HEALTH SERVICES
RESEARCH
PH.D. PROGRAM HANDBOOK

College of Health Sciences
Old Dominion University
INTRODUCTION

Old Dominion University’s Ph.D. program in Health Services Research is dedicated to educating a multidisciplinary cadre of researchers who will study the quality, cost, delivery, accessibility, use and financing of health care. The program draws on the expertise of faculty from a variety of clinical and academic disciplines whose theories and methodologies are used to study the organization, structure and process of health services in determining health outcomes for individuals and populations.

The graduates of the PhD in Health Services Research are prepared as leaders to utilize advanced research knowledge to determine policies for public health agencies, managed care organizations, military health activities and clinical facilities. They will serve as researchers and teaching faculty in local, state, national and international programs. Health services researchers pursue careers in many settings, including academia, professional organizations, research centers, health policy groups, clinical settings, and in Federal, State, and local agencies.

Information in this Handbook provides the student with specific program requirements. The student should also refer to the University Catalog and the Office of Graduate Studies website for additional essential information.

MISSION STATEMENT

The primary mission of the Ph.D. in Health Services Research is to develop leaders and problem solvers whose professional services will improve the health of the population not only in Eastern Virginia but also statewide, nationally, and internationally.

Health services researchers study health care quality and effectiveness, patient outcomes, access to care, health care costs and financing, primary and managed care, new technologies, and other critical topics.

GOALS

The primary goals of the program are to provide knowledge of public health, health policy and health services research, enabling students to

1. Formulate and analyze public health policy,
2. Conduct and interpret health services research,
3. Lead programs and organizations addressing the health care needs of populations, and
4. Work directly with community members to empower them to be a part of the policy formulation process.
In accomplishing these goals students in the program will develop the critical skills necessary to assemble and integrate qualitative and quantitative evidence applicable to problem formulation and policy analysis. They will be able to design viable programs, manage resources, and measure the effectiveness of service delivery to metropolitan area residents. Community needs will inform the direction and focus of programmatic approaches to research and policy.

OBJECTIVES

The objectives of the Ph.D. program are to have students successfully complete the curriculum, complete yearly benchmarks (Scholarship, Academic, Service, Administration), and write and defend a dissertation that demonstrates a sophisticated knowledge of the topic area. By meeting these objectives, the student will be assisted in attaining positions of leadership and trust in the healthcare community.

ADMISSIONS

1. Application Procedures

The completed application and supporting documents should be sent to the Office of Graduate Admissions by the following deadlines:

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<tr>
<th>Entry Term</th>
<th>Application- International</th>
<th>Domestic</th>
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<tr>
<td>Fall</td>
<td>February 1</td>
<td>March 1</td>
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The application form, official transcripts, test scores, letters of recommendation, a personal and professional goals statement, and the prerequisite competency sheet must be submitted before the application is considered by the program.

The program director makes the final decision regarding admissions. The program director with the Admissions and Continuance Committee evaluates the graduate admissions index score, GRE score, graduate grade point average, applicant's goals statement, professional success and leadership potential as reflected by current employment, and the strength of the letters of recommendation. Chosen applicants will be interviewed by associated faculty and a research mentor must be identified prior to enrolling within the program.

If the application and all supporting credentials are received, applicants for admission are notified regarding the admissions decision usually within 30 days after all credentials are reviewed.
2. **Requirements**

An applicant must meet the general university requirements for admission to graduate study.

Specific criteria for admission to regular status in the Ph.D. in Health Services Research program are as follows:

1. Master's degree from a program that is accredited by an appropriate specialized accrediting agency or from an institution that is nationally accredited. Degrees such as M.D., J.D., and D.D.S. are also acceptable

2. Minimum grade point average (GPA) of 3.25 (on a 4.0 scale) overall for the master’s degree

3. Acceptable results from the Graduate Record Examination (GRE)

4. For those whose native language is not English a TOEFL score of at least 550 for paper-based and 79 for internet-based tests

5. Three letters of reference from sources capable of commenting on the applicant’s readiness and commitment for doctoral studies. At least one must be from an academic source and one from a professional source

6. Written statement of personal, academic, and professional goals indicating how the doctoral program will contribute to the achievement of these goals;

7. Fulfillment of prerequisite competency requirements.

Explanation of some of these requirements is further clarified below.

2.1. **Equivalent of a Master's Degree**

For purposes of admission to the Ph.D. in Health Services Research Program, the equivalent of the master's degree is defined as:

1. a post-baccalaureate degree from an accredited institution of higher education outside the United States for international candidate. The degree must be related to the health services field of study, and must be equivalent to the master's degree awarded by American institutions;

2. a formal professional degree beyond the baccalaureate, such as the Juris Doctorate; Doctor of Medicine or Doctor of Dental Surgery.

All requests for acceptance of a master's degree equivalent must be reviewed and
approved by the program director and the Admissions and Continuance Committee.

2.2. Goals Statement

The goals statement should be an accurate, concise explanation of the applicant's personal, academic, and professional objectives, and should reflect clearly how the doctorate in Health Services Research can assist in meeting those objectives. While the statement may refer to the applicant's past experience and training, it should focus primarily on current issues and the applicant's potential as a graduate of the doctoral program. The goals statement will be assessed on the basis of writing proficiency and content. The candidate should clearly outline their research interests in broad terms and in specific terms if applicable as this will be used to assist with the identification of a potential mentor.

2.3. Prerequisite Competencies

Applicants must demonstrate competency in three areas as a prerequisite for admission to the Ph.D. in Health Services Research program. Since students may enter the program with a master's degree in a variety of disciplines, the prerequisite competencies assure a degree of experiential commonality among program enrollees and provide for them the necessary background to perform at an acceptable level within the degree curriculum. The prerequisite competency areas are: Statistics, and Research Methods. A student may be admitted into the program with a course prerequisite deficiency; however, all course deficiencies must be made up before the student completes the program of study. Prerequisite requirements may not be used to fill core, concentration or cognate requirements.

Statistics/Research Methods. 6 credits. Only graduate coursework may be used to satisfy this prerequisite. Students must have at least one graduate course in statistics and one in research methods as a prerequisite for the program.
ADVISING

1. **Preliminary Guidance**

Upon acceptance into the program, the program director provides initial and ongoing counseling concerning coursework and other areas of academic concern. Additional insight will be provided by the faculty research advisor in conjunction with the PD to develop a Program of Study and determine what courses should be transferred/substituted into the program. The faculty research advisor will be selected in conjunction with entrance into the program.

2. **Faculty Research Advisor**

The program director, in consultation with the student, proposes a faculty member for appointment as the student's faculty research advisor. The faculty research advisor must be familiar with the policies and procedures of the program and must be willing to provide guidance to the student in all academic program decisions prior to an applicant being admitted to the program. He or she must be a regular member of the program faculty and certified for graduate instruction. The faculty research advisor and program director will assist the student in selecting the other members of the advisory committee. The advisory committee will consist of three members of which one must be the faculty research advisory. All advisory committee members must be approved by the program director.

The faculty research advisor is responsible for guiding and directing the student's program of study; assisting with the development, administration and grading of the candidacy examination; assisting the student in selecting a dissertation topic; and initiating all academic actions regarding the student. The faculty research advisor is responsible for counseling the student on academic matters and, in the case of academic deficiency, initiating recommendation to the program director and dean.

The faculty research advisor will assist students in the timely filing of applications for internships, candidacy exams, etc. with the program director.

The faculty research advisor continually evaluates the student's performance, may insist on more than the minimum scholastic requirements and may take other factors into account when determining the student's continuance in the degree program. Periodically, the faculty advisor communicates the student's progress to the program director.

3. **Change in Advisory Committee**

Changes must be made in advance of the candidacy examination. Informal substitutions for either the written or oral part of the candidacy examination are not permitted. Changes in the committee are permitted between the written and oral portions of the examination only with the written approval of the program director and the dean of the College. The examination must be scheduled at times when it is possible for all members
of the committee to participate. Changes made in the advisory committee without prior approval are not recognized.

**DEGREE REQUIREMENTS**

The Ph.D. in Health Services Research requires a minimum of sixty credit hours of work beyond the master's degree, including a minimum of twelve credit hours of dissertation. The majority of coursework must be taken at the 800 level. Twelve credit hours of the coursework may be taken at the 600 level. Coursework at the 500 level may be used to meet prerequisite requirements, and may not be used to meet regular program requirements. Students in the Health Services Research Program will be required to obtain a B or better grade for each course taken in the program. Students are allowed one C. If they receive a second C they will be terminated from the program.

1. **Program of Study**

The program of study provides structure and direction for the student's progress through the program. It consists of the detailed listing of courses/internship experiences the student will take in order to complete the program. The program of study must be agreed upon by the student, faculty research advisor and the program director.

2. **Transfer of Credits**

Upon the recommendation of the student's faculty research advisor and the program director, students may also transfer up to twelve semester hours of graduate credit into the Ph.D. in Health Services Research program. Any courses taken at Old Dominion University prior to formal admission into the program must be approved by the program director if they are to count as part of the student's program of study.

Transfer of credits is not automatic. The following criteria are used in evaluating courses requested for transfer.

The courses must:

1. have been taken at an accredited institution subsequent to the award of the master's degree;
2. be *bona fide* graduate courses at the 600 level or above
3. be compatible with and contribute to the student's program of study
4. have been completed with a grade of "B" or better;
5. be acceptable toward a comparable degree at the institution which offered the courses;
6. not have been completed by correspondence nor by exemption through an examination; and

7. have been completed within eight years of the date of transfer. Transfer courses that reach the eight-year limit prior to the candidate's graduation must be revalidated by the university at which the student completed the coursework.

8. be in addition to the required credits acquired for the masters level degree.

These are minimal criteria. A course may not be approved even if it meets these criteria because a faculty research advisor or program director may feel the student does not have enough courses left to provide a defensible doctoral program. A student can substitute courses from their other graduate programming, however these course credits must be made up through the addition of other courses.

3. Health Services Research Core (18 credit hours)

Health Services Research core courses offer an important theoretical framework for the degree and an introduction to the development, delivery, and management of health services research. As a starting point for all students in the program, these courses help to develop a common frame of reference and focus to the program. All students are required to complete 18 hours of core coursework in Health Services Research. The Program Director determines the exact number of courses each student must take, considering the student's experience, previous academic training, and proposed program of study.

4. Research Skills

Students must have successfully completed at least one research design and one statistics course as prerequisites for the program. In addition, all students must take four health services research courses as part of their program of study.

Research skills are assessed through the candidacy examinations and during the development of the student's dissertation. Required exit research skills include the ability to identify, describe, and apply research techniques, and the ability to interpret, utilize, and apply qualitative and quantitative analysis and draw inferences from results.

Under special circumstances, students, with permission of a faculty supervisor, may sign up for HLSC 895 Supervised Research. Prior to the semester in which the student enrolls in HLSC 895 the student and professor must prepare a detailed description of the work to be completed to included specific objectives and outcomes/deliverables.
5. **Various Requirements to Complete Degree**

In addition to the Health Services core and research requirements, the following are required to complete the degree:

(1) a candidacy examination; (2) approval of a dissertation proposal; (3) a successful oral defense of the dissertation; and (4) approval of final dissertation.

**5.1 Program (Forty-eight Credit Hours)**

Individualized programs are developed for students by their faculty research advisor and program director. The Health Services Research program requires 12 hours in a health services core area, 18 hours in the research core, 18 hours of electives. Four, one-credit courses in colloquial work are offered in which students present their research agenda, work on systematic reviews, discuss administrative and tenure issues and discuss current topics of interest in health related professions.

**5.2 Optional Internship (Three Credit Hours)**

Students could complete an internship which provides field experience and on-site exposure to health services research. This experience is useful for merging academic study with associated practical issues and processes.

The internship can be completed in an area related to the student's interests and research agenda. The student's employment schedule and special interest areas will be considered by the faculty research advisor in determining the time, site, and subject area of the internship experiences. To be eligible for internship placement, students must have successfully completed a combination of at least thirty-three credit hours of coursework. The internship application deadlines are as follows:

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<tr>
<th>Internship Period</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>October 1</td>
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<tr>
<td>Summer</td>
<td>March 1</td>
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a. **Activity Goals:** Internships must afford the following experiences for all students:

1. direct contact with agencies or organizations that address the special needs of pluralistic and diverse populations;

2. documented in day-to-day agency operations or field investigations of a significant health services problem;

3. attendance and participation in meetings in which important issues are addressed;
4. documented learning through combined research and action.

b. **Establishment of Internship Sites:** Students will negotiate internship sites with their advisory committee. The advisory committee will also assure that a Ph.D. program faculty member is appointed as internship supervisor. *(Appendix A, Form P4).*

In all instances, established internship sites must be registered in the appropriate Program Director's office and should include:

1. the name and address of the agency;
2. the agency contact person (name and phone number);
3. the ODU contact person (name and phone number);
4. the number of slots available; and
5. a brief description of the agency's offerings.

The program directors' offices serve as clearinghouses for internship placements both in terms of informing program personnel of available sites and of maintaining records of internship placements. The internship supervisor assigned to monitor the internship is responsible for all contacts with internship site administrators and student interns.

c. **Internship Placements:** The following procedures must be adhered to in the placement of interns:

1. When the student, advisory committee, and internship supervisor have approved an internship site, the student submits an Application for Internship *(Appendix A, Form P4)* to the program director's office prior to the start of the semester. The application must indicate the rationale for the proposed experience—the reason that the site was chosen and how it will benefit the student—and a description of the duties and responsibilities of the internship. Agencies must be registered in the program director's office before being considered as placement sites.

2. The internship supervisor works with the student and his/her advisory committee in effecting the placement. The student and internship supervisor make contact with the agency for placement approval.

3. The internship supervisor arranges meetings with the student and the appropriate agency personnel. At such conferences, internship
requirements are explained to both the student and the agency representative. The internship supervisor must make at least one visit to each internship site, meet with each student’s on-site supervisor, confirm the duties and responsibilities of the internship, meet with interns to discuss and evaluate experiences, and must assist the intern in the documentation of the internship experience.

4. Students must register for the internship under the course number HLSC 868 during the semester that the internship is done.

Internship, Supervision and Evaluation

1. A minimum of 200 clock hours must be spent in the internship experience.

2. All approved interns are required to meet with the internship supervisor periodically during the internship period to share experiences and to critically evaluate their approaches to various assignments. The internship supervisor provides guidance in documenting the internship experience.

3. After the student has completed the internship experience and all related documentation, the internship supervisor will assure the Student Intern Evaluation Form (Appendix A Form P5) is returned from the agency supervisor to rate the student’s performance. The internship supervisor submits the student’s grade (Pass/Fail) after consultation with the agency supervisor to the program director. If the student does not complete the internship during one semester, they will receive an Incomplete (“I”) in the class for that semester and must continue to work with the internship Supervisor until the experience has been completed.

d. **Internship Special Considerations:** In rare cases, to accommodate students whose employment responsibilities may prohibit leave time to meet the internship requirement, the following alternatives may be considered by the program director, faculty advisor and student.

1. Work in an agency that operates during evening hours and weekends.

2. Compress the 200-hour requirement into one or more blocks of full-time work. (For example, a student employed on an 12-month
contract may use four weeks’ vacation time to work full-time with
an agency and make up the remaining 40 hours with the same
agency during the ensuing semester).

3. Assume new responsibilities within the agency of current
employment which are in no way related to present employment.
The student's full-time employer must certify in writing that the
intern's responsibilities are different from those normally assumed
on the regular job.

4. Internship exchange--with the approval of agency heads and the
program director, students may exchange jobs for the duration of the
internship period.

5. Field investigation--under very special circumstances, an intern may
undertake a field investigation of a significant issue. The student
must present a prospectus for the proposed investigation. The
prospectus and the findings of the investigation must be approved by
the student's internship supervisor, faculty advisor and the program
director. The field investigation option is available only to students
whose employment absolutely prohibits on-site experience.

The internship supervisor is responsible for grading of the intern in consultation with the
agency supervisor, who evaluates the intern through completion of the Student Intern
Evaluation Form (Appendix A, Form P5). The internship supervisor works closely with
the advisory committee and certifies that all requirements of the internship have been
met.

5.3 Candidacy Examination
The candidacy examination is normally taken during the semester in which the last
formal graduate credits are completed. Through the candidacy examination, the student's
faculty research advisor, in conjunction with the advisory committee, shall ensure that the
student has demonstrated a mastery of the subject matter in all fields of the program, has
an adequate knowledge of relevant literature, and has the ability to identify, utilize, and
apply research skills and techniques.

To be eligible to take the examination, the student must meet the appropriate program
requirements, must have completed or be in the process of completing all coursework,
must be recommended by his/her advisory committee, and must achieve at least a 3.0
GPA on all coursework taken within the program. When the student, in consultation with
the faculty research advisor has determined that the examination should be taken, the
student must obtain an Application for Candidacy Examination (Appendix A, Form P6),
secure the signature of the faculty research advisor, and submit the form to the program
director no later than September 10 of the Fall semester, February 10 of the Spring
semester, and April 10 for the Summer session. The program director verifies the
student's eligibility for the candidacy examination and submits the form to the dean of the
College. The examination is usually scheduled for the first week of November, the last week of March, and the last week of July. Postponement of the examination after permission has been granted must have the written approval of all signatories who approved the original schedule.

The examination is comprehensive in nature and consists of written and oral components. The written section consists of a grant application proposal. The oral examination extends over a period of approximately one and one-half hours and permits an in-depth discussion of the written topics and other related materials. All parts of the examination are graded pass/fail.

The program director will then inform the student of the time and place of the oral exam. The oral exam may not be held until all sections of the written exam have been successfully completed.

The program director is fully responsible for arranging the candidacy examination. This includes scheduling the examination, administering the examination, tallying the results, and reporting the outcome to the student, and the Office of the Registrar. The students will be notified immediately following the outcome of the oral examination regarding the results of the written examination and oral examination.

A student must pass all written and oral portions of the examinations to continue in the program. During the oral examination, the faculty research advisor must be present and must render a judgment on the student's performance. The examination may not be reported as being passed if there is more than one dissenting vote. Candidacy examinations cannot be passed conditionally. Successful completion of the examination cannot be contingent upon other factors such as additional coursework, the preparation of extra research papers, etc.

A student failing any portion of the candidacy examination may be permitted, upon approval of his/her advisory committee and the program director to take failed portions once more the next time the exams are offered. Failure to successfully complete the failed portion on a second administration will result in termination from the program. Students who do not complete the dissertation within 5 years of the candidacy exam must retake and pass the candidacy exam.

5.4 The Dissertation Committee

After the candidacy examination has been passed and a dissertation topic approved, the advisory committee's responsibilities are complete. Refinement and final approval of the dissertation topic is the first responsibility of the dissertation committee. This new committee is formed to supervise the dissertation research, and is approved in writing by the program director and the dean of the College with the Request for Dissertation Committee.
Within the traditional one research project dissertation, the dissertation committee may not be officially formed until: (1) all coursework is completed; and (2) the candidacy examination has been successfully completed. If a student pursues a three-article dissertation, then the committee may be formulated earlier within the student's studies in order to prepare a plan of research.

The dissertation committee shall have a minimum of three members, at least two of which must serve on the faculty of the College of Health Sciences (if a three-person committee is employed). If the committee increases in size, the majority of the committee members must be from the College of Health Sciences (for example, if 2 outside committee members are chosen, then there must be three faculty chosen within the College of Health Sciences). All faculty must be full-time and certified for graduate instruction at the appropriate level. A list of eligible doctoral level faculty can be obtained from the program director's office. Membership may be extended to a non-university person with special knowledge of the dissertation subject area. Adjunct professors who are certified for graduate instruction also may be appointed as voting members of the committee. The program director and the College dean are ex-officio members of all dissertation committees with full voting rights. The dissertation and the final oral defense of the dissertation must have the majority approval of the dissertation committee.

### 5.5 Dissertation Proposal

The dissertation topic selected shall represent a major research project/area which focuses on an issue directly related to health services research, offers new or unique insights, and is multidisciplinary in approach. The dissertation proposal should show that the student has technical mastery of research skills, and is capable of doing independent, mature, and scholarly work that will be a significant contribution to knowledge and practice. The dissertation proposal must demonstrate that the final dissertation will meet the standards and quality of mature, scholarly, independent investigation as well as demonstrate competence in writing and using the methods and tools of research. The traditional dissertation proposal consists of the first three chapters of the dissertation in their entirety, while the Three Article Dissertation consists of Chapters 1 and 2, and any subsequent “article” written as part of the three-article dissertation (see additional rules regarding the Three Article Dissertation below).

**Guidelines for the Three Article Dissertation (TAD) Format**

The TAD format involves an introduction, literature summary, three or more full-length manuscripts (publishable) and summarizing sections. Mandatory TAD guidelines are listed below:

1. The dissertation should have a coherent topic with an introduction (Chapter 1 which is similar to the traditional dissertation) presenting the general theme of the dissertation research, a concise literature summary which directly supports the dissertation research, three or more full-length manuscripts, and a
conclusion summarizing and integrating the major findings.

2. The student should be primary author given the discipline on at least 2 of the published or publishable works which result from the dissertation.

3. In order to fulfill the dissertation requirements, 2 papers should at least be in a publishable format for a designated journal approved by the Committee.

4. If an article(s) is multi-authored, clear justification or clarification of the contributions of the other authors in relationship to the research project should be provided. Issues of clarification should include origins of the conceptualization and design, the collection of data, analysis and interpretation of the data, and other significant areas of contribution. The student will be involved with every aspect of studies included in the dissertation.

A study which was not executed during the course of the dissertation, was not approved by the Committee, may not serve as Article I, II, or III for the TAD format.

The nature of the study will dictate the format and nature of each of the articles. The specific TAD format may vary and should be discussed with the student’s Committee. The following represents an example of how the TAD may be formatted.

Sample Format: You should conduct three or more independent or interdependent studies which evolve around a central theme. The three experiment areas should all be within your desired area of interest and approved by your Committee. Each study will be reported independently in a journal submission format and combined with an introduction, concise literature summary, and overall summary which would support the overall theme of the dissertation.

The dissertation format would be the following:

a) Introduction: This chapter would introduce the core topics within the dissertation, discuss the nature of the problem, include an explanation of the theory to be tested, and identify the purposes/aims, hypotheses, operational definitions, assumptions, limitations and delimitations for each study.

b) Literature Summary: This chapter should provide a concise review of the most pertinent evidence to support the theme of the dissertation. When applicable this chapter should be prepared for publication in a peer-reviewed journal. In some instances, generating a systematic review based on the theme of the dissertation may provide an effective means to synthesize the evidence related to a specific topic. *If publishable, this could be considered as one of the three original full-length manuscripts.

c) Article I*: Is a complete article with introduction, methods, results,
discussion, and conclusions for Study A and prepared in a format which can be easily adapted for publication in an identified journal.

d) Article II*: Again, this is a complete and independent article with introduction, methods, results, discussion, and conclusions for Study B.

e) Article III: This third article is also an independent write-up for Study C.

f) Summary: This chapter should provide a synthesis of the three completed studies which would include general discussion, conclusions, applications, and ideas for future research. Within this section is may be helpful to revisit the hypotheses from the Introduction.

All dissertations must be prepared according to the current Guide for the Preparation of Theses and Dissertations. The APA style manual should be used to cover specific questions of style. However, the requirements of the Guide for the Preparation of Theses and Dissertations takes precedence over all the guidelines contained in the APA manual.

Any proposal or dissertation research which involves human subjects must be reviewed and approved by the College's and/or University's Human Subjects Committee. The process and approval must be cited in the text of the dissertation. The information can be obtained from the University’s website. Appropriate forms can be obtained online as well (http://www.odu.edu/facultystaff/research/forms-policies-procedures).

Approval of the dissertation proposal is NOT a pro forma activity and the student is cautioned never to regard it as such. Although students are required to register for dissertation credits upon completion of the candidacy examination, no formal work beyond the proposal should begin until the proposal has been approved by the dissertation committee which is signified by completing Dissertation Proposal Acceptance Form.

5.6 Proposal Defense

The proposal defense involves the presentation of the materials related to the dissertation and is conducted in the presence of the dissertation committee and is an open invitation to others. Traditionally, the student presents the dissertation within a 30-45 minute timeframe, and this is followed by questions from the dissertation committee and audience. Once the dissertation committee agrees that all relevant questions have been asked, the doctoral student and any attendees are dismissed to allow for dissertation committee discussion. If the dissertation committee believes that the student has successfully prepared the relevant chapters and is able to successfully answer all questions, then the student is allowed to proceed forward with the dissertation.

5.7 Advancement to Candidacy

Admission to candidacy is a formal step which occurs after the student has (1) completed formal coursework; (2) passed the candidacy examination in all its parts; and (3) obtained
approval of the dissertation topic (per the University guidelines). The dissertation committee may also require that the proposal be successfully passed as well. The Request for Advancement to Candidacy should be initiated by the student at this point and culminates with submission of the form D9.

5.8 Final Dissertation

The final dissertation must be approved by the dissertation chairperson and the dissertation committee prior to the student completing the oral defense. It is also required that the dissertation committee initially approve the results section of the dissertation prior to the student formulating the discussion section. The discussion section should then be reviewed and preliminary approved by all committee members prior to the oral defense. An electronic copy of the dissertation in its final form and a copy of the Dissertation Defense Announcement (powerpoint slide) are provided to the Graduate Program Director. Announcements will be sent by e-mail from the Graduate Program Director to the College of Health Sciences faculty, Health Services Research doctoral students, and additional individuals interested in attending. The research advisor is in charge of securing a location for the defense.

After the oral defense, the final dissertation must be approved by the chairperson and all members of the dissertation committee, the program director, and the Dean. Deadlines for submission of the dissertation and forms are outlined in the University Catalog.

5.9 Oral Defense of the Dissertation

The oral dissertation defense is scheduled by the chair of the dissertation committee, who synchronizes the schedules of the candidate, committee members, program director, and Dean or dean's representative, publishes announcements of the defense in the appropriate university news media, and communicates to appropriate members of the university community. The oral defense is open to the university community and all interested members are encouraged to attend.

The defense is chaired by the dissertation committee chair, acting as moderator, ruling on questions of procedure and protocol that may arise during the defense. The aim of the defense is to explore with the candidate the research methodologies employed in conducting the study, findings and conclusions revealed by the study, and contributions the study is expected to offer in decision making processes. In this way, the candidate and examiners reach a more extensive insight into the candidate's research area.

During the oral defense, all members of the dissertation committee must be present and must render a judgment on the candidate's performance. Students are encouraged to participate in at least one dissertation defense prior to their own. This would include reading the dissertation and asking cogent questions during the defense.

Majority approval by the dissertation committee, and the program director constitutes
successful completion of the defense of the dissertation, and is so reported by the dissertation chairperson to the dean of the College. This examination should not be taken lightly. The student is expected to be an expert in his or her area of inquiry and is required to respond appropriately to probing questions that are asked during the oral defense. Any final revisions deemed necessary by the dissertation committee must be made after the defense. In case of failure, the dissertation committee may recommend that the candidate be dropped or allowed one additional chance to re-work the dissertation and/or repeat the oral examination.

The dissertation document should be ready for final review at least 4 weeks prior to the end of the semester in which it is defended. After successfully completing the oral examination, and making final revisions approved by the dissertation chair, the program director, and a representative from the dean’s office, the candidate is able to upload the dissertation to ProQuest, and also brings to the Office of the Registrar the proper forms. The dissertations of all doctoral candidates are scanned by ProQuest UMI from print copies. Agreement forms concerning the scanning arrangements are available from the Office of the Registrar and must be completed when the manuscripts are submitted. A non-refundable fee is charged for submission to the ProQuest UMI Dissertation Publishing program. Publication of the dissertation is optional at an additional fee. One of the extra copies of the Title/Approval Page and Abstract is forwarded to ProQuest UMI for inclusion in Dissertation Abstracts.

The student may also copyright his/her dissertation. The abstract will be published in Dissertation Abstracts International.

Successful performance on this examination and adherence to all regulations outlined above complete the requirements for the degree.

5.10 Certification for Graduation
Certification for graduation is a formal process which must be initiated by the student. The student must file a formal application with the Office of Registrar and in accordance with deadlines established by that office. If the application is not filed, there is no assurance that the degree will be granted when earned even though all other requirements have been fulfilled. Information can be found online.
http://www.odu.edu/ao/registrar/graduation/index.shtml

A student must be formally registered for the semester in which the degree is to be conferred, either in dissertation credit hours or in HLSC 999.

All requirements for the doctoral degree must be completed within a time period of eight calendar years.

Students are encouraged to participate in graduation exercises where they will be hooded and congratulated by top officials of the university. Information about graduation commencement are available on the University website.
Students may rent or purchase their academic garb for graduation. The hood must be purchased and ordered ahead of time. Purchase or order can be made in ODU Bookstore.

FINANCIAL AID

Old Dominion University offers financial assistance to qualified graduate students. Types of aid include research and teaching assistantships, fellowships, grants, scholarships, and part-time employment. Nearly all forms of aid require that the student be engaged in full-time graduate study.

Grants, fellowships, and assistantships may be available. University funding affects fellowship and assistantship amounts; establishment of need and academic promise affect some grant amounts. Tuition is waived for graduate assistants at the doctorate level. Fellowships are available for students with only the dissertation remaining. This funding is available for up to 1-year.

Applications are available from the Office of Admissions. For application deadlines and more specific information about funds available, contact the Program Director and the Office of Student Financial Aid. If the student is interested in financial aid, it is advisable to complete an application for financial aid form and return it to the Program Director along with a curriculum vita as soon as possible.

In addition to the financial aid offered by the university, graduate students may be eligible for aid administered by other agencies. For information about part-time employment, scholarships, and student loans, contact the Office of Student Financial Aid, Old Dominion University, Norfolk, 121 Rollins Hall, Norfolk, Virginia, 23529-8576, or call (757) 683-3683, or check the University website (https://www.odu.edu/admission/financial-aid/prospective-students/applying-for-aid).
COURSES

1. Ph.D. Program Requirements

The 60-hour curriculum includes a series of courses approved by the Advisory Committee and Graduate Program Director, and a dissertation that demonstrates a sophisticated knowledge of the topic areas.

2. Course List

The Health Services Research PhD has 60 academic credit hours of coursework beyond the Masters’ Degree. The program of study consists of 12 hours of Health Services core courses and 18 hours of Research core courses. Colloquium courses include 4 credit hours, and the remaining courses are determined by the Program Director and the research advisor in consultation with the student. Twelve (12) hours of dissertation credits are required to complete the program. The Program of Study for the PhD in Health Services Research is contained in appendix E. A minimum of two semesters of full-time study is required of students in the program to meet university residency requirements. Course descriptions for the PhD in Health Services Research can be found in appendix F.

Health Services Core (12 Hours)

- HLSC 801 Introduction to Health Services
- HLSC 809 Multidisciplinary Approaches to Health Services
- HLSC 814 Theory in the Health Sciences
- HLSC 864 Health Economics

Research Core (18 Hours)

- HLSC 810 Research Design and Application
- FOUN 814 Qualitative Research Design in Education
- HLSC 813 Measurement of Health Phenomena
- HLSC 811 Quantitative Research Methods in Health Care
- HLSC 804 Methods of Program Evaluation
- HLSC 846 Advanced Epidemiology
- HLSC 873 Development of Grants and Contracts in Health Professions

Potential Electives

- HLSC 815 Decision Analysis
- HLSC 872 Policy and Politics of Health
- HLSC 868 Internship in Health Services
- HLSC 746 Epidemiology (online)
- HLSC 776 Global Health (online)
HLSC 898 Supervised Research
FOUN 822 Applied Linear Models in Educational Research
FOUN 823 Analysis of Variance Applied to Educational Research
HLSC 778 Global Environmental Health
FOUN 813 Program Evaluation in Education
FOUN 815 Advanced Qualitative Research
HLSC 702 Health Management
HLSC 785 Issues and Opportunities in Global Health Research

Colloquium (4 hours)
- HLSC 889 Colloquium I
- HLSC 890 Colloquium II
- HLSC 891 Colloquium III
- HLSC 892 Colloquium IV

Dissertation (12 hours)

3. Course Descriptions (see University Catalog)

HLSC 801 Introduction to Health Services: 3 hours; 3 credits.
This course focuses on the complexities and strategies that are useful in assessing issues related to public health, healthy people/communities and health care delivery in traditional and nontraditional settings, public and private health care regulation and responsibility.

HLSC 809 Multidisciplinary Approaches to Health Services Research: 3 hours; 3 credits.
This course examines health services trends and issues, coalition building, multidisciplinary theory, and application of research from an administrative, educational and public health perspective.

HLSC 810 Research Design and Application. 3 hours; 3 credits.
This course explores the advantages/disadvantages and uses of non-experimental, quasi-experimental, and experimental designs in health related research with application to management, education and public health issues.

HLSC 811 Quantitative Research Methods in Health Care. 3 hours; 3 credits
This course addresses the applied approach to selection and application of bivariate and multivariate statistical techniques in health services research with an emphasis on handling large data sets and the use of a computer for manipulation of quantitative data.

FOUN 814 Qualitative Research Design in Education 3 hours; 3 credits
This course explores qualitative research methods with an emphasis on participant observation, the generation of grounded theory as well as interviews, focus groups, historical and phenomenological studies, and mixed methods.

HLSC 813 Measurement of Health Phenomena 3 hours; 3 credits.
This course is an overview of measurement theory with emphasis on the development, testing
and refinement of norm and criterion-referenced data collection instruments for health related research.

**HLSC 814 Theory in the Health Sciences** 3 hours; 3 credits.
This course discusses major theories in Health Services and the research that supports them, *by* examining the standards for evaluation of theories *and* discussing selected theories from the sciences and health sciences.

**HLSC 815 Decision Analysis** 3 hours; 3 credits.
This course teaches students the art and science of decision-making and covers expected utility theory, decision tree analysis, cost benefit analysis, and the psychological aspects of the decision-making process in the context of health policy research.

**HLSC 846 Advanced Epidemiology** 3 hours; 3 credits

**HLSC 864 Health Economics** 3 hours; 3 credits.
This course describes the application of economic tools to analyze the operation of markets for health care and insurance with an emphasis on the complexities of economics unique to health care

**HLSC 868 Internship in Health Services** 3 credits Available for pass/fail grading only
This course includes supervised work experience in private as well as public agencies. Requirements include completing a research project that is publishable or presentable at a professional conference.

**HLSC 872 Policy and Politics of Health** 3 hours; 3 credits.
This course introduces the student to the policy process and background research necessary for policy implementation strategies. It enables the student to develop systematic, analytical frameworks for understanding health and health care policy issues in policy-making.

**HLSC 873 Development of Grants and Contracts in the Health Professions** 3 hours; 3 credits.
Designed as a “hand-on” approach in effective grantsmanship, this course will guide the student from the identification of potential funding sources through proposal development. Highlights include program planning, nonprofit status, governmental/foundation corporate trends, local resources and grants administration.

**HLSC 874 Administration in Health Services** 3 hours; 3 credits.
This course introduces the resource management and organizational theory pertaining to the delivery of health care and the education of health professionals.

**HLSC 889 Colloquium I** Lecture 1 hour; 1 credit. Grading: Pass/Fail.
**HLSC 890 Colloquium II** Lecture 1 hour; 1 credit. Grading: Pass/Fail.
**HLSC 891 Colloquium III** Lecture 1 hour; 1 credit. Grading: Pass/Fail.
**HLTH 892. Colloquium IV** Lecture 1 hour; 1 credit. Grading: Pass/Fail.


**HLSC 895 Topics in Health Sciences** 3 hours; 3 credits
This course provides a group of advanced students with an opportunity to study special topics of interest to health services researchers.

**HLSC 897 Independent Study.** 1-3 Credits
Individualized study selected by the student in collaboration with a faculty member. Area of study to be supervised and approved by a faculty member with the approval of the graduate program director. Prerequisites: Admission to Health Services PhD program and permission of graduate program director is required.

**HLSC 898 Research.** 3 hours; 3 credits
Supervised research on a specialized topic. Permission of the Instructor is required.

**HLSC 899 Dissertation.** 1-12 credits. Available for pass/fail only.
PROGRAM FORM - P3
REGISTRATION FOR INTERNSHIP SITE

All internship sites hosting students in the Ph.D. in Health Services Research program at Old Dominion University must be registered with the graduate program director. Please complete this form and return it to the address listed below. We appreciate your willingness to participate in the program in this way.

TO BE COMPLETED BY AGENCY CONTACT PERSON:

Agency Name and Address
Name_______________________________________________________________________
Address_____________________________________________________________________
____________________________________________________________________________

Agency Contact Person ____________________________
Name Telephone
Number of Available Slots __________________________
Brief description of position(s):
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

_______________________________________________________________
______________________________________________
____________________________________________________

Signature of Agency Contact Person Date

RETURN TO: Graduate Program Director
Ph.D. in Health Services Research Program
College of Health Sciences
Old Dominion University
Norfolk, Virginia 23529

DATE RECEIVED Graduate Program Director

24
FORM P4
APPLICATION FOR INTERNSHIP

Name ___________________________   UIN __________________________

I hereby apply for an internship placement in the following area:

   _____ Health Services  (specify) _______________________________________
   _____ Research  (specify) ______________________________________________
   _____ Health Policy  (specify) ____________________________________________

during the _____________________ (semester) ____________________ (year)

Briefly describe the rationale of this internship, why the site was selected, the benefits expected, and a description of duties and responsibilities on the back of this form. (Attach additional sheet if needed)

I wish to intern at the following site:

Agency Name_________________________________________________________
Contact Person_______________________________________________________
Address______________________________________________________________
Phone_________________________________________________________________

I certify that I have completed at least 33 credit hours of coursework within the program.

______________________________ Student

Date   Advisory Committee Chair   Date

APPROVAL: Program Director___________________ Date___________________

   _____ Internship site is registered

   _____ Registration form sent to agency on _________(date).

Internship site must be approved and registered before placement of interns.
Attached is a performance evaluation of the student's intern experience in your agency. The primary focus of your evaluation should be on the gains in knowledge and ability to carry out assignments. Please submit this information within one week after the student completes the internship with your agency.

RETURN TO: Graduate Program Director
Ph.D. in Health Services Research Program
College of Health Sciences
Old Dominion University
Norfolk, Virginia 23529

THANK YOU.

DATE RECEIVED _______ Program Director__________________________
PROGRAM FORM - FORM P5
STUDENT INTERN EVALUATION

Student Name:______________________________________

I. The student has completed the 200-hour internship? Yes __ No__

Dates of internship: from: __________ to:_______________

Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

II. The student submitted a written Intern Summary Report? Yes ___ No__

Comments
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

III. Please rate student using the following scale:

5 = Superior  4 = Good    3 = Average   2 = Fair    1 = Poor  0 = No criteria to evaluate

| A. Ability to Work With Specific Community Program
  Through an Agency or Institution | 5 | 4 | 3 | 2 | 1 | 0 |
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<tr>
<td>1. Understanding of purpose and function of agency.</td>
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<td>2. Ability to use agency policies and procedures efficiently</td>
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<td>3. Ability to plan, organize, and use time effectively.</td>
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<td>4. Knowledge of and use of community resources.</td>
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III. Please rate student using the following scale (Cont.):
5 = Superior     4 = Good     3 = Average     2 = Fair     1 = Poor     0 = No criteria to evaluate

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<thead>
<tr>
<th>B. Development of Skills</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<tbody>
<tr>
<td>1. Ability to obtain pertinent information when needed</td>
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<td>2. Ability to distinguish relevant from irrelevant materials.</td>
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<td>3. Ability to plan new course of action.</td>
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<td>4. Ability to relate and apply knowledge of specialized area to problem or agency function</td>
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<td>5. Ability to communicate with staff and others.</td>
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<td>6. Ability to obtain relevant facts from materials.</td>
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<td>7. Ability to record pertinent facts.</td>
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<td>8. Ability to write and summarize reports.</td>
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<td>9. Ability to give oral reports.</td>
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<th>C. Knowledge of Supervisory Responsibilities</th>
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<tbody>
<tr>
<td>1. Preparation for conference.</td>
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<td>2. Understanding and use of supervisory relationship.</td>
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<td>3. Participation in evaluations.</td>
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<th>D. Capacity for Professional Development</th>
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<tr>
<td>1. Ability to integrate theory and practice.</td>
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<td>2. Demonstration of continuous learning.</td>
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<td>3. Ability to focus on problems and needs of agency or institution.</td>
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<td>4. Ability to focus on problems and needs of agency or institution.</td>
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<td>5. Ability to approach a problem professionally.</td>
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<td>6. Promptness.</td>
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<td>7. Dependability</td>
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PROGRAM FORM -FORM P5
STUDENT INTERN EVALUATION

Additional Comments

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
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________________________________________________
______________________________________
Signature of Agency Supervisor

______________________________________
Typed Name and Title

______________________________________
Date
PROGRAM FORM -FORM P6

Request For Permission To Take The Ph.D.
Candidacy Examinations/Dissertations Defense

1. REQUEST:
I hereby request permission to take the Ph.D. Candidacy Examination/Dissertation Defense for the
(indicate which)

(Title of Degree Program) (Date)

I certify that I am registered for at least one credit hour during the semester in which the examination will be given.
I certify that I have properly disclosed all intellectual property (e.g. patentable inventions or copyrightable work) to the
Office of Research.

______________________________
Signature of Student

______________________________
Name typed or printed

______________________________
Social Security Number

2. APPROVAL: ADVISORY OR DISSERTATION COMMITTEE

______________________________
Advisory or Dissertation Chair (Date)

______________________________ (Date)
Graduate Program Director

______________________________ (Date)
Dean

College

Original: Graduate Program Director
Copy: Student
All Graduate related forms can be found here: https://www.odu.edu/graduateschool/forms

Specific forms related to the doctoral form include:

G1: Transfer of Credits  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g1-evaluation-transfer-credits.pdf

G2: Notice of Change of Status  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g2-notice-of-change-of-status.pdf

G3: Revalidation of out of date graduate credit  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g3-revalidation-of-out-of-date-graduate-credit.pdf

G4: GPDs recommendation for reinstatement from suspension  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g4-gpds-recommendation-for-reinstatement.pdf

G5: Student Appeal Request Form  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g5-student-appeal-request-form.pdf

G6: Request for GPA Adjustment Following Separation  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g6-request-for-gpa-adjustment-after-separation.pdf

G7: Request for GPA Adjust Following Change of Program  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/graduate-financial-assistance-app.pdf

G8: Notice of Student Separation or Dismissal from Program  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/general/g8-notice-of-dismissal-from-program.pdf

D1: Appointment of Doctoral Advisory Committee  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d1-appointment-of-doctoral-advisory-committee.pdf

D2: Appointment of Doctoral Dissertation Committee  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d2-appointment-of-doctoral-dissertation-committee.pdf

D3: Result of Doctoral Examination or Requirement  https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d3-result-of-doctoral-examination-or-request.pdf
D4: Doctoral Candidates 1-Hour Full-Time Notification
https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d4-doctoral-candidates-1-hour-full-time-notification.pdf

D5: Doctoral Dissertation Acceptance and Processing
https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d5-doctoral-dissertation-acceptance-and-processing.pdf

D6: Doctoral Dissertation Delivery https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d6-doctoral-dissertation-delivery.pdf

D7: Leave of Absence from Doctoral Program
https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d7-leave-of-absence-from-doctoral-program.pdf

D8: Exception of Time Limits Allowed to Complete Doctoral Program
https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/d8-exception-to-time-limits-allowed-to-complete-doctoral-degree.pdf

D9: Advancement to Candidacy https://www.odu.edu/content/dam/odu/offices/graduate-studies/docs/forms/doctoral-level/D9-advancement-to-candidacy.pdf