The PhD program in Nursing Handbook
2013-2014
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Nell Hodgson Woodruff School of Nursing
PhD program in Nursing Handbook

This handbook is intended as a supplement to the Laney Graduate School handbook. For the most part, the information provided in this publication specifies in more detail the policies and procedures relevant to PhD program in Nursing students.

Mission

The mission of the Nell Hodgson Woodruff School of Nursing is committed to improving human health, the experience of health, and the provision of health care through the advancement of nursing science. This unique educational experience is designed to develop researchers who are committed to the discovery of new knowledge and its translation into practice. The PhD program in Nursing integrates biological, behavioral, and physical sciences with applied and clinical research from the perspective of nursing.

Goals

The following goals contribute to the achievement of this mission:

- Generate and disseminate knowledge relevant to nursing which enhances and promotes the quality of the health of individuals, families, and communities;
- Produce nurses prepared for leadership roles in the delivery, design, and evaluation of nursing care that is data-based, sensitive and responsive to the ethical, cultural, and psychosocial concerns of individuals, families, and communities; and
- Develop, implement, and evaluate the efficacy and effectiveness of innovative nursing practice models, health care policy, and health care delivery systems.

Goals and Objectives of the PhD program in Nursing

Transformations occurring in the health care system present challenges and opportunities for educators, researchers, and clinicians to simultaneously transform the current academic model of preparing scholars and health care professionals for the 21st century. For nursing, this requires that new spheres of knowledge including health care economics, policy analysis and ethics be incorporated into the existing scientific foundations for nursing scholarship and practice. This expanded knowledge base has potential to inform and support the science of nursing and to expand the boundaries of the discipline within the changing health care system. The doctoral program of the Nell Hodgson Woodruff School of Nursing prepares nurse scholars who can respond effectively to these challenges.

The program has two primary goals. First, it is designed to prepare nurse scientists for research and clinical roles in designing, evaluating and institutionalizing innovations in clinical practice in the context of a dynamic health care system. Second, the program prepares nurse scholars to educate the next generation of nurse care providers to meet the challenge of providing quality care in the context of a health care system driven by economics, addressing the ethical complexities of clinical practice, serving as effective patient advocates in the
ongoing dialogue regarding the redefinition of the health care delivery system, and generating data-based evidence for health care and health policy.

Graduates of this program should be able to:

1. Develop nurse scientists engaged in a lifetime of ethical discovery and advancement of knowledge of the human response to changes in the internal and external environment in culturally diverse populations.

2. Generate new knowledge through multiple methods of inquiry

3. Prepare nurse scientists to lead global change in social and health policy
The Curriculum

Students are admitted to the doctoral program with either a BSN or MSN degree. All required doctoral coursework, including TATTO courses are completed during the first two years of study.

Students entering with a BSN degree can complete the coursework required for certification as an APN during their third year of study or take additional elective courses. All students must complete TATTO coursework and two semesters of mentored teaching experiences before beginning their dissertation research. Students entering with an MSN or other masters degree enter the program in Advanced Standing and are required to complete 36 semester hours of coursework and research (credits from three required TATTO courses may not be included in the 36 hours required for graduation). Students entering with a BSN, enter the doctoral program in Full Standing and after completion of 18 sh of full-time study are converted to Advanced Standing. Students entering the doctoral program in Full Standing are required to complete 54 hours of coursework and research for graduation (credit from the three required TATTO courses may not be included in the 54 hours required for graduation).

Please note that the number of hours required for Advanced Standing and graduation apply to students entering Fall 2013. Students who began their program before that date need to consult their advisor and the Laney Graduate School for exact requirements.

Nursing Courses

Nursing courses include NRSG 700 Evolution of Nursing Science, NRSG 705 Endogenous and Exogenous Determinants of Human Health, and NRSG 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena. These courses provide the doctoral students with opportunities to understand the discipline and evolution of scholarship in nursing, critically evaluate and apply theories, critique and develop nursing phenomena related to clinical outcomes, and articulate theoretically sound and clinically relevant research questions.

Research Focus

The research focus consists of two statistical methods courses with BIOS 500 and BIOS 501 the courses usually taken by students. Statistics courses are also available in psychology, sociology, biostatistics, political science, and other disciplines. Also required are NRSG 710 Principles of Health Outcomes Research, NRSG 730 Measurement and Design in Clinical Research, and NRSG 737 Qualitative Methods. This sequence provides students with skills to design, implement, and analyze nursing studies.

Electives

Based on the student’s research interest, he/she will enroll in other graduate elective courses which may be within the School of Nursing or other graduate programs including the Departments of Psychology, Sociology and Anthropology, the Division of Biological and Biomedical Sciences, and Epidemiology within the School of Public Health. Students should work closely with their advisors to select electives that will provide them with a solid foundation in their area of interest.
Ethics

All graduate students at Emory University must complete the Program for Scholarly Integrity. This program has three elements. Completion of elements one (1) and two (2) are required for candidacy, and completion of element three (3) is required for graduation.

1. **PSI 600**: A 6-hour core course in scholarly integrity, supported by the Laney Graduate School in collaboration with the Center for Ethics. Participation in this course will be recorded on the student’s transcript.

2. **Program-Based Instruction**: A minimum of 6 hours of program-based ethics material. Workshops and/or brown bag seminars will be scheduled throughout the first two years of coursework. Attendance will be recorded and reported to the Graduate School.

3. **PSI 610**: Minimum of 4 Educational Sessions (workshops, training sessions, or lectures). These lectures and workshops will be sponsored by the LGS, the Center for Ethics, and will include any other relevant occasional lectures or workshops. Students will register for these sessions individually, and participation will be recorded on the student’s transcript.

**TATTO (Teaching Assistant Training and Teaching Opportunity)**

All doctoral students at Emory University are required to complete seven (7) semester hours of combined instruction and assistantship in teaching before graduation (TATTO). This work is specific to the discipline of study and individualized to meet the needs of the student and consists of a short course taught at the end of the summer (TATT 600), a didactic course focused on teaching in nursing (NRSG 790, TATTO course, nursing), and two mentored teaching experiences (TATT 605 and TATT 610).

Although three TATTO courses (TATT 600, TATT 605, and TATT 610) are required for graduation, credit for those courses is not counted in the total number of credits required for graduation.

Students will enroll in approximately 9-12 credits per semester each semester for the first two years (if entering in Advanced Standing) or three years (if entering in Full Standing). Students are expected to enroll full-time (9 s.h./semester), and it is expected that meeting all of the requirements, including TATTO and the dissertation, will require a minimum of three (3) years.

**Tuition and Stipend**

All eligible students accepted for full-time study are provided with tuition and stipend merit awards for the first year of study, and these are renewed each year for 1–2 years contingent upon successful academic performance as defined by the Laney Graduate School.

The stipend is a 10–month award. The PhD program is a full-time program of study with expectation for full-time engagement over the academic year. In accordance with the Laney Graduate School policies, students may not accept other employment during the academic year without prior permission as defined in
the Laney Graduate School handbook. Students are encouraged to seek summer experiences in research and grant activities. All eligible students are expected to submit an NRSA or comparable fellowship applications as early as possible, but no later than the summer after the second academic year of the program. This application is an important activity within the student’s trajectory of professional development as well as the development of their plan of research. When students receive an individual or institutional NRSA, they are expected to be engaged in full-time research training; therefore, the agreements and terms of the award will prevail.

### Student Advisement Structure and Process

#### Academic Advisor

Upon admission the process of advising entry-level doctoral students is formally initiated with the assignment of an academic advisor. The advisor is responsible for assisting the student with course selection, scheduling, designing a program of study, and reviewing course offering schedule, student guidelines and graduation requirements.

The academic advisor is assigned for year one. After that time, the student may elect to change to another advisor at any time, by application to the Director of Graduate Studies.

Specific responsibilities of the advisor are to:

1. Interpret the doctoral program curricula, requirements and policies to the student
2. Assist the student to define objectives for his/her course of study
3. Assist the student to plan his/her program of study in accordance with program requirement individual research interests and career goals
4. Assist the student with registration procedures, specifically approving and signing all registration materials, drop-add forms and other records
5. Monitor the student’s academic progress through communication and discussion with faculty teaching doctoral courses, tracking academic progress through grades, and having regularly scheduled meetings with the student throughout their course of study.
6. Submit the Program of Study Plan to the program administrative assistant by second week of fall semester. Updated record will be filed in student’s file at the end of each academic year.
7. Maintain student PhD Program of Study Record.
8. Facilitate student funding for Years 3-4 as needed.
Individual Plan of Study

Each student and academic advisor should file an Individual Plan of Study identifying all courses, electives, and independent studies that are planned. Part A of the Plan of Study should be completed and submitted to the Program Director/Director of Graduate Studies and filed in the student’s file by the end of the fall semester of Year 01. The Plan of Study is reviewed again by the Dissertation Advisor and the Dissertation Committee at the end of Year 2 and any additional course work recommended by the committee to augment dissertation studies is added at that time.

Dissertation Committee

1. Overview of the Committee

Dissertation Committee members must be doctorally-prepared faculty who have been approved for Emory University Graduate Faculty status; they must be at the assistant professor level or above or be similarly qualified if from outside the University. Members are chosen on the basis of expertise related to the student’s research topic. The Committee will include a minimum of three faculty: (1) the research advisor who may serve as the chair and two (2) other faculty from the University community. Two members of the Committee must be Nell Hodgson Woodruff School of Nursing graduate faculty.

The student in collaboration with the Dissertation Committee Chair selects the other Dissertation Committee members. The Chair provides to the Director of the doctoral program, in writing, the names of the faculty members selected for the committee. The Director of the doctoral program refers the committee recommendations to the Dean of the Laney Graduate School for final approval, and requests graduate faculty status for persons not Emory University faculty members. Modifications can be requested as needed.

2. Function of the Committee

The Dissertation Committee is responsible for writing and administering the comprehensive exam, assisting the student in creating and executing an original, publishable research project, assisting in the preparation of an acceptable dissertation and administering the final oral examination (a.k.a.: dissertation defense). The first formal Dissertation Committee meeting should be held no later than six months following completion of the comprehensive examination. Any change in the membership of the committee must be approved by the Program Director/Director of Graduate Studies (DGS) and is subject to approval by the Department Chairs and Associate Dean within the context of overall faculty work load.

3. Formation of the Dissertation Committee

The Dissertation Committee is selected during the spring of year two, but no later than the end of the summer of year two. The committee is selected by the student in consultation with the advisor. Once the committee is selected, a list of the members is submitted to the Program Director/Director of Graduate Studies for approval. The DGS then forwards this information to the Laney Graduate School. The minimum 3-member committee must include the dissertation advisor, at least one other graduate faculty...
member from the NHWSN, and one member from outside the NHWSN. The outside member may be
drawn from the larger Emory faculty or from outside of Emory. Additional members may be included at
the discretion of the student and advisor. The advisor must be present at all meetings, and ALL members
must be present and/or able to participate for the student’s final oral defense of the dissertation.

4. Suggested Format and Frequency of Committee Meetings

The first committee meeting should be held no later than six months following successful completion of the
Comprehensive Exam. An important function of the Dissertation Committee is to determine whether the
student is making adequate progress. Students scheduled to meet with their committee should prepare a brief
written summary or agenda of items to cover during the meeting, and to distribute this to their committee at
least one week prior to the meeting. The summary should include a progress report of the research project,
focusing on what has occurred since the previous committee meeting. Students experiencing significant
difficulty in scheduling a committee meeting should contact the Dissertation Committee Chair.

The frequency of meetings may be increased at the discretion of the committee at any time during this period.
In cases where student progress is deemed inadequate, the committee may opt to identify specific goals for the
following period. If the committee subsequently determines that lack of progress is due to insufficient effort
on the part of the student, this may constitute grounds for cancellation of stipend support or referral to the
Graduate Faculty Committee for progress evaluation and recommendations for continuation or termination
from the program.

5. Committee Meeting Summary & Progress Report

A summary of the Dissertation Committee meetings and progress should be prepared by the academic advisor
and placed in the student’s academic record. The research advisor based on outcomes of the committee
meetings prepares this. Concerns about student progress should be brought before the graduate faculty of the
School of Nursing by the research advisor.

6. Student Responsibilities

The student is responsible for meeting the Laney Graduate School and Nell Hodgson Woodruff School of
Nursing requirements for a degree within a reasonable timetable. In addition, all students should familiarize
themselves with and adhere to the Graduate Student Honor Code as outlined in the Laney Graduate School
Student Handbook. This describes the professional standards and conduct expected of all graduate students,
as well as the procedures for reporting and adjudicating any violations. Continuance of stipend support is
predicated upon satisfactory progress by the student toward a degree as documented by the research advisor
and Committee as noted above.

Student Progression

The benchmarks of successful student progression and completion of the program are:

- Comprehensive Examination and dissertation proposal defense which confers admission to candidacy
- Successful completion and defense of dissertation research
The Comprehensive Examination

The comprehensive examination is the first milestone to be reached by a doctoral student in the progressive evaluation process in fulfillment of the objectives for the proposed program and the PhD degree. The student is eligible to take the comprehensive exam upon completion of 18 hours of Advanced Study. This examination is scheduled for completion by the summer following the first year in Advanced Study and no later than the end of the first semester of the third academic year.

The comprehensive examination is a written examination that will respond to five (5) questions generated by the examining committee. Responses to the questions will be in a format agreed upon by the student and the examining committee. The committee may specify a page limit for written work. An oral examination may be requested at the discretion of the examining committee. A student has successfully completed the exam when he or she:

1. Articulates a framework for scholarly inquiry on patient care research
2. Critically analyzes the relevant literature on a topic related to patient care
3. Develops a defined area of scholarly inquiry and selects methods that can lead to dissertation work.

The first part of the examination is a written response to questions posed by members of the student’s committee. To construct this section of the examination, the Chair will ask each committee member to write one question in his/her area of expertise. The Committee as a whole will then review the proposed questions and select a maximum of five for the examination. The questions may come from any area pertinent to the student’s academic program, focusing on the following required content:

1. Discussion of an appropriate theoretical framework and its application to the proposed dissertation topic,
2. Synthesis of the literature related to the proposed topic, including both the scientific context and justification for the proposed study,
3. Synthesis and critique of methodological approaches and appropriate analysis techniques for the study,
4. Analysis of ethical issues related to the proposed topic, population, and/or methods.

Two additional questions may be included at the discretion of the Committee. An example of an optional question might be to ask the student to analyze her/his development as a scholar. The student may be asked to submit a question at the Chair’s discretion.

After receiving the questions, the student will have a period not to exceed six weeks to return the completed written portion of the examination to the Chair. The Chair will then distribute the examination to the committee members, each of whom will serve as the primary reviewer for the question he/she developed. However, all members of the Committee will read the responses to all questions. Within one month, the
Committee will meet and determine whether or not the student passed. If the student does not pass all or part of the examination, he/she may retake the examination (or the individual section failed), no sooner than three months and no later than six months after the first attempt.

The examination has two possible final outcomes, “pass” or “fail,” decided by a committee of at least three (3) and no more than five (5) faculty members. The committee is appointed by the director of graduate studies in consultation with the advisor of the student. The faculty mix will consist of the following at minimum: two (2) representatives from the Nell Hodgson Woodruff School of Nursing, and one (1) representative from disciplines outside of nursing, representing the interdisciplinary perspective. In most cases, the examination committee is comprised of the dissertation committee members. Up to two (2) additional members may be added. The Chair of the comprehensive examination must be a faculty member of the Nell Hodgson Woodruff School of Nursing. The student suggests other committee members from the School of Nursing and Emory University faculty.

The examining committee will determine the form and content of the re-examination if needed. The committee will evaluate the retake of the general examination and determine the grade of pass or fail. Failure to pass the general examination will result in the student being no longer allowed to continue the doctoral studies program.

Dissertation Proposal

Upon successfully passing the comprehensive examination, the student has six months to complete the dissertation proposal. If the proposal is not completed in that time period, the Chair of the Committee will counsel the student on her/his progress. The student is then responsible for developing a written plan for completion of the proposal and submitting this to the committee. The completed proposal goes to the committee at least two weeks in advance of the proposal date.

At the defense, the student presents the proposed research and answers questions posed by the committee members. Areas to be included in the oral presentation will be specified by the student’s Dissertation Committee. The dissertation proposal must be defended orally before the dissertation research can be initiated. The examining committee for the proposal defense will include the members of the dissertation committee and one reader, who must be a member of the faculty of the School of Nursing, appointed by the Program Director. The role of the reader is to provide a scholarly, objective clinical and/or research evaluation of the proposed work. The proposal defense is graded on a Pass, Pass with revisions, or Fail basis by unanimous vote of the committee members. If revisions are requested, the Dissertation Advisor will monitor the completion of the revisions as requested by committee members.

Approval of the proposal serves as a written agreement between the student and the committee regarding the expectations, limitations, and scope of the dissertation work. Upon the successful defense of the proposal, the student is eligible to submit an application for candidacy to the Laney Graduate School.
The following provides guidelines for the dissertation proposal format.

Option A. Traditional Format

1. The written research proposal, which outlines the student’s independent research plan, should be constructed in three chapters. The proposal should include the following sections:

   - **Chapter One**: Introduction and Specific Aims. Provide an introduction, list the broad, long-term objectives and what the specific research is intended to accomplish. State the research questions to be addressed or hypotheses to be tested. Provide conceptual/theoretical framework.

   - **Chapter Two**: Background and Significance. Provide a review of the literature leading to the research proposal, critically evaluate existing knowledge, and specifically identify the gaps which the proposal is intended to address. Concisely state the importance and relevance of the research by relating the specific aims to the broad, long-term objectives.

   - **Chapter Three**: Proposed Research Design and Methods. Describe the research design (design, sample, variables and measures, data analysis plans) and the procedures to be used to accomplish the specific aims of the project. Include any pilot work or preliminary studies related to the proposal. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

The length of the proposal should be limited to a maximum of 50 pages, excluding references and Appendix material (including instruments, permissions, consents, etc).

1. **Secondary Data Analysis Projects**

   The experience of primary data collection and analysis is invaluable, but on occasion, students may opt to answer a research question with an existing database. If the dissertation committee approves this approach, the project needs to address a substantive research question for which use of the existing database provides the most feasible and strongest approach. The student and faculty member to whom the data set belongs will negotiate specific arrangements regarding use of the data set and dissemination of the results (See Appendix D, Sample data use agreement). If the data set is acquired from another agency (e.g. CDC), the protocol of that agency for data use will prevail.

Option B. Two Publishable Paper Format

The second acceptable format allows, in lieu of Chapters 4 and 5, two publishable data-based manuscripts to be inserted.
Option C. Three Paper Format

The third acceptable format specifies that the written dissertation will include an abstract that covers the full dissertation and be no more than 350 words (not counting title and author’s name), with structure determined by the doctoral dissertation committee. There will be an Introductory Chapter. This chapter should set the stage for the three papers to follow (see below). It should include an updated literature review that builds on the review developed as part of the dissertation proposal. Further, it should provide a rationale for the research, discuss gaps in the literature addressed by the research, identify the aim(s) of the overall dissertation project, and explain how the three papers are linked. The student will prepare and submit for publication Three Manuscripts to one or more peer-reviewed journals. The student and her/his committee will agree on the nature and topics of the three manuscripts, but all must be clearly linked to the aims established for the dissertation. The three manuscripts should all be formatted appropriately, using APA style references (or conforming to the requirements established by the journal to which the paper is submitted). As appropriate to the nature of the article, each manuscript should include an introduction, methods, results, discussion sections, and references. However, if one of the manuscripts to be submitted is a systematic review, the format required by the journal should be followed rather than the one described above. Conclusion: The dissertation should have a Conclusion section that should include an overall discussion of the study undertaken, including an integrative summary of findings, strengths, limitations, and implications for research and practice.

In the case of formats two and three, permission to reprint will be required from the copyright holder if one or more paper is already published and the student desires to copyright the dissertation. If one or more manuscript is still in the review process, the copyright issues will have to be resolved at time of publication.

Application for Admission to Candidacy, Doctor of Philosophy

This application may be made when preliminary requirements are successfully met (course work, TATTO, comprehensive examination, acceptance of the proposal by the dissertation committee), but must be made at least one semester before the semester in which the PhD is to be awarded. The application for Admission to Candidacy is available on the Laney Graduate School website at www.gs.emory.edu under Academic Progress Forms. The form is in pdf format and will require three signatures: student signature, Director of Graduate Studies and the Dean of Graduate Studies. The Program Administrative Assistant will forward the application to the Laney Graduate School to obtain the Dean’s signature.

Grading for Dissertation Credits

All students should register for dissertation research credits as S-U (Satisfactory- Unsatisfactory). As accomplished these credits will be noted as P (In Progress). Once the dissertation has been successfully defended all dissertation research credits will then be converted to S (Satisfactory).
Dissertation

The dissertation is the final milestone to be completed by a doctoral student to fulfill the objectives of the PhD in nursing degree. The goal of the dissertation is to engage the student in the research process. The purpose of the dissertation is to demonstrate the student’s development as a scholar through implementation of the research process.

A student successfully completes the dissertation when he or she:

1. Articulates a theoretical framework that extends or advances knowledge and/or contributes to human/reality understanding of the patient care phenomenon selected for study,

2. Conducts an investigation of a research question relating to some aspect of nursing science and patient care,

3. Completes an investigation that lends itself, in part or in whole, to publication in a refereed journal; and


Dissertation Defense: Final Oral Examination

During the period of research the Dissertation Committee should meet at least twice per year with the student. The Committee should approve the format of the final dissertation before it is written. There are three acceptable formats for the dissertation; all must conform to the Laney Graduate School guidelines. The first of these formats is the traditional five (or more) chapter dissertation. The first of these formats will, in general, consist of an original account of the background, approach, and conclusions of the student’s research. Usually the first three chapters of the proposal are expanded as the first three chapters of the dissertation. Chapter four presents the results of data analysis, and chapter five includes discussion, conclusions and future research areas. The second acceptable format is the two publishable manuscripts and the third is the three-paper format.

Whatever the format agreed upon by the committee and candidate, a copy of the dissertation must be submitted to all members of the Committee at least two weeks before the pre-defense meeting. The Committee then meets to decide if the document is acceptable and defendable. When accepted, the final examination is scheduled.

In order to be awarded the PhD degree, each student will successfully complete a final oral examination of the dissertation and submit a final electronic version of the dissertation document, approved by the Dissertation Committee to the Laney Graduate School. The Dissertation Committee serves as the final oral examining committee. Members of the committee must receive the completed dissertation in its final form a minimum of three (3) weeks before the candidate’s final examination. In addition, the student will provide the Program Director with three additional copies of the dissertation at the same time copies are provided to the Dissertation Committee.

The dissertation defense final oral examination is scheduled by the student with the approval of the Committee and the Program Director or Director of Graduate Studies. The student also is required to submit
the information to be included in the dissertation flyer to the Program Administrative Assistant at least two weeks prior to the scheduled defense so that a flyer announcing the oral defense may be prepared and distributed to all program faculty and students. The Committee with the Dissertation Advisor serving as Chair administers the examination. Two additional faculty appointed by the program director will serve as readers and will be provided with a copy of the dissertation at the same time it is given to the Committee (hence, the extra copies given to the program director noted above). The readers, once again, provide objective, scholarly review of the work. The examination is open to the public and members of the University community. An initial 30 - 45 minute presentation is given by the student. Anyone attending may ask questions. After the public presentation, the audience is dismissed and the Dissertation Committee and readers may further question the candidate. The success of the oral defense is determined by a vote of the official Committee. The decision to award the degree must be unanimous. The Dissertation Committee may request changes to the final written document, and the Dissertation Committee Chair will be responsible to assuring that the student has made the changes before final sign-off. The candidate will be informed of the outcome. If necessary, reexamination will be held within six (6) months from the date of the defense of the first examination. The Dissertation Committee Chair notifies the Director of Graduate Studies and the Laney Graduate School of the date of the second examination if necessary. The candidate may re-attempt the final oral examination only once.

Report of Completion of Requirements for Doctoral Degree

An Application for Degree must be completed and submitted by the student during the semester the student intends to complete the requirements for the degree. Should the student not meet the requirements, they must reapply for the degree again. The dissertation advisor will report to the Director of Graduate Studies and to the Laney Graduate School regarding the acceptance of the dissertation. Upon completion of a successful defense, the student must complete and submit the form “Report of Completion of Requirements for Doctorate” (which can be found on the LGS website and in the LGS student handbook), signed by all committee members and the Director of Graduate Studies. Instructions for electronically submitting the dissertation is located on the Laney Graduate School website at www.gs.emory.edu under Academic Progress Forms.

Program Monitoring and Evaluation

Standard evaluation currently observed in the School of Nursing has been adapted to meet the unique demands of this doctoral program. Routine evaluation conducted at the end of each course will be augmented by written synthesis obtained from students and the core faculty. This feedback is conveyed to the committee that is charged with systematic review. This committee has overall authority and responsibility for the cohesion and integrity of the program, including revisions based upon student and faculty evaluation.
Student Conduct/Honor Code/Professional Behavior

Students in the doctoral program in the School of Nursing are responsible to the Laney Graduate School Honor Code and its procedures (see the LGS Handbook). As professionals they are also responsible to the School of Nursing and should abide by the School of Nursing standards. Therefore, the doctoral student body will elect one doctoral student to serve on the Honor Council for a period of two years (see qualifications below). The elected doctoral student will contribute to discussions of student conduct, professional behavior and Honor Code and will abide by the process and procedures stated in the School of Nursing’s undergraduate handbook.

Qualifications

To be considered a member of the Honor Council a student must be in good standing, not on academic probation and display qualities of honesty, integrity and maturity. It is recommended that the member have an interest in dealing with ethical issues, academic misconduct, professional ethics, and an ability to work under pressure and be willing to commit time as required by the Council.

Plagiarism

In an effort to unify the Nell Hodgson Woodruff School of Nursing in a common understanding of “plagiarism,” the following official definition has been approved and placed on each class board for easy access to students and faculty. It is each student’s responsibility to know and understand this definition and to direct further questions on individual projects to the appropriate faculty members.

Plagiarism – A Definition

Plagiarism is essentially a false representation of authorship and consists of the reproduction, in whole or in part, of a manifestation of intellectual endeavor by someone who by statement or implication holds himself/herself out as its creator. The term “intellectual endeavor” as applied to authorship includes words, ideas and unique methods of treatment. Even though the copied material is not identical to the original, if the essence of the original is used then the offense is committed. Plagiarism is not committed by the use of ideas common to educated people or by a new treatment of a subject that has been dealt with by someone else.

Guiding Principles for Attribution, Authorship and Protection of Intellectual Property

Assumptions about Authorship

1. Authorship is the primary mechanism for determining the allocation of credit for scientific advances, discovery, and thought.

2. In addition to credit, authorship also conveys an important responsibility for the accuracy, integrity, and defense of the research or manuscript.

3. The complexity of contemporary research projects frequently requires contributions from many individuals with different specialized skills which generates issues related to:
   - criteria for inclusion as an author,
   - sequence of authors,
   - ability of each author to evaluate and defend all aspects of a study,
   - separation of various results to reach multiple audiences.

4. Conventions for allocating credit vary greatly by discipline and research groups. Guidelines for apportioning credit are subject to change based on the particular situation and/or journal.

Guiding Principles

5. Each group of authors (whether comprised of faculty, students, research associates, or some combination) should freely discuss and resolve questions of authorship and access to data/information before and during the course of a study or project.

6. Authorship should be based on a significant contribution to the conceptualization, design, execution and/or interpretation of the research study, as well as a willingness to take responsibility for the defense of the study should the need arise. In other words, authors are those individuals who have made an intellectual contribution to the study or project.

7. Each author should be willing to support the conclusions of the study and be willing and able to defend their contribution to the study.

8. Each author should review material that is to be presented in public forums or submitted for publication. Abstracts as well as original and revised manuscripts should be subjected to this process.

9. In interdisciplinary work, consideration should be given to preparing brief statements about the exact contribution of each author to the work described in each communication.
The submitting author should be considered the primary author with the responsibility of coordinating the completion and submission of the work, and coordinating responses of the group to inquiries (requests for reprints, permission to use instruments, etc.) or to challenges. The submitting author should be willing to certify that each author has reviewed and authorized the submission of the manuscript. (Some journals now require signatures from each author before publication while other journals require the submitting author to certify the responsibility of all listed authors.)

10. Individuals who have contributed certain advice, reagents, analyzes, patient material, space support, etc. should be acknowledged but not be listed as authors unless they are fully able to meet criteria listed in principles 2 and 3 above.

11. In an academic environment, free exchange of ideas and creative thought is desired. In a lifetime of reading, theorizing, and experimenting, a person's work will inevitably incorporate and overlap with that of others. However, systematic, unacknowledged use of techniques, data, words, or ideas or others, whether published or not, is considered plagiarism. Erring on the side of excess generosity in attribution is best. (National Academy of Science, 1989, p. 18)

Sources


General Information

Communication

Mail Folders

Student mail folders are located on the plaza level of the School of Nursing. These mail folders should be checked regularly, this is where all phone messages, mail, faculty notices, etc. from the School of Nursing are distributed.
E-Mail

All students in the School are issued Emory e-mail accounts. Email is an official form of university communication and the Laney School of Graduate Studies will use email for most of its official communication with the students and programs. Information about how to initiate and use this means of communication is provided by the Learning Resource Center coordinator in the School of Nursing. The Learning Resource Center is located in Room 117 in the School of Nursing. Subsequent questions or problems should be directed to the Computer Support Center at Cox Hall, telephone (404) 727-7777.

You are required to adhere to School of Nursing and Emory University policies regarding mailing lists when sending e-mails. The e-mail distribution lists are intended for professional and business use only. Listings that contain jokes, inspirational messages, and announcements unrelated to the School are in violation of the Nursing School’s computer policy and the University’s guidelines on the ethical use of information technology.

Bulletin Boards

Bulletin boards are located on the plaza level of the School of Nursing. All posted notices must receive the approval of the Office of Admissions and Student Services.

Weather

In the event of closing or delayed opening due to inclement weather, you may call (404) 727-1234. Weather-related University closing or opening delays are also broadcast on local Atlanta radio and television stations, including, but not limited to, WSB-AM (750), WSB-FM (98.5), WSB-TV (2), WAGA-TV (5), WXIA-TV (11), WQXI-AM (790), WYAY (106/104), WFOX (97.1), WAOK, WGST-FM (105.7), WGNX (46), and WALR (104.7).

Career Opportunities

The Office of Admissions and Student Services provides career information, school and hospital catalogs, and brochures, and current job opportunities. Check the office regularly if you are seeking employment. Additionally, the University Career Center offers free career counseling, testing, and job assistance. The Career Center is located at 1784 N. Decatur Road, Suite 200, and can be reached at (404) 727-6211.

Address and Telephone Changes

It is important that your current address and telephone number are listed accurately with Emory’s student information system, OPUS. It is your responsibility to keep this information updated through your OPUS account at www.opus.emory.edu.
Administration

Dean

Dr. Linda McCauley, (404) 727-7976
Rebecca Racioppi, (404) 727-7976
Executive Administrative Assistant

Director of Graduate Studies

Dr. Ann E. Rogers, (404) 727-5122
Ms. Jean Harrell, (404) 727-6923
Graduate Program Administrator

Associate Dean for Educational Innovation
Dr. Melissa Faulkner, (404) 712-9693

Associate Dean for Academic Advancement
Dr. Sandi Dunbar, (404) 727-6939

Associate Dean for Finance and Administration
Dr. Rob Hoover, (404) 727-4348

Associate Dean for Research
Dr. Betsy Corwin, (404) 712-9286

Lillian Carter Center for International Nursing

Administrative Director
Ms. Kathryn Kite, (404) 727-3063

Clinical Associate Professor and Academic Coordinator
Dr. Lynn Sibley, (404) 712-8428

Associate Dean /Chief Advancement Officer
Ms. Amy Dorrill, (404) 727-6264

Educational Resources

The School of Nursing provides students with a number of educational resources designed to support them in meeting their academic goals. These resources include:

- **Instructional Technology**, which provides classroom hardware and software support and media production services (photographic, graphic art, and video production).

- **Learning Resources Center** provides software and computer assistance to students and faculty in the 56 person computer lab.

- **Charles F. & Peggy Evans Center for Caring Skills** is a clinical nursing simulation lab, which provides students with options for individualized, self-paced learning and supervised practice for clinical nursing skills. The faculty assigned to the simulation lab also assists in the selection and review of instructional software.
Office of Instructional Technology

Instructional Technology supports the educational goals of the School of Nursing by maintaining the technology infrastructure for the classrooms and the student computer lab. Instructional Technology also provides support for faculty presentations media production services and web development.

The School of Nursing has 14 “smart” classrooms and 3 nursing simulation laboratory spaces. Instructional Technology handles the operations of these rooms including reservations, access, training and presentation support.

The Learning Resources Center (LRC) has 56 computers for students use, and a computer teaching classroom. The LRC maintains a small non-print media collection of videotapes, and on-line simulations for nursing education.

Instructional Technology offers media productions services for departments and centers within the School of Nursing. We consult with faculty and staff regarding media content, availability, design, and production. Additionally, we help faculty to plan and integrate instructional technology into their courses.

Location: Room 118, Nell Hodgson Woodruff School of Nursing

Hours of Operation: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Staff

Steve Ellwood, Assistant Director, 404-727-7969, sellwoo@emory.edu

Matt Freret, Computer Lab Manager, 404-727-3473, mfreret@emory.edu

Classroom Support

The smart classrooms in the School of Nursing have lecterns that include a computer, presentation equipment, and the Crestron control system. The Crestron touch-panel control system manages the presentation sources and projector. All faculty and staff are trained in operations of the classrooms and controls systems.
Each classroom contains: a data projector; an Intel-based computer with flat panel monitor running Windows 7 and Microsoft Office 2010; a laptop connection for guest lecturers a DVD/Blue-Ray disc player; Emory cable television system; an overhead projector; and white boards. The computers have CD/DVD drives, USB ports and high speed Internet access. All classrooms have access to the EmoryUnplugged secure wireless system and the Emory Guest wireless system.

Several classrooms have additional equipment and resources. Rooms 276, 400 and 446C have phone lines for teleconferencing. Rooms P01, 101 and 400 have all the standard equipment plus document cameras. You can request a document camera in any of the classrooms. Room P01 and 101 have assisted listening devices for hearing impaired. Classrooms that seat more than 48 people have wireless lavaliere microphones and sound systems for voice re-enforcement.

**Media Production Services**

The staff in Instructional Technology will consult with students or faculty on an individual basis to help them plan, budget, and produce their media projects. There is equipment available for students to videotape, audio, or take photograph. There are many resources available on campus to help students with the creation of material - some are available free of charge and others for a fee. Instructional Technology charges only for the materials actually used for projects.

Students or faculty who want help with media production, should contact the Instructional Technology office at 404-727-7969 or see the staff in the LRC, room 117.

Production services available include: help with PowerPoint slide presentations; desktop publishing and poster design; scanning for electronic presentation; photography; video and audio recording and production, and website design and construction.

**Learning Resource Center**

The Learning Resources Center (LRC) of the School of Nursing is a part of Instructional Technology. The LRC supports the educational goals of the School of Nursing by providing a computer lab and server for nursing students. The computer lab manager installs and maintains software for nursing education on the server and lab computers. The lab manager is also responsible for the LRC printing management system.

**Location:** Room 117, Nell Hodgson Woodruff School of Nursing

**Lab hours:** Monday - Thursday, 8:30 a.m. - 6:00 p.m.; Friday 8:30 a.m. - 5:00 p.m.

**Contact information:** Telephone: (404) 727-3473; Fax: (404) 712-9735;

**Computer Lab Manager:** Matt Freret, (404) 727-3473, mfreret@emory.edu
Learning Resource Center Policies and Procedures

- The computers in the LRC are only for the use of currently enrolled nursing students, faculty, and staff.

- It is illegal to copy or borrow software and install on a home computer or laptop. The transfer of copyrighted or protected software is in violation of U.S. copyright laws.

- NO EATING OR DRINKING is allowed in the LRC.

- Cell phone usage is not allowed in the LRC.

- Broken or malfunctioning hardware or software should be reported to the person on duty.

- Users are requested to return checked-out software when finished to the Lab Rep or other staff member.

- Users are requested to leave workstations clean for the next person before leaving the LRC.

Office of Information Technology

The Office of Information Technology supports the educational goals of the School of Nursing by supplying and maintaining technology hardware, software, and services. A range of services is provided including desktop support, file and print services, and consulting.

Location: Room 118, Nell Hodgson Woodruff School of Nursing
Hours of Operation: Monday - Friday, 8:00 AM to 5:00 PM

Staff
Ernesto Ince, PhD
Information Technology Manager
404.712.8459
eince@emory.edu

Daniel Chung
Computing Support Specialist II
404.712.9926
dchung6@emory.edu
To request help email us at son-help@listserv.cc.emory.edu.

Website: (http://www.nursing.emory.edu/technology/index.html)

Computer Service Desk - Customer Support Center

Emory employees and students can call the University Technology Services (UTS) division’s Service Desk to receive technical help either on/off campus. Call (404) 727-7777 for assistance.

Computing Center at Cox Hall

This computer lab for employees and students is open Monday through Thursday, 9 am to 11 pm and reduced hours on Friday and Sunday. It is closed on Saturdays. The Computing Center at Cox Hall contains Windows and Macintosh desktop and laptop computers, color scanners, printers, and digital video equipment. The workstations are loaded with a variety of office productivity and multimedia applications, including video editing and DVD production software. Call (404) 727-7549 for additional information or visit the website at http://cox.emory.edu/

Also located in Cox Hall is the Clean Room. The Clean Room helps students with infected computers. See their website for more information. http://it.emory.edu/showdoc.cfm?docid=4888.

Faculty and Student Computing Support

There are a wide variety of computing services available to School of Nursing faculty and students. The School of Nursing Office of Information Technology is the primary support unit for School of Nursing faculty and staff and for Emory-owned computers. Students should contact the UTS Service Desk (404) 727-7777 for support of their personally-owned computers. For a list of resources available to students and faculty please go to: http://it.emory.edu/.

Electronic Mail

Students use the Emory Exchange email system. This account can be accessed by a variety of email clients but the recommended client is web-mail, available at http://owa.emory.edu. Information about this account can be found at the following site http://it.emory.edu/showdoc.cfm?docid=8330

Emory OnLine: http://www.software.emory.edu/express/

Emory OnLine is a service to download freely distributable or site-licensed software. It is available to students, faculty, and staff. Software can also be downloaded from http://software.emory.edu/express/ by using your Emory Network ID and network password (the same username/password that is used for OPUS).
OPUS: Online Pathway to University Students: http://www.opus.emory.edu

OPUS is Emory's online student information system. Students use OPUS to check their class schedules, access their grades, and review their student financial accounts. All OPUS users must have an Emory Network ID (this is usually an e-mail name) and a network password. Students who have forgotten either a Network ID or password may go to the Computer Support Center at Suite 230 Cox Hall for assistance or call the ITD Help Desk (404) 727-7777. Any student wishing to have a password reset must show an Emory photo ID or provide a Social Security number.

Blackboard: http://classes.emory.edu

Blackboard is Emory's online course delivery system. Every course at Emory is set up on Blackboard using information from the Registrar's system to enroll the correct students. Faculty control how much Blackboard is used in their courses. It may contain basic information about a class, for instance the course syllabus, or it may contain all the materials necessary to teach and test students. Access to Blackboard is controlled by password protection. All users must have both an Emory Network ID and password. Students who have forgotten their passwords may go to the Computer Support Center at Suite 230 Cox Hall for assistance or call the ITD Help Desk (404) 727-7777. Any student wishing to have a password reset must show an Emory photo ID or provide a Social Security number.

Other Resources at Emory

Software Purchases

http://www.academicsuperstore.com

http://www.nursing.emory.edu/technology/student software.html

The Woodruff Health Sciences Center Library

The Woodruff Health Sciences Center Library, located at 1462 Clifton Road, and its three clinical branch libraries, serve the faculty, staff, and student communities of the Woodruff Health Sciences Center. These include the Schools of Nursing, Medicine and its allied health programs, Public Health, the Graduate Division of Biological and Biomedical Sciences and Emory Healthcare. Comprehensive print and electronic collections of books and journals have access points via web services and discoverE, the university online catalog. Major works can be found in permanent and course reserves housed at the Information Desk and in electronic format via Blackboard. The library provides reference services and conducts workshops on methods of identifying, locating and evaluating sources of information.

Carolyn M. Brown is the Nursing Informationist at the School of Nursing in the Learning Resource Center on Wednesday 10:00 AM-1:00 PM to assist you with information resources and information management tools such as Endnote and QUOSA. Individual consultations are available. Ms. Brown can be reached by phone at 404-727-0285 or by email at Carolyn.M.Brown@emory.edu.
Library hours: Monday – Thursday, 8:00 a.m. – 12:00 a.m.; (Summer Hours until 10:00 a.m.);
Friday, 8:00 a.m. – 7:00 p.m.;
Saturday, 10:00 a.m. – 7:00 p.m.;
Sunday, 12 noon – 11:00 p.m. (Summer Hours Till 10:00 a.m.)

Contact Information:

Ask a Librarian: http://health.library.emory.edu/ask.librarian

Information Desk: (404) 727-8727

To Access Resources and Services, always start here at Woodruff Health Sciences Center Library
website: http://health.library.emory.edu/

To Access Resources from Any Off-Campus Location:

- Start at the library website:
- Identify yourself with your network ID and password when prompted
- As an alternative install software from vpn.emory.edu

To Research Questions and Topics, Download Literature, or Analyze Data, Start at the Nursing Community: http://health.library.emory.edu/communities/nursing

- Clinical Decision Support: Cochrane Library, Dynamed, Joanna Briggs Institute EBP Database
- Databases: PubMed, CINAHL, PsycINFO, Web of Science, Scopus
- eJournals: Searchable A-Z List of Emory Electronic Journals
- eTextbooks
- eTools: Endnote, QUOSA
To Obtain Journal Articles from Database Search Results:

- Click on the Find it At Emory button to view full-text availability and other options
- If there is no full-text, click the discover GO Button to check for print availability
- If there is full-text or print available, click on the ILLIAD-GO-button to request the article

Woodruff Library

The Information ServicesDesk is located on the second floor (404) 727-6873.

Hours: Monday – Thursday: open 24 hours; Friday: closed at 8:00 p.m.
Saturday: 9:00 a.m. - Midnight.; Sunday, 12:00 noon – 24 hour access
http://web.library.emory.edu/  404-727-6873

Emory Card Center

The Emory Card is a debit and access identification card. You can use the Emory Card at campus
dining facilities and health services, in copy machines at campus libraries, and also to access the
Woodruff Physical Education Center, campus libraries, and computer labs. The Emory Card
Office is currently located in B. Jones Center, 1st Floor and can be reached by phone at 404-727-
6095. The office is open Monday thru Friday from 9:00 am until 5:00 pm.
http://www.emory.edu/EMORYCARD/

Photocopying

Student photocopying machines are located in the Learning Resource Center in the School of
Nursing and next door in the Rollins School of Public Health. The Emory ID card may be used in
these machines.

If course packets are required, they are available at the University bookstore or from School of
Nursing faculty, depending on the course. The School adheres to U.S. copyright law and to Emory
University policies on copying.

Copy centers are also located in various libraries on the campus, including the Health Sciences
Library.

Academic and Personal Counseling

Each student is assigned a faculty advisor who is available for curriculum planning and
consultation regarding academic and other matters. Members of the faculty and administration
welcome students who have special questions or concerns. All students receive a copy of The
Campus Life Handbook, a guide to University services and resources at registration. This guide provides information about the wide range of services available to Emory students.

The University offers counseling for personal, psychological, religious, and legal matters through the offices of the Dean for Campus Life, the United Campus Ministry, and Student Legal Services in the Law School. The Career Center is another University resource open to nursing students. The Center provides listings of part-time jobs open to students and offers guidance in regard to resume preparation and the job search. The Emory University Counseling Center provides outpatient services for nursing students at no charge, and psychiatric counseling is also available from Student Health Services. All student concerns are always handled on a confidential basis. In addition to the above-mentioned resources, the International Student Programs Office is available to assist international students.

Office of Disability Services

Emory University’s School of Nursing is committed to ensuring that all University goods, services, facilities, privileges, advantages, and accommodations are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local laws.

Emory provides all persons an equal opportunity to participate in and benefit from all programs and services. The Office of Disability Services (ODS), http://www.emory.edu/EEO/ODS, assists students in receiving a variety of services including alternative testing, note taking, alternative media formats, interpreting, advocacy, and mobility/transportation assistance.

Eligibility for services is determined by ODS. Students must self-identify and provide proper documentation as outlined by ODS. It is the student’s sole responsibility to initiate the process to be considered for accommodation. In order to initiate this process, students must notify the Office of Disability Services that they may have a disability that requires accommodation and they must complete the registration process in its entirety at the Emory University Office of Disability Services.

The ODS web page can be accessed at http://www.emory.edu/EEO/ODS. Further information about disability services is available upon request from the Office of Disability Services, Emory.
Student Health Services

Emory University Student Health Services (EUSHS) is staffed by dedicated health care professionals who are here to meet your primary health care needs. Physicians, psychiatrists, physician assistants, nurse practitioners, nurses, health educators and administrative staff comprise the EUSHS team. EUSHS offers the following services to enrolled Emory University students, spouses/qualified domestic partners and children over 12 years of age:

- Primary Medical
- Women’s Health
- Physical Exams
- Allergy and Immunization
- Travel Clinic
- On-site Specialty Clinics
- Emergency and After Hours Care
- Psychiatry
- Substance Abuse Counseling and Referrals
- Anonymous HIV & STI testing
- Nutrition Counseling and Education
- Prescription Medication
- Laboratory Services
- Specialist Referral
- Radiology (X-Ray) at Emory Clinic

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system. Appointments are scheduled by calling (404) 727-7551 (press 1) during office hours, or you can schedule your own appointment through the online appointment (Your Patient Portal). You will be scheduled as follows:

- For routine care, appointments are scheduled up to two weeks in advance.
- For urgent conditions, an appointment or urgent consultation can be arranged for the same day.
- For most acute, but not urgent needs, you may get an appointment in 24-48 hours. The only patient visits that will be handled on a work in basis will be urgent care.

If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time.

Medical Fees

Except as otherwise noted below, Emory tuition covers exams provided by the EUSHS healthcare providers. Charges for the following services are not covered by tuition and must be paid for by the student:

- Hospitalization
- Laboratory tests and X-rays
- Consultations with physicians outside the EUSHS
- Injections, including allergy shots
- Medications and medical supplies
- Travel consultations
- Medical procedures & Colposcopy
- Physical examinations (form/document physicals
- Anonymous HIV Testing

Health Insurance

When uninsured/underinsured students become seriously ill or injured, their academic careers can be significantly threatened by substantial healthcare debt, disability or both. Therefore, all new and continuing degree-seeking and international Emory University students (including Oxford College) are required to have health insurance. Under this requirement, students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable United States-domiciled plan. All degree-seeking students and all international students will have a link on their OPUS account at www.opus.emory.edu requiring them to complete the waiver process on-line by the first day of Fall Semester classes.

If a student has not waived out of the Emory Student Health Insurance Plan by July 1st, he/she will be automatically enrolled in the Emory/Aetna plan and billed by the Emory Student Financial Services (SFS). However, the student will still have until the first day of fall semester to complete a waiver and have the insurance enrollment and charge reversed.

Students will need to complete the annual insurance enrollment/waiver process each year they are enrolled at Emory. If the student wishes to be enrolled in the Emory University Student Health Insurance Plan, that enrollment will happen automatically at the end of the waiver process.

In order for an insurance plan to meet the Emory University mandatory insurance waiver criteria, the insurance plan must feature, at a minimum, all three of the following:

1. Coverage that allows the insured student to receive outpatient, emergency, specialist and inpatient care, diagnostic testing and procedures, and mental health inpatient and outpatient care, including alcohol and substance abuse treatment, in Atlanta, GA. (Please note that coverage in Atlanta for emergency care only does not meet this waiver criterion.)

2. An individual annual deductible not greater than $2,500 per policy year. If the annual deductible exceeds $2,500, the insured student must have an approved Healthcare Savings Account (HSA) that will allow the student to seek needed medical and mental health care when recommended by a healthcare provider and will cover all deductible expenses over $2,500.

3. The insurance must be provided by an insurance company domiciled in the United States (or an international insurance company with a United States partner for handling of insurance claims. in the United States).
Transportation

There are free bus services that serve Emory University Hospital (EUH), Emory University Hospital Midtown (EUHM), and Grady Hospital.

The EUH/EUHM shuttle leaves Emory University Hospital at 10 minutes after the hour between 6:10 a.m. and 7:10 p.m. and arrives at Emory University Hospital Midtown approximately 30 minutes later. A second shuttle runs between Emory University Hospital, Grady Hospital, and Emory University Hospital Midtown. The bus leaves Grady every half hour from 6:10 a.m. until 6:10 p.m. Shuttle maps are available on both shuttle buses at the Office of Parking Services, (404) 727-PARK.

If you have any questions about the transportation services contact a transportation services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322).

Office Hours:  Mon-Fri 8:00am-5:00pm
Phone:  404-727-1829
Fax:  404-727-5930
Email:  shuttles@emory.edu

Campus Map

The Emory University campus map can be viewed on the web at http://www.emory.edu/MAP/.
APPENDICES
### Appendix A: Program of Study for PhD Students Entering Fall 2012 and earlier

#### Year One

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<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>NRSG 700, Philosophy, Theory &amp; Nursing Science</td>
<td>NRSG 730, Measurement &amp; Design in Clinical Research</td>
<td>Qualifying Examination</td>
</tr>
<tr>
<td>BIOS 500, Statistical Methods I</td>
<td>BIOS 501, Statistical Methods II</td>
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</tr>
<tr>
<td>HPM 501, Health Policy &amp; Resource Allocation</td>
<td>NRSG 732, Theoretical and Scientific Bases for the Study of Clinical Phenomena</td>
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<tr>
<td>NRSG 701, Health Policy Seminar</td>
<td>NRSG 763, Research Seminar &amp; Residency II</td>
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<tr>
<td>NRSG 762, Research Seminar &amp; Residency I</td>
<td>IBS 606, Values in Science</td>
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#### Year Two

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<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>NRSG 710, Principles of Health Outcomes Research</td>
<td>Electives</td>
<td>Comprehensive Examination</td>
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<tr>
<td>NRSG 708, Health Care Ethics</td>
<td>Interdisciplinary Focus Course(s)</td>
<td>Dissertation Proposal Presentation</td>
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<tr>
<td>NRSG 738, Research Seminar: Vulnerable Underserved Populations</td>
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<tr>
<td>NRSG 760, Clinical Research Practicum I</td>
<td>NRSG 761, Clinical Research Practicum II</td>
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<tr>
<td>Specialty Focus Course</td>
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#### Years Three and Four

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<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
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<tbody>
<tr>
<td>TATT 600, Graduate School of Arts and Sciences TATTO Course</td>
<td>TATT 610, Teaching Associateship (TATTO)</td>
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<tr>
<td>NRSG 790, TATTO Course, Nursing</td>
<td>NRSG 799R, Dissertation Research</td>
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<tr>
<td>TATT 605, Teaching Assistantship (TATTO)</td>
<td>Dissertation Defense</td>
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<tr>
<td>NRSG 799R, Dissertation Research</td>
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Appendix B: Program of Study for PhD Students Entering Fall 2013

Students Entering in Advanced Standing (with an MSN or other Masters degree)

<table>
<thead>
<tr>
<th>Year One</th>
<th>Fall s.h.</th>
<th>Spring s.h.</th>
<th>Summer s.h.</th>
<th>Fall s.h.</th>
<th>Spring s.h.</th>
<th>Summer s.h.</th>
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Appendix C List of PhD program in Nursing Courses

Required Courses

NRSG 700 Philosophy of Science and Nursing Theory (3 s. h.)
NRSG 705 Endogenous and Exogenous Determinants of Human Health (3 s.h.)
NRSG 710 Principles of Health Outcomes Research (3 s. h.)
NRSG 730 Measurement and Design in Nursing Research (4 s. h.)
NRSG 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena (3 s. h.)
NRSG 734 Qualitative Methods
NRSG 790 TATTO Course, Nursing
BIOS 500 Statistical Methods I (4 s. h.)
BIOS 501 Statistical Methods II (4 s. h.)
PSI 600 Core Course, Program in Scholarly Integrity
TATT 600 Graduate Arts and Sciences Course (1 s.h.)
TATT 605 Teaching Assistantship (2 s.h.)
TATT 610 Teaching Associateship (2 s.h.)

Current Electives Offered within the School of Nursing:
NRSG 731 Advanced Applications of Measurement Theory in Clinical Research (3 s. h.)
NRSG 733 Health Risk Appraisal, Interventions and Outcomes (3 s. h.)
NRSG 736 Quantitative Analysis of Clinical Research Data (2 s. h.)

Electives will be offered on a rotating basis. See Jean Harrell to obtain copies of course syllabi and the schedule for elective offerings
Appendix D:
Frequently Asked Questions about Dissertation Advisor and Committee Selection

One of the most important decisions made by a graduate student is the choice of research advisor. The following criteria should be considered when evaluating potential advisors.

1. Likely projects leading to publications

What is the faculty member’s track record for publication? Are these publications in quality journals?

A creditable and competitive degree program in an experimental or health science should result in one or more full-length publications resulting from research. Thus a faculty advisor who publishes research findings should be able to provide mentorship in this area.

2. Support for the research

Is there a research grant, e.g. peer-reviewed funding, which can facilitate the purchase of necessary materials and services needed? How are funds committed toward other people and projects?

An important measure of the quality and importance of the research effort is that external review by scientists knowledgeable in the field has led to the award of competitive funds to support the project area. Such grants also reflect the judgment that training and past accomplishments of the principal investigator warrant the grant. Faculty who have grant support will typically provide a copy of the scientific portion of the application to a student who wishes to peruse it.

3. Nature, scope and training to be provided by the research project

How certain are scientific outcomes from the program of research? Is it likely that a breadth of research techniques can be learned such that the student will learn the skills necessary to develop an independent program of research?

First class training for a contemporary nurse scientist must provide a breadth of research experiences that significantly augment formal course work and research residencies. It can be argued that a good research problem would be sufficiently open-ended to allow several aspects of a major question to be approached through multiple methodologies. A student should discuss research possibilities with each of several faculties to see what may be of mutual interest.

4. Character of the advisor and his/her associates

What is the depth and breadth of the advisor’s training and research experience? How versatile and technologically proficient are associate personnel (technician, postdoc, student) in a given research group?

In general, a more established faculty member may have a larger group of associates or potential collaborators. These must often be relied upon to teach particular techniques. The senior faculty person may be committed to a range of duties, which precludes availability for immediate direct supervision. Hence, if frequent or constant need for direction is desirable, one should be clear it could be provided. This aspect of training can differ from student to student depending on their past experiences, research residencies and extent of
independence they exhibit, need, or desire. The long-range value of a faculty advisor is also based in part on outside contacts and knowledge of postdoctoral and job connections. A student should meet any associate personnel for a sense of how well they interact as well as whether there appears to be a desirable ambiance in a group.

5. Area of Research

How interesting is the subject area? What are ultimate directions and goals?

After consideration of other factors one should reflect on long-term goals and motivations. Postdoctoral research in another research program is usual and necessary before competing for most jobs. Keep long-range goals regarding your research career development in mind.
Appendix E:
Data Use Agreement (sample)

May need to be revised depending on source of data set

The following is a listing of terms for the use of the data set gathered in the (agency) ____________funded research grant entitled __________________________ under the direction of (faculty) ______________. These terms are intended to insure that there is a common result from the thesis project.

1) The data are to be used solely for the study of the research questions contained in the dissertation proposal. The data or syntax developed for the project may not be released by the student in any form to anyone other than Dr. (faculty) _____________________ at any time.

2) The student agrees to destroy any copies of the data and remove from any storage devices copies of the data set and syntax at the conclusion of the dissertation project or dissemination effort.

3) The student must clear with the PI any effort to disseminate the findings from the project. Efforts to disseminate include but are not limited to: manuscripts for journal submission, abstracts for presentations or posters, presentation of findings for employment interviews, presentation of data or results on web sites, etc.

4) If the findings from the dissertation project are deemed publishable, (faculty) __________________ agree to work with the student to develop a manuscript for submission, with the student as first author. If the student declines to participate in this process or fails to submit a manuscript within 6 months following completion of the dissertation defense, the PI (Dr.______________) may use any part of data analysis and dissertation for dissemination. It is expected that in this case, the student will be invited to serve as secondary author.

By signing below all parties, agree to comply with these terms,

________________________________________________________________________
Student Date
________________________________________________________________________
Faculty or owner of data set Date
________________________________________________________________________
Other faculty involved in original data set Date
## Appendix F:
### Doctoral Program Milestones

#### MSN Entry

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<tr>
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<tr>
<td>Detailed program of study reviewed with student, approved by academic advisor, and a copy submitted to Graduate Program Assistant Office by the end of the first semester</td>
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<tr>
<td>External funding plans (NRSA) are developed during spring and summer of first year. External funding plans are finalized for targeted submission date by end of first semester second year</td>
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<tr>
<td><strong>Second Year</strong></td>
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<tr>
<td>Coursework for second year reviewed and approved by advisor. If there are any changes, a revised program of study should be submitted to the Graduate Program Assistant Office.</td>
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</tr>
<tr>
<td>External funding submitted and revised if required</td>
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</tr>
<tr>
<td>Dissertation committee selected and approved by dissertation chair and officially appointed by Dean of the Graduate School by end of spring semester second year</td>
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<tr>
<td>Comprehensive Exam completed during the summer and dissertation topic approved by dissertation committee</td>
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<td><strong>Third Year</strong></td>
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<td>Dissertation proposal successfully defended and approved by dissertation committee</td>
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<td>Application for graduation filed in Graduate School office during semester of anticipated graduation</td>
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<td>Dissertation successfully defended during oral defense</td>
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<td>Final copies of dissertation have been sent to Graduate School</td>
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## Appendix G: Doctoral Program Milestones

### BSN Entry

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<td>Detailed program of study reviewed with student, approved by academic advisor, and a copy submitted to Graduate Program Assistant Office by the end of the first semester</td>
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<td>External funding plans (NRSA) are developed during Spring and Summer of first year. External funding plans are finalized for targeted submission date by the end of first semester second year</td>
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<td>Dissertation committee selected and approved by dissertation chair and officially appointed by Dean of the Graduate School by end of first semester third year</td>
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