

PhD in Health Sciences Student Handbook

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This Handbook is to be used in conjunction with the content and regulations outlined in the NIU Graduate Catalog <http://catalog.niu.edu/index.php> and information provided on the program website.

The Student Handbook details information about the PhD in Health Sciences program requirements, arranged chronologically from what students should know upon entering the program, through a hypothetical three or four-year course of study, to what happens after students graduate.

2017-2018

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1 DESCRIPTION OF THE DOCTORAL PROGRAM IN HEALTH SCIENCES

Health care delivery in the 21st century presents an ever more complex inter-professional world for graduates to practice in, even those from historically intense “silo-oriented programs.” It is a world that requires educators of practitioners to no longer define “health” in terms of illness and disease or even physical and psychological functioning. It is a world that can no longer afford to educate the wide range of professionals as though they provide unrelated services to distinct client populations. In discussing the need for inter-professional education, the *Commission on the Education of Health Professionals for the 21st Century*⁴ notes

...health needs teamwork, and this necessity has grown in importance because of the transformation of health systems. The emergence of non-communicable diseases, for which patient care becomes a series of transitions from home to hospital to rehabilitation facilities and back to home again, necessarily engages a host of multidisciplinary professionals—social workers, nurses, therapists, doctors, counselors, etc.—who must work together to provide a seamless web of health services.

The NIU doctoral program in Health Sciences (PhD HS) emphasizes an inter-professional orientation to research and practice. The mission of the PhD HS is to prepare students from a wide range of professions to function effectively as inter-professionally oriented scholars and researchers within academic and non-academic settings which includes the health and human sciences. The PhD HS is housed within the College of Health and Human Sciences (CHHS) and draws from the faculty, disciplines, and student programs across the College.

It is anticipated that the majority of students admitted to the program will possess entry-level professional graduate degrees. With that, the curricular model accommodates admission of a broad spectrum of students. Examples include students with a background in the social or behavioral sciences, business, exercise science, law, and others. The curriculum can accommodate part-time as well as full-time students.

The model may also accommodate students applying upon completion of a bachelor’s degree. Students applying upon completion of the bachelor’s degree will be required to complete an additional 30 credit hours of focused graduate work, preferably earning a master’s or entry level graduate professional degree.

2 THINGS TO KNOW BEFORE APPLYING

ADMISSIONS

A student seeking admission to the PhD program must be admitted to the Graduate School. Northern Illinois University's *Graduate Catalog* specifies the requirements for admission to the Graduate School including such criteria as:

- Required GPA such as 3.2 or higher on a 4.00 scale for applicants who have completed 15 or more semester hours of graduate study.
- Official test score report for the Graduate Record Examination (GRE). Upon review of transcripts, we may waive the GRE requirement for applicants who have earned a graduate degree with at least a GPA of 3.5 from an accredited institution.
- (For international, non-immigrant, student submission of official English translations of academic records from all college and universities attended and meet language test requirements (IELTS and TOEFL). An IELTS score of 60.5 or TOEFL score at least 80 on the TOEFL iBT®, 213 on a scale of 0-300 or at least 500 on the older scale of 310-677 where applicable. The score must be for an examination administered no more than 24 months prior to the beginning of the academic term for which admissions is sought.

It is the responsibility of the applicant to know and meet the criteria necessary for admission to the Graduate School.

Applicants are required to submit:

- Three letters of recommendation, preferably from sources qualified to assess the applicant's academic potential.
- A personal statement of interest. This statement should include a discussion of
 - 1) the doctoral program's interface with the individual's career goals,
 - 2) potential area(s) of research interest the applicant would like to pursue and
 - 3) how the inter-professional (interdisciplinary) focus of the program supports the individual's career goals and research interests.

Applicants are encouraged to review the list of CHHS faculty research areas to identify those who may serve as potential mentors.

Agreement between faculty and applicant will result in faculty endorsement of the student's admission, which can be added to the student's application package and interview materials.

The application deadline for this program is February 1st or until all spots are filled.

ADMISSIONS PROCESS

Applicants who submit a complete application and meet the minimum requirements may be invited for an interview.

Applicants residing a distance from Northern Illinois University's main campus in DeKalb, Illinois may elect to hold their interview via audio/visual distance technologies such as Skype or Adobe Connect.

The Admissions Committee reserves the right to postpone the interview due to such factors inclement weather or to conduct the interview of any or all applicants using distance technologies. Applicants with disabilities are encouraged to contact the Disability Resource Center or a representative of CHHS to request accommodations and ensure access to the interview.

ACADEMIC ADVISOR

Entering students are assigned an initial academic advisor from the faculty members in CHHS. This person will hold full or senior graduate faculty status. We suggest that the faculty member's area of research should align in some way with student's research interests. The advisor plays a role in the student's success which includes: mentoring the student, supervising student progress, and being an information resource for students. Upon working with the student, the advisor is responsible for the following:

- endorse the student's acceptance into the PhD HS,
- plan, in collaboration with the student, and approve the student's overall program of study including the Individualized Program of Study (IPS),
- approve any revisions to the program of IPS, and
- complete and submit the student's annual progress review.

Students should meet with their advisor often, especially at the beginning of each term, to plan their courses and research and to discuss their progress. Regardless of who the assigned academic advisor is at any particular time, all CHHS faculty members can provide academic advice and we encourage doctoral students to seek this out.

The initial academic advisor may continue as advisor throughout the student's program and act as the student's dissertation committee chair. On the other hand, a student may change the academic advisor, for instance if there is a professor more suited to the student's academic interest, by completing a request to the Program Director and with the consent of the current and new advisor.

The Program Director reviews the overall program of study including the IPS, annual progress reviews, maintains a file in the Program Office, and assists with communications to the Graduate School.

DISSERTATION COMMITTEE CHAIR

The dissertation committee chair must hold senior graduate faculty status or with full status can co-direct with a senior member. Responsibilities include the following:

- direct the dissertation committee,
- oversee student research that results in the written dissertation
- provide timely and thorough guidance to a student on the various elements necessary for the planning and execution of a dissertation study.

Although this may be the same faculty member who serves as the academic advisor, it is not required. If the student develops a stronger research alignment with a CHHS faculty member, the academic advisor and dissertation committee chair will arrange for transitioning advisement responsibilities.

RESIDENCY REQUIREMENT

Residency allows students to concentrate focused time on their degree, acquire the necessary *habits, attitudes, skills, and insights* to achieve student learning outcomes, and enhance student

learning required for contributions to scholarship. These scholarly skills, attitudes, and experiences go beyond acquiring knowledge in classes and beyond experience in professional practice.

The PhD HS has a limited residency option that a student meets through attendance and participation in F2F sessions scheduled at the beginning of each core course and ongoing attendance in class meetings. At the F2F events, students have opportunities to work closely with other scholars including faculty and other graduate students. During the semester, expectations for participation in synchronous meetings are described by specific faculty instructors. Although circumstances can arise that conflict with virtual meeting times, we require participation in the vast majority of class meetings for student success. In addition, the program director encourages other opportunities for engagement of doctoral students in scholarship. Should an extenuating circumstances occur, the program director may approve substitution of one F2F event for an alternate residency plan. Proposals for alternate residency would need to be considered for approval by the PhD HS advisory committee.

COHORT

Students are admitted once per year to begin coursework fall semester as part of a cohort that may proceed through the program as a cohort of full time or a cohort of part time students. With “fall admissions” we aim to enhance the efficiency of the program in terms of utilization of resources to support the program and in terms of facilitating a seamless process of course delivery to help the student move from admission to graduation. We hope the cohort approach will provide support for students. However, students are not required to remain in a set cohort and we will accommodate changes in course planning as is possible and students may be admitted throughout the year.

COURSE DELIVERY

The program utilizes a blended course delivery format. That is, courses will be delivered using both synchronous and asynchronous online components as well as required Face to Face (F2F) meetings. The F2F meetings will be held two or three times each academic year for the purpose of beginning core courses, providing for dialogue among program students and faculty, interacting with guest speakers, and addressing issues relevant to members of the cohort. Appendix 1 depicts the dates of F2F meetings from August 2017 through May of 2021. Appendix 2 lists the F2F meeting times and depicts the pattern of meetings as a student moves from orientation to the doctoral program through defense of his/her dissertation research and Appendix 3 provides sample course schedules for both full time and part time students.

For first year students, the August F2F session includes an orientation to both the program itself as well as to the technology elements of the program. The August session will also include a keynote speaker addressing a timely issue. After each presentation, we plan that faculty and students from various disciplines as well as community-based professionals will discuss the presentation.

Each core course will be introduced in F2F sessions. Also, the F2F sessions will create an opportunity for faculty and students to articulate the link between completed course work, upcoming course work and material from Individual Programs of Study. The F2F sessions seek to foster the integration of all of the components of the doctoral program as a whole as well as reinforce the inter-professional nature of the program. They are also designed to encourage students identify with other students in the cohort. Experience indicates that integration of students into a cohort increases the likelihood that the student will complete the course of study.

FORMS

A number of forms are used to document progress through the program. General graduate school forms are available at the Graduate School website and program specific forms are available through the program director or on the PhD HS Blackboard website.

PROGRAM DIRECTOR

Currently, this inter-professional program linked with all programs within the College of Health and Human Sciences is administered by a Program Director connected to the college office. The Program Director acts in the place of a department chair in all interactions with the College and Graduate School.

SUPPLEMENTAL LEARNING OPPORTUNITIES

CHHS faculty members will offer a variety of activities to build intellectual community and promote better communication during the scheduled F2F cohort meetings scheduled in August, January, and May.

PhD HS students and faculty also attend presentations that are relevant to the program. These may be available on campus, at other sites, and through virtual meeting format.

TECHNOLOGY

Participation in this blended degree program requires access to appropriate computer resources to communicate, receive instruction, and submit assignments. Students should take the browser test at the NIU Online Technical Support webpage to determine general readiness for online learning, determine if a computer has the ability to handle online courses, and check that the computer meets minimum requirements. The site also provides an “Everything Technology” handbook and describes general technology support available at NIU. The course professor, program website and program office can provide course and program specific information.

A computer-based learning platform, presently Blackboard, will be used in the program. Specific courses may have specific recommendations depending on the learning objectives and instructional technology best practices. In those cases, we will make sure it is part of that course and syllabus information.

3 REQUIREMENTS FOR THE PHD IN HEALTH SCIENCES

CURRICULAR MODEL

The curricular model is built on student learning outcomes that reflect the program's mission. These outcomes anchor the doctoral degree and reflect "best practice" in graduate education in general and in the health sciences more specifically. They also define the curricular threads that flow through both the required coursework and the student's Individual Program of Study (IPS).

The minimum 45 credit hour doctoral curriculum includes 20 credit hours of CHHS core courses, 12 credit hours of an IPS in a focused area, a candidacy exam (1 credit hour) and 12 credit hours for a dissertation that flows from academic progress in the core courses and the IPS.

STUDENT LEARNING OUTCOMES

The PhD in Health Sciences prepares graduates to:

- Apply in-depth inter-professional knowledge to research and practice,
- Demonstrate professional integrity in the execution of the roles of educator and researcher,
- Design, conduct and analyze the results of original research,
- Disseminate new knowledge and, as appropriate, assess the application of that knowledge to professional practice, and
- Demonstrate the inter-professional communication skills necessary to function effectively in today's academic and professional environment.

COURSE REQUIREMENTS

The graduate catalog in place upon admission to the PhD HS, is the reference for specific course requirements. Graduate catalogs can be found at <http://catalog.niu.edu/index.php>, and change yearly. Additional program information is found on the Graduate School website (<http://www.niu.edu/academics/graduate/index.shtml>).

Completion of this degree requires a minimum of 45 semester hours of PhD HS doctoral course work at NIU and an additional 30 credit hours of graduate course work which may have been met by completing a previous graduate degree.

Core Courses (20 credit hours)

UHHS 710 - Scientific Underpinnings and Seminal Readings in the Health Sciences (3) Analysis of the origin, nature, methods, and limits of scientific knowledge as applied to the health and human sciences. Emphasis placed on reading and discussing seminal works of theory, policy and empirical research that shaped lines of investigation and practice. PRQ: consent of program.

UHHS 720 - Contemporary Health Sciences Topics (3) Intensive examination of the literature for selected topics crucial to interdisciplinary health and human sciences research and practice. Emphasis placed on reading and discussing key works of theory, policy and empirical research that shape contemporary issues in research and practice. PRQ: UHHS 710 or consent of program.

UHHS 730 - Research Design, Conduct and Analysis in the Health Sciences I (3) Focus on advanced concepts and skills necessary to plan, conduct, evaluate, and analyze quantitative research from an interdisciplinary perspective within health and human sciences. Practical experience in formulating original research questions and conducting a comprehensive literature review are included. PRQ: **A graduate course in statistics** or consent of program.

UHHS 731 - Research Design, Conduct and Analysis in the Health Sciences II (2) Continuation of UHHS 730 with an emphasis on qualitative and mixed research designs and the proper dissemination of research findings. Also requires development of a formal research proposal with an appropriate quantitative, qualitative, or mixed methods research design and a detailed plan for data collection and analysis. PRQ: UHHS 730.

UHHS 740 - Data Analysis in the Health Sciences (3) Advanced quantitative methods in health sciences including statistical analysis of health indicators, vital statistics, population and demographic variables, and other data important to the practice of health sciences. Introduces and applies the biostatistics tools and analytical base for population-based and community health assessment and evaluation. Focus on providing a broad understanding of biostatistics, with more advanced methods included as appropriate. Combines data collection, design of data gathering instruments, data analysis, and report writing into a practical method of understanding the role of biostatistics in the field of health sciences. PRQ: UHHS 730 or consent of school.

UHHS 750 - Funding and Positioning Research: Identification of Research Culture and Funding Agencies (1) Identify the scientific community, related clinical fields, and funding agencies as consumers of the proposed project and subsequent line of research. Position the research within the identified community and develop milestones to progress in establishing a programmatic line of research. In depth guided literature searches, on-line explorations of government, non-profit, and public funding sources, critique of literature on funding issues, and facilitated discussions leading to development of a fundable research plan. PRQ: UHHS 720 and UHHS 730 or consent of program.

UHHS 751 - Funding and Positioning Research: Grantsmanship Skills (1) Based on previous coursework, doctoral students choose a specific funding agency and develop a feasible grant through a comprehensive literature search, development of specific aims, identification of research collaborators, formulation of a research plan, and completion of a budget proposal. PRQ UHHS 750 or consent of program.

UHHS 752 - Funding and Positioning Research: Ethics and Professional Responsibilities (1) In-depth investigation into research ethics for scientific and clinical communities, identification and integration of professional responsibilities within the greater health science research community, acquisition of necessary training for responsible conduct of research within a given research

community, facilitation of research collaborations and use multiple methods of research dissemination. PRQ: UHHS 750 or consent of program.

UHHS 760 - **Knowledge Integration in the Health Sciences** (3) Analyses of case studies focusing on the role of collaboration in research and practice in health and human sciences. Emphasis on inter-professional approaches to the development of empirically-based decision-making. PRQ: UHHS 720 or consent of program.

Individualized Program of Study (12 credit hours)

All students are required to complete post-master's graduate coursework in an Individualized Program of Study (IPS) related to their professional area of interest. Reflecting the best practices in doctoral education, the IPS component of the PhD requires that the students be "responsible, active, intentional agents in their own learning." The student may choose existing courses from across the college, the university, or beyond or propose independent studies. The IPS should: 1) extend or compliment the student's existing professional focus, integrate an inter-professional perspective, serve as a platform for his/her dissertation research. In developing the proposal for an IPS, students are encouraged to consult with their advisors and other program faculty. The IPS coursework must be pre-approved by the student's advisor.

The Graduate Catalog outlines requirements for transfer coursework. A maximum of six (6) credit hours may be accepted in transfer from other graduate programs to meet deficiency requirements or opt out of a required course in the program.

With the approval of the Program Director and the office of the dean of the **Graduate School**, some graduate courses taken at other accredited (U.S.) or recognized (foreign) institutions may be accepted toward meeting deficiency or a required course of a graduate degree at NIU. The student must have earned graduate credit in the course according to the institution at which the course was taken (so, for example, courses in which undergraduate credit, medical-school credit, or other professional post-baccalaureate credit was earned cannot be accepted in transfer). However, a student must still complete a minimum of 45 credit hours at NIU regardless of the number of transfer hours accepted.

At NIU only courses which are numbered 500-799 carry credit toward the doctoral degree. Graduate-level courses for which there exists an undergraduate equivalent (typically courses that are offered as 400/500 classes) shall not constitute more than 50% of hours, exclusive of dissertation hours, applied toward a doctoral degree.

Candidacy Examination

UHHS 798 – **Candidacy Examination** (1). A student must receive approval from his/her Academic Advisor and dissertation committee to take the candidacy examination. The candidacy examination is based on the core courses and the student's IPS. Upon satisfactory completion of the candidacy examination the student is admitted to candidacy for the PhD degree. The examining committee may allow a student who fails a candidacy exam to repeat it after completing prescribed preparation and after specified period of time as determined by the committee. A student who fails the candidacy examination a second time or is not granted permission for a second attempt will not be permitted to continue work toward the doctorate and admission to the doctoral program is terminated.

Doctoral Research and Dissertation (12 credit hours)

UHHS 799 - **Doctoral Research and Dissertation** (12). The final product(s) may be written in a traditional dissertation format or a three publishable manuscripts format from the dissertation research that can be submitted for publication. A final oral examination related to the dissertation is required and is conducted in accordance with the general requirements of the Graduate School.

ANNUAL REVIEW

Each student who has not yet entered candidacy must consult with his/her academic advisor at least annually to review the progress toward the degree. The student is responsible for setting a meeting time with the advisor and the advisor may request meetings as needed. Prior to meeting, the student will update information on his/her annual progress review form in preparation for discussion with the advisor. The advisor will review the student's progress, provide feedback, and further support as needed. Also, the advisor will provide information from the annual progress review in coordination with the PhD HS assessment committee to track overall program progress.

4 DEADLINES

A number of deadlines are outlined in the NIU Graduate Catalog and online Graduate Catalog calendar. Students are responsible for being aware of and meeting these deadlines.

5 MILESTONES

All students must successfully meet the ten major program benchmarks which include: identify academic and dissertation committee advisor(s); participate in annual progress reviews; complete core courses and individual program of study; approval of candidacy committee and examination; approval of dissertation committee, proposal and final defense approval. These are also described below.

Identify Academic and Dissertation Advisor(s) are outlined in the “Things to Know” section of this document (pg. 4).

Annual Progress Reviews are completed each year with the advisor and outlined in the “Requirements” section of this document (pg. 8).

Core Courses and Individualized Program of Study are listed in the “Requirements” section of this document and the Graduate Catalog (pg. 8).

CANDIDACY EXAMINATION COMMITTEE SELECTION

NIU Graduate Catalog provides guidance for the composition of the Candidacy Examination Committee

<http://catalog.niu.edu/content.php?catoid=42&navoid=1973&hl=%22candidacy+examination%22&returnto=search> and approval of the committee must be obtained before the end of the semester or term preceding the scheduled examination (form available on the Graduate School website).

All members of the examination committee must be members of the graduate faculty at Northern Illinois University. The majority of the voting members must be tenured or tenure-track faculty members at Northern Illinois University; at least one-half of the voting members and the committee chair must be full or senior members of the graduate faculty; and at least one-half of the voting members, including the committee chair, must be full or senior members of the graduate faculty in the College of Health and Human Sciences.

The candidacy examination committee shall consist of at least three voting members approved by the program director or designee. At least two of the committee members must be graduate faculty in the College of Health and Human Sciences. The examination committee needs no additional approval. Committees must be appointed no later than the conclusion of the semester or term preceding that in which the student will take the examination.

CANDIDACY EXAMINATION

Through the candidacy examination the student demonstrates mastery of the broad content of the field and readiness to proceed in the dissertation stage of the program. The written examination will comprise elements of the core courses, the individual program of study and be linked to assessment of the student’s learning outcomes and the dissertation proposal.

A student must be admitted to the doctoral program and must be enrolled in the term in which the candidacy examination is taken. A student must be in good academic standing, both overall and in the degree program, to be eligible to take the candidacy examination. When students have completed all doctoral course work (except dissertation research), they will take the written candidacy examination.

ADMISSION TO DOCTORAL DEGREE CANDIDACY

The student is admitted to candidacy by the Graduate School following successful completion of the candidacy examination and any other established requirements for the PhD HS upon the recommendation of the Program Director. See the Requirements for Degree of Doctor of Philosophy on the [Graduate School](#) website.

DISSERTATION

The dissertation is a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. The research must be based on an interprofessional approach to answering a Health Sciences research question. The dissertation presents research conducted by the student under the supervision of the dissertation committee chair within an empirical study or series of studies. It must be approved by the student's dissertation committee chair and, ultimately, by the dissertation committee.

DISSERTATION COMMITTEE SELECTION

Once the candidacy exam has been successfully completed, the student is ready to form a committee that is responsible for evaluating the student's dissertation proposal and defense. Each dissertation committee shall consist of at least three voting members approved by the Program Director. A dissertation committee must be nominated by the Program Director and appointed by the dean of the graduate school. Committees should be appointed as soon as practical, but must be appointed no later than the conclusion of the semester or term preceding that in which the student will defend the dissertation or take the examination. All members of the dissertation committee must hold full or senior graduate faculty status at Northern Illinois University. The majority of the voting members of the dissertation committee must be tenured or tenure-track faculty members at Northern Illinois University; and at least one-half of the voting members, including the committee chair, must be members of the graduate faculty in the student's program. In collaboration with the Dissertation Chair, committee members provide timely and thorough guidance to a student on the various elements necessary for the planning and execution of a dissertation study.

Further guidance on the composition of the Dissertation Committee can be found in the Graduate Catalog:

<http://catalog.niu.edu/content.php?catoid=42&navoid=1973&hl=%22requirements+for+graduate+degrees%22&returnto=search>

The dissertation director and dissertation committee judge the acceptability of any and all work presented by the student. At any time, a faculty member may decline to serve as director or committee member of any particular dissertation project.

With the consent of the Program Director and the approval of the graduate school dean, a student may propose to alter the composition of a dissertation committee, provided that the faculty to be removed from and/or added to the committee expressly consent to the change. If a student wishes to remove a faculty member from a dissertation committee, and the faculty member does not consent to be removed, the student may appeal to the dean of the Graduate School. The dean will make a decision with input from the student, the faculty members involved, the Program Director, the committee chair, and the director of graduate studies; the decision of the dean will be final.

DISSERTATION PROPOSAL APPROVAL

The dissertation proposal is a detailed explanation and justification of why the research topic is worthy of study and how the proposed research will be conducted. The written formal proposal should be submitted to the dissertation committee members after a draft proposal is approved by the dissertation chair and according to a timeline set by the dissertation chair. If possible, the proposal will occur at the August F2F meeting.

The dissertation research must be an original contribution to the body of research in the health sciences and conducted under the supervision of the dissertation committee chair. The written product of the research will be in the traditional dissertation format or in the format of a sequence of three publishable articles. Students who complete the traditional format for the dissertation must follow the [Guidelines for Preparing a Thesis or for Preparing a Dissertation at NIU](#). Students may also consult with the ETD Checklist at <http://www.niu.edu/grad/thesis/checklist.shtml>

Dissertations are formatted according to the style manual as determined by each student and dissertation chair. As is standard practice among doctoral degree granting institutions, NIU's policy requires that dissertation research must involve original contributions to the field and be developed under the supervision of the approved dissertation committee. The dissertation process will culminate with a student defense and feedback from the committee.

DISSERTATION DEFENSE

Students work closely with their advisor in order to accomplish their dissertation. It is highly recommended that students meet with committee members as well, after consultation with the Committee Chair. Once the Chair agrees that the dissertation is ready for a formal defense, the student must schedule the defense so that all committee members can participate.

Prior to the dissertation defense, students should allow plenty of time (at least three weeks) for the committee to read the final dissertation draft. The defense itself usually lasts two hours. The candidate and committee chair will inform the dean of the [Graduate School](#), at least three weeks in advance, of the date, time, place, and dissertation title for the public presentation using the appropriate Graduate School form. The Graduate School Dean will publicize this on campus, inviting attendance of interested persons. The dissertation defense may occur during the scheduled F2F meetings for the PhD HS cohorts or through online technologies such as Adobe Connect.

The process is such that the student, committee, and public guests assemble in a designated location for the student's presentation. He/she presents the dissertation's design and findings, and then committee members and guests ask questions. After this, the student and guests are asked to leave the room, so that the committee can decide what course of action should take place. Most dissertation committees request some revisions: some are minor; others can require considerable time.

Depending upon the views of committee members, either the Dissertation Committee Chair has full responsibility for signing off on the final dissertation, or individual committee members may request that they read the revisions as well.

Appropriate Graduate School forms will be completed following the dissertation defense meeting and must be filed with the graduate school to document completion of the dissertation defense. Students must apply for graduation according to the Graduate School deadlines.

6 WHERE TO GET HELP

The Graduate Catalog is the ultimate reference regarding procedures and regulation. In addition to your faculty advisor and PhD HS Program Director, graduate students are encouraged to contact the Graduate School where capable persons are available to answer questions regarding enrollment, degree deadline, residency, and necessary paperwork.

7 APPENDIX I

F2F MEETING SCHEDULE

*tentative

	2017-2018			2018-2019			2019-2020			2020-2021		
Courses F2F residency	Aug 18- 20	Jan 5- 7	May 19- 20	Aug 17- 19	Jan 6- 8	May 18- 19	Aug 16- 18	Jan 3- 5	May 16- 17	Aug 14- 16	Jan 8- 10	May 15- 16
Orientation	X			X			X			X		
UHHS 710	X			X			X			X		
UHHS 720		X			X			X			X	
UHHS 730	X			X			X			X		
UHHS 731		X			X			X			X	
UHHS 740			X			X			X			X
UHHS 750	X			X			X			X		
UHHS 751	X			X			X			X		
UHHS 752	X			X			X			X		
UHHS 760	X			X			X			X		
UHHS 798	X	X	X	X	X	X	X	X	X	X	X	X
UHHS 799	X	X	X	X	X	X	X	X	X	X	X	X

8 APPENDIX II

PROPOSED COURSE SCHEDULE BY SEMESTER FOR FULL-TIME STUDENTS

Year 1 Fall	Year 1 Spring	Year 1 Summer
UHHS 710 Seminar I (3)	UHHS 720 Seminar II (3)	Individual Program of Study (3)
UHHS 730 Research (3)	UHHS 731 Research (2)	UHHS 740 Data Analysis (3)
Individual Program of Study (3)	Individual Program of Study (3)	
Year 2 Fall	Year 2 Spring	Year 2 Summer
UHHS 750 Grant writing 1 (1)	UHHS 798 Candidacy Exam (1)	UHHS 799 Dissertation (3)
UHHS 751 Grant Writing II (1)		
UHHS 752 Grant Writing III (1)		
UHHS 760 Integration(3)		
Individual Program of Study (3)		
Year 3 Fall	Year 3 Spring	Year 3 Summer
UHHS 799 Dissertation (3)	UHHS 799 Dissertation (3)	UHHS 799 Dissertation (3)

9 APPENDIX III

EXAMPLE OF SUGGESTED PROGRAMS FOR FULL- AND PART-TIME STUDENTS

SUGGESTED THREE-YEAR PROGRAM FOR FULL-TIME STUDENTS

Year 1

- Establish relationship with academic advisor including intentionally scheduled meetings or conferences throughout the year. All entering students are assigned an academic advisor who is a member of the CHHS faculty.
- Participate in all F2F meetings and F2F components of courses.
- Get involved in research (with advisor or other faculty members): All entering students are assigned an academic advisor who is a member of the CHHS faculty. In addition, students are also welcome and encouraged to explore the research interests of other CHHS faculty.
- Enroll full-time in classes UHHS 710, 720, 730, 740, 731, and complete IPS Courses
- Other:
 - Apply for an assistantship. Program-sponsored assistantships are available for a limited number of full-time students. Full-time students may also apply for assistantships offered by other units and offices throughout the university.
 - Attend conferences/workshops/seminars: Students are encouraged to attend conferences/workshops/seminars related to their professional and research interests.

By the end of the first year, most students will have made substantial progress toward solidifying their research interests (with an eye toward their grant writing project and dissertation topic) and may choose a particular research advisor. (Note that although they are often the same, one's *academic* advisor does not have to be one's *dissertation* committee chair.)

Year 2

- Complete the **Grant Proposal in UHHS 750, 751, and 752**
- Enroll full-time in classes UHHS 750, 751, 752, 760
- Participate in all F2F meetings and F2F components of courses.
- Coursework completed: All students should have completed their coursework by the end of this year. Rather than registering for/taking classes, students will register for UHHS 799 each regular term indicating that they are working full-time on their research.
- Participate in Candidacy Orientation and complete candidacy examination
- Prepare and defend dissertation proposal
 - Choose dissertation committee: Now is the time to start thinking about your dissertation and who you would like to serve on your committee.
- Other:
 - Attend/Present at conference/workshops/seminars: Students are encouraged to attend conferences/workshops/seminars related to their professional and research interests. Students are encouraged to submit research for presentation at professional conferences

Year 3

- Enroll in UHHS 799
- Participate in all F2F meetings.
- Defend dissertation proposal
- Complete **dissertation and prepare to defend dissertation**
- Other:
 - Apply for dissertation-year fellowships:
 - Attend/Present at conference/workshops/seminars: Students are encouraged to attend conferences/workshops/seminars related to their professional and research interests. Students are encouraged to submit research for presentation at professional conferences.

Time to Degree Varies and may extend into Year 4

- Enroll in UHHS 799
- Complete **dissertation and defend dissertation**

Doctoral students must complete all requirements for the PhD within nine consecutive years immediately preceding graduation from the program. Further information on this requirement is given in the NIU Graduate Catalog.

<http://catalog.niu.edu/content.php?catoid=42&navoid=1973&hl=%22requirements+for+graduate+degrees%22&returnto=search>

Suggested Four-Year Program for Part-Time Students

Year 1

- Establish relationship with academic advisor including intentionally scheduled meetings or conferences throughout the year. All entering students are assigned an academic advisor who is a member of the CHHS faculty.
- Participate in all F2F meetings and F2F components of courses.
- Get involved in research (with advisor or other CHHS faculty members): All entering students are assigned an academic advisor who is a member of the CHHS faculty. It is highly recommended that students contact their advisor to discuss courses and professional interests, as well as work with them on their research projects to gain valuable research experience. In addition, students are also welcome and encouraged to explore the research interests of other CHHS faculty.
- By the end of the first year, most students will have explored their research interests (with an eye toward their grant writing project and dissertation topic) and may choose a particular research advisor. (Note that although they are often the same, one's *academic* advisor does not have to be one's *dissertation* advisor.)
- Enroll full--time in classes UHHS 710, 720, 730, 731, 740
- Other:
 - Attend conferences/workshops/seminars: Students are encouraged to attend conferences/workshops/seminars related to their professional and research interests.

Year 2

- Complete classes in the individualized program of study
- Enroll in UHHS 750
- Participate in all F2F meetings and F2F components of courses.

Year 3

- Complete the **Grant Proposal in UHHS 751 and 752**
- Enroll UHHS 751, 752, 760.
- Participate in all F2F meetings and F2F components of courses.
- Coursework completed: All students should have completed their coursework by the end of this year. Rather than registering for/taking classes, students will register for UHHS 799 each regular term indicating that they are working full--time on their research.
- Participate in Candidacy Orientation and complete candidacy examination
- Prepare and defend dissertation proposal
 - Identify dissertation committee: Now is the time to start thinking about your dissertation and who you would like to serve on your committee.
- Other:
 - Attend/Present at conference/workshops/seminars: Students are encouraged to attend conferences/workshops/seminars related to their professional and research interests. Students are encouraged to submit research for presentation at professional conferences

Year 4

- Enroll in UHHS 799
- Participate in all F2F meetings and F2F components of courses.
- Defend dissertation proposal
- Complete **dissertation and prepare to defend dissertation**
- Other:
 - Apply for dissertation-year fellowships:
 - Attend/Present at conference/workshops/seminars: Students are encouraged to attend conferences/workshops/seminars related to their professional and research interests. Students are encouraged to submit research for presentation at professional conferences.
- Enroll in UHHS 799
- Complete **dissertation and defend dissertation**

Time to Degree Varies and may extend into Year 5

Doctoral students must complete all requirements for the PhD within nine consecutive years immediately preceding graduation from the program. Further information on this requirement is given in the NIU Graduate Catalog.

<http://catalog.niu.edu/content.php?catoid=42&navoid=1973&hl=%22requirements+for+graduate+degrees%22&returnto=search>

EXAMPLES OF POSSIBLE FULL-TIME AND PART-TIME SCHEDULES

Year 1 Fall	Year 1 Spring	Year 1 Summer
Seminar I UHHS 710 (3)	Seminar II UHHS 720 (3)	Individual Program of Study (3)
Research UHHS 730 (3)	Research UHHS 731 (2)	Data Analysis UHHS 740 (3)
Individual Program of Study (3)	Individual Program of Study (3)	
Year 2 Fall	Year 2 Spring	Year 2 Summer
Individual Program of Study (3)	<i>Prep for Candidacy exam</i>	Dissertation UHHS 799 (3)
Grant writing II UHHS 751 (1)	Candidacy Exam UHHS 798 (1)	
Grant writing I UHHS 750 (1)		
Grant writing III UHHS 752 (1)		
Integration UHHS 760 (3)		
Year 3 Fall	Year 3 Spring	Year 3 Summer
Dissertation UHHS 799 (3)	Dissertation UHHS 799 (3)	Dissertation UHHS 799 (3)

PART TIME SCHEDULE I EXAMPLE

Year 1 Fall	Year 1 Spring	Year 1 Summer
Seminar I UHHS 710 (3)	Seminar II UHHS 720 (3)	
Research UHHS 730 (3)	Research UHHS 731 (2)	Data Analysis UHHS 740 (3)
Year 2 Fall	Year 2 Spring	Year 2 Summer
<i>Individual Program of Study (3)</i>	<i>Individual Program of Study (3)</i>	<i>Individual Program of Study (3)</i>
Grant writing I UHHS 750 (1)	<i>Individual Program of Study (3)</i>	
Year 3 Fall	Year 3 Spring	Year 3 Summer
Integration UHHS 760 (3)	<i>Prep for Candidacy exam</i>	Dissertation UHHS 799 (3)
Grant Writing II UHHS 751 (1)	Candidacy Exam UHHS 798 (1)	
Grant Writing III UHHS 752 (1)		
Year 4 Fall	Year 4 Spring	Year 4 Summer
Dissertation UHHS 799 (3)	Dissertation UHHS 799 (3)	Dissertation UHHS 799 (3)

PART TIME SCHEDULE II EXAMPLE

Year 1 Fall	Year 1 Spring	Year 1 Summer
Seminar I UHHS 710 (3)	Seminar II UHHS 720 (3)	<i>Individual Program of Study (3)</i>
Year 2 Fall	Year 2 Spring	Year 2 Summer
Research UHHS 730 (3)	Research UHHS 731 (2)	Data Analysis UHHS 740 (3)
Year 3 Fall	Year 3 Spring	Year 3 Summer
<i>Individual Program of Study (3)</i>	<i>Individual Program of Study (3)</i>	<i>Individual Program of Study (3)</i>
Grant writing I UHHS 750 (1)		
Year 4 Fall	Year 4 Spring	Year 4 Summer
Integration UHHS 760 (3)	<i>Prep for Candidacy exam</i>	Dissertation UHHS 799 (3)
Grant Writing II UHHS 751 (1)	Candidacy Exam UHHS 798 (1)	
Grant Writing III UHHS 752 (1)		
Year 5 Fall	Year 5 Spring	Year 5 Summer
Dissertation UHHS 799 (3)	Dissertation UHHS 799 (3)	Dissertation UHHS 799 (3)

10 APPENDIX IV: SUPPLEMENTAL COURSES

Students, together with their academic advisor, should plan a systematic IPS that will help prepare them for their dissertation research and preferred post-doctoral positions. Many students will seek positions in interdisciplinary academic programs, research institutes, or non-profit organizations. Others may pursue jobs in specific academic disciplines (e.g., sociology) or in an academic unit dominated by a particular discipline. The following are some recommendations for coursework that should provide a stronger set of job--related training credentials. Students should discuss these recommendations with their advisors, other faculty, and fellow students.

Graduate Seminars in related disciplines
ETR 622 Methods of Multivariate Analysis
ETR 620 Educational Research Planning and Interpretation
ETR 636 Educational Assessment for the Handicapped
NURS 701 Advanced Nursing Leadership
PHHE 607 Health Services Management
PHHE 651 Health Economics for Health Services Managers
PHHE 653 Financial Decision Making for Health Services Managers
PHHE 655 Human Resource Management in the Health Care Setting
UHHS 565 Theories and Issues in Aging Studies
UHHS 567 Fieldwork in Gerontology
UHHS 770 Independent Study

11 APPENDIX V: ASSISTANTSHIPS AND FELLOWSHIPS

The PhD HS and academic advisors may provide specific information about available assistantships. In general, potential sources for fellowships or scholarships can be accessed through the Graduate School website.