



THE UNIVERSITY of
MISSISSIPPI

DEPARTMENT OF SOCIAL WORK

PhD Program in Social Welfare Doctoral Student Handbook

A Supplement to the Graduate School Catalog



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Preface

Welcome to the PhD in Social Welfare program in the Department of Social Work, one of five academic departments in the School of Applied Sciences at the University of Mississippi! Doctoral study offers the opportunity to plan a focused program of study, expand knowledge and competencies, establish academic and professional expertise, and formulate a philosophy about your future career. The quality of your graduate experience depends, to a great degree, upon the extent of your academic commitment and involvement. Under the departmental and university guidelines, students will assume the primary responsibility for the development and execution of your doctoral study.

To become familiar with the academic procedures and regulations concerning graduate students at UM, students are advised to read the [*Graduate School Catalog*](#). Information provided in this handbook supplements the Graduate School Catalog, and describes policies and procedures specific to the PhD in Social Welfare program in the Department of Social Work, which may have additional requirements/guidelines to the Graduate School policy.

All students are expected to familiarize themselves with the policies and procedures outlined in this handbook. The primary responsibility for adherence to policies, regulations, deadlines, and degree requirements rests with the student. The Graduate Program Coordinator (GPC) for the PhD Program will serve as your initial contact for the graduate program. Graduate Faculty are also here to provide guidance.

The History of the Department of Social Work

The Department of Social Work was established at the University of Mississippi in the Academic Year 1969–70 as part of the Department of Sociology. In 1983, the Department of Social Work became an autonomous department within the College of Liberal Arts. The Department of Social Work has been accredited by the Council on Social Work Education since 1974, initially offering a Bachelor of Social Work (BSW) degree. In 2000, the Department of Social Work was transferred from the College of Liberal Arts to the newly created School of Applied Sciences, where it currently resides with four other academic departments. In 2003, the Department of Social Work began offering courses on a part-time basis at the Desoto and Tupelo campuses. They expanded to full-time BSW programs in Fall 2006 at the Tupelo Center and Fall 2008 at the Desoto Center. In February 2007, the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) approved the University of Mississippi to offer a Master of Social Work (MSW) degree.

In November 2016, the IHL approved the University of Mississippi to offer the PhD program in Social Welfare. The Department of Social Work doctoral program admitted its inaugural doctoral cohort to begin instruction in the fall of 2017.

The Department of Social Work Non-Discrimination Policy

The Department of Social Work's faculty and staff do not discriminate on the basis of age, class, color, culture, disability, ethnicity, gender, gender identity and expression, immigration status, political ideology, race, religion, sex, sexual orientation, or veteran status in any of its activities, programs, or classes.

PhD Program Mission Statement

The PhD in Social Welfare program in the Department of Social Work at the University of Mississippi is committed to nurturing the next generation of social work educators and researchers so that they contribute to the creation of the knowledge base of our profession and positively impact the lives of our client populations.

Doctoral Program Learning Outcomes

The overall learning outcome objectives for doctoral students are as follows:

- To become leaders in examining and addressing the needs of diverse, vulnerable and at-risk populations.
- To contribute to the development and dissemination of knowledge about social work interventions.
- To demonstrate mastery of a broad knowledge base in social work and develop expertise in a specialized field of study germane to each student's research interests.
- To be able to design and effectively carry out quantitative, qualitative, and/or mixed methods research investigations.
- To identify and incorporate one or more philosophies of science to guide their research.

Program Description

The Department of Social Work at the University of Mississippi offers a Doctor of Philosophy (PhD) degree in Social Welfare. Its curriculum is designed to train students to become competent scholars and applied practitioners who advance knowledge and provide leadership in addressing issues pertinent to at-risk and vulnerable populations. These include but are not limited to: racial and ethnic minorities, people who are economically disadvantaged, sexual minorities, people who are homeless, people suffering from mental illness, older adults, children, people with disabilities, refugee and undocumented persons, and survivors of abuse and trauma.

For students who wish to enroll in full-time study, the program can be completed in 3 years, with the first 2 years dedicated to the completion of required course work. However, it typically takes students longer to complete the doctoral program depending on their learning needs, progress, and the time needed to complete a dissertation.

Admissions

Students are only admitted to the doctoral program to begin study in the fall semester of each academic year. Only completed applications are considered for admission by the PhD Program Admissions Committee, which is chaired by the PhD Program Coordinator.

While applications are received on a rolling basis, students are encouraged to apply early, because slots may fill before the application deadline of April 30th. For students wishing to be considered for graduate assistantships, a completed application must be filed no later than March 1st. Applications received after April 30th may be considered for the following academic year.

Admission Requirements

1. Evidence of an awarded baccalaureate degree from an accredited college or university.
2. Evidence of an awarded master's degree in social work from a CSWE-accredited program, and a minimum of two years of post-MSW professional experience is *recommended* (this can include Micro, Mezzo, or Macro practice experience)*
3. A cumulative grade point average (last 60 hours) of at least 3.0 at the baccalaureate level and at least 3.2 at the graduate level is required; however, a higher grade point average is *recommended*.
4. Personal statement of purpose. A double-spaced, typed statement of approximately 4–6 pages should describe the candidate's interest in pursuing a doctoral degree in social welfare, areas of research interest, academic and professional goals, and how joining the graduate program will help the candidate meet these goals.
5. Three (3) letters of reference. At least one should be an academic reference (e.g., professor); two others can be professional (e.g., colleagues and supervisors at agency) who are familiar with the candidate's academic qualifications and potentials to be successful in a doctoral program.
6. Academic (preferred) or professional writing sample. Submit a sample of the candidate's recent (no more than 2 years prior to the submission date) written work that demonstrates his/her writing and analytic skills, including, but not limited to, a term paper, thesis, publication, capstone paper, professional report, and policy brief. Writing samples should be written in English, but there are no specific formatting requirements.
7. Resume or curriculum vitae.
8. International students whose first language is not English must submit a TOFEL score that is 79 or higher on the Internet Based Test.

* Student prospects who have not earned a MSW degree or who do not have 2 years of post-MSW professional experience can still be considered for admission. However, the PhD Admissions Committee will review and consider such applications on a case-by-case basis.

Curriculum Structure

The program consists of 54 post-MSW credit hours. The requirements include 21 hours in a substantive core area of social work; 15 hours of research methods and statistics; and 18 hours of dissertation research. Additional requirements for the degree include students passing a Comprehensive Exam.

Courses:	Credit Hours	Social Work Core: 21 credit hours
SW 701 - Colloquium I	3	
SW 703 - Topics with At-Risk Populations	3	
SW 704 - Theories & Research in Neuro and Behavioral Science	3	
SW 706 - History of Social Welfare	3	
SW 708 - Colloquium II	3	
SW 709 - Policy Analysis	3	
SW 713 – Special Topics (Substantive Elective)	3	Students can take this course as an elective, or another graduate level course as an elective from another academic unit.

Courses:	Credit Hours	Research Methods and Statistics: 15 credit hours
SW 702 - Research Design in Social Work	3	
SW 705 - Applied and Inferential Statistics	3	
SW 710 - Issues and Research Problems in Social Work Interventions (OR Intermediate Statistics)	3	Students can take this course as an elective, or another graduate level course as an elective from another academic unit.
SW 711 - Qualitative Methods in Social Work Research	3	
SW 712 - Advanced Statistics	3	

Courses:	Credit Hours	
SW 797 - Dissertation	18	A maximum of 4 hours of the 18 can be used prior to the successful proposal defense, with agreement from the dissertation chair/GPC.

Full-Time Study Course Plan

Year 1			
Fall	CR HRS	Spring	CR HRS
Colloquium I	3	Theories in Neuro and Behavioral Sciences	3
Research Design	3	Applied and Inferential Statistics	3
Policy Analysis	3	Qualitative Methods in Social Work Research	3

Year 2			
Fall	CR HRS	Spring	CR HRS
Colloquium II	3	History of Social Welfare	3
Topics in Research with At-Risk and Vulnerable Populations	3	Advanced Statistics	3
Intervention Research OR Research / Statistics Elective	3	Special Topics (Substantive Elective)	3

Additional Requirements for Year 2: Passing a Comprehensive Exam

Year 3					
Fall	CR HRS	Spring	CR HRS	Summer	CR HRS
Dissertation (may be repeated)	3-9	Dissertation	3-9	Dissertation	3

It is possible to offer the gray-highlighted courses every other year.

The PhD Program Committee

The PhD Program Committee is a subcommittee of the Department of Social Work consisting of faculty of various levels (Assistant, Associate, and Full) teaching in the PhD program, matriculated doctoral students, and the PhD Program Coordinator. The PhD Committee serves in an advisory role to the PhD Program Coordinator on program policies and addresses curriculum issues for the PhD program.

The PhD Program Admissions Committee

The PhD Program Admissions Committee consists of all faculty members who make up the PhD Program Committee, including the PhD Program Coordinator. This committee will make all doctoral admissions decisions.

Graduate Faculty Policy

This policy outlines the various roles faculty may hold in directing graduate student research and teaching graduate courses. Please see the [Graduate Faculty Policy](#) for details.

Academic Advising

The GPC serves as students' initial contact and assists doctoral students in course selection. Academic advising responsibilities last through the course phase of a student's program of study. Each student will fill out a Program of Study form during each advising session (see Appendix A).

Faculty Mentoring

Students are encouraged to identify faculty that will serve as faculty mentors. This role is different from an academic advisor. The mentor's responsibilities extend well beyond helping students learn what is entailed in the research and writing components of graduate school. First and foremost, mentors socialize students into the culture of the discipline, clarifying and reinforcing—principally by example—what is expected of a professional scholar. Key responsibilities and functions of a faculty mentor includes, but not limited to: a) articulate mentoring plan; b) align expectations; c) “model professional responsibility;” d) maintain effective communication; e) “facilitate professional development;” f) “demystify graduate school;” g) “assist with finding other mentors;” and h) “support mental health and well-being” (Adapted from [University of Michigan](#)). Students are encouraged to identify faculty mentors as early as possible.

GRADUATE ASSISTANTSHIPS

Types of Graduate Assistantship Positions

The following types of positions are available through the University for the employment of graduate students.

Graduate Instructor: This is an appointment to serve as the primary instructor of an undergraduate course. Such courses will generally be multi-sectional and the graduate instructor will be supervised by a regular faculty member.

Graduate Teaching Assistant: This is an appointment to serve as a proctor for a laboratory or discussion session, or as a grader. A teaching assistant is not responsible for assignment of final grades in a course.

Graduate Administrative Assistant: This is an appointment to perform various types of administrative or service tasks for an academic department or university office or program.

Graduate Research Assistant: This appointment is made by an academic department, research institute, or faculty member (having a funded research project) to a student to assist in performing various types of research activities.

Graduate Assistantship Appointment Letters

The terms of individual appointments will vary by department. It is the responsibility of the administrative head of a department to state in writing the terms of appointment for graduate assistantship positions. The letter should provide information regarding the following conditions, where appropriate:

- the title, percentage time, and period of the appointment;
- the stipend level for the above period and the availability of supplemental fellowships, including conditions for receiving a tuition scholarship;
- the minimum and maximum course enrollment during the appointment period;
- evaluation procedures and required grade point average and performance requirements for continued employment;
- procedure for reappointment;
- deadline for acceptance of the assistantship offer;
- assistantships are usually subject to taxation and must be declared as income;
- date on which the appointee is required to report for work duty or training.

Performance Evaluation

For all Graduate Instructors, Graduate Teaching Assistants, and Graduate Administrative Assistants, depending on the role, a supervisory faculty or staff member may be designated by the department. The supervisor is responsible for evaluating their performance. Evaluations and recommendations may be provided by the supervisor to the assistants on an as-needed basis during the appointment period. For Graduate Research Assistants, a faculty

supervisor will prepare a performance evaluation at mid-term and/or at the end of each semester. Graduate Instructors will be evaluated by university-wide student-teacher evaluation surveys, which will be reviewed by the Department Chair. These evaluations are used to help the student develop their teaching/research/administrative skills and for decisions regarding reappointment. For additional policies and procedures for graduate assistantship administration, read [Section 2 of the GPC Handbook](#)—*Policies related to financial aid and the employment of graduate students.*

ACADEMIC ADMINISTRATIVE POLICIES

Registration

A student is expected to receive advice regarding course selection from his or her academic advisor, which is the PhD Program Coordinator, before registering for courses. This may be done either during the “priority” registration period or immediately before the beginning of the semester (regular registration). Returning students who DO NOT register prior to the first day of class will be assessed a \$100 registration fee. Once a student has enrolled for courses, the charge for the courses must be paid either by returning a mailed registration bill (if using priority registration) or by payment online. This refers to fees not covered by tuition scholarships or non-resident fee scholarships. There is a deferred payment plan as well (see the [Graduate Catalog](#)).

Students who are in a conditional status have a hold on their registration privileges. Conditional students must come to the Graduate School in order to register for courses.

Students Rights and Responsibilities

The Department of Social Work at the University of Mississippi unequivocally supports the Student Rights and Responsibilities established in [The M Book](#).

Repeating a Course

Grades for all courses taken by graduate students will remain a permanent part of their transcript. Except for courses identified in the catalog as “may be repeated for credit,” no course may be repeated more than once, and no more than two courses may be repeated and applied toward a degree. In instances of repeated courses, the second grade will be used to determine eligibility to graduate. The Graduate School does not have a “forgiveness policy.” However, if a graduate student repeats a course for credit, only the second (or last) grade is used in determining eligibility to graduate.

Withdrawal from a Course

Registration for a course makes the student responsible for attending that course until the course is completed or until, with the approval of the instructor and the dean of the Graduate School, the registrar authorizes withdrawal from the course. The last day that a student may withdraw from a class without a record of enrollment in each semester is listed in the Academic Calendar.

Academic Standards

Students must maintain a “C” grade or better for the course to be applied towards the degree while maintaining a cumulative grade point-hour average of 3.0. In those rare instances when dismissal occurs due to low grades, a student may apply for readmittance following the appropriate procedures.

Petitioning for Readmittance After Dismissal

The dismissed student must submit in writing to the PhD Program Committee a petition containing the following information:

- An overview of academic background and professional goals;
- Reason for requesting reconsideration and for expecting greater success;
- Written endorsement from an advisor and the GPC indicating support for reinstatement, and acceptance of advising responsibilities;
- A specific program of academic work to complete the degree requirements.

The Department of Social Work PhD Program Committee will make a decision and inform the student based on the aforementioned information. The readmittance review process is expected to take 14 business days. If the decision is in the affirmative, the request will be recommended to the Graduate School. If the petition is not supported, a letter will be sent to the student and advisor that will include the reason(s) for the decision.

Academic Conduct

The University is conducted on a basis of common standards of honesty. Dishonesty, cheating, or plagiarism, or knowingly furnishing false information to the University are regarded as particularly serious offenses. Disruptive behavior in an academic situation or purposely harming academic facilities also are grounds for academic discipline.

Examples of Academic Misconduct

Examples of academic misconduct including (but not limited to) plagiarism, using someone’s work, and giving false information or altering documents, are found in the M Book.

Procedures related to academic misconduct charges and academic grade appeals are also found in [*The M Book*](#).

Comprehensive Examination

All doctoral students must successfully complete and pass the Comprehensive Examination to be admitted to candidacy. The Doctoral Comprehensive Examination assesses the student's comprehension of core principles and body of knowledge in the discipline, as well as knowledge of research methods. The Comprehensive Examination is intended to test for the student's ability to make original contributions to the field, not just the student's current research project.

To sit for the examination, a student must be in full-standing status, must have satisfied any foreign language requirement, must have a graduate grade-point average of 3.0 or above, and must not have an outstanding "I" grade. (If a graduate program has an extra departmental concentration area of more than 12 hours, a component of the comprehensive examination must include testing over this concentration area, and this testing must be done by faculty in the second department.)

Students who have all the coursework completed or nearly completed (more specifically, a student who is in the final semester of coursework) may sit for the Comprehensive Examination. Students who wish to sit for the Comprehensive Examination must have [Form GS5 Authorization to Sit for the Comprehensive Examination](#) approved by the Comprehensive Examination Committee and submitted to the GPC 60-days prior to the first day of the written examination.

The Comprehensive Examination Committee will be formed by each student, and be comprised of three PhD faculty members within the Department of Social Work, who in most cases become members of the Dissertation Committee. A tenure-track faculty member without Full Graduate Faculty status who wishes to solo chair the comprehensive exam/dissertation committees must be approved by the departmental T&P committee's unanimous vote. The Comprehensive Examination Committee will approve *Form GS5, Authorization to sit for a Comprehensive Examination* (Appendix B) and administer and evaluate the Doctoral Comprehensive Examination by: 1) scheduling the examination; 2) preparing the questions and evaluating the written portion; 3) conducting the oral portion; and 4) deciding the outcome of the Comprehensive Examination. The Examination Committee may request the Department to provide a proctor for the written portion of the examination.

The written portion of the Comprehensive Examination will test 1) general social work knowledge; 2) theories, practice, and policies relevant to the student's proposed research area; and 3) research methodology (e.g., quantitative, qualitative, and mixed methods). All portions of the examination must be completed within four consecutive working days of its initiation, with the setting and constraints of the examination dependent on the portion of the exam being administered.

The oral portion of the Comprehensive Examination must be completed within two weeks from the last day of the written examination. In the oral examination, the student is expected to answer questions from the Committee. Passing of the Comprehensive Examination requires unanimous affirmative vote of the Comprehensive Examination Committee. The Chair of the Committee will report the outcome to the Graduate School using [Form GS5.1 Report of the Comprehensive Examination Committee/Admission to Candidacy for the Doctorate Degree](#) (see Appendix C).

Students who do not pass the Comprehensive Examination the first time can meet with the Comprehensive Examination Committee to review their weaknesses and schedule their second examination. The second examination may not take place in the same semester as the first examination,

but must occur within one calendar year of the first examination. Students who do not pass the second Comprehensive Examination will be changed to non-degree II status. (For more information, see *UM Policy on Dismissal or Change in Status of Graduate Students*.)

All examination copies are the property of the Comprehensive Examination Committee – the original copy of the written examinations shall be retained by the Committee Chair to become a part of the student’s permanent file. After the Comprehensive Examination is completed, either successfully or unsuccessfully, the Chair of the Comprehensive Examination Committee must provide a copy of the written examination and any grading sheets to the GPC.

If a student believes that the results of their Comprehensive Examination were based on prejudice, discrimination, capricious reasons, or factors unrelated to academic merit, appeals can be made within five business days of receiving the results. Contact the Graduate School for the details of the appeals process.

Candidacy

Upon successful completion of the Comprehensive Examination and satisfactory completion of coursework, the student is admitted to candidacy and may submit a dissertation prospectus. A doctoral candidate must maintain continuous enrollment during regular semesters. (See the [Graduate Catalog](#) for the definition of continuous enrollment.) An enrollment of at least 3 hours is required during the semester in which the degree is granted (1 hour of enrollment during the summer term).

Dissertation Committee

At least four members are required for a dissertation committee, three, including the chair, from the Department of Social Work and one member external to the Department of Social Work, but within the University of Mississippi faculty. The functions of the dissertation committee are as follows:

1. Assist the student with the preparation of a dissertation proposal;
2. Assist the student with data collection, analysis, synthesis, and interpretation;
3. Conduct and evaluate the oral defense of the dissertation;
4. Read and approve the final written version of the dissertation;
5. Assist the student with development of a manuscript for submission to a professional journal.

See Appendix D for more details about the Dissertation Review Procedure.

Dissertation Prospectus

A Department Chair/GPC should confirm that a student is ready to appoint the prospectus committee and defend the prospectus. When a student is ready to schedule a dissertation prospectus defense, the [GS2 - Graduate Advisory Committee Requests](#) must be submitted to the Graduate School typically 10 days in advance of the scheduled dissertation prospectus defense. If the proposed research includes human subjects, Institutional Review Board (IRB) approval is required prior to collecting any data. Prospectuses need approval by their committees before submission to the IRB. The chair of the dissertation committee/GPC may announce a dissertation prospectus defense using a form found in

Appendix E.

A memo should be sent following the proposal defense informing the Graduate School of the results along with a copy of the approved prospectus. There must be at least four (4) months between the successful defense of the prospectus and the final defense of the dissertation. See the [Graduate Program Coordinators Handbook](#) for more details about the dissertation prospectus review procedure.

Final Oral Examination

Every candidate for the PhD degree must successfully pass a final oral examination (defense of dissertation) administered by the student's dissertation committee and scheduled by the Graduate School. [Form GS7 Authorization of the Final Oral/Written Examination](#) must be filed with the Graduate School at least fourteen (14) days prior to the intended examination date (see Appendix G). The exams must be scheduled on or before the last day of class of the semester term. The chair of the dissertation committee/GPC may announce a dissertation oral defense using a form found in Appendix F. The oral examination may be given only after the dissertation is in its final form (that is, ready for submission to the Graduate School except for corrections required by the dissertation committee at the oral examination). The dean of the Graduate School will not schedule oral examinations during the regular university examination periods at the end of enrollment periods or when the university is officially closed. See [Forms and Manuals Library](#) and [Thesis and Dissertation Preparation](#) for dissertation guidelines and requirements.

Application for a Degree

A student must submit an application for a degree during the last semester or summer term of enrollment. If the student is not able to complete degree requirements at the end of that period, the student must resubmit the application during the semester or summer term in which the student expects to graduate. A student must be formally admitted to the degree program prior to the beginning of the semester in which the degree is awarded and must meet the requirements of the catalog under which he or she was admitted or readmitted.

Time Limit

The Graduate School imposes a four-year time limit on completion of formal coursework and the Comprehensive Examination for the doctoral degree. After passing the Comprehensive Examination, a student must complete all remaining requirements within five calendar years. If a candidate does not complete all requirements within this time the Graduate School will change the student's status to non-degree seeking.

COURSE DESCRIPTIONS

SW 701: Colloquium I

Colloquium I is designed to provide a foundation for doctoral study at the University of Mississippi Department of Social Work. The purpose of the course is to present issues in social work research, define standards for scholarly achievement, and prepare students for successful independent scholarship. Students are expected to use the information provided in this course to clarify their long-term scholarly goals and to develop an educational plan to achieve them. Colloquium I exposes doctoral students to social science research knowledge and skills by reading and analyzing social science and social work research, framing researchable questions, and evaluating and critiquing research methodology in published empirical studies. This course will prepare students for Colloquium II, as well as prepare them for their professional roles in conducting, analyzing, and/or evaluating social work research dedicated to closing the gap between the demands of the social work practice world and the limited empirical bases for responding to critical social welfare issues.

SW 702: Research Design in Social Work

In this course, students will understand a scientific analytic approach to building knowledge for respective topics in the field of social work. Different theoretical bases and methodological procedures for social work research are addressed, as are basic statistical procedures including developing research questions based on the literature, hypothesis formulation, measurement, sampling, and data collection. Ethical standards of scientific inquiry are emphasized with attention to protecting and promoting the well-being of vulnerable and at-risk populations, as well as culturally sensitive research methods. Students will be able to understand the reciprocity between social work research, and practice, theory, policy, and education. Ultimately, students are expected to develop a research proposal including research questions, design, and hypothesis that will be carried out in part II of the course.

SW 703: Topics with At-Risk Populations

This course examines evidence-informed and evidenced-based research with diverse and at-risk populations. The focus is on understanding social work research in global, diverse, multicultural societies with an emphasis on developing an anti-oppression framework that promotes social and economic justice, human dignity, and the pursuit of human rights.

SW 704: Theories & Research in Neuro & Behavioral Science

Scientific research in the field of neuroscience continues to make profound discoveries regarding brain systems, neurobiology, and their implications for social work. This course will provide foundations in neurobiological study through a social work perspective. Students will acquire a fundamental understanding of interacting brain systems as they influence individuals' behavioral, social, and emotional worlds. Particular emphasis will be placed on the biological and environmental factors affecting development and behavior through the study of epigenetics and its influence on daily functioning.

SW 705: Applied and Inferential Statistics

Students in this course are introduced to the concepts and procedures that are fundamental to both applied and inferential statistics. Empirical research examining selected topics with at-risk

populations is explored. Students will carry out proposals developed in the first semester Research Design course using existing national data sets. Students will conduct an analytic strategy to answer their research questions effectively. Emphasis is also placed on gaining skills in presenting and communicating important results to relevant audiences and stakeholders. Students will be introduced to statistical analysis of measuring instruments (including procedures for evaluating the reliability and validity of tests and surveys), descriptive statistics, measures of variability and correlation, general linear models (including regression analysis, analysis of variance and covariance), and nonlinear models, such as logistic regression.

SW 706: History of Social Welfare

This course surveys the evolution of social welfare with a focus on gender, class, and race. The course examines the development of social welfare systems and the underlying philosophies in the context of the social, economic, political, and cultural environments in which they emerged. Topics include the development and history of social work, the development of contemporary social welfare, the professionalization of social work, and methods of social policy analysis.

SW 708: Colloquium II

The content of this course builds upon and extends the social science research knowledge and skills acquired in Colloquium I and strengthens students' abilities to conduct original social science research. Colloquium II affords students the opportunity to develop and refine the organizational and critical thinking skills that are required for writing literature reviews. This course also will serve as a vehicle for exploring and understanding the ethics of conducting research in collaboration with others and for examining the ethical principles and values attendant to scholarly publication in social work. In Colloquium II, students focus on a set of skills that are essential to their professional roles as social work researchers: reading, analyzing, and evaluating published social science literature reviews, and developing and disseminating a critical and comprehensive review of literature in a social work substantive area of interest in order to ameliorate distress among our most vulnerable populations.

SW 709: Social Policy Analysis

Social Policy Analysis focuses on research conducted to inform social welfare policy. It exposes students to numerous types of policy-related research including social problem assessment, comparative research, historical research, implementation research, and numerous types of qualitative and quantitative outcome-related research. Policies related to the problem of poverty have been selected as the content focus of this class since this issue is especially salient in the state of Mississippi and for many social work clients internationally. By analyzing and critiquing numerous types of research related to policy, students will learn the many ways research influences policy and begin to define their roles as researchers in social work, a policy-based profession.

SW 710: Issues & Research Problems in SW Interventions

A systematic approach to the design, implementation, and evaluation of social work interventions provides the framework for developing models that address a range of social issues and needs.

SW 711: Qualitative Methods in Social Work Research

The purpose of this class is to introduce students to the theories, assumptions, and practices underlying the use of qualitative research in social work. In the tradition of qualitative methods courses, this class examines the broad history, concepts, and themes that distinguish multiple methods of qualitative research, specifically as they relate to social work research. Students will study, practice, and reflect on different qualitative research methodologies and consider the components and challenges faced when engaging in qualitative research methods. Each student will design and conduct his/her own qualitative study using ethnography. Issues related to data collection, negotiating access to the field, ethics, and representation will be of particular importance. While it is not assumed that students will gain a comprehensive understanding of all qualitative research traditions over the trajectory of the course, it is expected that, upon completion, students will acquire the foundational knowledge and experience to begin evaluating, selecting, and defending appropriate ethnographic methods for use in their own research projects.

SW 712: Advanced Statistics in Social Work

This course will cover a wide range of research situations that require longitudinal and mediation analyses, comparisons between groups, and analyses that include data from multiple sources such as from parents, teachers, and children. The course will focus on using the Structural Equation Modeling (SEM) analyses. This course will cover the conceptual and technical issues relevant to the application of SEM. SEM merges confirmatory factor analysis with path analysis and provides means for constructing, testing, and comparing comprehensive structural path models as well as comparing the goodness of fit of models and their adequacy across multiple groups (samples). Course work will require the students to construct and test a structural model using their own data or data from available data sets and produce a paper reporting their analysis.

SW 713: Special Topics

This course offers various topics within social work research based on expertise of social work faculty.

SW 719: Directed Independent Study

Practical experience in the conceptualization, organization, and implementation of a research project, as well as reporting of the results. May be repeated for credit. Advisor approval required for 1-6 credits.

SW 797: Dissertation

A doctoral-level course, which focuses on the completion of the dissertation (18 credit hours).

Appendix A
PhD in Social Welfare Program of Study

Student Name: _____

Social Work Core/Substantive Classes (21 hours)

Sem/Year	Course #	Title	Sem. Hrs.	Grade

Research Methods and Statistics (15 hours)

Sem/Year	Course #	Title	Sem. Hrs.	Grade

Dissertation (18 hours)

Appendix B

Form GS5
Authorization to Sit for a Comprehensive Examination

This communication is used by a Department Chair /GPC to confirm that a student is ready to sit for comprehensive examinations. The student must be full standing in a doctoral program, must have satisfied all foreign language requirements, if applicable, and must have completed all or nearly all of the program course work requirements for the degree. When a student completes the comprehensive examination, he/she is considered to be admitted to the candidacy.

Student Name: _____ Student ID#: _____

Degree Sought: _____ Program: _____

Courses remaining to be completed:

1. _____
2. _____
3. _____

Members of the Examining Committee

Chair Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Proposed Date of Examination: _____

I have examined the academic record of the candidate and I find that the candidate is ready to sit for comprehensive examinations.

Department Chair/GPC Signature

Date

Notes:

1. Students with outstanding I grades or a grade point average of less than 3.0 are not eligible to take a comprehensive examination.
2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
3. The total duration of study for a doctoral degree may not exceed seven years. It is expected that students will have been admitted to candidacy within four years of entry to the doctoral program.
4. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.

Appendix C

FORM GS5.1

**Report of the Comprehensive Examination Committee/
Admission to Candidacy for the Doctorate
Degree**

The purpose of this communication is to confirm that a student has passed all portions of the comprehensive examination and is being recommended for admission to candidacy. This form can only be submitted after the Authorization to Sit for Comprehensive Examination has been received.

Student Name _____ UM ID # _____

Degree Sought _____ Program _____

Date of Examination: _____

REPORT OF THE COMMITTEE: (Please check)

The candidate successfully completed all portions of the comprehensive examination, and is being recommended to candidacy for the doctoral degree.

The candidate *did* pass this comprehensive examination, but is not being admitted to candidacy at this time because _____
_____.

The candidate *did not* successfully complete the comprehensive examination.

Chair of the Examining Committee

Signature

Date

Notes:

1. When a student successfully completes the comprehensive examination, he/she is considered to be admitted to the candidacy stage.
2. There must be one intervening semester between the semester in which the comprehensive examination and the final dissertation examination occur.
3. After admission to candidacy, a student must maintain continuous enrollment requirements. The Graduate Catalog defines continuous enrollment as enrollment in two of the three academic periods (Fall, Spring and Summer) during a 12-month period of time.

Appendix D
DISSERTATION REVIEW PROCEDURE

- A. Written dissertation prospectus will be required of every doctoral student.
- B. An oral defense of the prospectus will be required.
- C. The committee will be formed to evaluate the merit of the prospectus. This committee will also serve as the dissertation committee.
- D. The committee should consist of at least 4 members. One member, nominated by the dissertation chairperson, will be external to the discipline. All members of the committee shall have equal voting rights.
- E. A single negative vote in the committee will require negotiation among the members in order to achieve reconciliation of the point(s) of objection.
- F. Only if the committee cannot agree on the merits of the prospects and, through reasoned discussion, accept the prospectus unanimously; a review process by a committee of the department/school will be invoked.
- G. Although a unanimous vote of the committee is necessary in order to accept the prospectus, a majority vote only will be required on the final dissertation defense.
- H. An approved copy of the prospectus will be filed with the Graduate School immediately following the defense.
- I. Any research involving human subjects must be approved by the Institutional Review Board. Any research using animals must be approved by the IACUC.
- J. When any member of the committee believes that a substantial change in the research plan has been made, the committee will be reconvened. Unanimous approval of any substantial revision is required. A report of substantial changes will be filed in the Graduate School.
- K. Any committee member who does not sign the final dissertation must file an objection with the Graduate School.

APPENDIX E

ANNOUNCEMENT OF DISSERTATION PROPOSAL DEFENSE

EFFECTS OF PUBLIC POLICIES ON THE SOCIAL WELFARE OF LATINO CHILDREN

BY

I. M. EXHAUSTED

November 1, 2021

Hedleston Hall, Room H202

10:00 a.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid, D.F. Aid

ABSTRACT:

Appendix F

ANNOUNCEMENT OF DISSERTATION DEFENSE

**EFFECTS OF JUMPING ON BONE MINERAL DENSITY, MEMORY AND BLOOD FLOW
RESTRICTION IN ELDERLY FACULTY**

BY

I. M. ECSTATIC

May 1, 2022

Hedleston Hall, Room

H202

2:00 p.m.

COMMITTEE MEMBERS: A. G. Aid (Advisor), B. G. Aid, C. G. Aid, D.F. Aid

ABSTRACT:

Please submit signed, completed and scanned document to gschoolforms@olemiss.edu

Appendix G

Form GS7

Authorization of the Final Oral/Written Examination

This communication is used by a Department Chair or GPC to confirm that a student is ready to take the final oral/written examination for the indicated degree, to update the members of the examining committee, to set the date of the examination and to request the Graduate School to inform committee members of the proposed date of the examination.

Student Name: _____ Student ID# ____
Degree Sought: _____ Program: _____

Master's Non-Thesis Master's Thesis Doctoral Essay Doctoral Dissertation

Title of Project, Thesis, Essay or Dissertation:

Members of Examining Committee:

Chair Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____
Name: _____	Title: _____

*External Name: _____ Title: _____
(*Doctoral Only)

Date of Examination: _____ Time: _____ Place: _____

I have examined the academic record of the candidate and find that the candidate has fulfilled all other degree requirements.

Department Chair/GPC Signature

Date

Notes:

1. A student must be enrolled during the semester in which he/she takes the final examination. The minimum enrollment is three hours for a Fall or Spring semester and one hour for a Summer Semester.
2. Requests to hold a final oral/written examination must be submitted to the Graduate School no later than fourteen (14) days prior to the date of the intended examination.
3. Examinations may not be given during regular University examination periods at the end of each semester or when the University is officially closed.
4. For doctoral students, there must be an intervening semester (or an equivalent calendar period) between the final dissertation examination and completion of both the comprehensive examination and the prospectus defense.

Appendix H
Acknowledgment Letter

This is to confirm that I have received, read, and had the opportunity to ask question regarding the Department of Social Work's PhD Program in Social Welfare Doctoral Student Handbook. By signing this page, I acknowledge that I fully understand all of the policies established in the handbook. Moreover, I agree to adhere to the policies outlined in the handbook.

Name of Student: _____

Matriculation Date: _____

