and research. The student will explore concept and statement development and its relationship to overall theory development in nursing and the linkage with nursing research.

### **NURS 860: Faculty Development in Nursing Education**

**3c-01-3cr**

**Course Description:** Provides students with an opportunity to explore the complexity of the role and issues facing nursing faculty in higher education outside the classroom setting. The student will appraise the skills necessary to succeed in the nursing education environment and develop a plan for professional growth and scholarly achievement. Research related to nursing faculty development and success in academia will be analyzed.

### **NURS 861 Pedagogical Practices in Nursing Education**

**3c-01-3cr**

**Course Description:** Application of educational theories to the nurse educator role in higher education will be explored. A critical review of the role of the teacher in the clinical and classroom setting, teaching strategies, and student-centered learning outcomes will be conducted. The student will apply the art of reflection to the practice of teaching.

**NURS 862 Curriculum Evaluation in Nursing****3c-01-3cr**

**Course Description:** Examines various curriculum designs in nursing. The student will critique the qualities of effective nursing curricula at the undergraduate and graduate level. The student will analyze current accreditation standards in nursing education and their relationship to curriculum evaluation. Methods for conducting ongoing curriculum revision based on a quality outcomes assessment plan will be explored.

**NURS 863 Evaluation in Nursing Education****3c-01-3cr**

**Course Description:** Application of measurement theory to nursing education. Presents various strategies to assess and evaluate classroom and clinical performance in nursing education. Evidence-based assessment and evaluation practices, including test construction, are proposed and critiqued. Social, ethical and legal issues related to evaluation are analyzed.

**NURS 864: Technology in Nursing Education****3c-01-3cr**

**Course Description:** Provides a foundation for educators to incorporate technology into nursing programs. Strategies for the use of technology in nursing education will be explored. The student will apply knowledge of distance education technology to the practice of teaching in nursing and evaluate the effectiveness of distance education teaching strategies.

**NURS 865: Student Issues in Nursing Education****3c-01-3cr**

**Course Description:** Provides students with an opportunity to critically review and analyze the social, economic, cultural, political and educational issues impacting nursing students. After a comprehensive analysis of issues, policies and practices the student will develop a best practice model for nursing student success.

**NURS 951: Quantitative Nursing Research****3c-01-3cr**

**Course Description:** Provides students with advanced knowledge and skill in quantitative research methodology and design related to nursing education. The student will analyze, evaluate, and critique relevant study designs and methods used in experimental, quasi experimental, and non-experimental research. Evaluative issues regarding power analysis, sampling, and data collection techniques will be addressed. Strategies for enhancing the scientific and methodological rigor will be explored.

**Prerequisite:** GSR 517.

**NURS 952 Qualitative Nursing Research****3c-01-3cr**

**Course Description:** Qualitative research methods used in nursing will be critiqued. The use of case study, phenomenology, grounded theory, hermeneutics, historical research, and ethnography will be appraised for their use in nursing education research. Techniques for conducting qualitative research and data analysis will be practiced. Issues related to rigor and confirmability of the data will be evaluated.

**NURS 953: Research Seminar I****3c-01-3cr**

**Course Description:** Provides students with the opportunity to participate in nursing education research tool development for quantitative or qualitative research. The student will participate in tool development, testing, and evaluation. The course will also explore sampling issues and development of a recruitment plan for use in nursing education research. Opportunities for peer critique will be an integral component of this course.

**Prerequisite:** NURS 951 and 952.

**NURS 954: Research Seminar II****3c-01-3cr**

**Course Description:** This course builds upon prior knowledge of qualitative and quantitative research methods and provides opportunities to participate in research activities in collaboration with mentors. The course focuses on various approaches to data analysis, development of Institutional Review Board (IRB) proposals and grant writing. Opportunities for peer critique will be an integral component of this course.

**Prerequisite:** NURS 953.

**NURS 993 Nursing Professoriate Practicum****1c-21-3cr**

**Course Description:** Designed to provide the student with an opportunity to select and operationalize aspects of the nurse educator role. The student will apply an understanding of the nursing faculty role to teaching and learning and develop one or more aspects of a plan for professional development. **Prerequisite:** NURS 860, 861, 862, 863, and 864.

**NURS 994: Dissertation Seminar****3c-01-3cr**

**Course Description:** Provides the student with an opportunity to develop a dissertation proposal focusing on nursing education. Students will have opportunities for peer review and critique of their work. The course will culminate in an oral presentation of the proposal that will prepare students for dissertation defense.

**Prerequisite:** NURS 820 or by permission for DNP students

**Pre or Co-requisite:** NURS 954

**NURS 995 Dissertation****1-9 cr**

**Course Description:** A culminating research project requiring mastery of an area of interest relevant to nursing education. Requires a comprehensive literature review and the collection and analysis of data. A successful oral defense of the finished project is required. The student must complete a minimum of 9 credits of dissertation to satisfy graduation requirements.

**Prerequisite:** By permission

**SAHE 631: Student Development in Higher Education****3c-01-3cr**

**Course Description:** Provides an overview of student development theories and the student development model. Includes the application of assessment, goal setting, intervention strategies, environmental management, and evaluation in higher education settings. Explores issues such as changing sex roles, sexual identify, life planning, and needs of special student groups.

**SAHE 737 - The American College Student****3c-01-3cr**

**Course Description:** Examines the culture of undergraduate students in American higher education to prepare professionals for the clients they will serve. Focuses on the changing student clientele and its subgroups and cultures. Undergraduate characteristics, attitudes and values, and broad issues regarding their participation in the educational experience are explored.

## Indiana Campus: Finding the Services You Need

*Applied Research Lab* 724-357-4530

Donna D. Putt Hall, Suite G10, 1000 Grant Street

[www.iup.edu/arl](http://www.iup.edu/arl)

- Research instrument design
- Statistical analysis assistance

***Campus Police*** 724-357-2141

University Towers, 850 Maple Street

[www.iup.edu/police](http://www.iup.edu/police)

- Safety education and crime prevention program
- Campus safety
- Parking permits and auto services
- Operation ID
- Police services

*Co-Op Book Store* 724-357-3145 or

*Textbook Supervisor* 1-800-537-7196

Hadley Union Building (HUB), 319 Pratt Drive

[www.iupstore.com](http://www.iupstore.com)

- Purchase textbooks
- Purchase office supplies

*Counseling Center* 724-357-2621

Suites on Maple East, G31, 901 Maple Street

[www.iup.edu/counselingcenter](http://www.iup.edu/counselingcenter)

- Crisis and emergency services
- Support Groups
- Resources for Veterans and their families
- Self-help resources
- Substance use and abuse services
- Training programs for graduate students

*Financial Aid Office* 724-357-2218

200 Clark Hall, 1090 South Drive

[www.iup.edu/financialaid](http://www.iup.edu/financialaid)

- Financial aid counseling
- Financial aid applications
- Student loan information

*Graduate Studies & Research* 724-357-2222

101 Stright Hall, 210 South 10<sup>th</sup> Street

[www.iup.edu/graduate](http://www.iup.edu/graduate)

e-mail:graduate\_admissions@iup.edu

*I-Card Office* 724-357-1314

Hadley Union Building (HUB), Room 212, 319 Pratt Drive

[www.coop.iup.edu/Co-op\\_ICards.htm](http://www.coop.iup.edu/Co-op_ICards.htm)

Lost or replacement I-cards

- Questions or suggestions about I-cards and vending services

*Office of the Bursar* 724-357-2207  
Clark Hall Lobby, 1090 South Drive  
[www.iup.edu/bursar](http://www.iup.edu/bursar)

- Questions regarding billing, fees, charges, and payments
- Refund questions

*Registrar* 724-357-2217  
Clark Hall, 1090 South Drive  
[www.iup.edu/registrar](http://www.iup.edu/registrar)

- Academic records and transcripts
- Student enrollment verification
- Change name on permanent record (maiden to married)

*Scheduling Center* 724-357-2217  
Clark Hall, 1090 South Drive  
[www.iup.edu/registrar](http://www.iup.edu/registrar)

- Scheduling of academic courses
- Contact to have Banner PIN reset (if you forgot what you changed it to)

*Writing Center* 724-357-3029  
218 Eicher Hall, 860 Grant Street  
[www.iup.edu/writingcenter](http://www.iup.edu/writingcenter)

- Open to all students on a walk-in basis or by appointment
- No charge to students
- Assistance with research papers, analytical and persuasive writing
- Organizing and developing ideas, editing, and proofreading
- Computers with MS Word available

*Department of Nursing and Allied Health Professions*  
Johnson Hall, Second Floor  
[www.iup.edu/rn-alliedhealth](http://www.iup.edu/rn-alliedhealth)

<i>Department Chairperson</i>	724-357-2279
<i>Graduate Coordinator</i>	724-357-2408
<i>Graduate Secretary</i>	724-357-7647
<i>PhD Coordinator</i>	724-357-2559
<i>PhD Secretary</i>	724-357-3269

## **Graduate Assistantships**

Each year the Department of Nursing and Allied Health Professions is allocated a limited number of Graduate Assistantships. Assistantship awards are based upon academic achievement. In order to be considered for a graduate assistantship, the following requirements must all be met:

1. Admission to the School of Graduate Studies and Research following the procedures outlined in the Catalog.
2. Submission of a GA application to the School of Graduate Studies and Research.
3. Successful completion of the Departmental Review Process.

### **Purpose of the Graduate Assistantship Program**

The purpose of the graduate assistantship program is to provide mutual professional development opportunities for the graduate student and the faculty mentor. The graduate assistant program is one important way in which the School of Graduate Studies and Research supports research and scholarship at IUP.

### **Application for Graduate Assistantship**

Complete and return the graduate assistantship application to the School of Graduate Studies and Research before March 15 of each academic year. The School of Graduate Studies and Research will then forward the completed application to the appropriate department. Successful candidates will be notified as soon after April 15 as possible. Interested students should discuss their interest with the Doctoral Program Coordinator or any doctoral faculty member. Graduate Assistantship applications are available on line at [www.iup.edu/graduate](http://www.iup.edu/graduate) through the “Current Student” link.

### **Role of the Graduate Assistant**

Appropriate duties for graduate assistants include:

1. conducting library research and compiling a literature review
2. collecting, coding, and analyzing research data
3. supporting innovative projects in the Nursing and Allied Health Professions Department
4. providing support to a faculty member’s teaching

The following activities are *not* appropriate for a graduate assistant:

1. performing contractual duties of the faculty mentor (e.g., teaching classes without the faculty mentor present, covering office hours, advising students)
2. assisting the faculty mentor with personal tasks
3. engaging in instructor of record activities (e.g., assigning grades)

According to the policies of The School of Graduate Studies and Research, graduate assistants are not clerical workers; their role and function is to support scholarship and research.

### **Work Duties, Hours, and Terms of Employment:**

The assistantship may be awarded only for the full academic year. To qualify for a 10 hour graduate assistant (GA) position students must be registered for 6 credits in the fall and spring semesters.

The GA would work approximately 10 hours per week, fall and spring semesters for a total of 300 hours. No work duties are required during the summer. After consulting with the GA supervisor, the GA would establish an individualized, mutually agreed upon work schedule.

### **Tuition Waiver**

The GA would receive a 50% tuition waiver (3 credits) for each semester (fall and spring).

The GA would also receive a 3-credit waiver for the summer semester following the assistantship.

### **Stipend**

In 2011-2012 the doctoral stipend for a student who works both the fall and spring semesters for approximately 20 hours is \$6630 (year 1), \$6870 (year 2), and \$7030 (year 3). The stipend for the 10 hour per week GA would be 50% of the total stipend. (Note: Stipend amounts are subject to change.)

### **Eligibility for Graduate Assistantships**

- 1. Admission and acceptance into the program is required.** It is not possible to award an assistantship until the applicant has been officially admitted to an academic program. All GAs must have completed the School of Graduate Studies and Research admission process.
- 2. Social Security Card is required.** All graduate assistants (GAs) must obtain a Social Security card in order to be employed at the university.
- 3. Fill out the School of Graduate Studies and Research GA application.** The form can be found at: [www.iup.edu/graduatestudies/assistantships](http://www.iup.edu/graduatestudies/assistantships).
- 4. Part-time student status is required for 10 hour assistantships.** 10 hour GAs must be enrolled for 6 credits in the fall and 6 credits in the spring. They receive a 3 credit tuition waiver in fall, spring, and summer and half the stipend for fall and spring (no summer stipend).
- 5. Commitment to a binding contract is required.** Anyone seeking a GA position must view the contract as a binding commitment, sign the contract, return it to the School of Graduate Studies and Research (at the very latest) by the deadline indicated in the letter of agreement, and comply with all of the terms set forth in the contract. Resignation from an awarded GA position has very serious consequences for the Department: if a person resigns after accepting an appointment as a GA, that faculty mentor is deprived of the support of a GA. All GAs are assigned to a faculty mentor who is engaged in scholarly activities and all GAs are given a job description.
- 6. Attend the orientation session and be available to work.** GAs must be on campus and available to begin their assistantship duties by the date specified in their letter of agreement. GAs will be contacted via letter and/or e-mail about an orientation session for the Fall semester.
- 7. Understand the terms of the agreement.** All GAs bear responsibility for reading the correspondence that they receive, checking the specifics of their contracts, and complying with the terms of their agreements.
- 8. Submit biweekly work reports.** All GAs must submit biweekly reports that summarize their work duties. These reports are signed by the GA and the faculty mentor and submitted to the program coordinator. Work hours on these forms should be consistent with the work hours assigned in the contract (e.g., 10 hours per week).
- 9. Duration of support.** GAs who seek to continue for another year must be in good academic standing and must reapply.

## Graduation Checklist

### **Nursing Core Courses** **21 credits**

_____ NURS 820: Seminar in Nursing Theory	3cr
_____ NURS 860: Faculty Development in Nursing Education	3cr
_____ NURS 861: Pedagogical Practices in Nursing Education	3cr
_____ NURS 862: Curriculum Evaluation in Nursing	3cr
_____ NURS 863: Evaluation in Nursing Education	3cr
_____ NURS 864: Technology in Nursing Education	3cr
_____ NURS 993: Nursing Professoriate Practicum	3cr

### **Research Core Courses** **15 credits**

_____ GSR 517: Statistical Methods II	3cr
_____ NURS 951: Quantitative Nursing Research	3cr
_____ NURS 952: Qualitative Nursing Research	3cr
_____ NURS 953: Research Seminar I	3cr
_____ NURS 954: Research Seminar II	3cr

### **Support Courses** **12credits**

_____ NURS 865: Student Issues in Nursing Education+	3cr
_____ NURS 802: Leadership in Nursing: A Case Study Approach*	3cr
_____ Elective 1^	3cr
_____ Elective 2^	3cr

### **Dissertation** **12 credits**

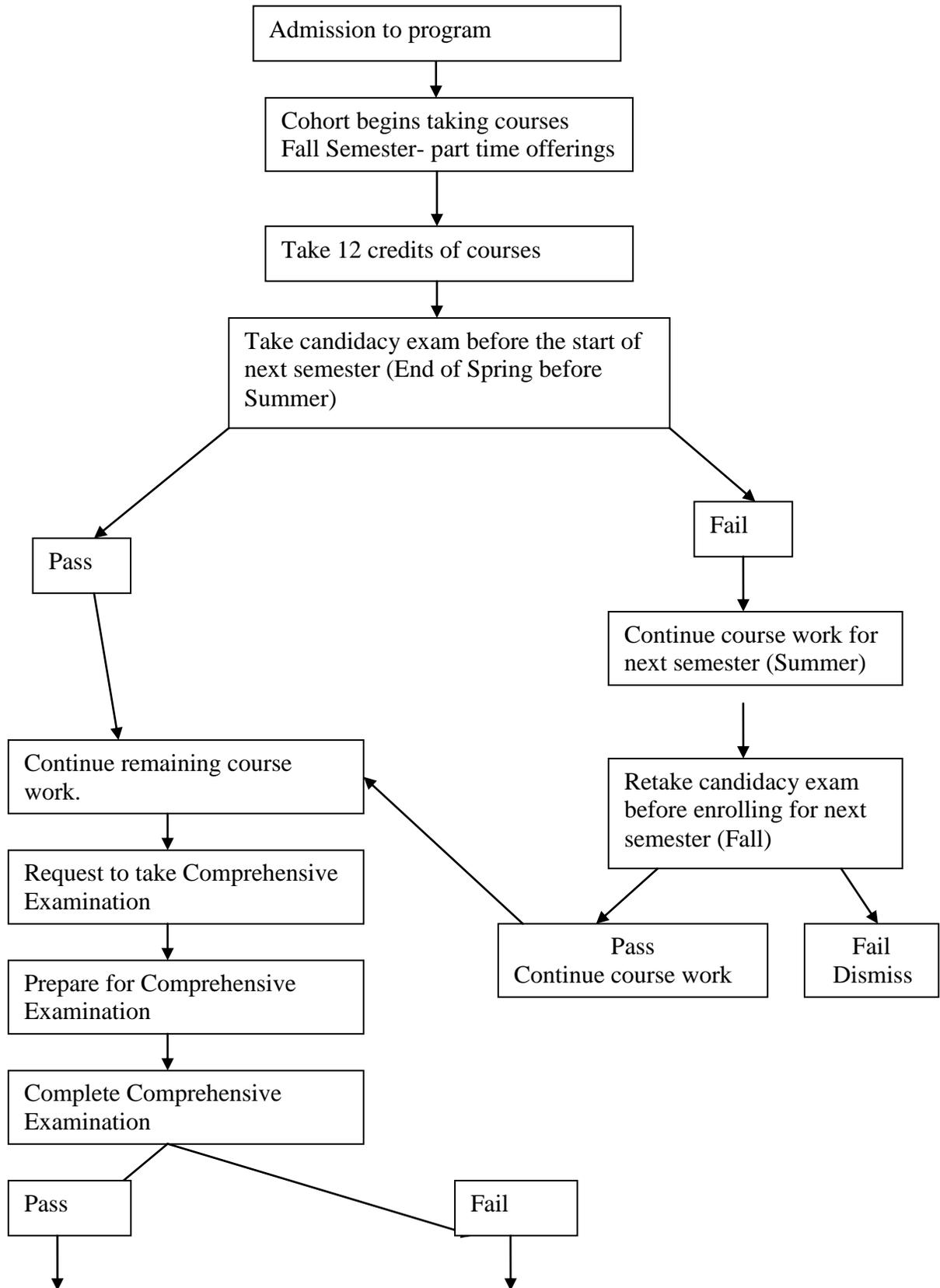
_____ NURS 994: Dissertation Seminar	3cr
_____ NURS 995: Dissertation	9cr

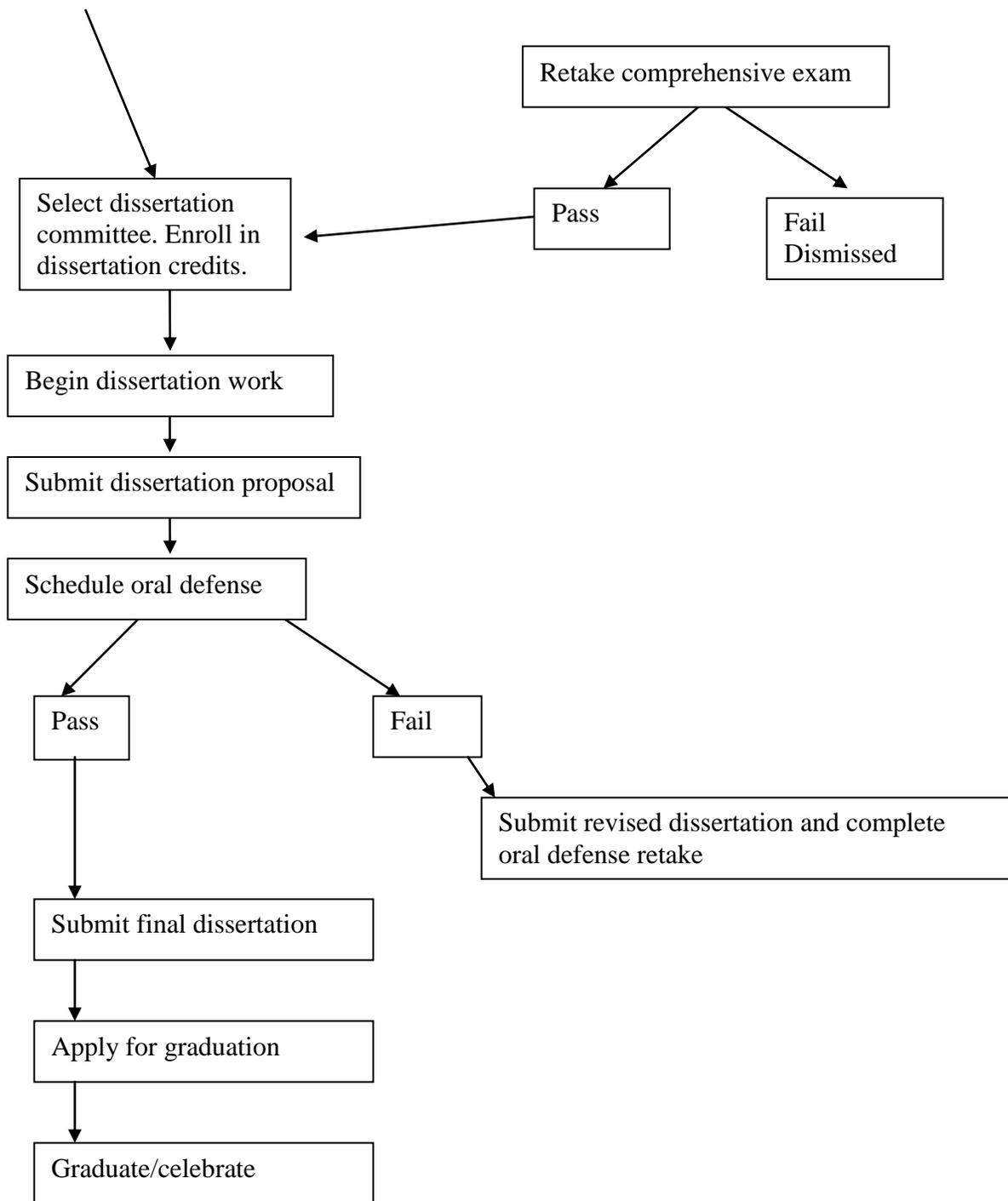
+May also take SAHE 737: The American College Student OR  
SAHE 631: Student Development in Higher Education

\*May also take ALS 802: Leadership: A Case Study Approach

^ Electives must be approved by Coordinator. If electives were accepted as transfer credits, indicate institution where courses were taken and year.

# Nursing Doctoral Program Progression





**\* Failure to progress according to these guidelines may result in delayed progress. Admission to future cohort contingent upon doctoral committee approval and space availability.**

Indiana University of Pennsylvania  
Department of Nursing and Allied Health Professions

**STUDENT ACCOUNTABILITY POLICY**

Doctoral nursing students must verify that they have read, comprehend, and acknowledge their responsibility to comply with all existing, new and revised doctoral nursing policies as evidenced by completion and submission of a signed original copy of this Student Accountability statement.

The Student Accountability Form states:

I, the undersigned, have read, comprehend, and acknowledge my responsibility to comply with all existing doctoral nursing policies as written in the Student Information Handbook of the IUP Doctoral Nursing Program. I also understand that this Student Information Handbook and the policies as stated are both subject to revision at any time during my academic program. I further acknowledge that it is my responsibility to read and adhere to these revisions when they occur.

**Name** \_\_\_\_\_

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