

Policy and Procedure Guide.

Doctor of Philosophy (Ph.D.) Degree

Concentration in Health Behavior

Department of Health Education & Behavior
College of Health and Human Performance
University of Florida
Gainesville, FL 32611

Graduate School Policy

“It is the responsibility of the graduate student to become informed and to observe all regulations and procedures required by the program s/he is pursuing. The student must be familiar with those sections of the Graduate Catalog that outline general regulations and requirements, specific degree program requirements, and the offerings and requirements of the major academic unit. Ignorance of a rule does not constitute a basis for waiving that rule”.

Document Sections:

Page 2 – Policies and Procedures

Page 9 – Sample Agenda for PhD Program of Study Planning Meeting

Page 10 – PhD Program of Study Planning Template

Page 13 – Superscript Notes to Accompany PhD Program of Study Planning Template

Page 14 – Example of Projected Timeline to Graduation by Semester and Credit Hours

Page 15 – Sample Approval Page for Dissertation Proposal Meeting

Page 16 – *Publishable Papers Dissertation Format/DHEB*

Page 18 – *Guidelines for the Multiple Article Dissertation Option/CHHP*

Policies and Procedures

1. Degree Title

Doctor of Philosophy in Health and Human Performance with a concentration in *Health Behavior*. This concentration provides terminal professional preparation in Health Education, with ancillary coursework in cognate disciplines such as education, the social sciences, and the behavioral sciences.

2. Full-time Resident Status

Faculty accept students into the Ph.D. program on the assumption Ph.D. students will pursue their programs as full-time resident students until they complete their programs and graduate with a Ph.D. degree.

3. Ph.D. Student Classifications

Students begin the program as a PhD “Student” (8HH). After they pass the qualifying examination, they become a PhD “Candidate” (9HH), which means they become a “candidate” to complete and defend the dissertation, and receive the PhD degree.

4. Minimum Credits for the Degree

The Graduate School requires that the PhD program include at least 90 credits beyond the bachelor’s degree work. PhD programs of study may exceed 90 credits, often in the range of 96-102 credits.

5. Core Coursework (Required; 6 Courses/18 Credits)*

HSC 6037 – Philosophy and Principles of Health Education

HSC 6507 – Epidemiology

HSC 6603 – Theories of Health Behavior and Practice

HSC 6605 – Scientific Foundations of Holistic Health

HSC 6629 – Health Promotion for Priority Populations

HSC 6637 – Social Marketing and Health

*In establishing core courses for the Ph.D. program, faculty assumed students completed previous coursework in program planning and program evaluation. If not, the Ph.D. program of study should include *HSC 6318 – Planning Health Education Programs*, and *HSC 6712 – Evaluating Health Education Programs*.

6. Research and Statistics Coursework (18 Credits)

Prescribed Courses Required for All PhD Students (13 credits):

HSC 6735 – Research Methods in Health Education (3)

EDF 6403 – Quantitative Foundations of Educational Research (6)

EDF 7405 – Advanced Quantitative Foundations of Educational Research (4)

Selected Courses (Select at least 5 credits):

Quantitative Courses:

EDF 6436 – Theory of Measurement (4)

EDF 6471 – Survey Design and Analysis in Educational Research (3)

EDF 6481 – Quantitative Research Methods in Educational Research (4)

EDF 7412 – Structural Equation Models (3)

EDF 7435 – Rating Scale Design & Analysis in Educational Research (3)

EDF 7491 – Evaluation of Educational Products and Systems (3)

EDF 7932 – Multivariate Analysis in Educational Research (3)
STA 5507 – Applied Nonparametric Methods (3)

Qualitative Courses:

EDF 6475 – Qualitative Foundations of Educational Research (4)
NGR 6815 – Foundations of Qualitative Research in Nursing (3)
NGR 7814 – Qualitative Field Research for Nursing Sciences (3)
NGR 7817 – Qualitative Epistemologies and Methods (3)
SYA 6315 – Qualitative Research Methods (3)

7. Minimum Credits Required in the Major

PhD students must earn at least 30 credits in the "Major Coursework" section of their program of study. The 30 credits can include a combination of prescribed and transferred major courses. "Major Coursework" includes graduate courses offered by our department, or graduate courses offered by peer departments similar to our department. **Courses from other disciplines (Education, Journalism, Psychology, etc.) do not count as "Major Coursework"**. Requirements in the section often exceed the 30-credit minimum.

8. Minimum Credits Required in the Department of Health Education & Behavior

PhD students must take at least 30 credits in Department of Health Education & Behavior coursework, usually lecture courses, as part of the Ph.D. program, regardless of their previous education and experience. For example, a student graduating from the DHEB master's program still must complete an additional 30 credits of new department coursework as part of the PhD program of study. With the exception of HLP 7980, all other department courses can count toward the 30-credit minimum, including non-lecture courses.

9. Credit for Transfer Coursework

Ph.D. students can request transfer of up to 30 credits of previous graduate coursework (no more than 7 years old) toward requirements for the Ph.D. degree. Only graduate lecture coursework with grades of B or higher may be considered for transfer (no readings, independent study, supervised teaching, supervised research, internship, thesis credit, etc.). Seminars and special topics courses will be evaluated on a case-by-case basis. The Supervisory Committee bases transfer decisions on (1) equivalence of a previous course to a similar course offered here, and (2) how the transfer course would support the student's program of study. Some special considerations apply based on category of transfer. *Major*– transferred courses should come from a peer department, and should be equivalent in content and rigor to similar courses offered in the Department of Health Education & Behavior. *Research and Statistics* – transferred courses should be equivalent in content and rigor to the University of Florida courses listed in the Ph.D. program of study. *Minor* – transfer of coursework usually occurs at the discretion of the Minor Area representative. *Electives* – transfer of elective courses occurs on a case-by-case basis, with the assumption that the course has some relationship to the student's overall career goals. The Supervisory Committee may request that students provide books, course outlines, and catalog descriptions for courses they request to transfer.

10. Retaking Graduate Courses Completed in a Previous Graduate Program

The Supervisory Committee may require PhD students to re-take a graduate course completed at other institutions if the previous course is too dated, the course is not equivalent in content and rigor to the corresponding department course, the Supervisory Committee wants the student to take the department course, or the Supervisory Committee wants the student to take a course with a particular professor.

11. Minors, Interest Areas, and Additional Coursework

Ph.D. students choose one of these options:

1. *Formal Minor*. Declare a formal outside minor of 12-24 credits, and include a minor area faculty representative on the Supervisory Committee. Formal minors often work best for students with 1-2 previous degrees in health education. Their strong base of previous professional coursework allows them more flexibility to take courses outside the field. The qualifying examination will include information from a formal minor area.
2. *Interest Area*. Use a combination of major and elective courses to create an *informal* "Interest Area" (no committee member; not tested on the qualifying examination). An interest area can be listed under "Major Coursework", but don't count courses from another discipline (such as Psychology) toward the 30-credit minimum for this section.
3. *Additional Department Coursework*. Use the credits to take additional Department courses to correct deficiencies from previous degree programs or build additional knowledge and skills.

12. Internships

The Ph.D. program does not require internships, and Ph.D. students typically do not complete internships. If Ph.D. students elect an internship (HSC 6850), the Major Professor or another Supervisory Committee member arranges, supervises, documents, and evaluates all aspects of the internship.

13. Lecture Coursework

Lecture coursework includes courses offered in a traditional, face-to-face, teaching-learning format where instructors and students meet at set days and times for a semester or term.

14. Non-Lecture Coursework

Non-lecture coursework includes work scheduled independently between students and a faculty sponsor in courses such as readings (HSC 7904), independent study (HSC 7905), pre-dissertation research (HLP 7979), supervised teaching (HSC 6940), and internships (HSC 6850). [PhD students usually do not enroll in HSC 6904, HSC 6905, HSC 6910, HSC 6971, or HSC 6973.] Each credit hour of non-lecture coursework equals about 40 clock hours of effort. Students must present a signed and approved *Non-Lecture Coursework Contract* form before registering for non-lecture coursework.

15. Major Professor

The Major Professor represents a key person in a successful Ph.D. program. After consultation with the student the Department Chair makes formal assignments of Ph.D. students to Major Professors. Ph.D. students typically keep the same Major Professor for the duration of their programs. Major Professors help students form a Supervisory Committee, plan a program of study, complete the qualifying examination, prepare a dissertation proposal, and defend the dissertation. They also provide personal, professional, and academic advice. Only faculty specifically designated by the Graduate School and the Department may serve as a Major Professor.

16. Supervisory Committee

Ph.D. students and Supervisory Committee members attend at least 4 important meetings: Program Planning Meeting, Qualifying Examination (Oral Portion), Dissertation Proposal Meeting, and Final Defense of the Dissertation. The Supervisory Committee includes at least 4 people: 1 Major Professor, 1 Outside Member (a faculty member from a department outside CHHP), and 2 additional members, usually from the department. Students can select more than 4 Committee members. They must select 1 Outside Member, whether or not they select a formal minor. Original members may leave the committee, or new members may join the committee, particularly depending on how the student's dissertation research interests develop. The Graduate Council Policy Manual includes the following statement about formation and membership:

“Doctor of Education and Doctor of Philosophy Degree

Four members of the graduate faculty are required for all supervisory committees of doctoral candidates. The chair and at least one other member from the committee must be from the department recommending the degree, the third member can be from the department recommending the degree or from a different educational discipline, and the fourth member must be the official External Member of the committee who is outside the student's major department. The Graduate School Dean is an ex-officio member of every supervisory committee.

External Committee Members

The external member's primary responsibility is to represent the interests of the Graduate School and the University of Florida at doctoral committee activities. In the event that departmental committee activity conflicts with broader University policies or practices, the external member is responsible for bringing such conflicts to the attention of the appropriate governing body. The external member is therefore prohibited from holding any official interest in the doctoral candidate's major department. The external member must also be a regular member of the graduate faculty. Faculty holding joint, affiliate, courtesy, or adjunct graduate faculty appointments in the degree-granting department cannot be external members on a student's committee. Special appointments to supervisory committees (see next topic) may not serve as external committee members.”

17. Planning a Ph.D. Program of Study

Following initial discussion between the student and Major Professor, the next step involves scheduling a formal program planning meeting. As a minimum, the Major Professor and student attend the meeting. If the student, with the Major Professor's approval, already has invited some faculty members to serve on the Supervisory Committee, those persons attend as well. However, the meeting isn't restricted to the student and committee. The student and the Major Professor can invite other faculty members to attend. **The meeting provides a brainstorming session where everyone looks at the student's background, career goals, and research interests and makes suggestions for a program of study.** Students traditionally complete at least one course with each member of the Supervisory Committee. After the meeting, the student and Major Professor take care of details such as deciding on final committee members (if the committee still isn't complete) and putting together a formal program of study that will be approved by the Supervisory Committee. The Department provides students with a PhD Program Planning Template. In addition to specifying coursework in the various categories, the overall plan includes projected dates (semesters) for taking the qualifying examination, presenting a formal dissertation proposal, and defending the dissertation. The student and major professor also project a month and year for graduation. The dates may change, but the student and Supervisory Committee begin work with a projected calendar. All Supervisory Committee members sign the program of study, and the program (including requests for transfer coursework) must be submitted to the Graduate School for approval. The graduate program assistant assists students in submitting the appropriate paperwork.

18. Annual Evaluation of Progress Toward Degree Completion by Ph.D. Students

PhD students receive 2 annual evaluations: one conducted by the Major Professor/DHEB, and one conducted by the Associate Dean for Academic Affairs/CHHP. At the Department level, major professors conduct the annual evaluations of all Ph.D. students during the month of March each year to assess student progress toward degree completion. The annual evaluation covers the period from April 1 of the preceding year through March 31 of the current year. Major professors provide the graduate program assistant with paper copies of all materials related to the annual evaluation for placement in the Ph.D. student's academic file. To begin the annual evaluation process, major professors send supervisory committee members this statement by mail or email:

*“In compliance with Graduate School policy, the Department of Health Education & Behavior asks Ph.D. supervisory committees to complete an annual evaluation of all Ph.D. students to determine their progress toward degree completion. Please assist the department in this process by responding to the following question: **“Did (name) make satisfactory progress toward completing (his/her) Ph.D. program during the previous year: Yes or No?** If No, please describe your concerns and specify the actions required to address the concerns. Thank you for your assistance.”*

If all supervisory committee members respond “Yes” to the question, the major professor informs the student, supervisory committee members, graduate program coordinator, and department chair that the student passed the annual evaluation. If one or more supervisory committee members respond “No” to the question, the major professor works with the student and supervisory committee member(s) involved to resolve the problem. If the process resolves the problem, the major professor informs the student, supervisory committee members, graduate program coordinator, and department chair. If the process does not resolve the problem, and the major professor exhausts all reasonable options to reach a solution, then the major professor refers the matter to the department chair for resolution. Depending on the outcome of the chair’s assessment, the chair may support the student (with a “pass”), ask the student to comply with corrective measures, or dismiss the student from the program.

19. Qualifying Examination

Qualifying examinations (written portion and oral portion) must be completed during the Fall and Spring Semesters, or by the mid-point (end of week 3) of the Summer Session A Term. Qualifying examinations **may not** be scheduled during the Summer Session B Term.

Qualifying examinations include both written and oral components. The Major Professor solicits potential items from committee members, and constructs the written component. The Department uses a standard format to set up the written component that includes essay items presented in 4, 3-hour time blocks (a total of 12 clock hours) usually scheduled from 9:00am–12:00pm and 1:00pm–4:00pm on 2 consecutive days. The time allocation usually includes 2 blocks for the major in Health Behavior, 1 block for research and statistics, and 1 block for the minor or interest area. Students complete the examination on computer.

Committee members must receive at least 2-3 weeks (10-15 work days) to evaluate the written portion of the examination. The department uses a standard form to evaluate the written component of the examination. Committee members evaluate each item as *high pass*, *pass*, *low pass*, *conditional pass*, or *fail*. Items rated as *conditional pass* or *fail* require follow-up. The Committee may ask students to write supplemental papers related to a particular item. The decision regarding when to schedule the oral portion depends on outcomes from the written portion.

After conferring with their major professor, students are responsible for contacting committee members and arranging a date, time, and location for the oral portion of the qualifying examination some 2-3 weeks (10-15 work days) after the date set for the written portion. Refreshments are not required at the oral portion of qualifying examinations. If students voluntarily choose to provide refreshments, limit the items to beverages such as juice, coffee, or water.

All Supervisory Committee members must sign the appropriate paperwork indicating the student passed the qualifying examination and recommending the student for admission to candidacy for the degree. On that date, students advance from Ph.D. “student” (8HH) to “candidate” (9HH).

Most students pass the qualifying examination, sometimes after completing supplemental work required by the Supervisory Committee. Some students fail the qualifying examination, and the Supervisory Committee dismisses them from the program.

20. Dissertation Format and Proposal

Students may choose from 2 formats to conduct a dissertation: the typical 5-chapter format, and the publishable papers format. Refer to the following documents contained in this policy guide: *Publishable Papers Dissertation Format/DHEB*, and *Guidelines for the Multiple Article Dissertation Option/CHHP*. The Major Professor and supervisory committee members will assist the student in selecting a format.

Dissertation proposal meetings must be completed during the Fall and Spring semesters, and by the mid-point (end of week 3) of the Summer Session A Term. Dissertation proposal meetings **may not** be scheduled during the Summer Session B Term.

Proposal presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats such as PowerPoint presentations. Major Professors help students decide on an appropriate presentation package.

The Major Professor invites all PhD students and department faculty to attend the public portion of dissertation proposal meetings.

In preparing for dissertation proposal meetings, PhD students will:

Work closely with the Major Professor and Supervisory Committee at all stages in developing a dissertation proposal.

Prepare a dissertation proposal that includes 3 fully developed chapters consisting of the (1) Introduction, (2) Literature Review, and (3) Proposed Methodology. The proposal should be presented to the Supervisory Committee at least 2-3 weeks (10-15 workdays) before the proposal meeting.

Provide print and electronic copies of the proposal to Supervisory Committee members, other faculty members, and other department PhD students specifically as follows:

Supervisory Committee – 1 paper copy, and 1 electronic copy (by email) as MS Word file.

Other Ph.D. Students – 1 electronic copy (delivered by email) as a PDF file.

Other Department Faculty (on request) – 1 electronic copy (by email) as a PDF file.

Department Office – 1 paper copy on reserve for public reference.

After conferring with their major professor students traditionally take responsibility for contacting committee members and arranging a date, time, and location for proposal meetings. Refreshments are not required at proposal meetings. If students voluntarily choose to provide refreshments, limit the items to beverages such as juice, coffee, or water.

21. Final Defense of the Dissertation

Dissertation final defense meetings must be completed during the Fall and Spring semesters, and by the mid-point (end of week 3) of the Summer Session A Term. Dissertation final defense meetings **may not** be scheduled during the Summer Session B Term.

Final defense presentations typically last about 30 minutes. They often include a brief handout of the presentation outline and main points, and electronic presentation formats. Advisors help students decide on an appropriate presentation package.

Major Professors announce the dissertation final defense date, time, and location at Department and College levels.

Major Professors invite all graduate students and department faculty to attend the public portion of dissertation final defense meetings.

In preparing for dissertation final defense meetings, Ph.D. candidates will:

Work closely with the Major Professor and Supervisory Committee at all stages in completing the dissertation.

Prepare a final version of the dissertation presented to the Supervisory Committee at least 2-3 weeks (10-15 work days) prior to the final defense meeting.

Provide Supervisory Committee members with 1 paper copy, and 1 electronic copy (delivered by email) as an MS Word file, of the final version of the dissertation, and place 1 paper copy of the final version of dissertation on reserve for public reference in the department office.

After conferring with their major professor students traditionally take responsibility for contacting committee members and arranging a date, time, and location for dissertation final defense meetings. Refreshments are not required at the final defense. If students voluntarily choose to provide refreshments, limit the items to beverages such as juice, coffee, or water. Dress in business casual attire.

All Supervisory Committee members must be present and sign the appropriate paperwork following successful defense of the dissertation. Most dissertations, even in final form for the meeting, require some follow-up work. The Ph.D. candidate's program effectively concludes when all Supervisory Committee members accept the dissertation and sign the appropriate paperwork.

Ph.D. graduates provide professionally bound copies of the dissertation for the Department library and for each Supervisory Committee member. Some Supervisory Committees may delay signing the final paperwork for graduation until the student delivers the bound copies.

22. Graduate Student of the Year Award Selection Process

The Department of Health Education & Behavior's *Graduate Student of the Year Award* honors one M.S. student and one Ph.D. student who exemplify high achievement through academic scholarship, and professional leadership and service. Academic scholarship is demonstrated through achieving high grades in coursework as well as through publications in the professional literature and presentations at professional meetings. Professional leadership and service are demonstrated through voluntary work in professional organizations as well as in the community in health related programs. Other significant achievements, such as teaching excellence, also may be considered for the award. Any individual officially enrolled as a student major in good standing in the Master's or Doctoral degree programs in the Department is eligible for nomination. The Coordinator for Graduate Programs invites nominations from the Department faculty on or before February 1. The Graduate Program Advisory Committee selects the award recipients. The Coordinator for Graduate Programs or the Department Chair formally announces the recipients of the award.

23. Expectations of All Ph.D. Students

During the period of doctoral study, the faculty expects Ph.D. students to:

- Attend the public portion of dissertation proposal meetings of other PhD students.
- Attend the public portion of dissertation final defense meetings of other PhD students.
- Submit at least 1 manuscript to a professional journal.
- Submit at least 1 presentation proposal to a professional conference.
- Join at least 1 professional organization.
- Attend at least 1 professional conference.

24. A Commitment to Personal Integrity

By formally registering for coursework at the University of Florida, students agree to conduct themselves based on principles contained in the following official statements:

"We, the members of the University of Florida, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

"I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University."

"All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate."

Policies, procedures, and specific requirements may change without prior notice. Confirm the accuracy of the information in this document as needed. Please submit comments, questions, and suggestions for improving this document to the Graduate Program Coordinator.

Sample Agenda
PhD Program of Study Planning Meeting

(Ph.D. Student Name)

Department of Health Education & Behavior
College of Health and Human Performance
University of Florida

Concentration: *Health Behavior*

Minor Area: *Student Personnel*

(Date of Meeting)

Introduction of Supervisory Committee Members

Dr. Professor, Major Professor
Department of Health Education and Behavior
College of Health and Human Performance
P.O. Box 118210
University of Florida

Dr. Professor
Department of Health Education and Behavior
College of Health and Human Performance
P.O. Box 118210
University of Florida

Dr. Professor
Department of Health Education and Behavior
College of Health and Human Performance
P.O. Box 118210
University of Florida

Dr. Professor
Department of Adolescent Health
College of Development
P.O. Box 118320
University of Florida

Overview of Student's Background and Professional Goals

Discussion Regarding Student's Program of Study

Discussion Regarding Student's Area of Research Interests

Adjournment

Reference Materials: *Program of Study Draft, (Full Text)*
 Program of Study Draft, (One Page)
 Student Resume

PhD Program of Study Planning Template¹

(Student's Name)

Proposed PhD Program of Study
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida

Concentration: Health Behavior

Minor Area/Interest Area: *(If Selected)*

Approved: (Date)

NOTE: You begin your program as a PhD "Student" (8HH). After you pass the qualifying examination, you become a PhD "Candidate" (9HH), which means you become a "candidate" to complete and defend your dissertation, and receive your PhD degree. Refer to *Student Policy and Program Guide: Ph.D. Degree in Health Behavior* for complete information on the PhD program.

1. Major Area Coursework in Health Education: 30 Credits Minimum²

NOTE: PhD students must complete at least 30 credits in Department of Health Education & Behavior coursework from Sections 1. A., regardless of transfer credit (Section 1.B.) approved in the major area by the supervisory committee. The actual number of credits in the major area usually exceeds 30 credits.

A. Prescribed Coursework^{3,5}

(1.) Core Lecture Courses Required for All PhD Students: 18 credits^{4,5}

NOTE: In special cases, transfer courses may be accepted in lieu of core courses if the supervisory committee considers the transfer course equivalent in terms of content and rigor, but the department does not encourage such substitutions.

HSC 6037 - Philosophy and Principles of Health Education (3)

HSC 6507 – Epidemiology (3)

HSC 6603 - Theories of Health Behavior and Practice (3)

HSC 6605 - Scientific Foundations of Holistic Health (3)

HSC 6629 - Health Promotion for Priority Populations (3)

HSC 6637 – Social Marketing and Health (3)

(2.) Additional Lecture Courses in Health Education: __ Credits

HSC 5135 – Emotional Health Education (3)

HSC 5138 – Human Sexuality Education (3)

HSC 5142 – Drug Education (3)

HSC 5536C – Medical Terminology for the Health Professions (3)

HSC 5576 – Nutrition Education for Special Populations (3)

HSC 5925 – Seminar in Health Education

HSC 5925 – Information Technology in Health Behavior Research (3)

HSC 5956 – Writing for Professional Publications (3)

HSC 6235 – Patient Health Education (3)

HSC 6318 – Planning Health Education Programs (3)

HSC 6567 – Health Promotion and Programming in Gerontology (3)

HSC 6575 – Women's Health Issues

HSC 6571 – Contemporary Issues in Health Promotion (3)

HSC 6625 – Trends in International Health (3)

HSC 6646 – Community Injury Prevention and Control (3)
HSC 6695 – Worksite Health Promotion (3)
HSC 6712 – Evaluating Health Education Programs (3)
HSC 6935 – Current Topics in Health Education (1-3, max. 6)
HSC 6935 – HIV/AIDS Education (3)
HSC 7937 – Advanced Seminar in Health Education (3)

(3.) Non-Lecture Courses in Health Education: __ Credits⁵

HSC 6850 – Internship in Health Education (1-12, max. 12)
HSC 6940 – Supervised Teaching (1-5, max. 5)
HSC 7904 – Advanced Readings in Health Education (1-3, max. 6)
HSC 7905 – Advanced Independent Study in Health Education (1-3, max. 6)

B. Transferred Coursework: __ Credits⁶

<<< **[Total Major Area Coursework Credits: __]** >>>

2. Minor Area/Interest Area Coursework: 12-24 credits⁷

NOTE: In consultation with the supervisory committee, PhD students select either a formal minor or the equivalent number of credits in additional coursework. The additional coursework may be designated as an informal “Interest Area” within the program of study.

A. Prescribed Coursework: __ Credits

B. Transferred Coursework: __ Credits⁶

<<< **[Total Minor Area Coursework Credits: __]** >>>

3. Statistical Analysis and Research Design: 18 Credits Minimum

NOTE: All PhD students complete the 3 courses listed in Section 3.A., and at least 6 credits from courses listed in Section 3.B. Use credits in Section C. when you conduct preliminary research related to your dissertation before you are admitted to candidacy. Use HLP 7980 (Section 5.) after admission to candidacy.

A. Prescribed Courses Required for All PhD Students (13 credits):

HSC 6735 – Research Methods in Health Education (3)
EDF 6403 – Quantitative Foundations of Educational Research (6)
EDF 7405 – Advanced Quantitative Foundations of Educational Research (4)

B. Selected Courses (Select at least 6 credits from Section 3.B.): __ Credits

Quantitative Courses:

EDF 6436 – Theory of Measurement (4)
EDF 6471 – Survey Design and Analysis in Educational Research (3)
EDF 6481 – Quantitative Research Methods in Educational Research (3)
EDF 7412 – Structural Equation Models (3)
EDF 7435 – Rating Scale Design & Analysis in Educational Research (3)
EDF 7491 – Evaluation of Educational Products and Systems (3)
EDF 7932 – Multivariate Analysis in Educational Research (3)
STA 5503 – Categorical Data Methods (3)
STA 5507 – Applied Nonparametric Methods (3)

Qualitative Courses:

EDF 6475 – Qualitative Foundations of Educational Research (4)*

NGR 6815 – Foundations of Qualitative Research in Nursing (3)*

NGR 7814 – Qualitative Field Research for Nursing Sciences (3)*

NGR 7817 – Qualitative Epistemologies and Methods (3)

SYA 6315 – Qualitative Research Methods (3)

*Obtain permission of instructor prior to registering

C. Pre-Dissertation Research (1-12 Credits): X Credits**

HLP 7979 – Advanced Research (1-12, max. 12, per term)

**For PhD students conducting pre-dissertation research before admission to candidacy

D. Transferred Coursework: __ Credits⁶

<<< **[Total Statistical Analysis and Research Design Credits: __]** >>>

4. Elective Coursework: __ Credits

<<< **[Total Elective Coursework Credits: __]** >>>

5. HLP 7980 Dissertation Coursework: (1-15, max. 15, per term)

<<< **[Minimum Dissertation Credits: 15]** >>>

6. Total PhD Program Credits:

__ – Total Credits *Prescribed*

+ __ – Total Credits *Transferred*⁶

= __ – Total Credits *Required for PhD Program (90 Credits Minimum)*

Supervisory Committee Approval for Program of Study^{8,9}

(Name), PhD Student/Date

(Name), Major Professor/Date

(Name), Major Area Representative/Date

(Name), Major Area Representative/Date

(Name), Minor Area or Outside Representative/Date

Superscript Notes to Accompany PhD Program of Study Planning Template

Concentration in Health Behavior
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida

¹The Graduate School requires that your PhD program include at least 90 credits beyond your bachelor's degree work. Most PhD programs of study exceed 90 credits.

²You must complete at least 30 credits in your major area under Section 1. (Health Education) The actual number of credits in this section usually exceeds 30 credits.

³You must complete at least 30 credits in department coursework (preferably *lecture* coursework) from Section 1.A., regardless of the number of credits you transferred.

⁴All PhD students take the same 6 core courses (18 credits) listed in Section 1. A. (1.). In special cases, your supervisory committee may allow you to use transfer courses for core courses, but the department does not encourage such substitutions.

⁵*Lecture coursework* includes courses offered in a traditional, face-to-face, teaching-learning format where instructors and students meet at set days and times for a semester or term. *Non-lecture coursework* includes work scheduled independently between students and a faculty sponsor in courses such as readings (HSC 7904), independent study (HSC 7905), pre-dissertation research (HLP 7979), supervised teaching (HSC 6940), and internships (HSC 6850). PhD students usually do not enroll in HSC 6904, HSC 6905, HSC 6910, HSC 6971, or HSC 6973. Each credit hour of non-lecture coursework equals about 40 clock hours of effort. Students must present a signed and approved *Proposal for Non-Lecture Coursework* form before registering for non-lecture coursework.

⁶The Graduate School allows you to count up to 30 credits of previous graduate coursework (usually from a master's degree program) in the 90+ credits for your PhD program. Your supervisory committee decides how many credits to transfer into your PhD program. Transfer credits often go toward electives, a minor area, an interest area, or as "extra" courses in the major area. The committee accepts transfer courses they consider equivalent in rigor and content to similar courses offered in the department. The committee may ask to look at course outlines and textbooks from your previous courses. You may not receive the full 30 transfer credits. The committee also may ask you to retake courses in the department that you completed at another university. You must request credit for transfer courses by the end of your second semester of graduate study.

⁷You may select a formal minor of 12-24 credits, or you may take the equivalent number of credits in additional courses. You may designate additional coursework as an informal "Interest Area" within the program of study. Your major professor and supervisory committee will guide you in making the best decision for you.

⁸Your supervisory committee includes at least 4 people: 1 major professor, 1 outside member (a faculty member from a department outside CHHP), and 2 additional members, usually from the department. You can select more than 4 committee members. You must have 1 outside member, whether or not you select a formal minor. You must form a supervisory committee by the end of your second semester of graduate study.

⁹You will attend at least 4 important committee meetings as part of your PhD program: Program Planning Meeting, Qualifying Examination (Oral Portion), Dissertation Proposal Meeting, and Final Defense of the Dissertation. Project tentative dates for these meetings when you plan your overall program. PhD students traditionally take the lead in arranging the dates, times, and locations for these meetings with the individual supervisory committee members.

Example of Projected Timeline to Graduation by Semester and Credit Hours¹

(Student's Name)

Proposed PhD Program of Study
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida

Concentration: Health Behavior

Minor Area/Interest Area: (If Selected)

Approved: (Date)

NOTE: The following example assumes a PhD program of 97 credits. Your program may require more or less than 97 credits. In the example, transfer credit could reduce the number of semesters required to complete the program.¹

<u>Courses/Credits by Semester</u>	<u>Cumulative Total</u>
Fall 2008 (9)	9 Credits
<i>[Program Planning Meeting – Indicate Tentative Dates]</i>	
Spring 2009 (9)	18 Credits
Summer 2009 (6)	24 Credits
Fall 2009 (9)	33 credits
Spring 2010 (9)	42 Credits
Summer 2010 (6)	48 Credits
Fall 2010 (9)	57 Credits
Spring 2011 (9)	66 Credits
<i>[Qualifying Examination – Indicate Tentative Dates]</i>	
Summer 2011 (6)	72 Credits
<i>[Proposal Meeting – Indicate Tentative Dates]</i>	
Fall 2011 (9)	81 Credits
Spring 2012 (9)	90 Credits
Summer 2012 (7)	97 Credits
<i>[Final Defense of Dissertation – Indicate Tentative Dates]</i>	

Graduation!

Sample Approval Page for Dissertation Proposal Meeting

Supervisory Committee Approval to Proceed With Study

(Ph.D. Student Name)

(Date of Meeting)

Working Title: *The Influence Online Gaming and Sedentary Lifestyle on Perceived Stress Levels of At-Risk Children and Adolescents*

Approved to Proceed:

Dr. Professor, Major Professor
Department of Health Education & Behavior
College of Health and Human Performance
University of Florida

Dr. Professor
Department of Health Education and Behavior
College of Health and Human Performance
University of Florida

Dr. Professor
Department of Health Education and Behavior
College of Health and Human Performance
University of Florida

Dr. Professor
Department of Adolescent Health
College of Development
University of Florida

Publishable Papers Dissertation Format
Department of Health Education and Behavior
University of Florida
2006-2007

The Department of Health Education & Behavior approved the option for doctoral students to write a dissertation incorporating a “publishable paper” format in 2006-2007 academic year. This decision was based on several considerations, including: 1) top-level health education/ public health doctoral programs nationally have this option; 2) students benefit through developing their research and writing skills in the form in which they are needed for professional competency, especially within top research universities; 3) students and faculty benefit from a deeper level of collaborative work to produce high-quality professional papers; 4) students benefit from working through a series of research studies on one larger research issue, beginning to formulate a research agenda; 5) students benefit when they graduate with one or more peer-reviewed publications completed. This accomplishment documents their research ability and increases the likelihood of their being placed in highly-competitive positions within academia and similar scholarly appointments.

It is the belief of faculty within the Department that the publishable paper format of the dissertation has the advantage of ensuring that the substantial work done by both the graduate students and the student’s committee members becomes part of the professional literature.

The Prospectus for the Proposal of a paper format dissertation should include:

1. Description of the problem to be examined and how it is related to previous theoretical and empirical literature in the area. A list of references should be included that reflects a thorough review of the extant literature. This section should lead to the formation of the research questions that form the basis of the papers to be included in the written dissertation.
2. The papers that form the core of the written dissertation should be described, including for each:
 - research questions, and, if appropriate, hypotheses can also be stated
 - research design and methods that will be utilized
 - expected problems and limitations can be included as appropriate
 - sources of data
 - time schedule (can be tentative)
3. The student presents this proposal at an oral defense. The objective of this presentation is for the student, the committee, and other colleagues to share an understanding of the research that will be accomplished in preparing the written dissertation. This oral defense of the proposal must be scheduled after the student has successfully passed the Qualifying Examination, including its oral examination.

The format of the written dissertation is:

1. Introduction and Background: This section should explain the deficit in the current literature that the dissertation is meant to fill. This section is generally 10-20 pages in length as it is a processed version of the literature and not a complete review. The graduate student should complete a substantial literature review of the topic in general in order to fully identify how

the research fits in with the literature. The portion that is included in the written version of the dissertation is that which is necessary to “set the stage. It means that the doctoral candidate is able to distill a large body of literature into a concise rationale for the proposed research. It sets the stage for the dissertation as a whole because it establishes a theme to which all other papers included contribute. This section of the dissertation may be publishable as a literature review paper.

2. Research Question Papers. Each paper should be presented with a short paragraph introducing how the project relates to the dissertation theme.
3. General Discussion: This section summarizes the research papers and ties them together. Their place in the literature is discussed, however since there is discussion within each of the individual papers, this discussion is brief. Strengths and weaknesses of the studies are discussed and suggestions are made for future research. Conclusions are drawn based on the completed dissertation.

Authorship considerations:

The graduate student is the first author on each manuscript.

Committee members are typically included on the papers produced by the dissertation work since they are working in a collaborative relationship with the graduate student. The decision regarding authorship should be based on the degree to which a given committee members contributed to each paper.

The graduate student will consult with the committee members to decide on the fate of papers that are unpublished at the time of graduation. Time limits should be established so that publication of papers is not held up if the graduate does not submit papers following graduation.

UF Graduate School Policy includes the following regarding the publication of the dissertation:

- The work must be of publishable quality and must be in a form suitable for publication, using the Graduate School’s format requirements.
- All dissertation students must pay the microfilm fee;
- All dissertation students also must sign a microfilm agreement form. This is due at Dissertation first submission.
- The student is automatically the copyright holder, by virtue of having written the dissertation. A copyright page should be included immediately after the title page to indicate this.
- Dissertations may include a journal article as a chapter, if all copyright considerations are addressed appropriately. In such cases, Chapter 1 should be a general introduction, tying everything together as a unified whole. The last chapter should be general conclusions, again tying everything together into a unified whole. Any chapter representing a journal article needs a footnote at the bottom of the first page of the chapter: “Reprinted with permission from . . . ” giving the source, just as it appears in the list of references.

The UF Graduate School Policy on Dissertations, its Editorial Format requirements, and the UF agreement with ProQuest (which publishes dissertations) are attached. The ProQuest agreement specifies conditions under which students should sign to embargo the publication of the dissertation (up to two years), which is recommended in cases in which there is material that is likely to be published as a journal article or book. Thus, students who prepare a dissertation in this format are likely to elect this option.

Guidelines for the Multiple Article Dissertation Option

College of Health & Human Performance

University of Florida

January 18, 2011

These Guidelines describe an alternative to the traditional dissertation format, referred to as the multiple article dissertation option. Students may still wish to pursue a traditional dissertation format. The decision of which format to use is a serious consideration that students should discuss with their dissertation Committee based on the type of study they wish to pursue.

A. Explanation of Guidelines

To allow students ample opportunity to publish their scholarship, the College supports the articles format for dissertations. This format usually involves the joining of three or more full-length manuscripts (to be published) with introductory and summarizing sections. Mandatory article format guidelines are listed below:

1. The dissertation should have a coherent topic with an introduction presenting the general theme of the dissertation research and a conclusion summarizing and integrating the major findings.
2. The student should be primary author on all of the published or publishable works.
3. If an article(s) is multi-authored, you should clearly justify or clarify the contributions of the other authors in relationship to the research project. Issues of clarification should include origins of the conceptualization and design, the collection of data, analysis and interpretation of the data, and other significant areas of contribution. The student will be involved with every aspect of the dissertation.

The nature of the study will dictate the format and nature of each of the articles. The specific article format may vary and should match targeted peer-reviewed journals in the student's field. The specific journals the student should target should be discussed with the student's Chair and supervisory committee. The following represents some examples of how the article format dissertation may unfold.

B. Four Dissertation Formats

1. Non-Experimental Format. The dissertation is non-experimental but with unique theoretical implications, adequate independent or dependent variables or sufficient data to support three articles. The flow of the dissertation will vary with each study but consider the following flow:

- a) **Introduction:** This describes purpose and nature of each of the three or more articles. If the articles do not allow for a comprehensive review of literature, the literature review can be included in this introduction.

- b) **Article I:** This article should represent the primary finding for the study.
- c) **Articles II & III:** The remaining articles could represent secondary analyses of data collected during the study.
- d) **Summary:** A concluding section should include a general discussion, conclusion, applications, and ideas for future research that comes from the three or more articles.

2. Single Experiment Format: The dissertation is one experiment but with unique theoretical implications, adequate independent or dependent variables or sufficient data to support three articles

- a) **Introduction:** This describes purpose and nature of each of the three or more articles. If the articles do not allow for a comprehensive review of literature, the literature review can be included in this introduction.
- b) **Article I:** This article should represent the primary finding for the study.
- c) **Articles II & III:** The remaining articles could represent secondary analyses of data collected during the single experiment.
- d) **Summary:** A concluding section should include a general discussion, conclusion, applications, and ideas for future research that comes from the three or more articles.

3. Independent Experiments Format: You may want to conduct three or more independent experiments with different populations, independent variables, or dependent measures. The three independent experiment areas should all be within your desired area of expertise. Each can be reported independently. The dissertation format would be the following:

- a) **Introduction:** This describes the purpose and nature of each article. If the articles do not allow for a comprehensive review of literature, the literature review can be included in this chapter.
- b) **Article I:** Is a complete article with introduction, methods, results, and conclusions for Experiment A and written within the guidelines for the identified journal.
- c) **Article II:** Again, this is a complete and independent article with introduction, methods, results, and conclusions for Experiment B.
- d) **Article III:** This third article is also independent for Experiment C.
- e) **Summary:** A concluding section should include a general discussion, conclusion, applications, and ideas for future research that comes from the three experiments A, B, and C.

4. Interdependent Experiments Format: In the case of progressive experiments, you may want to use the interdependent format. You may want to determine the outcomes of part of the experiment before proceeding with the next portion of the experiment. Again, there may be unanswered questions that could be determined with a third experiment:

- a) **Introduction:** This describes purpose and progressive nature of each article. If the articles do not allow for a comprehensive review of literature, the literature review can be included in this chapter.
- b) **Article I:** This article would be an independent article with introduction, methods, results, and conclusions for Experiment A.
- c) **Article II:** The experiment would build on Experiment A and lead into Experiment B. It would be an independent article with an introduction, methods, results, and conclusions for Experiment B.
- d) **Article III:** Article C would build upon experiments A and B as an introduction to Experiment C.
- e) **Summary or Conclusions and Discussion:** A concluding section should include a general discussion, conclusion, applications, and ideas for future research that comes from the three experiments A, B, and C.

C. The Research Proposal

Having received guidance from the supervisory dissertation committee, the formal research proposal can be developed and generally completed after all or most of the course work is completed and the comprehensive examination has been successfully completed. Posting for the Research Proposal must be made public two weeks prior to the proposal. The proposal should include the following: (1) An introduction with theoretical foundations and the most significant supportive literature, statement of the problem, and proposed methods, and(2) An article that has already been submitted, or is ready to submit, to a peer-reviewed journal that is either a theoretical paper, position paper, results of a pilot study, or other appropriate article as approved by your graduate committee. This may serve as an article of the dissertation.

1. Formal Research Proposal

The initial proposal of the dissertation to the student's supervisory committee should be a formal presentation. A polished and professional quality proposal should be the standard.

- a) The proposal draft must be distributed to the chair of the supervisory committee and least three weeks before the formal research proposal. Other committee members must receive the proposal draft two weeks before the formal research proposal.

- b) Students will be expected to present their formal research proposal to the graduate faculty, graduate students, and other auxiliary faculty and guests.
- c) Directly following the proposal, the student's graduate committee will convene to approve the proposal or recommend that a student resubmit a modified proposal at a later time.

2. Final Oral Examination

When the student and the supervisory committee consider the dissertation to be complete, the supervisory committee will conduct the final oral examination of the dissertation. This is the final formal defense and as such, a polished document and professional quality presentation should be the standard. Copies of the dissertation must be in the hands of the student's supervisory committee a minimum of two weeks before the final defense.

During the defenses, students, faculty, or other interested parties may be in attendance. Defenses must be open to the public and publicly announced two weeks prior to the defense date; an electronic version of the document must also be made available at this time.

Approved by the Graduate Faculty Committee, January 18, 2011

* * *