STUDENT HANDBOOK

Doctor of Philosophy in Nursing Program

(PhD)

The Graduate Center of CUNY
365 Fifth Avenue
New York, NY 10016

The College of Staten Island
2880 Victory Blvd.
Staten Island, NY 10031

Updated: February 2, 2016

Hunter College
Brookdale Campus
425 East 25th Street
New York, NY 10010

Herbert H. Lehman College
Bedford Park Blvd. West
Bronx, NY 10468
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Operator: 212-817-7000

Security (ID Office): 212-817-7777

Bursar: Room 8105.07
Telephone: 212-817-7680
Fax: 212-817-1637
Email: bursar@gc.cuny.edu
http://www.gc.cuny.edu/About-the-GC/Resource-Services/Business-Finance/Bursar

Financial Aid: Room 7201
Telephone: 212-817-7460
Fax: 212-817-1623
Email: financialaid@gc.cuny.edu
http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Financial-Assistance

Registrar: Room 7201
Telephone: 212-817-7500
Fax: 212-817-1627

Student Affairs: Room 7301
Telephone: 212-817-7400
Fax: 212-817-1621
Email: studentaffairs@gc.cuny.edu

Computer Laboratories, Workshops and online software use for Graduate Center Students (Critrix)
https://remote.gc.cuny.edu/Citrix/AGEE/auth/login.aspx

Help Desk/Information Technology
Second Floor of Library
Telephone: 212-817-7350
http://www.gc.cuny.edu/About-the-GC/Resource-Services/Information-Technology

Mina Rees Library:
Telephone: 212-817-7077
http://library.gc.cuny.edu

Ombuds Office
Telephone: 212-817-7190
ombuds@gc.cuny.edu
The Wellness Center
The Wellness Center has two components: Student Health Services and The Psychological Counseling and Adult Development Center. Together, these services provide skilled intervention for physical and psychological health concerns. Services available at no or low cost include the following:

- Episodic treatment
- Laboratory services
- Physical exams
- Cholesterol screenings
- Diabetes screening
- Pap smears
- Breast exams and teaching
- Testicular exams and teaching
- Sexually transmitted disease screening
- Confidential HIV counseling and testing
- Pregnancy testing
- Health workshops

The Wellness Center: Room 6422
Telephone: 212-817-7020
Fax: 212-817-1602
Email: wellness@gc.cuny.edu
http://www.gc.cuny.edu/Prospective-Current-Students/Student-Life/Health-Wellness
# TABLE OF CONTENTS

The City University of New York (CUNY) ................................................................. 6
  The Graduate School and University Center (GC)........................................... 6
  The College of Staten Island, CUNY ............................................................... 6
  Hunter College, CUNY ................................................................................. 7
  Herbert H. Lehman College, CUNY Graduate Center ................................. 7

  The Graduate School and University Center Doctor of Philosophy in Nursing (PhD) Program ................................................................. 7
    Program Goals ......................................................................................... 7
    Program Structure ................................................................................. 8
    Program Organization ......................................................................... 8
    Program Governance ....................................................................... 8

Electronic Resources .................................................................................... 10
  GC Email Account .................................................................................. 10
  Banner ID ............................................................................................... 10
  Blackboard .............................................................................................. 10
  Listservs ................................................................................................. 10
  MS Office ............................................................................................... 10
  Zotero ...................................................................................................... 10

Academic Advising ......................................................................................... 11
  Purpose .................................................................................................. 11
  General Advising Principles .................................................................. 11
  Responsibility of Faculty Advisors for all Student Research .................. 12
  Academic Advising Responsibilities of Nursing Students ..................... 12
  Requesting Letters of Recommendation ............................................. 12

Registration ................................................................................................. 12

Course of Study ............................................................................................ 13
  Credit Requirements and Program Outline ......................................... 13
  Doctor of Philosophy in Nursing Curriculum ........................................ 14
  Research Practicum ............................................................................... 15

Academic Progression .................................................................................. 15
First Examination ........................................................................................................ 15
Level II .................................................................................................................... 15
Second Examination .............................................................................................. 15
Level III: Advancement to Candidacy ................................................................. 15
Satisfactory Progression ....................................................................................... 16
Dissertation Procedures ....................................................................................... 16
Dissertation Research Overview ......................................................................... 16
Doctoral Dissertation Committee ....................................................................... 17
The Dissertation Topic and Committee Approval Process ............................. 18
Doctoral Dissertation Committee ....................................................................... 18
Doctoral Dissertation Proposal: Second Examination .................................... 19
Advancement to Candidacy: Level III ............................................................... 19
The Dissertation Defense ..................................................................................... 19
Formatting and Depositing the Dissertation ..................................................... 20
Human Subjects Research Approval ................................................................ 21
IRB ....................................................................................................................... 22
The Graduate Center’s Academic Policies and Procedures ........................... 23
Avoiding and Detecting Plagiarism .................................................................. 23
  Procedures for Handling Student Complaints about Faculty Conduct in
  Academic Settings ............................................................................................. 23
CUNY Policy for Student Research with Human Subjects . ............................ 23
Funding Opportunities ....................................................................................... 23
Nursing Program Conference Presentation Travel and Dissertation Research Awards........ 23
  GC Office of Research and Sponsored Programs ........................................... 23
  Doctoral Student Research Grant Program ..................................................... 23
  GC Financial Assistance Finder ...................................................................... 23
  CUNY Listing of Available Scholarships ....................................................... 23
  Federal Work-Study ......................................................................................... 23
  Fulbright U.S. Student Program ...................................................................... 23
Graduate Center Resources and Services to Assist Students
  Include academic resources and services to enhance success
Listings with name, phone, e-mail, place, etc.

Resources for nonacademic (personal) concerns and issues…list

Appendix A: Forms………………………………………………………………………………………………25
Appendix B: DNS Curricula …………………………………………………………………………………….35
THE CITY UNIVERSITY OF NEW YORK (CUNY)

The City University of New York (CUNY)

The City University of New York (CUNY) is an independent system of higher education governed by its own board of trustees responsible for the governance, maintenance, and development of both senior and community college units of the City University. The university is responsive to the needs of its urban setting and maintains close articulation between senior and community college units. Where possible, governance and operation of senior and community colleges are jointly conducted by similar procedures to maintain the university as an integrated system and to facilitate articulation between units (State Education Law, Section 6201 of Article 125).

It is the intent of the New York State legislature that the City University function as an independent and integrated system of higher education on the assumption that the university will continue to maintain and expand its commitment to academic excellence and to the provision of equal access and opportunity for students, faculty, and staff from all ethnic and racial groups and from both genders. Activities at CUNY campuses are undertaken in a spirit that recognizes and responds to the imperative need for affirmative action and the positive desire to have City University personnel reflect the diverse communities that comprise the people of the City and State of New York.

The Graduate School and University Center (GC)

The Graduate School and University Center of The City University of New York is a state-funded public institution offering 31 doctoral programs (with a variety of associated interdisciplinary certificate programs and concentrations, as well as seven master’s programs) in the humanities, the social sciences, the physical sciences, and the professions. These programs are offered within the context of a unique consortia structure that draws on the resources of the 18 other CUNY colleges. The Graduate Center functions as CUNY’s university center by housing, in addition to its doctoral and master’s programs, 28 research centers and institutes, the CUNY Baccalaureate Program, and several other intercampus programs.

The Graduate Center’s fundamental mission is to provide a broad range of excellent doctoral programs to prepare students to become scholars and leaders in academe and in the private, nonprofit, and government sectors. We strive also to enhance access to doctoral education for traditionally underrepresented groups. In our role as a university center, we seek to foster significant research by faculty and students within and across disciplines, including research that addresses the problems and challenges faced by urban areas, and to facilitate interaction among CUNY faculty and students from throughout the system. More generally, The Graduate Center strives to be an educational, economic, and cultural resource for the complex urban community it serves.

The College of Staten Island, CUNY
The College of Staten Island is a senior college of The City University of New York (CUNY) offering Doctoral programs, Advanced Certificate programs, and Master’s programs, as well as Bachelor’s and Associate’s degrees. The College is accredited by the Middle States Commission on Higher Education.

CSI is home to a School of Business, School of Education, and School of Health Sciences, as well as The Verrazano School Honors Program, and the Teacher Education Honors Academy. CSI is also a select campus of the Macaulay Honors College University Scholars program. The CUNY Interdisciplinary High-Performance Computing Center, one of the most powerful supercomputers in the New York City region, handles big-data analysis for faculty researchers and their student research teams. The new luxury residence halls, Dolphin Cove, have increased the College’s national and international desirability.

CSI strives to meet the health care needs of the people of New York City through its undergraduate (AAS and BS) and graduate (MS, DNP, Advanced Certificates in Cultural Competence and Nursing Education) in Nursing (AAS and BS), Faculty in the Department of Nursing are members of The School of Health Sciences.

Hunter College, CUNY

Hunter College, founded in 1870, it is also one of the oldest public colleges in the country offers a multitude of academic programs in its prestigious School of Arts and Sciences, Hunter offers a wide breadth of programs in its preeminent Schools of Education, Nursing, Social Work, Health Professions and Urban Public Health as well as master's programs in nursing, nutrition, biomedical laboratory management, accounting, education, speech-language pathology and all the liberal arts, plus a number of accelerated and advanced certificate programs.

Hunter became a PhD-granting institution in 2008, when it was authorized to offer, jointly with the CUNY Graduate Center, doctoral degrees in biology, biochemistry, and physics. Hunter is also home to world-renowned research centers, including the Center for Translational and Basic Research (CTBR), the Center for Puerto Rican Studies (Centro), and the Brookdale Center for Healthy Aging and Longevity.

The Hunter-Bellevue School of Nursing is an independent school with a Dean of Nursing. The mission of the school is to serve New York City and the region in meeting urban health-care needs. The School of Nursing is a center for education, research, and community service, and a major public institution for nursing education in the New York metropolitan area.

Herbert H. Lehman College, CUNY

Lehman College is a senior liberal arts college in The City University of New York, founded in 1968 and offering 51 undergraduate majors and programs; 46 graduate degree programs; 17 graduate certificates; and 11 doctoral programs in conjunction with the CUNY Graduate Center.
There are four divisions including the Division of Natural and Social Sciences of which the Department of Nursing is one department. The Department of Nursing offers a generic nursing
program, a BS in nursing, a BS completion program for those who are already Registered Nurses and a Master’s in Nursing.

**The Graduate School and University Center Nursing PhD Program**

The Doctor of Philosophy in Nursing (PhD) is offered by The Graduate Center in conjunction with the three CUNY Master's programs in nursing: College of Staten Island, Hunter College, and Lehman College. The program addresses the two-pronged mission of The Graduate Center: to address the needs of the community, and to provide doctoral education for traditionally under-represented groups.

The specific purposes of the PhD program in nursing are to:

1. Provide education in nursing, related theories, and empirical research methodology to prepare nurse leaders for quality-based health care for culturally diverse people; and to

2. Expand the knowledge base of nursing practice, health care management, health care policy, and economics through the research and scholarship of faculty and students in the nursing doctoral program.

**Program Goals**

Graduates of the nursing doctoral program will deepen their ability to think analytically and innovatively to allow them to respond to the complex health care needs of the urban population of New York City and beyond. Students are prepared to assume leadership positions in healthcare settings and academia and develop and implement nursing outcomes research. The curriculum includes the study of nursing theories, as well as other health-related, interdisciplinary, and educational theories, research methods, and health policy/health economics in a context of multidisciplinary partnerships to provide quality-based, comprehensive health care. A research dissertation is required. This course of study prepares graduates to undertake systematic, applied, funded research to improve patient outcomes that are the sensitive to the quality of nursing care. Graduates are prepared to assume leadership positions in health care settings and academia and develop and implement nursing outcomes research. Graduates will demonstrate the ability to:

- Demonstrate intellectual leadership for the promotion of health and the elimination of health disparities;

- Evaluate theoretical, historical, and philosophical concepts related to nursing and health care;

- Conduct original nursing research to promote quality nursing and health care;

- Synthesize research findings to develop and implement multidisciplinary programs
that promote the health of people from diverse cultures; and

- Interpret roles of nurse scientist in a variety of setting.

**Program Structure**

Executive Officer (EO) – The EO is responsible for the overall administration and oversight of the affairs of the program in accordance with the policies established by the program faculty, the Graduate Council, and the Board of Trustees. The EO shall be appointed by the President for a term of three years, which is renewable. There are two Deputy Executive Officers (DEO), representing each of the consortium colleges not represented by the EO. DEOs each serve a one-year term, which is renewable. DEOs collaborate with the EO on all matters pertaining to the program.

**Program Organization**

Classes for each PhD cohort are scheduled on Fridays at a single location, primarily the Graduate Center, CUNY. Each cohort takes approximately 10 credits per semester and progresses through the curriculum as a unit. The cohort model provides opportunity for a cadre of future nurse leaders to develop collaborative, professional relationships within the educational environment.

**Program Governance**

**Executive Committee**

The Executive Committee is responsible for the operation and administration of the PhD Program. The Executive Committee considers, approves, disapproves, and modifies actions of the standing committees with the exception of the Elections Committee.

**Elections Committee**

Purpose: The Elections Committee conduct elections of representatives to the Executive Committee, the Elections Committee, the three other standing committees, and Graduate Council.

Composition: EO, DEO’s, and one elected student representative. The elections committee reports to the Executive Committee.

**Faculty Membership Committee**

Purpose: The Faculty Membership Committee

- nominates faculty members to the Executive Committee for consideration of appointment to the Graduate Center PhD faculty,
- reviews continued membership of faculty members in accordance with membership policies set by the PhD Program and the Graduate Center,
- develops procedures and formulates criteria for making new faculty appointments,
- Recommends to the Executive Committee the removal of a faculty member from the PhD program doctoral faculty.

Composition: EO, two elected faculty representatives and two elected student representatives.

**Admissions and Awards Committee**

Purpose: The Admissions and Awards Committee recommends student admission and awards
procedures and standards for the program to the Executive Committee and for administering those procedures in accordance with those standards. Composition: One elected faculty representative from each consortium college and two elected student representatives. Students do not vote.

Curriculum and Examinations Committee
Purpose: The Curriculum and Examination Committee reviews curriculum and submits curricular recommendations for action, and recommends procedures and standards for the conduct of examinations. Composition: One elected faculty representative from each consortium college and two elected student representatives. A faculty chair is elected from amongst its faculty members.

Electronic Resources
Use of computing resources is limited to Graduate Center students, faculty, and staff as authorized and validated by The Office of the Registrar, The Office of the Provost, and The Office of Human Resources. A valid Graduate Center ID is required to utilize all resources including computers, printers, scanners and related equipment and software. Those with ID from other CUNY campuses and Graduate Center alumni do not have use of computing resources requiring a Graduate Center account. All individuals utilizing these resources are required to comply with User Responsibilities as defined by The City University of New York.

GC Email Account
All incoming students are issued an Outlook email account. The GC and Nursing program will only use this account to communicate with students. It is the responsibility of the student to regularly check their GC email account or have it forwarded to their primary email account. Please note that students redirect at their own risk and it is recommended students periodically check their GC email account as they will need to change passwords from time to time.

Banner ID
All GC students are assigned a Banner ID number. This nine digit number is the unique identifier that students use for all administrative purposes with the GC.

Blackboard
Blackboard is an online course management system. Students have access to all courses registered for. It is the responsibility of students to regularly check Blackboard for course and program postings and announcements.

Listservs
A listserv is created for each cohort. Administrative matters and information on events, workshops, professional development activities etc. are sent to students via the listserv. There is also a student only listserv so that students can communicate directly with each other, bypassing administration. All new students are added to the student listserv using their GC email address. To send an email to the listserv use the following address: NURSING-L@GC.LISTSERV.CUNY.EDU
**MS Office**
MS Office (including Excel and PowerPoint) is available to all CUNY students for free. Other software is available at deeply discounted prices. The amount indicated on the portal site is the accurate price for the software.
How to find the software offered at discounts through CUNY:
Go to [https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp](https://cunyportal.cuny.edu/cpr/authenticate/portal_login.jsp)
Once logged into the portal, click on CUNY-Email.
At the CUNY-Email main menu choose Software Center

**Refwork or Zotero: Citation Managers**
Students are highly encouraged to use a citation manager software system to organize their references assignments, projects, and dissertation materials. The choice of citation manager is the students. You are provided an orientation about each type during the New Student Welcome Orientation.

**A Sample of Zotero is provided at the end of this document (Appendix A).**
Zotero [zoh-TAIR-oh]: a new approach for collecting, managing and citing academic research sources, is a free, easy-to-use extension, designed for the Firefox browser, to help scholars collect, manage, and cite their research sources. It lives right where most scholars do their work — in the web browser itself.


**Academic and Advising Policy and Procedure**

**Purpose**
The faculty of the Doctor of Philosophy in Nursing (PhD) Program at the Graduate Center play an active role in the advisement of students both in an academic and professional realm. The purpose of academic advising is to provide an opportunity for students to discuss academic matters in a confidential role. This procedure ensures a more comprehensive approach to advising and serves to demonstrate the multiplicity of the faculty advising role.

**General Advising Principles**
All students enrolled in the Doctor of Philosophy in Nursing (PhD) Program are assigned a faculty advisor holding an appointment at the Graduate Center in the Nursing Program.

The incoming doctoral students are welcome officially into the Nursing Science Program by attending an on campus Orientation Program. This orientation is held late Spring, Late May or Early June) prior to the first semester of the first year. During this orientation, students will be expected to complete a writing assignment as a part of the first Advanced Scientific Writing I course. Instructions about the assignment are included in the orientation program.

**Academic Advising Responsibilities of Nursing Students**
Coordinate and meet with their academic advisor at least once a semester. During this time, students must update their annual progression and performance form in the Spring semester as
well as their advisement form. It is during this advisement that faculty assess the student’s current academic performance and progression in the program.

During the first semester of the first year, incoming doctoral students are advised by the EO and DEO’s. Based on the student’s expressed research interests during their in-person interview, a notation is made in the student’s file regarding a “good fit” for an advisor. The students are then assigned and notified by the APO who their faculty advisor is for the first year.

During the second semester of the first year, doctoral students are provided an overview of the First Examination, including information on how best to identify a sponsor/faculty advisor. Students are encouraged to select a faculty member who has demonstrated experience and expertise in the area of their research interest. Once a faculty member is selected, the EO and DEO’s review and approve the selection in consultation with the selected faculty member. This faculty member becomes the sponsor/chair of their dissertation committee and acts as their advisor during the duration of the time in the program.

Students must meet with their faculty advisor each semester to select courses and obtain approval for registration each subsequent semester. Doctoral advisors give each of their assigned advisement students a PIN to enable them to register each semester. During this advisement session, the student complete and sign an Advising Summary Form (see Appendix B). This form reflects the discussions and decisions agreed upon at the time of advisement and is placed in the student’s file.

Student assignments to a faculty advisor may be changed with permission and approval of the Executive Officer and mutual consent of the faculty advisor. Such changes encompass all aspects of the advising role.

The student’s assigned sponsor (faculty advisor) will also be available to serve as teacher and mentor for students who are meeting and exceeding academic and professional development outcomes and for those demonstrating problems in either academic or professional areas. Student issues that involve personal or emotional counseling beyond the traditional advising will be offered appropriate services.

Students may also seek informal advising from other nursing faculty members. When this occurs, the faculty members may refer the student to their primary advisor if follow-up is necessary.

**Responsibility of Faculty Sponsors for all Student Research**

Faculty sponsors must be certified to conduct research with human subjects, even if they are not currently conducting research with human subjects. One way of receiving certification is to complete the CITI Training modules program available on the CUNY Office of Research Conduct website.

It is the responsibility of faculty advisors to assist students in preparing review materials for the IRB and to ensure that the research is conducted in accordance with CUNY’s agreement with the federal government (the FWA) and with applicable CUNY policy.
Request Letters of Recommendation for Scholarships, Awards, and Employment.
Students should review criteria for scholarship and awards to determine their eligibility for the award. When appropriate, students approach their faculty advisor for letters of recommendation at least two weeks prior to scholarship/award/other deadline. A request falling within that two week grace period may be granted at faculty determination of special circumstances. Students should provide the following information for each letter of recommendation:

- Resume
- Scholarship or award criteria
- Other information as appropriate for faculty to write a positive letter of recommendation.
- If a second letter is required for scholarship, the student may approach any other faculty for a recommendation. The time frame of two weeks will be in effect.

Registration

For continuing students:
Registration is done online. The registrar will send information regarding registration and instructions for accessing the student web to students’ GC email account. Registration, for currently enrolled students, usually begins two to three weeks prior to the end of the current semester, for the next semester. Advisement will begin approximately one week prior to the registration period. Students will receive their advisement PIN at the time of advisement. The PIN NUMBER is needed to proceed with registration process. *If you are unable to meet with your faculty adviser during the advisement period, please arrange for an On-line Advisement meeting to obtain your PIN.

Please refer to the GC Registration webpage at [http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Registration](http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Registration)

For policies and procedures, course schedules, the Academic Calendar, the Student Handbook and the following downloadable forms:

- Application for Readmission
- Change of Address Form
- City University Residency Form
- Course Withdrawal Form (W)
- Permit Out Form (within CUNY)
- Permit Out Form for Consortium Courses (outside CUNY)
- Request for Information
- Request for Leave of Absence
- Request for Withdrawal (W)
- Transcript Request Form
Nursing students receive registration PINs from their advisor. It is strongly recommend that students consider taking additional of electives or cognates to broaden the opportunity for coursework outside and within the nursing program. These courses should be in the areas of the student’s research and methodologies or statistical analyses relevant to the student’s dissertation research. At least a portion of these electives should be taken outside of the nursing program. If you plan to register for:

- Independent Study: You must contact the instructor, fill out the **Independent Study Form** (see Appendix C) and return it to the APO. The APO will then give the student permission to register for the course.

- Dissertation Advisement: You must contact the APO for permission.

**COURSE OF STUDY**

**Credit Requirements and Program Outline**

The doctoral curriculum consists of 50 post-master’s credits along three content clusters: 1) theoretical foundations of nursing science (18 credits); 2) analytical foundations of nursing science (18 credits), and; application course to foster specialized research expertise (14 credits). This curriculum design is consistent with professional doctoral education in nursing. There are no courses with a clinical component, as these courses were completed at the master’s level.
### Doctor of Philosophy in Nursing Curriculum Spring 2014–Present

<table>
<thead>
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<td><strong>Course Number &amp; Title</strong></td>
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<tr>
<td>NURS 70000 Philosophy of Science</td>
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</tr>
<tr>
<td>NURS 70101 Educational Research in Health Care Settings</td>
<td>3</td>
</tr>
<tr>
<td>NURS 72000 Nursing Care Perspectives to Eliminate Health Care Disparities</td>
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</tr>
<tr>
<td>NURS 70300 Advanced Scientific Writing I</td>
<td>1</td>
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<tr>
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<td><strong>Course Number &amp; Title</strong></td>
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<tr>
<td>NURS 80000 Quantitative Research Design</td>
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<tr>
<td>NURS 71100 Applied Statistics I</td>
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</tr>
<tr>
<td>NURS 81000 Qualitative Research Methods I</td>
<td>3</td>
</tr>
<tr>
<td>NURS 70202 Bioethics II</td>
<td>1</td>
</tr>
<tr>
<td>NURS 70301 Advanced Scientific Writing II - Grant Writing</td>
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<tr>
<td><strong>Term Credit Total</strong></td>
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</tbody>
</table>

<table>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Number &amp; Title</strong></td>
<td><strong>Credits</strong></td>
</tr>
<tr>
<td>NURS 89002 Dissertation Seminar II</td>
<td>3</td>
</tr>
<tr>
<td>NURS 71000 Measurement in Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td>NURS 82000 Doctoral Practicum in Nursing Research</td>
<td>3</td>
</tr>
<tr>
<td><strong>Term Credit Total</strong></td>
<td><strong>9</strong></td>
</tr>
</tbody>
</table>

**Program Totals:** 50

Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable:
- First Exam (comprehensive exam) at end of Spring First year
- Second Exam (Dissertation Proposal) at end of completion of coursework (Fall year 3).
- Some students may need additional time to prepare the dissertation proposal and will continue Independent Study as needed and take a third Dissertation Seminar (Spring year 3).
Doctoral Practicum in Nursing Research

The doctoral practicum focuses on the students’ development of selected research skills in collaboration with their Sponsor/Advisor or when appropriate a Research Practicum Mentor (researcher, clinician or educator) who is conducting ongoing research. Each student has the opportunity to design a practicum experience that complements prior research experience and is tailored to his or her current learning needs. The array of activities may include, but are not limited to helping to develop a research proposal, (other than one’s own) and/or submitting such a proposal as part of a grant application, preparing a protocol for submission to the institutional review board, assisting with recruitment or data collection for ongoing investigation, learning data management skills, participating in performance of laboratory procedures, participating in research team meetings, conducting literature searches for ongoing research projects and preparing abstracts and/or manuscripts for presentation and publication.

The research process is complex, and coursework provides the student only with a theoretical understanding of that process. The integration of research concepts and their applications, however, can only be achieved through practical experience. The research practicum provides the student with a chance to experience the research process on a day-to-day basis and helps the student to integrate and apply theoretical knowledge.

The selection of practicum activities, and the research practicum experience as a whole, is to be determined under the discretion and leadership of your sponsor/advisor (or research practicum mentor). Please note that the course faculty meets students in the Spring semester prior to the fall semester to discuss the practicum requirements. The practicum may begin in the summer with approval of the EO, course faculty member and the student’s sponsor.

Academic Progression

First Examination

Once 20 credits of coursework are completed (two semesters), students will take the First Examination during the summer of their first year and before the beginning of their second year. Directions for the examination will be distributed at the beginning of the Spring semester of the first year. The exam will consist of a written integrative review of the literature on a phenomenon selected by the student and approved by the student’s faculty advisor. The purpose of the First Examination is to determine the student’s ability to: 1. demonstrate a broad mastery of core content, theory, and research in a discipline; 2. select an appropriate phenomenon for an integrative literature review; 3. critically appraise empirical and conceptual literature of the selected phenomenon using articles, books, and/or dissertations 4. Undertake independent scholarship. If the First Examination is not passed the first time it is taken, the student will consult with their faculty advisor and rewrite the exam prior to the beginning of the Spring semester. A pass on the second attempt is a requirement for remaining in the program. The grading procedure of the first examination will be based on the grading rubric shown in Appendix D.

Level II

Doctoral students are Level II from the semester following the completion of 21 credits (fully earned and evaluated and including approved transfer credits) and passing of the First
Examination.

**Second Examination**
During spring semester of the third year, students should complete the Second Examination. The second exam consists of both the written dissertation proposal and the oral defense of this proposal. If a student does not pass the Second Examination, the student must revise the proposal and orally defend the revised proposal.

**DISSERTATION PROPOSAL REVIEW PROCEDURES**

Doctoral students are expected to submit and successfully defend their dissertation proposals one year after completion of Dissertation Seminar II. This means students have an opportunity to proceed to Dissertation Seminar III for two semesters. You must enroll in Dissertation Seminar III until your dissertation proposal and the oral defense of this proposal is successful defend. Students not meeting this deadline will not be able to continue in the program without approval of the Progression Committee and Executive Officer.

All requests for extension must be accompanied by a statement explaining the reasons for the inability to complete the dissertation proposal, a copy of the students’ transcript, a detailed description of remaining work, and a proposed timetable for the completion of that work, including a projected date for the dissertation proposal defense.

All requests for extension require the approval from the student's advisor, the Progression Committee, and the Executive Officer.

**DOCTORAL PROGRESSION COMMITTEE**

**Purpose**
The Nursing Doctoral Progression Committee provides recommendations to the PhD Program Executive Officer regarding student progress and any appeals or grievances initiated by Doctoral students regarding grades received and dismissals from the PhD Program.

**Structure**
The PhD Program Executive Officer appoints a committee of at least 3 full-time doctorally prepared faculty who teach courses in the PhD program or who have or currently chair PhD dissertation committee(s).

**Functions**

1. At the end of Fall and Spring semester Doctoral Progression Committee recommends to the PhD Program Executive Officer actions on students who are not progressing according to GC Nursing PhD program standards.
2. Doctoral Progression Committee recommends to the EO academic actions such as leave of absence, probation and dismissal. These actions will then be communicated to the students and their advisors/sponsors.

3. Doctoral Progression Committee prepares reports and maintains statistics regarding program retention and attrition.

4. Doctoral Progression Committee makes recommendations to the Admissions and Awards policies, procedures and guidelines related to student progression.

5. The PhD Program Executive Officer convenes the committee as needed to discuss appeals/grievances from students pertaining to grades received in courses and academic dismissals from the PhD program. The committee recommends decisions in these cases to the PhD Program Executive Officer.

6. Please see Appendix E for a Table for Time line for Program Progression

**Level III: Advancement to Candidacy**

After the written dissertation proposal is approved and successfully defended orally (second exam) and course work has been completed, the student can advance to doctoral candidacy, assuming all Graduate Center requirements are fulfilled. Before a student can be certified as a candidate for the PhD, the student must have completed all required course work with an overall grade average of at least “B,” passed the First and Second Examinations, have a clear financial account, and be registered for the current semester. At least 30 credits of the required course work must have been taken at The City University of New York. After advancement to candidacy, students must maintain their matriculation by enrolling in dissertation supervision with their sponsor and enroll in an Independent Study course if needed (except for approved leaves of absence) until completion of all remaining requirements for the degree. All students, regardless of their dissertation topic, must consult with their Dissertation Committee Sponsor and the Executive Officer regarding requirements concerning the protection of human subjects prior to beginning dissertation research. When students are advanced to candidacy they will receive from the Registrar a “Dissertation Proposal Clearance: Human Participants” form and accompanying instructions.

The Provost will notify the student upon approval of the “Advancement to Candidacy to the Doctoral Degree” form (filed by the Executive Officer and certified by the Registrar).

**Satisfactory Progression**

A student is deemed not to be making satisfactory progress if he or she has:

1. completed 21 credits and has not passed the First Examination
2. a grade point average below 3.00
3. been enrolled for 12 semesters without passing Second Exam
4. not completed his or her degree in six years
5. accumulated more than two open grades (“INC,” “INP,” “NGR,” “ABS,” and “ABP”).

**Dissertation Procedures**
**Dissertation Research Overview**

Students are required to complete a dissertation research project that addresses a particular nursing and health disparities issue. Dissertations may be qualitative, quantitative or multi-methods and must meet rigorous standards of research and scholarship. All dissertations are expected to incorporate the theoretical context for the research, development of research methods employed, findings, and implications for nursing research, nursing practice and may include implications for education, quality and safety, and health services research.

Students are encouraged to select a dissertation topic that analyzes a specific nursing issue. Prior to and during the dissertation seminars, the student should crystallize the dissertation topic. This involves the identification of a topic and the elaboration of ideas and methods that will result in a dissertation proposal. Deciding on a topic and finding within this topic a delimited manageable area for research is rarely simple. One needs to read widely in the literature to decide what is already known and what is not, and where new contributions to knowledge can be made.

Students are encouraged to brainstorm and obtain the widest possible range of advice from faculty and student colleagues in this initial phase. This includes searches for existing datasets or obtaining access to external research sites.

Dissertations are designed by students with the guidance of their faculty advisor, who becomes the Dissertation Committee Sponsor/Chair, once the second examination has been passed. The dissertation must be original research. This may involve a study initiated and conducted entirely by the student; a secondary analysis of an existing data set; or be based on a study led by a senior investigator. Whatever the origins of the research study, all research questions and analyses in the dissertation must reflect original work by the doctoral student.

The steps in the dissertation process involve the following: (Note each step is discussed in detail following this outline)

1. Assignment of a Sponsor (Spring Semester of First year);
2. Approval of the topic and proposed committee;
3. Formalize the dissertation committee;
4. Develop a written dissertation proposal approved by the dissertation committee;
5. Gain approval of the written dissertation proposal from the full dissertation committee;
6. Successful oral defense of the proposal in a meeting with the approved dissertation committee;
7. Gain appropriate human subjects approval;
8. Conduct the dissertation research;
9. Write the formal dissertation with the guidance of the dissertation committee

10. Gain approval of the written dissertation from the full dissertation committee;

11. Successfully oral defend the dissertation in a meeting with the approved dissertation committee;

12. Deposit the dissertation according to Graduate Center Guidelines.

While students are strongly encouraged to complete their degrees within six years of enrollment, Graduate Center rules require degrees to be completed no later than eight years after matriculation.

**Doctoral Dissertation Committee**

Parallel to developing a dissertation topic, is the search for suitable individuals to guide the research and serve on the dissertation committee. The role of the dissertation committee is to provide feedback on the dissertation proposal, examine the candidate in an oral defense of the proposal and dissertation, and to approve the completed dissertation. Students are initially assigned a faculty advisor who will guide them in the formation of both the dissertation and a suitable dissertation committee. Note that, upon mutual approval of the faculty advisor and the student, the student may select a different faculty advisor. This may happen, for example, in such circumstances where the student changes dissertation topic.

The role of the faculty advisor is to help the student crystallize the dissertation topic, guide the preparation of the dissertation proposal, and identify potential committee members. The sponsor and the student work together to identify and contact potential committee members to explore their willingness to serve on the dissertation committee. To facilitate timely progression, students should register for Independent Study (3 credits) with their faculty advisor in Spring of the third year and each semester thereafter until passing the second examination.

After the student passes the second examination (approved written dissertation proposal and defense) the faculty advisor assumes the role of Dissertation Chair and oversees the subsequent research and writing of the dissertation. At this time, students register for Dissertation Advisement each semester till completion and defense of the dissertation.

In addition to the sponsor, the dissertation committee is composed of two other members and two readers for a total of five. The committee composition must meet the following criteria:

- The dissertation sponsor must be a member of the GC nursing faculty
- The two other dissertation committee members must have full-time faculty appointments at CUNY.
  - One member must be a full time faculty member in Nursing at CUNY at either GC, Hunter, CSI, Lehman (or both)
  - One member must be a full time GC doctoral faculty member outside of nursing.
• One reader must have an appointment outside CUNY. This person must be eligible for appointment at the Graduate Center.

• One reader must have a full time faculty appointment at the Graduate Center in Nursing or any other department.

The dissertation committee chair/sponsor, and proposed members of the dissertation committee, must be approved by the Executive Officer. The CV’s of proposed dissertation committee readers who are not Graduate Center faculty should be submitted, at the time of committee formation, for review by the EO to ensure that they have the requisite knowledge and credentials to participate as readers for the dissertation committee.

The Dissertation Topic and Committee Approval Process
During Dissertation Seminar II, students develop a one-page description of the proposed dissertation topic. The written dissertation topic description should include the dissertation research significance, objectives, research questions, and methods to be employed. The topic and proposed committee members are submitted to the Executive Officer for approval using the Dissertation Topic - Committee Chair Selection Form (see Appendix F). The Dissertation Committee Form (Appendix G) must be signed by all members of the dissertation committee and the EO. If a committee member becomes unavailable to continue serving on the committee, an alternate may be substituted subject to approval by the Committee Chair and Executive Officer.

Doctoral Dissertation Proposal: Second Examination
The proposal must be reviewed and approved by the committee chair/sponsor before it is sent out to the dissertation committee for their review and approval. The proposal should be no more than 60 double spaced pages in length plus references, with 1 inch margins and 12 point font. The proposal should include the first three chapters of the dissertation: Research Aims, Literature Review and Methodology.

Prior to the oral defense, the written proposal requires approval by the dissertation committee. Each member of the committee approves the proposal by signing the Dissertation Proposal Approval: Written Document (see Appendix H) form, which is then returned to the Assistant Program Officer. Students must submit the proposal electronically to the dissertation committee 6 weeks before the anticipated defense date. Once the full committee has signed the Dissertation Proposal Approval: Written Document form, and it is returned to the APA, the student may schedule the defense. The student is responsible for scheduling the defense with all committee members and arranging for the room with the APO. A majority of the dissertation committee members must be present at the defense. The dissertation committee will either approve the proposal or provide the student with feedback regarding needed revisions.

If the proposal is found to be satisfactory, the dissertation committee signs the Dissertation Oral Proposal Hearing Report (see Appendix I) listing the dissertation proposal title, the dissertation committee and the date the committee met with the student. The proposal is then sent to the EO with the signed form for final approval. Once approved by the EO, notification is sent to the
registrar that the student has passed the Second Exam. If the proposal is found to be unsatisfactory, the committee will make recommendations to revise the proposal. By agreement of the dissertation committee, the revised proposal is to be submitted either to the committee chair or to the entire committee to assess satisfactory revision of the proposal. In addition, the committee can recommend review and decision by the committee chair alone, by the committee chair and two committee members or review of the proposal and another oral hearing. If the revision is not satisfactory, the dissertation committee chair and Executive Officer will meet to decide the student’s future status in the program. If the proposal is deemed unsatisfactory on the second review, the student is dismissed from the program.

The Dissertation Defense
After the written dissertation proposal has been approved and successfully orally defended, the student obtains all necessary IRB approvals, conducts the research and writes the dissertation. When the student and committee chair/sponsor believe that the student has satisfactorily completed the dissertation, the dissertation is submitted to the committee members and the two readers for their approval. A Dissertation Evaluation Form (see Appendix J) is sent to each committee member, along with the completed dissertation. The form should be filled out and returned to the APO no later than four weeks prior to the defense.

The dissertation committee chair/sponsor and the APO arrange for scheduling the defense in consultation with the student and dissertation committee. A minimum of four weeks prior to the scheduled dissertation defense, the APO should be provided with the following information to forward to the Provost, who then sends letters of invitation to the members of the committee: (1) Name of the student; (2) Title of dissertation; (3) Date, time, and place of the defense; and (4) Names, titles, affiliations, and email addresses of committee members.

Students must submit an electronic or hard copy (depending on individual committee preference) of their dissertation at least one month before the scheduled defense. Prior to the scheduled oral defense, the committee chair/sponsor should contact the APO to schedule a date for the proposal to be presented to a Dissertation Seminar class. The formal oral dissertation defense is conducted with the dissertation committee chair/sponsor and dissertation committee. At the defense, the student will provide a brief summary of central themes and findings, and answer questions presented by members of the dissertation committee. Immediately after the oral defense, the dissertation committee will deliberate in private and inform the student of the outcome, which may be passing without revision, resubmission with minor or major revisions, or fail. The Report of Final Examination (Appendix K) is filled out at this time and signed by all committee members.

Dissertations with minor revisions are reviewed by the sponsor for final approval. Dissertations requiring major revisions are reviewed by the dissertation committee for final approval. If found to be satisfactory, the sponsor will inform the EO in writing, that the student has satisfactorily completed the dissertation. If the student receives a failure, the dissertation must be revised, the revisions approved by the committee and a second defense scheduled. If on the second defense, the dissertation is deemed unsatisfactory, the student is dismissed from the program.

Formatting and Depositing the Dissertation
The following URL contains instructions for Preparing & Depositing the Doctoral
Dissertation. Students are advised to consult this site early in the dissertation process:
http://libguides.gc.cuny.edu/dissertations There is a wealth of information and specific, step-by-step
instructions, as well as outside resources on the website. There is also information about a local printer
who can quickly print and deliver your dissertation directly to the librarian, on the appropriate paper.

Students are required to submit their final dissertation electronically in PDF format and deposit
printed copies with the Dissertation Assistant in the Mina Rees Library.

For further instructions regarding deposit procedures please see the Mina Rees Library website:

At the dissertation deposit appointment, candidates must show evidence that their records have
been cleared by the Bursar, the Registrar, the Office of Financial Aid, the Director of the Office
of International Students (if applicable), the Coordinator of Residence Life (if applicable), the
Business Office and the Mina Rees Library at the Graduate Center. The dissertation librarian has
the appropriate signature form, and a pre-deposit appointment scheduled at least one week prior
to deposit is strongly recommended to receive that form and other important deposit information.
For an appointment, please contact:

**Human Subjects Research Approval**

The Graduate Center has an ethical and legal commitment to protect human subjects in research.
All such research, whether for the dissertation or for other purposes, must be reviewed and
approved by the Committee on the Protection of Human Subjects prior to its initiation. This
includes interviews, observations, questionnaires, use of previously collected data with or
without identifiers and any other methods by which data are obtained from human subjects.
Student researchers who are conducting research with human subjects must complete the CITI
human subjects training, as must their committee chair. This training can be found at
https://www.citiprogram.org

**Research**

Any research conducted by students, graduate or undergraduate which uses human beings as
subjects or the data about humans, and which is intended to contribute to generalizable knowledge,
must be reviewed and approved by the IRB. This includes, but is not limited to, all independent
undergraduate research projects and honors theses, masters' theses and dissertations.
See the following link for a complete listing of the federal exemption categories:
http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html

The Registrar sends all students advanced to Level III a “Dissertation Proposal Clearance:
Human Participants” form. Students are required to submit the completed form to the Office of
Research and Sponsored Programs after their committee approves the dissertation proposal and
methodology and before research begins. If human participants are not involved, students submit
the completed “Dissertation Proposal Clearance: Human Participants” form, with the
dissertation project abstract and methodology, to the Graduate Center.
IRB

If human participants are involved, the student must also complete an “Institutional Review Board (IRB) Application for Approval to Use Human Subjects in Research using IDEATE Program,” available at [http://web.gc.cuny.edu/orup/](http://web.gc.cuny.edu/orup/) and from the Office of Research and Sponsored Programs, and submit it to their dissertation committee chair/sponsor’s home campus.

Please note that research involving secondary analysis of existing data must also be reviewed by the IRB. Students are responsible for preparing and submitting the IRB application to their sponsor’s home campus (Hunter, Lehman, or CSI). Students should be aware that they may need to submit to multiple IRBs if the research involves other institutions, including other CUNY campuses. Refer to GC guidelines for procedures governing dissertation research submission and approval by the GC IRB. Students may also contact the Office of Sponsored Research to obtain more information on these requirements.

For detailed information on the IRB process, please visit the website at [https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Human-Subjects-IRB](https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Human-Subjects-IRB)

The Graduate Center’s Academic Policies and Procedures

The Graduate Center’s Academic Policies and Procedures are covered in the Student Handbook, which is updated annually and can be accessed at:

Please refer to the Student Handbook for matters regarding the grading system, standards for retention, computation of grade point average (GPA) and cumulative index, student records, administrative disputes concerning grades, and disputes concerning academic termination.

Avoiding and Detecting Plagiarism

It is important to review, understand, and abide by The Graduate Center’s polices regarding avoiding and detecting plagiarism; the booklet can be accessed at [http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?ext=.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Policies/General/AvoidingPlagiarism.pdf?ext=.pdf)

Procedures for Handling Student Complaints about Faculty Conduct in Academic Settings

In matters regarding student complaints about faculty conduct in academic settings, please refer to [http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Student_Complaint_Procedure.pdf?ext=.pdf](http://www.gc.cuny.edu/CUNY_GC/media/CUNY-Graduate-Center/PDF/Forms/Student_Complaint_Procedure.pdf?ext=.pdf)

Funding Opportunities

Nursing Program Conference Presentation Travel and Dissertation Research Awards

When funds are available, calls for applications will be sent via email. Detailed eligibility requirements will be included in the announcement.
GC Office of Research and Sponsored Programs
The Graduate Center Office of Research and Sponsored Programs (RSP) is the central administrative unit for overseeing GC-CUNY applications for, and awards of, governmental and foundation funding. The RSP is ready to answer questions about proposal preparation, submission and administration of the entire GC community including faculty and staff, Research Centers and Institutes, and students. Information can be found on funding opportunities and searchable databases.

Doctoral Student Research Grant Program
The mission of the Doctoral Student Research Grant (DSRG) program is to foster a research-oriented academic culture among doctoral students at CUNY Graduate Center by: (a) providing incentives for students to model and meet, early in their careers, the requirements for succeeding in the competition for funds by clearly defining a problem, a project, and a realistic budget; (b) providing an occasion for faculty-student mentoring relationships that are oriented around the concrete problems of proposing, planning for, and executing research; and (c) furthering student professional progress by providing funds for pre-doctoral research publications, presentations, and professional networking. Maximum individual awards are $1,500.

If you have any questions about any aspect of the Doctoral Student Research Grant Program, contact:
Program Administrator
dsrg@gc.cuny.edu
Telephone: 212-817-7522
Room 8309

See more at: http://www.gc.cuny.edu/About-the-GC/Provost-s-Office/Research-Sponsored-Programs#sthash.9PyXVpq9.dpuf

GC Financial Assistance Finder:
http://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/Financial-Assistance-Finder

CUNY Listing of Available Scholarships
Be aware that this section of general CUNY website includes scholarships for all levels of higher education.
http://www.cuny.edu/admissions/financial-aid/scholarships.html

Federal Work-Study
Federal Work-Study awards are based solely on financial need as defined by federal law. Federal Work-Study awards are packaged each spring for the following academic year. Because Federal Work-Study funds are limited, only students who have their FAFSA on file by the priority deadline (April 30th) are initially considered for awards. Work-Study placements are handled by Anne Johnson, Assistant Director and Federal Work-Study Coordinator.
Fulbright U.S. Student Program – Provost’s Office
Established in 1946, the Fulbright Program aims to increase mutual understanding between the peoples of the United States and other countries, through the exchange of persons, knowledge, and skills. Sponsored by the U.S. Department of State, Fulbright, the largest U.S. international exchange program, provides funds for students, scholars, and professionals in all fields of study to undertake international graduate study, advanced research, university teaching, and teaching in elementary and secondary schools. Interested students should contact Rachel Sponzo in the Provost's Office at 212-817-7282 or rsponzo@gc.cuny.edu.
## Contents

Introduction ........................................................................................................................................................ 2
Basics................................................................................................................................................................ 3
   Zotero Standalone ...................................................................................................................................... 4
   Classic Add Citation Dialog ........................................................................................................................ 4
Organizing Content ........................................................................................................................................... 5
   New Collection ........................................................................................................................................ 5
   New Group Folder .................................................................................................................................. 6
   Smart Sort ................................................................................................................................................ 8
Adding Library Content ...................................................................................................................................... 8
   Magic Wand ............................................................................................................................................ 8
   Drag and Drop ........................................................................................................................................ 8
   PDF with Metadata ................................................................................................................................. 9
   Manual Add ........................................................................................................................................... 10
Formatting Content .......................................................................................................................................... 10
   Item Types ............................................................................................................................................. 11
   Transform Text ....................................................................................................................................... 11
   Authors ................................................................................................................................................... 11
Citation Basics ................................................................................................................................................. 12
   Standard Citation .................................................................................................................................. 12
   Multiple Sources .................................................................................................................................. 13
   In Text Citations .................................................................................................................................... 13
   Quotations .............................................................................................................................................. 13
   Secondary Sources ............................................................................................................................... 14
Final points ...................................................................................................................................................... 14
**Introduction**

This guide was designed to assist students in the Graduate Center Nursing PhD program utilize some of the more helpful features in Zotero.

While I have attempted to make this guide comprehensive, I cannot predict every usage need you may have. The best way to learn the program is to use it as often as possible. I am sure you will find that it makes citation much easier.

There are several other reference guides and tutorials available for Zotero, many of which you can access by visiting https://www.zotero.org/support/.
Basics
I am going to assume that you have all created an account at Zotero.org. If not, make sure to click on register and then complete the fields to create an account. It’s really important to do this, so you can synchronize all your references on whatever computer you happen to use, at home, work or school. Make sure to record your login information, as you will need to enter the username and password on each computer you use in order to synchronize content.

In each example listed, I am utilizing Zotero Standalone (1). You can still do everything in this reference guide by using the Firefox version of Zotero. I personally don’t like Firefox. I prefer to use Google Chrome. If, like me you prefer to use Chrome or Safari as a browser, make sure to also download and install the corresponding browser extension (2) after installing Zotero standalone.
Zotero Standalone
Get into the habit of opening Zotero (1) before you start writing. This means either opening Zotero Standalone, or Firefox first. If this is the first time you have ever used Zotero on the computer you are working on, make sure to sign in using your Zotero account (2). This will allow you to sync content, meaning you will have access to all of your citations.

Classic Add Citation Dialog
While you are in preferences, I recommend using the classic Add Citation dialog (1). The classic dialog makes it easier to work with multiple citations. This tab is also where you can install or reinstall the add-in that will allow you to use Zotero with Microsoft Word (2).
Organizing Content

The My Library folder allows you to see all the citations you have stored, but it can unwieldy after adding many citations. It’s best to make a new collection (folder) for each type of paper you need to write.

New Collection

Create a new collection by clicking on the icon or by right-clicking on “My Library” (1). Once created, you can drag and drop existing citations into this new folder. To remove citations in a folder, right-click on them. Removing an item from a collection (2) will remove them from the folder, but the article will remain available in the “My Library” folder. Moving an item to the trash (3) however, will delete the citation from both the folder and “My Library”.

Collection Sub items

Let’s say when you are collecting your data you want to remind yourself about something in an article. In this case you could add a note using the Notes tab (1). These notes are just for your use, they don’t appear in your citations or reference list. If you’d like to delete the note later, use the minus sign (2) next to the note in the Notes tab.
New Group Folder
If you are working on a group paper, it may be useful for you to use a group folder. This allows everyone in the group to utilize the same citation list in Zotero. Click on the new group icon (1) which will bring you to the Zotero web page. Log in to your account and click on Create a New Group (2). Choose a name for the group and choose Private Membership and Create Group (3). Click on Members Settings (4) and then Send More Invitations (5). Enter the Zotero username or email address of other group members (6).
## Current Members

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<th>Role</th>
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</tr>
</tbody>
</table>

## Member Invitations

No pending invitations.

Send More Invitations
Citations will now be available for all group members in the group library folder to allow for collaboration.
Smart Sort
When working with citations, it is important to remember that you can sort by title or creator (author) by clicking on the header text (1). You can also add sortable fields by clicking on the field icon (2).

Adding Library Content
There are several ways to add content to Zotero when an icon doesn’t automatically show up in your browser.

Magic Wand
Click on the magic wand icon (1) and add any ISBN, DOI or PMID number (2) and Zotero will search several database and add the citation automatically.

Drag and Drop
The easiest way to add a website that does not automatically generate a Zotero icon is to drag the website icon or favicon (1) into the folder you want it in (2).
PDF with Metadata
If you have a PDF you can drag and drop it into your folder, then right click and choose retrieve metadata (1). Zotero will cross reference several databases and attempt to add the citation information.
**Manual Add**
You can use the plus button (1) to manually add items as well.

**Formatting Content**
Once you have a citation in Zotero, you can edit any information from the Info tab (1) on the right. Clicking on any information (2) will either give access to a dropdown menu, or allow you to change the text.
**Item Types**
Clicking on item type will activate a dropdown menu (1) which will allow you to change from one type of citation to another, such as a book section to a book.

**Transform Text**
One of the most useful features in Zotero is the ability to right click on the title and click “Transform Text” (1) to automatically change an article title to the sentence case required by APA. Note that this will change the entire text to sentence case (2), so you may still have to edit some items that should be capitalized, but this is a definite time-saver.

**Authors**
Clicking the small rectangle next to an author name (1) switches between two fields (first and last name) to a single field (used for organizations like the CDC, or WHO).
Citation Basics
The first time you use Zotero with a new document you will have to choose a citation format, this will be APA 6th edition nearly every time, but there are several other choices in case you happen to be using Zotero for another project, such as a manuscript. In Microsoft Word go to Zotero (1), then Add/Edit Citation (2) and choose a citation style (3).

Standard Citation
Now you can simply select the source you would like to cite and click OK (1). If you would like to preview the citation, click on the “Show Editor” button (2).
Multiple Sources
To combine multiple sources into one citation, click on the Multiple Sources button (1) and use the green arrows (2) to move the sources into or out of the combined citation.

In Text Citations
Let’s suppose you just need to add a year, such as: “according to Parker” (2015). You will want to select the proper citation and click on suppress author (1). This will make only “(2015)” appear on your document, but ensure that citation is automatically added to your reference list.

Quotations
Use the Page dropdown (1) for direct quotes. Select the reference, choose one of the options on the dropdown and enter the corresponding number (page number, section, etc.)
Secondary Sources
In the rare event you need to use a secondary source, you can use the prefix field (1) “as cited in”.

Final points
If you change some of the information in a source, clicking on the “Refresh” (1) button will update the citation in Word. For citations with multiple authors when the citation changes after the first usage (from all authors to et al.), Zotero will do this for you automatically after you refresh.
Appendix - B

ADVISEMENT FORM

Student Information
Name: _______________________________________

Current Employer: _____________________________

Position & Title: _______________________________

Military Service: [ ] Yes [ ] No

If yes, Branch and years served:_________________

Advisor: _____________________________________

Meeting Date: ___________________________________________________________________

Notes and Follow Up

Advisement Topic:

[ ] Registration  [ ] Course Planning  [ ] Dissertation

[ ] Other (Specify) __________

Student Concern/Problem:

Advisor Action:

________________________________________________________________________

________________________________________________________________________

Student Signature

Advisor Signature
Appendix C

Independent Study Application and Agreement

Student Name: ____________________________________________________________________

Date: __________________________________________________

Course Number: __________ Number of credits: _____ Semester: ____________

Faculty Instructor: ____________________________ __________________

Objectives for Independent Study:

1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________

4. ______________________________________________________________________________

5. ______________________________________________________________________________

6. ______________________________________________________________________________

Planned Outcome and Format:

Faculty Instructor’s Signature ___________________________ Date: _________________

(Copy for: student; faculty mentor, student file)

Additional Remarks:
The Graduate Center of the City University of New York  
Nursing PhD Program  
First Examination Rubric  
State of the Science Paper

**Appendix - D**

Student Name: ____________________________________

Faculty Evaluator: ________________________________

**Grading Instructions:**  
The rubric will evaluate the student’s ability to:

1. demonstrate a broad mastery of core content, theory, and research in a discipline  
2. select an appropriate phenomenon for an integrative literature review  
3. critically appraise empirical and conceptual literature on the selected phenomenon using articles, books, and/or dissertations.  
4. undertake independent scholarship.

*Definition: “An integrative review is a specific review method that summarizes past empirical or theoretical literature to provide a more comprehensive understanding of a particular phenomenon (Broome, 1993). An integrative review presents the state of the science of what is known about the phenomenon.*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Consistently Met</th>
<th>Met Majority of the time</th>
<th>Seldom Met</th>
<th>Not Met</th>
<th>Score</th>
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<td>9 to 10</td>
<td>6 to 8</td>
<td>1 to 5</td>
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<tr>
<td>2. Literature Search (20 points)</td>
<td>17 to 20</td>
<td>11 to 16</td>
<td>1 to 10</td>
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<tr>
<td>3. Discussion (30 points)</td>
<td>25 to 30</td>
<td>16 to 24</td>
<td>1 to 15</td>
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<tr>
<td>4. Summary and Conclusion (20 points)</td>
<td>17 to 20</td>
<td>11 to 16</td>
<td>1 to 10</td>
<td>0</td>
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<tr>
<td>5. Mechanics of Writing (20 points)</td>
<td>17 to 20</td>
<td>11 to 16</td>
<td>1 to 10</td>
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</table>

**Total Points of First Exam**

Please see pages 2-3 for a detailed description of each of the criteria.

**Criteria**  
1. **Introduction of Phenomenon (10 points)**  
   - Concepts of interest are clearly identified
• The target population and health care problem are clearly identified
• The purpose of the integrative review is stated and well developed. (A properly stated, specific purpose for an integrated review will facilitate the ability to accurately identify variables and extract appropriate data from primary sources).

Faculty Evaluator Comments:

2. Literature Search (20 points)
• The literature review process of an integrated review is clearly documented and includes search terms, the databases used, additional search strategies, and the inclusion and exclusion criteria for determining relevant primary sources.
• The review includes both qualitative and quantitative evidence with the intent to provide a broad perspective of the phenomenon.
• The review includes the incorporation of primary sources, such as PhD dissertations.
• The process used for compiling research-based and theoretical evidence is clear.
• This evidence reveals a contemporary review that includes the timeframe of the studies published (a statement that includes…”the review included studies published from 1999 to 2014). 
• Database searches are clearly identified, for example: MEDLINE, CINAHL, Proquest nursing, ERIC, Journals@Ovid, PsychINFO, and ScienceDirect.
• Categories for search terms are included.
• Clear inclusion criteria are described for the sources included in the paper.
• Search terms are identified and presented in a table as appendix. Students were instructed on how to use a critical appraisal for empirical literature using the Quantitative studies critical appraisal checklist from Bowling (2009) *see attached. And a Qualitative studies critical appraisal check list by Pearson (2004)* see attached.
• The limitations of the review are clearly identified.

Faculty Evaluator Comments

3. Discussion (30 points)
• A synthesis is formed and sufficiently supports the phenomenon under review.
• The findings are discussed as follows:
  o Sampling frame is identified
  o Findings are succinctly stated and linked to other studies in the review
  o Appropriate statistics are presented
  o consistency with prior studies with possible reasons for any discrepancies in findings,
  o The implications for future research are presented and are based on the findings

Faculty Evaluator Comments

4. Summary and Conclusion (20 points)
• The summary provides a “nutshell” of the findings
• The summary includes the student’s interpretation of the literature findings
• The summary includes implications for future research including identification of the “holes” in the literature
• The conclusion is a brief summary paragraph that highlights the main findings and implications and reflects the findings relative to the stated purpose of the review.

### Faculty Evaluator Comments

**5. Mechanics of Writing (20 points)**

• The paper is systematically organized using headings and spacing to facilitate the reader's grasp of major elements.
• Each section of the paper is appropriately introduced
• The paragraph is the unit of composition and paragraphs include topic sentences that are fully developed within the body.
• There are transition sentences between topics and when needed between paragraphs.
• The language is clear and precise without exaggeration or superfluous wording.
• The active voice is used more than the passive voice.
• Terminology is consistent throughout the paper.
• Grammar and spelling are correct.
• References are accurate and follow APA guidelines
<table>
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<th>Semester/ Dates</th>
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<th>Dissertation/ Seminar</th>
<th>Progress/Actions</th>
<th>Comments</th>
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<tbody>
<tr>
<td>End of Year 1: Semester 2</td>
<td>First Examination</td>
<td></td>
<td>Students with F in Exam I first meet with their advisor to review exam and make a timeline for rewriting the exam. Student then meets with PC, gives them timeline for rewrite.</td>
<td>Rewrite is submitted to advisor and graded before 2nd year, 1st semester.</td>
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<tr>
<td>2nd Year, 2nd Semester: Semester 4</td>
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<td>DSI</td>
<td></td>
<td></td>
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<tr>
<td>3rd Year, Fall: Semester 5</td>
<td></td>
<td>DSII</td>
<td></td>
<td>Students are eligible to submit and defend their second exam at the conclusion of DSII</td>
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<tr>
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<td>Second Examination: Dissertation Proposal written document approval and successful oral defense.</td>
<td>DSIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th Year Fall: Semester 7</td>
<td>Second Examination: Dissertation Proposal written document approval and successful oral defense.</td>
<td>DSIII 2nd time taking course</td>
<td>Students who do not pass the second exam must enroll.</td>
<td>PC consults with advisor and meets with student; student placed on academic probation.</td>
</tr>
<tr>
<td>4th Year, Spring: Semester 8</td>
<td>Second Examination: Dissertation Proposal written document approval and successful oral defense.</td>
<td>DSIII 3rd time taking course</td>
<td>Students who have not passed the second exam must enroll. Final semester if 2nd exam not passed and PC denies extension.</td>
<td>PC consults with advisor and meets with student; PC committee decides on one of the following options: LOA or continuation in DSIII for last time.</td>
</tr>
<tr>
<td>5th Year: Fall Semester 9</td>
<td>Second Examination: Dissertation Proposal written document approval and successful oral defense.</td>
<td>DSIII 4th and final time in DSIII for students who are given extension</td>
<td>Students returning from LOA register for final semester in DSIII. If 2nd exam not completed by end of DSIIIc, student is dismissed.</td>
<td>For students given extension by PC, final semester to complete 2nd exam.</td>
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<tr>
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<td></td>
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<td>GC deadline for defending proposal</td>
<td>GC sends Satisfactory Progress Report.</td>
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</table>
Appendix F

Dissertation Topic - Committee Chair Selection Form

Name: ___________________________________________________

Cohort: ________

Date: __________

Dissertation Committee Chair: ____________________________________________________

Working Title: ________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

To the student: Please attach a summary of your proposed research, starting with its purpose and a general statement of the method to be employed. This statement should be approximately half a page with a paragraph on the area to be researched and one on the intended type of research design. Note: All information on this page may be changed at a later date.

To the Dissertation Committee Chair: I have read ___________________________________'s topic proposal and have discussed it in detail with the student. In my judgment it (1) meets the minimum standards required for the formulation and design of a research project; (2) is practically feasible in terms of available space, equipment, and the number and type of subjects available; and (3) does not involve procedures that would violate the code of ethics of the NNA.

Dissertation Committee Chair: ____________________________ Date: __________________

To the Executive Officer: Please indicate approval or disapproval.

Approved □ Disapproved □ Date: ________EO____________________________
(Signature)
Appendix G

Dissertation Committee Selection Form

Name ___________________________________________________________

Cohort # __________

Date: ______________

Dissertation Committee Chair: _________________________________________________

Please indicate below the names of faculty members you recommend for membership on the Dissertation Committee and submit this form to the EO for approval.

Committee Member #1 (GC Nursing) ____________________________ Campus/Affiliation ____________________________ Signature ____________________________

Committee Member #2 (GC Faculty) ____________________________ Campus/Affiliation ____________________________ Signature ____________________________

First Reader (GC Faculty) ____________________________ Campus/Affiliation ____________________________ Signature ____________________________

Second Reader (must be outside CUNY)* ____________________________ Campus/Affiliation ____________________________ Signature ____________________________

*Please attach a current CV

To the Committee Chair: Please sign in the space provided if you approve this committee and have ascertained that the faculty members listed have agreed to serve. Please submit a CV for all non CUNY Graduate Center faculty. Note: Any changes in the Dissertation Committee must be approved by the EO.

Dissertation Committee Chair’s Signature ____________________________ Date ____________________________

To the Executive Officer: Please indicate approval or disapproval.

Approved □ Disapproved □ Date: ________________ EO ____________________________ (Signature)
Appendix - H
Dissertation Proposal Approval: Written Document

Date: ______________

Name of Student: __________________________________________

Title of Dissertation: __________________________________________________________________

1. **Committee Chair**

   Name __________________________________________

   Signature ______________________________________

   [ ] I approve the proposal with minor changes and agree the student is ready for the oral defense.

   [ ] I DO NOT approve the proposal. Major changes are required.

2. **2nd Committee Member**

   Name __________________________________________

   Signature ______________________________________

   [ ] I approve the proposal with minor changes and agree the student is ready for the oral defense.

   [ ] I DO NOT approve the proposal. Major changes are required.

3. **3rd Committee Member**

   Name __________________________________________

   Signature ______________________________________

   [ ] I approve the proposal with minor changes and agree the student is ready for the oral defense.

   [ ] I DO NOT approve the proposal. Major changes are required.

4. **1st Reader (CUNY Faculty)**

   Name __________________________________________

   Signature ______________________________________

   [ ] I approve the proposal with minor changes and agree the student is ready for the oral defense.

   [ ] I DO NOT approve the proposal. Major changes are required.

5. **2nd Reader (Non-CUNY Faculty)**

   Name __________________________________________

   Signature ______________________________________

   [ ] I approve the proposal with minor changes and agree the student is ready for the oral defense.

   [ ] I DO NOT approve the proposal. Major changes are required.
Dissertation Committee Chair Statement Concerning the Use of Research Methods

1. This Dissertation proposal requires the use of statistical methods and/or the interpretation of the results of statistical analyses (please check one): ______Yes ______No

2. If YES, please select one of the following:
   
   The student has successfully completed one or more of the following courses (please check all that apply):
   
   NURS 71100 Applied Statistics I
   NURS 71200 Applied Statistics II

3. If NO, please select one of the following:
   
   NURS 81000 Qualitative Research Methods I
   NURS 81100 Qualitative Research Methods II

Signature: ___________________________ Date: ___________________________

To the Executive Officer: Please indicate approval or disapproval.

Approved ______ Disapproved______ Date _______ EO ________________________________
(Signature)
Instructions for Completing the Dissertation Proposal Hearing Report

After a successful Dissertation Proposal Hearing, all dissertation research must be reviewed by the Institutional Review Board (IRB) regardless of whether or not the student used human subjects in their dissertation proposal. All students should review the IRB Website for additional information. The Office of Research and Sponsored Programs (OSP) handles the procedures and provides information on the IRB application, and processes the IRB applications. For additional information and assistance on IRB issues, please contact:

Office of Research and Sponsored Programs
Edith Gonzalez
Executive Director
Phone: (212) 817-7530
http://web.gc.cuny.edu/orup/index.html

The Graduate Center’s IRB website has links to IRB forms and guidelines (including NYC Board of Education Guidelines), information on how to satisfy the Human Subjects’ Protection requirement, and a quick reference of review categories and other IRB issues. NOTE: The website is the ONLY place to download the application for IRB approval. http://www.gc.cuny.edu/About-the-GC/Resource-Services/Research-Sponsored-Programs/Human-Subjects-IRB

An additional resource is the Office of Human Research Protections (OHRP), the agency within the Department of Health and Human Services (DHHS) that oversees research involving human subjects and enforces the federal regulations governing such research. The OHRP’s website is http://ohrp.osophs.dhhs.gov/.
Appendix - I
Dissertation Oral Proposal Hearing Report

Student Name: ________________________________________ Banner ID # ____________________

Last Name, First Name, M.I.

Date: ____________

Title of Dissertation: _______________________________________________________________

The Dissertation Committee Chair and committee members, agreeing that the proposal is practicable and acceptable, that its plan and prospectus are satisfactory, and that the student is competent in the knowledge and techniques required, approve the proposal and recommend that the student proceed according to the prospectus and under the supervision of the Dissertation Committee.

4. _ Yes _ No ____________________________
   Committee Chair’s Signature                Print Name               Date

5. Yes ___ No ____________________________
   2nd Committee Member’s Signature          Print Name                Date

6. Yes ___ No ____________________________
   3rd Committee Member’s Signature          Print Name                Date

7. Yes ___ No ____________________________
   1st Reader’s Signature                   Print Name                Date

8. Yes ___ No ____________________________
   2nd Reader’s Signature                   Print Name                Date

To the Executive Officer: please indicate approval or disproval

Approved_____ Disapproved _____ Date: __________________ EO _____________________________

(Signature)
Appendix J

Submit your dissertation in DRAFT FORM (Providing the number of copies required in your discipline) to your committee for approval. If the committee approves the draft, it will recommend that you advance to the Final Examination. This is an oral defense of the dissertation evaluated by your committee. If all required changes are made prior to the defense, you may bring a final copy of the dissertation to the examination.

Dissertation Evaluation Form

Date: ___________________

Name of Student:_________________________________________ Degree Sought:_____________

Title of Dissertation:________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Dissertation Committee Chair _____________________________ Campus ____________________________

Evaluator ______________________________ Campus ____________________________

To the Evaluator: Please read the student’s dissertation carefully before evaluating it on the scale below. In making your judgment be sure to consider such factors as the skill with which the problem was formulated, the soundness of the research design, the nature and the extent of data analyses, the integration of findings by means of theory and concept, etc. Attention should also be given to the way the thesis is written and organized, taking into account the fact that the presentation and style should meet at least the minimum editorial demands of journal editors.

Please send the original to the Executive Office. In the event that category “b” is checked, the evaluator should give the basis of his/her evaluation in the space allotted for comments below.

- ___ a. I approve the student’s written doctoral dissertation as it now stands, and recommend that he/she be given the Final Oral Examination.

- ___ b. Except for minor revisions, I approve the student’s written doctoral dissertation and recommend that he/she be given the Final Oral Examination. I assume that the candidate’s thesis sponsor will assume responsibility for these revisions.

- ___ c. I do not approve the student’s written doctoral dissertation as it now stands.

Comments

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

___________________________________________________________________________________

Evaluator’s Signature ____________________________________________

34
Appendix K

Request for Invitation to Final Examination

The mentor is Chair of the dissertation committee and must be a member of the doctoral faculty and a faculty member of the defending student’s program. The dissertation committee consists of at least three members of the CUNY doctoral faculty and is approved as specified in the governance document of each program. The program notifies the Provost, the general public and the members of the committee, as to the time and the date of the defense. See Degree Requirements on the Graduate Center website for more information. Submit the completed form via email to provost@gc.cuny.edu.

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## DNS Curriculum

**Fall 2006 to Spring 2010 (Cohorts 1, 2, 3 and 4)**

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<td>Measurement in Nursing Research</td>
<td>3</td>
<td>Nursing Initiatives for Policy and Economics</td>
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<td>Nursing Care Perspectives to Eliminate Health Disparities</td>
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<td>Information Technology in Health Care and Nursing</td>
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### Term: Spring 1

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<td>Nursing Ethics and Clinical Decision Making</td>
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DNS Students from cohorts 1-4 who wish to pursue a PhD will need the following classes in addition to those listed above:

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<td>Advanced Scientific Writing 1</td>
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<td>Advanced Scientific Writing 2</td>
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### DNS Curriculum
**Cohorts 5 and 6**

#### Term: Fall 1

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**Term Credit Total**: 10

#### Term: Spring 1

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**Term Credit Total**: 9

**First Examination**

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**Term Credit Total**: 9

#### Term: Spring 2

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**Term Credit Total**: 9

#### Term: Fall 3

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**Term Credit Total**: 3 (5 or 6)

**Second Examination**

---

**Total Program Credits**: 48

**DNS Students from cohorts 5 and 6 who wish to pursue a PhD** will need the following classes in addition to those listed above:

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### PhD Curriculum 2012- Present

#### Term: Fall 1

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<tr>
<td>NURS 70000 Philosophy of Science</td>
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<td>NURS 70100 Development of Nursing Knowledge</td>
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<td>NURS 70101 Educational Research in Health Care Settings</td>
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<td>NURS 72100 Nursing Initiatives for Policy and Economics</td>
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<td>NURS 72000 Nursing Care Perspectives to Eliminate Health Care Disparities</td>
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#### Term: Fall 2

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<tr>
<td>NURS 80000 Quantitative Research Design</td>
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<td>NURS 89001 Dissertation Seminar I</td>
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<td>NURS 71100 Applied Statistics I</td>
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<td>NURS 70302 Advanced Scientific Writing III</td>
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#### Term: Fall 3

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<td>NURS 83000 Independent Study OR Elective (if needed)</td>
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<td>NURS 82000 Doctoral Practicum in Nursing Research</td>
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**Program Totals:**  
Credits: **50**

Identify any comprehensive, culminating element(s) (e.g., thesis or examination), including course number if applicable:  
First Exam (comprehensive exam) at end of Spring First year  
Second Exam (Dissertation Proposal) at end of completion of coursework (Fall year 3).  
Some students may need additional time to prepare the dissertation proposal and will continue Independent Study as needed and take a third Dissertation Seminar (Spring year 3).  
Dissertation submission and Oral Defense of the Dissertation when completed  

2.21.13