



Health

Nursing PhD Program

Nursing PhD
Student Handbook

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This booklet provides information pertaining to the Nursing PhD Program offered by the Graduate School of Biomedical Sciences at the University of Texas Medical Branch (UTMB). Please inform, Dr. Alice S. Hill, or the Program Coordinator, Belinda Vela of any discrepancies. It is recommended that this booklet be used in conjunction with the UTMB General Information Bulletin, Graduate School Catalog, and the New Student Information handbook.

I. NURSING PHD PROGRAM

The Doctor of Philosophy Program in Nursing at UTMB is designed to prepare scholars and researchers capable of advancing nursing practice and education. Health Promotion, human response, and healing serve as the foundation of the program, with research that emphasizes vulnerable populations, biobehavioral research, and contemporary pedagogies. These research areas provide the structure to develop knowledge that will extend the understanding of the promotion of physical, psychological, and social well-being. The program offers two entry levels, BSN to PhD and MSN to PhD.

II. FINANCIAL POLICIES AND BENEFITS

Tuition and Fees

For specific details about tuition and fees, please visit the [Enrollment Services Tuition and Fees](#) webpage. There is a refundable \$200.00 deposit assessed when you accept the offer to attend the Nursing PhD Program at UTMB. This deposit will be applied towards your tuition upon enrollment.

Parking

- UTMB offers free parking to all students, employees, patients, and visitors from a large paved and improved lot bounded by Holiday Drive, Winnie Street and Seawall Boulevard. Although this is a remote lot and may not afford the same level of convenience as on-campus parking, it contains ample space at no charge. Parking in this lot requires no registration or identifier. The shuttle is scheduled to run back and forth between the shuttle lot & 8th, 9th, 11th, and 13th on Market. The first departure from the shuttle lot will be at 6 am, and the last departure will be at 9 am. The first departure from campus to the shuttle lot will be at 3:30 pm from 13th & Market. The last departure will be at 6:30 pm from 13th & Market. The small shuttle bus will pick up and drop off inside the lot. During all other times, a large city bus will run at 30-minute intervals and pick up and drop off on Holiday Drive at the entrance to the shuttle lot. The large bus will drop off and pick up on 8th, 9th, 12th, & 14th on Market. Both shuttle busses operate Monday through Friday. The Shuttle Service does not run on UTMB holidays. There is no charge for this service. There are security lights at this location, but it is highly recommended that you

remove your car before dark. If that is not possible, it is recommended you call security at (409) 772-2691 for an escort.

- Dual Parking – If a contract holder needs parking for more than one area on campus an email requesting dual parking will be sufficient.
- \$2 Tokens – If you are a part-time student and are not eligible for student curbside parking, tokens are available at the [UTMB Bookstore](#) in order to utilize parking in Garage 4 next to the School of Health Professions/School of Nursing. Check with your student services office to see if you are eligible.
- See [Shuttle Schedule](#)

If you have any questions related to parking or need additional information, please contact UTMB Parking Facilities at Parking@utmb.edu or call (409)-772-1581 or (409)-266-PARK.

Funding Opportunities/Scholarships

There are a variety of scholarships available to graduate students, both open and restricted. The website, <http://gsbs.utmb.edu/scholarships/> provides detailed information about these scholarships.

Other excellent sources of funding opportunities can be located at the Office of the Assistant Vice President for Research Funding Library, 4th Floor Rebecca Sealy Building – East End, Room 4.400 (ext. 69400) and at <http://blogs.utmb.edu/researchresources/foundations-state-and-local-funding-opportunities/>

Bookstore Purchases

The UTMB Bookstore is located in the Moody Medical Library. In previous years, the bookstore issues rebates for items marked books, merchandise, and scrubs on the cash register receipt, but must be \$1.00 or more excluding tax. Save all receipts for a possible rebate in August. The bookstore will send out an email message to all students with directions for turning them in for a rebate check.

III. ADMINISTRATIVE ISSUES

A central structure exists to aid with any administrative issues. The program coordinator must be kept informed of any changes in enrollment status and coursework.

Contacts

Name	Role	Office	Phone	Email	Route
Dr. Alice S. Hill	Director & Professor, Nursing PhD Program	4.221 SHP/SON Building	409-772-8251	ahill@utmb.edu	1132

Belinda Vela	Administrative Associate	4.223 SHP/SON Building	409-772-8206	bevela@utmb.edu	1132
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Badges

All Nursing PhD students will receive a badge during Orientation. This badge will be needed to access building located on campus, checking out books from the library, parking, field house privileges, and other identification purposes. All badges must be returned with a student departs from the university.

Building Access

Security measures are taken on campus limiting access to certain buildings. Numerous buildings on campus are locked after certain hours. The security entrance system requires your student badges to be encoded for entry.

Nursing PhD students will be given unlimited access (24hrs/day, 7 days/wk) to the School of Health Professions/School of Nursing Building and the Jamail Student Center. Badge access to these building is only required after hours.

A student workroom is available for all Nursing PhD students. The room is located on the 4th floor (room 4.229) of the School of Health Professions/School of Nursing Building. There are 5 computer stations with printer access available in the workroom. A microwave and small refrigerator are also available for student use. Adjoined to workroom is a small conference room with a table for 6. There is a computer, with webcam and large screen mounted on the wall for student use as well. If you would like to reserve this room or need any assistance with the equipment, please contact the program coordinator.

Telephones

The main telephone number to the Nursing PhD Program Office is (409)772-8206 (ext. 28206 from a campus phone). You may also contact extension 28227 for assistance. Notification of any phone messages received for students in the main office will be sent via email.

The campus is on a five-digit phone system. To reach numbers outside of the UTMB campus, the caller must first dial "9", and then the seven-digit telephone number. Long-distance dialing can only be done with a UTMB telephone access code.

Weather Emergency Policy

Galveston Island is a geographical area subject to hurricane threats. UTMB has developed Disaster Plans to implement appropriate procedures in the event of a hurricane. If the need for emergency transportation occurs, it is the student's obligation to obtain such transportation.

UTMB is unable to provide shelter for students as all non-hospital buildings are closed in the hurricane preparation phase. The Academic Executive Council will formally dismiss students from all schools in the event of a hurricane threat – normally when a hurricane “warning” is announced. Please refer to the information posted on the web at http://www.utmb.edu/emergency_plan/.

Our university also has a service, called “UTMB Alerts”, whereby instant messages would be sent to the email/and/or telephone on record should an emergency situation arise. Refer to the UTMB Directory [How-To Guide](#) for updating your directory information.

Some other useful websites concerning weather emergency are as follows:

- UTMB Weather Advisories – <https://galen.utmb.edu/weather/index.shtml>
- UTMB Alert Page – <http://www.utmb.edu/alert/>
- IHOP 7.1.8 Student Release During Emergency Weather – http://intranet.utmb.edu/Policies_And_Procedures/Student_Policies/PNP_004988

Weather-related services are available by dialing 409-74STORM (409-747-8676) or tuning campus television to channel 37. Reports are also provided on radio stations, KGBC 1504 AM and KTRH 740 AM, and on area television stations.

IV. ACADEMIC REGULATIONS

Information provided here is only a brief overview of academic policies and procedures. Students are encouraged to review thoroughly the complete policies for academic matters, especially as described in section 4 of the GSBS Academic Policies. This document can be accessed at <http://gsbs.utmb.edu/pdf/BylawsandPolicies.pdf>.

Professionalism and Compliance

Professionalism should always be exercised, regardless of media use. This includes Blackboard discussions, Skype for Business, email or in verbal conversations. There are rules and regulation to address inappropriate conduct violations. As you progress through your graduate career, appropriate conduct is expected. More information can be found at <http://www.utmb.edu/compliance/> (and click on ‘Standard of Conducts Guide’). Also see Appendix for Online Environment Etiquette along with Student Rights and Responsibilities.

Every student is mandated to complete certain training to be compliant with the university. This is regulated by the federal government and no exceptions are made. You can find out what courses you are required to do and their deadlines (by the end of the fiscal year, August 31), log online to the Annual Online Training Compliance area at <http://hr.utmb.edu/tod/elm.aspx>. Information about compliance can be found at <http://www.utmb.edu/compliance/>.

Grades

For continuation in good standing from one semester to the next, the standards imposed by the Graduate School of Biomedical Sciences must be met. These are as follow: 1) achieving in each term a 3.0 average or above for all letter-graded courses and 2) satisfactory performance in all other courses each term. If these conditions are not met, students are placed on probation for the next semester.

Probation

If during the term in which the student is on probation he/she achieves a 3.0 average or above for all letter-graded courses and satisfactory performance in all other courses, the Dean will remove the student from academic probation. Only with permission of the Dean will a student be permitted to drop a course during any term that he/she is on probation.

Dismissal

Conditions for academic dismissal from the Graduate School of Biomedical Sciences exist when a student (a) on probation fails to achieve a 3.0 GPA or above for all letter-graded courses and satisfactory performance in all other courses; (b) receives a second F, WF, or U grade; (c) a student receives a second grading symbol of "W" for the same course or more than two grades of "W" overall; or (d) fails to meet all requirements for admission to candidacy for a degree in a timely fashion as specified in Section 4.731 of the GSBS Academic Policies. The Dean informs students in writing when they are dismissed from the graduate school. Student dismissed from the graduate school are not eligible for readmission. However, a student may formally appeal the dismissal decision within two weeks of the issuance of the dismissal.

Student Advisors

Faculty advisors are available to assist in determining the appropriate classes to take each semester, selecting faculty and topics for research practicums or independent study, as well as any problems students may encounter. Students are encouraged to seek their advice at any point during their time in the Nursing PhD program. Some of the items that will be discussed are as follows:

- Coursework / Course Schedule
- Research Practicum / Independent Study Choices
- Grades
- Dissertation Advisor
- Milestone Agreements
- Individual Development Plan

Academic Advisor

Each newly admitted Nursing PhD student is assigned an Academic Advisor. This advisor plays an important role in orienting the student to program requirements, assisting with clarification of goals, helping the student to structure a meaningful and integrated learning experience, and monitoring the student's progress in and adjustment to doctoral study. Post-master's students are assigned individually to faculty members. Post-baccalaureate students are all assigned to the same advisor to provide consistent transitional support. Exceptions will be made with the approval of the Program Director.

Research Advisor

Selection of the Research Advisor is completed by the first semester of the student's second year of full-time study or the equivalent in earned credit. In consultation with the Academic Advisor, the student will select a Research Advisor. The Research Advisor advises the student on the program of study in support of their dissertation and will assist in identifying a Supervisory Professor. The Research Advisor also determines a student's readiness to take the Comprehensive Qualifying Examination.

Supervisory Professor

The Supervisory Professor is a member of the Nursing PhD faculty, nominated by the student in consultation with the Research Advisor, approved by the Program Director, and appointed by the Dean of the GSBS. The Supervisory Professor guides and advises the student through the preparation, completion, and defense of the dissertation (Final Oral Examination).

Student Role and Responsibilities in Advising Processes

The specific responsibilities of the student are to:

- Communicate regularly with your advisor regarding progress, goals, and plans. It is recommended that the student and their advisor meet at least once a semester.
- Initiate contact with the faculty member whom the student is considering as a Research Advisor or Supervisory Professor.
- Select a Research Advisor in consultation with the Academic Advisor.
- Nominate a Supervisory Professor, in consultation with the Research Advisor. Complete the form, "Request for Supervisory Professor" and submit it to the Program Director.
- Discuss with the potential Supervisory Professor, potential members of the Dissertation Supervisory Committee.
- Process the "Application for Candidacy-Doctor of Philosophy (GSBS)".

- Initiate regular contact with the Supervisory Professor and other members of the Dissertation Supervisory Committee, as necessary, throughout the dissertation research process.

Change of Advisors and Dissertation Supervisory Committee Members

In consultation with the appropriate advisor, a student may request a change in the Initial Advisor, the Research Advisor, the Supervisory Professor, or Dissertation Supervisory Committee member(s) (i.e., if the substantive area of the student's research changes markedly). Either the Advisor, the Supervisory Professor, or the student may initiate any change. Requests for changes should be forwarded, in writing, to the Program Director using the form, "Request for Change of Initial and Research Advisor." Process the GSBS form, "Request for Supervisory Committee Member Change" when requesting changes in the Supervisory Professor or members of the Dissertation Supervisory Committee. The Program Director will coordinate this change.

A detailed list of responsibilities for each of these advisor roles can be located in the Nursing PhD Bylaws located at <http://nursing.utmb.edu/future-students/academic-programs/phd-program/phd-policy-handbook.pdf>.

Drop/Add Policy for GSBS

Courses may be added or dropped with appropriate signed approvals prior to the twelfth class day of the fall and spring terms and the tenth class day of the summer term. Courses dropped by these deadlines will not be recorded on the transcript. Courses dropped after these deadlines are recorded on the transcript with a grading symbol of "W", withdrew with no indication of level of performance if the student does not drop (withdraw from) all courses in the current registration. Students drop a course(s) after one of these deadlines (official census date), by preparing a brief written statement explaining the reason for dropping the course(s) and securing the signature of the instructor, the student's program director and the dean.

Students with more than two (2) grading symbols of "W" on their transcript or more than (1) "W" in the same course shall be subject to dismissal from graduate school.

Comprehensive Qualifying Examination

The Comprehensive Qualifying Examination (CQE) is a five-hour exam designed to validate the student's readiness to conduct independent research within the broader context of the discipline of nursing. The CQE is designed to appraise the student's ability to synthesize and apply knowledge essential for conducting scholarly inquiry to design and evaluate nursing research. Content covered in the CQE includes all coursework in the Nursing PhD Program curriculum.

Candidacy

Doctoral students are eligible to apply for candidacy after the Comprehensive Qualifying Examination has been successfully completed and the program faculty recommends his/her admission to candidacy. An application for admission to candidacy is completed and submitted with a research proposal to the Dean of the Graduate School. The student, in consultation with the Potential Supervisory Professor, prepares a research proposal that will be the basis of the student's dissertation and also identifies Potential Supervisory Committee Members.

Dissertation

The dissertation is the report of an original investigation carried by the candidate under the direction of the Dissertation Supervisory Professor. The dissertation must be the candidate's own work. Although it may be the result of research enterprises in which the candidate has collaborated with others, it must be presented in the candidate's own style and a substantial portion must represent that person's own creative style. The dissertation must be completed within five years after admission to candidacy (GSBS). Each year, the student will meet with his/her Supervisory Committee to discuss progress and future plans.

Other Rules and Regulations

Additional information about graduate school requirements can be found in the UTMB General Information Bulletin or on the GSBS website. Nothing in the present document is meant to conflict with the information found in the Graduate School Catalog.

V. NURSING PHD COURSE OFFERINGS

Required Courses – MSN to PhD

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
GNRS 6340	Doctoral Research Seminar	3
GNRS 6341	History and Philosophy of Science in Nursing	3
GNRS 6346	Quantitative Research Methods	3
GNRS 6347	Ethics in Health Care and Research	3
GNRS 6348	Qualitative Research Methods	3
GNRS 6350	Clinical Investigation in Nursing	3
GNRS 6351	Qualitative Data Management	3
GNRS 6352	Survey of Instrumentation Methods	3
GNRS 6357	Nursing Science I	3
GNRS 6358	Nursing Science II	3
GNRS 6361	Quantitative Data Management	3
GNRS 6400	Concepts and Theories in Nursing	4

GNRS 6402	Advanced Statistics	4
GNRS 6039	Research Practicum (9 credits required)	3
GNRS 6088	Independent Study (3 credits required; additional credits may be earned)	3
MEHU 6101	Ethics of Sciences	1
GNRS 6099	Dissertation (9 credit minimum required)	9
PROGRAM TOTAL		63

Required Courses – BSN to PhD

(These courses are in addition to the courses listed above for the MSN to PhD students.)

<u>Course Number</u>	<u>Course Name</u>	<u>Credit Hours</u>
GNRS 5309	Educator: Foundations of Adult Learning	3
GNRS 5310	Educator: Advanced Clinical	3
GNRS 5311	Educator: Program Evaluation	3
GNRS 5312	Educator: Learning Environment	3
GNRS 5320	Educator: Teaching Practicum	3
GNRS 5322	Educator: Curriculum Design	3
GDNP 6325	Health Care Policy	3
GDNP 6337	Information in Transformational Health Care	3
PROGRAM TOTAL		87

In order to be considered a full-time students, you must be enrolled a minimum of 9 credit hours for the semester. All BSN to PhD students must be registered at least 9 credit hours per semester.

Course Descriptions

Faculty members for each course are assigned by the Program Director and posted prior to the registration period for each forthcoming semester. Course descriptions may be found at <http://gsbs.utmb.edu/pdf/GSBSBulletin.pdf>. See Appendix A for GNRS 6039 Research Practicum guidelines and GNRS 6088 Independent Study guidelines.

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