Doctor of Philosophy (PhD) Program
Student Handbook
2019-2020
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Dear PhD Student:

Welcome to the Doctor of Philosophy program in Nursing at Villanova University! We believe that your educational experiences throughout your program will be both challenging and rewarding. At Villanova, you will have access to a scholarly faculty and the resources of one the finest universities in the country, plus an education based in a state-of-the-art facility and the latest on-line technology to provide you with the foundation to advance the nursing profession.

In conjunction with the *Graduate Student Handbook and Advisement Guide*, the *PhD Program Student Handbook* has been prepared by the PhD faculty to clarify policies, procedures and other important information.

Again, we welcome you to the PhD in Nursing Program at Villanova University. We hope this *Handbook* will be helpful to you and that you enjoy your educational experience here.

Sincerely,

Mary Ann Cantrell, PhD, RN, CNE, FAAN
Professor and Director, PhD Program
Villanova University M. Louise Fitzpatrick College of Nursing

***NOTE: The PhD Student is responsible for checking the PhD Website for the most up-to-date version of this handbook.***
VILLANOVA UNIVERSITY MISSION STATEMENT

Villanova University is a Catholic Augustinian community of higher education, committed to excellence and distinction in the discovery, dissemination and application of knowledge. Inspired by the life and teaching of Jesus Christ, the University is grounded in the wisdom of the Catholic intellectual tradition and advances a deeper understanding of the relationship between faith and reason. Villanova emphasizes and celebrates the liberal arts and sciences as foundational to all academic programs. The University community welcomes and respects members of all faiths who seek to nurture a concern for the common good and who share an enthusiasm for the challenge of responsible and productive citizenship in order to build a just and peaceful world.

Enduring Commitments

In pursuit of this mission, we commit ourselves to academic excellence, to our values and traditions, and to our students, alumni and the global community.

To foster academic excellence, we as a University:

- Create a diverse community of scholars, united and dedicated to the highest academic standards;
- Emphasize the liberal arts and sciences as our foundation and foster in our students active engagement, critical thinking, life-long learning and moral reflection;
- Concern ourselves with developing and nurturing the whole person, allowing students, faculty and staff to grow intellectually, emotionally, spiritually, culturally, socially and physically in an environment that supports individual differences and insists that mutual love and respect should animate every aspect of university life;
- Encourage interdisciplinary research, teaching and scholarship;
- Affirm the intrinsic good of learning, contemplation and the search for truth in undergraduate and graduate education;
- Support a curriculum that encourages both a global perspective and an informed respect for the differences among peoples and cultures.

To honor our values and tradition, we as a Catholic University:

- Believe that the dialogue between faith and reason drives the pursuit of knowledge and wisdom, and fosters St. Augustine’s vision of learning as a community ethos governed by love;
- Seek to understand, enrich and teach the Catholic intellectual tradition through our curricula, scholarship and activities in ways that engage diverse religious, intellectual and cultural traditions in a vigorous and respectful pursuit of truth and wisdom in every area of humanity;
- Provide opportunities for students, faculty and staff to seek guidance from Catholic intellectual and moral traditions, while always welcoming people from all faiths, cultures and traditions to contribute their gifts and talents to our mission;
- Respect and encourage the freedom proposed by St Augustine, which makes civil discussion and inquiry possible and productive;
- Look to the Order of St. Augustine to preserve our Augustinian character, by showing appropriate preference to Augustinians in faculty and staff appointments, and by welcoming their presence and influence in our university community.
To serve our students, alumni and global community, we as an Augustinian University:

- Encourage students, faculty and staff to engage in service experiences and research, both locally and globally, so they learn from others, provide public service to the community and help create a more sustainable world;
- Commit to the common good, and apply the knowledge and skills of our students and faculty to better the human condition;
- Encourage our students and faculty to pursue virtue by integrating love and knowledge, and by committing themselves to research and education for justice, with a special concern for the poor and compassion for the suffering;
- Respect a worldview that recognizes that all creation is sacred and that fosters responsible stewardship of the environment;
- Include our alumni as an integral part of the Villanova community;
- Value highly our relationship with neighboring communities.

M. LOUISE FITZPATRICK COLLEGE OF NURSING
MISSION STATEMENT

The M. Louise Fitzpatrick College of Nursing is a tangible expression of Villanova University's mission, tradition, and commitment to human service. As a major school of nursing under Catholic auspices, it carries responsibility for the education of nurses within the framework of Christian beliefs and values and the heritage of the Order of St. Augustine. The M. Louise Fitzpatrick College of Nursing interprets nursing as a healing ministry emanated by love and demonstrated through service and the care of others. As a healing art as well as an applied science and practice discipline, nursing as taught at Villanova University emphasizes the concern for spiritual health as well as that of mind and body. Curricula reflect the integration of these elements and their application in clinical practice, and concern for others regardless of race, ethnicity, or religion. The M. Louise Fitzpatrick College of Nursing educates individuals for service to a diverse society including all sectors and strata of the population; as such, graduates are prepared to assume roles in all settings where health care is delivered.

PHD PROGRAM DESCRIPTION

Welcome to the M. Louise Fitzpatrick College of Nursing PhD Program. Our program is clearly focused on the preparation of teacher-scholars who will be well-prepared to help alleviate the national nursing shortage by preparing diverse student populations for the delivery of nursing services.

Designed to prepare nurses as teacher-scholars for academic careers in higher education, this program builds upon baccalaureate and masters preparation in nursing, through emphasis on research and theory development. Villanova's program is distinguished by its special focus on the application of nursing knowledge and scholarly inquiry that address professional and practice concerns as they relate to teaching-learning processes in clinical as well as educational settings.
The program is driven by Augustinian Catholic values that characterize the mission of the University: the unity of knowledge, the holistic nature of human beings, the importance of community, the discovery of truth and a commitment to addressing the needs of disadvantaged and marginalized populations.

The M. Louise Fitzpatrick College of Nursing, established in 1953, has a reputation of excellence and is highly respected for its contribution to graduate education, which commenced in 1980. Nursing deans, faculty and leaders in higher education throughout the United States and abroad are alumni of its programs.

The PhD Program in Nursing seeks to educate graduates who will be well prepared to teach diverse populations of students in a variety of educational and clinical settings using state of the art technology; who will be equipped to provide leadership as the architects of curricula and members of evaluative bodies; who will be active contributors to the advancement and development of research; and who will be active participants in the various roles of faculty within academic institutions.

**PHD PROGRAM OUTCOMES**

The PhD Program is designed to prepare teacher-scholars in nursing for academic careers in higher education. Upon the completion of the PhD Program, graduates will be able to:

- Conduct research that generates, tests, refines or extends theory and knowledge relevant to culturally competent nursing and nursing education.
- Evaluate critically and synthesize research findings for building knowledge that advances culturally competent nursing and nursing education, and use that knowledge in education, research, advocacy, policy development and leadership.
- Assume the role of academic nurse educator with the ability to design varied learning opportunities in clinical and didactic settings using diverse teaching strategies to meet the needs of diverse populations.
- Possess the skills and knowledge to collaborate with other disciplines in health research and preparation of culturally competent health care providers responsive to the needs and concerns of a global society.
- Collaborate with others to improve health care and advance policy for vulnerable and at-risk populations.
- Advance the science of nursing education to improve education outcomes for learners, across all levels.
PHD CONTACT INFORMATION

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PHD FREQUENTLY ASKED QUESTIONS

WHAT IS THE PURPOSE OF THE PROGRAM?
This PhD program is designed to prepare nurses as teachers of diverse student populations in a variety of classroom and clinical settings within in academic programs. In addition, nurses who complete this program will be well-prepared to establish programs of scholarship.

WHAT CAN I DO WITH A PHD IN NURSING BESIDES TEACH?
While this program is designed to address the nation’s shortage of qualified nursing faculty, PhD-prepared nurses are employed in a wide variety of settings, including health care systems, corporations offering health-care products and services, research institutions, government agencies, as well as their own businesses.

HOW MANY NURSES IN THE UNITED STATES HAVE A PHD?
The best data from the federal government suggest that fewer than one percent of American nurses have PhD degrees in nursing or a related field.

WILL A PHD ALLOW ME TO DO INDEPENDENT NURSING RESEARCH?
Yes. The PhD program is designed to provide students with the skills needed to design and implement research projects, publish and prepare grants. New graduates may enter academic systems at the entry level, that is, as assistant professors. Some new faculty may find it necessary to work in collaboration with senior investigators to get their research programs established. Upon graduation some students who intend to focus on their programs of research may undertake post-doctoral fellowships.

WHICH IS PREFERRED--FULL-TIME OR PART-TIME STUDY?
While full-time study is preferred, students are able to study part-time to address their personal circumstances.

I AM AN INTERNATIONAL STUDENT. WHAT CAN I DO?
On-campus classes are offered for international students, as well as full-time students or fellowships and students who prefer to attend class on campus.

HOW ARE THE DISTANCE LEARNING COURSES SCHEDULED?
Fall and spring distance learning courses are synchronous online seminars. They are scheduled during two weekday evenings, Eastern U.S. time.

Your computer and communications hardware and software should meet or exceed the requirements as listed in the Computer Requirements for Distance Learning document.
DO APPLICANTS NEED PRIOR PREPARATION OR EXPERIENCE IN THE FIELD OF NURSING EDUCATION?

Students need not come with preparation in the area of nursing education or with teaching experience. The focus of their MSN degree is not a consideration. A BSN-PhD option is available for exceptional students who are early in their career.

HOW MANY CREDITS ARE REQUIRED?

The typical program of study entails 51 semester credits.

HOW LONG WILL IT TAKE TO COMPLETE THE PROGRAM?

Full-time students should be able to complete course work in just over two years. Part-time students can complete course work in three years. Completion of the dissertation requirement will probably take an additional two years, but may be less depending on the study.

WILL THERE BE OPPORTUNITIES FOR INDIVIDUAL ATTENTION?

The program is planned so that numbers remain relatively small and will facilitate student-professor interaction.

IS THERE A MENTORING SYSTEM IN PLACE FOR THE PROGRAM?

PhD students will work closely with a faculty advisor until they select the primary sponsor (chair) for their dissertation work. They will work closely with their primary sponsor throughout completion of the program.

ARE ANY COURSES OFFERED ON-LINE?

In fact, all fall and spring courses will be offered using various distance learning technologies. Summer courses will be offered on campus during Summer Sessions, using traditional modalities.

WHEN DID THE PROGRAM BEGIN?

We began teaching the first group of students in June 2004. The first graduates completed the program in Spring 2008.

IS THERE ANY FINANCIAL ASSISTANCE AVAILABLE?

Yes, you can obtain information about financial assistance at Financial Assistance Website.
PHD FREQUENTLY ASKED QUESTIONS (CONTINUED)

CAN I STILL WORK WHILE IN THE PROGRAM?

Most PhD students are employed while in doctoral studies. Full-time students typically work on a part-time basis. We strongly discourage full-time students from attempting to work full-time. Full-time employees can study on a part-time basis, and most of our students to date have been part-time.

WHAT PRACTICUM SITES WILL BE USED?

Students in this program will have a practicum experience in or related to nursing education. Students with little or no experience as teachers will have a precepted teaching experience; others may have an experience that focuses more on administration, regulatory or accreditation processes or advocacy for nursing education.

HOW WILL I GET A COMMITTEE CHAIR AND A COMMITTEE MEMBER?

Students identify a topic of interest when they apply to the program. This ensures that our faculty are able to support the student’s research interest. Students will meet the doctoral faculty during orientation and through their coursework. We work with students to ensure that Dissertation Chairs will be identified by enrolled students at the conclusion of the first summer of PhD course-work. They may be directed toward a specific person by their advisor or the Program Director. Our aim is to make sure that everyone is supported. The chair and the student together identify the committee member based on the research topic or methods. A Dissertation Committee Member will be identified by the end of the fall semester of the first-year of enrollment in the Program.

HOW SHOULD I EXPECT MY DISSERTATION COMMITTEE / CHAIR TO WORK WITH ME THROUGHOUT THE YEAR?

Students and committee chairs, in particular, need to talk about their expectations at the beginning of the dissertation process, including frequency and modes of contact (it is recommended that there be some contact every 2-3 weeks), and whether or not the faculty are able to engage in dissertation work when school is not in session, such as summers. If breaks are anticipated, then the student and committee can plan work to be accomplished by the student during that period.
PHD COURSE DESCRIPTIONS


NUR 8900 Issues and Trends in Health Care & Health Delivery System - This course provides students with the opportunity to identify, analyze and evaluate issues and trends in healthcare and healthcare delivery systems, and challenges them to expand their perspectives to encompass a broader worldview. Students examine current societal structures and organizations related to the delivery of healthcare, and are assisted to develop skills needed to effect a leadership role in the professional and civic communities in matters related to health.

NUR 8950 Curriculum Design in Nursing Education - Curriculum designs, conceptual frameworks, instructional resource, program plans, outcomes, and modes of evaluation, including standards, criteria and accreditation.

NUR 8951 Principles of Assessment, Measurement & Evaluation - Concepts related to assessment, measurement and evaluation in nursing, decision-making, objectivity vs. subjectivity, and legal and ethical issues related to evaluation.

NUR 8952 Teaching Strategies in Nursing - Teaching modalities based on the problem solving process, teaching/learning process and the nature of communication in teaching.

NUR 8954 Practicum in Nursing Education - Select and operationalize an aspect of the educator role.

NUR 9500 Social Ethics and Healthcare - The impact on societal health and well-being of broad social initiatives and government policies will be considered using selected frameworks.

NUR 9501 Concepts in Health and Culture - Concepts related to health, nursing, ethics, education, diversity and/or cultural competence will be analyzed as they relate to research and theory development.

NUR 9502 Philosophy and Science of Nursing - The history of science from premodern through postmodern paradigms, including definitions of knowledge, inquiry and consciousness, Nightingale in context, and nursing and biomedical models in context.

NUR 9503 Quantitative Research Design & Methods - Defining research problems, ethical considerations, validity, and various designs including experimental, quasi-experimental, descriptive, program evaluation, meta-analysis and epidemiological studies.

NUR 9504 Qualitative Research Design & Methods - Qualitative approaches to research including phenomenology, hermeneutics, grounded theory, ethnography, case study, historical research, combined methods and issues of rigor and confirmability.
NUR 9505 Statistical Analysis I - Principles of inferential statistical analysis including descriptive statistics, correlation coefficients, t-test, chi-squared, F sampling distribution, and effect size.

NUR 9506 Statistical Analysis II - Interpretation of advanced multivariate analysis including factor analysis, path analysis, analysis of covariance, and multiple regression.

NUR 9509 – Philosophy of Higher Education - The relation of major philosophical themes and trends up to the twenty-first century to concepts and issues in higher education.

NUR 9511 Dissertation Seminar I - First in a sequence of courses that offer students the opportunity to develop a research focus.

NUR 9512 Dissertation Seminar II - Second in a sequence of courses that offer students the opportunity to develop an area of research.

NUR 9513 Dissertation Seminar III - Third in a sequence of courses that offer students the opportunity to develop an area of research.

NUR 9514 – Advanced Research Design - Fourth in a sequence of courses that provide structure for development of the dissertation proposal.

Cognate – The cognate is a guided elective graduate course of 3 credits that supports the dissertation in content or methods. It may be an independent study or course.
PHD STUDENT SUPPORT SERVICES

WRITING CENTER
The Villanova Writing Center provides a comfortable atmosphere for a one-to-one session with a qualified tutor for students who are on campus. Students are asked to bring their paper, assignment, and an open mind; tutors will do their best to help students improve their writing. The Writing Center is located in Room 210 of the Falvey Library.

FINANCIAL AID INFORMATION
Financial aid, in the form of the Nursing Federal Direct Loan Program, (NFLP) is available to students pursuing either the full-time or part-time PhD in Nursing degree at Villanova. If you wish to apply for financial assistance please go to our website for more information: Financial Assistance Website

FALVEY LIBRARY SERVICES
Falvey Memorial Library serves as the premier source of academic information for the Villanova University community through its collections, educational and consulting services, innovative technology, programming and physical facilities. The extensive databases and services are available for our PhD students to use for their research and study. The books in our collection can be shipped to students within the USA at no cost. The PhD program contact is Alfred Fry, he can be reached at 610-519-4283 or alfred.fry@villanova.edu.

HEALTH SERVICES
The Student Health Center at Villanova University provides a safe, caring, respectful, and confidential environment and advocates healthy behaviors and lifestyle choices. Located in the Health Services Building at the Villanova University main entrance on Ithan Avenue, across from The Pavilion and Bartley Hall, the Health Services Building also houses the Counseling Center and the Office of Health Promotion. You can reach the health center at 610-519-4070.

DISABILITY SERVICES
The Office of Disability Services (ODS) is the primary office at Villanova University with specialized knowledge and experience in physical disability issues. ODS also advises faculty on the policies and procedures relevant to students with disabilities and acts as a general information and referral service on disability issues. You can reach the ODS at 610-519-4095.
## Plan for PhD Progression

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<td><strong>Summer I: Orientation</strong></td>
<td>NUR 8900 Issues and Trends in Health Care &amp; Health Delivery Systems</td>
<td>Orientation Issues and Trends in Health Care &amp; Health Delivery Systems</td>
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<td><strong>Fall 1:</strong> NUR 9511 Dissertation Seminar I - 1 credit</td>
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<td>NUR 9502 Philosophy &amp; Science of Nursing</td>
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<td>NUR 9502 Philosophy &amp; Science of Nursing</td>
<td>NUR 9505 Statistical Analysis I</td>
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<td>NUR 9505 Statistical Analysis I</td>
<td>NUR 9511 Dissertation Seminar I – 1 credit</td>
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<td>NUR 9501 Concepts in Health and Culture</td>
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<td><strong>Spring 1:</strong> NUR 9512 Dissertation Seminar II - 1 credit</td>
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<td>NUR 9503 Quantitative Research Design and Methods</td>
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<td>NUR 9503 Quantitative Research Design &amp; Methods</td>
<td>NUR 9506 Statistical Analysis II</td>
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<td>NUR 9506 Statistical Analysis II</td>
<td>NUR 9512 Dissertation Seminar II – 1 credit</td>
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<td>NUR 8951 Principles of Assessment, Measurement &amp; Evaluation</td>
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<td><strong>Summer 2:</strong> NUR 9509 Philosophy of Higher Education</td>
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<td>NUR 9504 Qualitative Research Design &amp; Methods</td>
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<td><strong>Fall 2:</strong> NUR 9513 Dissertation Seminar III – 1 credit</td>
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<td>NUR 9500 Social Ethics and Healthcare</td>
<td>NUR 9501 Concepts in Health and Culture</td>
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<td>NUR 8950 Curriculum Design in Nursing Education</td>
<td>NUR 9500 Social Ethics and Healthcare</td>
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<td>NUR 8952 Teaching Strategies in Nursing</td>
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<td><strong>Spring 2:</strong> NUR 8954 Practicum in Nursing Education</td>
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<td>NUR 8951 Principles of Assessment, Measurement &amp; Evaluation</td>
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<td>NUR 8500 American Higher Education Cognate</td>
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<tr>
<td><strong>Summer 3:</strong> NUR 9514 Advanced Research Design</td>
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<td>NUR 9514 Advanced Research Design Cognate or Independent Study</td>
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<td><strong>NUR 9508 PhD Dissertation Continuation until completion of program</strong></td>
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<td><strong>TOTAL:</strong> 51 semester credits (minimum)</td>
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<td>51 semester credits (minimum)</td>
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Course numbers may be created for independent studies which may fulfill cognate requirements and/or be substitutions for courses students do not need for various reasons.

After completion of course work, students will enroll in PhD Dissertation Continuation until defense of dissertation.
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<th>9511 FALL I</th>
<th>9512 SPRING I</th>
<th>9513 FALL II</th>
<th>9514 SUMMER 3</th>
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<tbody>
<tr>
<td><strong>Objectives</strong></td>
<td><strong>Objectives</strong></td>
<td><strong>Objectives</strong></td>
<td><strong>Objectives</strong></td>
</tr>
<tr>
<td>1. Begin to critically examine scholarship in area of interest 2. Anticipate human subjects concerns associated with nursing research 3. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</td>
<td>1. Begin to critically examine study design and data collection protocol for the research area of interest. 2. Plan ethical management of human research participants as appropriate to the research area of interest. 3. Formulate a sound, reasonable and feasible problem statement and corresponding research questions. 4. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</td>
<td>1. Continue development of dissertation proposal with attention to theoretical foundation, research methods and procedures. 2. Identify strategies to address protection of human subjects in proposed dissertation study. 3. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</td>
<td>1. Continue development of dissertation proposal methods and data analysis. 2. Develop a plan for reporting the research and continuing the program of study. 3. Initiate an application for IRB approval when and as needed. 4. Demonstrate appropriate oral and written communication skills in communicating scholarly work.</td>
</tr>
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**Overview of process content (not Dissertation Proposal Substance)**

<table>
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<tr>
<th>9511 FALL I</th>
<th>9512 SPRING I</th>
<th>9513 FALL II</th>
<th>9514 SUMMER 3</th>
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<tbody>
<tr>
<td>Ethics and scientific integrity and intellectual property issues. Existence and use of large data sets. “How to” do dissertation (overview). Introduction of need for framework. Critique guidelines for dissertations and research articles. Overview and structure of components of qualitative, quantitative, and mixed methods. Grant writing. Grant reviewing. Development of timelines. Developing a program of research. Ethics in publication/intellectual property, IRB and other human subjects’ issues; completion of CITI training. Development of interprofessional research teams.</td>
<td>Students identify 3 relevant possible funding sources for their study. Students identify and make an argument for their dissertation research question. Validate the purpose of the proposed research question through literature and external consultation with expert. Pilot studies Identify barriers and facilitators for proposed dissertation study (strategies to reach out to other researchers to discuss topic and strategies to maintain progress and proposal/study timeline after completion of course work.</td>
<td>Discussion on topics and mechanics of dissertation; funding opportunities; pre- and post-PhD publications. Publication process with the alternate dissertation Electronic IRB processes.</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Dissertation Proposal Substance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify topic of interest</td>
</tr>
<tr>
<td>Begin literature review on topic of interest. Develop significance of topic and proposed study (importance of quality, safety, and cost of care in significance)</td>
</tr>
<tr>
<td>Discussion of different issues for quantitative, qualitative, and mixed-methods research. Refinement and further development of specific research interest area and research questions. State significance of topic to nursing practice, research, education, administration, or healthcare policy development and current level of knowledge.</td>
</tr>
<tr>
<td>Refinement of RQs. Final validation of theoretical framework. Fit of framework for study; critique of framework and fit with RQs. Methods: selection of specific approaches and designs, threats to validity, recruitment and retention approaches, procedures to conduct the study; measurement issues;</td>
</tr>
<tr>
<td>Further refinement of components of proposal previously addressed in dissertation seminars. TOC guideline for quantitative dissertation TOC guidelines for qualitative dissertation TOC guidelines for mixed-methods dissertation</td>
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<thead>
<tr>
<th>9511 FALL I</th>
<th>9512 SPRING 1</th>
<th>9513 FALL II</th>
<th>9514 SUMMER 3</th>
</tr>
</thead>
</table>

obtain required permissions [for use of instruments, frameworks, etc.]). Discussion of strategies to identify possible funding sources.
| Assignments | What is known (and not known) about topic? Purpose of study and what you want to learn. Research questions to be asked Variables to be studied. Theoretical/operational definitions. Selection and/or validation of a theoretical/conceptual framework. | identification of possible analytic strategies; study’s limitations |  |

| Written critique of one dissertation’s structure, quality, scope and range Significance of topic ~ 10-page paper | Written paper with research statement and RQs, theoretical/conceptual framework, hypothesis, variables, instruments, theoretical and operational definitions. | Written paper with RQs, theoretical/conceptual framework, a working draft of study’s design, methods, procedures, sampling and recruitment, human subjects issues and protections, measurement (detailed examination of reliability and validity of proposed instruments) | A fully develop, complete draft of Chapter 3. |

**General:** “Mechanics” requirements will be same for all dissertation seminars; a recommended statement for PhD Program course syllabi has been finalized and distributed to dissertation seminar faculty
COURSE GRADING SYSTEM
The faculty teaching in the Graduate Nursing Program uses the following scale of numerical equivalents for all approved letter grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-94</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
</tr>
<tr>
<td>F</td>
<td>&lt;73</td>
</tr>
</tbody>
</table>

In calculating grade point averages, the University uses the following equivalents for course grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

NOTE: A cumulative grade point average of 3.0 ("B") or above is required for graduating from the PhD in Nursing Program.

Approved by Faculty Teaching in the Graduate Program, February 19, 2010

PHD GRADE POLICY
Students must maintain a minimum cumulative grade point average of 3.0. If it drops below 3.0 in any given semester the student will be notified that he or she is not meeting the expected performance standard for progression, which is a cumulative grade point average of 3.0. If this pattern recurs the student will be referred to the Academic Standing Committee of the M. Louise Fitzpatrick College of Nursing for review and appropriate action.
GRADE APPEALS AND COMPLAINTS AGAINST FACULTY
If a student has a grievance within a nursing course, he/she is advised to speak with the individual teaching the course. If the problem is not resolved at this level, it may be taken to the Program Director and Dean in that order. The complete grievance procedure policy may be found at:

http://www1.villanova.edu/villanova/provost/resources/student/policies/appeals.html

STANDARDS OF PRACTICE
The M. Louise Fitzpatrick College of Nursing has incorporated professional nursing standards and guidelines into Undergraduate and Graduate nursing curricula. Documents utilized for this purpose include but are not limited to:

- *The Essentials of Baccalaureate Education for Professional Nursing Practice* (AACN, 2008)
- *The Essentials of Master’s Education for Advanced Practice Nursing* (AACN, 2011)
- *Criteria for Evaluation of Nurse Practitioner Programs* (NTF, 2008)
- *Standards for Accreditation, Council on Accreditation of Nurse Anesthesia Educational Programs* (2008)
- *Domains and Competencies of Nurse Practitioner Practice* (NONPF)
- *Curriculum Guidelines and Program Standards for Nurse Practitioner Education* (NONPF)
- *Nursing: Scope and Standards of Practice* (ANA, 2010)

ACADEMIC ACCOMMODATIONS
It is the policy of Villanova to make reasonable academic accommodations for qualified individuals with learning disabilities. If you are a person with a disability and wish to request accommodations to complete your course requirements, please make an appointment with the course professor as soon as possible to discuss the request. If you would like information on documentation requirements, contact the Office of Learning Support Services at 610-519-5636, visit the office on the 2nd floor of Kennedy Hall, or visit the webpage: Learning Support Services.

The Office of Disability Services collaborates with students, faculty, staff, and community members to create diverse learning environments that are usable, equitable, inclusive and sustainable. The ODS provides Villanova University students with physical disabilities the necessary support to successfully complete their education and participate in activities available to all students. If you have a diagnosed disability and plan to utilize academic accommodations, please contact Gregory Hannah, advisor to students with disabilities @ 610-519-3209 or visit the office on the second floor of the Connelly Center.

ACADEMIC INTEGRITY
Students are expected to know and comply with all University policies related to academic dishonesty and plagiarism. The Villanova University Code of Academic Integrity is available at the following web site: academic integrity.
STATEMENT ON EVIDENCE-BASED PRACTICE IN NURSING
The M. Louise Fitzpatrick College of Nursing endorses the fundamental premise that all nursing practice reflects standards derived from the best current scientific evidence. All nurses need to know how to access high quality scientific sources of information to support nursing practice. Quality assurance requires continual evaluation of patient data for evidence of best clinical practices in specific settings.

WEATHER AND EMERGENCY INFORMATION
In case of inclement weather or an emergency, announcements regarding canceled or delayed classes will be available on Villanova University Snow and Emergency Hotline at 610.519.4505 and on local radio stations (e.g., KYW 1060 AM) using the school call number 524. You are also encouraged to check your Villanova University email for information.

*On-line courses may be held even if classes are cancelled due to inclement weather.*

CHANGES TO THE SYLLABUS
As a student you acknowledge receipt of this syllabus and the information herein by continuing to attend this course. The instructor reserves the right to make changes to this syllabus if circumstances warrant such change. All major changes will be provided to you in writing.

CLASS MATERIAL IN BLACKBOARD
The materials displayed in the Blackboard Classroom are copyrighted. All rights are reserved. The materials may only be used by students and faculty registered in the class and only for educational purposes. They cannot be copied or disseminated for any other purpose.

GUIDELINES FOR STUDENT BEHAVIOR IN ON-LINE CLASSES
These guidelines are intended to ensure that all participants receive and share fruitful feedback during on-line seminars.

1) Discourse is extremely important to doctoral learning. It is expected that students will disagree with one another and with faculty members. Courtesy and respect are expectations.
2) Class participants are expected to enable their cameras. If your camera is non-functional please inform the professor.
3) Class participants are expected to attend each class. If there is a reason to miss class, please inform the faculty member ahead of time.
4) Class participants are expected to use appropriate technology so that class runs smoothly and everyone’s voice can be heard clearly by others.
5) Class participants are expected to refrain from monopolizing the discussion.
6) Class participants are expected to refrain from interrupting other students and the faculty member in the middle of the discussion unnecessarily. If it is necessary to interrupt, it must be done with utmost courtesy.
7) Class participants are expected to connect to the class from a setting that is conducive to their learning and that enables them to take part in class discussion without producing background noise that is distracting to the class.
8) If there are issues related to these behaviors, they will be dealt with promptly; that may be done by the faculty member during class or after the class.
PhD ACADEMIC ADVISOR
Each student is assigned an academic advisor upon admission. The academic advisor is a resource for program planning and for academic concerns.

PHD DISSERTATION AND ORAL EXAMINATION

IDENTIFICATION OF DISSERTATION CHAIRS
Dissertation Chairs will be identified by enrolled students at the conclusion of the first summer of PhD coursework. A Dissertation Committee Member will be identified by the end of the fall semester of the first-year enrollment in the Program. Dissertation Chairs will maintain involvement during the Dissertation Seminar component of the Program.

Students are encouraged to review the Doctoral Faculty Dissertation Chair Eligible and Availability posted on the FCN PhD Program website.

Students may consult with anyone at all who has expertise in the student’s content area or methodology. If consultation entails expenses, those are the responsibility of the student.

The student will submit a form signed by the chair and all committee members to the Program Director after passing the Qualifying Examination.

It will be the student’s responsibility to apprise committee members of progress, and to convene meetings with the committee as needed or as suggested by the Chair.

DISSERTATION COMMITTEE WORKLOAD
Faculty who are dissertation chair eligible, will chair no more than four dissertations and serve as the committee member for no more than two additional dissertations during any given time period. This policy will commence during the 2019-2020 academic year and new Dissertation Chairs will be paired with Committee Members who are experienced Dissertation Chairs.

DISSERTATION SEMINAR GRADING
Dissertation Seminars (NUR 9511, 9512, 9513, 9514) will be graded using a letter grade system starting in the 2020-2021 academic year.

DISSERTATION CONTINUATION REPORT AND RETURN OF DISSERTATION MATERIALS
Students in Dissertation Continuation will provide their dissertation committee with a written timeline at the start of each semester with SMART (specific, measurable, achievable, relevant, time-bound) objectives for expected progress for the semester. Students will also provide a written summary of accomplishments toward completion of the dissertation from the prior semester.

Committee members will return and provide written feedback on students’ dissertation chapters/manuscripts within 2-3 weeks after submission. When there are extenuating circumstances, committee members will provide feedback within one month of submission.

5/28/2019
DISSERTATION PROPOSAL DEFENSE
The defense of the dissertation proposal will be scheduled at a mutually agreeable time, and the final draft of the dissertation proposal will be distributed to members of the proposal review committee at least one month in advance. The proposal will comprise the following, prepared as appropriate to the methodology of the study: introduction, significance of the thesis, questions for study, review of literature, and proposed methodology.

The proposal defense will be conducted by at least two readers, as well as the chair and additional member(s) of the student’s dissertation committee.

When appropriate, the oral examination may be conducted using distance technology.

The Program Director appoints at least two readers. The committee members also participate in the defense. An evaluative report is filed with the Program Director at the conclusion of the defense. The student’s dissertation chair will advise the student concerning status and recommendations.

DEFENSE OF THE DISSERTATION
The candidate will complete the dissertation, working with the chair as well as the other member(s) of the dissertation committee. When all committee members agree that the dissertation is complete the student may apply for oral defense. Defenses must be completed by December 1st for a December graduation or by April 10th for a May graduation. The committee chair will promptly notify the Program Director of the student’s readiness to defend in that semester. The oral defense will be scheduled at a time agreeable to all participants and the final defense draft of the dissertation will be distributed to all examiners at least one month in advance.

The Program Director appoints two readers. The chair and additional member(s) of the student’s dissertation committee will also serve as examiners. The second reader may come from within or outside the M. Louise Fitzpatrick College of Nursing. The defense will be scheduled for approximately two hours. The dissertation defense must take place on campus with the candidate present. Faculty and students may be invited to observe with the agreement of the candidate and the committee.

After official approval by the student’s committee members, the student will distribute the dissertation for distribution to the oral examiners one month prior to the examination.

The coordinator of the oral defense will open the session with a brief description of the format and procedure for the session. The procedure will include:

- Introductions of committee members and the candidate.
- Candidate is given an opportunity to briefly describe his/her professional/academic background and an overview of the study.
- The coordinator will invite members of the audience to ask questions of the candidate. After the open session, the candidate and examiners will meet in closed session.
- When all examiners, including the coordinator, have had an opportunity to question the candidate and are satisfied, the coordinator will ask the candidate to leave the room, at
which time the examiners will deliberate, vote on approval status, and offer concrete recommendations or suggestions to the dissertation chair and committee member(s) for revision of the final document. At that point, the examinee will be invited back into the room to hear, briefly, the outcome of the examination.

The outcome of the examination can be one of four choices:

1. Approved, no revision necessary  
2. Approved, minor revisions specified by the committee. The dissertation chair is authorized to approve the revised dissertation.  
3. Approved with substantive revisions requiring approval of the dissertation committee.  
4. Not approved. Major revision and re-submission for an oral defense is required.

The chair of the oral defense will sign and file an official report of the examination outcome, signed by the Dean, with the Program Director.

Candidates who are Approved or Approved with Revisions will satisfy the committee members that all necessary revisions been made. All dissertations will normally be submitted to ProQuest (University Microfilms) for electronic storage and access, in accordance with Falvey Library requirements. One bound copy will be provided to the Doctoral Program Office. Because of online storage, and the need to delete signatures of examiners from the permanent stored version, all examiners must be identified on the acknowledgement page of the final edition of the dissertation.

The Program Director will sign the degree completion form. Students will be notified that they have successfully completed the degree. A graduation application is transmitted to the Office of the Registrar in the semester of the student’s actual graduation from the University.

The degree will be awarded according to the usual schedule of the University for awarding of degrees. The University conducts commencement annually in May; all degree recipients from the prior year’s (Summer, Fall, Spring through April 10th) commencement are invited to participate. Successful degree completion can be documented in a letter by the Dean.

Guidelines for the preparation of a proposal and dissertation, including components, format and font, will be at the discretion of the student’s Dissertation Committee Chair though the American Psychological Association editorial style is most commonly used. Other styles could include, for example, those of the Modern Language Association, the University of Chicago, or the American Medical Association.

Prior to Fall 2018, students paid a $500 dissertation defense fee. Starting in Fall 2018, students entering dissertation continuation will register for the initial dissertation continuation class which will have a $500 tuition differential for initiating dissertation studies.
The student will apply to formalize the committee after successfully taking the Qualifying Examination. This is approved by the Program Director.

QUALIFICATIONS FOR THE PHD DEGREE
Students register for the qualification examination after completion of 60% (usually 31 credits) of required course work. Students must register for the qualification examination by December 15th preceding the exam date. Students with an outstanding grade of IP or N in a course other than their cognate on March 1st before the examination will not be permitted to sit for the qualification examination.

There will be **two** components to the qualification examination.

1. The student will write an in-depth scholarly paper according to the current Guidelines for the Qualifying Examination Scholarly Paper. This paper will be submitted by the designated date during the spring semester.

2. The student will be presented with the question(s) and expected to respond within a prescribed time frame. Responses should include references to appropriate, relevant authors, policies documents, or studies.

Questions will be developed or selected by the doctoral faculty.

Success on both components of the qualification examination will be determined by faculty reviewers according to pre-established criteria for evaluation that include depth of discussion and analytical thinking, logic, clarity, coherence, correct grammar and punctuation, and appropriate citations to support the discussion.

Success on the qualification examination is required for continuation in the PhD Program. Each portion of the qualification examination may be repeated once.

Students will pay $500 to register for the qualification examination.

At the time of successful completion of both components of the qualification examination, students will have four years to complete all requirements for the doctoral degree (not to exceed a total of eight years from admission).

COURSE SCHEDULES
First-year, second-year, and third-year students are required to attend an intensive summer session that begins the day after Memorial Day. For first- and third-year students it lasts two weeks, while for second-year students it lasts three weeks. Campus housing is available during this time. Students should anticipate that program activities will take most of their time during these weeks, while weekends are unscheduled.
During the fall and spring terms, courses are scheduled between 4:00 p.m. and 9:30 p.m. on Tuesdays and Wednesdays. Full-time students who are supported as well as international students are expected to attend most classes on campus. Other students are welcome to attend on campus, but all classes are accessible via distance learning, and classes are archived for review.

TECHNICAL REQUIREMENTS FOR ALL PHD PAPERS
Students are expected to proofread papers for grammar, clarity, completeness, formatting, and correct use of citations in the body of papers and in reference lists. Papers that do not meet these requirements will be returned to students without editing by faculty. Students are expected to use the VU Writing Center, editors, and other resources to ensure that these requirements are met prior to submitting their papers to faculty. The following technical requirements, which are drawn from the Publication Manual of the American Psychological Association, 6th ed., include:

- Correct use of APA 6th edition format (or other format if stipulated by faculty mentor or publication guidelines)
- Coherence
- Focus; connection; sequence; reasonable transitions
- Sentences appropriately demonstrate coordination, subordination, emphasis, variety
- Attention to word choice (precision); tone (implication; feeling; gender-neutrality when possible
- Paragraphs of reasonable size (6-7 lines)
- Sentences of reasonable length (12-20 words)
- Active voice, when indicated
- Word choice (simplicity, brevity)
- Graphics (relevant; focused; organized; coherent)
- Spelling, punctuation, grammar
- Agreement between nouns, pronouns, verbs
- Absence of run-on sentences and inconsistent use of tense (present vs. past tense in discussions of completed studies, etc.)

PHD DISSERTATION FORMAT OPTIONS
PhD students, in collaboration with their advisor and dissertation committee, have the option to complete their dissertation in one of two formats: 1) a traditional monograph, and 2) manuscript option. Although the materials presented are basically the same, the formats differ as described below. All dissertations follow APA format.

TRADITIONAL DISSERTATION
This approach is the format that is most familiar in academic settings. Students develop a dissertation document that includes, at a minimum, five chapters. The number of chapters may vary depending on the nature of the dissertation research and the direction provided by students’ dissertation committee.
Dissertation Proposal:

- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions. The chapter should include a concise review of the field, identification of the gaps in the science and identification of a theoretical foundation for the research and an overview of the research methods.
- Chapter 2 – Critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study.
- Chapter 3 – A complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan.

Final Dissertation:

- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions
- Chapter 2 – Critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study.
- Chapter 3 – A complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan.
- Chapter 4 – Findings (may require more than one chapter)

Chapter 5 – Discussion of findings

ALTERNATIVE DISSERTATION FORMAT
MANUSCRIPT OPTION

This approach requires preparation and submission to the dissertation committee a minimum of 3 manuscripts of publishable quality targeting peer-reviewed indexed journals. At least one manuscript must be data-based; 2 data-based manuscripts are encouraged if the data allow this. Other manuscripts may include any of the following: 1) critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study, 2) critical review of measurement instruments relevant for the dissertation study, 3) methodological manuscript (in-depth methodological analysis of instruments to be used in the study or results and testing of instrument development, 4) concept analysis and/or theory application, and 5) policy or practice analysis.

Dissertation Proposal:

- Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions. The chapter should be a review of the field, identification of the gaps in the science and identification of a theoretical foundation for the research and an overview of the research methods. The placement of manuscripts in the dissertation should be identified and have a logical flow. The significance of the problem could, itself, be a manuscript that is part of Chapter 1.
• Chapter 2 – Could entail one or more publishable manuscripts presenting an in-depth critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study. Chapter 2 must include an introduction and a summary to put manuscripts submitted as part of Chapter 2 in context. If the manuscripts are systematic reviews or concept analyses, a summary that will be part of Chapter 2 should address the state-of-the-science on the topic and a discussion of how the qualitative and quantitative systematic reviews together reflect the state of the science on the student’s topic.

• Chapter 3 – Methods. If a methodological manuscript is planned, then it may be part of this chapter but with complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan

Final Dissertation:

• Chapter 1 – Introduction to the study, including problem, significance, prevalence, purpose and research questions. Chapter 1 could be a publishable manuscript that presents an in-depth review and analysis of the issue addressed in the study. The introduction should also explain how each published/publishable paper will be incorporated in the remaining sections of the dissertation.

• Chapter 2 – Could entail one or more publishable manuscripts presenting an in-depth critical review and synthesis of the qualitative and quantitative literature that addresses concepts/variables relevant to the study. Similar to the proposal, Chapter 2 of the dissertation must include an introduction and a summary to put manuscripts submitted as part of Chapter 2 in context. If the manuscripts are systematic reviews or concept analyses, a summary that will be part of Chapter 2 should address the state-of-the-science on the topic and a discussion of how the qualitative and quantitative systematic reviews together reflect the state of the science on the student’s topic.

• Chapter 3 – A complete and comprehensive description of study methods and procedures including human subjects considerations, data management and data analysis plan. Methods are fully described, with the potential for a methodological manuscript as part of this chapter.

• Chapter 4 – Findings. One or more manuscripts that report on results of the study. More than one manuscript is recommended if data allow. If the manuscript format does not permit full presentation of results and findings, then additional material must be included as part of Chapter 4.

• Chapter 5 – Synthesis and discussion of findings with concise summary tying work together. Discussion of contribution this research makes to the field and implications for practice, policy, education (if relevant) and future research. Findings presented in distinct
papers also need to be discussed along with their contribution to the overall body of knowledge resulting from the dissertation research.

Each student and her/his dissertation committee, for the proposal and the final product, will determine which manuscripts are appropriate and what narrative addenda may be needed. Requirements for manuscript option:

- Student must be first author
- Subject must be student’s original research
- Subject to review and approval of dissertation committee prior to submission
- Manuscripts can be a combination of manuscript types (with at least one data-based manuscript)
- Manuscripts must be full-length articles consistent with expectations for reviews or reports of original research that are found in peer-reviewed, indexed journals.
- Manuscripts do not need to be submitted for publication prior to graduation, but manuscripts must be produced while the student is matriculated in the CON PhD program.
- Manuscripts published during the course of the doctoral program can be included, but the student must obtain appropriate approval of the dissertation committee and copyright holder or retain copyright

Students have the option to submit a structured abstract with accounting references or structured abstract and a completed dissertation document, inclusive of all published works.

A final, bound copy of the complete dissertation, inclusive of all published works, must be submitted to the PhD Program Office within six months of completion of the dissertation defense. Please refer to the appended document to this policy for guidance about publication copyrights for published works.

**PHD CANDIDATES’ SUBMISSION OF A GRANT OR A PUBLICATION**

Students are required to submit a manuscript for publication in a peer reviewed journal or an external funding grant prior to applying for their dissertation defense. The manuscript submitted for publication can be the product of a course requirement. A copy of the manuscript or grant and cover letter will be submitted to the Program Director.

**STUDENT-FACULY CO-AUTHORSHIP GUIDELINES**

During the course of doctoral study, many students will co-author manuscripts related to their dissertation research and course-related work with their faculty advisors and other members of their dissertation committees. Authorship on a paper recognizes that an individual has made a substantive contribution to the work. We believe co-authorship with faculty, when handled responsibly and ethically, is an important opportunity for students to receive mentorship and professional development through the publication process. The following guidelines for doctoral students and their advisors provide guidance on discussing and negotiating co-authorship inclusion and responsibilities for papers emanating from the
dissertation research as well as papers completed in a course or as a cognate or independent study project.

Faculty-student co-authorship demonstrates mentorship of students by faculty and supports the doctoral program of the M. Louise Fitzpatrick College of Nursing vis-à-vis the visibility of published materials. Faculty-student publications increase the recognition and reputation of a college for research and scholarly productivity and also promote recognition of a college for research expertise within a particular area (DeJong, Moser, & Hall, 2005). These M. Louise Fitzpatrick College of Nursing guidelines for student-faculty co-authorship are imbedded within the values of our Augustinian heritage, as well as professional values and collegiality. In accepting the role of dissertation committee chair, dissertation committee member, or the advisor on students’ cognate/Independent study projects, faculty implicitly commit themselves to guiding the research process competently, ethically, and with the student's best interests in mind. In accepting admission to a PhD program, students commit themselves to developing knowledge that contributes to the science and to disseminating that knowledge through scholarly publications. Finally, faculty and students commit to the conduct of ethical research and other scholarly endeavors including appropriate acknowledgement of sources, accurate observations of phenomena being studied, and comprehensive analysis of scholarship. There is truthful and precise reporting of findings and the appropriate acknowledgement of funding sources (Nguyen & Nguyen, 2006). These ethical tenets serve as the backdrop for initiating conversations related to co-authorship, deciding authorship inclusion and order, honoring authoring commitments, and negotiating authorship disputes.

AUTHORSHIP CONSIDERATIONS
Consistent with accepted standards, students are the first author of all works that are substantially based on their dissertation and students assume primary responsibility for manuscript development.

Requirements for publication of manuscripts and guidelines on authorship are based on ethical considerations outlined in two documents, which demonstrate best practice and ethical standards in the conduct and reporting of research.

1. Uniform Requirements for Manuscripts Submitted to Biomedical Journals: Writing and Editing for Biomedical Publication, International Committee of Medical Journal Editors (www.jcmje.org); and

Both documents identify contributions that substantiate co-authorship and guide authorship order, although they differ in the specific requirements for co-authors. However, both sets of guidelines indicate that minor editorial revisions do not constitute substantive contributions. The student, in consultation with the advisor, should purposefully choose which set of authorship guidelines the student will use to guide co-authoring expectations for their manuscripts. The ICMJE Guidelines (2013) designate an author as someone who has: 1) made substantial contributions to the conception, design, data collection, data
analysis, and/or interpretation of the work; 2) contributed to the drafting and revisions of
the work for publication; 3) provided final approval of the manuscript; and 4) agreed to
take accountability for all of the published work. The ICMJE also notes that when those
who have made a significant contribution to the paper (and met ICMJE criteria) are not
listed as authors, this is not consistent with the ethical standards and the “ICMJE
guidelines clearly condemn this practice” (Albert & Wager, 2003, pg. 34). In summary,
the ICMJE recommendations state: “All those designated as authors should meet all four
criteria for authorship, and all who meet the four criteria should be identified as authors”
(ICMJE, 2013, p. 2).

Publication Guidelines Synthesized from APA on Faculty-Student Authorship include: 1)
faculty can take the responsibility and credit for work they have actually performed or in
which have made substantial contributions; 2) scientific or professional involvement
constitutes a valid contribution, whereas mere possession of an institutional position does not;
3) minor contributions to research or writing for publication must be acknowledged in
footnotes or in an introductory statement; 4) students are listed as the principal author on a
multi-authored article substantially based on the student’s dissertation; and 5) faculty must
discuss publication credit with students as early as feasible on every project.

The advisor should mentor the student to negotiate potential issues, such as access to data and
authorship, in advance with faculty members who are involved with the student’s research.
Faculty members or content experts outside of the dissertation may also be co-authors, based on
expertise and contributions. The student should discuss with each potential co-author the role of
each co-author in the manuscripts stemming from the dissertation.

References:

Albert, T., & Wager, E. Committee on Publication Ethics. Guidelines. How to handle
November 2, 2014 from http://publicationethics.org/resources/guidelines

Committee on Publication Ethics. Flowcharts. Retrieved November 2, 2014 from
http://publicationethics.org/resources/flowcharts


International Committee of Medical Journal Editors. (2013). Recommendations for the conduct,
reporting, editing, and publication of scholarly work in medical journals, updated

the Helping Professions. Counseling and Values. 50(3), 208-216

5/28/2019
VILLANOVA UNIVERSITY RESEARCH ASSISTANTSHIPS FOR PHD STUDENTS
Each year the M. Louise Fitzpatrick College of Nursing offers several research assistantships for PhD students. In exchange for tuition and a stipend, students are expected to provide an average of 20 hours of faculty research support during the fall and spring semesters and 35 hours over the summer. If students remain in good academic standing, they may be supported for up to four academic years. Students should make their interest in these research assistantships known to the Program Director by submitting a letter of interest and their curriculum vitae.

MAINTENANCE OF PORTFOLIO
For their own professional growth and development, PhD students are expected to maintain a portfolio of all completed course requirements, abstracts, grants, presentations, and manuscripts completed during enrollment in the PhD Program. This should be maintained on a flash drive, a current duplicate of which will be available to faculty who seek to discern progress in proposal development.

DISSERTATION ADVISEMENT AND MAXIMUM YEARS TO COMPLETION OF PROGRAM
Students with an MSN will have eight years to complete all PhD requirements upon admission. It is expected that the dissertation will be completed within four years of passing the qualifying examination.

Individuals who are not able to complete degree requirements within the designated time frame may seek an extension. A letter with dissertation chair endorsement will be submitted to the Program Director and the Dean, who will designate the length of the extension.

Each PhD student will register for a 0-credit pass/fail course in continuing doctoral dissertation work following completion of all required courses, including six (6) credits of dissertation seminar, each fall and spring term until defense of the dissertation.

The obligation for continuous enrollment for dissertation advisement begins immediately after the term in which coursework is completed, and continues until the dissertation has received final approval.

APPLICATION DEADLINES: INDEPENDENT STUDY AND NURSING EDUCATION PRACTICUM
Students who plan to take an independent study (NUR 9004) as their cognate and students planning to take the Nursing Education Practicum (NUR 8954) must apply the prior semester by October 1st for Spring or by February 1st for Summer or Fall.

TRANSFER OF CREDITS INTO THE PHD PROGRAM
In general, up to six credits of relevant courses taken at a regionally accredited institution taken 5 years prior to admission to the PhD Program may be transferred into the PhD Program. Students will be asked to submit an official transcript including the course grade, as well as a course syllabus. These will be reviewed and a determination will be made. Students are not usually permitted to take courses outside Villanova University for credit toward the PhD degree.
once admitted to the PhD Program. Requests for transfer of credit, with the exception of the
cognate course, should be submitted during the spring term of their first year.

**POLICY ON ACADEMIC PROGRESSION**
Doctoral students’ academic progression will be reviewed by the Doctoral Program Committee
at the end of each semester. Students who are determined to be failing to make satisfactory
academic progress will be notified by the program director and asked to provide to their advisor
a plan for timely completion of program requirements. Students will be expected to carry out the
plan to complete the required work.

The following circumstances may constitute failure to make satisfactory academic progress:
carrying two or more grades of N and/or IP; carrying an IP for more than one semester; a
persistent pattern of failure to make progress in course or dissertation work; or a pattern of
failure to communicate with or respond to communication from dissertation committee members,
academic advisors, course instructors or the program office.

Registration in NUR9512, NUR9513, or NUR9514 is permitted only when the prerequisite
course has been completed satisfactorily.

Failure to make satisfactory academic progress may result in dismissal from the program.

**WAIVER OF TEACHING PRACTICUM**
Students who have significant experience teaching in an academic nursing program beyond
adjunct clinical teaching may seek a waiver of the course, NUR 8954, Practicum in Teaching of
Nursing. A student seeking this waiver will be asked to present supporting documentation. This
will be reviewed by the Program Director and the Assistant Dean for the Graduate Program.
Students should submit these materials during the spring term of their first year. The student will
be notified of the decision by letter, and a copy of this notification will be placed in the student
file and forwarded to the Office of the Registrar.

**DOCUMENTATION FOR NUR 8954 WAIVER:**
PhD students who have taught full-time in an academic setting including both classroom and
clinical instruction are eligible to apply for a waiver of NUR 8954. They are required to
document their academic teaching activities when they apply for the waiver. The list below
identifies examples of materials that would be appropriate to include to document fulfillment of
teaching practicum objectives.

Thoughts about teaching:
   Reflective teaching statement

Teaching activities:

Documentation of courses taught, enrollments (estimated), description of course responsibilities:
   Number of advisees/advisement process
Tutoring activities
Syllabi - course descriptions with details of content, objectives, methods, procedures for evaluating student learning, reference lists, student reading or other activities, assignments, etc.
Handouts, lecture outlines, other materials created for students
Description and examples of use of visual materials
Descriptions of use of information technology or social media in teaching

Teaching effectiveness / evaluations:
Student evaluations (summarized), relationship to departmental data
Written comments from students
Peer or administrative review of teaching
Letters from course leader, department chair, etc.
Materials demonstrating student learning
Examples of student assignments
Graded work from poorest / best students with faculty feedback to student
Instructor’s written feedback on student work

Activities to improve instruction:
Participation in professional development on teaching
Design of new courses
Design of inter-professional/collaborative teaching
Use of new methods of teaching, assessment, grading
Preparation of a textbook, lab manual, courseware, scenarios, etc.
Description of instructional improvement project
Contributions to your institution or the profession in the area nursing education
(e.g. committees on which you have served, offices that you have held)
Publications about nursing education
Papers delivered about nursing education
Reviews of forthcoming textbooks
Service on teaching-related committees
Consultation on teaching matters
Curriculum development work

Honors, awards, recognition:
Teaching awards from department, college, university
Teaching awards from professional organizations
Invitations to consult, give workshops, write articles, etc. related to teaching
Certification in nursing education
PHD CLINICAL COMPLIANCE REQUIREMENTS
All students must have a satisfactorily completed Comprehensive Background Check and FBI Fingerprinting upon acceptance into the PhD Program. This includes the following:

- Statewide criminal background check
- PA Child Abuse History Clearance
- 10-panel drug screen
- OIG (Office of Inspector General) and GSA (General Services Administration) searches
- FBI Fingerprint search

For international students, an International Background Check is required in addition to the above background checks.

The M. Louise Fitzpatrick College of Nursing utilizes Complio, an online compliance tracking system through American Databank. All background checks are ordered through Complio. To create a Complio account, please go to www.villanovabackgroundcheck.com. Once on the Complio home page, click on NEW USERS Create Your Account. After creating your account, log into Complio to place your order. Once on the create order page, select PhD for your program and answer the two questions that follow. Then click on Load Packages. You will then select the Comprehensive Background Check and FBI Fingerprinting package under Screening.

If you are an International student, please order the International Background Check in addition to the Comprehensive Background Check and Fingerprinting.

Once you have paid for your subscription, you should begin the process of obtaining your PA Child Abuse History Clearance report, FBI Fingerprint report and 10-panel drug screen. You should receive information via email from American Databank regarding the process for the fingerprinting and the drug screen. You will find instructions to order your PA Child Abuse History Clearance report on the Complio home page under “Additional Steps Needed Once You’ve Placed Your Order.” Once you receive your PA Child Abuse History Clearance report and FBI Fingerprint report in the mail from the Department of Human Services, you need to fax (303-573-1298) or email (support@americandatabank.com) both reports to American Databank so that they can be applied to your Complio account. Your statewide background check, GSA and OIG search results and drug screen results will be automatically sent to American Databank and applied to your account.

Questions about Complio? Contact American Databank at 1-800-200-0853 or support@americandatabank.com.

Any questions regarding the compliance requirements should be directed to the Villanova University, M. Louise Fitzpatrick College of Nursing Compliance Officer at 610-519-6593 or carolyn.kilroy@villanova.edu.

Students who are doing a practicum will have additional compliance requirements required by the agency in which they are based.
RESEARCH PRACTICUM EXPERIENCE
Full-time on-campus students who are not supported as research assistants are expected to provide a total of 20 hours of research support to a faculty member during their two years of course work in order to provide them with research experience.

PHD GRADUATION REQUIREMENTS AND GRADUATION FORM
In order to graduate, PHD students must have defended their dissertation and completed the required 51 course credits. Students are graduated in the Fall, Spring and Summer semesters; however, the University Commencement at which the President presents hoods to PhD graduates occurs just once per year in May. To be hooded in May, students must defend their dissertations by April 10th. Graduating students must place close attention to the due date of the graduation application, which is due along with a digital photograph and their curriculum vitae early in the semester in which they intend to graduate.

MEDICAL LEAVE OF ABSENCE
A student may experience physical or psychological conditions that significantly impair the student’s ability to function successfully or safely in his or her role as a student. In such cases, the student may decide that time away from the University for treatment and recovery can help restore functioning to a level that will enable the student to return to the University and perform successfully in and out of the classroom. The University has an interest in students receiving appropriate care not only for their own well-being, but also for the well-being of the larger community with whom the student interacts.

When a student initiates a MLOA, Villanova University may establish criteria regarding the student’s eligibility for returning to the campus community. The criteria include, but are not limited to, compelling evidence that the condition that precipitated the need for the MLOA has been sufficiently treated or ameliorated to the point where it will no longer adversely affect the student’s or the community’s safety or functioning.

The MLOA request may be made at any time during the semester, but must be completed no later than the last day of classes in a semester, including the requisite evaluation and any related paperwork for the Dean’s office. Requests not completed by the last day of classes will be considered late requests and will be considered for the following semester barring exceptional circumstances.

The Dean of Students or the academic Dean’s office will make the final determination whether the MLOA will be granted, in consultation with University’s health professionals. The Dean's office granting the leave will specify the terms of the MLOA including conditions for return to the University following the leave. At a minimum, a MLOA will be for one semester and, depending on the timing of the request and the nature of the circumstances, the MLOA may involve additional semesters to allow sufficient time for full recovery, a sustained period of stability, and to increase the student's opportunity for success upon his/her return to the University. When the student seeks to return to the University, the Dean’s office granting the leave will determine whether the student has satisfied the conditions and is permitted to return.
FINAL PROCESSING AFTER DISSERTATION DEFENSE

1. Please send a graduation application with your picture (can be digital) for the semester in which you will graduate according to the Registrar. If you do not actually graduate in that semester, you will need to update this form. Send this to the support staff for the PhD Program Director.

2. Please submit your current curriculum vitae to the PhD Program Director.

3. Students will be provided information regarding how to order their cap and gown for graduation. These are custom made, so it is imperative that the order be placed at least eight weeks prior to graduation. Do not order the hood; the University will provide that.

   The Villanova University PhD gown is a royal blue gown with white velvet trim, and the cap is a navy blue velvet octagonal tam. Students purchase their own caps and gowns, but the hood is granted by the University and when students participate in Commencement, the President hoods each student.

   You can contact our Herff Jones representative, Mr. Chris Urban, to order your cap and gown. Mr. Urban’s contact information is (215) 245-1142 or crusales@msn.com.

4. The PhD Exit Survey will be sent electronically to the student after they successfully defend their dissertation.

5. At the bottom of your acknowledgements page, please list the names of your Dissertation Committee Chair and Committee Member(s). Because of the risk of identity theft please do not include any signed form or letter in your dissertation.

6. On the student resources section of the M. Louise Fitzpatrick College of Nursing website is the form for the Committee to sign indicating that your dissertation has been corrected and edited. Having all signatures on the form indicates that your dissertation is ready for binding and for uploading into ProQuest.

7. The M. Louise Fitzpatrick College of Nursing requests one bound copy of your dissertation for our collection. You may order this at an office supply company near you. We prefer that you order it bound with a black cover.

8. December graduates should complete corrections to their dissertation by December 15th. May graduates should complete corrections to their dissertation by May 1st. September graduates should complete corrections to their dissertation by August 15th. When the final version of your dissertation has been approved, you will upload your dissertation into ProQuest. That is how your dissertation will be accessible within Falvey Library and to the world. It also addresses your copyright protection. There is a fee that you will charge to your own credit card at the time you upload.

9. You should report your PhD graduation to a national database via the Survey of Earned...
Doctorates, out of the University of Chicago. This database is used by government and professional agencies to monitor the nation’s doctoral labor force. The website is: https://sed.norc.org/showRegister.do. If you have any difficulties or questions please contact SED at sed-registration@norc.uchicago.edu or 1-800-248-8649.
APPENDIX A: COMMITTEE APPOINTMENT FORM

![Image](image_url)

## Appointment of PhD Committee

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<td>Phone:</td>
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<td>Email:</td>
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<tr>
<td>Title of Proposed Dissertation:</td>
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**Committee Members**

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<th>Chair / First reader:</th>
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<tr>
<td>Signature:</td>
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<td>Second reader:</td>
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<td>Signature:</td>
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<tr>
<td>Third reader (by permission):</td>
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<td>Signature:</td>
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<tr>
<td>Anticipated semester / year of defense:</td>
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<td>Approval by Program Director:</td>
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Signature Date

NSH 8/06
Updated MAC/m 2/2018
APPENDIX B: REQUEST FOR PROPOSAL DEFENSE

VILLANOVA UNIVERSITY
M. Louise Fitzpatrick
College of Nursing

Request for Defense of Dissertation Proposal

Name: ________________________________
Date: ________________________________
Address: ________________________________
Phone: ________________________________
Email: ________________________________
Title of Dissertation: ________________________________

Committee Members
Chair / First reader: ________________________________
Signature: ________________________________
Second reader: ________________________________
Signature: ________________________________
Third reader (by permission): ________________________________
Signature: ________________________________
Approval, Program Director: ________________________________
Signature ________________________________ Date ________________________________

NSH 3/11
Rev. 6/2015
APPENDIX C: REQUEST FOR DISSERTATION DEFENSE

Defense of PhD Dissertation

Name: ____________________________
Date: ____________________________
Address: _________________________
Phone: __________________________
Email: ___________________________
Title of Dissertation: ____________________________

Committee Members

Chair / First reader: ____________________________
Signature: ____________________________
Second reader: ____________________________
Signature: ____________________________
Third reader (by permission): ____________________________
Signature: ____________________________

Distribution of the dissertation to the readers, committee members and Program Director has been accomplished: _____ (Initial)

Approval, Program Director: ____________________________
Signature: ____________________________ Date: ____________________________

MAC 2/2018
Dear Student:

The Nurse Faculty Loan Program is a federally sponsored program targeting the national shortage of nursing faculty by providing support for master’s and doctoral studies that will lead to a career in nursing education. Citizens of the United States are eligible. Full-time and part-time students pursuing coursework in nursing education leading to a master’s or doctoral degree in nursing can borrow money to cover tuition, fees, books and supplies, up to $35,500 per year for a maximum of five years.

As of current guidelines in 2017-2018, these are the program conditions. If upon graduation the student works full-time as a nursing faculty member in an accredited school of nursing (RN or higher) in the United States or its territories, beginning within a year of completion of the degree, for up to four years, up to 85% of the total NFLP loan balance is forgiven, and the remainder can be paid within 10 years of graduation at an interest rate of 3%. For each of the first three years, 20% is forgiven, and for the fourth year, 25% is forgiven. Repayment is deferred as long as the student is employed as a full-time faculty member for the first four years after degree completion.

If the student ceases studies or does not become employed as a nursing school faculty member within 12 months of degree completion, then the balance of the loan is paid over 10 years at the market interest rate.

We hope this opportunity will be helpful to you.

Sincerely,

Mary Ann Cantrell, PhD, RN, CNE, FAAN
Professor and Director, PhD in Nursing Program
APPENDIX D: NURSE FACULTY LOAN PROGRAMS – CONTINUED

Number of credits enrolled for in Fall 2018 _____ Spring 2019 _____

If applicable:

- I expect to take the Qualifying Exam in Spring 2019 _____
- I will begin dissertation studies during Fall 2018 _____ Spring 2019 _____ Semester

VILLANOVA UNIVERSITY
NURSE FACULTY LOAN PROGRAM (NFLP)
LOAN APPLICATION
(To be completed by the Borrower)

<table>
<thead>
<tr>
<th>NURSE FACULTY LOAN PROGRAM (NFLP) LOAN APPLICATION</th>
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<tr>
<td>This form must be completed in its entirety and returned to the office of the Bursar before a NFLP loan is made.</td>
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</table>

WARNING: Any person who knowingly makes a false statement or misrepresentation in a NFLP transaction, bribes or attempts to bribe a federal official, fraudulently obtains a NFLP loan or commits any other illegal action in connection with a federal NFLP loan is subject to a fine or imprisonment under federal statute.

SECTION I

<table>
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<tr>
<th>1a. APPLICANT NAME:</th>
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| 2. SOCIAL SECURITY NUMBER (SSN) |

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<tr>
<th>1b. OTHER NAMES USED:</th>
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<td>(Last)</td>
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| 3. DATE OF BIRTH (Month/Day/Year) |

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<tr>
<th>4. CURRENT ADDRESS (Number, Street, Apt #, City, State, Zip Code)</th>
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<th>5a. DAYTIME PHONE (Area Code/Number)</th>
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<th>5b. EVENING PHONE (Area Code/Number)</th>
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<th>6. EMAIL ADDRESS:</th>
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<th>7. DRIVER’S LICENSE NUMBER AND STATE:</th>
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<th>8. DEGREE PROGRAM:</th>
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<th>9. EDUCATION LEVEL:</th>
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<td>□ MASTER’S</td>
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<td>□ DOCTORAL</td>
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<tr>
<th>EXPECTED GRADUATION DATE:</th>
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SECTION II

11. ACKNOWLEDGEMENT

I, the above named applicant, have been informed that I must agree to the service obligation associated with the Nurse Faculty Loan Program in order to be eligible to receive a loan under this program.

THE ABOVE INFORMATION IS CORRECT AND COMPLETE AND I HEREBY AUTHORIZE VERIFICATION AS REQUIRED BY THE SCHOOL.

Printed Name ____________________ Signature ____________________

Date ____________________
APPENDIX E: APPLICATION FOR QUALIFYING EXAM

Application for Doctoral Qualifying Examination

Students are eligible to register for the Qualifying Examination after completion of 31 credits in the Doctoral Program. Incomplete courses are not counted.

I am applying to take the examination portion of the Doctoral Qualifying Examination when it is offered in the next Summer Intensive.

Name: ________________________________

Advisor's signature: ____________________________

(You may attach an email from your advisor indicating knowledge and approval in lieu of signature.)

The Qualifying Examination comprises two portions: electronic submission of a scholarly paper and the completion of an in-residence portion during the Summer Intensive.

Please indicate the topic of your dissertation research:

______________________________________________________________________________________

______________________________________________________________________________________

Please submit this application with the signature of or email from your advisor by December 15th of the academic year in which you intend to take the Qualifying Exam. The cost of the exam is $350 and will be billed to your student account.

MAC
2/22/2018
APPENDIX F: GRADUATION APPLICATION

APPLICATION FOR GRANTING Ph.D. DEGREE IN NURSING

Please complete this form and submit to the Graduate Program Office by February 1 for May graduation, July 15 for August graduation, or November 1 for December graduation. Please attach a photograph of yourself for reference by future faculty and staff in the College of Nursing.

I should be awarded the degree dated: September ______ December ______ May ______ Year Year Year

To the best of my knowledge, I (shall/shall not) attend the Commencement Program in May ______ Year

PLEASE COMPLETE THE FOLLOWING FOR THE COMMENCEMENT PROGRAM

Previous degree(s), year received, and college attended:

<table>
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<th>Degree</th>
<th>Year</th>
<th>College</th>
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Please print your name EXACTLY as it should appear on the diploma.

Religious or first name   Middle name/initial   Family name   Initials, if religious order

TITLE OF DISSERTATION:


ADDRESS REQUIRED (DIPLOMA WILL BE MAILED TO THIS ADDRESS IF YOU DO NOT ATTEND GRADUATION)

Street/Apt.

City  State  Country  Postal Code

Email:

SIGNATURES:

Student

Student ID number

PhD Program Director  Assistant Dean, Graduate Programs

IF YOUR DEGREE IS NOT AWARDED ON THE DATE STATED ON THIS FORM, YOU MUST REAPPLY.

NSH/Jan 1/16/08; rev: 6/5/08
APPENDIX G: EXIT SURVEY

VILLANOVA UNIVERSITY
M. LOUISE FITZPATRICK COLLEGE OF NURSING
DOCTORAL PROGRAM

PROGRAM EXIT SURVEY

We take the evaluation of the doctoral program seriously, as you have experienced throughout. Part of our evaluation plan includes a survey of students who are graduating. In the future you may be surveyed as an alumna/us. Whether or not you are surveyed, we do invite you to continually share your professional accomplishments with us. Please complete this form and return it to Mary Ann Cantrell at mary.a.cantrell@villanova.edu. Thank you!

Name:

Date you started the Program:

Date of Successful Dissertation Defense:

GPA upon completion:

Employment pattern while in doctoral studies (type, full-time or part-time):

Publications while a study (please list or describe):

Grants / awards submitted and/or funded while a student (please list or describe):

Employment plans after graduation, if known:

Dissertation

Title of dissertation: __________________________________________

Members of dissertation committee:
Chair: __________________________
Committee Member: ______________

Program Satisfaction: Please rate the following items according to your level of satisfaction.

5=Strongly Satisfied
4=Satisfied
3=Neither Satisfied nor Dissatisfied
2=Dissatisfied
1=Strongly Dissatisfied

Academic advising: _____
APPENDIX G: EXIT SURVEY – CONTINUED

Dissertation advising: 

Doctoral curriculum: 

Sequence of courses: 

Milestones (qualifying examination, proposal defense, dissertation defense): 

Program policies and procedures: 

Doctoral faculty: 

Summer residencies: 

Research symposia: 

Amount of interaction with peers: 

Overall interaction with faculty: 

Distance learning format: 

Overall support provided by the College: 

Overall support provided by the University: 

Satisfaction with services provided by the library: 

Satisfaction with services provided by Financial Assistance: 

Services provided by UNIT: 

Other entities in the University with which you have interacted (please identify): 

Comments / suggestions related to program satisfaction:
APPENDIX G: EXIT SURVEY - CONTINUED

Student Assessment of Program Outcomes:

5 = Very well prepared 
4 = Prepared 
3 = Neither prepared nor unprepared 
2 = Not prepared much 
1 = Not at all prepared 

To what extent has the program prepared you for the nurse faculty role? _____

To what extent has the program prepared you to develop and evaluate academic programs? _____

To what extent has the program prepared you to lead a research team? _____

To what extent has the program prepared you to assume leadership in the profession? _____

To what extent has the program prepared you to work with diverse populations? _____

To what extent has the program prepared you to use your skill set to address disparities in health care? _____

Additional Outcomes:

The next two items will use following scale.

5 = Very likely 
4 = Likely 
3 = Neither likely nor unlikely 
2 = Unlikely 
1 = Very unlikely 

If you had doctoral studies to do over again, would you select this program? Yes = 2; No = 1 _____

Would you recommend this program to others? Yes = 2; No = 1 _____

The next item has its own scale. Please rate this program in terms of your expectations of doctoral education.

5 = Exceeded expectations 
4 = Met expectations, 
3 = Neither met nor did not meet expectations 
2 = Less than expected 

3
APPENDIX G: EXIT SURVEY - CONTINUED

1 = Failed to meet expectations

Open-ended items

What aspects of the program should not be changed or were particularly good?

What aspects of the program need to be changed or were particularly difficult for you?

What other comments, insights or feedback would you like to share with the Program Director?

Would you like to speak with the Program Director about any issues related to this survey?

1/30/08
Rev. 12/2017
APPENDIX H: FINANCIAL CONFLICT OF INTEREST FORM

VILLANOVA UNIVERSITY
SIGNIFICANT FINANCIAL INTERESTS/CONFLICT OF INTEREST FORM
TO BE COMPLETED BY ALL INVESTIGATORS EXCEPT FOR THOSE PARTICIPATING IN, OR PLANNING TO PARTICIPATE IN, RESEARCH SUBJECT TO THE PHS REGULATIONS

Reporting Period: ________________ Calendar Year  Form Completion Date: ________________

Name______________________________

Position/Title/Rank______________________________

School/Department______________________________

CERTIFICATION: I have read and understand the VILLANOVA UNIVERSITY Financial Conflict of Interest in Research Policy. I understand that I must complete this form when I submit the proposal and update it on an annual basis (by September 30) and within thirty (30) days of obtaining a new Significant Financial Interest (SFI). As to each question below, I understand that I must disclose all SFIs which would reasonably appear to be related to my Institutional Responsibilities. In disclosing any SFI, I understand I must include my interests and those of my spouse and dependent children.

1. Are you or any member of your immediate family (your spouse or dependent children) an owner, officer, director, partner, trustee, employee, advisory board member, or agent of an organization or corporation?
   Yes [ ]
   No [ ]

1.1. If yes, please provide:
   a. Name of entity______________________________
   b. Nature of the financial interest______________________________

1.2. Do you have a relationship with any other entity of the type and nature described in question 1 above?
   Yes [ ] (if so, please answer question 1.1. on an attached page for each such entity)
   No [ ]

1
APPENDIX H: FINANCIAL CONFLICT OF INTEREST FORM – CONTINUED

2. **Publicly Traded Entities.** Do you (your spouse or dependent children) have an equity interest in any publicly traded entity(ies) that when aggregated exceed $5,000? In calculating this $5,000, you must account for all payments and gifts received and/or ownership interests held by you, your spouse or dependent children within the past 12 months, as follows:
   a. Payments include salary, consulting fees, honoraria, paid authorship, royalty or licensing payments from intellectual property and/or personal gifts AND
   b. Equity or ownership interest (including stock, stock options, or other ownership interest) in the publicly traded entity.
      Yes ☐ No ☐

2.1.1. If yes, please provide:
   a. Name of entity ____________________________
   b. Nature of the financial interest ____________________________

2.1.2. Do you have any interest in another publicly traded entity to disclose? Yes ☐ No ☐
   (If so, please answer question 2.1.1. on an attached page for each publicly traded entity).

3. **Non-Publicly Traded Entities.** Do you (your spouse or dependent children) have an interest in any non-publicly traded entity within the past 12 months, as follows:
   a. The aggregated value of any remuneration you, your spouse or dependent children received exceeded $5,000 OR
   b. You, your spouse and/or dependent children hold any equity interest in the non-publicly traded entity regardless of value.
      Yes ☐ No ☐

3.1.1. If yes, please provide:
   a. Name of entity ____________________________
   b. Nature of the financial interest ____________________________
APPENDIX H: FINANCIAL CONFLICT OF INTEREST FORM – CONTINUED

3.1.2. Do you have any interest in another non-publicly traded entity to disclose?

☐ Yes (if so, please answer question 3.1.1. on an attached page for each such non-publicly traded entity).
☐ No

4. Intellectual Property Rights and Interests. Do you (your spouse or dependent children) receive income related to intellectual property rights and interests (except royalties received from intellectual property assigned to Villanova University?)

4.1.1. If yes, please provide:

a. Name of entity__________________________________________

b. Nature of the financial interest _____________________________

4.1.2. Do you have any additional intellectual property rights and interests?

☐ Yes (if so, please answer question 4.1.1. on an attached page for each such intellectual property right or interest).
☐ No

Please remember that you have an ongoing obligation to update these disclosures if your SFIs change. You must update your disclosures within thirty (30) days from the date you discover or acquire any new SFI.

Signature of Investigator______________________________________

Print Name: ___________________________________________ Date: ______________

Reviewed and Approved By:

Department Chair__________________________________________

Print Name: ___________________________________________ Date: ______________

Dean, College or School:_____________________________________

Print Name: ___________________________________________ Date: ______________

Please route completed form to avprgp@villanova.edu.
APPENDIX H: FINANCIAL CONFLICT OF INTEREST FORM - CONTINUED

Conflict Review Committee by: ________________________________

Print Name: ________________________________ Date: ________________

Conflict Management Plan Developed:

____YES       ____NO

Date: ________________________________

Conflict Management Plan Oversight:

Print Name: ________________________________ Date: ________________
APPENDIX I: INSTITUTIONAL REVIEW BOARD INFORMATION

Villanova University Institutional Review Board

All research by PhD students in the M. Louise Fitzpatrick College of Nursing needs to be reviewed by the Villanova University Institutional Review Board (IRB) prior to data collection. Depending on the study, other institutional review boards may also need to review the study prior to data collection.

All Villanova University IRB applications are completed in the on-line system, Cayuse. Information about the process of applying for IRB approval is included on this website:

https://www1.villanova.edu/villanova/vpaa/orgp/research/ora/InstitutionalReviewBoard.html

Before applying, the student’s name and the student’s “alias”, the portion of the email address before @villanova.edu, needs to be sent to IRB@villanova.edu. It will take up to 48 hours for the student to be entered into the system before being able to begin working on the application.

The student, the faculty mentor, and possibly other collaborators on the research, need to file a Financial Interests/ Conflict of Interests form (Appendix H) annually. This form is filed with the Office of Research and Graduate Programs, which then notifies the Office of Research Administration that it is filed.

<table>
<thead>
<tr>
<th>REGULATORY REQUIREMENTS</th>
</tr>
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<tbody>
<tr>
<td>ALL RESEARCHERS MUST COMPLETE THESE 4 STEPS BEFORE SUBMITTING</td>
</tr>
<tr>
<td>A HUMAN SUBJECTS RESEARCH PROTOCOL</td>
</tr>
<tr>
<td>1. FCOI Disclosure Form Read policy, then email PDF - signed by chair and dean - to Office of Research and Graduate Programs at <a href="mailto:avprgp@villanova.edu">avprgp@villanova.edu</a></td>
</tr>
<tr>
<td>2. Citi Conflicts of Interest (COI) (Do not confuse the COI COURSE with the COI MODULE in the other Citi courses. You need this CITI COURSE in addition to the two below.)</td>
</tr>
<tr>
<td>3. Citi Responsible Conduct of Research (RCR) according to department. When you first log in to Citi, a questionnaire will guide you.</td>
</tr>
<tr>
<td>4. Citi Human Subjects Research according to department. There are two choices: Biomedical Research or Social &amp; Behavioral Research.</td>
</tr>
</tbody>
</table>

Questions? Contact irb@villanova.edu or call 610-519-4220. Web page about VU’s CITI Training requirements is here.
APPENDIX J: STUDENT LETTERHEAD

VILLANOVA UNIVERSITY
M. Louise Fitzpatrick
College of Nursing

Office of Graduate Student Research

5/28/2019