



EMORY

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NELL HODGSON  
WOODRUFF  
SCHOOL OF  
NURSING

Doctor of Philosophy

PhD program in  
Nursing Handbook  
2017-2018

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## **Nell Hodgson Woodruff School of Nursing PhD program in Nursing Handbook**

This handbook is intended as a supplement to the Laney Graduate School handbook. For the most part, the information provided in this publication specifies in more detail the policies and procedures relevant to PhD program in Nursing students.

### **Mission**

The mission of the Nell Hodgson Woodruff School of Nursing is committed to improving human health, the experience of health, and the provision of health care through the advancement of nursing science. This unique educational experience is designed to develop researchers who are committed to the discovery of new knowledge and its translation into practice. The PhD program in Nursing integrates biological, behavioral, and physical sciences with applied and clinical research from the perspective of nursing.

### **Goals**

The following goals contribute to the achievement of this mission:

- Generate and disseminate knowledge relevant to nursing which enhances and promotes the quality of the health of individuals, families, and communities;
- Produce nurses prepared for leadership roles in the delivery, design, and evaluation of nursing care that is data-based, sensitive and responsive to the ethical, cultural, and psychosocial concerns of individuals, families, and communities; and
- Develop, implement, and evaluate the efficacy and effectiveness of innovative nursing practice models, health care policy, and health care delivery systems.

### **Goals and Objectives of the PhD program in Nursing**

Transformations occurring in the health care system present challenges and opportunities for educators, researchers, and clinicians to simultaneously transform the current academic model of preparing scholars and health care professionals for the 21st century. For nursing, this requires that new spheres of knowledge including health care economics, policy analysis and ethics be incorporated into the existing scientific foundations for nursing scholarship and practice. This expanded knowledge base has potential to inform and support the science of nursing and to expand the boundaries of the discipline within the changing health care system. The doctoral program of the Nell Hodgson Woodruff School of Nursing prepares nurse scholars who can respond effectively to these challenges.

The program has two primary goals. First, it is designed to prepare nurse scientists for research and clinical roles in designing, evaluating and institutionalizing innovations in clinical practice in the context

of a dynamic health care system. Second, the program prepares nurse scholars to educate the next generation of nurse care providers to meet the challenge of: providing quality care in the context of a health care system driven by economics, addressing the ethical complexities of clinical practice, serving as effective patient advocates in the ongoing dialogue regarding the redefinition of the health care delivery system, and generating data-based evidence for health care and health policy.

Graduates of this program should be able to:

1. Develop nurse scientists engaged in a lifetime of ethical discovery and advancement of knowledge of the human response to changes in the internal and external environment in culturally diverse populations.
2. Generate new knowledge through multiple methods of inquiry
3. Prepare nurse scientists to lead global change in social and health policy

## The Curriculum

Students are admitted to the doctoral program with either a BSN or MSN degree. All required doctoral coursework, including TATTO courses are completed during the first two years of study.

Students entering with a BSN degree can complete the coursework required for certification as an ARPN during their third year of study. Students completing requirements for APRN certification also need to complete one semester of residency credit in the School of Nursing in order to receive the post-graduate certificate in nursing required by many of the certifying agencies. This residency needs to be included in the plan of study and the timing of it coordinated with the Director of Graduate Studies, and the Assistant Dean for MSN Education.

All students must complete TATTO coursework and two semesters of mentored teaching experiences before beginning their dissertation research.

Students who entered with a BSN **before** Fall 2017 entered the doctoral program in Full Standing and after completion of 18 sh of full-time study are converted to Advanced Standing. Students entering the doctoral program in Full Standing are required to earn 54 hours of coursework and research for graduation (credit from the three required TATTO courses may not be included in the 54 hours required for graduation).

Students entering with an MSN or other masters degree **prior** to Fall 2017, entered the program in Advanced Standing and are required to complete 36 semester hours of coursework and research (credits from three required TATTO courses may not be included in the 36 hours required for graduation).

Students entering the PhD program in **2017 or later** are required to earn 54 credit hours at the 500 level or above before entering candidacy. Credit from the three required TATTO courses can be included in the minimum number of hours required to enter candidacy

## **Nursing Courses**

Nursing courses include NRS 700 Evolution of Nursing Science, NRS 705 Endogenous and Exogenous Determinants of Human Health, and NRS 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena. These courses provide the doctoral students with opportunities to understand the discipline and evolution of scholarship in nursing, critically evaluate and apply theories, critique and develop nursing phenomena related to clinical outcomes, and articulate theoretically sound and clinically relevant research questions.

## **Research Focus**

The research focus consists of two statistical methods courses with BIOS 500 and BIOS 501 the courses usually taken by students. Statistics courses are also available in psychology, sociology, biostatistics, political science, and other disciplines. Also required are NRS 710 Principles of Health Outcomes Research, NRS 730 Measurement and Design in Clinical Research, and NRS 737 Qualitative Methods. This sequence provides students with skills to design, implement, and analyze nursing studies.

## **Electives**

Based on the student's research interest, he/she will enroll in other related graduate elective courses which may be within the School of Nursing or other graduate programs including the Departments of Psychology, Sociology and Anthropology, the Division of Biological and Biomedical Sciences, and Epidemiology within the School of Public Health. Students should work closely with their advisors to select electives that will provide them with a solid foundation in their area of interest.

## **Ethics**

All graduate students at Emory University must complete the Jones Program in Ethics. This program has three elements. Completion of elements one (1) and two (2) are required for candidacy, and completion of element three (3) is required for graduation.

- 1. JPE 600:** A 6-hour core course in scholarly integrity, supported by the Laney Graduate School in collaboration with the Center for Ethics. Participation in this course will be recorded for 0 hours on the student's transcript.

**2. Program-Based Instruction:** A minimum of 12 hours of program-based ethics material. Workshops and/or brown bag seminars will be scheduled throughout the first two years of coursework. Attendance will be recorded and reported to the Graduate School.

**3. JPE 610:** Minimum of 4 Educational Sessions (workshops, training sessions, or lectures). These lectures and workshops will be sponsored by the LGS, the Center for Ethics, and will include any other relevant occasional lectures or workshops. Students will register for these sessions individually, and participation will be recorded on the student's transcript.

### **TATTO (Teaching Assistant Training and Teaching Opportunity)**

All doctoral students at Emory University are required to complete seven (7) semester hours of combined instruction and assistantship in teaching before graduation (TATTO). This work is specific to the discipline of study and individualized to meet the needs of the student and consists of a short course taught at the end of the summer (TATT 600), a didactic course focused on teaching in nursing (NRS 790, TATTO course, nursing), and two mentored teaching experiences (TATT 605 and TATT 610).

Although three TATTO courses (TATT 600, TATT 605, and TATT 610) are required for graduation, credit for those courses is not counted in the total number of credits required for graduation.

### **Other Information**

Students will enroll in approximately 9-12 credits per semester each semester (including summer semester) for the first two years of study. Students are expected to enroll full-time (9 s.h./semester), and it is expected that meeting all of the requirements, including TATTO and the dissertation, will require a minimum of three (3) years.

### **Tuition and Stipend**

All eligible students accepted for full-time study are provided with tuition and stipend merit awards for the first year of study, and these are renewed each year for 1 –2 years contingent upon successful academic performance as defined by the Laney Graduate School.

The stipend is a 12 – month award. The PhD program is a full-time program of study with expectation for full-time engagement over the academic year. In accordance with the Laney Graduate School policies, students may **not** accept other employment during the academic year without prior permission as defined in the Laney Graduate School handbook. Students are encouraged to seek summer experiences in research and grant activities. All eligible students are expected to submit an NRSA or comparable fellowship applications as early as possible, but no later than the summer after the second academic year of the program. This application is an important activity within the student's trajectory

of professional development as well as the development of their plan of research. When students receive an individual or institutional NRSA, they are expected to be engaged in full-time research training; therefore, the agreements and terms of the award will prevail.

### **Merit Awards and Employment Restrictions**

The terms of a merit award (a fellowship carrying a stipend) made by the graduate school may prevent a graduate student from gaining employment. A student who receives a stipend should consult with his/her director of graduate studies and obtain the permission of the Dean of the Laney Graduate School before accepting employment concurrently with the receipt of a merit award.

## **Student Advisement Structure and Process**

### **Academic Advisor**

Upon admission the process of advising entry-level doctoral students is formally initiated with the assignment of an academic advisor. The advisor is responsible for assisting the student with course selection, scheduling, designing a program of study, and reviewing course offering schedule, student guidelines and graduation requirements.

The academic advisor is assigned for year one. After that time, the student may elect to change to another advisor at any time, by application to the Director of Graduate Studies.

Specific responsibilities of the advisor are to:

1. Interpret the doctoral program curricula, requirements and policies to the student
2. Assist the student to define objectives for his/her course of study
3. Assist the student to plan his/her program of study in accordance with program requirement individual research interests and career goals
4. Assist the student with registration procedures, specifically approving and signing all registration materials, drop-add forms and other records
5. Monitor the student's academic progress through communication and discussion with faculty teaching doctoral courses, tracking academic progress through grades, and having regularly scheduled meetings with the student throughout their course of study.
6. Submit the Individual Plan of Study to the program administrative assistant by second month of fall semester. Updated record will be filed in student's file at the end of each academic year.



7. Maintain student PhD Plan of Study Record.
8. Facilitate student funding for Years 3-4 as needed.

### **Procedure for Changing Advisors**

Students are assigned an advisor when they matriculate. If after the end of the first year, students believe that another faculty member would be a better match, they should first email their advisor indicating that they want to change advisors, then talk to their prospective advisor to ensure their availability, and finally send an email to the Program Coordinator, Jean Harrell and the Director of Graduate Studies, Ann E. Rogers notifying them of the change. This final email should also be copied to the original and new advisor.

### **Individual Plan of Study**

Each student and academic advisor should file an Individual Plan of Study identifying all courses, electives, and independent studies that are planned. Part A of the Plan of Study should be completed and submitted to the Program Director/Director of Graduate Studies and filed in the student's file by the end of the second month of fall semester of Year 01. The Plan of Study is reviewed again by the Dissertation Advisor and the Dissertation Committee at the end of Year 2 and any additional course work recommended by the committee to augment dissertation studies is added at that time.

### **Dissertation Committee**

#### **1. Overview of the Committee**

Dissertation Committee members must be doctoral-prepared faculty who have been approved for Emory University Graduate Faculty status; they must be at the assistant professor level or above or be similarly qualified if from outside the University. Members are chosen on the basis of expertise related to the student's research topic. The Committee will include a minimum of three faculty: (1) the research advisor who may serve as the chair and two (2) other faculty from the University community. Two members of the Committee must be Nell Hodgson Woodruff School of Nursing graduate faculty.

The student in collaboration with the Dissertation Committee Chair selects the other Dissertation Committee members. The Chair provides to the Director of the doctoral program, in writing, the names of the faculty members selected for the committee. The Director of the doctoral program refers the committee recommendations to the Dean of the Laney Graduate School for final approval, and requests graduate faculty status for persons not Emory University faculty members. Modifications can be requested as needed.

## **2. Function of the Committee**

The Dissertation Committee is responsible for assisting the student in creating and executing an original, publishable research project, assisting in the preparation of an acceptable dissertation and administering the final oral examination (*a.k.a.*: dissertation defense). The first formal Dissertation Committee meeting should be held no later than six months following completion of the preliminary examination. Any change in the membership of the committee must be approved by the Program Director/Director of Graduate Studies (DGS) and is subject to approval by the Department Chairs and Associate Dean within the context of overall faculty work load.

## **3. Formation of the Dissertation Committee**

The Dissertation Committee is selected during the spring of year two, but no later than the end of the summer of year two. The committee is selected by the student in consultation with the advisor. Once the committee is selected, a list of the members is submitted to the Program Director/Director of Graduate Studies for approval. The DGS then forwards this information to the Laney Graduate School. The minimum 3-member committee must include the dissertation advisor, at least one other graduate faculty member from the NHWSON, and one member from outside the NHWSN. The outside member may be drawn from the larger Emory graduate faculty. Additional members including those outside members may be included at the discretion of the student and advisor. The advisor must be present at all meetings, and ALL members must be present and/or able to participate for the student's final oral defense of the dissertation.

## **4. Suggested Format and Frequency of Committee Meetings**

The first committee meeting should be held no later than six months following successful completion of the Preliminary Exam. An important function of the Dissertation Committee is to determine whether the student is making adequate progress. Students scheduled to meet with their committee should prepare a brief written summary or agenda of items to cover during the meeting, and to distribute this to their committee at least one week prior to the meeting. The summary should include a progress report of the research project, focusing on what has occurred since the previous committee meeting. Students experiencing significant difficulty in scheduling a committee meeting should contact the Dissertation Committee Chair.

The frequency of meetings may be increased at the discretion of the committee at any time during this period. In cases where student progress is deemed inadequate, the committee may opt to identify specific goals for the following period. If the committee subsequently determines that lack of progress is due to insufficient effort on the part of the student, this may constitute grounds for cancellation of stipend support or referral to the Graduate Faculty Committee for progress evaluation and recommendations for continuation or termination from the program.

## **5. Committee Meeting Summary & Progress Report**

A summary of the Dissertation Committee meetings and progress should be prepared by the academic advisor and placed in the student's academic record. The research advisor based on outcomes of the

committee meetings prepares this. Concerns about student progress should be brought before the graduate faculty of the School of Nursing by the research advisor.

## **6. Student Responsibilities**

The student is responsible for meeting the Laney Graduate School and Nell Hodgson Woodruff School of Nursing requirements for a degree within a reasonable timetable. In addition, all students should familiarize themselves with and adhere to the Graduate Student Honor Code as outlined in the Laney Graduate School Student Handbook. This describes the professional standards and conduct expected of all graduate students, as well as the procedures for reporting and adjudicating any violations. Continuance of stipend support is predicated upon satisfactory progress by the student toward a degree as documented by the research advisor and Committee as noted above.

## **Student Progression**

The benchmarks of successful student progression and completion of the program are:

- Preliminary Examination and dissertation proposal defense which confers admission to candidacy
- Successful completion and defense of dissertation research

### **The Preliminary Examination**

The preliminary examination is the first milestone to be reached by a doctoral student in the progressive evaluation process in fulfillment of the objectives for the proposed program and the PhD degree. The student is eligible to take the preliminary exam upon completion of 18 hours of Advanced Study. This examination is scheduled for completion in May following the first year in Advanced Study.

Students who enter the PhD program in Fall 2017 or later take the preliminary exam in May following their first year of study. .

The preliminary examination is a written examination that will be created by the faculty teaching first year courses e.g., NRSB 700, NRSB 705, NRSB 730 and NRSB 732. The exam will consist of three questions reflecting the program objectives and first year coursework. Responses will be limited to 4 to 5 pages per question. All students will receive their exam on the same day and have 72 hours to complete the exam.

Students responses will be distributed to committee members, each of whom will serve as the primary reviewer for the question that he/she developed. However, all members of the examination committee will read all responses to all questions. Within one month, the Committee will meet and determine whether or not the student has passed. If the student does not pass, he/she must successfully complete the examination (or the individual section failed) before beginning the third year of study.

The examination has two possible final outcomes, “pass” or “fail,” decided by the committee developing the examination.

The examining committee will determine the form and content of the re-examination if needed. The committee will evaluate the retake of the preliminary examination and determine the grade of pass or fail. Failure to pass the preliminary examination will result in the student being no longer allowed to continue the doctoral studies program.

### **Dissertation Proposal**

Students who entered the program **before** Fall 2017 have 12 months to complete the dissertation proposal upon successfully passing the preliminary examination and completing all coursework. If the dissertation proposal is not completed in this time period, the Chair of the Dissertation Committee will meet with the student on her/his progress. The student is then responsible for developing a written plan for completion of the dissertation proposal and submitting this to the dissertation committee for approval within two weeks of meeting with the Dissertation Committee Chair.

The completed dissertation proposal must be submitted to the dissertation committee at least two weeks in advance of the dissertation proposal defense date. Failure to successfully complete the dissertation proposal according to the proposed timeline will result in recording a grade of “unsatisfactory” for NRS 795.

At the defense, the student presents the proposed research and answers questions posed by the dissertation committee members. Areas to be included in the oral presentation will be specified by the student’s Dissertation Committee. The dissertation proposal must be defended orally before the dissertation research can be initiated.

The proposal defense is graded on a Pass, Pass with revisions, or Fail basis by unanimous vote of the dissertation committee members. If there is not congruence among members of the dissertation committee, the dissertation committee will meet with the Director of Graduate Studies to determine the next course of action. If revisions are requested, the Chair of the Dissertation Committee will monitor the completion of the revisions as requested by the dissertation committee members.

The approved dissertation proposal serves as a written agreement between the student and the dissertation committee regarding the expectations, limitations, and scope of the dissertation work.

Upon the successful defense of the dissertation proposal, the student will submit an application for candidacy to the Laney Graduate School.

All students who enter the PhD program in Fall 2017 or later must reach candidacy by September 15<sup>th</sup> of their 4<sup>th</sup> year. Candidacy requirements include required coursework, exams, an successful defense of the dissertation proposal. Students who do not meet this deadline will be placed on probation, will not be eligible for PDS funds and may forfeit financial support. These sanctions will be lifted when the student enters candidacy.

This deadline may be extended if the student has taken a leave of absence (please see <http://www.graduateschool.emory.edu/academics/policies/absence.html> for policies regarding leaves of absence and parental accommodation).

### **Dissertation Proposal Format**

The dissertation proposal will consist of a polished, grant application (such as a submission-ready NRSA or equivalent) and other supporting materials as negotiated with members of the Dissertation Committee.

Dissertation

After the completion of work proposed in the dissertation proposal, the student is expected to submit the completed work as a dissertation. Students may elect to choose one of the following dissertation formats: a full dissertation format or three publishable paper format as described below. Students are expected to discuss their preferred format with the Chair of the Dissertation Committee.

### **Full Dissertation Format**

The traditional dissertation consists of 5 discreet chapters. The chapter content may vary depending upon the nature of the completed study. The content should be discussed with the Chair of the Dissertation Committee. Generally, the full dissertation format should include the following sections:

- **Abstract**: An abstract that includes the full dissertation and be no more than 350 words (not counting title and author's name), with structure determined by the doctoral dissertation committee).
- **Chapter One**: Introduction and Specific Aims. This section should: (1) provide an introduction, list the broad, long-term objectives and what the specific research is intended to accomplish; (2) state the research questions to be addressed or hypotheses to be tested; and, (3) provide a conceptual/theoretical framework.
- **Chapter Two**: Background and Significance. This section should: (1) provide a review of the literature leading to the research proposal, critically evaluate existing knowledge, and specifically

identify the gaps which the proposal is intended to address; and, (2) concisely state the importance and relevance of the research by relating the specific aims to the broad, long-term objectives.

- Chapter Three: Proposed Research Design and Methods. This section should: (1) describe the research design (design, sample, variables and measures, data analysis plans) and the procedures to be used to accomplish the specific aims of the project; (2) include any pilot work or preliminary studies related to the proposal; (3) include how the data will be collected, analyzed, and interpreted; (4) describe any new methodology and its advantage over existing methodologies; and, (5) discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.
- Chapter Four: Results. Describe the results of the completed data analysis. Include relevant tables and graphs to illustrate the findings.
- Chapter Five: An integrative summary of findings, strengths, limitations and implications for research and practice.

### **Three Publishable Paper Format**

Students who choose the three publishable paper format will submit the following:

- Abstract that addresses the dissertation content and be no more than 350 words (not counting title and author's name), with structure determined by the doctoral dissertation committee.
- Introductory chapter that includes an updated literature review that builds on the review developed as part of the dissertation proposal.
- Preparation of three manuscripts to peer-reviewed journals. The student and her/his committee will agree on the nature and topics of the three manuscripts, but all must be clearly linked to the aims established for the dissertation.
- A final integrative summary and synthesis

If the three-paper format is selected, permission to reprint will be required from the copyright holder if one or more paper is already published and the student desires to copyright the dissertation. If one or more manuscript is still in the review process, the copyright issues will have to be resolved at time of publication.

## **Application for Admission to Candidacy, Doctor of Philosophy**

This application may be made when preliminary requirements are successfully met (course work, TATTO, preliminary examination, JPE, acceptance of the proposal by the dissertation committee), but must be made at least one semester before the semester in which the PhD is to be awarded. The application for Admission to Candidacy is available on the Laney Graduate School website at [www.gs.emory.edu](http://www.gs.emory.edu) under Academic Progress Forms. The form is in pdf format and requires the signature of the Director of Graduate Studies. The student submits the signed form and a copy of their transcript online to Laney Graduate School.

## **Grading for Dissertation Credits**

All students should register for dissertation research credits as S-U (Satisfactory-Unsatisfactory).

## **Dissertation**

The dissertation is the final milestone to be completed by a doctoral student to fulfill the objectives of the PhD in nursing degree. The goal of the dissertation is to engage the student in the research process. The purpose of the dissertation is to demonstrate the student's development as a scholar through implementation of the research process.

A student successfully completes the dissertation when he or she:

1. Articulates a theoretical framework that extends or advances knowledge and/or contributes to human/reality understanding of the patient care phenomenon selected for study,
2. Conducts an investigation of a research question relating to some aspect of nursing science and patient care,
3. Completes an investigation that lends itself, in part or in whole, to publication in a refereed journal;  
and
4. Writes a scholarly dissertation and defends the dissertation.

## **Dissertation Defense: Final Oral Examination**

During the period of research the Dissertation Committee should meet at least twice per year with the student. The Committee should approve the format of the final dissertation before it is written. There

are three acceptable formats for the dissertation; all must conform to the Laney Graduate School guidelines. The first of these formats is the traditional five (or more) chapter dissertation. The first of these formats will, in general, consist of an original account of the background, approach, and conclusions of the student's research. Usually the first three chapters of the proposal are expanded as the first three chapters of the dissertation. Chapter four presents the results of data analysis, and chapter five includes discussion, conclusions and future research areas. The second acceptable format is the two publishable manuscripts and the third is the three-paper format.

Whatever the format agreed upon by the committee and candidate, a copy of the dissertation must be submitted to all members of the Committee at least two weeks before the pre-defense meeting. The Committee then meets to decide if the document is acceptable and defensible. When accepted, the final examination is scheduled.

In order to be awarded the PhD degree, each student will successfully complete a final oral examination of the dissertation and submit a final electronic version of the dissertation document, approved by the Dissertation Committee to the Laney Graduate School. The Dissertation Committee serves as the final oral examining committee. Members of the committee must receive the completed dissertation in its final form a minimum of three (3) weeks before the candidate's final examination.

The dissertation defense final oral examination is scheduled by the student with the approval of the Committee and the Program Director or Director of Graduate Studies. The student also is required to submit the information to be included in the dissertation flyer to the Program Coordinator at least two weeks prior to the scheduled defense so that a flyer announcing the oral defense may be prepared and distributed to all program faculty and students. The Committee with the Dissertation Advisor serving as Chair administers the examination. The examination is open to the public and members of the University community. An initial 30 - 45 minute presentation is given by the student. Anyone attending may ask questions. After the public presentation, the audience is dismissed and the Dissertation Committee may further question the candidate. The success of the oral defense is determined by a vote of the official committee. The decision to award the degree must be unanimous. The Dissertation Committee may request changes to the final written document, and the Dissertation Committee Chair will be responsible to assuring that the student has made the changes before final sign-off. The candidate will be informed of the outcome. If necessary, reexamination will be held within six (6) months from the date of the defense of the first examination. The Dissertation Committee Chair notifies the Director of Graduate Studies and the Laney Graduate School of the date of the second examination if necessary. The candidate may re-attempt the final oral examination only once.

### **Report of Completion of Requirements for Doctoral Degree.**

**An Application for Degree must be completed and submitted by the student during the semester the student intends to complete the requirements for the degree. Should the student not meet the requirements, they must reapply for the degree again. The dissertation advisor will report to the Director of Graduate Studies and to the Laney Graduate School regarding the acceptance of the**



dissertation. Upon completion of a successful defense, the student must complete and submit the form “Report of Completion of Requirements for Doctorate” (which can be found on the LGS website and in the LGS student handbook), signed by all committee members and the Director of Graduate Studies. Instructions for electronically submitting the dissertation is located on the Laney Graduate School website at [www.gs.emory.edu](http://www.gs.emory.edu) under Degree Completion.

### **Program Monitoring and Evaluation**

Standard evaluation currently observed in the School of Nursing has been adapted to meet the unique demands of this doctoral program. Routine evaluation conducted at the end of each course will be augmented by written synthesis obtained from students and the core faculty. This feedback is conveyed to the committee that is charged with systematic review. This committee has overall authority and responsibility for the cohesion and integrity of the program, including revisions based upon student and faculty evaluation.

### **Student Conduct/Honor Code/Professional Behavior**

Students in the doctoral program in the School of Nursing are responsible to the Laney Graduate School Honor Code and its procedures (see the LGS Handbook). As professionals they are also responsible to the School of Nursing and should abide by the School of Nursing standards. Therefore, the doctoral student body will elect one doctoral student to serve on the Honor Council for a period of two years (see qualifications below). The elected doctoral student will contribute to discussions of student conduct, professional behavior and Honor Code and will abide by the process and procedures stated in the School of Nursing’s undergraduate handbook.

#### **Qualifications**

To be considered a member of the Honor Council a student must be in good standing, not on academic probation and display qualities of honesty, integrity and maturity. It is recommended that the member have an interest in dealing with ethical issues, academic misconduct, professional ethics, and an ability to work under pressure and be willing to commit time as required by the Council.

#### **Plagiarism**

In an effort to unify the Nell Hodgson Woodruff School of Nursing in a common understanding of “plagiarism,” the following official definition has been approved and placed on each class board for

easy access to students and faculty. It is each student's responsibility to know and understand this definition and to direct further questions on individual projects to the appropriate faculty members.

### **Plagiarism – A Definition**

Plagiarism is essentially a false representation of authorship and consists of the reproduction, in whole or in part, of a manifestation of intellectual endeavor by someone who by statement or implication holds himself/herself out as its creator. The term "intellectual endeavor" as applied to authorship includes *words, ideas and unique methods of treatment*. Even though the copied material is not identical to the original, if the *essence of the original* is used then the offense is committed. Plagiarism is *not* committed by the use of ideas common to educated people or by a new treatment of a subject that has been dealt with by someone else.

*Adapted from Encyclopedia Americana. New York: American Corp., 1992.*

## **Guiding Principles for Attribution, Authorship and Protection of Intellectual Property**

### **Assumptions about Authorship**

1. Authorship is the primary mechanism for determining the allocation of credit for scientific advances, discovery, and thought.
2. In addition to credit, authorship also conveys an important responsibility for the accuracy, integrity, and defense of the research or manuscript.
3. The complexity of contemporary research projects frequently requires contributions from many individuals with different specialized skills which generates issues related to:
  - criteria for inclusion as an author,
  - sequence of authors,
  - ability of each author to evaluate and defend all aspects of a study,
  - separation of various results to reach multiple audiences.
4. Conventions for allocating credit vary greatly by discipline and research groups. Guidelines for apportioning credit are subject to change based on the particular situation and/or journal.

## Guiding Principles

1. Each group of authors (whether comprised of faculty, students, research associates, or some combination) should freely discuss and resolve questions of authorship and access to data/information before and during the course of a study or project.
2. Authorship should be based on a significant contribution to the conceptualization, design, execution and/or interpretation of the research study, as well as a willingness to take responsibility for the defense of the study should the need arise. In other words, authors are those individuals who have made an intellectual contribution to the study or project.
3. Each author should be willing to support the conclusions of the study and be willing and able to defend their contribution to the study.
4. Each author should review material that is to be presented in public forums or submitted for publication. Abstracts as well as original and revised manuscripts should be subjected to this process.
5. In interdisciplinary work, consideration should be given to preparing brief statements about the exact contribution of each author to the work described in each communication.
6. The submitting author should be considered the primary author with the responsibility of coordinating the completion and submission of the work, and coordinating responses of the group to inquiries (requests for reprints, permission to use instruments, etc.) or to challenges. The submitting author should be willing to certify that each author has reviewed and authorized the submission of the manuscript. (Some journals now require signatures from each author before publication while other journals require the submitting author to certify the responsibility of all listed authors.)
7. Individuals who have contributed certain advice, reagents, analyzes, patient material, space support, etc. should be acknowledged but not be listed as authors unless they are fully able to meet criteria listed in principles 2 and 3 above.

8. In an academic environment, free exchange of ideas and creative thought is desired. In a lifetime of reading, theorizing, and experimenting, a person's work will inevitably incorporate and overlap with that of others. However, systematic, unacknowledged use of techniques, data, words, or ideas or others, whether published or not, is considered plagiarism. Erring on the side of excess generosity in attribution is best. (National Academy of Science, 1989, p. 18)

## Sources

1. National Academy of Science Committee on the Conduct of Science, *On Being a Scientist*, Washington, DC: National Academy Press, 1989.
2. NIH Guidelines for the Conduct of Research at the National Institutes of Health, Bethesda, MD, 1990.

Institute of Medicine, Report of a Study: The Responsible Conduct of Research in the Health Sciences. 1989, Washington, DC: National Academy Press

## GRIEVANCE POLICY

Students who have a grievance related to some aspect of their PhD program in Nursing should report it to the DGS. The student should describe the grievance and relevant details in a letter addressed to the DGS, who will try, if possible, to resolve the grievance in conversation with the student and relevant parties. If this is not successful, the DGS will appoint a committee of three Nursing Graduate Faculty members selected from the PhD Nursing program's Executive Committee. These three members will not have direct association with the student issue (e.g., a mentor, course, qualifying exam items, etc.) who will review the grievance and provide a response. The committee will then inform the student of their response to the grievance. If it is impossible to resolve the grievance within this committee or within the framework of the Nursing PhD Program administrative structure, the DGS will forward the grievance to the Office of the Senior Associate Dean of the LGS. From this point forward, the grievance will be handled according to the Grievance Procedure outlined in the LGS Handbook. If the issue is with the DGS, the student should report the grievance to the Associate Dean of Education in Nursing. If the issue is both with the DGS and the Associate Dean of Education in Nursing, the student should go directly to the Senior Associate Dean of the LGS.

## General Information

### Communication

#### Mail Folders

Student mail folders are located on the plaza level of the School of Nursing. These mail folders should be checked regularly, this is where all phone messages, mail, faculty notices, etc. from the School of Nursing are distributed.

#### E-Mail

All students in the School are issued Emory e-mail accounts. Email is an official form of university communication and the Laney School of Graduate Studies will use email for most of its official communication with the students and programs. Information about how to initiate and use this means of communication is provided by the Learning Resource Center coordinator in the School of Nursing. The Learning Resource Center is located in Room 117 in the School of Nursing. Subsequent questions or problems should be directed to the Computer Support Center at Cox Hall, telephone (404) 727-7777.

You are required to adhere to School of Nursing and Emory University policies regarding mailing lists when sending e-mails. The e-mail distribution lists are intended for professional and business use only. Listings that contain jokes, inspirational messages, and announcements unrelated to the School are in violation of the Nursing School's computer policy and the University's guidelines on the ethical use of information technology.

#### Bulletin Boards

Bulletin boards are located on the plaza level of the School of Nursing. All posted notices must receive the approval of the Office of Admissions and Student Services.

#### Weather

In the event of closing or delayed opening due to inclement weather, you may call (404) 727-1234. Weather-related University closing or opening delays are also broadcast on local Atlanta radio and television stations, including, but not limited to, WSB-AM (750), WSB-FM (98.5), WSB-TV (2), WAGA-TV (5), WXIA-TV (11), WQXI-AM (790), WYAY (106/104), WFOX (97.1), WAOK, WGST-FM (105.7), WGNX (46), and WALR (104.7).

#### Career Opportunities

The Office of Admissions and Student Services provides career information, school and hospital catalogs, and brochures, and current job opportunities. Check the office regularly if you are seeking employment. Additionally, the University Career Center offers free career counseling,

testing, and job assistance. The Career Center is located at 1784 N. Decatur Road, Suite 200, and can be reached at (404) 727-6211.

### **Address and Telephone Changes**

It is important that your current address and telephone number are listed accurately with Emory's student information system, OPUS. It is your responsibility to keep this information updated through your OPUS account at [www.opus.emory.edu](http://www.opus.emory.edu).

## Administration

Dean

Dr. Linda McCauley, (404) 727-7976

Ms. Donita Crocket, (404) 727-7975  
Sr. Executive Assistant

Director of Graduate Studies

Dr. Drenna Waldrop-Valverde,  
(404) 727-5122

Ms. Jean Harrell, (404) 727-6923  
Graduate Program Administrator

Associate Dean for Academic Advancement  
Associate Dean for Finance and Administration  
Associate Dean for Research  
Associate Dean /Chief Development Officer

Dr. Sandi Dunbar, (404) 727-6939  
Vacant, (404) 727-4348  
Dr. Betsy Corwin, (404) 712-9286  
Ms. Amy Dorrill, (404) 727-6264

Lillian Carter Center for International Nursing  
Administrative Director  
Clinical Associate Professor and Academic Coordinator

Ms. Kathryn Kite, (404) 727-3063  
Dr. Lynn Sibley, (404) 712-8428

## Educational Resources

The School of Nursing provides students with a number of educational resources designed to support them in meeting their academic goals. These resources include:

- **Instructional Technology** provides support for classroom technology and media production
- **Learning Resource Center Computer Lab** provides software and computer assistance to students and faculty as well as a computer lab workspace in the School for study, research and testing.
- **Charles F. and Peggy Evans Center for Caring Skills** is a clinical nursing skills simulation lab, which provides students with options for individualized, self-paced learning and supervised practice for clinical nursing skills. The faculty assigned to the simulation lab also assists in the selection and review models and instructional technology.

## Instructional Technology

Instructional Technology supports the educational goals of the School of Nursing by maintaining the technology infrastructure in the classrooms and the student computer lab. It also provides presentation and multimedia services for faculty, staff, and students. The Nursing School has 16 smart classrooms and seminar spaces and 6 nursing skills labs. Instructional Technology handles the day-to-day operations of classrooms including presentation support. It also offers support for classroom activities, media production and wide variety of software like Blackboard, Vidy, Adobe Connect, Echo 360, Emory Box and Skype

**Location:** School of Nursing, Room 117

**Hours of Operation:**

Open Monday–Friday, 6:00 a.m.–7:00 p.m. Staffed 8:00 a.m.–5:00 p.m.

**For help send email to** [son-help@listserv.cc.emory.edu](mailto:son-help@listserv.cc.emory.edu)

**Staff**

Steve Ellwood, Associate Director, Instructional Technology

Room 117C

404.727.7969

[steve.ellwood@emory.edu](mailto:steve.ellwood@emory.edu)

Matthew Freret, Computing Lab Coordinator

Room 117B

404.727.3473,

[mfreret@emory.edu](mailto:mfreret@emory.edu)

### Nursing Classrooms

All Nursing School classrooms are technology equipped. Each one has a computer (Windows 10), data projector, DVD player, microphone and speakers, cable TV, inputs for laptops, wired and wireless network connections, and a white board with markers. All classrooms have access to Emory Unplugged (secure) and Emory Guest (non-secure) Wi-Fi networks. All classrooms have the Echo 360, the classroom capture system. A few classrooms have special equipment for lighting and sound control. Some but not all classrooms have document cameras, telephones and/or assisted-listening devices. Smaller seminar rooms have computers with wireless keyboards and flat panel displays. These seminar spaces were designed for small group work and meetings. Some seminar spaces include webcams for videoconferencing. All classroom computers have a standard software installation that includes: Microsoft Office, Skype, Firefox, Google Chrome, and McAfee Antivirus. Additional software must be by Instructional Technology. Students can access classroom computers using their Emory NetID and password. Guests can use classroom computers by using the Guest account. Guest account information is posted in each classroom on the monitor.



## Learning Resources Center

The Learning Resources Center (LRC) is the Nursing School's computer lab. It has fifty-five Windows 10 computers. It also has printers, a FAX and a photocopier for students. Wireless printing is available in the LRC and the Plaza level student lounge. All students can use the LRC as their work or study space while at the school. The LRC is also used for computer-based student tests.

### Learning Resource Center Policies and Procedures

- The computers in the LRC are only for the use of currently enrolled nursing students, faculty, and staff.
- Copying software or music is prohibited. The transfer or copying of copyrighted protected software or materials is in violation of US copyright laws.
- No eating or drinking is allowed in the LRC.
- Users are requested to leave workstations clean for the next person before leaving the LRC.
- Cell phone usage is not allowed in the LRC.
- Printing in the LRC is managed by the EaglePrint system (<http://it.emory.edu/studentdigitallife/services/eagleprint/>). Students must have money on their Emory Card account and use the card to print. Only black and white printing is available in the LRC. Single-sided prints cost \$.08 per page; double-sided prints are \$.12 per page.

The Emory Student Digital Life website (<http://it.emory.edu/studentdigitallife/index.html>) lists services, spaces and support available for all Emory students.

## Office of Information Technology

The Office of Information Technology supports the educational goals of the School of Nursing by supplying and maintaining technology hardware, software, and services. A range of services is provided including desktop support, file and print services, and consulting.

**Location:** Room 118, Nell Hodgson Woodruff School of Nursing

**Hours of Operation:** Monday - Friday, 8:00 AM to 5:00 PM

### Staff

Ernesto Ince, PhD

Information Technology Manager

404.712.8459

[eince.ince@emory.edu](mailto:eince.ince@emory.edu)

Steve Ellwood  
Director of Instructional Technology  
404.727.7969  
[steve.ellwood@emory.edu](mailto:steve.ellwood@emory.edu)

Daniel Chung  
Computing Support Specialist II  
404.712.9926  
[dchung6@emory.edu](mailto:dchung6@emory.edu)

Matt Freret  
Academic Technology Specialist II  
404.727.3473  
[mfreret@emory.edu](mailto:mfreret@emory.edu)

To request help email us at [son-help@listserv.cc.emory.edu](mailto:son-help@listserv.cc.emory.edu) or go to the IT Office in room 118 for help.

**Website:** (<http://www.nursing.emory.edu/technology>)

### **Computer Service Desk - Customer Support Center**

Emory employees and students can call the Library and Information Technology Services (LITS) Service Desk to receive technical help either on/off campus. Call (404) 727-7777 for assistance.

### **Computing Center at Cox Hall**

This computer lab for employees and students is open Monday through Thursday, 9 am to 11 pm and reduced hours on Friday and Sunday. It is closed on Saturdays. The Computing Center at Cox Hall contains Windows and Macintosh desktop and laptop computers, color scanners, printers, and digital video equipment. The workstations are loaded with a variety of office productivity and multimedia applications, including video editing and DVD production software. Call (404) 727-7549 for additional information or visit the website at <http://cox.emory.edu/>

Also located in Cox Hall is the Clean Room. The Clean Room helps students with infected computers. See their website for more information. <http://it.emory.edu/student-services/support/student-technology-support/our-services.html>.

## **Faculty and Student Computing Support**

There are a wide variety of computing services available to School of Nursing faculty and students. The School of Nursing Office of Information Technology is the primary support unit for School of Nursing faculty and staff and for Emory-owned computers. Students should contact the LITS Service Desk (404) 727-7777 for support of their personally-owned computers. Students can also go to the LRC computer lab in room 117 for help. For a list of resources available to students and faculty please go to: <http://it.emory.edu/>.

## **Electronic Mail**

Students use the Emory Exchange email system. This account can be accessed by a variety of email clients but the recommended client is web-mail, available at <http://email.emory.edu>.

## **Software Acquisition**

### **Office365**

Emory uses Office365 for email. Office365 also provides free access to the MS Office suite. Office can be used as an online app or can be downloaded and fully installed locally. You can install Office on up to five computers. When you login to your Emory webmail (Office365), in the upper-left corner click on "Office 365". Click on the "Install Now" button to begin downloading the full suite.

**Emory Software Express:** <http://www.software.emory.edu/express/>

Emory Software Express is a service to download free or site-licensed software. It is available to students, faculty, and staff. Software can be downloaded from <http://software.emory.edu/express> by using your Emory Network ID and network password (the same username/password that is used for OPUS).

Endnote bibliographic software and McAfee antivirus software can be downloaded from Emory Express.

### **Software Purchases:**

Other software may be purchased from Academic Superstore (<http://www.academicsuperstore.com>) or from Amazon (<http://www.amazon.com>). These stores offer student discounts and generally have the best pricing. For example, SPSS Grad Pack can be purchased from Academic Superstore.

**OPUS: Online Pathway to University Students:** <http://opus.emory.edu>

OPUS is Emory's online student information system. Students use OPUS to check their class schedules, access their grades, and review their student financial accounts. All OPUS users must have an Emory Network ID (this is usually an e-mail name) and a network password. Students who have forgotten either a Network ID or password may go to the Computer Support Center at Suite 230 Cox Hall for assistance or call the ITD Help Desk (404) 727-7777. Any student wishing to have a password reset must show an Emory photo ID or provide a Social Security number.

**Canvas:** <http://classes.emory.edu>

Canvas is Emory's online course delivery system. Every course at Emory is set up on Canvas using information from the Registrar's system to enroll the correct students. Faculty control how much Canvas is used in their courses. It may contain basic information about a class, for instance the course syllabus, or it may contain all the materials necessary to teach and test students. Access to Canvas is controlled by password protection. All users must have both an Emory Network ID and password. Students who have forgotten their passwords may call the LITS Service Desk (404) 727-7777. The Service Desk will verify your identity before resetting your password.


## Other Resources at Emory

### The Woodruff Health Sciences Center Library

Emory's Woodruff Health Sciences Center Library (WHSC Library) offers a broad range of services and resources that support nursing education, biomedical research, and clinical care. Comprehensive print and electronic collections of books and journals may be accessed 24/7 via the internet and discoverE, the online university library catalog. The WHSC Library is located at 1462 Clifton Road, NE, Atlanta, GA 30322 on the Emory campus and is open 7 days a week. Branch libraries are located in Emory Hospital, in Emory University Hospital Midtown, in Emory Saint Joseph's Hospital and on the Grady campus.

The WHSC Library has computers, wireless internet, comfortable seating areas, and study carrels with power outlets. A quiet study area is located on the upper level. Study rooms for individuals or groups are also available; bring your Emory card to the Information Desk to request a key. Printers, copiers and scanners are available. Laptops may be checked out for in-house, short-term use.

The library provides access to many biomedical research resources, eJournals, eBooks and clinical point of care tools including PubMed, DynaMed Plus, Joanna Briggs EBP Database, AccessMedicine, CINAHL, and Web of Science. The Specialized Software Lab has computers installed with SPSS, R, ArcGIS, MatLab, NVivo and MAXQDA for quantitative, qualitative and mixed methods data analysis.

To access resources from any on or off-campus location always start at the WHSC Library website: <http://health.library.emory.edu>. When/if prompted, enter your Emory network ID and password. Once in a database, click on this button  for full text options. If full text is not immediately available you can order anything you need (free of charge) through interlibrary loan (ILL) by clicking the link, "Request through ILLiad." Article ILLs are usually filled within 24 hours as a PDF, sent to your Emory email.

The library provides reference services and conducts classes on methods of identifying, locating, and evaluating sources of biomedical information. Additional services the library provides include:

- Development of literature review strategies for thesis topics or projects
- Identification of specialized information resources or databases for research
- Assistance with bibliographic management software (e.g. EndNote, Zotero, Mendeley)

Contact Information:

- Sharon Leslie, the Nursing Informationist (aka librarian), has office hours at the School of Nursing and is available for one-on-one consultations. Contact her at [sharon.leslie@emory.edu](mailto:sharon.leslie@emory.edu) or 404-727-0285
- Use the "Ask a Librarian" online form to contact an informationist and ask a research or resource question: <http://health.library.emory.edu/ask-librarian>
- Information Desk: 404-727-8727

Hours:

- Monday through Thursday: 8:00 a.m. – midnight (Summer hours until 10:00 p.m.)
- Friday: 8:00 a.m. – 7:00 p.m.
- Saturday: 10:00 a.m. – 7:00 p.m.
- Sunday: noon – midnight (Summer hours until 10:00 p.m.)

## Woodruff Library

The Information Services Desk is located on the second floor (404) 727-6873.

Hours: Monday – Thursday: open 24 hours; Friday: closed at 8:00 p.m.

Saturday: 9:00 a.m. - Midnight.; Sunday, 12:00 noon – 24 hour access

[http://web.library.emory.edu/ 404-727-6873](http://web.library.emory.edu/404-727-6873)

## Emory Card Center

The Emory Card is a debit and access identification card. You can use the Emory Card at campus dining facilities and health services, in copy machines at campus libraries, and also to access the Woodruff Physical Education Center, campus libraries, and computer labs. The Emory Card Office is currently located in B. Jones Center, 1st Floor and can be reached by phone at 404-727-6095. The office is open Monday thru Friday from 9:00 am until 5:00 pm.

<http://www.emory.edu/EMORYCARD/>

## Photocopying

Student photocopying machines are located in the Learning Resource Center in the School of Nursing and next door in the Rollins School of Public Health. The Emory ID card may be used in these machines.

If course packets are required, they are available at the University bookstore or from School of Nursing faculty, depending on the course. The School adheres to U.S. copyright law and to Emory University policies on copying.

Copy centers are also located in various libraries on the campus, including the Health Sciences Library.

## Academic and Personal Counseling

Each student is assigned a faculty advisor who is available for curriculum planning and consultation regarding academic and other matters. Members of the faculty and administration welcome students who have special questions or concerns. Students can access a copy of *The Campus Life Handbook* online at: [http://www.emory.edu/CAMPUS\\_LIFE/about/handbook.html](http://www.emory.edu/CAMPUS_LIFE/about/handbook.html), a guide to University services and resources. This guide provides information about the wide range of services available to Emory students.

The University offers counseling for personal, psychological, religious, and legal matters through the offices of the Dean for Campus Life, the United Campus Ministry, and Student Legal Services in the Law School. The Career Center is another University resource open to nursing

students. The Center provides listings of part-time jobs open to students and offers guidance in regard to resume preparation and the job search. The Emory University Counseling Center provides outpatient services for nursing students at no charge, and psychiatric counseling is also available from Student Health Services. All student concerns are always handled on a confidential basis. In addition to the above-mentioned resources, the International Student Programs Office is available to assist international students.

## **Office of Disability Services**

Emory University's School of Nursing is committed to ensuring that all University goods, services, facilities, privileges, advantages, and accommodations are accessible to qualified persons with disabilities in accordance with the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state, and local laws.

Emory provides all persons an equal opportunity to participate in and benefit from all programs and services. The Office of Disability Services (ODS), <http://www.emory.edu/EEO/ODS>, assists students in receiving a variety of services including alternative testing, note taking, alternative media formats, interpreting, advocacy, and mobility/transportation assistance.

Eligibility for services is determined by ODS. Students must self-identify and provide proper documentation as outlined by ODS. It is the student's sole responsibility to initiate the process to be considered for accommodation. In order to initiate this process, students must notify the Office of Disability Services that they may have a disability that requires accommodation and they must complete the registration process in its entirety at the Emory University Office of Disability Services.

The ODS web page can be accessed at <http://www.emory.edu/EEO/ODS>. Further information about disability services is available upon request from the Office of Disability Services, Emory.

## **Student Health Services**

Emory University Student Health Services (EUSHS) is staffed by dedicated health care professionals who are here to meet your primary outpatient health care needs. Primary care physicians, psychiatrists, physician assistants, nurse practitioners, nurses, counselors, health educators and administrative staff comprise the EUSHS team. EUSHS offers the following services to enrolled Emory University students, spouses/qualified domestic partners and children over 18 years of age:

- Primary Outpatient Health Care
- Physical Examinations
- Confidential HIV testing
- Women’s Health and Contraception Services
- Colposcopy and IUD placements
- Mental Health Counseling and Referral
- Preventive health
- Substance Abuse Counseling and Referrals
- Allergy injections and Immunizations
- Travel Clinic
- On-site Specialty Clinic in Dermatology and referral to offsite Specialists
- Health education and wellness programming and individual consultation
- International travel clinic and immunizations
- Nutrition Counseling
- Laboratory Testing

The Emory University Student Health Services (EUSHS) operates on an APPOINTMENT ONLY system. Appointments are scheduled by calling (404) 727-7551 (press 1) during office hours, or you can schedule your own appointment through the on line appointment (Your Patient Portal).

You will be scheduled as follows:

- For routine care, appointments are scheduled up to two weeks in advance.
- For urgent conditions, an appointment or urgent consultation can be arranged for the same day.
- For most acute, but not urgent needs, you may get an appointment in 24-48 hours. The only patient visits that will be handled on a work in basis will be urgent care.

If you cannot keep your appointment, please call and cancel at least two (2) hours before the scheduled appointment time.

### **Medical Fees**

Except as otherwise noted below, Emory tuition covers exams provided by the EUSHS healthcare providers. Charges for the following services are not covered by tuition and must be paid for by the student:

- Hospitalization
- Laboratory tests and X-rays
- Consultations with physicians outside the EUSHS
- Injections, including allergy shots
- Medications and medical supplies
- Travel consultations
- Medical procedures & Colposcopy
- Physical examinations
- Specialty Clinic, Physical Exam, other Appt. No Shows



## Health Insurance

When uninsured/underinsured students become seriously ill or injured, their academic careers can be significantly threatened by substantial healthcare debt, disability or both. Therefore, all new and continuing degree-seeking and international Emory University students (including Oxford College) are required to have health insurance. Under this requirement, students must either purchase the Emory University Student Health Insurance Plan or provide documentation of enrollment in a comparable United States-domiciled plan. All degree-seeking students and all international students will have a link on their OPUS account at [www.opus.emory.edu](http://www.opus.emory.edu) requiring them to complete the waiver process on-line by the deadline date.

If a student has not waived out of the Emory Student Health Insurance Plan by the date of Emory's pre-term Student Financial Services bill, he/she will be automatically enrolled in the Emory/Aetna plan. However, the student will still have until the first day of fall semester to complete a waiver and have the insurance enrollment and charge reversed.

**Students will need to complete the annual insurance enrollment/waiver process each year they are enrolled at Emory.** If the student wishes to be enrolled in the Emory University Student Health Insurance Plan, that enrollment will happen automatically at the end of the waiver process.

In order for an insurance plan to meet the Emory University mandatory insurance waiver criteria, the insurance plan must feature, at a minimum, all three of the following:

1. Coverage that allows the insured student to receive outpatient, emergency, specialist and inpatient care, diagnostic testing and procedures, and mental health inpatient and outpatient care, including alcohol and substance abuse treatment, in Atlanta, GA. (Please note that coverage in Atlanta for emergency care only does not meet this waiver criterion.)
2. An individual annual deductible not greater than \$2,500 per policy year. If the annual deductible exceeds \$2,500, the insured student must have an approved Healthcare Savings Account (HSA) that will allow the student to seek needed medical and mental health care when recommended by a healthcare provider and will cover all deductible expenses over \$2,500.
3. The insurance must be provided by an insurance company domiciled in the United States (or an international insurance company with a United States partner for handling of insurance claims in the United States).

## Transportation

There are free bus services that serve Emory University Hospital (EUH), Emory University Hospital Midtown (EUHM), and Grady Hospital.

The EUH/EUHM shuttle leaves Emory University Hospital at 10 minutes after the hour between 6:10 a.m. and 7:10 p.m. and arrives at Emory University Hospital Midtown approximately 30 minutes later. A second shuttle runs between Emory University Hospital, Grady Hospital, and Emory University Hospital Midtown. The bus leaves Grady every half hour from 6:10 a.m. until 6:10 p.m. Shuttle maps are available on both shuttle buses at the Office of Parking Services, (404) 727-PARK.

If you have any questions about the transportation services contact a transportation services representative or visit the Transportation Services Offices in the Clairmont Campus Parking Deck (1945 Starvine Way, Atlanta, 30322).

**Office Hours:** Mon-Fri 8:00am-5:00pm

**Phone:** 404-727-1829

**Fax:** 404-727-5930

**Email:** [shuttles@emory.edu](mailto:shuttles@emory.edu)

### **Campus Map**

The Emory University campus map can be viewed on the web at <http://www.emory.edu/MAP/>.

## APPENDICES

## **Appendix A List of PhD program in Nursing Courses**

### **Required Courses**

NRSG 700 Philosophy of Science and Nursing Theory (3 s. h.)

NRSG 705 Endogenous and Exogenous Determinants of Human Health (3 s. h.)

NRSG 710 Principles of Health Outcomes Research (3 s. h.)

NRSG 730 Measurement and Design in Nursing Research (4 s. h.)

NRSG 732 Theoretical and Scientific Basis for the Study of Clinical Phenomena (3 s. h.)

NRSG 734 Qualitative Methods

NRSG 790 TATTO Course, Nursing

BIOS 500 Statistical Methods I (4 s. h.)

BIOS 501 Statistical Methods II (4 s. h.)

JPE 600 Core Course, Jones Program in Ethics

TATT 600 Graduate Arts and Sciences Course (1 s. h.)

TATT 605 Teaching Assistantship (2 s. h.)

TATT 610 Teaching Associateship (2 s. h.)

### **Current Electives Offered within the School of Nursing:**

NRSG 731 Advanced Applications of Measurement Theory in Clinical Research (3 s. h.)

NRSG 733 Health Risk Interventions and Outcomes in Chronic Conditions (3 s. h.)

NRSG 736 Quantitative Analysis of Clinical Research Data (2 s. h.)

NRSG 737 Biomethods in Health Related Research (3 s. h.)

NRSG 540 Network Science for Nursing Research (2 s. h.)

NRSG 740 Omics in Health and Disease (3 s. h.)

NRS 741, Big Data Analytics for Healthcare (3 s. h.)

Electives will be offered on a rotating basis. See Jean Harrell to obtain copies of course syllabi and the schedule for elective offerings

## **Appendix B:**

### **Frequently Asked Questions about Dissertation Advisor and Committee Selection**

One of the most important decisions made by a graduate student is the choice of research advisor. The following criteria should be considered when evaluating potential advisors.

#### **1. Likely projects leading to publications**

What is the faculty member's track record for publication? Are these publications in quality journals?

A creditable and competitive degree program in an experimental or health science should result in one or more full-length publications resulting from research. Thus a faculty advisor who publishes research findings should be able to provide mentorship in this area.

#### **2. Support for the research**

Is there a research grant, e.g. peer-reviewed funding, which can facilitate the purchase of necessary materials and services needed? How are funds committed toward other people and projects?

An important measure of the quality and importance of the research effort is that external review by scientists knowledgeable in the field has led to the award of competitive funds to support the project area. Such grants also reflect the judgment that training and past accomplishments of the principal investigator warrant the grant. Faculty who have grant support will typically provide a copy of the scientific portion of the application to a student who wishes to peruse it.

#### **3. Nature, scope and training to be provided by the research project**

How certain are scientific outcomes from the program of research? Is it likely that a breadth of research techniques can be learned such that the student will learn the skills necessary to develop an independent program of research?

First class training for a contemporary nurse scientist must provide a breadth of research experiences that significantly augment formal course work and research residencies. It can be argued that a good research problem would be sufficiently open-ended to allow several aspects of a major question to be approached through multiple methodologies. A student should discuss research possibilities with each of several faculties to see what may be of mutual interest.

#### **4. Character of the advisor and his/her associates**

What is the depth and breadth of the advisor's training and research experience? How versatile and technologically proficient are associate personnel (technician, postdoc, student) in a given research group?

In general, a more established faculty member may have a larger group of associates or potential collaborators. These must often be relied upon to teach particular techniques. The senior faculty person may be committed to a range of duties, which precludes availability for immediate direct supervision. Hence, if frequent or constant need for direction is desirable, one should be clear it could be provided.

This aspect of training can differ from student to student depending on their past experiences, research residencies and extent of independence they exhibit, need, or desire. The long-range value of a faculty advisor is also based in part on outside contacts and knowledge of postdoctoral and job connections. A student should meet any associate personnel for a sense of how well they interact as well as whether there appears to be a desirable ambiance in a group.

## **5. Area of Research**

How interesting is the subject area? What are ultimate directions and goals?

After consideration of other factors one should reflect on long-term goals and motivations. Postdoctoral research in another research program is usual and necessary before competing for most jobs. Keep long-range goals regarding your research career development in mind.

## Appendix C: Data Use Agreement (sample)

May need to be revised depending on source of data set

The following is a listing of terms for the use of the data set gathered in the (agency) \_\_\_\_\_ funded research grant entitled \_\_\_\_\_ under the direction of (faculty) \_\_\_\_\_. These terms are intended to insure that there is a common result from the thesis project.<sup>1)</sup> The data are to be used solely for the study of the research questions contained in the dissertation proposal. The data or syntax developed for the project may not be released by the student in any form to anyone other than Dr. (faculty) \_\_\_\_\_ at any time.

2) The student agrees to destroy any copies of the data and remove from any storage devices copies of the data set and syntax at the conclusion of the dissertation project or dissemination effort.

3) The student must clear with the PI any effort to disseminate the findings from the project. Efforts to disseminate include but are not limited to: manuscripts for journal submission, abstracts for presentations or posters, presentation of findings for employment interviews, presentation of data or results on web sites, etc.

4) If the findings from the dissertation project are deemed publishable, (faculty) \_\_\_\_\_ agree to work with the student to develop a manuscript for submission, with the student as first author. If the student declines to participate in this process or fails to submit a manuscript within 6 months following completion of the dissertation defense, the PI (Dr. \_\_\_\_\_) may use any part of data analysis and dissertation for dissemination. It is expected that in this case, the student will be invited to serve as secondary author.

By signing below all parties, agree to comply with these terms,

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Faculty or owner of data set Date

\_\_\_\_\_  
Other faculty involved in original data set Date



## Appendix D:

### Doctoral Program Milestones

#### MSN Entry

Outcome		Date/Initials
<b>First Year</b>	Coursework for first year reviewed with student and approved by academic advisor	
	Detailed program of study reviewed with student, approved by academic advisor, and a copy submitted to the Graduate Program Assistant's office by the end of the second month of fall semester	
	External funding plans (NRSA) are developed during spring and summer of first year. External funding plans are finalized for targeted submission date by end of first semester second year	
	Preliminary Exam completed during the summer	
<b>Second Year</b>	Coursework for second year reviewed and approved by advisor. If there are any changes, a revised program of study should be submitted to the Graduate Program Assistant Office.	
	External funding submitted and revised if required	
	Dissertation committee selected and approved by dissertation chair and officially appointed by Dean of the Graduate School by end of spring semester second year	
	Dissertation topic approved by dissertation committee	
<b>Third Year</b>	Application for admission to candidacy filed in the Graduate School at the beginning of Fall Semester	

	Dissertation proposal successfully defended and approved by dissertation committee	
	Application for graduation filed in Graduate School office during semester of anticipated graduation	
	Dissertation successfully defended during oral defense	
	Final copies of dissertation have been sent to Graduate School	

**Appendix E:**

**Doctoral Program Milestones**

**BSN Entry**

<b>Outcome</b>		<b>Date/Initials</b>
<b>First Year</b>	Coursework for first year reviewed with student and approved by academic advisor	
	Detailed program of study reviewed with student, approved by academic advisor, and a copy submitted to Graduate Program Assistant Office by the end of the second month of fall semester	
	External funding plans (NRSA) are developed during Spring and Summer of first year. External funding plans are finalized for targeted submission date by the end of first semester second year	
<b>Second Year</b>	Coursework for second year reviewed and approved by advisor. If there are any changes, a revised program of study should be submitted to the Graduate Program Assistant Office.	
	Preliminary examination successfully completed during the summer of the second year.	
	External funding submitted and revised if required	
<b>Third Year</b>	Dissertation topic approved by dissertation committee by end of first semester third year	
	Dissertation committee selected and approved by dissertation chair and officially appointed by Dean of the Graduate School by end of first semester third year	
<b>Fourth Year</b>	Dissertation proposal successfully defended and approved by dissertation committee	

<b>Fifth Year</b>	Application for admission to candidacy filed in Graduate School office	
	Application for graduation filed in Graduate School office during semester of anticipated graduation	
	Dissertation successfully defended during oral defense	
	Final copies of dissertation have been sent to Graduate School	