



Doctor of Philosophy in Nursing Program
Student Handbook
2021 – 2022



Important Notice

This handbook serves as a supplement to the University of San Diego Graduate Course Catalog and Graduate Records Policies and Procedures. The Hahn School of Nursing and Health Science Graduate Student Policies in this handbook are applicable to all Doctor of Philosophy in Nursing students. The policies in this handbook are subject to change. Students will be informed of revisions via their USD email address.

This handbook and forms discussed in this handbook are available online. Please be sure to use the most updated version found here:

<http://www.sandiego.edu/nursing/students/phd/>

Faculty contact information, biographies, and office locations are also available online.

Please address questions about doctoral procedures, forms, or other administrative matters to the Nursing Office: 619-260-4548 or biancav@sandiego.edu, and please cc connellyc@sandiego.edu.

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Part I

Program Overview

Doctor of Philosophy in Nursing Program

The Doctor of Philosophy degree prepares nurses for a career in research and the scholarship of discovery. To achieve expertise as beginning level nurse scientists, students are educated and socialized for their roles both didactically through course work, seminars and tutorials, and experientially through research assistantships, collaboration with faculty mentors, and independent research. Students receive a strong foundation in scientific inquiry with a focus on a clinically relevant area for scholarship and research. Critical research focuses on health promotion, management of chronic illness, health disparities, and improving the outcomes of care. The development of nursing science, interdisciplinary collaboration, and dissemination of research, and innovative ideas are significant aspects of the program. The MSN to PhD program requires a minimum of 48 units of course work. Required courses primarily focus on nursing science and research. Students select 9-12 units of emphasis courses to support the focus or design of their dissertation. Six units per semester is considered full time enrollment, with additional offerings in the intersession and summer session. The PhD degree may be completed in 3-4 years. The BSN to PhD may be completed in 4-5 years.

Mission Statement

The Doctor of Philosophy in Nursing Program is based on the belief that nursing is a science and nurse scholars must receive doctoral preparation at this level to develop as scientists, and the preparation of nurse scientists is best accomplished in a milieu in which, faculty and students participate in a partnership of inquiry.

The Doctor of Philosophy in Nursing Program is designed to prepare beginning level nurse scientists who think critically, conduct research, and serve as investigators and collaborators on research teams. Graduates of this program develop leadership skills to influence health policy and promote social justice at local, national, and global levels.

Program Learning Outcomes

PhD Students

1. Analyze and critique concepts as a basis for theory synthesis and testing that build upon the current state of the science.
2. Formulate a nursing research question that is health outcomes-focused and reflects current understanding of the philosophy of science in nursing.
3. Demonstrate a breadth of knowledge in a variety of research methods and expertise in one method.
4. Complete an original nursing research investigation.
5. Critically analyze evidence and provide leadership to advocate for policy change or address social justice and equity in health care at the local, regional, national, and/or global level.
6. Disseminate dissertation research findings through publications and presentations.

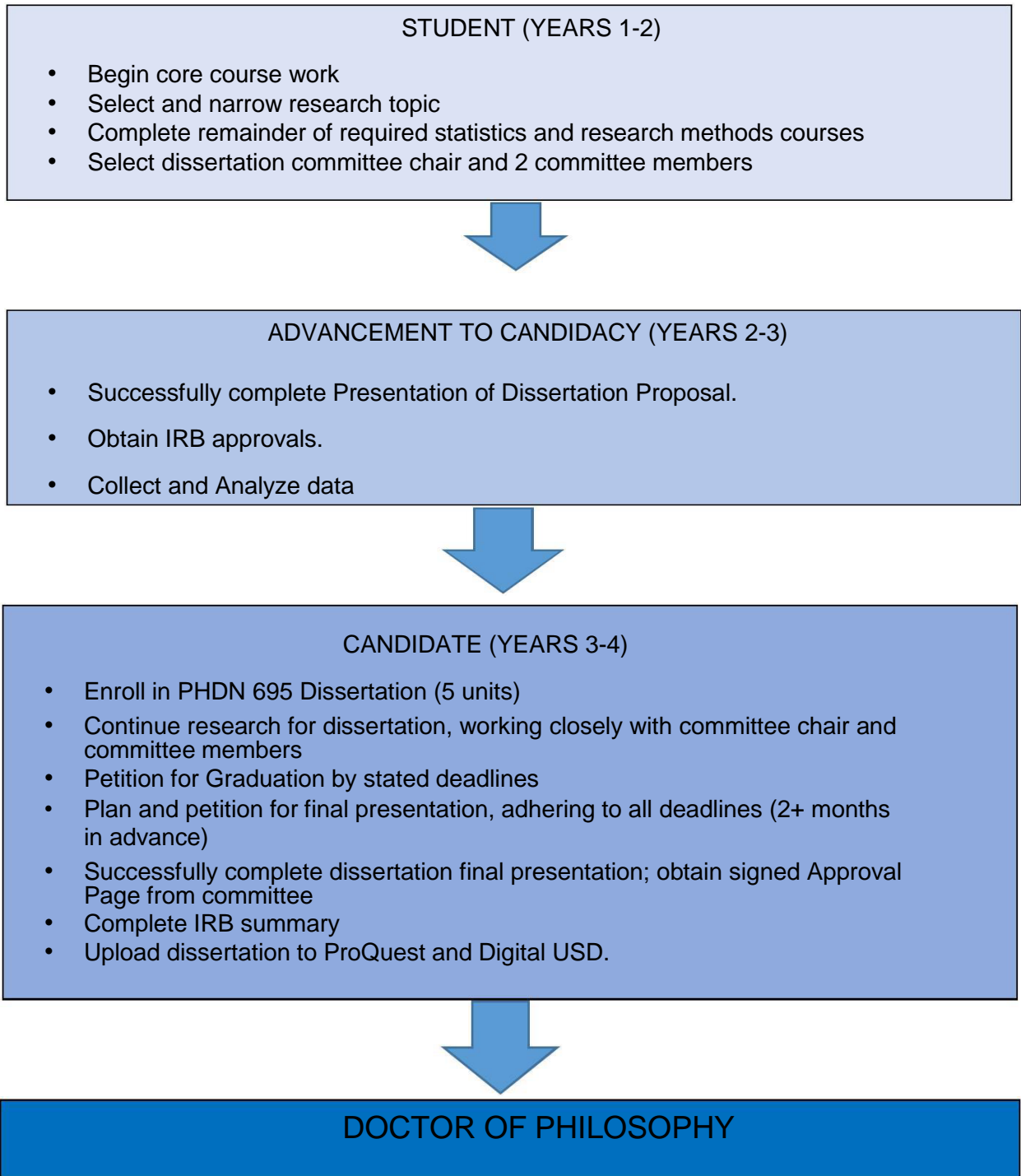
Steps in the Pursuit of the PhD in Nursing Program

1. Student consults an assigned faculty advisor to complete a preliminary plan of study (see [Appendix A](#)) and register for courses. If the student's research and/or career goals are not definite, the research focus and emphasis courses may be revised during the program with the advisor's approval.
2. Student selects a Dissertation Chairperson and together with the Chairperson selects the other two members of the Dissertation Committee, at least one of whom must be a faculty member in the School of Nursing. The Dissertation Chairperson must be a USD School of Nursing faculty member with the rank of associate professor or professor teaching in the PHD program. The Dissertation Chairperson should be selected by the second year.
3. Student prepares a dissertation proposal that must be approved by the Dissertation Committee in a formal presentation. Student advances to candidacy with proposal approval.
4. In anticipation of graduation, candidate must file a Graduation Petition form according to the deadlines published in the Academic Calendar.
5. Candidate completes research and with committee approval, writes the dissertation either in 1) the traditional format, 2) as three (3) publishable manuscripts, or 3) as two (2) manuscripts and a grant.
6. Candidate prepares formal announcement for final presentation of the dissertation and submits to the PhD Program Administrative Assistant for distribution.
7. Candidate successfully completes the final presentation of the dissertation. (See Academic Calendar for deadline dates to qualify for graduation).
8. Following the final presentation, candidate completes revisions of the dissertation and obtains approval from the dissertation chairperson and committee.
9. Candidate submits required fees and forms and electronically submits a copy of the approved dissertation by the date stipulated in the Academic Calendar to ProQuest and Digital USD. A minimum of one (1) bound copy is required by the School of Nursing.

NOTE: Forms used by USD and/or the Hahn School of Nursing and Health Science may be retrieved from the SON website ([Appendix B](#)).

Program Timeline

Doctoral students progress through the program as follows*:



*Years are approximate, based on a three- to four-year completion timeline.

Program Planning

The student and PhD Director prepare a program plan that is entered into a database in the USD School of Nursing ([Appendix A](#)). The Director should approve any changes to the program plan, so changes are communicated to administrators for planning of course scheduling. It is the responsibility of the student, with the help of the PhD Director and dissertation chair, to plan for and complete all course requirements, the residency requirement, and the dissertation. No official check on meeting university requirements is made until a Petition for Graduation is filed. A change in status requires the University and the School of Nursing be formally notified by filing the appropriate form. The following forms are available on the Office of Graduate Records website: Change of Address/Change of Name, Notice of Withdrawal/Petition for Leave of Absence, Petition for Graduation. Students may also obtain a transcript through the website.

<http://www.sandiego.edu/graduaterecords/forms/>

Degree Requirements

The program of study includes a minimum of 48 units of post-master's course work. This includes 15 units for the dissertation. A minimum grade of B- is required in degree courses with an overall GPA of 3.0.

Core Component

9 Units

Designed to develop analytical abilities and provide the knowledge base and skills requisite to the development of the nurse scholar.

PHDN 601 Philosophy of Science in Nursing

PHDN 602 Theory Development in Nursing

PHDN 649 Research Seminar in Health Policy

Research Component

15 Units

Designed to enhance the knowledge and skills necessary to develop and implement a program of research.

PHDN 607 Applied Statistics and Quantitative Research Methods

PHDN 608 Applications of Multivariate Statistics

PHDN 670 Quantitative Designs in Research

PHDN 673 Introduction to Qualitative Research: Background, Processes, and Approaches

PHDN 676 The Practice of Qualitative Research
Dissertation students using qualitative methods enroll in PHDN 676

PHDN 677 Advanced Quantitative Designs in Research
Dissertation students using quantitative methods enroll in PHDN 677

Areas of Emphasis	9 Units
Three graduate courses selected by the student and the PhD Director or Dissertation advisor related to the student's specific research topic	
Dissertation Component (15 units minimum)	15 Units
<u>PHDN 650</u> Nursing Research Seminar	
<u>PHDN 651</u> Nursing Research Seminar	
<u>PHDN 652</u> Dissertation Research	
<u>PHDN 653</u> Dissertation Research	
<u>PHDN 654</u> Nursing Research Seminar	
<u>PHDN 695</u> Dissertation	
Total Units	48 Units

The presentation of the proposal and dissertation findings are required. After the completion of 15 units of dissertation research (six units of PHDN 650-653, three units of PHDN 654, and six units of PHDN 695, candidates must continue to register for PHDN 695 (1 unit) and PHDN 655 (1 unit) each semester to maintain candidacy until the dissertation is completed.

Emphasis Courses

Emphasis Courses (9 units) are designed to support the focus of the student's dissertation or to enhance the student's career development. Students may select these courses with the guidance of their advisor or their Dissertation Chairperson. They may include PHDN 693 Residencies and PHDN 694 Special Topics Course.

Students participating in the NFLP Program must complete six (6) units of emphasis courses from those courses designed for preparation for the teaching role. They include the following: PHDN 683 Communicating Nursing Knowledge, PHDN 687 Innovations in Nursing Education, PHDN 686 Perspectives in Program Evaluation, PHDN 693b Teaching Residency, and MSNE 592 Theory of Nursing Education. Students who lack academic teaching experience are required to enroll in PHDN 693b at USD.

Residency and Special Topics Courses

PHDN 693 Residency and PHDN 694 Special Topics in Nursing Research may serve as emphasis courses to satisfy a degree requirement.

PHDN 693 Residency

Students may elect PHDN 693 Residency for an intensive experience in a selected area. The residency is conducted under the direction of a doctorally prepared mentor. Residency experiences may focus on the researcher role, the nurse educator role, or the executive role. The student is expected to devote a minimum of 42 hours to this course. If undertaken outside of the University of San Diego, this experience may require letters of agreement with the mentor and the affiliated organization. The application for the residency experience must be completed and approved by the Program Director by the registration date for the semester.

Students must also submit a vita of their faculty mentor if outside of the University of San Diego. Students are expected to maintain a log of their experiences, related materials, and final evaluation materials as designated by their advisor and mentor. A poster presentation or publishable paper is an expected outcome of research or executive residency experiences. Examples of experiences are indicated below.

(Appendix C. Application Form and Sample Forms). Forms are available on the School of Nursing website <https://www.sandiego.edu/nursing>

Research Residency 693a. This experience is related to the research focus of the mentor. It is not designed for the conduct of dissertation research. The mentor may be a USD faculty member or researcher in another institution. Students are expected to participate in all aspects of the researcher role including but not limited to grant development, data collection, data management, data analysis, team meetings, clinical aspects, and poster or manuscript preparation.

Teaching Residency 693b. Students are expected to participate in classroom and clinical teaching experiences and all facets of the educator role including planning, implementation, and evaluation aspects of teaching-learning experiences. Lesson plans and development of web-based course materials are part of this experience.

Executive Nurse Leader Residency 693c. Students may elect an experience with a Nurse Executive in the clinical setting, leadership team in a School of Nursing, or in the policy domain. The student is expected to participate in all aspects of the executive role and/or a specific research project as mutually defined.

PHDN 694 Special Topics in Nursing Research

This option is in addition to preparatory work for the dissertation. Students may select this option to complete in-depth study of a research method, a systematic review of the literature using a designated process, or a dissertation related topic under the guidance of their faculty mentor. The application for this course must be submitted and approved by the Program Director by the registration deadline for the semester. (Appendix D. Application Forms). Forms are available on the School of Nursing Website (<https://www.sandiego.edu/nursing>). A publishable paper or poster presentation is an expected outcome of this experience.

Dissertation Process

Students enroll in the Research Seminar (PHDN 650, 651, 654) and dissertation research (652, 653) series each semester of the academic year, excluding summer school. Students enroll in PHDN 695 during the last semester of the third year. If the dissertation is not completed by the end of the third year, students will continue to enroll in one (1) unit of PHDN 655 Research Seminar and one (1) unit of PHDN 695 Dissertation each semester, until the dissertation is approved by the Dissertation Committee and the requirements for graduation are completed. Students need not enroll during the summer session unless they are graduating in summer. Financial aid in the form of scholarships or loans may not be available to students for summer courses or if enrollment drops below six units (full-time status). However, there are exceptions. Please consult with PhD Director to arrange your schedule to accommodate requirements of scholarships and loan programs.

University Degree Requirements

Transfer of Credit

Students may usually transfer up to 12 units of graduate credit awarded for completion of post-master's course work. Extension credit is not transferable. Courses meeting the requirements for another degree ordinarily cannot be used. Courses taken on-line or for pass/fail credit are usually not transferable. Students who have completed the Doctor of Nursing Practice may receive up to 11 units of course credit. Each student is considered on an individual basis.

The Petition for Transfer Credit form, available from the USD School of Nursing or the USD website, must be completed and accompanied by information necessary for the program director to decide on the equivalency of the courses requested for transfer. The information must include a copy of the course description from the university where you have completed the course work and evidence this course is acceptable at that institution for doctoral or graduate credit.

This can be accomplished by a copy of the page in the catalog that stipulates the numbering system at that university or a letter from a college official or professor indicating this course carries graduate credit. It is imperative the name of the university appear on these materials. The course(s) for which the transfer credits are to be substituted should also be indicated on the transfer petition. If the transfer units are to be considered part of the area of emphasis portion of the doctoral program, this should be specified. A website address is not sufficient.

The form and supporting materials are sent to the Graduate Records Office for final approval, and then sent to the Office of the Registrar for posting. It is important to provide, as much data as possible with the original request for transfer credit. If the request is denied, the student has the option of providing more complete information in order to strengthen his/her case. If a student wishes to take a course for transfer at another university while enrolled in the doctoral program at USD, approval for transfer prior to taking the course is prudent. Approval should first come from the PhD Director as part of program planning. The student should process the transfer form as described above. The approval form will be held (copy to student and student file), until the transcript is received in the Office of the Registrar. Group requests for transfer of credit will not be accepted since it is the responsibility of each student to see that his/her own file has the necessary information.

The same form is used for prior approval of courses and transfer of courses already taken. It is the student's responsibility to make sure transcripts are sent to the USD Office of the Registrar from the appropriate university. Transcripts must include a grade (A-B) for the course (s). A grade of B or higher must be earned for credit to be awarded.

On Campus Residency

Doctoral students must fulfill an on-campus residency requirement as part of their program of studies. This requirement may be met by enrolling in twelve units of on-campus doctoral work during a 12-month period.

Petition to Graduate

Petitions to Graduate must be submitted by the date stipulated in the Academic Calendar. The student must have an approved dissertation proposal and a reasonable expectation of completing the dissertation requirements by the anticipated date of graduation. Forms are available on the USD website.

Financial Aid

Financial Aid information is available on the USD website. All major grants, loans, and scholarships are processed through the Office of Financial Aid. Priority deadlines for filing these materials are listed below. <https://www.sandiego.edu/nursing/student-resources/financial-aid>.

Important Deadline Dates:

Free Application for Federal Student Aid (FAFSA): April 1

Nurse Faculty Loan Program Application: March 1

Students are required to complete the FAFSA for financial aid consideration. **The FAFSA must be submitted electronically by April 1 for priority consideration, which includes university grants, scholarships, and federal loans.** Any financial aid granted by the Hahn School of Nursing and Health Science is limited and cannot be guaranteed for future semesters. Therefore, long-range planning that includes investigating outside resources, including pre-doctoral fellowships, is strongly recommended.

All financial information will be kept strictly confidential.

Nurse Faculty Loan Program (NFLP)

There is tuition funding available through the Nurse Faculty Loan Program (NFLP) for individuals who wish to pursue a career as a faculty member in a School of Nursing. The University of San Diego Hahn School of Nursing and Health Science receives funding from U.S. Department of Health and Human Services (HHS) to operate a student loan fund to increase the number of qualified nursing faculty. Up to 85% of the principal and interest of the NFLP loan may be forgiven after a student completes the Doctor of Philosophy in Nursing program.

Requirements

Students are required to complete six (6) units of course work directly related to the faculty role. Students who lack academic teaching experience are required to complete PHDN 693b at USD.

Course Numbers and Titles:

PHDN 683 Communicating Nursing Knowledge
PHDN 687 Innovations in Nursing Education
DNPC 686 Program Evaluation
MSNE 592 Theory of Nursing Education
PHDN 693b Teaching Residency

Graduates must secure a full-time faculty position or part time positions equivalent to a full-time position and remain in a teaching position for four years in order to receive an 85% loan forgiveness.

Nursing Faculty Loan Program Eligibility

1. U.S. Citizen or a U.S. National.
2. Full-time student in good standing in an advanced nurse education doctoral program.
3. Have no judgment liens entered against him/her based on a federal debt default.
28 U.S.C. 3201 (e).

To apply, please complete the following forms:

1. The Free Application for Federal Student Aid (FAFSA)
2. Nursing Faculty Loan Program Application

The FAFSA is available at <http://www.fafsa.ed.gov/>

The Nursing Faculty Loan Program Applications are available through the USD Hahn School of Nursing and Health Science. Please call (619) 260-4548 or e-mail nursing@san Diego.edu to request a form.

PhD Program Policies

Student Progression

Candidates are allowed a maximum of three (3) years from admission to candidacy to completion of the dissertation. Students are allowed a maximum of one (1) year from completion of course work to admission to candidacy.

Grading Policy

Students enrolled in the Doctor of Philosophy in Nursing Program must attain a grade of B- or better in each nursing course required for the degree. Students are required to repeat the course if they attain a grade of C, D, or F. Students may repeat the course once in order to achieve the required grade. Students may be disqualified from the program if they are not successful in attaining the required grade of B- after repeating the course. Students may only continue other course work while meeting this requirement at the discretion of their chair and Program Director. Refer to the Graduate Catalogue regarding requirements for graduate students to remain in good academic standing.

Grievance Policies

The University has policies regarding grievances regarding grades, hate crimes, and acts of intolerance. These policies are available in the Graduate Course Catalog.

See: <https://catalogs.sandiego.edu/graduate/academic-regs/>

The student is responsible for initiating this procedure for a grade grievance.

The procedure for a grade grievance is as follows:

1. Contact the Faculty member in the relevant course to resolve the grade grievance.
2. In those rare circumstances when no agreement is reached (above), the student may seek advice from the Program Director.
3. Failing resolution at that level, the student grievant may submit a written request to the Dean for a grievance hearing to be convened by the SON Dean.
4. The Dean will convene a committee comprised of:
 1. three SON faculty
 2. two students
 3. one USD professor from outside the SON.

5. The Dean will carefully examine and choose faculty and/or student representatives who are not in a conflict-of-interest position regarding the grievance. (NOTE: Faculty content experts may be necessary to help review the grade grievance.)
6. The committee will hear the student's grievance, as soon as feasible and the committee make its recommendations to the parties involved.
7. At every level in this grievance procedure, both the student and the faculty member must be apprised of the situation.

Hate Crimes and Acts of Intolerance Grievance

The University of San Diego's mission statement affirms the institution's commitment to advancing academic excellence and creating a diverse and inclusive community. An act of intolerance is an affront to a community that values diversity and strives to create an inclusive environment. USD expects all members of the university community to comply with the law and applicable university policies, including those that set forth the standards of behavior expected of community members, such as the Student Code of Rights and Responsibilities and the Policy Prohibiting Discrimination and Harassment. USD adopts these Response Procedures in furtherance of the university's existing policies and applicable law.

In keeping with the University policies, hate crimes or acts of intolerance within the SON are to be reported to the Dean, but the occurrence of these events should be reported as soon as possible to the USD Dept. of Public Safety using this link:
<https://www.sandiego.edu/safety/reporting/>

Absence from Class

Students are expected to attend all scheduled classes throughout the program. Students may be excused from class for serious reasons. Faculty have the prerogative of adjusting grades or requiring substitute assignments. Please consult with the faculty member(s) teaching the course regarding grading policies and substitute assignments.

Leave of Absence

The HSON faculty realizes students encounter life circumstances that may create difficulty with the continuation of their educational pursuits. When such circumstances occur, every effort is made to assist students, so they may remain enrolled in their program of study. Retention rates for all HSON programs are above 90%. If, for some reason, students must interrupt their educational progress, the student should request a meeting with the program director, so the student may be placed on a leave of absence in compliance with university policies. Students who take a leave, must contact the program director to receive approval to enroll in subsequent course work.

Classroom Recording

No video or audio recording is permitted in the classroom unless permission of the faculty member and anyone else who might be filmed or recorded is obtained in advance.

Posters, Presentations, and Papers

Students who are currently enrolled in the program and developing posters, presentations, or publishable papers based on their course work must consult with their Dissertation Chair or PhD Director prior to submitting abstracts or papers. The University of San Diego Hahn School of Nursing and Health Science must be recognized in these materials. If the student has prepared a poster, presentation, or publishable paper unrelated to the academic experience, they may consult with the PhD director if desired.

Use of Health Care Systems Logos

If you wish to identify the organization in which you have completed a project or study, please obtain approval from the site sponsor (preceptor or liaison). Identification may include placing a logo in a presentation or poster and/or naming the organization in an abstract or publication. Organizations have guidelines for logo use including color, size, and format. Please consult with your site sponsor about the correct use and sizing of logos.

Part II

Dissertation Phase

Forming a Dissertation Committee

Serving on a doctoral student's Dissertation Committee represents a major professional commitment for faculty. The relationship between doctoral students and committee members involves a mutual process of growth and often forms the basis for a lifetime of collegial work. Thus, assembling a doctoral committee is an arduous task, undertaken with considerable forethought. Each party enters the relationship with a strong commitment to working together until the completion of the dissertation. Committee members are chosen to fill a critical role in mentoring the doctoral student through the process. It is therefore highly unexpected and unusual for a committee member to be replaced. In the unlikely event a committee member is replaced; the student and committee must consider the change may require significant changes in the nature and design of the study.

Committee Membership

Students are encouraged to select a Dissertation Chair, as early as possible, preferably by the completion of 12-14 units of study. Selection by the second year is highly recommended. The process is as follows:

1. The student selects a dissertation topic within the theoretical and/or methodological expertise of the faculty. The topic should also be congruent with the student's program of study. The student invites a University of San Diego School of Nursing PhD faculty to chair the dissertation committee. The Dissertation Chair must be an Associate Professor or Professor teaching in the PhD program with a record of research and publications, commensurate with the rank. After the Dissertation Chair approves the topic for the dissertation, the student and the chair determine the additional expertise needed and mutually agree upon appropriate members to serve on the committee.
2. The Dissertation Committee will include a minimum of three (3) doctorally prepared persons. Two committee members must be faculty members in the School of Nursing. A third committee member may be a University of San Diego faculty member or external to the University, provided the stated criteria are met. Dissertation Committee Members must have an earned doctoral degree with a defined contribution to the dissertation research. A committee member should have a record of scholarship and one or more areas of expertise. The chair may add a fourth member if necessary, to obtain the requisite expertise or consultants may play a role in the dissertation process. The chair will request and place a copy of the vita of the external member in the student's file.

3. The Dissertation Chair and members sign a Dissertation Committee Form (Appendix E). Copies are distributed to the Chair, the Student, and Graduate Records with the original to the Student File.

Change of Dissertation Committee Chair

1. Students may request a change of Chair for serious reasons **once** during the PhD Program. The student must discuss the situation with the PhD program director prior to initiating a request for change. The student should also discuss the situation with the faculty involved. The student should notify the faculty member in writing of the request for a change of Chair. The student should also notify the other committee members of the request for change. When the committee is reconstituted, the student should complete a new Dissertation Committee form and submit it to the nursing office.
2. Faculty serving as Chair of a Dissertation Committee may vacate the position. The faculty member should discuss the situation with the doctoral student and make recommendations for a replacement. When the committee is reconstituted, the student should complete a new Dissertation Committee form and submit it to the Nursing Office.

Change of Dissertation Committee Member

1. The doctoral student may request a change of committee membership. Removal of a committee member must be approved by the chair and the PhD program director. Prior to initiating a change, the student should discuss the situation with the Dissertation Chair and the PhD Program Director and make recommendations for a potential replacement member. The student should notify the faculty member to be replaced and other committee members in writing of the change in membership. When the committee is reconstituted, the student will complete a new Dissertation Committee form and submit it to the Nursing Office.
2. Faculty serving as a Dissertation Committee member may vacate the position. The faculty member should discuss the situation with the chair and the doctoral student, make recommendations for a replacement, and provide written notification to the student and all committee members. The Dissertation Chair will assist the student to reconstitute the committee. When the committee is reconstituted, the student will complete a new Dissertation Committee form and submit it to the Nursing Office.

Dissertation Proposal

The following courses must be completed (or in progress) prior to dissertation proposal approval and achieving candidacy status:

PHDN 601 Philosophy of Science, PHDN 602 Theory Development, PHDN 607 Applied Statistics, PHDN 608 Applications of Multivariate Statistics, PHDN 670 Quantitative Designs in Research, and PHDN 673 Introduction to Qualitative Research.

The following courses may be in progress:

PHDN 677 Advanced Quantitative Designs in Research, PHDN 676 The Practice of Qualitative Research, PHDN 654 Dissertation Research Seminar. Total of 18-24 units.

Proposal Presentation

The Dissertation Committee will be responsible for supervising the development of the student's research proposal. The format of the proposal is determined by the committee and may be done in any format the committee approves. When the committee feels the student has the proposal ready for formal approval, the dissertation proposal presentation will be arranged as follows:

1. The student provides a copy of the Dissertation Proposal to each committee member **at least two weeks** prior to the presentation.
2. Content of the proposal is at the discretion of the dissertation chair. The proposal consists of Chapters 1-3 of the dissertation, 25-30 pages in length. It includes the purpose and aims of the study, significance of the study, review of the literature, research method, and other aspects at the discretion of the committee.
3. The conduct of the proposal approval meeting is at the discretion of the dissertation committee. It may be an open discussion of the proposal or a formal presentation of the study usually 15 minutes in length, followed by discussion. During the dissertation proposal presentation, the committee members may ask about various aspects of the proposed research that may need further clarification or revision.
4. On completion of the presentation of the dissertation proposal, the committee will recommend one of the following:
 - a. Approval with candidacy status.
 - b. Approval with changes required by the committee.

1. If approval is agreed upon, the committee members sign the Dissertation Proposal Approval Form (Appendix F). Copies are distributed to the chairperson, the student, the Program Director, and the graduate records office with the original to the student file.
 - c. Non-approval, with specific suggestions to the candidate
 - d. concerning what is required to make the proposal acceptable.
5. The committee and the student should discuss the format for the final dissertation if it has not already been decided. The committee and the student may elect the traditional chapter format or the preparation of 3 publishable manuscripts and/or a grant. The discussion may include the focus of the manuscript presentation, committee responsibilities for student mentoring, and manuscript preparation. Discussion regarding data ownership and publication should be finalized prior to data collection. (Appendix G).

Dissertation Options

Dissertations written by doctoral candidates at the USD Hahn School of Nursing and Health Science may be presented in one of two formats: the traditional chapter format or a format that includes three publishable manuscripts or two publishable manuscripts and a grant based on the dissertation research. The choice of format is made by the student and Dissertation Committee.

In either case, the final product must conform to the guidelines for Preparation of the Dissertation: General Directives with the exceptions identified below. Dissertations are usually completed in APA style, but the Dissertation Committee may approve an alternate format if needed for the manuscript format.

Option 1. Traditionally Formatted Dissertations.

The basic traditional format consists of:

- An abstract of the dissertation study
- Table of Contents, lists of tables, and figures
- Initial 1-2 chapters present the introduction, purpose statement, aims of the research, significance of the study, and review of the literature
- Methods Chapter
- Findings or Results Chapter
- Chapter including discussion of findings, conclusions, critique, and recommendations for future research
- Reference list and appendices

The bound volume is organized with the additional approval and introductory pages as identified in Preparation of the Dissertation: General Directives.

Option 2. Manuscript Style Dissertation.

Students who have published manuscripts or who intend to publish manuscripts based on their dissertation research may use these papers as part of their dissertation. Manuscripts are expected to be comparable in rigor and scholarship to the standard dissertation. The requirements and the format for the manuscript and/or grant option include the following:

1. A minimum of three (3) scholarly papers may be included in the dissertation. A substantive grant may be submitted in lieu of one (1) manuscript. Papers are expected to meet the requirements of recognized journals in format, content, length, and style.
2. Each paper must be prepared under the mentorship of at least one (1) committee member.
3. The Dissertation Committee will agree upon content, authorship, potential journals for publication, and anticipated dates of completion when the committee meets for approval of the dissertation proposal. (Appendix G).
4. Changes in the proposed title, content, and other elements of the manuscripts may occur during data collection and analysis. The details of these changes may be finalized when the final draft of the dissertation is submitted.
5. All Dissertation Committee members should review and approve all manuscripts to be included in the dissertation. The committee should evaluate the manuscripts based on the quality of the content and adherence to journal guidelines. Committee members and the doctoral student should agree on a possible date for submission.
6. The doctoral student should be the primary author on all papers with content based on the research conducted by the student. Order of authorship may be determined using the Publication Manual of the American Psychological Association information on “publication credit.”
7. Information is also available from the International Committee of Medical Journal Editors’ recommendations on “Authorship and Contributorship.”
<http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html>

Format

The overall guidelines for presentation of the dissertation, including introductory pages and Table of Contents is consistent with the traditional dissertation format. The Reference List is incorporated at the end of each article or chapter.

1. The introductory chapter should describe the focus of the study or problem. It should include the purpose of the study, the significance, and the research aims or questions. This chapter should describe how each paper or grant is incorporated into the dissertation.
2. Each paper should be presented as a separate chapter in the dissertation. The description of the sample, method, findings, and discussion can be described within the paper or grant. Each paper should be clearly linked to the study aims or questions.
3. If one or more key aspects of the method or results are not included in the paper, a separate chapter may be necessary to completely address the aims of the study.
4. The final chapter should include a synthesis of findings for all research aims or questions and a discussion of the significance of the study. Implications for research, practice, education, and health policy may be addressed for the overall dissertation as determined by the committee chair. A proposed plan to further the scope of the research is recommended.
5. A delimited bound volume will be developed for submission to The Hahn School of Nursing and Health Science using guidelines and blue cover already designated for dissertations. Refer to the section Preparation of the Dissertation: General Directives. Papers need not be reformatted for the bound volume. The volume should have serial pagination, however.
6. Articles may be ready for submission to a journal, submitted for publication, or accepted for publication. Published or accepted for publication articles may be included in the final dissertation if the publisher grants permission. Publishers differ on their policy and guidelines should be obtained early in the process. Include the publisher's permission for use of the article that is already published or if the article is accepted for publication.

Conduct of the Dissertation

Learning the process of Institutional Review Board (IRB) approval is an essential step in becoming a nurse scientist. IRB approval is a process and may take several months. You may submit your proposed dissertation to the appropriate IRBs only after receiving approval from the Dissertation Committee. Begin the process by discussing your specific IRB requirements with your Chair. If you are collecting data at a clinical agency, you will most likely need to obtain IRB approval from that agency prior to obtaining IRB approval from USD. Before beginning the USD IRB process, **you must contact Dr. Jane M. Georges** (SON IRB representative) by email. Please describe your study briefly, and Dr. Georges will send you specific instructions for your study.

Students should work closely with their Dissertation Chair to assure the ethical conduct of their research. Issues may include protection of human subjects, clarification regarding ownership of data, publication rights, and future use of data for other studies. Prior to data collection, students should ensure they have the option to use the data for their dissertation and to publish their findings. The Dissertation Committee will supervise the conduct of the dissertation research including maintenance of the data file.

The dissertation should demonstrate analytical and research competence and provide ample evidence of the candidate's ability to conduct high-quality, independent research and report it in a scholarly manner. The dissertation should also make an original contribution to the body of nursing knowledge. The dissertation must be completed within three (3) years of admission to candidacy.

Statistical Consultation

Students may access and consult a qualified statistician through their Dissertation Chair. The USD School of Nursing will assume the cost of five (5) hours of statistical consultation. If additional consultation is required, the student assumes the responsibility for payment of the consultation fee. In order to qualify for these services, students must use the professional statistical consultation services contracted by the USD School of Nursing. Students must have a focused research plan and the permission of their chair to consult with the USD School of Nursing statistician.

Part III

**Completion and Submission
of the Dissertation**

Dissertation General Directives

1. The form of the dissertation must conform to the style of the current *Publication Manual of the American Psychological Association* (7th edition) unless otherwise specified. Students should also follow the guidelines described in Copyright Law for appropriate documentation of the work of other authors. Additional guidelines are provided below.
2. Times New Roman font 12 point or larger should be used for original copy. Charts or Graphs should be produced on a computer or professionally designed. Copy should be printed on white paper.
3. Use opaque black ink for signatures of the committee.
4. The text and other material must be typed inside a 6 x 9 inch space on each sheet. The left-hand margin must be 1½ inches wide (the extra half inch is for binding) and the other three margins (top, bottom, and right hand) must be 1 inch wide. Charts, etc., may be reduced in order to fit them in the 6 x 9 space, or the material may be constructed to fit on two sheets.
5. The preliminary pages are numbered in small Roman numerals, beginning with "ii" and continuing until the first page of the text. Place the small Roman numeral at the center of the lower margin, 1 inch up from the bottom of the page.
6. The text pages are numbered with Arabic numerals, starting with "1" and continuing consecutively through the text, appendices, and reference lists to the last page of the dissertation. The page number is in the right upper margin.
7. All pages of the dissertation must be numbered consecutively. Inserted pages such as 98a may not be used. To avoid delay, make certain that the copy you submit includes all the pages of your manuscript and they are numbered properly.

Preliminary Pages

The order for pages preliminary to the text is:

1. Title page (Appendix H)
2. Approval page (Appendix I)
3. Abstract (350-word maximum)
4. Blank sheet/copyright page

5. Dedication page (optional)
6. Preface, with acknowledgments included, if desired
7. Table of contents
8. List of tables (when appropriate)
9. List of illustrations (when appropriate)
10. List of appendices (must include the signed approval sheet of University of San Diego Committee on the Protection of Human Subjects and approval documents for use of any copyrighted materials). Omit handwritten signatures and use typed signatures only.

The title page, blank sheet, and abstract are not numbered. Start numbering the preliminary pages with the first page after the blank sheet (use small Roman numerals beginning with "ii"). The approval page with signatures is distributed to the Nursing Office. Omit the official signatures from the Approval page, leaving typed names only for the bound volumes and electronically submitted dissertations.

Abstract

The abstract should include the following: Purpose/Aims, Background/Rationale, Conceptual Basis, Method, Findings, and Implications for Research. Word limit 350. The Dissertation Chair should approve the abstract and may wish to include or delete some information.

Oversized Dissertation

When the manuscript exceeds the limit of a single bound volume, the two halves should be labeled *Part I* and *Part II*.

Final Presentation

Upon completion of the dissertation, the candidate will prepare a final oral presentation of the research. The process is as follows:

1. The Examining Committee will consist of the Dissertation Committee.
2. The candidate must provide each member of the dissertation committee a copy of the completed dissertation **at least two-three weeks** before the oral presentation for the committee members to have the opportunity to read it in advance.

3. The candidate will prepare the content of the formal announcement (Appendix J). The Dissertation Chair's approval is required prior to printing the announcement. At least two weeks prior to the scheduled presentation, the student will electronically submit the announcement to the PhD Program Administrative Assistant. The Administrative Assistant will arrange to have the announcement distributed as follows:
 - a. Dean and Faculty of the Hahn School of Nursing and Health Science
 - b. External Members of the Dissertation Committee
 - c. Candidate
4. The final presentation of the dissertation including a formal presentation, open discussion, questions and answers, is expected to take approximately one hour. The student will prepare a formal presentation of the dissertation with power points under the direction of the dissertation chair. The presentation is followed by open discussion, questions, and answers. Guests may be requested to leave during committee deliberations and final decision.
5. The candidate will be endorsed as passing the final presentation if two of the three members of the Committee approve. After the successful presentation of the completed dissertation, the candidate makes the changes required by the Dissertation Committee and obtains the committee members' signatures on the dissertation approval page (Appendix I).
6. Candidates who are unsuccessful in their presentation of the dissertation findings may petition for a second and final presentation of the dissertation. The petition must be approved by the dissertation committee and the PhD program director. The repeated process must be scheduled within one year from the initial presentation date.

Dissertation Submission and Distribution

The final phase of the dissertation process consists of the submission and distribution process as described below. To assure the degree is awarded, complete all aspects by the deadlines for submission of the dissertation to meet graduation requirements are published in the

Academic Calendar posted on the USD website:

<https://catalogs.sandiego.edu/graduate/calendar/2021-2022/>

You are required to submit your dissertation to ProQuest and to Digital USD.

ProQuest

ProQuest, a commercial publisher provides access to theses and dissertations through institutional subscription to assure the degree is awarded. With ProQuest, your dissertation will be added to their database and PQTD Global. Your dissertation will be accessible to any entity that subscribes to the database.

(Please see: <http://www.proquest.com/products-services/dissertations/authors.html> for more information.)

Here are some of the characteristics of ProQuest:

- ProQuest assigns an ISBN to your dissertation.
- You retain the copyright to your work with both Digital USD and ProQuest, but ProQuest also offers the option to register your copyright with the U.S. Copyright Office (for a fee).
- If/when sales of your dissertation reach a specific threshold, ProQuest will pay you 10% in royalties.
- ProQuest adds a page (after the title page) to your dissertation to display proprietary and copyright information.
- ProQuest editors review appendices for copyright infringement and will assign additional search descriptors.
- Currently, there is no charge to submit your dissertation to ProQuest at <http://www.etdadmin.com/sandiego>. To view examples of dissertations in ProQuest, visit <http://www.sandiego.edu/library/find/results.php?letter=d>

Digital USD

Most materials in Digital USD are openly accessible to anyone with an internet connection and are easily “discoverable” by search engines, for example Google, so others can find and read your work.

- Your work will have its own URL, which you can share on your website, job applications, social media accounts, etc.
- You will receive monthly “author reports” showing how many times your work has been downloaded, and from where in the world.
- If your dissertation contains copyrighted material from other sources, you must obtain permission from the copyright holder(s) and include this information with your dissertation.
- You retain your copyright to your work. Please put a copyright notice on the title page.
- If your dissertation contains any sensitive information you do not want to share publicly, i.e. email addresses, mailing addresses, or phone numbers, please remove/redact the information prior to uploading it to Digital USD. This includes hand signatures (from committee members and/or on IRB forms).

Access Options

When you upload your dissertation to Digital USD, you will have two options regarding access:

1. You can choose “**Open Access**” or “**Campus Access Only.**” By choosing “**Open Access,**” you have the opportunity to share your work with the entire world and vastly increase your readership. You also have the ability to see from where and how often it is downloaded. If you choose “**Campus Access Only,**” downloads are limited to on-campus computers, although anyone will be able to see information about the dissertation, including the title and abstract.
2. Faculty in the School of Nursing recommend you place an “**Embargo**” on your dissertation. An embargo restricts public access to the full text of your dissertation for a specific period of time (the title and abstract will still be openly available during an embargo period). For example, an embargo of two years means that the full text of your dissertation will not be publicly available until two years from the date of submission for both ProQuest and Digital USD.

After you have submitted your dissertation to Digital USD, it will be processed, posted, and you will receive an email with the link to it. In most cases, this will occur within a month from the date you submit it.

Procedures for Online Submission of the Doctoral Dissertation

1. The PhD candidate must first obtain final approval of the dissertation, including approval of the formal preparation in accordance with all instructions in the doctoral handbook for the candidate's program and from the dissertation committee. After completing all remaining corrections/editing required by the dissertation committee, the candidate will save the original manuscript in a Portable Document Format (PDF) file.
2. The PhD candidate will obtain the signed **Approval Page** from the chair and members of the committee and submit the document to the **Nursing Office. Hahn 207** to be placed in the student's file.
3. The PhD candidate is required to submit the final approved digital PDF file of the dissertation to ProQuest and to Digital USD.

Submission to ProQuest

1. Go to <https://www.proquest.com/products-services/dissertations/authors.html>. and follow the step-by-step instructions.
2. You may also go to www.etdadmin.com/sandiego and follow the instructions.
3. There is no charge to disseminate and archive dissertations and theses via ProQuest. There are nominal fees for Dissertation/Theses when supplied in paper form or via FTP, and for additional visibility that is offered by participating in PQDT Open, ProQuest's open access database.
4. Copyright registration is available for a fee.

Submission to Digital USD

1. Go to <http://digital.sandiego.edu/dissertations>
2. Click on "Submit Dissertation" on the left-side menu bar under "Author Corner."
3. Click on "Sign Up" under "Create New Account" (or login if you already have an account).
4. Read and "accept" the Submission Agreement. **Please Note:** If your dissertation contains copyrighted material, you must obtain permission from the copyright holder(s) and include this information with your dissertation.
5. Fill out the fields and upload the full text of your dissertation.

Dissertation Binding and Submission of Documents

Please note: There may be changes in this process. Please consult your chair

School of Nursing students must submit one bound copy of the dissertation to the School of Nursing Office to be placed in the Krause PhD Research Library. Dissertation committee members may request a bound copy, paper copy, or electronic copy for their files.

Contact Montezuma Publishing to place your order. Phone: 619-594-7552
Billing information will be provided at this time.

ORDER ONE:

1. Request one (1) bound copy of your dissertation with archival paper using University of San Diego color and jacket design.
2. Upload a PDF copy of your dissertation. Include signature page, omit handwritten signatures and submit to **EMAIL: thesis@aztecmail.com**
3. Your dissertation will be copied on archival paper and bound. No transcripts will be available until the requested copy is received in the Nursing Office.
4. Request this bound copy be mailed to:

**University of San Diego
Hahn School of Nursing and Health Science
5998 Alcala Park
San Diego, CA. 92110
Attention:
Bianca Vazquez Pantoja**

ORDER TWO:

1. Place order for any personal copies, cloth or paper. Personal copies may be picked up or mailed to you. This publisher is located on the San Diego State University campus. Therefore, mailing is highly recommended. Copies may take 6-8 weeks to process.
2. Montezuma Bindery will email the paid receipt for all orders to Graduate Records, rshivers@sandiego.edu, biancav@sandiego.edu, and connellyc@sandiego.edu to clear graduation requirements.

ADDITIONAL INFORMATION:

- Submit Original Signed Signature Page to connellyc@sandiego.edu for your file.
- San Diego Area Call: (619) 594-7552
- Toll Free: 8-MONTEZUMA (866) 683-9862
- Email: thesis@aztecmail.com

Survey of Earned Doctorates

All PhD candidates will complete the “Survey of Earned Doctorates” (SED) online by logging on to the URL (<https://sed-ncses.org/login.aspx>). A “Certificate of Completion” will be automatically sent by email to the candidate after successfully completing the survey. Please print and submit the SED certificate to the Graduate Records Office and Dr. Cynthia D. Connelly to complete the clearance process. E-mail address usdgradrec@sandiego.edu, connellyc@sandiego.edu.

The submission of all the above constitutes completion of the PhD candidates’ responsibilities regarding the dissertation. The degree will not be conferred and posted on the candidates’ transcripts until all of these items have been completed by the deadline.

Academic Regalia

Students will also receive information regarding graduation apparel and participation in the graduation ceremonies. The doctoral hood that is part of traditional academic apparel should be trimmed in dark blue velvet signifying the PhD Degree and lined with blue and white satin, the colors of the University of San Diego. The doctoral robe may be trimmed in black velvet or dark blue velvet. This includes the front velvet panels and the sleeve stripes.

The University of San Diego has specifically designed robes for PhD graduates available for purchase. Most graduates prefer the 8-sided velvet tam, but the traditional mortarboard is an option. Graduation robes may be purchased or rented through the USD bookstore or purchased on-line.

Sigma Theta Tau International

Members of **Sigma Theta Tau International** are encouraged to submit the announcement of their earned doctoral degree for inclusion in the Sigma Theta Tau International Nursing Library's Electronic Database. Consult the Sigma Theta Tau website.

Part IV

Appendices

Appendix A. PhD Student Resources

The School of Nursing website is helpful for locating information and forms.

Website: <http://www.sandiego.edu/nursing>

Forms: <http://www.sandiego.edu/nursing/students/phd/phd-helpful-forms.php>

PHDN 693a - c Residency Forms

PHDN 694 Special Topics in Research Form

Dissertation Committee Form

Dissertation Proposal Approval Form

Office of the Registrar Forms

Office of Financial Aid Forms

Applications for Research Awards

The following website provides a variety of resources for stress-reduction.

Stress-Free Zone: A Place for Compassionate Self Care.

<http://sites.sandiego.edu/stress-free/>

Appendix B. Curriculum Plan

Fall Semester, Year One	# Units
PHDN 601 Philosophy of Science in Nursing	3 units
PHDN 607 Applied Statistics and Quantitative Research Methods	3 units
PHDN 650 Nursing Research Seminar	1 unit
Spring Semester, Year One	# Units
PHDN 602 Theory Development in Nursing	3 units
PHDN 608 Applications of Multivariate Statistics	3 units
PHDN 651 Nursing Research Seminar	1 unit
Summer Session, Year One	# Units
Emphasis Course (1-2)	3–6 units
Fall Semester, Year Two	# Units
PHDN 673 Introduction to Qualitative Research: Background, Processes, & Approaches	3 units
PHDN 670 Quantitative Designs in Research	3 units
PHDN 652 Dissertation Research	1 unit
Spring Semester, Year Two	# Units
PHDN 654 Dissertation Research Seminar	3 units
PHDN 676 The Practice of Qualitative Research (required for a qualitative dissertation)	3 units
PHDN 677 Advanced Quantitative Designs in Research (required for a quantitative dissertation)	3 units
Summer Session, Year Two	#Units
Emphasis Course (1-2)	3-6 units
Fall Semester, Year Three	# Units
PHDN 649 Research Seminar in Health Policy	3 units
Emphasis Course	3 units
PHDN 653 Dissertation Research	1-3 units
Spring Semester, Year Three	# Units
Emphasis Course	3 units
PHDN 695 Dissertation	6 units

Appendix C. Residency Options

PHDN 693a Research Residency

University of San Diego

Hahn School of Nursing and Health Science

Course: PHDN 693a Research Residency

Faculty: TBA

Course Credit: 3 Semester Units

Course Description: Intensive experience in the collaborative design and implementation of research projects.

Course Objectives:

1. Participate in nursing and interdisciplinary collaborative models for designing, conducting and utilizing research in clinical and academic settings.
2. Synthesize knowledge of funding sources and the process and strategies of effective research grant proposal development.
3. Increase understanding of the multifaceted roles of the nurse researcher as a member of a multidisciplinary research team in academic and clinical settings.

Teaching Methods: Mentored residency with a researcher or actively engaged in any component of grant development or a research project.

Learning Experiences: To be mutually designed by the research mentor and the doctoral student.

Course Requirements: To be mutually designed by the research mentor and the doctoral student.

PHDN 693b Teaching Residency

University of San Diego

Hahn School of Nursing and Health Science

Course: PHDN 693b Teaching Residency

Faculty: TBA

Course Credit: 3 Semester Units

Course Description: Intensive experience in the nursing education setting with all aspects of the faculty role.

Course Objectives:

1. Critically evaluate pedagogical theories for their applicability in preparing knowledgeable nursing professionals.
2. Utilize research findings to develop sound classroom and clinical teaching strategies.
3. Collaborate with other health care professional to enhance student classroom and clinical learning experiences.
4. Develop expertise in implementing technological advances to achieve desired learning outcomes.
5. Develop and evaluate programs of study based on assessment of diverse learner needs and contemporary trends in nursing education.
6. Create educational environments that foster achievement of educational goals by adult learners.

Teaching Methods: Mentored teaching residency with an experienced faculty member in the classroom and clinical setting

Learning Experiences: To be mutually designed by the mentor and the doctoral student.

Course Requirements: To be mutually designed by the mentor and the doctoral student.

PHDN 693c Executive Nurse Leader Residency

University of San Diego

Hahn School of Nursing and Health Science

Course:	PHDN 693c Executive Nurse Leader Residency
Faulty:	TBA
Course Credit:	3 Semester Units
Course Description:	Intensive experience in executive nurse leader settings with all aspects of the executive nurse leader. Designed for 1. knowledge acquisition of the nurse scientist role in executive practice (practice, the academy, and policy); and 2. to develop the knowledge and skills necessary to apply leadership concepts, skills, and decision making in the design, implementation, oversight, and accountability in complex systems. The student is expected to participate in all aspects of the executive role and/or a specific research project as mutually defined.
Teaching Methods:	Mentored executive nurse leader residency with an experienced nurse in executive practice (practice, the academy, and policy).
Learning Experiences:	To be mutually designed by the mentor and the doctoral student.
Course Requirements:	To be mutually designed by the mentor and the doctoral student.

Sample Application for PHDN 693a Research Residency

University of San Diego

Hahn School of Nursing and Health Science

Name: _____

Project Title: _____

Number of Units: _____

To be completed during the _____ semester.

Description of Proposed Residency:

Design and implementation of a quantitative descriptive correlation study using cross-sectional survey methodology to examine the reporting structure of the Clinical Nurse Specialist (CNS) on organizational data collection and analyze the results. Completion of study protocol and IRB approval from USD will be completed during the summer prior to Fall semester.

Description of materials, resources, and methods to be employed:

(Attach additional sheets if necessary) Please see attached abstract. The proposed methodology requires completion of survey by executives within hospitals across the United States. It has yet to be determined if this will be accomplished via an executive list serve or mailings via U.S. Postal Service.

Student Objectives:

1. Develop a research protocol and successfully obtain IRB approval
2. To obtain increased knowledge and experience in the design and implementation of a multi-site nursing research study.
3. Obtain additional experience working as a member of a research team

Methods of Evaluation:

1. Intermittent evaluation by faculty advisor of progress related to design and implementation of study.
2. Presentation of preliminary results.

Approved: _____

Denied: _____

Faculty Advisor

Date

Approved: _____

Denied: _____

Program Director

Date

Sample Application for PHDN 693b Teaching Residency

University of San Diego

Hahn School of Nursing and Health Science

Name: _____

Project Title: _____

Number of Units: _____

To be completed during the _____ semester.

Description of Proposed Residency:

This residency is designed to explore, through mentored practical experience, the pedagogical considerations in the design of and operationalization of a graduate nursing course under the supervision of Dr. _____. Specifically, the residency will include mentoring the student in the design and operationalization of the ACNS 638 curriculum. Topics will include a) student learning needs assessments and customization of teaching strategies to achieve course objectives, b) preparation and delivery of lectures, c) design and execution of problem-based learning strategies, and d) the mentoring of MSN clinical nurse specialist students through evidence-based practice project.

Description of Material, Resources, and Methods to be Employed:

Weekly meetings (face-to-face, telephone, conference phone call, or structured e-mails) with course professor to update current syllabus and course outline, design problem-based learning activities and discuss student progress. Attend monthly CNS team meetings to understand how consensus-based faculty decisions are made regarding the program, courses, and students.

A current text on nursing education will be selected for the residency course and available by 1/15/2013. Several are in review at this time.

Student selected research publications on graduate nursing education will supplement the text.

Student Objectives:

1. Participate in curriculum design decisions including revising the current course syllabus, designing lesson plans and problem-based learning activities, and using syllabus grading criteria to grad students' course work.
2. Utilize effective teaching methods and strategies for adult learners.
3. Present 25% of the class lectures.
4. Lead 50% of the class discussions.

Methods of Evaluation

Feedback and a written evaluation form the professor to the student regarding performance

On the following:

1. Actively participate in revising 30% the current course syllabus, designing 30% lesson plans and problem-based learning activities, and using syllabus grading criteria to grade 50% of the students.
2. Present a minimum of 25% of the class lectures.
3. Lead a minimum of 50% of the class discussions.

Approved: _____

Denied: _____

Faculty Mentor

Date

Approved: _____

Denied: _____

PhD Program Director

Date

Original Copy to Student

Copy to Student File

Sample Application for PHDN 693c Executive Nurse Leader Residency

University of San Diego
Hahn School of Nursing and Health Science

APPLICATION FOR RESIDENCY PHDN 693c

Name: _____

Project Title: Executive Nurse Leadership Residency

Number of Units (3): _____

Description of Proposed Residency:

This residency, to be completed under the mentorship of Drs. _____, and _____, is designed for 1. Knowledge acquisition of the nurse scientist role in executive practice; and 2. To develop the knowledge and skills necessary to apply leadership concepts, skills, and decision making in the design, implementation, oversight, and accountability in complex systems. Topics will include: (a) how to collaborate one-on-one with an experienced executive nurse leader to further develop leadership skills via observations and dialogue related to both academic and clinical situation leadership/management; (b) examine the pathway for preparing for an executive leadership role in academic and/or healthcare systems; and (c) examine elements necessary for the identification and design of an executive nurse driven scientific research initiative to advance quality based, cost-effective health care strategies.

Description of materials, resources, and methods to be employed:

Concentrated residency hours with Drs. ___ and ___ to observe, learn, and practice ENL leadership roles and responsibilities in the design, implementation, oversight, and accountability in complex systems.

Methods of Evaluation:

Critique with dissemination focusing on navigating leadership challenges in the application of research strategies within the current academic and health care environment.

Approved: _____

Denied: _____
Faculty Mentor _____ Date _____

Approved: _____

Denied: _____
PhD Program Director _____ Date _____

Original Copy to Student

Copy to Student File

Appendix D. PHDN 694 Special Topics in Nursing Research

**University of San Diego
Hahn School of Nursing and Health Science**

Application for PHDN 694: Special Topics in Nursing Research

PRIOR to class reservation, this form should be typed or completed online.
Obtain signatures of approval.

Name: _____

ID#: _____

Address: _____

Telephone No.: _____

City, State, Zip: _____

Secondary No.: _____

To be completed during (circle one): Intersession / Spring / Summer / Fall of _____(year)

Project Title:

Description of Proposed Study:

Description of materials, resources, and methods to be employed:

Method of Evaluation (to be completed by Faculty):

Approved: _____

Denied: _____

Faculty Mentor

Date

Approved: _____

Denied: _____

PhD Program Director

Date

Original Copy to Student

Copy to Student File

Appendix E. Dissertation Committee Form

University of San Diego
Hahn School of Nursing and Health Science

DOCTOR OF PHILOSOPHY IN NURSING PROGRAM

DISSERTATION COMMITTEE FORM

Doctoral Student: _____

Topic of Dissertation: _____

The following persons have agreed to serve on the Dissertation Committee of the candidate named above:

Chair, Dissertation Committee

Signature

Date

Committee Member, School of Nursing

Signature

Date

Committee Member

Signature

Date

Cc: Student File, Chair, Student

Appendix F. Dissertation Proposal Approval

**University of San Diego
Hahn School of Nursing and Health Science**

DOCTOR OF PHILOSOPHY IN NURSING

DISSERTATION PROPOSAL APPROVAL

Student: _____

Chair: _____

Title of Proposal: _____

The following signatures are testimony that the student's proposal has been accepted and that the student may proceed with the dissertation.

DISSERTATION COMMITTEE SIGNATURES

Chair

Member

Member

Date: _____

CC: Student File, Chair, Student

Appendix G. Proposed Journal Articles or Grant for Manuscript

DISSERTATION FORM

**University of San Diego
Hahn School of Nursing and Health Science**

Date: _____

Student Name: _____

Dissertation Committee Signatures:

Chair: _____

Member: _____

Member: _____

PAPER 1.

Focus: _____

Proposed Authors: _____

Potential Journals: _____

Proposed Date of Completion: _____

PAPER 2.

Focus: _____

Proposed Authors: _____

Potential Journals: _____

Proposed Date of Completion: _____

PAPER 3 or GRANT:

Focus: _____

Proposed Authors: _____

Potential Journals: _____

Proposed Date of Completion: _____

Appendix H. Sample Title Page, Dissertation

UNIVERSITY OF SAN DIEGO
Hahn School of Nursing and Health Science
DOCTOR OF PHILOSOPHY IN NURSING

TITLE OF DISSERTATION

by

Student Name

A dissertation presented to the
FACULTY OF THE HAHN SCHOOL OF NURSING AND HEALTH SCIENCE
UNIVERSITY OF SAN DIEGO

In partial fulfillment of the
requirements for the degree
DOCTOR OF PHILOSOPHY IN NURSING

Month/Year

Dissertation Committee

Name, Chair

Member Name

Member Name

Appendix I. Sample Approval Page, Dissertation

UNIVERSITY OF SAN DIEGO
Hahn School of Nursing and Health Science
DOCTOR OF PHILOSOPHY IN NURSING

CANDIDATE'S
NAME:

TITLE OF
DISSERTATION:

DISSERTATION
COMMITTEE:

Chair

Committee Member

Committee Member

Appendix J

Final Presentation Announcement

UNIVERSITY OF SAN DIEGO
Hahn School of Nursing and Health Science
DOCTOR OF PHILOSOPHY IN NURSING

TITLE OF DISSERTATION

Final Presentation of

NAME

For the Degree of

DOCTOR OF PHILOSOPHY IN NURSING

Date
Place
Time

Chair

Committee Member

Committee Member