HANDBOOK

HEALTH AND REHABILITATION SCIENCES PhD PROGRAM

APPROVED APRIL 18, 2012
Amended April 2016

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Section I – Mission and Vision of the HRS PhD Program in The School of Health and Rehabilitation Sciences

<u>Mission 1.1:</u> To develop future health and rehabilitation science leaders with a focused domain that advances health and health care at the forefront of scientific discovery.

The PhD in Health and Rehabilitation Sciences is dedicated to developing the future leaders in health disciplines. Students are expected to become stewards of the science by applying rigorous scientific methods, and cutting-edge analytical approaches in a focused domain of science. Being at the scientific forefront facilitates stewardship of their professions. Our graduates will lead their disciplines by engaging in life-long research, effectively disseminating scientific discoveries in the classroom, and performing service to their profession.

<u>Vision 1.2:</u> The PhD Program in Health and Rehabilitation Sciences forms excellent scientists and professional leaders through immersion in interdisciplinary coursework, close mentorship with faculty who are leaders in their fields and active participation in all aspects of research, grantsmanship and publishing. Our students are expected to:

- Thrive in interdisciplinary discussion, debate and collaboration;
- Understand and develop the habits of good teaching, curricular design and program evaluation;
- Expect the best of themselves by engaging in self-criticism, bringing passion to their professional duties, and being committed to collegiality;
- Serve the profession through scholarly pursuits, translating discovery into practice, training future practitioners and future scientists;
- Develop In-depth foundational knowledge within a focused area of study;
- Develop mastery of innovative scientific methods to produce rigorous, original research, culminating in independent, scholarly thought;
- Advance the science and the profession through pursuit of grant funding, publication of their scientific discoveries and dissemination in scientific and professional forums as well as in the classroom; and
- Serve as an ambassador for the profession and the program in interactions with others locally, regionally, nationally, and internationally.

Section II – Administration of the HRS PhD Program in The School of Health And Rehabilitation Sciences

Governance for the HRS PhD program will be shared by the HRS Graduate Studies Committee Chair and Director of the HRS PhD program, the PhD graduate studies committee and the HRS graduate faculty. The responsibilities of the Graduate Studies Chair serves as Director of the HRS PhD program are to:

- Convene regular meetings of the PhD Graduate Studies committee
- Determine PhD Student Progress and update the committee
- Maintain student records
- Provide oversight and guidance for faculty advisors
- Conduct regular reviews of the PhD curriculum
- Engage in faculty development to improve graduate education in the school
- Develop and update policies and procedures for PhD education
- Conduct elections for elected positions on the PhD graduate studies committee.

HRS Graduate Faculty 2.1: The HRS graduate faculty will be comprised of faculty recognized by the graduate school by P status. Faculty must apply to be members of the HRS PhD Program using the Application for HRS Faculty Status and be approved by the HRS PhD Graduate Studies Committee. To serve as a Primary Advisor to an HRS PhD student, the faculty member must meet the following criteria:

- Hold P status in the Graduate School
- Apply to and be admitted as a Graduate Faculty Member in the HRS PhD Program (form below)
- Have a primary appointment in the School of Health and Rehabilitation Sciences
                                        – or –

    For faculty whose primary appointment is not in the school, a formal request will be made to the HRS PhD Graduate Studies Committee using the Application for HRS Faculty Status (below). The applicant will meet either with the program director or the PhD Graduate Studies Committee to determine the alignment of goals between the applicant and the HRS PhD Program and to orient the applicant to requirements of the program.

- Maintain good standing as an HRS PhD Graduate Faculty Member

HEALTH AND REHABILITATION SCIENCES PHD PROGRAM
Application for HRS Faculty Status

NAME:

DEPARTMENT/DIVISION:

CAMPUS ADDRESS:

OFFICE PHONE: **FAX:**   **EMAIL:**

Academic Rank: _____ Full Professor   _____Associate Professor   _____Assistant Professor

1. **Do you wish to become a Graduate Faculty member of the HRS PhD Program? ___ Yes   ___No**
   (P status is required)

2. **Please Provide a Full CV as a PDF attachment and provide a short statement below that addresses the following:**
   a. Describe the training environment and/or research facilities available to students
   b. Mentoring experience of graduate students
   c. Define your area of research emphasis
   d. Describe how you will contribute to the education of PhD students

HRS PhD Graduate Studies Committee 2.2: The committee, in conjunction with the HRS PhD Program Director, provides oversight to the HRS PhD program, including admissions, curricular review, approval of candidacy and dissertation committees, mentorship of PhD advisors, evaluation of student progress and implementation of disciplinary procedures. The committee will be responsible for developing the policies and procedures of the HRS PhD program and appropriately conveying them to the P faculty.

The committee is chaired by the Graduate Studies Chair, who is appointed by the School Director and reviewed annually. The appointment may be terminated for unsatisfactory performance; the chair may also be re-appointed. There are five additional members (two appointed by the School Director and three elected by the P faculty); terms are staggered 3 year terms. All committee members must have P level graduate status, be members in good standing of the HRS PhD Graduate Faculty and be elected by a vote of P level faculty who are members of the HRS PhD Graduate Faculty.

Review of HRS PhD Program Faculty and Good Standing 2.3: The objective of reviewing faculty with an appointment in the HRS PhD Program is to ensure that students receive excellent training from recognized national and international experts, that the program is comprised of active faculty who regularly contribute their expertise to strengthen the program.

The PhD Graduate Studies Committee will review all affiliated faculty every four years to determine their status with the HRS PhD Program. The following criteria will be used:

1. A stated desire to remain a faculty member of the HRS PhD Program by submitting documents for review
2. A substantial record of ongoing scholarship within an area of Health and Rehabilitation Sciences with an average of at least 1 peer-reviewed publication per year on average
3. Record of active funding during the 4 year review period which is sufficient to support graduate student stipends and willingness to accept HRS PhD students.
4. Act as a mentor, dissertation advisor and/or candidacy exam committee member for HRS PhD students on a regular basis.
5. Teach graduate PhD courses for the HRS program
6. Serve on HRS PhD Graduate Studies committee, and/or perform service focused on graduate education at College or University levels.
7. Clear evidence of creating a productive, supportive training environment for HRS PhD trainees including student completion of milestones on time, regular attendance at Grand Rounds, regular attendance at school-wide mentorship workshops and holding regular mentorship meetings with trainees.

To maintain affiliation with the HRS PhD Program, the faculty member must demonstrate a sustained record of contributing to HRS graduate education and clear evidence of an active, focused research program sustained over multiple years. Thus, multiple criteria must be met yearly with items #1 and #2 being required of all faculty. The PhD Graduate studies committee will make one of 3 recommendations:

Retention of Faculty Status with the HRS PhD Program – criteria are met and faculty member demonstrates research expertise and a commitment to HRS graduate education. Affiliation with the PhD program will continue until the next review in 4 years.

Removal of Faculty Status with the HRS PhD Program but Retention of P Status – This will be based on finding any of the following - failure to demonstrate sustained or substantial research program, lack of active participation in the HRS PhD Program, difficulty creating positive training environment.

Recommendation to remove faculty status with the PhD program and to remove P Status – This option will only be considered if the faculty member's affiliation with the HRS PhD program is removed. It will be based on how extensive or severe the limitations are determined to be. The decision may be made to reduce the status to M or remove graduate faculty status altogether, or to recommend probationary P status until certain conditions are met. A guiding principle shall be that if a faculty member who once qualified for P status is no longer engaged in an active program of research as evidenced by a lack of publication, a lack of funding, and a lack of participation in graduate education over a four year time frame, the P status should be removed. In this case, the faculty member is given two weeks to respond in writing if they wish to challenge the decision. The letter from the faculty member is included with the letter reflecting the decision made by the HRS PhD Graduate Studies Committee and sent to the Graduate School for consideration.

Section III – HRS Admissions

Application 3.1: Applicants must apply in conformance with graduate school requirements using the on-line application: http://gpadmissions.osu.edu/apply/grad.html . In addition to the documents required by the graduate school (i.e. proof of degree, TOEFL, minimum GPA, etc), the applicant will provide recent GRE scores, a letter of intent and Faculty will provide an HRS potential faculty advisor form and faculty sponsorship of student applicant form.

Admission Criteria 3.2: To be admitted to the HRS PhD program, the applicant must fulfill the following criteria:

- Minimum GRE scores at the 50th percentile or greater on the verbal and quantitative portions and 4 or greater for the written portion.
- MS degree or professional degree in a health related field; or be an applicant to a dual degree program such as DPT/PhD, OTD/PhD, MS/PhD.
- Commitment of an advisor or sponsor from the faculty for the HRS PhD program
- Determination by the advisor and the PhD graduate studies committee of the goodness of fit with the goals of the HRS PhD Program and scope of research by the faculty.

In rare cases, an applicant may request a review of their academic record by the HRS PhD Graduate Studies Committee in consideration of waiving the GRE minimums. The decision by the committee and the PhD program Director will be final.

Admission Classifications 3.3: The HRS PhD program is a rigorous program of study based on biomedical and health related sciences which demand a full-time commitment and availability to be successful. As such, special or conditional admission will be rare. Most if not all admissions will be in the regular classification.

- FULL TIME STATUS: The program of study is designed as a full-time, year-round curriculum including summer semesters. A full-time commitment to education is expected of all PhD students. Outside employment while enrolled in the HRS PhD program must be approved by the HRS PhD Graduate Studies Committee. (see policy on outside employment).
- PART-TIME STATUS: Part-time students will be considered into the program with a maximum of three part-time students per year admitted to the PhD program. During any period of time, a faculty member may have a maximum of two part-time students as advisees. Faculty members have the right to not accept part-time students. Once an admitted part-time student completes candidacy, he/she must engage in full-time study. Part-time students must adhere to all admission criteria as listed in 3.2 of the Handbook and must meet all academic and professional standards including the Program Milestones listed in 6.3 of the Handbook. Students must meet all requirements of the Graduate School including residency (see below).

Residency Requirements: The purpose of the residency requirements is to give students the opportunity to engage in intensive, concentrated study over an extended period of time in association with faculty members and other students in an atmosphere conducive to a high level of intellectual and scholarly activity.

The following requirements must be fulfilled after the master's degree has been earned or after the first 30 hours of graduate credit have been completed:

1. A minimum of 24 graduate credit hours required for the Ph.D. must be completed at this university
2. A minimum of two consecutive pre-candidacy semesters or one semester and a summer session with full time enrollment must be completed while in residence at this university
3. A minimum of six graduate credit hours over a period of at least two semesters or one semester and a summer session must be completed after admission to candidacy

Transfer of Graduate Program 3.4: Students may apply to transfer into the HRS PhD program from another PhD program within the university. The graduate school will verify student-provided information of the student's academic performance to date. In addition, the student will provide all application materials required for HRS admission: letter of intent; sponsor form; advisor form, GRE scores. The HRS PhD graduate studies committee will review these materials and provide approval or denial. Written acknowledgment of the decision will be given to the student and the transfer form will be signed by the PhD program director if the decision is approved.

SECTION IV: Registration and Scheduling

Semester requirements for full and part time status 4.1:

GRADUATE ASSOCIATES AND SEMESTERS
Approved by the Graduate School March 2012

GRADUATE CREDIT HOUR SUMMARY
- 8 hours = fulltime per semester (including graduate associates and international students)
- 4 hours = fulltime in summer session
- 3 hours = fulltime per semester and in summer session for post-candidacy students
- 4 hours = minimum course load per semester for GAs on 25% appointment
- 2 hours = minimum course load in summer session for GAs on 25% appointment
- 12 hours = fulltime per semester for Fellows/Trainees
- 6 hours = fulltime in summer session for Fellows/Trainees
- 16 hours = maximum credit hour load per semester without approval of the Graduate School
- 8 hours = maximum credit hour load in summer session without approval of the Graduate School
- 4 hours = maximum credit hour load in May session without approval of the Graduate School
- 6 hours = fulltime per semester for students for veterans' benefits purposes
- 4 hours = fulltime in summer session for students for veterans' benefits purposes
- 30 hours = minimum required for master's degree
- 80 hours = minimum required for PhD (50 hours past master's)

POINTS OF INFORMATION—SEMESTERS
- Students may enroll for up to three credit hours for May session without charge if they were enrolled fulltime for the spring semester.
- Students will register for May session at the same time they register for summer session (mid-June through early August) and summer term (the period from the beginning of the May session until the end of the summer session –early May through early August).
- The credit hours for those three enrollment periods will be combined and will appear on the student's transcript as summer credit hours.
- Autumn and spring semesters may be divided into two seven-week sessions. A department could offer a seven-week version and/or a 14-week version of a particular course, and both versions could be offered even in the same semester. A student will be considered as registered for the entire semester, even if enrolled only in a seven-week course. A student's transcript will not distinguish between seven-week and 14-week courses.
- Some programs will combine May and summer sessions for a 12-week summer term. For a student enrolled only in a summer term class, there is no tuition credit for the May session. Eligible students will receive three free credit hours in the May session only if they enroll in a discrete, four-week May session course. These students may also enroll in seven-week summer session courses, for which they will pay regular tuition. Again, total summer enrollment will be based on the sum of May and summer credits.

POINTS OF INFORMATION—GRADUATE ASSOCIATE APPOINTMENTS
- Students on a 12-month graduate associate appointment will be appointed from September 1-August 31, with the stipend paid in 12 equal installments.

- Students on a nine-month appointment will be appointed from September 1-May 31, with the stipend paid in nine equal installments.
- A typical graduate associate appointment is for autumn and spring semesters; however, work patterns are determined locally and may vary due to the May session. For example, a unit may hire a 50 percent time GTA to teach for autumn semester and for May session, with no expectation that the GTA will teach during the spring semester. The student will remain on appointment as a GTA for spring semester so that the student will receive a fee authorization, stipend, and benefits for spring as well as eligibility for a summer fee authorization. There would be no expectation of additional compensation for the May session in such a situation.
- Alternately, a GTA fulfilling his or her teaching obligations during the autumn and spring semesters may be hired on a supplemental appointment to teach during the May session (just as a unit may negotiate with the student for a supplemental appointment to teach during the seven-week summer session).
- Graduate associates on appointment are not required to enroll in May session to meet the conditions of their appointment.
- A graduate associate appointed at 50 percent time for autumn and spring semesters will receive a summer session (mid-June through early August) fee authorization; a graduate associate appointed at 25 percent time is entitled to a summer fee authorization at half the full fee authorization rate.
- A graduate student who elects not to enroll during the summer session immediately following his or her autumn and spring semesters GA appointment may not defer the use of the summer session fee authorization.

GRADUATE STUDENT SCENARIOS
Scenario #1
Student #1 is a first-year domestic graduate student on a 50 percent time appointment for autumn and spring semesters. Her department has hired her to teach what is considered a regular GTA load for those semesters. She will not be given a supplemental appointment for the May session and plans to use the summer session fee authorization to which she will be entitled.

- Student #1 must register for a minimum of eight credit hours autumn and spring semesters to fulfill the requirements of her GA appointment.
- She may enroll for up to three credit hours for the May session without charge.
- She must register for a minimum of four credit hours during the summer enrollment period, enrolling in either four credit hours in the May session (three credit hours without charge) or four credit hours in the summer session, or some combination thereof.

Scenario #2
Student #2 is a domestic post-candidacy student on a 50 percent time appointment for autumn and spring semesters. His department has assigned him teaching duties for autumn semester and the May session. He will remain on appointment during the spring semester and will have no teaching assignment. He plans to use the summer session fee authorization to which he will be entitled.

- Student #2 must register for a minimum of three credit hours autumn and spring semesters to fulfill the requirements of his GA appointment.
- He must register for a minimum of three credit hours during the summer enrollment period, enrolling in either three credit hours in the May session or three credit hours in the summer session, or some combination thereof.

Course Load 4.2: Full-time course load may vary for each student but may never be less than 8 credits per semester or 4 hours in the summer session. Based on graduate school requirements, students may take no more than 16 credits per semester or 8 credits in summer or 4 credits in the May session, including audited courses, without advisor and graduate school approval.

Post-Candidacy Doctoral students 4.3: Full time status is 3 credits per semester or summer session.

Continuous Enrollment 4.4: The HRS PhD program requires continuous enrollment by full-time and part-time students including summer semester upon beginning coursework in the program.

Graduate Associates 4.5: Graduate associates in the HRS program holding 50% or greater appointments must register for at least 8 credits hours per semester and 4 credit hours in summer. Post-candidacy doctoral students must register for at least 3 credits per semester including summer session an appointment is held.

Fellows and Trainees 4.6: Students holding the titles Graduate Fellow or Graduate Trainee, regardless of source of funding, must register for 12 credit hours per semester and 6 credit hours in summer session for as long as the appointment is held. Post-candidacy Graduate Fellows or Graduate Trainees must register for 3 credit hours per semester including summer session.

Unless specific HRS policies are described below, the Policies and Procedures from the Graduate School handbook will be followed.

SECTION V: Graduate Course Credits

All credits earned toward the HRS PhD must be graduate credits only. The level of instruction and the work required in courses numbered 6000 and above are designated only for graduate credits. Enrollment in these courses is restricted to graduate students, combined program students and undergraduate students taking courses under Senior Petition. Courses numbered 5000 -5999 can be designated as either undergraduate or graduate level. Courses at 5000-5999 level will be counted as graduate credit as long as they are considered and taught as graduate courses. Graduate credit for these courses will appear on the graduate record of students within the program offering the course and for non-program students.

Senior Petition 5.1: An undergraduate may submit the senior petition to take courses for graduate credit provided that:

1. The student is a senior
2. The credit for the course is not used to meet baccalaureate degree requirements
3. The student's cumulative point-hour ratio is 3.3 or above in all undergraduate work
4. The student secures permission by the end of the first day of classes from
    a. The instructor in charge of the course
    b. The secretary of the student's college or school
    c. The Graduate School
5. The course is offered for graduate credit

These courses may not be counted toward a graduate degree until the student has been admitted to the Graduate School and until the Graduate Studies Committee accepts them and notifies the Graduate School. If approved, the hours are counted in the student's graduate earned and cumulative credit hours, and the grades are counted in the student's graduate cumulative point hour ratio. No more than nine graduate credit hours may be completed under Senior Petition.

Non-Graduate Credit 5.2: A student enrolled in the Graduate School does not earn graduate credit for any of the following reasons:

1. The course is numbered at the 3999-level or below
2. The course is numbered at the 4000-4999 level in the student's own academic unit
3. The course is one of the following foreign language courses: German 6101 or 6102; Russian 6171 or 6172, French 6571 or 6572
4. The course is designated "non-graduate credit" (undergraduate "UG" option) by the student's advisor at the time the student registers or adds the course
5. The course is taught by a graduate student enrolled at this university

A student registered for a non-graduate credit course must complete the course requirements. A grade is reported by the instructor. The course title, credit hours and grade appear on the student's official

permanent record. The credit hours are not included in the cumulative or earned graduate credit hours, and the credit points are not included in the cumulative points. The Course Enrollment Permission form or change ticket is marked with a "UG" to indicate that the course is a non-graduate credit course.

The HRS PhD Program will follow the [Graduate School Handbook](#) for policies on Marks, earned hours, cumulative hours, repeating courses, fresh start, and audits.

Credit by Examination 5.3: The HRS PhD program does not allow graduate credit by examination (EM credit). Earned credits will be via classroom instruction or hands-on learning.

Transfer Credit 5.4: Graduate credits earned as part of another graduate program outside of the School of Health and Rehabilitation Sciences may be transferred to the HRS program if the following conditions are met:

- Credits may be transferred if they fulfill specific requirements of the HRS PhD program. Independent study credits are unlikely to transfer since they don't meet a specific requirement of the HRS PhD Program.
- Eligible course credit must be above and beyond the degree requirements for the previous graduate degree (i.e. MS or PhD degree).
- The student earned at least a grade of "B" or satisfactory in each course for which credit is to be transferred.
- Transfer credit will apply to electives or research design but not to core courses.
- Approval by the HRS PhD Graduate Studies Committee

These guidelines do not apply to the MS/PhD track or dual degree students in the School of Health and Rehabilitation Sciences. Transfer of credit should be done at the time of admission into the HRS PhD program or no later than the end of the second semester of enrollment in the graduate school.

Grade Grievance Procedure 5.5: will be as stated in University Rule 335-8-23.

HRS PhD Program Curriculum Requirements 5.6: The graduate school requires a minimum of 80 graduate credit hours beyond the baccalaureate degree or 50 graduate credit hours beyond a master's degree. The HRS PhD degree requires a minimum of 45 semester hours pre-candidacy and 18 semester hours post-candidacy. These credit hours are distributed as shown below:

Health and Rehabilitation Sciences PhD Program

Core (16 credits)

Course Number	Title	Semester Credit
ESEPSY 7404	College Teaching	3
HTHRHSC 7250	Teaching and Curriculum in the Health & Rehabilitation Sciences	3
BSGP 7070 BSGP 7080	Fundamentals of Grant Writing I Fundamentals of Grant Writing II	2 2
HTHRHSC 7100	Health and Rehabilitation I	3
HTHRHSC 7150	Health and Rehabilitation II	3

Research Design and Methods (6 credits)

AEE 8870 and 8875	Analysis and Interpretation of Data and Analysis and Interpretation of Data Lab	2/1
AEE 8880	Instrumentation and Procedures for Data Collection	2
HTHRHSC 7900 and 7910	Evidence Based Practice I and II	1/1
STAT 5301	Intermediate Data Analysis I	4
STAT 5302	Intermediate Data Analysis II	3
PSYCH 6810	Statistics Methods in Psychology I	4
PSYCH 6811	Analysis of Variance	4

Practicum (6 credits)

HTHRHSC 8998	Research	5 Total (1 per experience)
HTHRHSC 8289	Teaching	1

Seminar (6 credits)

HTHRHSC 7888 (Pre-Candidacy)	Grand Rounds	4 total pre-candidacy (one per course)
HTHRHSC 8888 (Post-Candidacy)	Grand Rounds	1 total post candidacy
HTHRHSC 7883	Responsible Conduct of Research	1

Research (TBD with advisor)

HTHRHSC 8999	PhD Research	1-15

Area of Emphasis (12 credits)

TOTAL: Pre-Candidacy – 45 Credits, Post-Candidacy – 15 credits minimum, Full time status will be 3 credit hours per semester (Fall, Spring and Summer); Credits comprised of HTHRHSC 8888 and HTHRHSC 8999

PhD in Health and Rehabilitation Sciences
Plan of Study for Students Starting in Fall of 2016

CORE COURSES IN ALLIED HEALTH LEADERSHIP AND TEACHING (15 CREDITS)			
COURSE NUMBER	**COURSE TITLE**	**CREDIT/SEM/YEAR**	**STATUS IN PROGRAM**
ESEPSY 7404	College Teaching	3	
HTHRHSC 7250	Teaching and Curriculum in the Health Sciences	3	
BSGP 7070 BSGP 7080	Grant Writing I Grant Writing II	2 2	
HTHRHSC 7100	Health and Rehabilitation I	3	
HTHRHSC 7150	Health and Rehabilitation II	3	
TOTAL CREDITS:			

CORE COURSES IN RESEARCH METHODS AND ANALYSIS (6 CREDITS)			
COURSE NUMBER	**COURSE TITLE**	**CREDIT/SEM/YEAR**	**STATUS IN PROGRAM**
TOTAL CREDITS:			

SEMINAR SERIES (9 CREDITS)			
COURSE NUMBER	**COURSE TITLE**	**CREDIT/SEM/YEAR**	**STATUS IN PROGRAM**
Pre Candidacy-HTHRHSC 7888 Post Candidacy-HTHRHSC 8888	Grand Rounds	4 total pre-candidacy 1 total post-candidacy	
HTHRHSC 7883	Responsible Conduct of Research	1	
TOTAL CREDITS:			

TEACHING AND RESEARCH PRACTICA (6 CREDITS)
5 RESEARCH AND 1 TEACHING EXPERIENCES @ 1 CREDIT PER PRACTICUM

COURSE NUMBER	COURSE TITLE	CREDIT/SEM /YEAR	STATUS IN PROGRAM
HTHRHSC 8780	Research Practicum		
HTHRHSC 8780	Research Practicum		
HTHRHSC 8780	Research Practicum		
HTHRHSC 8780	Research Practicum		
HTHRHSC 8780	Research Practicum		
HTHRHSC 8289	Teaching Practicum		
TOTAL CREDITS:			

AREA OF EMPHASIS COURSES (9 CREDITS)			
COURSE NUMBER	COURSE TITLE	CREDIT/SEM/YEAR	STATUS IN PROGRAM

TOTAL CREDITS:

DISSERTATION (18 CREDIT MINIMUM)			
COURSE NUMBER	CREDITS	SEM/YEAR	STATUS IN PROGRAM
HTHRHSC 8999			
HTHRHSC 8999			
HTHRHSC 8999			
HTHRHSC 8999			

EXPECTED SEMESTER/YEAR FOR COMPLETION OF CANDIDACY EXAM:_____

EXPECTED SEMESTER/YEAR FOR COMPLETION OF 1ST PROPOSAL MEETING:_____

EXPECTED SEMESTER/YEAR FOR COMPLETION OF DISSERTATION:_____

Dual Graduate Degree Programs 5.7: There are several dual degree options with the HRS PhD Program including DPT/PhD; OTD/PhD; MS/PhD.

Change of Advisor Assignment Policy 5.8: Students who wish to change primary advisors will write a letter to the PHD committee which identifies the new mentor and the reason for the change. The new advisor must be a faculty member of the HRS PhD Program. Common reasons for changing advisors could be: original advisor leaves the university or program; change in research scope which better aligns with another advisor; better fit with work style of another advisor; change in financial support.

Waiver of Credit Policy 5.9: Under rare circumstances, a substitution of a previously completed course for a required PhD course may be considered. The student and advisor will apply to the PhD graduate studies chair for a waiver for the course. If the waiver is approved, the student must make up the course credit hours.

Grievance Policy 5.10: The first step in any grievance procedure is an honest discussion between the student and the supervisor. The aggrieved party (student or supervisor) should calmly and with specific examples explain the problem and say why the situation is unacceptable. The person receiving the complaint must listen carefully and be certain to understand the complaint. The complainant should propose an alternative situation that would be acceptable, and then the two parties should negotiate to reach a mutually agreeable solution. The solution should be put in writing with specific objectives, including deadlines if indicated, and this agreement should be signed and dated by both parties.

If this process does not provide satisfaction to either party, then the next step will be a joint meeting between the student, the supervisor, and a member of PhD program committee. At this meeting, the results of the initial step will be reviewed and the PhD program committee member will serve as a mediator, encouraging the parties to reach a mutually agreeable solution. If it is apparent that little effort has been put into the initial step before coming for help, the PhD program committee member may direct the parties to meet privately on their own and work harder to reach a solution.

If, after this process, a mutually agreeable solution is not found, then a grievance committee will be formed to decide the matter. The PhD program committee will sit on the grievance committee, and the program director will be its chair. If an outside party, such as a division director providing GTA funding, is also involved, such a person will also be included on the grievance committee. If a member of the PhD program committee or the named administrator is a party to the grievance, then that person will be recused from the committee and replaced by a person appointed by the chair. The grievance committee meeting will begin in closed session without the aggrieved parties present to review the documentation of the situation. Then the aggrieved parties will be invited to present their arguments. The complainant will begin, and the respondent will be allowed to rebut after the complainant is finished. Then the respondent will present, and the complainant will have a turn to rebut. The committee may ask clarifying questions after each presentation. The committee will set time limits on each portion of the proceeding, including the time for questioning, and an administrative associate present to take notes will serve as the time keeper. Once the arguments have been heard, the

aggrieved parties will leave but remain available as the committee deliberates. If the committee needs further information from either party, both will be invited re-enter the room, never one or the other.

At the conclusion of the meeting, the committee will render a decision, and that decision will be drafted for approval by the chair. The committee will have the opportunity to review the draft before it is distributed. The written decision will be shared with each member of the grievance committee and with each of the aggrieved parties. A signed confidentiality agreement will be completed by each person receiving a copy of the decision.

If either party remains dissatisfied with the decision, the next step is the graduate school, which has a grievance process defined in the graduate handbook.

Outside Work Policy 5.11: Full-time PhD students who wish to be employed while enrolled in the program must receive the approval of their PhD advisor and the HRS PhD Graduate Studies committee. In order to receive this approval, the student must attest to and provide a written explanation for the following:

- The work to be performed has a meaningful relationship to professional development (e.g., maintaining a small clinical practice, providing data analysis consulting services, etc.)
- The work schedule will not interfere with the student's ability to attend courses, seminars, professional meetings, or other activities such as interacting with visiting faculty.
- The effort devoted to work will not reduce the student's rate of progress in the program.

While the committee understands the need to meet financial obligations, the student must also recognize that there are substantial costs to the program associated with continued enrollment of the student. The stipend plus tuition, along with the provision of faculty and staff time, present an annual cost to the school that is roughly the equivalent of a full time administrative associate. Further, the ranking of the program is largely influenced by whether we move students to the degree in a timely manner as well as by how much the students publish. A student who devotes effort to outside work to the detriment of progress in the program hurts the program's reputation, and in turn, hurts all the faculty and students in the program. This is why the committee has adopted this policy. If the committee determines that the student's work schedule is interfering with reasonable progress in the program, then permission may be revoked or denied. A student 'moonlighting' under this circumstance without the committee's permission is subject to disciplinary action, including removal from the program.

Leave of Absence Policies 5.12: Leave may be granted at the discretion of the HRS PhD student's primary advisor. This may be relatively simple to arrange in advance for a HRS PhD student in the post candidacy phase. A HRS PhD student does not automatically receive breaks off. The expectations for service during breaks will be determined by the HRS PhD student's advisor. In some cases, the research program may require continued attention during breaks, while in other cases, a reduced work schedule

is appropriate. During the summer term, a HRS PhD student is expected to be on duty throughout the time between spring and fall terms, without regard to the break between May session and fall terms.

Short Term Leave of Absence 5.13: In general, a PhD graduate student may request up to two weeks of leave annually for a 12 month period. To qualify for this privilege the student must be making satisfactory progress on assigned projects, in good standing academically, and the leave must not interfere with critical progress on the student's projects. This would be roughly equivalent to a week over the Winter break and another week on Spring break or during the summer. There is no accrual of this time from year to year if not used. Leave requests by HRS PhD students should be restricted to one week, though longer periods may be approved for special circumstances.

Required attendance at professional meetings or training activities approved by the PI does not constitute leave for the purposes of the two week limit.

Long Term Leave of Absence 5.14: Long term leave of absence will apply for any leave that extends beyond 2 weeks (14 days) in a year and/or any absence which might necessitate withdrawing from coursework, research or teaching responsibilities. Students seeking long term leave of absence will apply to the HRS PhD graduate studies committee and provide a description of the circumstances necessitating the leave. The PhD graduate studies committee will base its determination on the anticipated impact of the leave on the student's progress. A long term leave of absence must be requested prior to the actual leave period begins and the circumstances for the leave must be verified. The length of the leave must be stated in the written request and by graduate school rule cannot be longer than 1 year. If the HRS PhD Graduate Studies Committee approves the long term leave of absence, the Graduate studies chair must formally request the leave in writing to the dean of the graduate school prior to the beginning of the leave period. Any withdrawal for more than a single term will require an approval of reinstatement by the HRS PhD Graduate Studies Committee. Failure to seek reinstatement at the end of the leave period will result in dismissal from the HRS PhD program.

Electronic GRADFORMS Process 5.15: The following forms are available of the Gradforms website:

- o   Application to Graduate (Masters and Doctoral)
- o   Application for Candidacy Exam
- o   Application for Final Examination
- o   Minors and Interdisciplinary Specializations
- o   Delay of Final Document
- o   Committee and Examination Petition

Electronic forms can be found at GRADFORMS.OSU.EDU. To access the electronic forms, students need to use their OSU login (Name.# and password). The student initiates the submission of all electronic forms except for the Minors and Interdisciplinary Specializations form. The School of Health and Rehabilitation Science's deadline is no later than 3 business days prior to the posted Graduate School deadline.

GRADFORMS Approvers 5.16: There are 5 categories of approvers

> Graduate studies chair/coordinator
> Advisor
> Co-advisor
> Committee members (OSU graduate faculty)
> External [committee] members
>> • Approvals can take place in parallel, i.e., all approvals can take place at the same time.
>> • Email notification of a form submission (with a link to that form) is sent to all approvers.
>> • A list of forms awaiting approval can be viewed by logging into GRADFORMS.OSU.EDU. (Not available to external members.)
>> • Forms do not appear on the Graduate School's worklist until all approvals have occurred.

Approvers by Form

	Graduate Studies Chair/Coordinator	Advisor	Co-Advisor	Committee Members (OSU Graduate Faculty)	External Committee Members
App for Candidacy	X	X			
App to Graduate	X	X			
App for Final Examination	X	X	X	X	
Report on Candidacy		X	X	X	X
Report on Final Exam		X	X	X	X
Report on Final Document		X	X	X	X
Specializations	Initiator				

Minors & GIS	Minor/GIS Department				
Committee & Examination Petition	X	X			
Delay of Final Document		X			

Candidacy Exam 5.17: As defined by the graduate school handbook (Candidacy Examination VII.4), the candidacy examination is a test of the student's comprehension of the field, allied areas of study, his or her capacity to undertake independent research and his or her ability to think and express ideas clearly. The candidacy examination is a single exam consisting of two portions – written and oral – administered under the auspices of the HRS PhD graduate studies committee in conjunction with the student's approved candidacy exam committee and the Graduate School.

Timing of Candidacy Exam 5.18: The candidacy examination may be taken upon completion of the required core courses, practicums, electives and research design courses as outlined above in Curriculum Requirements. While the HRS PhD program is not a lock-step program, it is designed to allow the candidacy examination to occur between 2 and 2.5 years of full time study. Determination of the appropriate time to take the candidacy examination is determined by the advisor and candidacy examination committee but must be taken no later than 2 semesters or one semester and a summer session before graduation. The student must be in good standing in the HRS PhD Program and the Graduate School in the semester or summer session in which any part of the exam is taken. A student must be registered for at least 3 graduate credit hours during the semester(s) or session(s) of the candidacy examination.

Candidacy Exam Committee Approval Procedures 5.19: **At least 3 months prior to the exam**, the student and their primary mentor propose potential faculty members to the PhD Graduate Studies Committee for approval to serve on the candidacy examination committee using the Proposed Candidacy Committee form below. The Graduate Studies Committee will review the expertise of the proposed faculty to ensure the examination will have sufficient breadth and depth with minimal overlap. It is common for the HRS PhD graduate studies committee to amend the candidacy exam committee.

The Composition of the Candidacy Exam Committee complies with the rules set forth by the Graduate School which state that a minimum of 4 authorized graduate faculty members are required. In the HRS program, one member of the candidacy exam committee will be the student's primary mentor who has Category P level status with the HRS PhD Program and is a member of the HRS PhD Faculty. This primary mentor serves as the chair of the candidacy examination committee. An additional candidacy exam

committee member will have Category P level status in the HRS program and their primary faculty appointment can be within or outside SHRS. The remaining members may be comprised of faculty with Category M or P level status. At least 50% of the candidacy exam committee will be comprised of SHRS faculty. Once the Candidacy Examination Committee has been approved by the HRS PhD graduate studies committee, the student must submit the candidacy exam committee to the graduate school for approval using the Application for Candidacy Exam form. Any changes to the make-up of the approved Candidacy Examination Committee will need to be reapproved by the Graduate Studies Committee to ensure the examination will have sufficient breadth and depth with minimal overlap.

Written Portion of the Candidacy Examination 5.20:

After HRS PhD Graduate Studies Committee approves the candidacy exam committee, the student writes three abstracts proposing research projects that are within the realm of expertise of his/her dissertation advisor. Each should have substantive potential to become a grant and the student's dissertation. Although the topic of the grant proposal should be within the realm of the dissertation advisor's area of expertise, a topic is not acceptable if it overlaps extensively with existing written research proposals.

The student's candidacy examination committee reviews the abstracts and selects the concept deemed most appropriate for writing a research proposal.

Once the abstract is selected, the candidacy examination committee establishes a timeline for completion of the proposal. ***The format of the candidacy written portion of the examination will be a comprehensive research proposal including the following sections: (1) Introduction; (2) Specific Aims; and (3) Research Strategy including significance, innovation and approach. The length of the written examination should be approximately 25 pages, single spaced.***

Faculty guidance should be general at this state. It is appropriate for the student to seek mentoring and guidance to ensure they are on the right track and are employing appropriate resources in preparation of the research proposal. It is also appropriate for faculty, when asked to identify weak, missing, or difficult to read sections of the proposal. However, detailed editing from the faculty as might be done to help the student submit a manuscript is not appropriate for the proposal. The intellectual content of the proposal must represent the student's own thinking and scientific writing. When in doubt, try to guide the student by asking questions.

The final research proposal is evaluated as the student's written candidacy examination by the candidacy examination committee. If the written examination is judged acceptable, an Oral Examination is scheduled and held in no less than two weeks. These procedures follow normal graduate school procedures.

Oral Portion of the Candidacy Examination 5.21: The oral portion of the candidacy examination lasts approximately 2 hours and is held after completion of the written portion. The oral portion normally must be completed within one month of the written portion. The graduate school must be notified at

least 2 weeks in advance of the oral's proposed time and place by the submission of the Application for Candidacy Exam form. The candidacy exam must take place during announced university business hours, Monday through Friday.

Attendance and Format 5.22: Attendance is limited to the student and the members of the candidacy examination committee. Except when video conferencing is involved, all members of the candidacy exam committee must be present during the entire oral examination. Oral presentation of any proposal or other prepared materials must be made prior to or after the oral examination which lasts 2 hrs. Questioning the student should occupy the entire 2 hour period of the examination. All committee members are expected to participate fully in the questioning during the course of the exam and in the discussion of and decision on the result of the candidacy examination.

Video conferencing 5.23: requires prior approval by the graduate school. See the Graduate School Handbook for the necessary procedures (pg 23; http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf)

Halting an Oral Examination in Progress 5.24: If for reasons of illness, fire or other emergency, the candidacy exam committee members, including the graduate faculty representative (during a second examination), agree that it is necessary to halt the oral portion of the exam, the exam shall be rescheduled without prejudice to the student. If, however, the committee members unanimously decide that the exam has been sufficient to reach a decision to pass the student, then they shall consider the exam concluded and report the result to the Graduate School.

Postponement 5.25: of a scheduled exam may occur using the procedures described in the Graduate School handbook (pg 23; http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf)

Decision 5.26: The decision about the outcome of the candidacy exam is reached in the absence of the student. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by logging into GRADFORMS.OSU.EDU and electronically completing the Report on Candidacy Examination form that must be submitted to the Graduate School. A unanimous affirmative vote is required to receive a satisfactory and successfully pass the candidacy examination. If the vote is unsatisfactory, the committee must decide whether the student will be permitted to take a second candidacy examination and must record that decision on the Report on Candidacy Examination form.

Procedures for a second candidacy examination, failure and review are available in the Graduate School handbook (pg 23; http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf).

Students who pass the written and oral candidacy examination are encouraged to take feedback from the candidacy examination process and submit the grant proposal for extramural funding.

Prior to starting the dissertation project itself, the student must convene a separate dissertation proposal meeting, as explained in the policy for the dissertation proposal.

Conditions of Candidacy 5.27: will be as described in the Graduate School handbook (http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf)

The Dissertation 5.28: A student must be registered for at least 3 graduate credit hours during the semester(s) or session(s) of the final oral examination and the semester or session of expected graduation.

Dissertation Committee 5.29: A dissertation committee composition will be at least the following 4 members: the primary advisor who has category P status in the HRS PhD Program; one Category P faculty with primary TIU at SHRS and two Category M or P faculty within or outside HRS. The primary advisor serves as chair of the dissertation committee. Non-graduate faculty members may be appointed to the dissertation committee by approval of the HRS PhD Graduate Studies Committee and petition to the Graduate School using the electronic Committee and Examination form found at GRADFORMS.OSU.EDU. Non-Graduate Faculty members are in addition to the required 4, current graduate faculty members.

Approval of the Dissertation Committee 5.30: Once candidacy has been established, the student with their mentor will begin to develop the research projects that will form the basis of the dissertation. The student and their mentor will work together to select Dissertation Committee Members with sufficient expertise in the area of research to ensure the science is rigorous, that it makes an important contribution to the field and that it is part of an independent line of inquiry from the mentor. Members of the committee are expected to be part of a working group and provide feedback during the design and implementation phase of the research projects as well as set a scientific standard which will result in peer-reviewed publications of the studies. The committee members will also ensure that good progress is being made by the student and the research remains relevant and feasible to complete during the post-candidacy period.

The Proposed Dissertation Committee Form will be completed by the PhD student and submitted to the committee for review and approval at least 1 month prior to the first Dissertation committee meeting. Approval will be based on demonstrated scientific rigor and expertise of the members within the specific scope of inquiry for the dissertation. Any changes to the make-up of the approved Proposed Dissertation Committee members must be reapproved by the Graduate Studies Committee.

PhD. Health and Rehabilitation Sciences – Proposed Candidacy Committee
To be completed by the student

The Ohio State University

School of Health and Rehabilitation Sciences

Student Information

_____
Last Name   First Name   Middle Name/Initial

_____   _____
OSU Email   Date Passed the Candidacy Exam

Candidacy Committee Information

_____   _____
Advisor, required (HRS P Graduate Faculty)   Committee Member, required (HRS P Graduate Faculty)

_____   _____
Committee Member, required (M or P Graduate Faculty)   Committee Member, required (M or P Graduate Faculty)

_____   _____
Additional Member, not required (M or P Graduate Faculty)   Additional Member, not required (M or P Graduate Faculty)

Please briefly explain how each committee member will contribute to the breadth and depth of the content area and how you and your committee will control for overlap. Attach to this form.

_____
Student Signature   Date

_____
Advisor Signature   Date

Action by the HRS PhD Graduate Studies Committee

☐ APPROVED   ☐ CHANGES RECOMMENDED

Approval of the Proposal 5.31: Within 3 months of passing the candidacy exam, the student should meet with their proposal committee. The purpose of this meeting is to work as a group to develop research objectives, methodologies and scope of work sufficient for a dissertation. Initial meetings will typically be working meetings in which the committee will review the research plan, discuss available pilot data, explain their expectations and amend items as needed. Regular meetings will likely occur as the dissertation moves forward. As these meetings progress, the mentor and committee will be evaluating whether the scope of studies are sufficient to support a PhD and if the proposed experiments are feasible and have a reasonable chance of success.

Once the student and mentor have developed a feasible project of sufficient breadth and depth to support a PhD, the student will prepare a written dissertation proposal. This proposal should:

· Be of sufficient detail and length that the committee can critically appraise the proposed research
· Establish the feasibility of the research to end successfully
· Place the scope and breadth of the research within the field of study
· Identify the novel, innovative contribution the research will make within the field of study
· The structure of the proposal will be 8-10 page written document double-spaced, 12 point font and 1 inch margins. The following sections will be provided:
· Title Page Containing: Working Title, Student Name, Meeting Date, Typed Name of Each Committee Member and a line for each signature. Actual rather than electronic signatures must be provided.
· Background and significance which will justify the scope and rationale of the proposed research. It will also demonstrate the students' command of the literature and ability to critically think and write.
· Methods section will provide experimental design, number of experiments, methodological details which align with the hypotheses being tested.
· Preliminary data will be shown which support the feasibility of the design.
· Publication plan will estimate the type and number of publications emanating from the dissertation work.

Once the document is approved, the *final proposal* containing *original signatures* will be submitted to the Director of the HRS PhD Program. By signing the proposal, the committee and student agree that the work described within the document will constitute the dissertation.

Amending the Signed Proposal 5.32: Should circumstances arise which prevent the execution of some of the studies within the signed proposal, the student and mentor will need to work with the committee to replace those studies with others that align with the overall scope of the dissertation. Any major changes to the scope of work approved by the committee will require an amendment to the signed dissertation proposal. The amendment will describe the new changes and explain the rationale for the replacement studies. The proposal committee will sign an amendment page agreeing to the revisions. All changes to a signed proposal must be vetted by the dissertation committee and approved before the new studies are implemented.

Dissertation Committee Review 5.33: Upon approval of the dissertation, the dissertation committee will meet at a minimum each six months to review status of the candidate's research. The meeting will be scheduled by the PhD candidate. This meeting is expected to be a short summary of forward progress of the student, allows the student to ask questions of the committee members and for all committee

members to evaluate the progress of the student in conducting the research as agreed upon in the proposal meeting as well as the student's writing progression. The meeting timeframe is expected to be approximately 20 minutes.

Final Oral Examination 5.34: The dissertation committee plus a Graduate Faculty Representative conducts the oral examination of the dissertation. The primary advisor serves as chair of the oral examination.

Draft Approval 5.35: The student must submit a complete, word-processed dissertation draft to the dissertation committee for review and approval or disapproval. Approving the dissertation draft means that the dissertation committee members judge it to be of sufficient merit to warrant holding the final oral exam. Each dissertation committee member indicates approval of the dissertation draft by logging into GRADFORMS.OSU.EDU and electronically completing the Application for Final Examination form that must be submitted to the graduate school no later than 2 weeks before the date of the final oral exam.

Attendance and Format 5.36: Except when video conferencing is approved by the graduate school, all members of the final oral examination committee must be present during the entire exam. All members are expected to participate fully in questioning during the course of the examination and in the discussion of and decision on the result. Other faculty members and graduate students may attend the formal presentation of the dissertation research by the student. All HRS PhD students are expected to attend the public dissertation presentation of each HRS doctoral candidate. The open presentation will typically be no longer than 45 minutes with 10-15 minutes of questions from the audience. After the public presentation, the oral examination committee and student will begin a closed session. Only the oral examination committee will be present for the questions of and answers by the student during the closed session. The closed session of the oral examination will last 2 hours.

Procedures described in the graduate school handbook (http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf) regarding appointment of the graduate faculty representative, negative judgment of the dissertation draft, video conferencing, postponement and halting an oral exam will be applied.

Decision of Final Oral Examination 5.37: Only the final oral examination committee members are to be present for discussion of the student's performance and the decision about the outcome. The student will leave the room during the discussion. After discussion, the satisfactory/unsatisfactory decision is reached by means of a vote. Each examiner indicates judgment by logging into GRADFORMS.OSU.EDU and electronically completing the Report of Final Examination form that must be submitted to the Graduate School by the posted deadline for the semester or summer session of graduation. A unanimous affirmative vote indicates satisfactory completion of the final oral exam. If the examination is judged unsatisfactory, the final oral examination committee must decide whether the student will be permitted to take a second final oral examination and must record that decision on the Final Oral Examination Report form. Should the Graduate Faculty Representative cast the only negative vote or find that the examination does not meet required standards, the examination should be halted and the

matter referred to the Graduate School for review. The examination may then be rescheduled without prejudice to the student once the issues raised by the GFR have been satisfactorily resolved.

Second Final Oral Examination 5.38: If a second examination is held, the final oral examination committee must be the same as the original one unless a substitution is approved by the Dean of the Graduate School. All other rules pertaining to final oral examinations must be followed.

Failure 5.39: A student who fails the final oral examination twice is not allowed an additional examination. After two unsatisfactory attempts at the final oral examination, a student is not permitted to be a doctoral candidate in the same or in any other graduate program at this university. A doctoral student in this situation is automatically dismissed from the Graduate School and is not eligible to use the transfer-of-graduate-program procedure.

Review 5.40: Upon written appeal by the student or a member of the final oral examination committee, the Graduate School Grievance Committee reviews that student's final oral examination to ensure its conformity to Graduate School rules and to determine if it was conducted fairly and without prejudice to the student. The Graduate Council has established review procedures (Appendix D in the graduate school handbook).

Final Copy of the Dissertation 5.41: The advisor will indicate final approval of the dissertation, which cannot occur until the Report of Final Examination has been completed satisfactorily, by logging into GRADFORMS.OSU.EDU and electronically signing the Report of Final Document form. Each dissertation committee member indicates approval by electronically signing the Report of Final Document form that must be submitted to the Graduate School by the published deadline for the semester or summer session of graduation.   A final hard copy of the dissertation must be submitted to HRS PhD Program Director. The graduate school requires an electronic version be submitted through OhioLink. Please see the Graduate School Handbook for details (http://www.gradsch.osu.edu/Depo/PDF/Handbook.pdf).

Graduation Requirements 5.42: are specified in the Graduate School Handbook.

SECTION VI: Academic and Professional Standards

<u>Good Standing 6.1</u>: Students will be considered to be in good standing by achieving all of the following:

- Compliance with all HRS PhD Program policies
- Compliance with graduate school requirements for good standing
- Demonstrates accomplishment of appropriate milestones
- Exhibits collegiality and professionalism within all research, teaching and classroom environments

<u>HRS PhD Program Milestones for Full-Time Students 6.2</u>:

	Pre-Candidacy*		Pre-Proposal	Pre-Defense
	Year 1	**Year 2**		
Scientific Presentation	• SHRS Grand Rounds	• SHRS Grand Rounds • COM Research Day • 1 State/Regional conference	• Poster presentations of Original Data at a national meeting • COM Res. Day	• Poster or platform presentation of Original Data at a national meeting • COM Res. Day
Manuscript Writing	• Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area	• Co-Author (first or middle) on a manuscript in preparation or in submission	• Contribute to manuscript revisions & resubmissions as needed	• To defend, the dissertation should be comprised of at least 3 original, journal level manuscripts • At least 1 first author, original manuscript will be submitted and under review before defending
Grant Development	• Critically review NIH research grant proposal	• Prepare RO1 grant proposal* for candidacy exam using topic defined by committee (*use old full 25 pg proposal format)	• Submit NRSA or other grants as available for pre-doctoral traineeships	• Delineate scope of future research for mentor and student to avoid conflict • Identify postdoc positions, faculty positions or future research options • Find grant opportunities for next phase of career

Experimental Training	• Actively participate in:
	  – data collection
	  – analysis
	  – preparation of results
	  – preparation of figures
	• Critical review of literature
		• Formulate hypotheses & specific aims
		• Contribute to experimental design
		• Collect preliminary data
		• Critical review of literature
			• Create one or more original hypotheses within scientific focus area
			• Complete pilot study/ systematic review to support proposal
			• Within 3 months of passing the candidacy exam, establish the proposal committee and meet to determine availability of resources, originality of idea, sufficient scope of work
				• Complete data collection
				• Data analysis
				• Data write-up
				• Meet proposal requirements

*Candidacy also requires completion of coursework according to graduate school guidelines.

Attendance at each dissertation presentation by HRS PhD candidates is expected by all HRS PhD students.

HRS PhD Program Milestones for Part-Time Students 6.3:

		Pre-Candidacy*		Pre-Proposal**	Pre-Defense**
	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Scientific Presentation	• SHRS Grand Rounds	• SHRS Grand Rounds	• SHRS Grand Rounds • COM Research Day • 1 State/Regional conference	• Poster presentations of Original Data at a national meeting • COM Res. Day	• Poster or platform presentation of Original Data at a national meeting • COM Res Day
Manuscript Writing	• Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area	• Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area	• Co-Author (first or middle) on a manuscript in preparation or in submission	• Contribute to manuscript revisions & resubmissions as needed	• To defend, the dissertation should be comprised of at least 3 original, journal level manuscripts • At least 1 first author, original manuscript will be submitted and under review before defending
Grant Development	• Critically review Specific Aims Page of an extramural research grant	• Critically review NIH research grant proposal	• Prepare RO1 grant proposal* for candidacy exam using topic defined by committee (*use old full 25 pg proposal format)	• Submit NRSA or other grants as available for pre-doctoral traineeships	• Delineate scope of future research for mentor and student to avoid conflict • Identify postdoc positions, faculty positions or future research options • Find grant opportunities

					for next phase of career
Experimental Training	• Actively participate in: – data collection – analysis – preparation of results – preparation of figures • Critical review of literature	• Actively participate in: – data collection – analysis – preparation of results – preparation of figures • Contribute to experimental design • Critical review of literature	• Formulate hypotheses & specific aims • Collect preliminary data • Critical review of literature	• Create one or more original hypotheses within scientific focus area • Complete pilot study/ systematic review to support proposal • Within 3 months of passing the candidacy exam, establish the proposal committee and meet to determine availability of resources, originality of idea, sufficient scope of work	• Complete data collection • Data analysis • Data write-up • Meet proposal requirements

*Candidacy also requires completion of coursework according to graduate school guidelines. Attendance at each dissertation presentation by HRS PhD candidates is expected by all HRS PhD students.

**Full-time status is expected during the post-candidacy period.

HRS PhD Program Milestones for Dual Degree Students 6.4:

	Professional	PhD Program: Pre-Candidacy*		Pre-Proposal	Pre-Defense
	Transitional Yrs	Year 1	Year 2		
Scientific Presentation	• Attend SHRS Grand Rounds but presenting is not required	• SHRS Grand Rounds	• SHRS Grand Rounds • COM Research Day • 1 State/Regional conference	• Poster presentations of Original Data at a national meeting • COM Res Day	• Poster or platform presentation of Original Data at a national meeting • COM Res Day
Manuscript Writing		• Contribute data analysis and write-up of that analysis for a manuscript – or – • Co-author a review article within scientific focus area	• Co-Author (first or middle) on a manuscript in preparation or in submission	• Contribute to manuscript revisions & resubmissions as needed	• To defend, the dissertation should be comprised of at least 3 original, journal level manuscripts • At least 1 first author, original manuscript will be submitted and under review before defending
Grant Development		• Critically review NIH research grant proposal	• Prepare RO1 grant proposal* for candidacy exam using topic defined by committee (*use old full 25 pg proposal format)	• Submit NRSA or other grants as available for pre-doctoral traineeships	• Delineate scope of future research for mentor and student to avoid conflict • Identify postdoc positions, faculty positions or future research options • Find grant opportunities for next phase of career

Experimental Training	• Actively participate in: – data collection – analysis – preparation of results – preparation of figures • Critical review of literature • Complete Research Specialization Requirements as applicable	• Actively participate in: – data collection – analysis – preparation of results – preparation of figures • Critical review of literature	• Formulate hypotheses & specific aims • Contribute to experimental design • Collect preliminary data • Critical review of literature	• Create one or more original hypotheses within scientific focus area • Complete pilot study/ systematic review to support proposal • Within 3 months of passing the candidacy exam, establish the proposal committee and meet to determine availability of resources, originality of idea, sufficient scope of work	• Complete data collection • Data analysis • Data write-up • Meet proposal requirements

*Candidacy also requires completion of coursework according to graduate school guidelines. Attendance at each dissertation presentation by HRS PhD candidates is expected by all HRS PhD students.

Probation and Reasonable Progress 6.5: Student progress will be measured according to accomplishing the appropriate milestones within the time periods described. A formal review of the students work toward the milestones will be completed at least annually by the HRS Ph.D. Program Director. If progress is deemed insufficient, a written warning of probation and description of expected progress will be provided to the student and the advisor by the PhD Program Director. Written expectations within a specific time frame will be determined mutually by the PhD Program Director and the student's advisor. These written expectations will be reviewed, amended and approved by the HRS PhD Graduate Studies Committee.   The student, advisor and graduate school will be notified in writing of the student being placed on probation, a full listing of the expected performance criteria approved by the HRS PhD Graduate Studies Committee, and that failure to meet these expectations will result in disenrollment from the program. Failure to meet the approved expectations under the stipulated time frames will constitute failure to progress and warrant disenrollment from the program.

Students may also be placed on probation due to poor grades as stipulated by the Graduate School handbook. A student whose graduate CPHR falls below 3.0 after 9 graduate credit hours have been attempted is placed on probation by the Dean of the Graduate School. A student who raises the graduate CPHR to 3.0 or above is removed from probation by the graduate school.

A student on probation may not be appointed or reappointed as a graduate associate.

A student who has been placed on probation and who then satisfies the expected performance criteria within the specified time is placed in good standing by the HRS PhD Graduate Studies committee. The graduate school, student and faculty advisor will be notified in writing of the change in status.

Disenrollment Policy 6.6: Disenrollment from the HRS PhD program will occur if a student:

- Fails to progress in the HRS PhD program
- Does not meet performance criteria established as part of probation
- Is found to engage in prohibited conduct as listed in Code of Student Conduct 3335-23-04 (http://studentlife.osu.edu/pdfs/csc_12-31-07.pdf)
- Is found to engage in prohibited conduct as listed in the Graduate Student Code of Research and Scholarly conduct (Appendix C of the Graduate School Handbook)
- Has two unsatisfactory attempts at the candidacy examination or final oral examination.

The HRS PhD graduate studies committee will be informed of student progress at least once a year. Procedures for disenrollment will conform to the School policies for disenrollment from graduate programs. According to school procedures, documents and materials will be reviewed by the undergraduate program directors who serve on executive committee in the school. They will make a decision to support or deny disenrollment. The graduate school will be notified of students who are disenrolled from the HRS PhD program. A student may appeal this disenrollment decision to the Director of the School. Once all appeals have been exhausted at the school of Health and Rehabilitation Sciences, the graduate school appeal processes will apply.

Dismissal from the University and Reinstatement 6.7: will follow graduate school policies (Graduate Handbook section V.7 – V.8, pg 16).

Section VII – Graduate Appointments

PhD Graduate Assistantship Funding 7.1: An important objective of the PhD program in HRS is to provide financial support to students as it is available to the PI/mentor. PI/mentors accept responsibility for seeking grant support for all students they accept. In lieu of funded research grants, PI/mentors may also use training programs and start-up funds. Neither school-supported GAships nor student self-funding should be considered until all other funding sources such as grant support and/or start-up funds have been fully expended. Student self-funding should be a last-choice and avoided whenever possible.

Graduate Associate Appointments 7.2: Standard graduate associate appointments in the HRS PhD program will be for 50 percent time with an average load of 20 hours per week over the duration of the appointment. GA appointments over 50 percent time must be approved by the PhD graduate studies committee and may be granted under rare circumstances depending on the stage of the student's training, scope of additional duties, adequate academic progress and other factors. GAs who are pre-candidacy and have an additional opportunity to teach or do research during a light academic term (i.e. May session or Summer) may be approved for up to but no more than 75 percent time. PhD students who are post-candidacy are unlikely to be approved for greater than 50 percent time. If rare and exceptional circumstances exist, post-candidacy GAs and their advisor may seek an exception from the PhD Graduate Studies Committee. As per graduate school rule (Section 9.2), no GA appointment singly or in combination may exceed 75 percent time. Additionally, international students may not be appointed for more than 50 percent time. Appointments for less than 50 percent time must be approved by the graduate studies committee and the graduate school and will result in only part of the fees being authorized.

To Appoint a PhD student as a Graduate Associate the following Procedures will occur:

1. Faculty members **must obtain approval** for the GA appointment from the Director of the School prior to completing the contract. Entering PhD students are selected by the HRS PhD Graduate Studies Committee and recommended to the Director of the School for school funding. The number of school-funded PhD teaching assistantships is a maximum of three per year. School – funded teaching assistantship appointments are decided based on submitted applications by the student mentor.
2. Once approval is obtained, the faculty member appointing the student will notify the Graduate Program Office to initiate the Graduate Appointment Form Document located on the Graduate School's website under the "Forms" section.
3. The Graduate Program Office will complete the first page of the Graduate Appointment Form Document as well as the entire Supplemental Graduate Associate Appointment Form. The following information from the appointing faculty member is needed to complete the Graduate Appointment Form Document and the Supplemental Graduate Associate Appointment Form.
   a. The student's name
   b. Start and end dates of appointments
   c. Source of Funding

       d.   Fund Number
       e.   Stipend Source
       f.   Tuition Source

4. Prior to completing the form, the appointing faculty member must decide on the appointment title (GRA, GAA, GTA), average load (hrs/wk), appointment period and additional fees to be covered. The additional fees include college/technology, COTA, student activity, recreation and dept/college specific fees. In general, the Appointing Unit usually covers instructional and general fees.

5. The appointing faculty member should consult with the Graduate Program Office regarding completing the form. The form is due to the Graduate Program Office **one month prior** to the start of the appointment.

6. The stipend payment may differ based on the appointment's experience and educational background.

7. The Graduate School has adjusted the GA appointment dates effective Autumn semester 2014. If the student is appointed for a 12 month appointment, the first day of the appointment is August 17, 2015 and the last day is August 15, 2016. If appointing faculty members wish to use a different set of dates, consultation with the Graduate Program Office is necessary.

8. In the case of an externally funded student, the faculty member should consult the Fiscal Officer regarding funding and the Personnel Officer regarding stipend payment. For billing purposes, the faculty member **must discuss and indicate** the funding source to the Graduate Program Office and Fiscal Officer.

9. The faculty member will return the completed form to the Graduate Program Office for review. The Graduate Program Office will review the document for completeness and accuracy. A summary letter regarding the contract will be created by the Graduate Program Office.

10. Graduate Program Office will obtain the signature of the graduate student awarded the appointment on the Graduate Appointment Form Document and summary letter. The faculty member must also sign both forms in the appropriate area. Once the signature of the appointed graduate student and faculty member has been obtained, the Graduate Program Office will obtain the Director of the School's signature.

11. The Graduate Program Office will copy the Graduate Appointment Form Document and summary letter and provide it to the Personnel Officer, Appointment Faculty Member and Appointed Student.

12. The Graduate Program Office will verify the School's Graduate Associate appointments with the appropriate faculty member of the appointing unit annually.

13. The Personnel Officer will compile and submit Graduate Associate appointment to People Soft as needed.

Application for School-Supported Teaching Assistantships 7.3: The School of Health and Rehabilitation Sciences offers a limited number of TA positions to full time Health and Rehabilitation Sciences PhD students entering the program. Students are eligible to apply if their mentor holds a primary academic appointment within the School of Health and Rehabilitation Sciences. These funds are awarded based

on need and merit and will provide one year of support during the first year in the HRS PhD program. Students who receive support will serve as a TA for 1 course per semester for a total of 2 courses per year in the semester system. Teaching assignments will be decided according to course size, student expertise and/or faculty need across the educational programs in the school. Students selected for HRS TAships will incur the rights and responsibilities defined in the GA APPOINTMENT GUIDELINES (below).

Application Form for School Supported TA Position

The faculty mentor will apply for TA support for their student. To be considered, the faculty mentor must have exhausted any funds for a graduate assistant provided as part of their start-up package. The mentor may have no more than one school-supported TAship at a time. Dual degree students are eligible at the time they enter the PhD program on a full time basis. Each applicant is expected to seek funding to support the student once the school-supported TAship ends. A funding plan will be part of the application. All applications must be supported by the mentor's division director.

To apply, please complete the following information.

Faculty Mentor Name:

Student Nominee:

Student's Planned Start Date in the PhD Program:

Student GRE Scores: Verbal: Quantitative: Writing:

Describe the merits of the student. These merits might include but are not limited to leadership, research, academics and/or community outreach.

Describe any prior teaching experience the student might have or specific areas of expertise that make them suited for particular courses. Provide a summary score of teaching evaluations if they are available.

Describe the Funding Plan for the student for the length of the PhD Program. Include a description of the steps you have taken to secure additional funds. If part of your funding plan is for the student to be self-supporting, please indicate that you have discussed this with the student and they accept this option.

Faculty Signature: Date:

Division Director Signature: Date:

Graduate Associate Rights and Responsibilities 7.4: All graduate associates will review the HRS PhD program GA Appointment Guidelines prior to the appointment. By signing the appointment contract provided by the Academic Coordinator of Graduate Education and Human Resources, the student confirms that they have read and understand all of the policies and procedures governing the GA appointment conveyed in the GA appointment Guidelines Document (below).

Health and Rehabilitation Sciences GA Appointment Guidelines 7.5:

GA appointments at the University are governed by the Graduate School. Section 9 of the Graduate School Handbook has the rules for GA's. The following document satisfies the requirement in section 9.3, and sets forth the guidelines for GA's appointed in the Health and Rehabilitation Sciences PhD Program. By signing your appointment contract, you confirm that you have read and understand all of the policies and procedures governing GA appointments conveyed in this GA appointment Guideline Document.

1. **Local criteria and procedures for selecting GA's**
    GRA's are selected by faculty members who have research programs appropriate for GRA training and funding sufficient to appoint the GRA. In most cases, the faculty member will be the PI for the research program and the student's dissertation advisor. It is also possible for a student to serve as a GRA under a PI who is not the dissertation adviser, but in this case, the dissertation adviser must be closely aligned with the research program of the PI and must have regular input into the GRA's activities.

    GTA's in the PhD program are selected by the PhD program committee in conjunction with the faculty instructor for the course to be taught and the head of the administrative unit responsible for funding the GTA position. The choice among competing applicants, when required, will be based on qualifications in terms of previous experience and coursework to support the ability to teach in the subject. In some cases, a specific license may be required to teach in certain classes for professional programs. GTA applicants will be rated on a three point scale: not qualified, qualified, and exceptionally well qualified. This highest ranking will be rarely given, and is reserved for individuals with solid teaching experience in the course material and a demonstrated record of excellent teaching. In cases where there are more students qualified and interested than needed to cover GTA duties, the selection will be based on additional factors. The first factor is the availability of alternative funding, with the goal of minimizing the expenditure of school funds. For example, if one student could be supported on a grant as a GRA and the other would require school funds for support as a GRA or GTA, then the one requiring school funds would get the GTA position. The second factor is the training needs of each competitor. If one student has had GTA experience but does not have strong teaching goals, but the other has no experience and a commitment to teaching, then this could be the deciding factor.

GAA positions are not expected to be used for PhD students; a GRA or GTA position will usually be more appropriate. If a GAA position is to be offered, it will be based on experience related to the administrative requirements of the position and the availability of funds. The PhD program committee makes policy decisions related to funding for PhD students, and must approve PhD student responsibilities as assigned for any GA position, regardless of the source of funds. This allows the PhD program committee to provide oversight to make sure that duties assigned GA's are appropriate and consistent with the best interests of the student and the program as a whole.

2. **Local criteria and procedures for reappointing GA's**
The criteria for reappointment will be as follows:

- satisfactory performance in the position
- satisfactory progress towards the degree
- availability of funds

For a GRA, reappointment will be at discretion of the faculty member supervising the work and providing the funds. If the PI has funds and the GRA is performing adequately, then reappointment should follow.

For a GTA, appointments are on a course by course basis, and there is no expectation for reappointment.

Reappointments for a GAA are at discretion of administrator providing funds.

3. **Period of Appointments**
The school is able to fund a limited number of PhD students for their first year in the program. This is a one-year appointment, and the student may serve in a combined capacity as a GRA and a GTA. The terms of the appointment will be determined by the student's advisor in coordination with the PhD program committee and appropriate faculty, such as course instructors and division directors, as indicated by the job duties assigned.

A GRA appointment is normally for a period of one year, starting with fall term. Students on a one-year GRA appointment are required to perform research and/or teaching duties as assigned throughout this time frame, including breaks and summer term. There is a leave policy for GRA detailed below. GRA appointments for less than one year may be offered if funds are limited, or if an off calendar schedule for initial enrollment or graduation occurs.

A GTA appointment is normally for one term based on assigned teaching responsibilities. When GTA duties are anticipated only for a particular term, and the remaining terms are expected to be funded as a GRA, every effort will be made to present the student with a one year funding plan including combined service as a GRA some terms and GTA others, based on availability of funds.

4. **Availability of Summer Term Appointments**

Summer is treated like any other term. For a one-year appointment, service throughout the summer, including the break between summer and fall terms, is required.

5. **Stipend Levels**

The base stipend level for the Health and Rehabilitation Sciences PhD program is $1,650 per month, $19,800 per year. Faculty members who have students from multiple graduate programs working together in a research area may elect to pay all the students the same stipend level as long as this is equal to or higher than the base stipend. School funds will never cover more than the base amount, but may be supplemented from other sources through a split appointment.

6. **Dates for Notifying Students of Appointments and for Receiving Acceptances or Refusals**

Consistent with council of graduate schools, applications received by the normal deadline of January 1st will be considered and acceptance decisions will be made by April 15th. If a GA position is to be offered with acceptance, then the student will be informed of the amount of the stipend, the duration, and the general nature of the duties.

Decisions for reappointment of continuing graduate students will be made by the beginning of summer term.

In either case, the specific duties for the appointment will be determined at least one month before the fall term begins, giving the GRA an opportunity to review and discuss the appointment with the supervisor before accepting. The GRA form must be signed before the term of service begins, or on the first day of employment.

7. **GA Appointment Document**

The school will retain a completed Graduate Associate Appointment Document, including a statement of duties and responsibilities, and the student and the supervisor will also receive a copy.

8. **Criteria and Procedures for Evaluating and Reporting GA Performance, Including Information About the Student Evaluation of Instruction (SEI) Form and Other Student Evaluations**

A GTA will be required to submit an SEI form for each course taught, and the SEI results will be shared with the student, the student's advisor, the faculty instructor for the course, and the PhD Graduate Studies Committee. In some cases, alternative evaluations are used by certain units for lab experiences, clinical work, etc. In this case, the student will use the same form that a faculty member teaching that material would be required to use in that situation, and this information will also be shared. Any information on such a form that represents performance of other faculty or GTA's will be redacted.

A GRA will be evaluated according to policy and procedures enforced in the research program under the direction of the PI. PI's are encouraged to develop policy documents covering the following issues:

- Organization and Responsibilities in the Research Program
- Scientific Communications and Intellectual Property
  - o Data, Materials, Lab Notebooks and Other Experimental Records
  - o Authorship
  - o Presentations and Travel to Scientific Meetings, Training Programs, etc.
- Work Hours and Leave
- Lab Business and Use of Resources
  - o Lab Meetings
  - o General Duties
  - o Professional Conduct
  - o Computer, Printer, and Telephone Use and Data Storage
  - o Appropriate use of Supplies and Equipment
  - o Activities Appropriate for Specific Areas
- Other rules and policies as indicated (e.g., lab safety protocols, confidentiality, etc.)

9. Criteria and Procedures for Terminating GA Appointments

A GA appointment may be terminated prior to the end of the term of service for two reasons, either documented cause warranting termination, or financial exigency due to lack of funds.

To terminate for cause, documentation will be required. A supervisor who is considering this course of action should consult with the human resources professional to determine an appropriate process. Likewise, a student who thinks termination may be imminent should consult the human resources professional to ensure that the process is fair.

A student may request an end to a current GRA appointment or GTA. In this case, the student is expected to continue the appointment until the end of the current term, unless approval to stop sooner is received from the supervisor. This is particularly important for a GTA. A GTA who decides to quit mid-term without completing their responsibilities without an approved reason justifying leave will be barred from future service as a GTA for the remainder of the program and will be placed on professional probation. Any further acts of unprofessional behavior resulting in formal disciplinary action to this individual will subject the student to expulsion.

10. Grievance Procedures

The first step in any grievance procedure is an honest discussion between the student and the supervisor. The aggrieved party (student or supervisor) should calmly and with specific examples explain the problem and say why the situation is unacceptable. The complainant should propose an alternative situation that would be acceptable, and then the two parties should negotiate to reach a mutually agreeable solution. The solution should be put in writing

with specific objectives, including deadlines if indicated, and this agreement should be signed and dated by both parties.

If this process does not provide satisfaction to either party, then the next step will be a joint meeting between the student, the supervisor, and a member of PhD program committee. At this meeting, the results of the initial step will be reviewed and the PhD program committee member will serve as a mediator, encouraging the parties to reach a mutually agreeable solution. If it is apparent that little effort has been put into the initial step before coming for help, the PhD program committee member may direct the parties to meet privately on their own and work harder to reach a solution.

If, after this process, a mutually agreeable solution is not found, then a grievance committee will be formed to decide the matter. The PhD program committee will sit on the grievance committee, and the program director will be its chair. If an outside party, such as a division director providing GTA funding, is also involved, such a person will also be included on the grievance committee. If a member of the PhD program committee or the named administrator is a party to the grievance, then that person will be recused from the committee and replaced by a person appointed by the chair. The grievance committee meeting will begin in closed session without the aggrieved parties present to review the documentation of the situation. Then the aggrieved parties will be invited to present their arguments. The complainant will begin, and the respondent will be allowed to rebut after the complainant is finished. Then the respondent will present, and the complainant will have a turn to rebut. The committee may ask clarifying questions after each presentation. The committee will set time limits on each portion of the proceeding, including the time for questioning, and an administrative associate present to take notes will serve as the time keeper. Once the arguments have been heard, the aggrieved parties will leave but remain available as the committee deliberates. If the committee needs further information from either party, both will be invited re-enter the room, never one or the other.

At the conclusion of the meeting, the committee will render a decision, and that decision will be drafted for approval by the chair. The committee will have the opportunity to review the draft before it is distributed. The written decision will be shared with each member of the grievance committee and with each of the aggrieved parties. A signed confidentiality agreement will be completed by each person receiving a copy of the decision.

If either party remains dissatisfied with the decision, the next step is the graduate school, which has a grievance process defined in the graduate handbook.

11. Appropriate Space and Facilities Necessary to Carry Out GA Teaching, Research, or Administrative Duties

Anyone appointed as a GA in the school is eligible to have an OSUMC account and associated space on the file server in SHRS. The school provides computers for student use in labs on the

2nd and 4th floor of Atwell Hall, and most faculty are able to provide additional computer resources for GAs in their service.

For a GRA, space and facilities are to be to be provided by the director of the research program. For a GTA, space sufficient to prepare for class and meet with students will be provided by the program in which the GTA is teaching if the GTA does not already have suitable space of their own. For a GAA, space and appropriate resources are provided by supervisor.

Work Hours

As stated on the Graduate Associate Appointment form:

3.   *Duties. The specific duties of GA positions are determined by appointing units.*

Note for GRA Appointments: Graduate Research Associate (GRA) appointments fall into two broad categories:

a.   GRAs on 50 percent appointments should spend approximately 20 hours per week on their appointment duties when they are supporting faculty research that is not directly related to their dissertations or theses.

b.   For many GRAs, their appointment duties overlap with research for their own dissertations or master's theses. In these cases, it is difficult to separate the number of hours devoted specifically to the associateship. It is the responsibility of the faculty member to clarify expectations, including policies related to publication and intellectual ownership.

In this program, the situation described in 3b applies. A GRA should expect to work on projects that will contribute to the dissertation, and on other projects in the lab as assigned by the PI. Early in the GRA's training, pre-candidacy, many of the activities may contribute to ongoing projects in the lab that may not be included in the dissertation, but have some training value, and the GRA will also have significant responsibilities for coursework. During this time frame, every effort will be made to adjust the GRA's duties to allow success in the coursework. As time goes on, the effort will be increasingly dedicated to activities such as data analysis and experimental procedures that have both training value and will contribute to the dissertation. As such it will be difficult to separate the hours spent learning from those 'on the job.' After candidacy, the GRA will be expected to be fully devoted to the PI's research and their dissertation studies.

If a GRA feels that s/he is spending in excess of 20 hours per week on assigned activities with no relation whatsoever to training for, or ultimate completion of, the dissertation, then the advisor should be consulted and alternative arrangements requested. If the GRA is not satisfied with the results of this consultation, the grievance procedure should be followed.

As a future scientific leader, a GRA is expected to devote an extraordinary commitment of time to PhD training. Whenever the student is not enrolled in regular courses, including summer, a full commitment to grant and dissertation studies is expected. Additional time as needed for special procedures such data collection, subject recruitment, etc., will be expected whenever necessary for the success of the experiment.

It is the shared responsibility of the student and the advisor to ensure that the student meets all requirements of the graduate program in a timely manner. For example, the candidacy exam should be completed late in the second or early in the third year. The student must be afforded sufficient time to succeed in this responsibility, but cannot expect a complete release from GRA duties. Likewise, students are required to attend certain seminars even after courses are completed. The student is expected to arrange their schedule to attend these seminars, and the advisor must allow this. The student is expected to be an active participant in such activities and to contribute to building a strong program and setting a good example for beginning students.

Release Time Funds to Support PhD Student Travel 7.6: Release time funds are available to support PhD student travel for scientific purposes. Each PhD student who is post-candidacy will have up to $500 in travel support to present their research in a national setting. Funds will be available for use once per academic year. Criteria for use of the travel funds are the following:

1. Travel has not yet been taken (retroactive requests will not be allowed).
2. The purpose for the travel will be to present original research in one of two settings
    a. At a University or Government/funding organization as an invited speaker
    b. At a National scientific meeting
3. The student is the primary presenter and not a middle author of the presentation
4. Travel is within the contiguous U.S.
5. Funds will support registration and/or transportation costs but not food and will not exceed $500.

Access to these funds will begin in academic year 2014-2015 and administered through the PhD Program Director Dr. Jimmy Onate and Dr. D. Larsen.

For cases that fall outside of these guidelines, special requests will be made to Dr. Larsen.

APPENDIX A

HRS PHD GRADUATE STUDIES COMMITTEE

PhD Program Director & Graduate Studies Chair

Dr. Jimmy Onate	2015 – Present
Kay Wolf	2013 – 2015
Michele Basso	2010 – 2013
Jane Case Smith	2005 – 2010

Graduate Studies Committee Members

Kevin Evans, elected	3 years	Autumn 2013 – Spring 2016
Laura Schmitt appointed	3 years	Autumn 2013 – Spring 2016
Nicholas Funderburg, elected	3 years	Autumn 2014 – Spring 2017
John Borstad, appointed	3 years	Autumn 2014 – Spring 2017
Amy Darragh, appointed	3 years	Autumn 2015 – Spring 2018

Former Graduate Studies Committee Members

Jane Case-Smith, elected	2 years	Spring 2010 – Spring 2012
Kay Wolf, elected	3 years	Spring 2010 – Spring 2013
Jimmy Onate, appointed	3 years	Spring 2010 – Spring 2013
John Buford, elected	4 years	Spring 2010 – Spring 2014
Emily Patterson , appointed	4 years	Spring 2010 – Spring 2014
Stephen Page, elected	3 years	Autumn 2012 – Spring 2015

APPENDIX B

Guidelines for Dual OT/PhD Students

	OTD year 1	OTD year 2	OTD year 3
Scientific Presentation	Attend SHRS grand rounds (presenting is not required) Attend Hite lecture; Suggestion: Review an abstract to be submitted to AOTA, OOTA, or another professional meeting; go over the abstract and its requirements for submission with your primary lab mentor or research mentor (if known) or a HRS faculty member	Attend SHRS grand rounds (presenting is not required) Attend AOTA, Hite, and/or another national scientific meeting; Attend OSUMC research day and visit posters of HRS students Suggestion: Assist in submission of an abstract to AOTA, OOTA, or another professional meeting with your primary lab mentor, research mentor, or another faculty member	Attend SHRS grand rounds (presenting is not required) Attend AOTA, Hite, and/or another national scientific meeting; Attend OSUMC research day and visit posters of HRS students Present results of research experience or an area of interest with an HRS faculty member at AOTA, OOTA, a national meeting, and/or OSUMC Research Day
Manuscript Writing		Help a faculty member prepare a section of a manuscript; review the elements of a manuscript with your primary lab mentor, research mentor, or another faculty member	Submit outcomes of research experience with faculty member for publication. Contribute to data analyses and write up of publication. Suggestion: help a faculty member perform a peer review of a manuscript
Grant Development		Suggestion: Serve as a reader on a faculty member's grant application	Prepare and submit an application for a Rosa Hartsook Endowed Scholarship from AOTF Prepare a section of a grant with the

			assistance of your faculty/lab mentor Serve as a reader on a faculty member's NIH grant application
Experimental Training	Complete CITI training *Start a research rotation in the Summer* *Sign up for a research rotation for the Fall* Start the process for a research specialization (does not have to be with PhD advisor) Take PhD-required course in Responsible Conduct of Research (if offered this year; only required once)	Help a PI with an IRB application Attend an IRB workshop at OSU Attend scientific talks or grand rounds outside of HRS e.g., Nisonger; Assistive Technology; Neuroscience) Take PhD-required course in Responsible Conduct of Research (if offered this year; only required once)	Practicum with PhD advisor Suggestion: gain experience in a specialized technique that you may use in your later work (an assessment; an intervention) in your mentor's lab Actively participate in data collection, analysis, preparation of results, and preparation of figures on a faculty member's project.
Other	*Rotate through at least 3 labs, interview potential PhD advisors, find the best match* *Complete dual degree plan and have appropriate advisors and Director of PhD program sign off on it*	*Lab home*	

*All of these suggestions and events are for days/weeks when you are on campus, and not on a clinical rotation.

Reminders:

1. *Choose a PhD advisor with P status*

2. *Be immersed in the culture of the PhD program as soon as possible*

3. *Find a lab home and choose a PhD advisor as soon as possible*

APPENDIX C

Guidelines for Dual PT/PhD Students

	DPT year 1	DPT year 2	DPT year 3
Scientific Presentation	Attend SHRS grand rounds but presenting is not required

Attend OSUMC research day and visit posters of HRS students

Suggestion: Submit an abstract to CSM as you will be attending with your DPT class in your 2nd year | Attend SHRS grand rounds but presenting is not required

Attend CSM

Attend OSUMC research day and visit posters of HRS students

Suggestion: Present at OSUMC Research Day | Attend SHRS grand rounds but presenting is not required

Attend OSUMC research day and visit posters of HRS students

Suggestion: Present OSUMC Research Day |
| Manuscript Writing | | | Suggestion: DPT case study for publication |
| Grant Development | | Prepare and Submit and application for a Mary McMillan scholarship from the APTA | Prepare and Submit and application for a PODS I scholarship from the APTA |
| Experimental Training | Complete CITI training

Sign up for DPT research rotation in the Fall Semester

Start the process for a research specialization (does not have to be with PhD advisor) | Help a PI with an IRB application

Attend an IRB workshop at OSU

Attend scientific talks outside of HRS | DPT Practicum with PhD advisor

DPT case study with PhD advisor |
| | Rotate through at least 3 labs, interview potential PhD advisors, find the best match | | |

*All of these suggestions and events are for days/weeks when you are on campus, and not on a clinical rotation.

Goal:

1. Be immersed in the culture of the PhD program as soon as possible

2. Choose a PhD advisor by your 3rd year (you can choose much earlier)

3. Look on faculty websites to choose which labs you want to rotate through over the next 3 years

APPENDIX D

Candidacy Exam Assessment

The candidacy examination is a test of student's comprehension of the field, allied areas of study, capacity to undertake independent research, and ability to think and express ideas clearly. While discussions may inform future work, including the dissertation, the qualifying exam discussions should not be viewed as preparation for the dissertation project nor should the dissertation or components of the dissertation be an explicit outcome of the qualifying examination.

Student:

Date of Exam:

Exam Committee Member:

Learning Outcome	Able to critically analyze literature related to the project, think intellectually about the direction of the scientific discipline, demonstrate intellectual curiosity about the scientific discipline
Excellent 4	Thorough understanding of content and scientific context Appropriate and relevant sources to explore ideas within the discipline Critically develops a well-articulated scientific theme Clear demonstration of independent intellectual contribution, creativity, and original thinking
Competent 3	Demonstrates an adequate understanding of content and scientific context Appropriate and relevant sources, presents literature reasonably well Critically develops a scientific theme Demonstrates some insight and creativity
Marginal 2	Demonstrates awareness of content and scientific context Appropriate and relevant sources through most of the work Organization of ideas not always logical or consistent with composing a scientific argument Minimal evidence of original thinking
Deficient 1	Demonstrates minimal awareness of content and scientific context Relevant sources develop limited areas of the work, inappropriate literature citations common Frequent lapses of logic when composing a scientific argument Lack of creativity or original thinking
Insufficient data to assess 0	
Comments	

Learning Outcome	Able to formulate relevant and testable hypothesis, devise clear experiments for addressing the hypothesis, and analyze and interpret data appropriately
Excellent 4	Thorough understanding of the scientific method Clear ability to understand and design complex experimental protocols Analyzes and presents data with a clear and proper interpretation
Competent	Good understanding of scientific method

3	Designs experiments appropriate for addressing hypotheses Presents data in an appropriate context
Marginal 2	Satisfactory understanding of scientific method Some assistance with complex experimental design and analyzing data Presents and interprets data with some guidance from the PI
Deficient 1	Minimal understanding of scientific method Limited ability to conceive of experimental design to address hypotheses Needs significant faculty input for data analysis and interpretation
Insufficient data to assess 0	
Comments	

Learning Outcome	**Able to effectively communicate data and interpretation with scientific peers, answers questions, communicates ideas**
Excellent 4	Articulates intimate understanding of the project Orally communicates and defends new ideas Thinks effectively on his/her feet Integrate knowledge from multiple disciplines Experience in solving problems
Competent 3	Appropriate understanding of the project Articulates ideas but lacks some creativity Think through basic problems when questioned Has adequate knowledge base Integrate appropriately to solving problems
Marginal 2	Basic understanding of the project but lacks depth Answers basic questions about the project Difficulty thinking on his/her feet Gaps in knowledge base Difficulty problem solving
Deficient 1	Lacks understanding of the project Unable to communicate rationale for interpretation of data or direction of the project Substantial gaps in knowledge base Unable to draw from different areas or experiences to solve problems
Insufficient data to assess 0	
Comments	

Learning Outcome	**Able to communicate effectively through scientific writing**
Excellent 4	Thorough understanding of context, audience, and purpose of the scientific work Relevant and compelling content to convey the contribution to the scientific discipline Successful grantsmanship - organization, content presentation, formatting, and style Appropriately uses relevant and credible references to support ideas Uses graceful language that skillfully communicates meaning with clarity and fluency Document is nearly error free
Competent 3	Adequate consideration of context, audience and purpose of the scientific work Relevant and compelling content to convey the contribution to the scientific discipline Successful grantsmanship - organization, content presentation, formatting, and style Appropriately uses relevant and credible references to support ideas Uses straightforward language that generally conveys meaning Document has few errors

Marginal 2	Awareness of context, audience, and purpose of the scientific work Appropriate and relevant content to explore ideas through most of the work Adequate grantsmanship - organization, content, and presentation Attempts to use credible and/or relevant references to support ideas Uses language that generally conveys meaning with clarity Document has some errors
Deficient 1	Minimal attention to context, audience, purpose of the scientific work Appropriate and relevant content to develop simple ideas in parts of the work Attempts to use a consistent system for basic organization and presentation Attempts to use sources to support ideas Uses language that sometimes impedes meaning Document has errors
Insufficient data to assess 0	
Comments	