

# **Handbook for the Doctoral Program in Health Education**

**Department of Health and Recreation Professions**



**JUDITH HERB COLLEGE OF EDUCATION,  
HEALTH SCIENCE AND HUMAN SERVICE**

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*(All Faculty Have Full Graduate Faculty Status  
for the 2012-2013 Academic Year )*



**Last Updated: September 5, 2012**

## Philosophy / Purpose

The Doctor of Philosophy (PhD) degree program in Health Education is designed to provide doctoral students with the knowledge and skills to become advanced professional health educators who are capable of being leaders in the profession. Successful completion of the program will result in highly qualified graduates who:

- have the ability to plan, implement, and evaluate health education programs;
- engage in effective teaching;
- conduct high quality health education research;
- write grants for external funding;
- engage in service activity; and
- advocate for health and the health education profession.

These areas are accomplished through a combination of coursework, community engagement, and independent study. While the student is ultimately responsible for their learning, the department faculty take pride in mentoring doctoral students and assisting them in gaining experience in each of the aforementioned areas.

The Health Education faculty members come from diverse disciplines with a variety of interests. This diversity is one of the strengths of the Division of Health Education and enhances the quality of the education received by graduate students. The faculty have expertise through course work, research, and practical experiences in many areas, including health behavior, health policy, child/adolescent health, nutrition, public health, school health, and violence prevention.

The Division of Health Education is committed to providing an environment that treats all persons fairly and with respect, regardless of gender, race, religion, ethnicity, or sexual orientation. Both the Division and the University of Toledo have taken a strong stand against discrimination.

Most graduates of our program have been employed in academic institutions or as researchers with governmental or private agencies. Of the approximately 40 doctoral programs in health education in the United States, the University of Toledo's doctoral program has been ranked as one of the top 10 programs.

## Admission

The Division of Health Education considers applications in their entirety before making admissions decisions. The following criteria are considered in the decision making process:

- A completed application with copies of official transcripts for undergraduate and graduate degrees (*required*)
- Three letters of recommendation from doctorally prepared professionals assessing the candidate's capability for doctoral studies (*required*)
- Undergraduate degree GPA of 2.75 or higher (on a 0-to-4 point scale) (*required*)
- Master's degree GPA of 3.25 or higher (*required*)
- Completed GRE (*required*) with all scores including the analytical writing section above the 50<sup>th</sup> percentile (*preferred*)
- Previous coursework in Health Education or Public Health is recommended but not required.
  - *Note: Those students coming to the program without a degree or background in Health Education or Public Health are required to have Health Education as their cognate (see "Cognate" on page 5 of this handbook)*

All submitted materials are reviewed by a three member panel of graduate faculty in the Division of Health Education. The College of Graduate Studies officially notifies applicants of their admission or denial of admission into the program.

**Apply online at:** [https://application.utoledo.edu/prod/bwskalog.p\\_disloginnon](https://application.utoledo.edu/prod/bwskalog.p_disloginnon)



## Graduate Assistantships and Financial Assistance

Each year the Division of Health Education awards departmental graduate assistantships. Full graduate assistantships provide for a 9-month stipend of \$12,000 and 12 credit hours per semester of tuition. Typically, students are offered an assistantship for three years.

Tasks involved for receiving department assistantships typically involve teaching undergraduate courses (e.g., First Aid, Medical Terminology, Personal Health, etc.). A required 20 hours per week is expected from students who are granted department graduate assistantships. Through the course of a doctoral program, most departmental graduate assistants will have an opportunity teach multiple courses including classroom-based and distance learning formats. Faculty will work with each departmental graduate assistant to determine their areas of interest and will try to customize the teaching experience for that student based on their interest and future aspirations. During this process, there are procedures in place regarding mentoring and periodic assessment of teaching. These procedures help to ensure that these students leave with the ability to teach in a quality fashion in the university setting.

Not all of the graduate assistantships are from the Department. Sometimes, students and/or faculty will work with community agencies to provide an assistantship for students to work at a local agency. Faculty may also have research grants which sometimes provide funding for research graduate assistantships. The required tasks for these assistantships will vary significantly depending on the funding source for the assistantship. Students who receive external graduate assistantships but desire to teach courses at UT should speak with their advisor about this possibility.

The University of Toledo has a limited number of University Fellowships to support incoming doctoral students with exceptional academic records. It is the highest student financial award the College of Graduate Studies makes. The Fellowship may be renewed for up to 3 years, provided the student maintains an outstanding academic record and makes adequate progress toward the degree. Additional scholarships and awards are described on the College of Graduate Studies website at:

<http://www.utoledo.edu/graduate/scholarships/index.html>.



In addition to assistantships, scholarships, and awards, doctoral students may qualify for student loans and other grant programs. Please visit the Office of Student Financial Aid at <http://www.utoledo.edu/financialaid/> for more information.

## Program Advisor and Program Committee

Upon admission to the doctoral program, the doctoral student is assigned a program advisor and two additional faculty members who collectively serve as the student's program committee.

*Through the course of their study, should a doctoral student wish to change advisors or members of their committee, there is a form that must be completed to make this change.*

The program committee plays a significant role in the advising and education of the student. The advisor assists the student in selecting appropriate coursework that will be included in their plan of study. This is the plan that must be followed in order to graduate in the planned time frame. The plan of study should be completed during the second semester of the student's program. Should changes be necessary, proper paperwork to change the Plan of Study is required. It is the responsibility of the student to schedule periodic meetings with their advisor to ensure that they are making adequate progress towards graduation.

The program committee is involved with assessing progress towards the Doctoral Portfolio (see Doctoral Portfolio) and coordinating the major written and oral examinations. For the portfolio, the committee will help determine areas in the portfolio that need strengthened and make suggestions as to how the doctoral student might increase their competency in those areas. The committee will also be the ones who determine whether the student passes the portfolio assessment, the written exams, and the oral exams.

## Cognate

The cognate is a series of four courses that can supplement the major coursework. This coursework is typically from courses outside the department. The purpose of the cognate is to allow the doctoral student to customize a portion of their program to suit their future endeavors. All cognate courses must be at the 7000 or 8000 level unless the program only has a masters degree (e.g., Health Policy). In the latter case, courses in the 6000 level are acceptable. Students may not take undergraduate courses as part of a cognate. The cognate must also be approved by the Program Advisor and be in an area that will supplement their major in Health Education.

The most commonly selected cognate areas are: Research and Measurement, School Health, Health Policy, Educational Psychology, Educational Technology, Epidemiology, Geography and Planning, and Sociology.

## Plan of Study

A minimum of 70 semester hours is required for the doctoral program, assuming the student enters the program with a masters degree (or its equivalent). The hours are to be taken in the following categories:

General Core Requirements	12 hrs.
Health Education Major Courses	36 hrs.
Cognate Area	12 hrs.
Doctoral Dissertation	<u>10 hrs.</u>
Total	70 hrs.

The Plan of Study is a list of specific courses to be taken in the doctoral program and should be completed and sent to the College of Graduate Studies by the end of the second semester of enrollment (see form in Appendix). If students want to substitute a course listed on their plan of study during their program, they can complete a Change in the Plan of Study form. A total of 3 courses can be changed using this form (see Appendix).

If a student has taken doctoral coursework at another institution of higher education, the student may be able to transfer up to 12 credit hours of coursework. If a student transfers credit, the date that the course was taken is taken into account regarding the maximum time frame for graduation (see below).

## Time Limit

*The typical doctoral student takes three years to complete their coursework and an additional one year to complete their exams and dissertation.*

The **maximum** time limit for completing the doctoral degree is **seven years**. Any student who has not defended their dissertation by the end of seven years may file for an extension for a maximum of one year. Should the student not complete their program by the end of the extension, they are removed from the doctoral program and unable to complete their degree. It is strongly recommended that the student meet with their advisor at least once per semester to ensure that adequate progress is being made.

*It is **HIGHLY** recommended that students complete their dissertations before leaving UT for a job (often called leaving ABD [all but dissertation]). This creates a significant burden on the student and makes finishing the degree much more difficult. Please avoid at all cost.*



## Doctoral Examinations

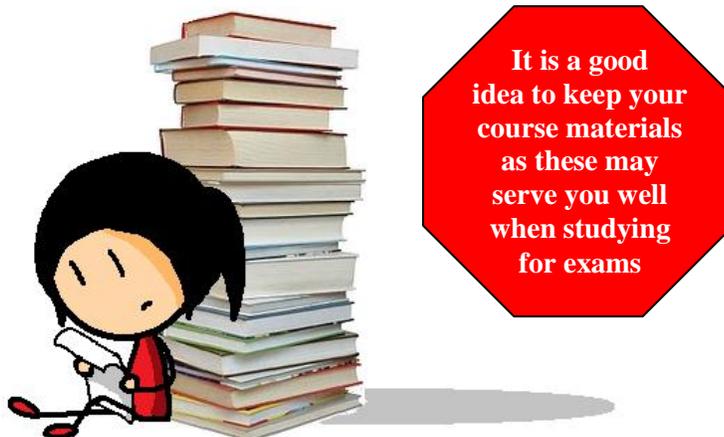
The doctoral major examinations can be taken only after successfully completing all coursework for both the major and cognate. The examinations must be taken when the university is in session. Students must register for the examinations by the end of the third week of the semester they intend to take the examination.

The major written examination is coordinated by the doctoral program chair. The student will take a 9-hour written examination that will typically cover nine different major courses. Depending on the particular issues with the student and their curriculum, the program advisor may permit the student to have their exam cover 7 or 8 major courses (but still requires 9 hours of exam time). This examination is taken within one week. It can be taken over two or three days but can not span a weekend. It is also required to complete the written exam in a typed form on a special, secured, department computer. Hand written comprehensive exams are not permitted.

The examination questions are developed by the faculty member of record for the particular course. Each completed exam question is graded on a scale of 0 to 10, with a score of 7 as passing. Each question can be graded on a half-point basis (e.g. 6.5 or 7.5). The student must average a 7.0 in order to pass. A student might not pass a particular question but if the average is 7.0 on the examination, then the student still passes the examination. If a student does not pass the written examination he/she can request to take the exam again during the following semester but is not permitted to take the written exam during the same semester.

After satisfactorily passing the major written examinations, the doctoral student's program advisor will schedule an oral examination, which typically last for 1-2 hours. All faculty members who have written questions for the major examinations are invited to the oral examination. Only the members of the doctoral committee will vote on whether the student passes the oral examination. If a student does not pass the oral examination he/she can request to take the oral exam again during the following semester but is not permitted to take the oral exam during the same semester. The Program advisor will complete the Examination Results & Proposal Form after completion of both the written and oral examinations which can be found at:

<http://www.utoledo.edu/eduhs/docs/Exam%20Results%20Form.pdf>



## Dissertation Chair and Committee

The doctoral student selects the dissertation advisor from the health education faculty who have full graduate faculty status. The doctoral student should select a dissertation advisor based on the following:

- Research interests that are aligned with the faculty member's research
- Research interests that are aligned with the faculty member's courses
- The time availability of the faculty member
  - If one particular faculty member is overloaded with dissertation advisees, they may not be as timely as the student needs.
  - This may also be a reason that the faculty member requests that the student seek out another dissertation advisor
- Personal connection with the faculty member

While the doctoral program chair may also be selected as the dissertation advisor, the student may request any eligible faculty member who best meets the aforementioned criteria.

The dissertation committee must be composed of at least 4 members. The Composition of Committee Form should be completed, approved by the dissertation Chairperson, and sent to the Associate Dean for Graduate Studies for approval. The form can be found at: (<http://www.utoledo.edu/eduhshs/docs/COMPOSITION%20OF%20COMMITTEES.pdf>).

The committee should consist of:

- 1) A dissertation chair who is a graduate faculty member in health education
- 2) An additional graduate health education faculty member,
- 3) A faculty member who is outside of the department
  - This can be a UT faculty member or someone outside of UT. The choice should be someone who can best assist the doctoral student with the particular area of research in which they are doing their dissertation.
  - In the latter case, paperwork will need to be submitted to the College of Graduate Studies to request temporary associate graduate faculty status
- 4) The fourth committee member can be a graduate health education faculty member from the department or another outside faculty member.

The dissertation committee helps the student formulate a dissertation, facilitates the dissertation proposal, provides guidance during the dissertation research process, and facilitates the dissertation defense, ultimately deciding whether the student has completed and presented their dissertation in a satisfactory way. The doctoral student needs to work closely with their dissertation advisor in completing the dissertation in a timely fashion.

## Doctoral Dissertation

The process of completing the dissertation consists of three major phases. The first phase consists of selecting an appropriate topic and writing a proposal. The dissertation proposal consists of the first three chapters of the dissertation. There is no overall page limit for the proposal or the completed dissertation. After the proposal is considered satisfactory by the dissertation committee, an oral proposal is scheduled in which the doctoral student presents the proposed research project to seek final approval of the committee. The dissertation proposal is open to the public and all doctoral students that are able to attend are encouraged to do so. The Program advisor will complete the Examination Results & Proposal Form after completion of the oral proposal which can be found at:

<http://www.utoledo.edu/eduhs/shs/docs/Exam%20Results%20Form.pdf>

If the research project involves human subjects, then IRB approval must be obtained after the proposal has been approved by the dissertation committee. Depending on the nature of the research, the student may need to appear before the IRB to explain the research protocol and how he/she will receive informed consent and how the participants will be protect from possible harm.

In phase two of the dissertation, the student conducts the study under the guidance of the dissertation chair, writes the rest of the dissertation, and obtains feedback from the dissertation committee on the dissertation. It is customary that the dissertation will require multiple revisions before it will be found to be acceptable.

In phase three of the dissertation, an oral defense is scheduled to present the findings of the dissertation research and defend the final product. The dissertation defense is also open to the public and all doctoral students that are able to attend are encouraged to do so. After being successfully defended, the dissertation may need final editing before the paperwork approval is signed by the committee members.

All committee members must be present at both the proposal and dissertation defenses.

The Program advisor will complete the Examination Results & Proposal Form after completion of the oral defense which can be found at:

<http://www.utoledo.edu/eduhs/shs/docs/Exam%20Results%20Form.pdf>

It is expected that the doctoral student will follow the required College of Graduate Studies procedures for completing and submitting their final dissertation (see <http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html> for the most current required forms). It is also expected that each doctoral student provide a bound copy to the department and a bound copy to each dissertation committee member. Students should speak with their advisor regarding proper style for binding.

# Thesis & Dissertation Deadlines

## *For Main Campus Programs*

Term	Graduation Application	Format Review	Final Document
Summer 2012	Friday, May 25, 2012	Friday, June 22, 2012	Friday, July 6, 2012
Fall 2012	Friday, September 21, 2012	Friday, November 2, 2012	Friday, November 16, 2012
Spring 2013	Friday, January 25, 2013	Friday, March 22, 2013	Friday, April 5, 2013
Summer 2013	Friday, May 24, 2013	Friday, June 21, 2012	Friday, July 5, 2012

### Additional Details:

- Submit *Application for Graduation* to College of Graduate Studies (University Hall 3240).
- Students will receive a degree audit via utad e-mail detailing outstanding requirements.
- Review degree completion information available on the Graduate College Graduation Web-page.
- Submit your document as a PDF file attachment to [etdmc@utoledo.edu](mailto:etdmc@utoledo.edu) for a format review by the posted deadline.
- *ETD Format Review Request Form* must be attached to e-mail submission.
- Students are strongly encouraged to submit document for format review to prevent delays in graduation which could result in required re-application for future term.
- Upload final document (PDF file format) to OhioLINK.
- Submit *Approval of Thesis/Dissertation Form* hardcopy with all required signatures.
- Submit *Intellectual Protection Form* hardcopy with all required signatures.
- *Doctoral Students Only*
  - Upload information and pay associated fees to ProQuest UMI.
  - Complete on-line *Survey of Earned Doctorates*.

Please pay special attention to the deadlines for submission of the dissertation. There is a significant lead time that is needed if a student wishes to graduate for a given semester. It is best to work with the advisor to plan the defense to best meet the posted deadlines.



- If there are any problems with your document, notification will be sent to your utad e-mail and you will be given five days from the date the notification is sent to make necessary changes and upload your corrected document to OhioLINK. If corrected document is not uploaded to OhioLINK within the five days or any of the required forms/processes are not completed, students will be required to re-apply for graduation for a future term.

For more detailed information, please visit:

[http://www.utoledo.edu/graduate/files/Deadline\\_flyer\\_201240.pdf](http://www.utoledo.edu/graduate/files/Deadline_flyer_201240.pdf)

## Retention and Academic Requirements

Students' academic transcripts of their coursework are reviewed on a semester basis. Students may be dismissed from the Doctoral Program in Health Education if their academic performance is substandard or if their personal or professional conduct is inappropriate. A minimum grade point average of 3.0 on a 4-point scale for all courses completed is required to be considered as making adequate progress toward the degree. Students whose grade point average falls below 3.0 are subject to dismissal from College of Graduate Studies. A grade of C- or lower in a graduate course will not satisfy the academic requirements for a graduate degree program. Once admitted to the doctoral program, students have to be enrolled in at least one credit hour every semester (not including summers). This one credit hour requirement also applies for the semester in which students go through graduation exercises.

## Residency

The College of Graduate Studies has established an academic residency requirement in order to provide doctoral students with 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 purpose of a residency requirement is to encourage doctoral students to experience contact with the academic community: colleagues, libraries, laboratories, on-going programs of research and inquiry, and the intellectual environment that characterizes a university. Such experience is generally as important as formal class work in the process of intellectual development. While the residency requirement is, by necessity, given in terms of full or part-time enrollment, the intent of the requirement is to ensure that the student becomes fully involved in an essential part of scholarly life.

**Doctoral students satisfy the doctoral residency requirement by completing at total of 18 hours of coursework taken over 3 consecutive semesters. Enrollment in a summer term is not required to maintain continuity, but credits earned during summer terms could count toward the 18 hours required for residency. Each graduate program may exclude certain courses and credit hours from meeting the residency requirement.**

Any exceptions to the residency requirement should be requested on the "Residency Requirement Exception Form" that should be attached to a Plan of Study for students who have been determined by their academic college to need an exception to the residency requirement. This Plan must include how a student will interact with faculty and other students, read widely within and beyond the major field, and contemplate scholarly issues as they relate to professional practice.

## **Document Disclaimer**

The Handbook for the Doctoral Program in Health Education was designed to be used in conjunction with the University of Toledo General Catalog, the College of Graduate Studies Catalog, and the Graduate Student Handbook. The Handbook for the Doctoral Program in Health Education was not intended to be used as a replacement for these documents. These official documents are revised periodically. It is the student's responsibility to obtain the latest editions of these documents.

## Program Checklist of Sequence of Steps Through the PhD Program

Following is a checklist for the PhD degree program which outlines, in sequence, a series of required steps for completing the degree program. This checklist may be used as a guide to help plan activities throughout the program.

- \_\_\_\_\_ 1. Satisfactory completion of admission requirements
- \_\_\_\_\_ 2. Meet with doctoral program advisor and committee
- \_\_\_\_\_ 3. Complete a plan of study signed by your advisor and program committee members
- \_\_\_\_\_ 4. Complete all coursework including finishing any incomplete grades (I) or in progress grades (PR)
- \_\_\_\_\_ 5. Coordinate and satisfactorily complete major written examinations
- \_\_\_\_\_ 6. Coordinate and satisfactorily complete major oral examinations
- \_\_\_\_\_ 7. Identify dissertation advisor and dissertation committee
- \_\_\_\_\_ 8. Successfully propose doctoral dissertation
- \_\_\_\_\_ 9. Complete Graduate Research ADvisory (GRAD) Committee Approval & Assurances Form
- \_\_\_\_\_ 10. Schedule and successfully complete oral defense of doctoral dissertation  
(*students must be registered for at least one dissertation credit hour during the semesters they propose and defend their dissertation and graduate*)
- \_\_\_\_\_ 11. Complete and submit the *Application for Candidacy* form
- \_\_\_\_\_ 12. Complete *Application for Graduation* form
  
- \_\_\_\_\_ 13. Electronically submit dissertation for format review by posted deadline with *ETD Format Review Request Form* attached to [etdmc@utoledo.edu](mailto:etdmc@utoledo.edu) (strongly encouraged, but not required)
- \_\_\_\_\_ 14. Upload final dissertation to OhioLINK by posted deadline
- \_\_\_\_\_ 15. Complete and submit the *Approval of Dissertation* form
- \_\_\_\_\_ 16. Complete and submit the *Intellectual Protection and Patent Sign-Off* form
- \_\_\_\_\_ 17. Complete and submit ProQuest UMI Publishing Agreement and pay associated fees
- \_\_\_\_\_ 18. Complete on-line Graduate Student Exit Survey
- \_\_\_\_\_ 19. Complete On-line Survey of Earned Doctorates and submission of Certificate of Completion
- \_\_\_\_\_ 20. Complete binding of dissertation for Dissertation Chair, all committee member, and department. Follow format directions from advisor