



COLLEGE OF SOCIAL WORK

University of South Carolina

PHD STUDENT POLICIES AND PROCEDURES MANUAL 2018-2019

THIS MANUAL IS FOR PhD STUDENTS
BEGINNING THE PROGRAM IN
FALL 2018

www.sc.edu/CoSW

This manual covers the Fall, Spring, and Summer terms of the 2018-2019 academic year. This manual is intended only to provide information for the guidance of the University of South Carolina College of Social Work students. The information is subject to change and the College of Social Work reserves the right to depart without notice from any policy or procedures referred to in this manual. This manual is not intended to be and should not be regarded as a contract between the University of South Carolina College of Social Work and any student or other person.

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College of Social Work

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PROGRAM MISSION, GOALS, AND LEARNING OUTCOMES

PhD Program Mission

The College of Social Work PhD Program prepares social work scholars to advance social well-being and social justice through leadership in trans-disciplinary community-engaged research and education.

PhD Program Goals and Learning Outcomes

Graduates of the USC CoSW PhD Program will:

- Possess a trans-disciplinary perspective on social work and social welfare that incorporates knowledge from social, behavioral and health sciences;
- Possess the capacity for community-engaged leadership in research to promote social change through university-community partnerships of significance;
- Possess the ability to provide educational leadership in disseminating knowledge relevant to social work and social welfare through teaching at the bachelor's, master's and/or doctoral level of education.

Program Evaluation

The PhD Program routinely collects and evaluates data to monitor progress and achievement of program goals. Students are included in this process through their involvement in instructor evaluations, course objective outcomes, and other means. Students are invited to provide additional feedback through PhD student membership on Dean's Student Advisory Committee and the PhD Program Committee.

ADMISSIONS

The admission policy for the PhD Program applies to every applicant. An applicant for admission as a degree candidate in social work must fulfill the general admission requirements of the University of South Carolina's Graduate School.

Admission Requirements

Admission to the PhD program is selective; only a small number of applicants are admitted for each fall semester. Candidates are sought who possess attributes and career goals consistent with the focus of the program. Requirements for admission include:

- Master's degree in social work from a CSWE-accredited graduate program
- Grade point average of 3.5 or above for graduate level work;

- Evidence of scholarly potential as indicated by three letters of reference;
- A detailed personal statement that addresses:
 - your career goals,
 - how earning a PhD will help you achieve your career goals,
 - why you want to pursue a PhD at the USC CoSW,
 - what, if any, experience you have conducting research/evaluation (e.g., with a faculty member, for employment),
 - your major research interest/focus,
 - what personal and professional experiences have influenced your research interest/focus,
 - how, if at all, your research interest/focus fits with the program's emphases on community-engaged, trans-disciplinary research (i.e., team science) and leadership for social change;
- Graduate Record Examination (general) scores or Miller Analogy Test scores;
- Sample of the applicant's professional writing; and
- Satisfactory score on TOEFL or IELTS for international students for whom English is not their primary language (see www.gradschool.sc.edu/Future/international.htm).

The individual strengths of each candidate will be considered. On a case-by-case basis, the Admissions Committee will consider other master's degrees in lieu of the MSW. An applicant's undergraduate and graduate academic records, scores on the GRE or MAT, post-MSW work experience, commitment to social work research and teaching, and indicated potential for success in scholarship at the doctoral level are among factors considered. Each class is selected to include individuals with high potential to learn from each other as well as from the faculty. PhD students are admitted in the spring to begin full-time study in the fall.

DEGREE REQUIREMENTS

Satisfactory completion of the following are required for the PhD in social work:

- Required courses listed in the program of study;
- Elective courses outlined in the student's individual program of study;
- Qualifying examination (written and oral components);
- Comprehensive examination (written and oral components) in the form of a dissertation proposal that is approved by the student's dissertation committee;
- Completion and oral defense of dissertation approved by dissertation committee.

PLAN OF STUDY

It is assumed that all required courses will be taken at the University of South Carolina (USC). Under some circumstances and with the approval of a student's advisor in consultation with the PhD Program Coordinator, coursework taken from an accredited doctoral program may be accepted in lieu of required or elective courses at USC. Courses must be taken in sequence unless the PhD Program Committee grants permission to take a course out of sequence.

All course work to be applied toward the PhD, exclusive of the Master's degree portion, must be completed within eight years prior to graduation. If the student exceeds eight years in the program, special arrangements may be made with the Graduate School for the revalidation of over-age credits in courses given by the University. The College of Social Work must approve each revalidation. Courses taken at the University of South Carolina in departments outside of the College of Social Work must be revalidated by the related department prior to approval by the College.

Per USC Graduate Studies Bulletin, "Students are advised that unforeseen circumstances may interfere with the scheduling of any given course or degree offering. Students must be prepared for such developments even if they cause the students to experience delays in fulfilling their academic goals or require them to modify some of these goals." The College will work closely with students to resolve such unforeseen problems in completing program requirements.

Each course has a syllabus and course calendar developed by the instructor. The courses are intensive and focused, delivered in small group seminars. In the course of a semester the instructor may exercise discretion in adapting expectations and assignments based on the performance and learning needs of the students in the cohort.

The course requirements described herein constitute the minimum that is expected of PhD students. Dissertation chairs and committees may require students to take additional courses in order to prepare them to carry out their dissertation research.

The PhD program in social work is designed so that course requirements can be completed in three years. A student must enroll full-time (9+ hours per semester) during the first calendar year in residence. A typical plan of study follows:

College of Social Work – University of South Carolina

Year 1, Fall	Year 1, Spring
<p>SOWK 800: Intellectual Foundations of Social Welfare and Social Work I: Historical Roots (3 credits)</p> <p>SOWK 850: Social Work Doctoral Professional Seminar (1 credit)</p> <p>SOWK 890¹: Analysis of Social Work Data (3 credits)</p> <p>SOWK 892¹: Design and Critical Analysis of Social Work Research (3 credits)</p>	<p>SOWK 801²: Intellectual Foundations of Social Welfare and Social Work II: Modern Developments (3 credits)</p> <p>SOWK 830: Community-Engaged Research for Social Welfare and Social Change (3 credits)</p> <p>SOWK 850: Social Work Doctoral Professional Seminar (1 credit)</p> <p>SOWK 891: Advanced Analysis of Social Work Data (3 credits)</p>
<p>SOWK 872: Social Work Education Practicum and SOWK 889: Doctoral Social Work Practicum may be taken any time after the first year. They are not required prior to the Qualifying Examination.</p>	

Year 2, Fall	Year 2, Spring
<p>SOWK 802³: Intellectual Foundations of Social Welfare and Social Work III: Conceptual Model Building (3 credits)</p> <p>SOWK 811: Qualitative Methods of Inquiry for Social Work Research (3 credits)</p> <p>SOWK 831: Leadership for Social Change (3 credits)</p> <p>SOWK 894: Planning and Design of Dissertation Research (1 credit)</p>	<p>EDHE 738: Principles of College Teaching (3 credits)</p> <p>Elective (3 credits)</p> <p>Elective (3 credits)</p> <p>SOWK 894: Planning and Design of Dissertation Research (1 credit)</p>

¹ Waiver examinations for research methods and statistics courses will be available to students who can demonstrate competency in these areas. Students who successfully waive one or both of these courses will substitute elective courses.

² Successful completion of SOWK 800 is prerequisite for enrolling in SOWK 801.

³ Successful completion of SOWK 801 is prerequisite for enrolling in SOWK 802.

Year 3, Fall	Year 3, Spring
<p>Elective (3 credits)</p> <p>Elective (3 credits)</p> <p>Elective (3 credits)</p> <p>SOWK 894⁴: Planning and Design of Dissertation Research (0 credit)</p> <p>SOWK 899⁵: Dissertation Research (1-12 credits)</p>	<p>SOWK 894: Planning and Design of Dissertation Research (0 credit)</p> <p>SOWK 899: Dissertation Research (1-12 credits)</p>

Social Work Teaching Practicum

Students are required to complete a teaching practicum. The purpose of the teaching practicum is to develop teaching skills at the university level under the direction of an experienced Social Work Educator. Students may complete the practicum either as a Teaching Assistant to a Faculty member in the College of Social Work or as an Instructor in the College. The particular structure and content of the practicum depends upon the experience and the learning objectives of the student. The guidelines for the teaching practicum are found on the syllabus for SOWK 872. A copy of the syllabus is at the end of this manual.

In preparation for the practicum, the student should consult with his or her Academic Advisor about individual learning needs to be addressed through the teaching experience and potential Faculty Instructors to supervise the practicum. The faculty member who supervises the practicum works with the student to develop a learning contract that defines the learning objectives, the activities designed to meet the objectives, learning outcomes and criteria for grading the student’s performance. The final learning contract must be approved by the PhD Program Coordinator. The supervising faculty member may be from the CoSW or another academic unit; in either case, the learning contract must be completed. The PhD Program Coordinator is the instructor of record and gives the final grade upon recommendation by the Supervising Faculty Instructor. Completion of the teaching practicum is a prerequisite for teaching classes at the College of Social Work.

⁴ Students are welcomed but not required to continue attending SOWK 894 in their third year.

⁵ Successful completion of SOWK 894 (2 credits) and passing the Qualifying Examination is prerequisite for enrolling in SOWK 899. After completion of core courses, students must be enrolled for at least 1 credit of SOWK 899 during any semester in which they make dissertation progress or use university resources such as the library, computer facilities, or faculty time. Students must complete a total of 12 credits of SOWK 899, including at least one credit during the semester of graduation.

Social Work Research Practicum

Students are required to complete a research practicum. The purpose of the research practicum is to develop competence in conducting research under the direction of an experienced faculty researcher. Students may complete the requirement for the research practicum in a variety of ways, depending upon their level of experience, learning objectives, the availability of opportunities to participate in research with faculty and in the community. The guidelines for the research practicum are found on the syllabus for SOWK 889. The practicum may be taken while working as a research assistant but the student must complete a learning contract for the practicum with a supervising faculty member (per course syllabus) and demonstrate mastery of new knowledge and skills for a grade. The supervising faculty member may be from the CoSW or another academic unit; in either case, the learning contract must be completed. The means for fulfilling the objective of the research practicum should be agreed upon by the student, the student's advisor and/or Dissertation Chair and the PhD Program Coordinator. A copy of the syllabus is at the end of this manual.

Electives

Students must complete five electives as part of their approved Program of Study. These five include two substantive electives in departments outside of the College of Social Work, two electives in advanced research methods either inside or outside of the College of Social Work, and one other elective inside or outside the CoSW. The two substantive electives must be doctoral level courses selected to form a subject or cognate area based on the student's individualized research interests. A student may also take electives at accredited colleges or universities with appropriate graduate level courses with the approval of the academic advisor or Dissertation Chair. All electives must be approved by the student's academic advisor who signs the Elective Review Form.

Independent Study Course

Students complete the Independent Study Form (see CoSW Graduate Student Services Coordinator) with the instructor. The course summary must be delineated in detail, and the form signed by the student and the instructor. The form is returned to the Graduate Student Services Coordinator. The Graduate Student Services Coordinator will facilitate registration by the student. Students cannot use Independent Studies in lieu of required courses that engage similar content. Students may take no more than two independent studies; each must be with a different faculty member.

Residence and Maximum Periods for Credit Acceptance

The intent of a residency requirement is to ensure that PhD students benefit from and contribute to the full spectrum of educational and professional opportunities provided by the graduate faculty of a comprehensive university. The PhD residency requirement may be satisfied only after admission to the PhD program. Residency requires

enrollment in at least 18 graduate credit hours within a span of three consecutive semesters (excluding summers). Enrollment in summer term is not required to maintain continuity, but credits earned during summer terms (including May Session) will count toward the 18 hours required for residency.

All work to be applied toward the PhD must be completed within ten years prior to graduation. University of South Carolina courses taken longer than ten years prior to graduation may be re-validated by examination after approval by the student's Dissertation Chair, the PhD Program Committee, and the Dean of the Graduate School.

Students may need to engage in part-time study during some portion of their PhD studies, and this should be taken into consideration in program planning. However, all students must be full-time during their first year in the program. After completion of core courses, a student must be enrolled for at least 1 credit during any semester in which dissertation progress is made and such University resources as the library, computer facilities, or faculty time are used.

COURSE DESCRIPTIONS

- SOWK 764** **Independent Study (3 credits)** For advanced graduate students.
- SOWK 800** **Intellectual Foundations of Social Welfare and Social Work I: Historical Roots (3 credits)** Examines across disciplines the theoretical and empirical foundations for social welfare and social work in historical, economic, social, and political contexts prior to the 20th century.
- SOWK 801** **Intellectual Foundations of Social Welfare and Social Work II: Modern Developments (3 credits)** Examines across disciplines the theoretical and empirical foundations of social welfare and social work in historical, economic, social, and political contexts from the early 20th century to the present.
- SOWK 802** **Intellectual Foundations of Social Welfare and Social Work III: Conceptual Model-Building (3 credits)** Examines the process of developing theory-based welfare and social work scholarship from a variety of research approaches, focusing on conceptual model-building.
- SOWK 811** **Qualitative Methods of Inquiry for Social Work Research (3 credits)**
Foundations of qualitative methods in social research with emphasis on intensive interviewing and grounded theory.
- SOWK 822** **Measurement and Instrument Design (3 credits)** (Prereq: SOWK 891, 892)
Advanced study to evaluate and design measurement and instrumentation in social work research. Restricted to social work PhD students.
- SOWK 830** **Community-engaged Research for Social Welfare and Social Change (3 credits)** Covers conceptual foundations and key processes and skills of community-engaged research for understanding and promoting social

welfare and social change. Emphasis on engagement with community, collaboration, challenges, and ethics. Assignments include community-engaged experience.

- SOWK 831 Leadership for Social Change (3 credits)** Examines theoretical and practical foundations of providing leadership for social change through organizations, communities, public policies, and social norms.
- SOWK 850 Social Work Doctoral Professional Seminar (1 credit)** Examines issues related to making a successful transition from doctoral student to professional social work scholar. Repeatable: 2 credits required for the doctoral program.
- SOWK 872 Social Work Education Practicum (3 credits)** A wide range of supervised classroom, field, and other learning experiences designed to prepare the student for work as a social work educator.
- SOWK 889 Social Work Research Practicum (3 credits)** Students acquire practical research experience, based on an individualized learning contract, under the supervision of a faculty member.
- SOWK 890 Analysis of Social Work Data (3 credits)** Approaches to the organization, analysis, interpretation, and utilization of data sets available from social agency records or from existing empirical research.
- SOWK 891 Advanced Analysis of Social Work Data (3 credits)** Analysis of complex data sets from social services agencies and other research sources (Restricted to Social Work doctoral students).
- SOWK 892 Design and Critical Analysis of Social Work Research (3 credits)** Advanced study of research methods commonly employed in the development of knowledge for social work practice and education. Critique of published social work research using a standardized critique model.
- SOWK 894 Proposal Writing Seminar (1 credit)** (Prereq: SOWK 890, 891, 892, 811) A seminar designed to provide intensive faculty supervision and peer consultation to the doctoral student in professional writing for community and scholarly audiences. Repeatable: 2 credits required for the doctoral program.
- SOWK 899 Dissertation Preparation. (1-12 credits)** (Prereq: SOWK 894)

LANGUAGE/RESEARCH METHODS REQUIREMENTS

The University of South Carolina Graduate School requires doctoral students to demonstrate mastery of a language or research methods. In the College of Social Work, the requirement is met through demonstrated competence in computer applications

and statistics, determined by a student's successful completion of SOWK890 and SOWK891.

The student who also wishes to demonstrate a reading knowledge of a modern foreign language may do so by the process described in the *USC Graduate Bulletin*. The foreign language mastery may be demonstrated at any time during the course of study but not less than 60 days prior to the date on which the student expects to receive the degree.

QUALIFYING EXAMINATION

The Qualifying Examination (hereinafter “the exam”) is designed to assess students' readiness to proceed to the dissertation phase of study and to provide students with a comprehensive, integrative educational experience. It is administered each spring, starting the Wednesday after classes end (i.e., the first day of final exam week). If a student has exams during finals week than he/she can start the exam the day after final exams (i.e., final exams in the spring semester are Wednesday – Wednesday, the exam begins on Thursday, the day after finals are over).

Students are required to take the exam at the end of the spring semester in their second year, following a successful second-year review OR upon successfully completing (with grade of B or higher) SOWK 800, 801, 802, 890, 891, 892, 811, 830, 831, 850 (2 hours) and 894 (2 hours) (or their equivalents as approved by official action), whichever is achieved first. In addition, to be eligible to take the exam, students must also have a minimum 3.0 GPA, not be on Academic Probation as determined by the Graduate School or the CoSW faculty, and have no outstanding Incompletes on their transcripts.

The exam focuses on the core aspects of scholarship: discovery, integration, and application. For the exam, each student is provided a research scenario, tailored to his/her research interests but within a social context and/or population not familiar to the student. Although each students' exam question will be unique, all exams will require students to demonstrate competency in the application of a) theory to a social problem, b) community engaged research principles, and c) qualitative and quantitative research methodologies. The exam also requires students to attend to issues of diversity and social justice. Successful completion of the exam demonstrates the student's emergence as a scholar capable of independent work, ready to embark on the dissertation process.

Students may request copies of previous exams and the exam scoring rubric from the PhD Program Coordinator.

All courses in the core curriculum are designed to promote student mastery of the following core competencies, which are assessed on the exam:

- Ability to interpret and apply research-based knowledge;
- Ability to critically apply theory to social problems;
- Ability to rely on authoritative sources (e.g., empirical evidence, theory) in forming an opinion;

- Ability to integrate knowledge from multiple sources to address novel social phenomena;
- Ability to communicate a scholarly perspective in writing;
- Ability to communicate a scholarly perspective orally.

The examination is comprehensive in scope thus students are advised to attend carefully to all aspects of their course syllabi because success on the exam is directly associated with mastery of knowledge and skills covered in the core curriculum.

Questions for the written exam are developed and graded by an examining committee composed of three CoSW faculty members including the students' academic or research advisor, at least one member of the PhD Program Committee, and one PhD Program faculty member or invited CoSW tenure-track faculty member.

The grading options for the written exam are: a) proceed to the oral exam or b) fail. The grade assigned by the members of the examining committee, and relevant comments and feedback (see timeline and procedures), are submitted to the PhD Program Coordinator, who informs students of the results. If the student passes the written exam, s/he moves on to the oral exam. The examining committee that grades the student's written exam also conducts the oral exam, which will include following up on areas within the written exam that were unclear, incomplete, or otherwise of concern.

For students proceeding to the oral exam, grading options are: a) overall pass of the exam, or b) overall fail of the exam. If a student fails the oral exam, s/he is required to retake both the written and oral exams (see timeline and procedures for more details). Students who fail the exam may re-take it one time. Students who fail the re-take are not permitted to continue in the PhD Program in the College of Social Work. The exam must be passed before the start of the student's fourth academic year of study. The PhD degree must be awarded within seven years of successfully passing the exam.

Qualifying Examination Key Dates and Procedures

****Note:** All dates refer to dates during the student's second year in the PhD program. If a student is not eligible to take the exam during her/his second year (see requirements in previous section) then the dates listed below refer to dates during the academic year that the student takes the exam.

All dates listed below are deadlines for the specific procedures. For example, a student must notify the PhD Program Coordinator of her/his intention to take the exam no later than September 15. However, s/he could also notify the Coordinator earlier than September 15.

If any date listed below falls on a weekend then the deadline is the next business day.

- **September 15:** Student notifies the PhD Program Coordinator of her/his intention to take the exam in the spring semester. Note: If a student is not eligible to take the exam in her/his second year (see above for requirements to

take the exam) then s/he must notify the PhD Program Coordinator of her/his intention to take the exam by September 15 of her/his third year.

- **November 15:** Student provides the PhD Program Coordinator with a brief summary, approximately 500 words, of her/his research interests. The summary is used by the student's examination committee to develop the exam question. Students should work with her/his advisor when writing this summary. Note: If a student is not eligible to take the exam in her/his second year (see above for requirements to take the exam) then s/he provides this information to the PhD Program Coordinator by November 15 of her/his third year.
- **January 15:** The PhD Program Coordinator forms exam committee(s).
 - Provide committee chair(s) with examples of previous exams and the exam scoring rubric to guide the committee(s) in writing the examination(s).
 - The first time a student takes the exam, the examining committee shall include the student's advisor/mentor (i.e., academic advisor, research assistantship supervisor, potential dissertation chair) and two other faculty members, including at least one from the PhD Program Committee.
 - The second time a student takes the exam, the examining committee shall include the student's advisor/mentor (i.e., academic advisor, research assistantship supervisor, potential dissertation chair) and two other faculty members, including at least one from the PhD Program Committee. Note: at minimum, the latter two faculty members WILL BE DIFFERENT than those who were on the student's first exam committee. If the student switches her/his advisor/mentor after taking the exam the first time, then ALL THREE committee members will be different for the second exam. If the student does not switch her/his advisor then that person will remain on the committee.
- **January 31:** Student notifies the PhD Program Coordinator which week s/he will take the exam -- either the regularly scheduled period (e.g., starting the Wednesday after classes end) or starting the day after final exam are over.
- **March 15:** Exam committee(s) submits exam question(s) to PhD Program Coordinator. Note: Committees need to submit two exam questions – a question for the first administration of the exam and a second question in case the student must retake the exam. The second question should be written using the same social context/population as the primary question but with a different focus in terms of the substantive area.
- **March 31:** The PhD Program Coordinator offers a Brown Bag for students to review the exam process.
- **April 15:** To promote consistency in the scoring of exams, the PhD Program Coordinator offers a Brown Bag for exam committee members to review the exam rubric. Committee members select a tentative date for student(s) oral exams to be held and provide this information to the PhD Program Coordinator. Oral exams must be completed within two weeks from the date the exam is completed.
- **Late April / May:** Exam is administered to student(s).
 - The PhD Program Coordinator provides the student with her/his exam question, at 8 am, via email either on the Wednesday after classes end

(i.e., the first day of final exam week) or the day after final exams (i.e., final exams in the spring semester are Wednesday – Wednesday, the exam begins on Thursday, the day after finals are over).

- The PhD Program Coordinator answers any questions students have about the examination.
- Student has one week to complete the exam (e.g., exam is provided at 8 am on Wednesday and is due by 5 pm the following Wednesday).
- The committee chair will submit the committee’s decision on the student’s written exam (proceed to orals/fail) and appropriate feedback (see below) to the PhD Program Coordinator within one week of the completion of the written exam. The PhD Program Coordinator informs the student of the committee’s decision and shares the committee feedback with the student.
- Committee feedback:
 - For students who pass the written exam and allowed to proceed to the oral exam, committee feedback (provided to the PhD Program Coordinator) needs to focus on content and areas in the written exam that the student should be prepared to discuss in the oral exam. For students who do not pass the written exam, committee feedback (provided to the PhD Program Coordinator) must be constructive and include both strengths and weaknesses.
 - When the PhD Program Coordinator provides the feedback to the student who did not pass the written exam, he/she encourages the student to speak with committee members for additional feedback.
- The examining committee that grades the student’s written exam also conducts the oral exam, which will include following up on areas within the written exam that were unclear, incomplete, or otherwise of concern.
- Upon completion of the oral exam, the committee chair informs the PhD Program Coordinator of the outcome (overall pass of the Exam or overall fail of the examination). The PhD Program Coordinator informs the student.
- **August 9:** Students who do not pass the exam in May (written and/or oral) retake the exam the following August. The same processes outlined above for late April/May applies.

ADMISSION TO CANDIDACY

The USC Graduate School has three requirements for students to be considered candidates for their respective degrees: 1) full admission to the doctoral degree program; 2) passing a qualifying examination; and 3) submission of Program of Study to the Graduate School.

1. Admission to the USC College of Social Work doctoral program allows a student to work toward admission to candidacy for the PhD degree from USC.

2. After the second year of full-time study and successful completion of the core curriculum, the student takes the qualifying examination (described below). A student may re-take the examination one time.
3. After successful completion of the qualifying exam, the student and his or her Dissertation Chair develop the student's Program of Study and submit it to the Graduate School for approval.

Meeting these criteria qualify a student for admission to candidacy by the Graduate School and the College of Social Work.

PROGRAM OF STUDY

Each student will file an individual Program of Study with the Graduate School, typically following successful completion of the first 41 hours (four full-time semesters of study) and the Qualifying Examination. The student and Dissertation Chair develop the Program of Study. The Program of Study includes required courses and electives chosen to develop the student's substantive and methodological expertise directed toward completing the dissertation. The PhD candidate must also provide a written rationale for selecting those elective courses that will become a part of the Program of Study.

The Program of Study is an agreement signed by the student, Dissertation Chair, PhD Program Coordinator, and Dean of the Graduate School. This formal agreement serves a number of purposes to benefit the student and the University. It causes the student and the Dissertation Chair to engage in planning with a specific goal in mind, provides useful information for the planning of course offerings, facilitates subsequent advisement and protects the student in the event of unexpected curriculum changes or faculty changes.

Although formal programs are binding, they can be modified or replaced by new programs when conditions warrant such changes. The Dissertation Chair and/or Dissertation Committee Members may require the student to submit a Program Adjustment Form to include additional coursework as the need for further study becomes apparent. The procedure for change is similar to that for filing the original program of study and requires the same set of signatures.

Enrollment Expectation

Doctoral students are expected to maintain continuous registration in spring and fall semesters until graduation unless granted a leave of absence by the Doctoral Program Committee. After the class-based program of studies is completed, the student must enroll for at least one hour of SOWK 899 each fall or spring semester for a minimum of 12 hours of dissertation preparation. University policy requires that students must be enrolled for at least 1 credit during any semester, including summer terms, in which they make dissertation progress and use University resources such as the library, computer facilities, or faculty time.

A leave may be of two types:

- A. Leave with extension of final deadline (required deadline is ordinarily eight years from start of program). USC Graduate School policies regarding student leave can be found in the *Graduate Bulletin*.
- B. Leave without extension of final deadline. In this case, the student takes a break from active enrollment in the program but the eight-year deadline still applies.

Typical reasons for leave are for care of newborns or other family members, military leave, and medical leave though other situations may arise that justify time away from doctoral study. Students who need to apply for leave must submit a written petition with supporting documentation and signatures to the Director of the Doctoral Program. The petition must contain evidence of consultation and planning with the student's academic advisor(s), a leave timeline, and appropriate documentation providing evidence of the need for a leave.

Decisions regarding leave may be made on an emergency basis by the Director of the Doctoral Program. Within thirty days after an emergency leave has been granted, the student must submit a regular petition for leave.

Non-emergency petitions must be approved by the Doctoral Program Committee. Leaves of absence have a time limit. Students must register the semester following the end of the leave period unless granted an additional leave. Requests for additional leave must be based on petition with documentation just as for the original request. Decisions about extensions are made by the Doctoral Program Committee.

The graduate student taking leave may receive up to a one year extension of all academic responsibilities, including time to degree, removal of incomplete grades, and other deadlines, depending on the type of leave and the USC policies that apply. The Committee's decision about a student's leave request shall state whether it is leave with extension or leave without extension. Leaves that result in extension must be approved by the dean of the USC Graduate School.

ADVISEMENT AND PLAN FOR PROGRAM COMPLETION

The College of Social Work faculty is committed to supporting each doctoral student's development as an independent scholar with excellent, advanced research and teaching skills. The CoSW PhD Program includes processes to monitor the student's mastery of these skills and mentor the student regarding appropriate paths to competence. Throughout the program, the PhD student, as an emerging scholar, is responsible for consistent assessment of her or his own performance in attainment of the skills and for seeking appropriate advice and mentoring during the process.

A member of the faculty is assigned by the Dean of the College of Social Work as Academic Advisor for the first academic year. If the student identifies a member of the faculty who would be a more suitable academic mentor, s/he may request a new Academic Advisor be assigned. The advisor works with the student to develop an appropriate course of study for the first two years.

During the first semester, the PhD Program Committee, in conjunction with the Academic Advisor, serves as the student's Advisory Committee. By the end of second semester, the student will form a three-member Doctoral Student Advisory Committee comprised of the Academic Advisor (chair), two other CoSW faculty members, and one member from outside the CoSW. The Doctoral Student Advisory Committee will serve in that capacity until the student completes the Qualifying Exam. Subsequently, the student chooses a Dissertation Chair, and Dissertation Committee.

By the end of the first year, the student must have a plan of completion, with timetable, that is recorded with the Annual Performance Review. It should include deliverables (e.g., elective courses, e-portfolio requirements, qualifying exam, dissertation proposal, and dissertation).

After successful completion of the qualifying examination, the Dissertation Chair and Dissertation Committee will work with the student to develop an approved Program of Study that must be submitted to the Graduate School.

Students are expected to take the initiative to meet regularly with their advisors or chairs and to keep them informed about their progress in the program. Students must notify their advisors/chairs of all grades received in any courses within one week after the grade is reported to the student. Students must keep advisors/chairs informed of progress toward the plan of completion. Students who fail to complete the annual review by the deadline or fail to make progress according to the timetable will be reviewed by the PhD Program Committee. Inadequate reporting or unsatisfactory progress may result in dismissal for failure to progress. Decisions regarding dismissal are made by the PhD Program Committee.

Individual Development Plan and Performance

Each PhD student completes an Individual Development Plan (IDP) to document progress toward educational goals, academic performance, and professional development (see Appendix A of this manual). This review is part of the student file and subject to confidentiality as are all student records.

In addition, students will develop a confidential electronic portfolio of major products (e.g., class papers, article manuscripts, reports for community-based projects, practica products, CV, statement of teaching philosophy). Guidelines for the portfolio are developed by the PhD Program Committee (see Appendix B of this manual).

Process: The student is responsible for contacting her/his Academic Advisor and Research Assistantship Supervisor to schedule a formal review meeting early in the fall semester for completing the IDP. Thereafter, the IDP must be completed each spring or whenever there is a change of Academic Advisor or Research Assistantship Supervisor. The spring review should be completed by April 15 and submitted to the PhD Program Coordinator for review by the PhD Program Committee. If students are not present in the area of the Columbia campus, they may arrange a meeting by telephone or

videoconferencing (if equipment is available). Before the meeting, students should send a draft IDP to their Academic Advisor and Research Assistantship Supervisor:

After the meeting, the (revised) IDP should be signed by the student, Academic Advisor, and Research Assistantship Supervisor and posted in MyPhD. The PhD Program Committee will review the IDP by May 1 of each year.

Review Process

Students must receive a satisfactory performance review by PhD Program instructors and the PhD Program Committee at the end of each academic year of study before proceeding to the next year. This review ensures that PhD students who continue are academically prepared to do so, and that students who are not performing at an expected level will be so advised formally.

For all students, if this review process identifies no serious concerns, the student has no further review for the year. However, if serious concerns are identified, the PhD Program Coordinator will refer the student for a Faculty Committee Review as described in the next section.

In addition, a 3-member Faculty Review Committee appointed by the PhD Program Coordinator will review student performance at any time a student has received a grade of C+ or below in a course, a faculty member has requested a committee review due to performance in courses or with regard to research or teaching responsibilities, or by request of the student. The faculty member or student must notify the PhD Program Coordinator that a review is requested. As part of its review, the Faculty Review Committee should consider information from the student as well as the faculty member or other supervisors involved in assessing the student's performance. In those instances where the Faculty Review Committee (FRC) believes that the student's performance is seriously deficient, the FRC may recommend termination from the program. The decision to terminate will be made by the PhD Program Committee.

In those instances where the Review Committee believes that the student's performance could be improved with corrective action(s), such action will be required for the student to be permitted to continue in the PhD program. When remedial work is required due to performance problems identified in an annual or special review, the Faculty Review Committee should develop a remediation plan with the student that includes a timeline with expectations. The student who is required to meet specific conditions must submit evidence to the Faculty Review Committee when the conditions are met. Similarly, the student who is placed on probation must submit evidence at the end of the probationary period that the conditions are met. If at the end of the review period, the student's performance has not been remediated and problems with performance have continued, the Faculty Review Committee may revise the remediation plan or decide that the performance is unacceptable.

In those instances where the student's overall performance is unacceptable, the student may be permitted to continue for a defined probationary period or may be terminated from the PhD Program by decision of the PhD Program Committee. Possible PhD

Program Committee decisions include: a) continuation in the program if specific conditions are met (for example repeating a course); b) continuation in the program on probation with review at the completion of the probationary period; or, c) termination from the program. A decision to terminate a student from the program will be made only by the faculty members of the PhD Program Committee. All reviews are confidential.

ACADEMIC STANDARDS AND POLICIES

A student's progress is based on nonacademic as well as academic performance. Those nonacademic factors that could result in a student's suspension or dismissal from the College of Social Work, regardless of his/her academic performance, include violation of University regulations as described in the Carolina Community, commission of acts or behaviors that violate the NASW Code of Ethics, commission or conviction of an offense which goes to the issue of moral turpitude, or conviction of a felonious offense. The student must maintain the high standards of moral and ethical behavior that are necessary for his/her professional practice as a social worker.

The selected standards below only highlight the variety of academic regulations relevant for the PhD Program. Students should read the [Graduate Studies Bulletin](#) and the [Graduate Policies and Regulations Bulletin](#) for further information.

Assignments

Assignments promote acquisition of the knowledge, skills, and values embedded in the program's learning outcomes and course objectives. Grades are provided as a basis for evaluating the students' mastery of course material. There is a **minimum** of three graded assignments that are required for a three credit course.

Grades and Credits

A student must maintain a cumulative grade point average of 3.00 (B) on all approved coursework completed in the University of South Carolina doctoral program. Per Graduate School Policy, students whose cumulative GPA drops below 3.00 will be placed on academic probation and allowed one calendar year in which to raise the GPA to at least 3.00. Students who do not reach a cumulative 3.00 GPA during the probationary period are not permitted to enroll in further graduate course work as a degree or non-degree student. The student may petition the Graduate Council for permission to continue in the program.

In the College of Social Work, Students may not enroll for courses if they have two or more incomplete grades. Twelve credits of C+, C, D, F, or U or any combination thereof on graduate coursework will disqualify the candidate from the PhD degree.

Incomplete Grade (I) and No Report (NR)

The PhD Program follows the [Grading Policies](#) listed in the Graduate Policies and Regulation Bulletin.

Students who are carrying three or more temporary grades of incomplete (I) cannot enroll in further coursework.

Auditing a Course

The option of auditing a course in the College of Social Work is available with prior approval of both the Dean of the College and the course instructor. University policy on auditing at the graduate level requires that a student be enrolled in at least one course for credit unless permission from the Dean of the Graduate School is given for an audit only. Regularly enrolled students are always given priority over auditors concerning seats in a class. No record of an audit shall appear on a transcript unless the student has attended a minimum of 75% of all regularly scheduled classes in the course being audited.

Dropping Courses and Withdrawal

Students who are experiencing academic difficulty and/or personal or family crises that interfere with their successful completion of course work are strongly encouraged to consult with their faculty advisor and/or the PhD Program Coordinator.

There are multiple ways for students to drop or withdrawal from graduate classes. Each option has separately defined rules for grades and tuition/fees. See the [Graduate Policies and Regulation Bulletin](#) for additional information for additional information about dropping or withdrawing from courses.

Transfer of Credits

Course work not part of a completed certificate program or graduate degree from USC or another institution may be transferred for credit toward a PhD degree. Course work transferred from another institution must be relevant to the PhD program and have course content and a level of instruction equivalent to that offered by the University's own graduate programs. Approval for acceptance of transfer credit to a student's program of study must be approved and justified by the student's academic program and submitted to the dean of Graduate Studies for final approval on the Request for Transfer of Academic Credit (G-RTC) form.

No more than 12 semester hours of graduate credit may be transferred into a master's program that requires 30-36 hours; no more than 15 semester hours of graduate credit may be transferred into a master's program that requires 37-45 hours; and no more than 18 semester hours of graduate credit may be transferred into a master's program that requires 46 or more semester hours. Only credits with grades of B or better may be

transferred from another institution into a Master's or doctoral degree program. Course work transferred into a doctoral degree program must be no more than eight years old at the time of graduation. Transfer credit is not posted to the student's official academic transcript until the term of graduation.

Course Revalidation

Courses are valid for ten years in doctoral programs. Only USC courses listed and approved as the student's official Program of Study filed and approved by the advisor, CoSW PhD Program Coordinator, and Graduate School may be revalidated. There is no provision for revalidating out-of-date courses from institutions other than the University of South Carolina.

Two factors are considered when revalidating courses: stability of course content and student content retention. If the course content has substantially changed since the student's enrollment, revalidation will not be permitted. Revalidation of courses will confirm that the student's retention of course content is comparable to that of current students who have just completed the course. The PhD Program Coordinator may appoint a three-member faculty review committee to determine whether revalidation will be permitted for particular courses.

The procedure for course re-validation is as follows:

- The student should first verify with the PhD Program Coordinator that the requested course may be revalidated. If so, the authorized examiner will be identified.
- The student completes Section One of the "Permit for Revalidation Examination" available from the Graduate School;
- The student obtains the signature of the Dissertation Chair;
- The student pays the course re-validation fee at the Treasurer's Office;
- Present fee receipt and Permit for Revalidation Examination Form to the Director of the Doctoral Program;
- The Course Revalidation Examination will be written and determined by the examiner. Only one Revalidation Examination will be allowed per course; no retakes are permitted. The course examiner, after administering and grading the examination, will endorse the Permit for Revalidation Examination and return it to the Dean of the Graduate School.

Suspension and Termination

The College of Social Work has a responsibility to ensure that its graduates will be prepared to meet the standards of professional social work practice, including the provision of competent service to client systems at all levels. All students will be provided access to and expected to understand the criteria and procedures for suspension and termination. These criteria and procedures are part of the student review policy located in Appendix A of this manual.

Students also are expected to read the Code of Ethics of the National Association of Social Workers (NASW) and be familiar with it: www.socialworkers.org/pubs/code/default.asp.

DISSERTATION

Dissertation Overview

Within seven years following successful completion of the Qualifying Examination, the student must present a dissertation based on original research that has been approved by the student's dissertation committee, the Dean of the College of Social Work and the Dean of the Graduate School. The doctoral dissertation should demonstrate the student's competence in research.

The dissertation must conform to Graduate School specifications (which may be obtained from the Graduate School at: <http://www.gradschool.sc.edu>) and be written in acceptable American Psychological Association (APA) style. The final draft of the dissertation must be distributed to the members of the dissertation committee at least two weeks prior to the Dissertation Defense. Approval of the dissertation requires a majority vote of approval for final draft and the signatures of all members of the committee on the dissertation title sheet. If the final draft is not acceptable to the committee, the student must revise the draft in accordance with the recommendations of committee members and resubmit the revisions for final approval. The member of the committee who is from outside the CoSW must approve the final draft. During the preparation of the dissertation, any student who wishes to use University facilities or to confer with faculty on dissertation work must be enrolled officially for dissertation credit. Registration for a minimum of twelve credits in Dissertation Research (SOWK 899) is required of all doctoral candidates.

The candidate must meet all USC Graduate School specifications and requirements. These are found at: <http://www.gradschool.sc.edu>. Candidates planning to graduate should pay close attention to the scheduled deadlines posted by the Graduate School. These deadlines will determine dates for dissertation defenses, submission of the dissertation to the Graduate School, and other important requirements.

Dissertation Committee

The USC Graduate School Bulletin states who is eligible to serve on dissertation committees. The dissertation committee consists of four persons, including three eligible faculty members in the College of Social Work and one from outside the College of Social Work who are responsible for the approval of the dissertation proposal and final approval of the written dissertation and dissertation oral defense. The committee member from outside the College of Social Work may be from a college or university outside the University of South Carolina if the person is a full-time member of an accredited college or university and teaches graduate level courses.

Students typically form their Dissertation Committee immediately after passing the Qualifying Exam. Each student should consult with the PhD Program Coordinator prior to forming the Dissertation Committee. It is the student's responsibility to then seek the agreement from the chosen faculty member to serve as dissertation chair. If the faculty member agrees to chair the Dissertation Committee, other committee members should be identified in consultation with the chair. Student preferences will be given every consideration when dissertation committee appointment assignments are made; however, the Dean and the PhD Program Committee will also consider other factors such as faculty workload and balance of expertise on the committee when approving committee appointments. As required by the *Doctoral Committee Appointment Request* form (G-DCA), the committee members must be approved by both the PhD Program Coordinator and the USC Graduate School Dean.

Once the dissertation committee is approved, it is possible, though unusual, for its membership to change. A faculty member may be unable to carry out committee duties (because of illness or sabbatical leave, for example) or may ask to be removed from the committee; or the committee member may not be able to serve the student's best interests in completing the dissertation. A substitute member would then be obtained in keeping with the procedure for original selection of the committee.

If a dissertation study is changed substantially, the student may, with the approval of the Dean and the PhD Program Coordinator, ask for dissolution of the committee. Under these circumstances, a new committee would be formed and the entire process would resume, beginning with the approval of a dissertation proposal. The student will still be subject to the time frame that started with date of first year enrollment.

Research Ethics Review Procedures and Actions

The student is responsible for obtaining current information regarding the College and University policies and procedures regarding requirements for review of dissertation research. By the end of the first year of study, all CoSW doctoral students must successfully complete the on-line human subjects protection training through the USC link to the Collaborative Institutional Training Initiative (CITI) at www.citiprogram.org. Doctoral students engaged in research must comply with USC research policies; helpful links are found at the Office of Research Compliance at the USC Office of Research and Graduate Education (<http://orc.research.sc.edu>). Ethical research is an important aspect of a scholar's professional responsibility.

Dissertation Proposal

The dissertation project must be original research that contributes new knowledge and must be independently led by the doctoral student. All work on a doctoral dissertation must be completed while the student is enrolled in the USC PhD program.

The topics for doctoral students' dissertations must have relevance broadly to social work or social welfare. After all required coursework is completed and the Qualifying

Exam passed, the student may write the Dissertation Proposal with the guidance of his or her dissertation committee.

Dissertation Proposal Guidelines

Each student must submit a Dissertation Proposal that: states the problem for study; summarizes relevant theoretical and empirical literature; specifies the expected contribution of the study; provides detailed methodology of the study including plans for data analysis and states its relationship to social welfare. The proposal must also include an IRB (Institutional Review Board) proposal that is ready for submission to the IRB and should identify any expected difficulties and explicit plans for solving them in the course of carrying out the dissertation research.

No work on the dissertation should begin until after successful defense of the dissertation proposal, including a written dissertation proposal approved by the committee and oral defense of the proposal before the committee.

The dissertation proposal should include the following elements (elements 1-8 below apply to Options A and Option B):

1. *Student's Name.*
2. *Preliminary Title.* (A Proposal for a Dissertation Tentatively Titled: _____)
3. *List of advisors and sponsors who are involved in supervising the dissertation.* Dissertation Committee members and other external or agency personnel involved with the proposed study.
4. *Research Proposal – use Option A or B as outlined below.* The core proposal may be submitted in a traditional or multi-article format. The proposal should contain a justification for why the chosen format is appropriate to the study.
5. *Report on pilot work completed or planned, if relevant.*
6. *Preparation.* Have courses and other experience fully prepared you to successfully complete the dissertation as proposed? If not, what steps will you take to ameliorate gaps, for example taking more courses or consulting with faculty?
7. *Timetable.* Demonstrate that the timetable estimated for completion of the *dissertation* is realistic and within the prescribed USC Graduate School time limit, given employment, research assistantship, and other demands on your time.
8. *Methodology Appendices.* Attach instruments, protocols and other relevant supporting documents.

Dissertations Research Proposal Option A: TRADITIONAL FORMAT

1. **Introduction.** Describe the rationale, aims, and significance of the study. What is the problem that you are investigating? What question(s) do you wish to answer with this study? What are the theoretical framework and/or conceptual model underlying the proposed research? How are you advancing knowledge? Why is the topic worthy of investigation? The question(s) or problem should be clearly stated in about one-half page. Then, as appropriate, and varying with the particular research design, state the hypotheses and operationally define the main concepts. Include a statement of the relevance to social welfare.

2. **Foundation and conceptual framework.** What does the literature reveal? The preliminary literature review should be about five to seven pages in length. It should focus on the relationship between extant knowledge and the research question(s), including gaps in knowledge in the field. Discuss the theoretical framework and/or conceptual model underlying the proposed research. Justify its relationship to the research question(s). At the proposal hearing, students should be prepared to justify their choice of literature in the context of the broader body of relevant scholarship and explain how the proposed research is derived from this body of literature.

3. **Research Design and Methods.** Describe in detail the research design. Discuss its strengths and limitations for answering the research question(s). The proposal must discuss the choice and rationale for the method selected. If the research employs quantitative methods, the description may include the sampling strategy (including strengths and weaknesses); measurement approach (including sources of data, descriptions of major variables, instrumentation, reliability and validity); issues of internal and external validity; specific procedures for conducting each stage of the research and preliminary plans for data analysis that includes anticipated statistical procedures and power analysis. Proposals for qualitative studies should discuss the research setting, sampling strategy or selection of informants (including strengths and weaknesses), issues of researcher role management; data collection techniques (e.g., interviews, observation, document analysis); strategies for recording, managing, and assuring the quality of data; and a specific plan for data analysis. Ethical and political ramifications of design choices should also be considered in the proposal and in the Institutional Review Board protocol. When appropriate, include drafts of instruments and protocols in the Appendices.

Provide information about available resources, sources of data, cooperation, project feasibility, and staff. Discuss anticipated problems and plans to overcome them. The proposal should report on: relationships to larger projects, status of gaining permission to use data sources and of IRB application, if required. If the dissertation is part of a larger project, specify the extent to which and how the design, methodology, collection of data and interpretation of findings will be your responsibility. Also indicate your responsibility to the larger project to make data available and restrictions, if any, on publication, including agreements about authorship.

Include a data analysis plan. Describe the procedures to be used for analyzing the data. If quantitative, identify statistical procedures to be conducted. If qualitative, identify procedures for analyzing and synthesizing the data.

Note major strengths and limitations of the study. Make explicit unique strengths of the study design. Note any design limitations and obstacles or difficulties expected in the execution of the study, and how you will address these.

Address human subjects review. How will you satisfy these requirements to conduct the research?

Option A – Final Dissertation: The dissertation for the traditional format must include the introduction, background literature / conceptual framework, methods, findings, discussion/conclusions, reference list, and appendices.

Dissertation Research Proposal Option B: DISSERTATION IN MULTIPLE PUBLISHABLE ARTICLE FORMAT

The doctoral dissertation may be submitted in a format that includes three or more manuscripts of publishable articles. These manuscripts must be appropriately embedded in a single cohesive dissertation. If a student chooses this option, it must be approved at the dissertation proposal stage. The student's chair and committee must agree this is a suitable option for the research project. Students should be aware that choosing the multiple article format may be more time-consuming than the traditional format.

Sections of the dissertation submitted as manuscripts for publishable articles need to fully comply with manuscript expectations for publications. At least two of the manuscripts must be appropriate for peer-reviewed scholarly journals. The student should submit a list of suitable journals to the dissertation committee. A publishable article is one that the PhD Dissertation Committee members would agree could meet the criteria for acceptance in accordance with the review criteria for a scholarly journal selected by the student. Determination of whether a journal is scholarly will be by decision of the dissertation committee.

One of the three manuscripts may be a substantive translational work intended for a practice or community population. This document must be grounded in original research that is part of the dissertation, in final format, and appropriate for a review process similar to scholarly peer review (e.g., review by editors of a practice publication, policy committee, or coordinating committee for a community project). The review process must be approved by the dissertation committee. Examples of such documents are theoretically and empirically-informed original training manuals, policy analysis reports, or program evaluation reports with interpretive recommendations based on theory and research.

The multiple article dissertation must be organized around a cohesive theme. The dissertation must include a substantive introduction and conclusion that address the overarching research questions. Manuscripts may address a number of aspects of the research; examples are those that creatively synthesize the literature leading to a conceptual framework; examination of issues related to the study methods; and results of the original findings based on the study.

In the final dissertation, the sections that contain the multiple articles should be in a format ready for submission to journals or, in the case of a community-oriented translational work, the appropriate review group. The final dissertation must also meet the expectations of the USC College of Social Work PhD Program and the USC Graduate School.

The student must be the primary author of all articles. Co-authors may be added only if their contribution is substantive but minor. Their role must be explained to the committee. The student must have been responsible for the conceptual design, proposal development, data collection and analysis, interpreting results, and writing the manuscript. Co-authors must be identified at the defense and a signed statement indicating any role they had in the publication must be submitted.

All parts of the dissertation must have been produced while the student was in the program at USC and after the defense of the dissertation proposal. The overall study must be the student's independent, original work. One of the articles may have been published prior to the defense of the final dissertation but the student should be aware of copyright issues if this is the case. If all or any part of any chapter has been previously published, the student must obtain a letter of permission from the journal publisher allowing the student to use the work in the dissertation. Doctoral students should inform the publisher that ProQuest Learning and Information Company will microform the dissertation and copies will be sold on demand. A copy of the letter must be submitted with the dissertation and provided to the Graduate School. In addition, proper credit must be given in the text of the dissertation.

Acceptance for publication or publication prior to the defense does not constitute automatic successful defense of the dissertation or any part thereof; that is a committee decision at the time of the defense.

Guidelines for proposing the introduction, foundation and conceptual framework, and research design and methods are the same as those of the traditional dissertation proposal (above). The dissertation proposal for the multiple publishable article manuscript format must be presented in the manner below:

1. Introduction
 - a. Study rationale, aims, and significance;
 - b. Research questions;
 - c. Research design and methodological approach to overall study;
 - d. Ethical issues and human subjects protection
 - e. Limitations of the study.
2. Conceptual framework for the study as a whole and overall literature review (each article will have its own literature review);
3. Narrative that ties the three manuscripts together followed by outlines for each manuscript to be produced; each should include;
 - a. Rationale, aims, and significance of the manuscript;
 - b. Integrative review of relevant literature;
 - c. Research design or method;
 - d. Data analysis plan.
4. Timeline for completion.

The **final dissertation** for the multiple publishable article format must include:

1. Introduction;
2. Sections presenting each manuscript;
3. Conclusion to include:
 - a. Major findings across all parts of the study;

- b. Limitations;
 - c. Discussion that integrates findings across the articles and addresses gaps or reflections that are not apparent in the individual articles;
 - d. Recommendations for future research and/or practice.
4. Appendices;
 5. Copyright letters pertaining to any previously published work; and
 6. Identification of intended journals or venues for publication and copies of intended cover letters for submission of articles.

Proposal Defense and Comprehensive Examination

The Dissertation Chair is responsible for setting the date of the proposal defense. The Chair may set the date only after obtaining written confirmation from all Dissertation Committee members that the dissertation proposal is defensible. After the full Committee gives approval, the student must provide the Chair and all Committee members a complete proposal at least two weeks prior to the date of the proposal defense.

Use of consultants in dissertations: Doctoral candidates must demonstrate that they performed their own data analysis for their dissertation. They may consult with faculty and with outside experts as needed, but they must be able to perform and defend the major analytic procedures themselves.

When the student is ready for the Dissertation Committee to review the Dissertation Proposal, the proposal should be distributed to committee members at least two weeks prior to a Dissertation Proposal Review. During the Dissertation Proposal Review, the research question(s) and the proposed methodology for addressing the question(s) will be discussed. The committee will then decide whether the proposal will be approved as written or, if not, what action(s) should be taken. This should be documented on the Dissertation Proposal Action Form. A signed copy should be given to the PhD Program Coordinator. The chair of the committee is responsible for placing the original Action Form in the student's file. The student and committee members will sign a statement documenting specific recommendations. This statement will be attached to the Action Form and placed in the student's file.

Dissertation Committee approval of the Dissertation Proposal, contingent upon demonstration of mastery of the literature pertaining to the dissertation topic and methods appropriate for investigation of the dissertation questions, satisfies the University requirement for graduate students to pass a Comprehensive Examination. It is important that the committee not be convened until the chair and the student judge that the proposal is ready to be defended. It is generally useful to convene a working meeting with the full committee for preliminary consultation prior to scheduling the formal proposal defense. The proposal should demonstrate that the student has full command of the area under investigation, that the basis for the research is sound, and that the procedures are defined carefully.

A student will have the opportunity to begin to develop a Dissertation Proposal in SOWK 894 (Planning and Design of Dissertation). Successful completion of SOWK 894 does not necessarily mean that the Dissertation Proposal will be completely acceptable to the student's Dissertation Committee. Dissertation Committee Members are ultimately responsible for approving the proposal.

The dissertation proposal (i.e., Comprehensive Examination) must be submitted for defense no later than August in the year that would be the start of the fifth academic year of studies (after four fall and four spring semesters).

The Dissertation Committee should meet no later than two years after the proposal meeting to review the progress of the student's research. It is the student's responsibility to see that the meeting is convened.

Dissertation Defense

The Dissertation Committee will conduct an Oral Dissertation Defense no less than thirty days before the date on which a candidate expects to receive the degree. Dissertation Defenses are open to the general public. The PhD Program Coordinator will be responsible for dissemination notice of the time and location of the defense to the general college community and to the Graduate School. Students should consult the Graduate School website for relevant deadlines.

The Dissertation Committee is responsible for examining the candidate, after which comments and questions are invited from the general audience. Following this, the Dissertation Committee will have a closed discussion of the candidate's defense. A positive vote by at least three members of the committee is required to pass the Dissertation Defense. Documentation of successful completion of the Dissertation Defense should be accomplished by completion of an attached Dissertation Defense Form. The Chair of the student's Dissertation Committee should give the signed copy of this form to the PhD Program Coordinator. Students should consult the Graduate School website for complete instructions.

In addition, the student is responsible for filing copies of the dissertation and abstract with the Dean of the Graduate School in accordance with USC requirements. One electronic copy of the final dissertation must be submitted to the Director of the Doctoral Program at the CoSW.

A student is also expected to conduct a research colloquium for faculty and students based on his or her dissertation. The colloquium should be scheduled with the help of the chair of his/her dissertation committee.

Graduation

In order to graduate, students must:

- Formally apply for graduation at the beginning of the semester during which they expect to defend the dissertation;
- Be enrolled in at least one credit hour of SOWK 899 (Dissertation Research) the semester during which they anticipate graduating.

Students should consult the Graduate School website for complete information and requirements for graduation, Student Supports, and Opportunities

University Student Associations

The University of South Carolina recognizes both the right to exist and the mutual benefit of existence of co-curricular activities. Membership in registered student organizations shall be limited to persons officially connected with the University of South Carolina. Students may participate in several University student organizations. Information about these organizations can be found via Garnet Gate.

Student Participation on College of Social Work Committees

In addition to the opportunity for active participation through the student associations, several standing committees for the College of Social Work include student representation. Students selected by the student association attend these meetings as voting members representing the student body.

- **PhD Program Committee:** Each year, PhD students select two PhD students (one taking classes and one in candidacy) as their representatives on the PhD Program Committee. The primary function of the PhD Program Committee is to administer the implementation of course, curriculum, and college objectives for the PhD Program. In consultation with the Dean, the PhD Program Committee is responsible for all elements of the College's PhD program, including objectives, curriculum, admissions, procedures, policies, and evaluation.
- **Dean's Advisory Council:** The Council provides the means by which students communicate with the Dean on a regular basis about concerns expressed by students as well as consult for purposes of identifying important current issues and planning.
- **Faculty Recruitment Committee:** The Committee is responsible for recruiting, screening, and coordinating campus visits for candidates; convening and facilitating a special faculty meeting to evaluate the candidates; and making recommendations to the Dean. Membership may include one PhD student.

Funding Opportunities

The PhD Program provides information about a variety of funding opportunities for students. A list of external funding sources is posted on **MyPhD**. As they become available, grant and employment opportunities are announced on the PhD student listserv, CoSWphd@listserv.sc.edu. In addition, funding is available from several sources:

- **Graduate School Funding:** The University’s Graduate School offers graduate student Travel Grants to assist terminal degree-seeking students with travel to conferences to make presentations on behalf of the University. Additional information can be found at: <http://gradschool.sc.edu/students/travgrant.asp?page=paying>
- **Conference Travel Support:** PhD students may apply for partial funding to attend professional conferences. Students who have presentation(s) accepted at regional, national, or international conferences may apply for travel support from the PhD Program. To be eligible for this funding, the student must be the first author, and the conference must be a regional, national or international conference. A request for travel support should be submitted to the PhD Program Coordinator.
- Students may also apply to the Dean for additional support. A request for travel support should be submitted to the Dean with proof of acceptance along with a brief memo of support from a faculty member. The request needs to be submitted no later than one month before the conference. Conference travel support funding is limited and will be distributed as funding allows.

Additional information about graduate and research assistantships can be found on the CoSW website at www.CoSW.sc.edu/financial-aid.

Additional information about PhD funding can be found on the CoSW website at www.CoSW.sc.edu/academic-program/phd/phd-financial-aid.

Honors and Awards

Each year the College of Social Work recognizes one of its PhD students who has exhibited excellence in scholarly, leadership, and service activities with the CoSW Doctoral Student Award. The intent of this award is to honor a PhD student who has not only been an active leader within the college but also has been engaged in research and scholarly activities that support the college’s mission “to promote social well-being and social justice with vulnerable populations through dynamic teaching, research, and service conducted in collaboration with diverse people of South Carolina, the nation, and the international community”.

The CoSW Doctoral Student Award consists of a \$500 award and a plaque of recognition. The recipient will be featured on the college website, will be presented to the student, by the PhD Program Coordinator, during the last faculty meeting of the spring semester, and will be added to the CoSW award wall.

Professional Development

In addition to their formal classroom and research experiences, students in the College of Social Work are encouraged to work on their professional development in the following ways:

- College sponsored trainings and colloquiums
- Join the National Association of Social Workers. See applicable websites for additional information: www.socialworkers.org and www.scnasw.org.
- Participate in the College's Student Associations.
- Stay current with social work issues and related research. Thomas Cooper Library subscribes to numerous professional social work and social science journals, many of which are available on-line.
- Become familiar with the position statements of the National Association of Social Workers. This information is available in Social Work Speaks: NASW Policy Statements. The most recent edition can be checked out from Thomas Cooper Library.
- Use USC's Writing Center to help with their assignments and improve their writing skills. Students are expected to use APA format for their academic assignments. See apastyle.org/learn.

Professional Organizations

The **Council on Social Work Education (CSWE)** is a nonprofit national association representing more than 2,500 individual members, as well as graduate and undergraduate programs of professional social work education. Founded in 1952, this partnership of educational and professional institutions, social welfare agencies, and private citizens is recognized by the Council for Higher Education Accreditation as the sole accrediting agency for social work education in this country.

The **National Association of Social Workers (NASW)** is the largest membership organization of professional social workers in the world, with 132,000 members. NASW works to enhance the professional growth and development of its members, to create and maintain professional standards, and to advance sound social policies.

- The NASW **Code of Ethics** is intended to serve as a guide to the everyday professional conduct of social workers. The Code can be accessed via the following link: socialworkers.org/pubs/code/default.asp.

The **Society for Social Work and Research (SSWR)** is a non-profit association committed to improving the support for research among social workers. Founded in 1993, SSWR includes social workers, social welfare professionals, social work students, social work faculty, and researchers in related fields.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the responsibility of all students to be aware of the University of South Carolina's and the College of Social Work's standards regarding both academic and nonacademic expectations of students.

Equal Opportunity Statement

The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. The University of South Carolina has designated as the ADA Title II, Section 504, and Title IX coordinator the Executive Assistant to the President for Equal Opportunity Programs. The Office of the Executive Assistant to the President for Equal Opportunity Programs is located at 1600 Hampton Street, Suite 805, Columbia, SC; telephone 803.777.3854.

Student Rights and Protections at the University

- Academic Freedom: www.sc.edu/policies/ppm/staf628.pdf
- Equal Opportunity and Affirmative Action: www.sc.edu/policies/eop100.html
- Non-discrimination policy: www.sc.edu/policies/eop104.html
- Student Non-Discrimination and Non-Harassment Policy: www.sc.edu/policies/ppm/staf624.pdf
- Confidentiality of Student Records – Notification of Student Rights under FERPA: www.sc.edu/policies/acaf303.pdf
- Campus Safety and Building Security: www.sc.edu/univ101/instructors/presentations/campus_safety.html
- Other Key University policies: www.sc.edu/policies/policiesbydivision.php#STAF

Professional and Academic Responsibility

- Academic Responsibility (Honor Code): www.sc.edu/policies/staf625.pdf
www.sa.sc.edu/academicintegrity/honor-code-policy-information/
- Carolinian Creed: www.sa.sc.edu/creed/
- USC Graduate School Academic Standards and Appeals: gradschool.sc.edu/students/asa.asp?page=acad
- Student Code of Conduct: www.sc.edu/policies/staf626.pdf
- Alcohol Policy and Guidelines for the University Community: www.sc.edu/policies/ppm/staf302.pdf

University of South Carolina Office of Student Conduct

The [Office of Student Conduct](#) promotes individual student development and a campus climate of civility and accountability. The Office encourages education and

accountability by providing processes designed to uphold the behavioral expectations of the Code of Conduct, and aims to advance responsible community citizenship through promotion of The Carolinian's Creed.

The Office of Student Conduct has three main areas of focus:

- Student Conduct
- Behavioral Intervention Team (BIT)
- Carolina Judicial Council

University of South Carolina Office of Academic Integrity and the Honor Code

Students have a responsibility to uphold high academic ethical standards. The Office of Academic Integrity (OAI) assists the Carolina community in upholding those standards. OAI is also responsible for addressing academically dishonest behavior when it occurs. Instructors are asked to report violations to the Office of Academic Integrity. Students should review information, including policies and procedures, concerning alleged violations found on the OAI's website: www.sc.edu/academicintegrity/policy.html. Per the [Honor Code Policy](#) webpage, "It is the responsibility of every student at the University of South Carolina to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program."

Students are expected to adhere to the University's policy on Academic Responsibility - The Honor Code ([STAF 6.25](#))

Carolinian Creed

The [Carolinian Creed](#) is a complement to the University's conduct code. It emphasizes integrity, openness and the general principles of civility, and expectations of students.

As a Carolinian...

- I will practice personal and academic integrity;
- I will respect the dignity of all persons;
- I will respect the rights and property of others;
- I will discourage bigotry, while striving to learn from differences in people, ideas and opinions;
- I will demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
- Allegiance to these ideals requires each Carolinian to refrain from and discourage behaviors which threaten the freedom and respect every individual.

University of South Carolina Grievance Policies

Student Grievance Policy—Non-Academic ([STAF 6.27](#))

Academic Grievance Policy ([STAF 6.30](#))

College of Social Work Grievances, Petitions, and Appeals

Please see Appendix B for information about grievances, petitions, and appeals in the CoSW.

RESOURCES

University of South Carolina Resources

[Financial Assistance and Scholarships](#): May be available for those students who qualify. Students are encouraged to apply as early as possible.

[Writing Center](#): Offers free consultations to USC students, faculty, and staff. Through collaborative consultations, the Center provides feedback to help writers accomplish their own goals.

[Academic Success Resources](#): Resources are available for any student looking to improve performance in the classroom and in life. Faculty serve as teachers, advisers and mentors, while current students serve as peer leaders and tutors.

[Student Disability Resource Center](#): Coordinates efforts to ensure that students with disabilities receive reasonable accommodations, and we serve as consultants to faculty, staff and campus partners. To apply for accommodations, students should start the application process as soon as they are admitted to the University. Accommodations are not offered retroactively.

[Career Center](#): Helps students realize their career goals and locate employment upon graduation. Services include resume writing, job searches, interview preparation, exploration of graduate school, etc.

Textbooks: The [University Bookstore](#) is the official bookstore of USC, and is located in the Russell House University Union.

[Thomas Cooper Library](#): Contains most of the University library collections on the Columbia campus. The Thomas Cooper Library includes more than 900 private locked carrels for faculty and graduate students involved in research and several study rooms seating up to four persons each.

[Bill Sudduth](#) is the Liaison for the College of Social Work at the library and is available for consultation.

Student Health Services is located in the Center for Health and Well-Being.

Counseling & Psychiatry Services: Provides students a safe place to speak privately and confidentially with a trained counselor or psychiatrist about a variety of concerns. These may include stress, anxiety, loneliness, depression, relationship difficulties, questions about identity, eating concerns, substance use, sexuality, managing an existing mental health condition or any other issue.

Sexual Assault and Violence Intervention & Prevention (SAVIP) (Advocates offer support and a variety of services to students, faculty and staff who are survivors of interpersonal violence (sexual assault, attempted sexual assault, intimate partner violence and/or stalking).

Suicide Prevention: Provides support and education to students.

Carolina Closet: Is an exclusive professional attire rental program available to all students.

The Gamecock Pantry: Is a campus food pantry created for students, by students.

Healthy Campus Initiatives: Encourages and supports healthy lifestyles for all members of the USC community.

Off-Campus Student Services: Provides information to students about off-campus housing.

Transfer Student Success: Offers support for transfer undergraduate students. The office advocates for the need of transition services on campus, provides support resources for a seamless transition into USC, and provides consultation services.

Multicultural Student Affairs: The Office of Multicultural Student Affairs (OMSA) educates, empowers, and organizes students, campus and community partners to create opportunities for multicultural education, self-awareness, advocacy, cultural understanding, and social justice.

Office of Diversity and Inclusion: Supports USC's commitment to creating and sustaining an inclusive learning, living and working environment where all members of the university's community feel that they are welcomed, valued and supported.

International Student Services: Provides a wide range of services for international students, including pre-arrival information, orientation programs, immigration advising, personal assistance, and student programs and activities.

Parking: A variety of parking options for students on the Columbia campus is available.

College of Social Work Resources

Computer Lab: Several computers are provided in the PhD Student Computer Lab located in Hamilton College, Room 201A.

Mailboxes (Columbia Students):

- Mailboxes for faculty and staff are located on 1st floor of Hamilton College
- Mailboxes for PhD student instructors are located on the 1st floor of Hamilton College

PhD College Listserv (<mailto:COSWPHD@listserv.sc.edu>): PhD students are automatically members of this listserv. The listserv is closed to the public - only current students, faculty and staff of the College of Social Work are eligible to join the listserv. The listserv is used by College administration to communicate with students about news, events, activities, job postings, research opportunities.

Communication & Technology

Self Service Carolina (SSC): Is the system used by students, faculty, and staff to manage their personal information and perform many common, day-to-day transactions. Students use SSC to register for classes, manage their financial aid information, and view their class schedule, while faculty communicate with students and assign grades.

Carolina Tech Zone: Formerly the iCARE Center, the Carolina Zone Tech provides hands-on technology support for all students. Our services include connecting to the network, installing software, diagnosing computer problems, removing viruses, providing mobile support and more.

University Student Email: The University of South Carolina provides free email to all students. Information and instructions can be found at www.sc.edu/universityemail/doc_forwarding.shtml.

Adobe Connect: Students can join a virtual training class or conference, participate in discussions while sharing visual information, and collaborate on documents.

Blackboard Basic: All students and instructors are automatically given a Blackboard account. It is an online learning management system that allows instructors to develop and deliver course materials online.

Helpful Links

- **University of South Carolina**
 - Registrar's Office: registrar.sc.edu
 - Bursar (Fees): <http://sc.edu/bursar/index.shtml>
 - Thomas Cooper Library (Electronic Resources): www.sc.edu/library
 - USC Career Center: www.sc.edu/career
 - Student Disability Resource Center: www.sa.sc.edu/sds
- **Professional Associations**
 - Group for the Advancement of Doctoral Education (GADE): www.gadephd.org
 - Council on Social Work Education (CSWE): www.cswe.org
 - Baccalaureate Program Directors (BPD): www.bpdonline.org

- **Other**
 - HIPPA (Health Insurance Portability And Accountability Act): www.hhs.gov/ocr/hipaa
 - Occupational Safety & Health Administration: www.osha.gov
 - FERPA: www.sc.edu/about/offices_and_divisions/registrar/transcripts_and_records/privacy/ferpa/index.php

Helpful Numbers

Student Gateway

Check your grades, contact various departments, find out how to get involved, and read the latest university announcements at <http://sc.edu/students>.

Campus Directory

Search the University's directory for faculty, student and staff contact information: http://sc.edu/about/directory/advanced_directory_search.php.

Academic Skills Program	803.777.6573
Academic Support Services	803.777.6142
Admissions and Housing	803.777.4283
ASKUS Information System	803.777.6142
Blatt P.E. Center	803.777.5261
Career Planning	803.777.7280
Counseling and Human Development Center	803.777.5223
Disability Services	803.777.6742
Financial Aid	803.777.8134
Graduate School	803.777.4243
Hazardous Weather	803.777.6650
Poison Control	803.777.1117
Registrar	803.777.5555
Sexual Health & Violence Prevention	803.777.8248
Strom Thurman Wellness and Fitness Center	803.576.9398
Student Life	803.777.5782
Student Success Center	803.777.1000
Testing	803.777.2780
The Graduate School	803.777.4243
Thomas Cooper Library	803.777.4866
Thompson Student Health Center	803.777.3174
USC Operator, Campus Information	803.777.7000
USC Police – Non emergency	803.777.4215
Veterans Affairs	803.777.0200
Women's Student Services	803.777.5780

APPENDIX

- A: Student Review Policy**
- B. Grievances, Petitions, and Appeals**
- C. Individual Development Plan**
- D: Electronic Portfolio Guidelines**
- E: Teaching Practicum Syllabus, Contract and Completion Form**
- F: Research Practicum Syllabus, Contract and Completion Form**