HEALTH SERVICES
RESEARCH
PH.D. PROGRAM HANDBOOK

College of Health Sciences
Old Dominion University

Updated Summer 2012
INTRODUCTION............................................................................................................. 4
Mission Statement............................................................................................................. 4
Goals................................................................................................................................... 4
Objectives........................................................................................................................... 5

ADMISSIONS ................................................................................................................... 5
1. APPLICATION PROCEDURES ..................................................................................... 5
2. REQUIREMENTS .......................................................................................................... 6
   2.1. Equivalent of a Master's Degree..................................................................... 6
   2.2. Goals Statement .............................................................................................. 7
   2.3. Prerequisite Competencies ............................................................................. 7

ADVISING......................................................................................................................... 9
1. PRELIMINARY GUIDANCE ........................................................................................ 9
2. FACULTY ADVISOR .................................................................................................. 9
3. CHANGE IN ADVISORY COMMITTEE ....................................................................... 10

DEGREE REQUIREMENTS ........................................................................................ 10
1. PROGRAM OF STUDY .............................................................................................. 10
2. TRANSFER OF CREDITS .......................................................................................... 10
3. HEALTH SERVICES RESEARCH CORE ..................................................................... 11
4. RESEARCH SKILLS ..................................................................................................... 11
5. VARIOUS REQUIREMENTS TO COMPLETE DEGREE ................................................. 12
   5.1. Program (forty credit hours) ........................................................................ 12
   5.2. Cognate Area (six credit hours) ..................................................................... 12
   5.3. Internship (three credit hours) ....................................................................... 12
   5.4. Candidacy Examination ............................................................................... 16
   5.5. The Dissertation Committee ......................................................................... 17
   5.6. Dissertation Seminar (three credit hours) ................................................... 18
   5.7. Letter of Intent ............................................................................................... 18
   5.8. Dissertation Proposal .................................................................................... 18
   5.9. Proposal Defense ............................................................................................ 19
   5.10. Admission to Candidacy .............................................................................. 19
   5.11. Final Dissertation ............................................................................................ 20
   5.13. Certification for Graduation ........................................................................... 21

FINANCIAL AID............................................................................................................. 22

COURSES....................................................................................................................... 22
1. PH.D. PROGRAM REQUIREMENTS ............................................................................ 22
2. COURSE LIST ............................................................................................................. 22
3. COURSE DESCRIPTIONS .......................................................................................... 24
Table of Contents

Appendix A: Forms.................................................................................................................. 25

General Forms - G ......................................................................................................................
FORM G1: Evaluation of Transfer Credit............................................................................... 25

Doctoral Level Forms - D .........................................................................................................
FORM D1: Appointment of Doctoral Advisory Committee.................................................. 26
FORM D2: Appointment of Doctoral Dissertation Committee............................................ 27
FORM D3: Result of Doctoral Examination or Requirement................................................ 28
FORM D4: Doctoral Candidates 1-Hour Full-Time Notification.......................................... 29
FORM D5: Doctoral Dissertation Acceptance and Processing................................................ 30
FORM D6: Doctoral Dissertation Delivery............................................................................. 31
FORM D7: Leave of Absence from Doctoral Program............................................................ 32
FORM D8: Exception to Time Limits Allowed to Complete Doctoral Degree...................... 33

Program Forms - P ..................................................................................................................
FORM P1: Program of Study.................................................................................................. 34
FORM P2: Request For Change In Ph.D Advisory Committee............................................. 36
FORM P3: Registration for Internship Site........................................................................... 37
FORM P4: Application For Internship.................................................................................. 38
FORM P5: Student Intern Evaluation.................................................................................... 39
FORM P6: Request to Take Ph.D Candidacy Exam/Dissertation Defense......................... 43
FORM P7: Request for Change in Ph.D Dissertation Committee......................................... 44
FORM P8: Letter of Intent/Dissertation Proposal Acceptance........................................... 45
FORM P9: Dissertation Title Page........................................................................................ 46

Appendix B: Dissertation Defense Announcement................................................................. 47
Appendix C: Dissertation Deadline Dates............................................................................. 48
INTRODUCTION

Old Dominion University’s Ph.D. program in Health Services Research is dedicated to educating a multidisciplinary cadre of researchers who will study the quality, cost, delivery, accessibility, use and financing of health care. The program draws on the expertise of faculty from a variety of clinical and academic disciplines whose theories and methodologies are used to study the organization, structure and process of health services in determining health outcomes for individuals and populations.

The graduates of the PhD in Health Services Research are prepared as leaders to utilize advanced research knowledge to determine policies for public health agencies, managed care organizations, military health activities and clinical facilities. They will serve as researchers and teaching faculty in local, state, national and international programs. Health services researchers pursue careers in many settings, including academia, professional organizations, research centers, health policy groups, clinical settings, and in Federal, State, and local agencies.

Information in this Handbook provides the student with specific program requirements. The student should also refer to the University Catalog and the Office of Graduate Studies website for additional essential information.

MISSION STATEMENT

The primary mission of the Ph.D. in Health Services Research is to develop leaders and problem solvers whose professional services will improve the health of the population not only in Eastern Virginia, but also statewide, nationally and internationally.

Health services researchers examine healthcare quality and effectiveness, patient outcomes, access to care, healthcare costs and financing, primary and managed care, new technologies, and other critical topics.

Health services researchers pursue careers in many settings, including academia, professional organizations, research centers, health policy groups, clinical settings, and in federal, state and local agencies.

GOALS

The primary goals of the program are to provide knowledge of public health, health policy and health services research, enabling students to

1. Formulate and analyze public health policy,
2. Conduct and interpret health services research,
3. Lead programs and organizations addressing the health care needs of populations,
4. Work directly with community members to empower them to be a part of the policy formulation process.

In accomplishing these goals students in the program will develop the critical skills necessary to assemble and integrate qualitative and quantitative evidence applicable to problem formulation and policy analysis. They will be able to design viable programs, manage resources, and measure the effectiveness of service delivery to metropolitan area residents. Community needs will inform the direction and focus of programmatic approaches to research and policy.

OBJECTIVES

The objectives of the Ph.D. program are to have students successfully complete the curriculum, perform a health services research internship, and write and defend a dissertation that demonstrates a sophisticated knowledge of the topic area, quantitative and qualitative methods, and policy. By meeting these objectives, the student will be assisted in attaining positions of leadership and trust in the healthcare community.

ADMISSIONS

1. Application Procedures

The completed application and supporting documents should be sent to the Office of Graduate Admissions by the following deadlines:

<table>
<thead>
<tr>
<th>Entry Term</th>
<th>Application</th>
<th>All Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>July 1</td>
<td>July 31</td>
</tr>
<tr>
<td>Spring</td>
<td>November 1</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer</td>
<td>April 1</td>
<td>April 30</td>
</tr>
</tbody>
</table>

The application form, official transcripts, test scores, letters of recommendation, a personal and professional goals statement, and the prerequisite competency sheet must be submitted before the application is considered by the program.

The Program Director makes the final decision regarding admissions. The Program Director with the Admissions and Continuance Committee evaluates the graduate admissions index score, GRE score, graduate grade point average, applicant's goals statement, professional success and leadership potential as reflected by current employment, and the strength of the letters of recommendation.

If the application and all supporting credentials are received, applicants for admission are notified regarding the admissions decision usually within 30 days after all credentials are due.
2. **Requirements**

An applicant must meet the general university requirements for admission to graduate study.

Specific criteria for admission to regular status in the Ph.D. in Health Services Research program are as follows:

1. a master's degree or equivalent in an appropriate field from an accredited institution of higher education; a 3.25 GPA in the master degree;

2. acceptable results from the Graduate Record Examination (GRE),

3. three letters of recommendation evaluating the applicant's potential for success in the program, with at least one letter from an academic source and one from a professional colleague or former employer;

4. demonstrated leadership skills in a relevant field as verified by the applicant's current professional position and supported by letters of recommendation;

5. a written statement of personal, academic, and professional goals indicating how the doctoral program will contribute to the achievement of these goals;

6. fulfillment of prerequisite competency requirements.

Certain of these requirements are further clarified below.

2.1. **Equivalent of a Master's Degree**

For purposes of admission to the Ph.D. in Health Services Research Program, the equivalent of the master's degree is defined as:

1. a post-baccalaureate degree from an accredited institution of higher education outside the United States for international candidate. The degree must be related to the Health Services field of study, and must be equivalent to the master's degree awarded by American institutions;

2. a formal professional degree beyond the baccalaureate, such as the Juris Doctorate; Doctor of Medicine or Doctor of Dental Surgery.

All requests for acceptance of a master's degree equivalent must be reviewed and approved by the Program Director and the Admissions and Continuance Committee.
2.2. Goals Statement

The goals statement should be an accurate, concise explanation of the applicant's personal, academic, and professional objectives, and should reflect clearly how the doctorate in Health Services Research can assist in meeting those objectives. While the statement may refer to the applicant's past experience and training, it should focus primarily on current issues and the applicant's potential as a graduate of the doctoral program. The goals statement will be assessed on the basis of writing proficiency and content.

2.3. Prerequisite Competencies

Applicants must demonstrate competency in three areas as a prerequisite for admission to the Ph.D. in Health Services Research program. Since students may enter the program with a master's degree in a variety of disciplines, the prerequisite competencies assure a degree of experiential commonality among program enrollees and provide for them the necessary background to perform at an acceptable level within the degree curriculum. The prerequisite competency areas are: Health Services Management/Administration, Statistics, and Research Methods. A student may be admitted into the program with a course prerequisite deficiency; however, all course deficiencies must be made up before the student completes the program of study. Prerequisite requirements may not be used to fill core, concentration or cognate requirements.

Health Services. 6 credits. Graduate coursework in health services may fulfill this requirement.

Management/Administration. 6 credits. Graduate coursework and significant professional managerial experience may meet the management prerequisite. Significant managerial experience is defined as supervision of at least five persons for a minimum of two years. To fulfill the management prerequisite, the applicant must have had training and experience in planning, budgeting, and evaluating persons and/or programs at the administrative level. Experience and coursework taken by the applicant are evaluated against these criteria. Where one or more of the required skills is missing, the applicant must take up to two graduate courses to satisfy the requirement. Examples of courses that meet the management/administration requirement include Organization and Administration, Introduction to Management, Introduction to College Personnel and Nursing Administration Seminar and Practicum.

Statistics/Research/Evaluation. 6 credits. Only graduate coursework may be used to satisfy this prerequisite. Students must have at least one graduate course in statistics and one in research methods as a prerequisite for the program.

The admissions committee evaluates each applicant's prerequisite competencies and, where necessary, suggests specific courses to ameliorate deficiencies. Coursework taken to meet the prerequisite competency requirements may not be counted in meeting the
sixty credit hours required for the degree.
ADVISING

1. **Preliminary Guidance**

Upon acceptance into the program, the Program Director provides initial counseling concerning coursework and other areas of academic concern. Preliminary guidance by the Program Director will terminate with the selection of a Faculty Advisor, whose first responsibility is to develop with the student a Program of Study (Appendix A Form P1) and determine what courses should be transferred into the program (Appendix A Form G1). The Faculty Advisor should be selected in consultation with the Program Director upon entry to the program but no later than completion of 12 hours.

2. **Faculty Advisor**

The Program Director, in consultation with the student, proposes a faculty member for appointment as the student's Faculty Advisor (Appendix A Form D1). The Faculty Advisor must be familiar with the policies and procedures of the program and must be willing to provide guidance to the student in all academic program decisions. He or she must be a regular member of the Program Faculty and certified for graduate instruction. The Faculty Advisor will assist the student in selecting the other members of the Advisory Committee. The Advisory Committee will consist of three members. The Chair and one member will be from the Program and the third will be from the Cognate Area. All Advisory Committee members must be approved by the Program Director.

The Faculty Advisor is responsible for guiding and directing the student's program of study; developing, administering, and grading the candidacy examination; assisting the student in selecting a dissertation topic; and initiating all academic actions regarding the student. The Faculty Advisor is responsible for counseling the student on academic matters and, in the case of academic deficiency, initiating recommendation to the Program Director and Dean.

The Faculty Advisor will complete students’ registration forms and send copies to the Program Director for inclusion in the student's file. The Faculty Advisor will assist students in the timely filing of applications for internships, candidacy exams, etc. with the Program Director. The Faculty Advisor will document in writing any changes in the Program of Study and submit this in writing to the Program Director for inclusion in the student's file.

The Faculty Advisor continually evaluates the student's performance, may insist on more than the minimum scholastic requirements and may take other factors into account when determining the student's continuance in the degree program. Periodically, the Faculty Advisor communicates the student's progress to the Program Director.
3. **Change in Advisory Committee**

Changes must be made in advance of the candidacy examination. Informal substitutions for either the written or oral part of the candidacy examination are not permitted. Changes in the committee (Appendix A Form P2) are permitted between the written and oral portions of the examination only with the written approval of the Program Director and the Dean of the College. The examination must be scheduled at times when it is possible for all members of the committee to participate. Changes made in the Advisory Committee without prior approval are not recognized.

**DEGREE REQUIREMENTS**

The Ph.D. in Health Services Research requires a minimum of sixty credit hours of work beyond the master's degree, including a minimum of twelve credit hours of dissertation. The majority of coursework must be taken at the 800 level. Twelve credit hours of the coursework may be taken at the 600 level. Coursework at the 500 level may be used to meet prerequisite requirements, and may not be used to meet regular program requirements. Students in the Health Services Research Program will be required to obtain a B or better grade for each course taken in the program. Students are allowed one C. If they receive a second C they will be terminated from the program.

1. **Program of Study**

The program of study provides structure and direction for the student's progress through the program. It consists of the detailed listing of courses/internship experiences the student will take in order to complete the program. The program of study must be approved and signed by the Faculty Advisor and the Program Director (Appendix A Form P1).

The student works with his/her Advisory Committee, to develop an academic program of study (Appendix A Form P1). Since the program of study provides structure and direction for the student's progress through the program, the Faculty Advisor should be selected and the program developed by the completion of 12 hours of coursework. The program of study must be approved by the Faculty Advisor, Program Director and Dean.

2. **Transfer of Credits**

Upon the recommendation of the student's Faculty Advisor and the Program Director, students may also transfer up to twelve semester hours of graduate credit into the Ph.D. in Health Services Research program (Appendix A Form G1). Any courses taken at Old Dominion University prior to formal admission into the program must be approved by the Faculty Advisor and Program Director if they are to count as part of the student's program of study.

Transfer of credits is not automatic. The following criteria are used in evaluating courses
requested for transfer.

The courses must:

1. have been taken at an accredited institution subsequent to the award of the master's degree;
2. be bona fide graduate courses at the 600 level or above
3. be compatible with and contribute to the student's program of study
4. have been completed with a grade of "B" or better;
5. be acceptable toward a comparable degree at the institution which offered the courses;
6. not have been completed by correspondence nor by exemption through an examination; and
7. have been completed within eight years of the date of transfer. Transfer courses that reach the eight-year limit prior to the candidate's graduation must be revalidated by the university at which the student completed the coursework.

These are minimal criteria. A course may not be approved even if it meets these criteria because a Faculty Advisor or Program Director may feel the student does not have enough courses left to provide a defensible doctoral program.

3. **Health Services Research Core (18 credit hours)**

Health Services Research core courses offer an important theoretical framework for the degree and an introduction to the development, delivery, and management of Health Services Research. As a starting point for all students in the program, these courses help to develop a common frame of reference and focus to the program. All students are required to complete 18 hours of core coursework in Health Services Research. The Program Director determines the exact number of courses each student must take, considering the student's experience, previous academic training, and proposed program of study.

The core coursework usually is completed within the first eighteen hours of program work, excluding prerequisite requirements.

4. **Research Skills**

Students must have successfully completed at least one research design and one statistics
course as prerequisites for the program. In addition, all students must take four health services research courses as part of their program of study.

Research skills are assessed through the candidacy examinations and during the development of the student's dissertation. Required exit research skills include the ability to identify, describe, and apply research techniques, and the ability to interpret, utilize, and apply qualitative and quantitative analysis and draw inferences from results.

Under special circumstances, students, with permission of a faculty supervisor, may sign up for HLSC 895 Supervised Research. Prior to the semester in which the student enrolls in HLSC 895 the student and professor must complete the appropriate form (?).

5. Various Requirements to Complete Degree

In addition to the Health Services core and research requirements, the following are required to complete the degree:

1. an area of concentration related to the program requirements; 2. a cognate completed in a related discipline or specialty outside the area of concentration; 3. direct participation in health services research via an internship; 4. a candidacy examination; 5. a dissertation seminar; 6. approval of a dissertation proposal; 7. a successful oral defense of the dissertation; and 8. approval of final dissertation.

5.1. Program (Forty Credit Hours)

Individualized programs are developed for students by their Faculty Advisor and Program Director. The Health Services Research program requires a 12 hours in Health Services core area, 18 hours in the Research core, 6 hours in the Health Policy core. Four, one-credit courses in colloquial work are offered in which students receive presentations and present research and current topics of interest in health related professions.

5.2. Cognate Area (Six Credit Hours)

A portion of the student's program of study is completed in a related area outside the major discipline. This requirement is based on the view that Health Services Research professionals should be formally exposed to a second discipline from which they will obtain a broader perspective of healthcare. This can be an area in which the student wishes to exert major leadership in in the field. Specific course selections must relate to one area of specialization or a specific discipline and should be made jointly by the student and his/her Faculty Advisor.

5.3. Internship (Three Credit Hours)

Students must complete an internship which provides field experience and on-site exposure to health services research. This experience is useful for merging academic study with associated practical issues and processes.
The internship can be completed in the cognate area, or in an area related to the student's concentration. The student's employment schedule and special interest areas will be considered by the Faculty Advisor in determining the time, site, and subject area of the internship experiences. To be eligible for internship placement, students must have successfully completed a combination of at least thirty-three credit hours of core, concentration, and cognate work. The internship application deadlines are as follows:

<table>
<thead>
<tr>
<th>Internship Period</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer</td>
<td>March 1</td>
</tr>
</tbody>
</table>

a. **Activity Goals:** Internships must afford the following experiences for all students:

1. direct contact with agencies or organizations that address the special needs of pluralistic and diverse populations;

2. documented in day-to-day agency operations or field investigations of a significant health services problem;

3. attendance and participation in meetings in which important issues are addressed;

4. documented learning through combined research and action.

b. **Establishment of Internship Sites:** Students will negotiate internship sites with their Advisory committee. The Advisory committee will also assure that a Ph.D. program faculty member is appointed as internship supervisor. (Appendix A Form P3).

In all instances, established internship sites must be registered in the appropriate Program Director's office and should include:

1. the name and address of the agency;

2. the agency contact person (name and phone number);

3. the ODU contact person (name and phone number);

4. the number of slots available; and

5. a brief description of the agency's offerings.

The Program Directors' offices serve as clearinghouses for internship
placements both in terms of informing program personnel of available sites and of maintaining records of internship placements. The internship supervisor assigned to monitor the internship is responsible for all contacts with internship site administrators and student interns.

c. **Internship Placements:** The following procedures must be adhered to in the placement of interns:

1. When the student, Advisory committee, and internship supervisor have approved an internship site, the student submits an Application for Internship (Appendix A Form P4) to the Program Director's office prior to the start of the semester. The application must indicate the rationale for the proposed experience--the reason that site was chosen and how it will benefit the student--and a description of the duties and responsibilities of the internship. Agencies must be registered in the Program Director's office before being considered as placement sites.

2. The Internship Supervisor works with the student and his/her Advisory Committee in effecting the placement. The student and Internship Supervisor make contact with the agency for placement approval.

3. The Internship Supervisor arranges meetings with the student and the appropriate agency personnel. At such conferences, internship requirements are explained to both the student and the agency representative. The Internship Supervisor must make at least one visit to each internship site, meet with each student's on-site supervisor, confirm the duties and responsibilities of the internship, meet with interns to discuss and evaluate experiences, and must assist the intern in the documentation of the internship experience.

4. Students must register for the internship under the course number HLSC 868 during the semester that the internship is done.

**Internship, Supervision and Evaluation**

1. A minimum of 200 clock hours must be spent in the internship experience

2. All approved interns are required to meet with the Internship Supervisor periodically during the internship period to share experiences and to critically evaluate their approaches to various assignments. The Internship Supervisor provides guidance in documenting the internship experience.
3. After the student has completed the internship experience and all related documentation, the Internship Supervisor will assure the Student Intern Evaluation Form (Appendix A Form P5) is returned from the agency supervisor to rate the student's performance. The internship supervisor submits the student’s grade (Pass/Fail) after consultation with the Agency Supervisor to the Program Director. If the student does not complete the internship during one semester, they will receive an Incomplete (“I”) in the class for that semester and must continue to work with the Internship Supervisor until the experience has been completed.

d. **Internship Special Considerations:** In rare cases, to accommodate students whose employment responsibilities may prohibit leave time to meet the internship requirement, the following alternatives may be considered by the Program Director, Faculty Advisor and student.

1. Work in an agency that operates during evening hours and weekends.

2. Compress the 200-hour requirement into one or more blocks of full-time work. (For example, a student employed on a 12-month contract may use four weeks’ vacation time to work full-time with an agency and make up the remaining 40 hours with the same agency during the ensuing semester).

3. Assume new responsibilities within the agency of current employment which are in no way related to present employment. The student's full-time employer must certify in writing that the intern's responsibilities are different from those normally assumed on the regular job.

4. Internship exchange--with the approval of agency heads and the Program Director, students may exchange jobs for the duration of the internship period.

5. Field investigation--under very special circumstances, an intern may undertake a field investigation of a significant issue. The student must present a prospectus for the proposed investigation. The prospectus and the findings of the investigation must be approved by the student's Internship Supervisor, Faculty Advisor and the Program Director. The field investigation option is available only to students whose employment absolutely prohibits on-site experience.

The internship supervisor is responsible for grading of the intern in consultation with the agency supervisor, who evaluates the intern through completion of the Student Intern
Evaluation (Appendix A, Form P5). The internship supervisor works closely with the Advisory committee and certifies that all requirements of the internship have been met.

5.4. Candidacy Examination
The candidacy examination is normally taken during the semester in which the last formal graduate credits are completed. Through the candidacy examination, the student's Faculty Advisor, in conjunction with the Advisory Committee, shall ensure that the student has demonstrated a mastery of the subject matter in all fields of the program, has an adequate knowledge of relevant literature, and has the ability to identify, utilize, and apply research skills and techniques.

To be eligible to take the examination, the student must meet the appropriate school requirements, must have completed or be in the process of completing all coursework and the internship, must be recommended by his/her Advisory Committee, and must achieve at least a 3.0 GPA on all coursework taken within the program. When the student, in consultation with the Faculty Advisor has determined that the examination should be taken, the student must obtain an Application for Candidacy Examination (Appendix A Form P6), secure the signature of the Faculty Advisor, and submit the form to the Program Director no later than September 10 of the Fall semester or February 10 of the Spring semester. The Program Director verifies the student's eligibility for the candidacy examination and submits the form to the Dean of the College. The examination is scheduled the first Monday and Tuesday of November and the last Monday and Tuesday of March. Both the written and oral portions of the examination must be completed within one month. Postponement of the examination after permission has been granted must have the written approval of all signatories who approved the original schedule.

The Program Director will then inform the student of the time and place of the oral exam. The oral exam may not be held until all sections of the written exam have been successfully completed.

The examination is comprehensive in nature and consists of written and oral components. The written section is of the problem, case study, or scenario variety and requires approximately nine hours of writing time. The oral examination extends over a period of approximately one and one-half hours and permits an in-depth discussion of the written topics and other related materials. All parts of the examination are graded pass/fail.

Questions for the candidacy examination are based on coursework taken in the concentration and cognate areas and require a demonstration of research skills. The research question for a given semester will be standard for all students writing the candidacy examination. Research skills will include the ability to identify, describe, and apply research techniques, and the ability to interpret, utilize, and apply quantitative data and to draw inferences from results.

The Program Director is fully responsible for arranging the candidacy examination. This includes scheduling the examination, soliciting questions from the appropriate professors, assembling the questions, administering the examination, tallying the results, and
reporting the outcome to the student, and the Office of Student Records. All test
questions prepared by the Advisory Committee and the research question must be filed
with the Program Director not less than ten days prior to the examination date. The
students will be notified by phone regarding the results of the written examination
(Appendix A Form D3).

A student must pass all written and oral portions of the examinations to continue the
program. During the oral examination, all members of the Advisory Committee must be
present and must render a judgment on the student's performance. The examination may
not be reported as being passed if there is more than one dissenting vote. Ph.D.
examinations cannot be passed conditionally. Successful completion of the examination
cannot be contingent upon other factors such as additional coursework, the preparation of
extra research papers, etc.

A student failing any portion of the candidacy examination may be permitted, upon
approval of his/her Advisory Committee and the Program Director to take failed portions
once more the next time the exams are offered. Failure to successfully complete the
failed portion on a second administration will result in termination from the program.
Students who do not complete the dissertation within 5 years of the candidacy exam must
retake and pass the candidacy exam.

5.5. The Dissertation Committee

After the candidacy examination has been passed and a dissertation topic approved, the
Advisory Committee's responsibilities are complete. Refinement and final approval of
the dissertation topic and the dissertation letter of intent is the first responsibility of the
Dissertation Committee. This new committee is formed to supervise the dissertation
research, and is approved in writing by the Program Director and the Dean of the College
with the Request for Dissertation Committee (Appendix A Form D2 & P7).

The Dissertation Committee may not be formed until: (l) all coursework is completed; (2)
the internship requirements have been fulfilled; and (3) the candidacy examination has
been successfully completed.

The Dissertation Committee shall have a minimum of three members, at least two of
which must serve on the faculty of the College of Health Sciences, and the third should
be an expert in the area of research methods. All faculty must be full time and certified
for graduate instruction. A list of eligible doctoral level faculty can be obtained from the
Program Director’s office. Membership may be extended to a non-university person with
special knowledge of the dissertation subject area. Adjunct professors who are certified
for graduate instruction also may be appointed as voting members of the Committee. The
Program Director and the college Dean are ex-officio members of all Dissertation
Committees with full voting rights. The dissertation and the final oral defense of the
dissertation must have the majority approval of the Dissertation Committee.
5.6. **Dissertation Seminar (three credit hours)**

The student must integrate his/her professional, academic, internship, and research expertise in the development of a dissertation proposal. The dissertation seminar synthesizes the program's diverse elements by focusing on the development of a proposal for a major research project. The course is completed when the proposal has been approved by the course instructor. The proposal prepared for this course may or may not be approved by the dissertation committee as the actual dissertation proposal. Students should work with a potential Dissertation Chair while developing their proposal.

This course should be taken at the end of the student's coursework. Copies of the Old Dominion University Guide to Theses and Dissertations can be obtained from the University’s website (www.odu.edu/~acadaff) and the correct style and format for dissertations will be reviewed. The Advisory of correct style and format can be obtained from the University’s website (http://www.odu.edu/ao/affairs/graduastudies/thesis.pdf).

5.7. **Letter of Intent**

The letter of intent is a brief (two page) overview of the dissertation topic detailing the need for the study and the methods and procedures to be employed in implementing it. The student’s dissertation committee will evaluate whether the proposed study is sufficient in depth and gravity to warrant substantive research and make suggestions so that the student has a clear sense of direction for conducting the research and completing the dissertation proposal. If the letter of intent is approved by the committee, (Appendix A Form P8) will be submitted to the Program Director.

5.8. **Dissertation Proposal**

The dissertation topic selected shall represent a major research project which focuses on an issue directly related to Health Services Research, offers new or unique insights, and is multidisciplinary in approach. The dissertation proposal should show that the student has technical mastery of research skills, and is capable of doing independent, mature, and scholarly work that will be a significant contribution to knowledge and practice. The dissertation proposal must demonstrate that the final dissertation will meet the standards and quality of mature, scholarly, independent investigation as well as demonstrate competence in writing and using the methods and tools of research. The dissertation proposal consists of the first three chapters of the dissertation and must contain the following elements.

1. **The Research Problem:**

   This section must specify clearly the problem to be investigated. The student must justify that the problem is researchable and is worthy of
investigation.

2. The Theoretical Framework:

In this section a relationship must be shown between the problem to be investigated and previous research as it relates to a particular theory.

3. Research Design and Procedure:

This part of the proposal must be presented in great detail. Research objectives and hypotheses must be stated and the significance of these to the development of research and theory must be demonstrated. The design of the study must be justified. Data collection and analysis procedures must be explained in detail and justified.

Dissertations must be prepared according to the current Guide for the Preparation of Theses and Dissertations. The APA style manual should be used to cover specific questions of style. However, the requirements of the Guide for the Preparation of Theses and Dissertations takes precedence over all the guidelines contained in the APA manual.

Any proposal or dissertation research which involves human subjects must be reviewed and approved by the College's and/or University's Human Subjects Committee. The process and approval must be cited in the text of the dissertation. The information can be obtained from the University’s website. Appropriate forms can be obtained online as well. (http://www.odu.edu/ao/research/irbforms2004/policies/humansubjectsprocedure.pdf). (http://www.odu.edu/ao/research/services/forms-procedures-compliance.html)

Approval of the dissertation proposal is NOT a pro forma activity and the student is cautioned never to regard it as such. Although students are required to register for dissertation credits upon completion of the candidacy examination, no formal work beyond the proposal should begin until the proposal has been approved by the dissertation committee which is signified by completing Dissertation Proposal Acceptance Form (Appendix A Form P8)

5.9. Proposal Defense

5.10. Admission to Candidacy

Admission to candidacy is a formal step which occurs after the student has (1) completed formal coursework; (2) passed the candidacy examination in all its parts; and (3) obtained approval of the formal dissertation proposal. The Request for Admission to Candidacy should be initiated by the student at this point.
5.11. Final Dissertation

The final dissertation must be approved by the Dissertation Chairperson and the Dissertation Committee prior to the oral defense. This is signified by completion of Request for Oral Defense (Appendix A Form P6). This is submitted along with a copy of the dissertation in its final form and a copy of the Dissertation Defense Announcement (Appendix B). Hard copies of each of the above will be submitted to the Dean, the Program Director, and the Administrative Assistant. Announcements will be sent by e-mail to all individuals on a list kept by the Program’s Administrative Assistant with the final dissertation as an inclusion.

The Program Director and Dean require thirty days to read and review the dissertation. If changes in the dissertation are required, they must be made and approved by the officials listed above prior to the scheduling of the oral defense. There is a temptation to want to rush this process, but the student must give at least thirty days after he/she has turned in the five finalized dissertation copies in order to allow enough time to publish appropriate notification of the defense and to allow all interested parties to read the dissertation.

After the oral defense, the final dissertation must be approved by the Chairperson and all members of the Dissertation Committee, the Program Director, the Chair of the School, and the Dean (Appendix A Form D5) and by signatures on the Dissertation Title Page (Appendix A Form P9) on official paper. These should be secured before the student prints official copies to be turned in to the graduation office. Deadlines for submission of the dissertation to the graduation office and forms to attach are outlined in the University Catalog.

See schedule for each semester’s deadline dates. (Appendix C)


The oral dissertation defense is scheduled by the Chair of the Dissertation Committee, who synchronizes the schedules of the candidate, committee members, Program Director, School Chair, and Dean or Dean's Representative, publishes announcements of the defense in the appropriate university news media, and communicates to appropriate members of the university community. The oral defense is open to the university community and all interested members are encouraged to attend.

The defense is chaired by the Dissertation Committee Chair, acting as moderator, ruling on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore with the candidate the research methodologies employed in conducting the study, findings and conclusions revealed by the study, and contributions the study is expected to offer in decision making processes. In this way, the candidate and examiners reach a more extensive insight into the candidate's research area.

During the oral defense, all members of the Dissertation Committee must be present and must render a judgment on the candidate's performance. Authors of the candidate's
research question for the candidacy examination are also encouraged to attend the oral
defense. Students are required to participate in at least one dissertation defense prior to
their own. This would include reading the dissertation and asking cogent questions
during the defense.

Majority approval by the Dissertation Committee, including the Program Director and
Chair of the school, constitutes successful completion of the defense of the dissertation,
and is so reported by the Dissertation chairperson to the Dean of the school. This
examination should not be taken lightly. The student is expected to be an expert in his or
her area of inquiry and is required to respond appropriately to probing questions that are
asked during the oral defense. Any final revisions deemed necessary by the dissertation
committee must be made after the defense. In case of failure, the Dissertation Committee
may recommend that the candidate be dropped or allowed one additional chance to re-
work the dissertation and/or repeat the oral examination. The final copy of the
dissertation should be submitted to the Dissertation Committee, the Program Director,
and the Dean for signature on the title page of the dissertation.

After successfully completing the oral examination, and making final revisions approved
by the Dissertation Chair, the candidate brings to the Graduation Office the original and
four copies of the dissertation, properly signed, and any other copies he/she wishes to be
bound as well as the proper forms (Appendix A Form D3, D5, D6). At this time, the
student signs the microfilming agreement and submits the receipt from the Bursar's
Office as proof of payment of binding fees, microfilming costs, and copyright fees. All
doctoral dissertations are published on microfilm through University Microfilms, Ann
Arbor, Michigan. The student may also copyright his/her dissertation. The abstract will
be published in Dissertation Abstracts International.

Successful performance on this examination and adherence to all regulations outlined
above complete the requirements for the degree.

5.13. Certification for Graduation
Certification for graduation is a formal process which must be initiated by the student.
The student must file a formal application with the Office of Registrar and in accordance
with deadlines established by that office. If the application is not filed, there is no
assurance that the degree will be granted when earned even though all other requirements
have been fulfilled. Information can be find online.
http://www.odu.edu/ao/registrar/graduation/index.shtml

A student must be formally registered for the semester in which the degree is to be
conferred, either in dissertation credit hours or in HLSC 999.

All requirements for the doctoral degree must be completed within a time period of eight
calendar years.

Students are encouraged to participate in graduation exercises where they will be hooded
and congratulated by top officials of the university. Information about graduation
Students may rent or purchase their academic garb for graduation. The hood must be purchased and ordered ahead of time. Purchase or order can be made in ODU Bookstore.

**FINANCIAL AID**

Old Dominion University offers financial assistance to qualified graduate students. Types of aid include research and teaching assistantships, fellowships, grants, scholarships, and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study.

Grants, fellowships, and assistantships may be available. University funding affects fellowship and assistantship amounts; establishment of need and academic promise affect some grant amounts. Tuition is waived for graduate assistants at the doctorate level.

Applications are available from the Office of Admissions. For application deadlines and more specific information about funds available, contact the Program Director and the Office of Student Financial Aid. If the student is interested in financial aid, it is advisable to complete an application for financial aid form and return it to the Program Director along with a curriculum vita as soon as possible.

In addition to the financial aid offered by the university, graduate students may be eligible for aid administered by other agencies. For information about part-time employment, scholarships, and student loans, contact the Office of Student Financial Aid, Old Dominion University, Norfolk, Virginia, 23529-8576, or call (757) 683-3683, or check the University website (http://web.odu.edu/af/finaid/finaid.htm).

**COURSES**

1. **Ph.D. Program Requirements**

The 60-hour curriculum includes a series of courses approved by the Advisory Committee and Graduate Program Director, a health services related internship, and a dissertation that demonstrates a sophisticated knowledge of the topic areas.

2. **Course List**

The Health Services Research PhD has 64 academic credit hours of course work beyond the Masters’ Degree. The program of study consists of 12 hours of Health Services core courses and 18 hours of Research core courses. The Health Policy Core consists of 6 hours. Colloquium courses includes 4 credit hours. The cognate includes 6 credits. The internship (3 credits), and the dissertation seminar (3 credits) constitute the culminating course-work. Twelve (12) hours of dissertation credits are required to complete the program. The Program of Study for the PhD in

commencement are available at website
Health Services Research is contained in appendix E. A minimum of two semesters of full-time study is required of students in the program to meet university residency requirements. Course descriptions for the PhD in Health Services Research can be found in appendix F.

**Health Services Core (12 Hours)**

HLSC 801 Introduction to Health Services  
HLSC 809 Multidisciplinary Approaches to Health Services  
HLSC 814 Theory in the Health Sciences  
HLSC 864 Health Economics

**Research Core (18 Hours)**

HLSC 810 Research Design and Application  
HLSC 812 Qualitative Research Methods  
HLSC 813 Measurement of Health Phenomena  
HLSC 811 Health Care Research Methods  
HLSC 804 Methods of Program Evaluation  
HLSC 846 Advanced Epidemiology  
HLSC 873 Development of Grants and Contracts in Health Professions

**Health Policy Core (6 hours)**

HLSC 815 Decision Analysis  
HLSC 872 Policy and Politics of Health

**Culminating Courses (6 hours)**

HLSC 868 Internship in Health Services  
HLSC 881 Dissertation Seminar

**Cognate Courses (12 hours)**

Cognate Areas offer choices for students to specialize in an area inside and outside of the Health Arena. Possibilities include:

Epidemiology  
Education of Health Professionals  
Environmental Health  
Engineering Management  
Clinical Research  
Industrial and Organizational Psychology  
Health Psychology  
Modeling and Simulation  
Demography/GIS  

Other areas to be determined by students and faculty advisor

**Colloquium (4 hours)**
HLSC 889 Colloquium I  
HLSC 890 Colloquium II  
HLSC 891 Colloquium III  
HLSC 892 Colloquium IV  

Dissertation (12 hours)

3. Course Descriptions (see University Catalog)

HLSC 801 Introduction to Health Services: 3 hours; 3 credits.  
This course focuses on the complexities and strategies that are useful in assessing issues related to public health, healthy people/communities and health care delivery in traditional and nontraditional settings, public and private health care regulation and responsibility.

HLSC 809 Multidisciplinary Approaches to Health Services Research: 3 hours; 3 credits.  
This course examines health services trends and issues, coalition building, multidisciplinary theory, and application of research from an administrative, educational and public health perspective.

HLSC 810 Research Design and Application. 3 hours; 3 credits.  
This course explores the advantages/disadvantages and uses of non-experimental, quasi-experimental, and experimental designs in health related research with application to management, education and public health issues.

HLSC 811 Health-Care Research Methodologies 3 hours; 3 credits  
This course addresses the applied approach to selection and application of bivariate and multivariate statistical techniques in health services research with an emphasis on handling large data sets and the use of a computer for manipulation of quantitative data.

HLSC 812 Qualitative Research Methods 3 hours; 3 credits  
This course explores qualitative research methods with an emphasis on participant observation, the generation of grounded theory as well as interviews, focus groups, historical and phenomenological studies, and mixed methods.

HLSC 813 Measurement of Health Phenomena 3 hours; 3 credits.  
This course is an overview of measurement theory with emphasis on the development, testing and refinement of norm and criterion-referenced data collection instruments for health related research.

HLSC 814 Theory in the Health Sciences 3 hours; 3 credits.  
This course discusses major theories in Health Services and the research that supports them, by examining the standards for evaluation of theories and discussing selected theories from the sciences and health sciences.

HLSC 815 Decision Analysis 3 hours; 3 credits.  
This course teaches students the art and science of decision-making and covers expected utility theory, decision tree analysis, cost benefit analysis, and the psychological aspects of the
decision-making process in the context of health policy research.

**HLSC 846 Advanced Epidemiology** 3 hours; 3 credits

**HLSC 864 Health Economics** 3 hours; 3 credits.
This course describes the application of economic tools to analyze the operation of markets for health care and insurance with an emphasis on the complexities of economics unique to health care.

**HLSC 868 Internship in Health Services** 3 credits Available for pass/fail grading only
This course includes supervised work experience in private as well as public agencies. Requirements include completing a research project that is publishable or presentable at a professional conference.

**HLSC 872 Policy and Politics of Health** 3 hours; 3 credits.
This course introduces the student to the policy process and background research necessary for policy implementation strategies. It enables the student to develop systematic, analytical frameworks for understanding health and health care policy issues in policy-making.

**HLSC 873 Development of Grants and Contracts in the Health Professions** 3 hours; 3 credits.
Designed as a “hand-on” approach in effective grantsmanship, this course will guide the student from the identification of potential funding sources through proposal development. Highlights include program planning, nonprofit status, governmental/foundation corporate trends, local resources and grants administration.

**HLSC 874 Administration in Health Services** 3 hours; 3 credits.
This course introduces the resource management and organizational theory pertaining to the delivery of health care and the education of health professionals.

**HLSC 881 Dissertation Seminar** 3 hours; 3 credits.
This course will assist students to develop a dissertation proposal by introducing the steps in the research process, university guidelines and other resources related to completing their task.

**HLSC 889 Colloquium I** Lecture 1 hour; 1 credit. Grading: Pass/Fail.
**HLSC 890 Colloquium II** Lecture 1 hour; 1 credit. Grading: Pass/Fail.
**HLSC 891 Colloquium III** 1 credit. **HLTH 892. Colloquium IV. 1 credit.** This course is fourth in a series of colloquial courses in which doctoral level students receive presentations and present research and current topics of interest in health related professions.

**HLSC 895 Topics in Health Sciences** 3 hours; 3 credits
This course provides a group of advanced students with an opportunity to study special topics of interest to health services researchers.
**HLSC 898 Research** 3 hours; 3 credits
Supervised research on a specialized topic. Permission of the Instructor is required.

**HLSC 899 Dissertation.** 1-12 credits. Available for pass/fail only.
Appendix A

Office of Graduate Studies
212 Koch Hall
Norfolk, VA 23529
Phone: 757-683-4885
Fax: 757-683-3004

Evaluation of Transfer Credits
G1

Name: ___________________________ UIN: ___________________________

College: ___________________________ Degree Program: ___________________________

*No. of Credits Accepted: ___________________________

<table>
<thead>
<tr>
<th>Dept./School University</th>
<th>Credits</th>
<th>Course Title &amp; Number</th>
<th>Accepted Semester Credits</th>
<th>Date Completed</th>
<th>ODU Courses</th>
</tr>
</thead>
</table>

Submitted by: ___________________________ Approved by: ___________________________

Graduate Program Director Date Department Chair Date

☐ **This is a request to transfer more than 12 credits

**If this applies, signatures are required below.

Department Chair Date Dean Date

Justification: ___________________________

*Attach copy of Transcripts*: Credits transferring from non U.S. institutions must be approved by International Admissions prior to submitting form to the Office of The Registrar.

General Grad Form
(Rev. 3/10)
1. REQUEST:
   a. I hereby request the following Doctoral Advisory Committee to be established for:

   Student's Name: ________________________________ UIN: ________________________________

   who is enrolled in the ________________________________ program.

   (Title of degree program)

   ADVISORY COMMITTEE

   NAME (Print)                     SIGNATURE

   ________________________________
   ________________________________
   ________________________________
   ________________________________
   ________________________________

   Advisory Committee Chair

   Signature of Student             Date

   Advisory Committee Chair

   Date

   b. I concur with the appointment of the above Advisory Committee.

   ☐ *This represents a restructuring of an existing committee.

2. APPROVAL:

   Graduate Program Director: ________________________________ Signature Date: ____________

   Department Chair: ________________________________ Signature Date: ____________

   Dean: ________________________________ Signature College: ________________________________ Date: ____________

   Original: Graduate Program Director
   Copy: Student/Committee Chair

   (Rev. 10/11)
1. REQUEST:
   a. I hereby request the following Dissertation Committee to be established for:

      Student's Name: ___________________________  UIN: ___________________________
      who is enrolled in the ___________________________ program.
      (Title of degree program)

      DISSERTATION COMMITTEE

      NAME (Print)                        SIGNATURE

      _________________________________

      _________________________________

      _________________________________

      _________________________________

      _________________________________

      Dissertation Committee Chair

      _________________________________

      Dissertation Committee Chair

      _________________________________

      Date

   b. I concur with the appointment of the above Dissertation Committee.

      _________________________________  _________________________________
      Signature of Student              Date

   □ This represents a restructuring of an existing committee

2. APPROVAL:
   Graduate Program Director: ___________________________  Signature  Date:
   Department Chair: ___________________________          Date:
   Dean: ___________________________  College: ___________________________  Date:
A separate form shall be submitted immediately following completion of EACH examination/requirement.

This is to certify that on ____________________________ (Date)

________________________ (Student's Name) ________________ (UIN)

who is enrolled in the ___________________________________ program,

(title of degree program)

took the examination(s) checked below:

(Signatures of appropriate chair or examiner or committee members required for all examinations.)

<table>
<thead>
<tr>
<th>Pass/Fail</th>
<th>Chair/Examiner (Print)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diagnostic Examination</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Research Skills Examination</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Specify Skill</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Foreign Language Skill Examination</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Completion of Course</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Candidacy Examination</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Oral</td>
<td>Written</td>
<td>Both</td>
<td></td>
</tr>
<tr>
<td>Dissertation Prospectus</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
<tr>
<td>Oral Dissertation Defense Examination</td>
<td>______________________</td>
<td>__________________________</td>
<td>__________</td>
</tr>
</tbody>
</table>

Remarks: ________________________________________________________________

Working Dissertation Title: _______________________________________________

Committee __________________________ __________________________

________________________ __________________________

Graduate Program Director __________________________ Date ____________

Original: Registrar
Copy: Student
Committee Chair
Graduate Program Director

Doctoral Form (Rev. 3/10)
This confirms that __________________________ has advanced to Doctoral Candidacy Status __________________________ and is working full-time to complete the dissertation.

Semester: __________________________

Print Name __________________________

Advisor __________________________

Graduate Program Director __________________________

Signature __________________________

Advisor __________________________

Graduate Program Director __________________________

Date __________________________

Date __________________________

*This form must be submitted each semester while student remains in candidacy status and is actively working to complete the dissertation.

Original: Registrar
Copies: Graduate Program Director

Doctoral Form (Rev. 3/10)
Name: ___________________________ UIN: ___________________________

This is to certify the above named student has submitted his/her dissertation and that it has been accepted by the committee as satisfactory.

DISSERTATION TITLE: ____________________________________________________________

Signature of Committee Members

Print Name                               Signature                       Date

(Chair)                                  ___________________________           

______________________________________

Reviewed and Approved by

(Graduate Program Director / Print Name)  Signature                       Date

Reviewed and Approved by

(Dean / Print Name)                           Signature                       Date

Unless there is intellectual property to be disclosed, forward to the Office of the Registrar with a minimum of five copies of the dissertation. (Additional copies may be required by some programs).

Original: Registrar
Copy: Graduate Program Director

For the Office of the Registrar Use Only:

Five (5) copies of Dissertation received

Receipt(s) for binding and other fees

Dissertation Delivery Form (Form # )

Dissertation send to bindery __________(Date)

Dissertation distribution __________(Date)

2 Copies (Original and Copy) of Dissertation
to ODU Library

2 copies to the Dept

1 Copy (plus any additional copies) to student

Doctoral Form
(Rev. 3/10)
Student's Name: ___________________________ UIN: ___________________________
(Print)
Department: ___________________________ College: ___________________________

REMININDER: Please do not deliver your Dissertation to the office of the Registrar unless you have properly disclosed all intellectual property (e.g., patentable inventions or copyrightable work) to the Office of Research.

1. If you will be in the Hampton Roads area, please give your address and telephone number so that you may be informed that your dissertation is ready to be picked up.

_________________________________________ ODU E-mail: ___________________________
(Street Address)

_________________________________________ Telephone: ___________________________
(City) (State) (Zip Code)

2. If you will not be in the Hampton Roads area, please provide the address to which your dissertation should be sent C.O.D. by insured mail.

_________________________________________ E-mail: ___________________________
(Street Address)

_________________________________________ Telephone: ___________________________
(City) (State) (Zip Code)

Submit this completed form to the Office of Registrar with the original and copies of the thesis for binding.

Original: Registrar
Copy: Student

Doctoral Form
(Rev. 3/10)
(Name) (UIN)

Enrolled in the ______________ program

(Title of degree program)

has presented to the dissertation committee and the graduate program director a written petition for a leave of absence from graduate study from

____________ to ___________. A copy of the petition along with supporting (month/year) (month/year)
documentation is attached.

STUDENT:
I have read and agree to the policy for leave of absence in the Catalog. I understand the conditions and consequences of a leave, including the visa consequences, if I am an international student.

Signature of Student: __________________________ Date: ______________

Approval of Committee:

Name (Print) Signature

______________________________ __________________________

______________________________ __________________________

______________________________ __________________________

______________________________ __________________________

______________________________ __________________________

______________________________ __________________________

Dissertation Chair Date

Graduate Program Director Date

Original: Registrar’s Office
Copy: Student
Graduate Program Director
Dissertation Chair

Doctoral Form
(Rev. 3/10)
Name: ____________________________
(Print Name) ____________________________
(UIN) ____________________________

The above student requests an extension of ______ semesters beyond the allowed time limits
in order to complete their degree program in: ____________________________.

Please use the space below to explain the reason for the above request:

________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________

Will any academic credits require Re-validation? If yes, list courses and date of
Re-validation.

________________________________________________________________________________________________________________________________________

Approve [ ]    Disapprove [ ]

GPD – Print Name ____________________________    GPD – Signature ____________________________    Date ____________________________

College Dean – Print Name ____________________________    College Dean – Signature ____________________________    Date ____________________________
FORM P1
PROGRAM OF STUDY

Must be completed within first 21 hours. Any changes must be approved by all signatures.

STUDENT INFORMATION

Name: ___________________________ UIN: ___________________________

Degree: ___________________________ Cognate: ___________________________

Local Address: ___________________________

Phone: (H) ________ (W) ________ (C) ________

COMMITTEE MEMBERS

Academic Advisor: ___________________________ Dissertation Committee: ___________________________

1. ___________________________ Chair

2. ___________________________

3. ___________________________

APPROVAL OF STUDY PLAN

Student: ___________________________ Date: ___________________________

Advisory Committee Chair: ___________________________ Date: ___________________________

Graduate Program Director: ___________________________ Date: ___________________________

IMPORTANT DATES

Date Admitted: ___________________________

Type of Admission: Provisional/Regular Admission Conditions: ___________________________

Date Passed Candidacy Exam: ___________________________ Proposed Date: ___________________________

Date Letter of Intent Accepted: ___________________________

Date Dissertation Proposal Defense Passed: ___________________________

Date Dissertation Defense Passed: ___________________________

Semester/Year of Graduation: ___________________________

Eight Year Limit: ___________________________
Study Plan
Name:            UIN:
Prerequisite Courses (If none required, write N/A)
Date:
HLTH DELIVERY SYSTEMS, COMMUNITY HLTH
RESEARCH
STATISTICS
Health Services Core Courses (12 Credit Hours):
Date/Grade     Date/Grade
1.  HLSC 801(Intro to H.S.)       2.  HLSC 809(Multidisciplinary Approaches)
3.  HLSC 814(Theory in H.S)       4.  HLSC 864(Health Economics)
Research Core Courses (18 Credit Hours):
Date/Grade     Date/Grade
1.  HLSC 810(Hlth Rsch Design)            2.  HLSC 812(Qualitative Research)
3.  HLSC 813(Msrmnt. Hlth Phen)        4.  CHP 646(Epidemiology)
5.  HLSC 811(Quant. Rsch. Mthd)       6.  HLSC 804(Methods Program Eval.)
7.  HLSC 846(Adv. Epidemiology)       8.  HLSC 873(Grants & Contracts)
Health Policy Core Courses (6 Credit Hours)
Date/Grade     Date/Grade
1.  HLSC 815(Decision Analysis)       2.  HLSC 872 Policy &Politics
Colloquium Courses
Date/Grade
1.  HLSC 889(Colloquium I)       2.  HLSC 890(Colloquium II)
3.  HLSC 891(Colloquium III)       4.  HLSC 892(Colloquium IV)
Culminating Courses (6 Credit Hours)
Date/Grade     Date/Grade
1.  HLSC 868(Internship)        2.  HLSC 881(Dissertation Seminar)
Cognate Courses (6 Credit Hours)
Date/Grade     Date/Grade
1.                 2.
Dissertation (12 Credit Hours)
Request For Change In Ph.D. Advisory Committee

1. REQUEST:
   A. I hereby request the following Advisory Committee to be established for

   Student’s name __________________________ SSN ________________________________
   who is enrolled in the __________________________ program.
   Title of degree program

   CURRENT COMMITTEE
   Chair
   __________________________
   __________________________
   __________________________
   __________________________

   PROPOSED NEW COMMITTEE
   Chair
   __________________________
   __________________________
   __________________________
   __________________________

   Signature of Current Advisory Committee Chair __________________________ (Date)
   Signature of Proposed Advisory Committee Chair __________________________ (Date)

   B. I concur with the appointment of the above Advisory Committee.
   Signature of Student __________________________ (Date)

1. APPROVAL:

   Graduate Program Director __________________________ (Date)

   Dean __________________________ College __________________________ (Date)

Original: Graduate Program Director
Copy: Student
       Current Committee Members
       New Committee Members

Graduate Form 14
(Rev. 902) // SMF

PROGRAM FORM - P3
REGISTRATION FOR INTERNSHIP SITE

All internship sites hosting students in the Ph.D. in Health Services Research program at Old Dominion University must be registered with the Graduate Program Director. Please complete this form and return it to the address listed below. We appreciate your willingness to participate in the program in this way.

TO BE COMPLETED BY AGENCY CONTACT PERSON:

Agency Name and Address
Name
Address

Agency Contact Person
Name
Telephone
Number of Available Slots

Brief description of position(s):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________

Signature of Agency Contact Person
Date

RETURN TO: Graduate Program Director
Ph.D. in Health Services Research Program
College of Health Sciences
Old Dominion University
Norfolk, Virginia 23529

DATE RECEIVED Graduate Program Director
FORM P4
APPLICATION FOR INTERNSHIP

Name __________________________         UIN __________________________

I hereby apply for an internship placement in the following area:

___ Health Services (specify) ______________________________

___ Research (specify) ______________________________________

___ Health Policy (specify) ________________________________

during the __________________                 (semester) _____________                       (year)

Briefly describe the rationale of this internship, why the site was selected, the benefits
expected, and a description of duties and responsibilities on the back of this form. (Attach
additional sheet if needed)

I wish to intern at the following site:

Agency Name___________________________________________________________
Contact Person__________________________________________________________
Address_______________________________________________________________
Phone_________________________________________________________________

I certify that I have completed at least 33 credit hours of coursework within the program.

__________________________________________Student 

___________________________________________Date    Advisory Committee Chair    Date

APPROVAL:   Program Director_______________    Date___________________

___ Internship site is registered

___ Registration form sent to agency on _________(date).

Internship site must be approved and registered before placement of interns.
FORM P5
STUDENT INTERN EVALUATION

Name __________________________         UIN _____________________________

Agency Contact Person _________________________________________________

Agency Name and Address

______________________________________________________________________________
__________________________________________________________________

Attached is a performance evaluation of the student's intern experience in your agency. The primary focus of your evaluation should be on the gains in knowledge and ability to carry out assignments. Please submit this information within one week after the student completes the internship with your agency.

RETURN TO:  Graduate Program Director  
    Ph.D. in Health Services Research Program  
    College of Health Sciences  
    Old Dominion University  
    Norfolk, Virginia 23529

THANK YOU.

DATE RECEIVED ______   Program Director ______________________________

***********************************************************************

******************************************************************************
FORM P5
STUDENT INTERN EVALUATION

Student Name:________________________________

I. The student has completed the 200-hour internship?  Yes ___ No __

Dates of internship:  from:  to:______________

Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

II. The student submitted a written Intern Summary Report? Yes ___ No __

Comments
______________________________________________________________________________
______________________________________________________________________________

III. Please rate student using the following scale:

<table>
<thead>
<tr>
<th>5 = Superior</th>
<th>4 = Good</th>
<th>3 = Average</th>
<th>2 = Fair</th>
<th>1 = Poor</th>
<th>0 = No criteria to evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Ability to Work With Specific Community Program Through an Agency or Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Understanding of purpose and function of agency.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ability to use agency policies and procedures efficiently</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ability to plan, organize, and use time effectively.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Knowledge of and use of community resources.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORM P5
STUDENT INTERN EVALUATION

III. Please rate student using the following scale (Cont’):  
5 = Superior   4 = Good      3 = Average   2 = Fair     1 = Poor      0 = No criteria to evaluate

<table>
<thead>
<tr>
<th>B. Development of Skills</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>0</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to obtain pertinent information when needed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Ability to distinguish relevant from irrelevant materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ability to plan new course of action.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ability to relate and apply knowledge of specialized area to problem or agency function</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Ability to communicate with staff and others.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Ability to obtain relevant facts from materials.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Ability to record pertinent facts.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Ability to write and summarize reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Ability to give oral reports.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Knowledge of Supervisory Responsibilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Preparation for conference.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Understanding and use of supervisory relationship.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Participation in evaluations.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Capacity for Professional Development</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Ability to integrate theory and practice.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstration of continuous learning.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Ability to focus on problems and needs of agency or institution.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Ability to focus on problems and needs of agency or institution.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Ability to approach a problem professionally.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Promptness.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Dependability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
FORM P5
STUDENT INTERN EVALUATION

Additional Comments

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

________________________________________________

Signature of Agency Supervisor

________________________________________________

Typed Name and Title

________________________________________________

Date
FORM P6

Request For Permission To Take The Ph.D.
Candidacy Examinations/Dissertations Defense

1. REQUEST:
I hereby request permission to take the Ph.D. Candidacy Examination/Dissertation Defense for the
(indicate which)

(Title of Degree Program)  (Date)

I certify that I am registered for at least one credit hour during the semester in which the examination will be given.
I certify that I have properly disclosed all intellectual property (e.g. patentable inventions or copyrightable work) to the
Office of Research.

Signature of Student

Name typed or printed

Social Security Number

2. APPROVAL: ADVISORY OR DISSERTATION COMMITTEE

Advisory or Dissertation Chair  (Date)

Graduate Program Director  (Date)

Dean  College  (Date)

Original: Graduate Program Director
Copy: Student
FORM P7

Request For Change In
Ph.D. Dissertation Committee

1. REQUEST:
   A. I hereby request the following Dissertation Committee to be established for

   (Student's name) (Social Security No.)

   who is enrolled in the __________________________ program.

   (Title of degree program)

   CURRENT COMMITTEE                       PROPOSED NEW COMMITTEE
   Chair                                        Chair
   __________________________                  __________________________
   __________________________                  __________________________
   __________________________                  __________________________
   __________________________                  __________________________
   __________________________                  __________________________

   Signature of Current Dissertation Committee Chair (Date)

   Signature of Proposed Dissertation Committee Chair (Date)

   B. I concur with the above change(s) in the Dissertation Committee.

   Signature of Student (Date)

2. APPROVAL:

   Graduate Program Director (Date)

   Dean College (Date)

Original: Graduate Program Director
Copy: Student
    Current Committee Members
    New Committee Members

Graduate Form 17
(Rev. 9/02)//SMF
FORM P8

LETTER OF INTENT/DISSERTATION PROPOSAL ACCEPTANCE

This is to certify that the Letter of Intent/Dissertation Proposal entitled
__________________________________________________________,
presented by _____________ ((student's name)________________(UIN) was accepted by the
student's Dissertation Committee on _____________(date).

Approved by Human Subjects Committee:  ___ Yes;  ___ No;  ___ N/A

SIGNATURES: DISSERTATION COMMITTEE

___________________________________  Date
Chairperson

___________________________________  Date
Member

___________________________________  Date
Member

___________________________________  Date
Member

APPROVED:

___________________________________  Date
Program Director

Return to:  Program Director
           Ph.D. in Health Services Research
FORM P9

DISSERTATION TITLE PAGE

ANIMAL IMAGERY IN THE COMIC WORKS OF

RICHARD B. SHERIDAN AND WILLIAM CONGREVE

by

John Eugene Doe
B.A. June 1993, State University of New York
(Degrees held, with dates conferred, and Institutions)

A Thesis (or Dissertation) Submitted to the Faculty of Old Dominion University in Partial Fulfillment of the Requirement for the Degree of

MASTER OF ARTS
(DOCTOR OF PHILOSOPHY)

ENGLISH

OLD DOMINION UNIVERSITY
May 1999
(May or August or December 1999)

Approved by:

________________________
John T. Jones (Director)

________________________
Anne Dailey (Member)

________________________
David R. Smith (Member)

________________________
William Coza (Member)
Appendix B Sample Dissertation Defense Announcement

Dissertation Defense

The Use of the Tripartite Model of Attitudes to Explain EMS Providers’ Attitudes about the EMS Agenda for the Future

By

Carolyn A. Rinaca

Wednesday, June 12, 2005
Spong Hall – Room 203
3:30 PM to 5:30 PM

Dissertation Committee:

Clare Houseman, Chair
Stacey Plichta, Member
John Echternach, Member

Faculty, students, and interested persons are invited to attend. There is one copy of the Dissertation available for review in the School of Community and Environmental Health (204 Spong Hall) and one copy available for review in the School of Nursing (2091 Hughes Hall)
Appendix C
Health Services Research PhD Program
Dissertation Deadline Dates

General Notes

Students will be submitting their dissertation to their dissertation chair and committee members many times. They should be prepared to make revisions of the draft at each step of the way, including after the oral defense. For this reason, students should build in additional time whenever possible to allow for unforeseen circumstances and events. Please note, that these include both faculty and student problems with scheduling as well as a period of time in the summer between July 1 and the first day of Fall semester during which no work is expected to be reviewed by faculty. The deadlines below are the LAST POSSIBLE DATES for submission. We do suggest that students set these dates as early as possible in the semester in which graduation is planned. Students who fail to meet the deadlines can continue the process, but must expect to graduate in the next semester.

Final Submission Dates

Last day to submit to the Dean final corrected copy on required paper with all signatures.

To graduate in the Fall semester December 1
To graduate in the Spring Semester April 15
To graduate in the Summer Semester July 1

Events leading up to final submission dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit final draft of complete dissertation to chair including Annouacement of defense</td>
<td>10/6</td>
<td>2/18</td>
<td>5/20</td>
</tr>
<tr>
<td>Submit final draft of corrected Copy to all dissertation committee Members</td>
<td>10/20</td>
<td>3/4</td>
<td>6/3</td>
</tr>
<tr>
<td>Submit final draft of corrected Copy to The Dean</td>
<td>11/3</td>
<td>3/18</td>
<td>6/17</td>
</tr>
<tr>
<td>The Program Director</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Secretary of the Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Secretary of Nursing School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Submit copy of complete dissertation Including announcement of defense on disk to the Secretary of the Concentration</td>
<td>11/3</td>
<td>3/18</td>
<td>6/17</td>
</tr>
</tbody>
</table>

Last Day to defend dissertation 11/17 4/1 7/1

Please allow faculty at least 2 weeks to read all drafts. Note that these dates assume that the paper can be passed with few corrections to the next group. This ~ happens. If more time is needed to make corrections, each of the events will be delayed so that the final deadline may not be able to be met. Again, start this process early in the semester so that allowances can be made for circumstances beyond the students and the faculty's control.