



**University of Windsor**

Faculty of Nursing

**PhD Nursing Student  
Handbook**

**2018-2019**

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## Research Priorities

Research in the Faculty of Nursing focuses on “Health Outcomes” and “Health Services” as two primary pillars and strategic priorities. These two research priorities are well served by a particularly rich mix of enthusiastic established and rising scholars in our faculty who poses expertise in qualitative and quantitative research methods and data analysis.

**Health Outcomes Research:** This research priority pertains to research and scholarly activities that directly relates to the holistic psycho-social, spiritual, and physical health outcomes of individuals, families, and communities. The main objective of this research pillar is to inform direct nursing care. It also includes quality improvement and quality assurance focused projects. Collective research expertise under this priority includes, but is not limited to, primary care & disease prevention projects, patient safety, gerontology & vulnerable populations, oncology and chronic disease, and infection control.

**Health Services Research:** This research priority pertains to research and scholarly activities that relate to the processes and regulations of health care delivery, health systems, and program evaluation. The main focus of this pillar is to conduct research and scholarly activities that will improve health care delivery and inform policy makers about the impact of health systems initiatives. Specific projects on this priority are often informed by need assessment of local partners and the ESC LHIN. Such projects include, but are not limited to, research on cross-border nursing, NP outreach programs, ED use, and other program evaluation projects.

## **PhD Faculty Advisor: Role and Responsibility**

All PhD students will have a faculty academic advisor assigned in the fall of their first year, by the Admissions Committee/Graduate Committee.

The faculty advisor's responsibilities will include:

- i. Guiding the student with course selection and plan for degree completion
- ii. Counselling the student on changes to the course plan
- iii. Providing student with appraisal of progress
- iv. The Faculty Advisor should include a preliminary discussion on plan for the choice of a graduate level course, comprehensive exam and dissertation. The Faculty Advisor may transition to become supervisor or support student in finding an appropriate supervisor.

## **PhD Supervisor: Role and Responsibility**

All PhD students will have a supervisor identified as soon as possible in the fall of the first year.

The supervisor will:

- i. Guiding the student with course selection and plan for degree completion
- ii. Counselling the student on changes to the course plan
- iii. Providing student with appraisal of progress
- iv. Guide the student in the choice of a graduate level course, comprehensive exam and dissertation.

## Program Course Sequence

PhD Program Curriculum Structure	
11-63-600 Seminar (Fall and Winter)	11-63-741 Comprehensive Exam (Winter)
11-63-610 Philosophy of Science in Nursing (Fall)	11-63-798 Dissertation (Spring/Summer, Fall and Winter)
11-63-620 Advanced Perspectives in Quantitative Research Methods and Analyses (Fall)	One graduate level course (Nursing or another faculty) (Spring/Summer)
11-63-630 Advanced Perspectives in Qualitative Research (Winter)	

Fall	Winter	Spring/Summer
<b>Year 1</b> 11-63-610 Philosophy of Science in Nursing 11-63-600 Seminar	11-63-630 Advanced Perspectives in Qualitative Research 11-63-600 Seminar	Graduate level course (Nursing or another faculty)
<b>Year 2</b> 11-63-620 Advanced Perspectives in Quantitative Research Methods and Analyses	11-63-741 Comprehensive Exam	11-63-798 Dissertation
<b>Year 3</b> 11-63-798 Dissertation	11-63-798 Dissertation	11-63-798 Dissertation
<b>Year 4</b> 11-63-798 Dissertation	11-63-798 Dissertation	11-63-798 Dissertation
<b>Convocation October or June session</b>		

## Course Descriptions

### 63-600: Seminar

A structured seminar series to socialize students to the role of the nurse scholar, and promote professional development and academic discourse. Students will synthesize knowledge and skills gained during the course of their study leading to the development of their scholarly portfolio. Seminar topics may include, but are not limited to: grant writing, preparing publications, preparing presentations, ethics of conducting research, and proposal/dissertation development. Students will identify their learning needs and take a leadership role in the planning and implementation of seminar topics. (To be taken over two semesters; Co-requisites: 63-610 and 63-630).

### 63-610 Philosophy of Science in Nursing

This course introduces students to the philosophical assumptions concerning knowledge and knowledge development that inform the conduct of research in the discipline of nursing. Students will explore key concepts in relation to a variety of paradigm/perspectives within the philosophy of science, ranging from positivism to post-modernism and critical theory. Major topics to be debated will include the notion of nursing as a science and what constitutes nursing knowledge. Individual seminars will enable in-depth analysis of selected philosophers (as representative of such paradigms) in their respective socio-political and historical contexts. This course will enable students to articulate and defend their own philosophical assumptions of the paradigm that informs their dissertation topic. (Co-requisite: 63-600)

**63-630 Advanced Perspectives in Qualitative Research**

This course provides advanced philosophical and theoretical knowledge required to conduct qualitative research. Students are challenged to critically appraise the scholarship of published studies and to explore arising issues with qualitative inquiry. Issues may include, but are not limited to the importance and integration of philosophical underpinnings, researcher positioning, methodological congruence/consistency, ethical issues (anonymity, confidentiality of participation, privacy), challenges inherent in data collection and analysis, metasynthesis, rigour, and the usefulness of qualitative health research for nursing practice and healthcare policy. The relationship between qualitative and mixed methods health research will be examined. Students will defend their application of knowledge about these issues in relation to their own dissertation research interests. (Pre-requisite: 63-610) (Co-requisites: 63-600)

**63-620 Advanced Perspectives in Quantitative Research Methods and Analyses**

This advanced course is designed to enhance students' knowledge of the design and analysis of selected observational (prevalence, ecologic, cohort, and case-control) and experimental (controlled trials) quantitative research designs. The course will also address principles and issues pertaining to the development, evaluation, and use of psychometric measures. Emphasis will be focused on the understanding and decision making pertaining to (a) the selection of the right research design, (b) the identification of issues associated with various research methodologies, (c) the use of psychometric measurement, and (d) multivariate statistical procedure such as linear regression analysis, Binary and multinomial logistic regression analysis, and survival analysis. Approaches to evaluation of the quality of evidence in published research will also be addressed. (Pre-requisites: 63-600; 63-10)

**63-741 Comprehensive Exam**

This course allows students to demonstrate, in writing and orally, their ability to complete an extensive review and critical analysis of the literature to synthesize current knowledge and theoretical underpinnings pertaining to their research area. The critical review will also examine potential methodological and analytical approaches that are relevant to their research. The examination includes a written paper and an oral defense of the work. (Pre-requisites: 63-610, 63-620, 63-630, one Graduate Level course).

**11-63-798 Dissertation**

This course provides doctoral students with the opportunity to demonstrate their role as mature scholars through the development and implementation of a research dissertation project that will address an original question/hypothesis relevant to advancing nursing science. Students will integrate knowledge gained from previous courses to inform the literature review, conceptual framework, methodology and data analysis pertaining to this project. (Prerequisites: 11-63-600; 11-63-610; 11-63-620; 11-63-630; 11-63-741; one graduate level course (Nursing or another faculty) (Offered on a Pass/Non-Pass basis.)

## Graduate Assistantships

Graduate assistantships are allocated by the student's academic department, to assist with teaching-related duties.

- **GA's:** full-time doctoral and Master's students may be offered a Graduate Assistantship (GA) for up to 140 hours per term. Under the current GA/TA collective agreement, a doctoral student who is offered a GA position will receive GA support for a total of seven terms. One additional GA term may be provided depending on availability. The value of a full 140-hour doctoral GA is \$5,881.40 per term (rates as of Sept. 2017).
- Notices of available GA positions are posted on the department website before the beginning of the term.
- Graduate and Teaching Assistants are unionized and governed by [a Collective Agreement \(CUPE 4580\)](#).
- Graduate and Teaching Assistantships are paid as a salary and considered employment—see [information on University employment of full-time graduate students](#)
- [Deadlines for receiving the notices of appointment \(contract\) in the Graduate Studies office from the departments.](#)

## For Your Information: Important Websites

Faculty of Nursing

<http://www.uwindsor.ca/nursing/>

For program descriptions, awards and scholarships

Please review the awards and scholarships. Some require applications; others are awarded.

<http://www.uwindsor.ca/nursing/322/our-programs>

Nursing Graduate Course Descriptions

<http://cronus.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/982f0e5f06b5c9a285256d6e006cff78/57888741085b5a4085257edf0050f667!OpenDocument>

Faculty of Graduate Studies for Current Students

<http://www.uwindsor.ca/graduate/705/welcome-graduate-community-uwindsor>

Frequently Asked Question for Graduate Students

<http://www.uwindsor.ca/graduate/700/frequently-asked-questions-graduate-students>

Bylaw 31: Academic Integrity

[http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw\\_31\\_-\\_academic\\_integrity\\_amended\\_180309.pdf](http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_31_-_academic_integrity_amended_180309.pdf)

Graduate Studies Policy on Plagiarism and Authorship

[http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/graduate\\_studies\\_policy\\_on\\_plagiarism.pdf](http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/graduate_studies_policy_on_plagiarism.pdf)

Examination and Grading Procedures

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/SubCategoryFlyOut/F31B5F3934DA20CE852572C0004FCE5C>

Policy on grading

<http://web4.uwindsor.ca/units/registrar/calendars/graduate/cur.nsf/SubCategoryFlyOut/F31B5F3934DA20CE852572C0004FCE5C>

Bylaw 51: Academic Evaluation Procedure

[http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw\\_51\\_-\\_academic\\_evaluation\\_procedures\\_amended\\_170526.pdf](http://www.uwindsor.ca/secretariat/sites/uwindsor.ca.secretariat/files/bylaw_51_-_academic_evaluation_procedures_amended_170526.pdf)

Academic Integrity Office

<http://www1.uwindsor.ca/aio/>

Academic Integrity Tutorials

<http://www1.uwindsor.ca/aio/uw-academic-integrity-tutorial>

## Services and Support

### Quiet spaces to work while on campus

Graduate Lounge and Computer Resources Room 107 Toldo Health Education Centre

- The access code for the lounge can be obtained from the Graduate Secretary – Faculty of Nursing.

Graduate Study Carrels Leddy Library

- Only for full-time graduate students
- Those interested must have their name put on the waiting list at the **Circulation Desk**
- If your application is successful, a \$50 key deposit is required
- Carrels are assigned to a student for a maximum period of two years
- Those assigned Study Carrels must abide by their **rules and regulations**

### Leddy Library

#### Services for Graduate Students

<http://leddy.uwindsor.ca/services-graduate-students>

Resource for Nursing: Helen Power

Email: [helen.power@uwindsor.ca](mailto:helen.power@uwindsor.ca) Meetings by appointment Location: 118 West – Leddy Library

### Software Distribution

IT Services uses the **Software Depot** for Software Distribution. By logging into the Software Depot with your UWin ID and password, all software that is available to you can be ordered. After ordering the desired software, there are multiple options for delivery, including downloads, when appropriate, pick up at the Operations Desk in the University Computer Centre, free delivery on campus via inter-campus mail, or mailed off campus for a nominal fee.

Who Can Use This Service: Faculty, Staff and Students

Software Depot: <http://www.uwindsor.ca/its/113/software-distribution>

### Counselling Services

The Student Counselling Centre staff offer personal counselling to currently registered students in the form of crisis intervention, brief therapy, groups, case management, and workshops. Ms. Shannon Mercer is the Clinical Therapist for the Faculty of Nursing. Appointments can be made through the Student Counselling Center 519-253-3000 ext. 4616. Further information can be found at

<http://www.uwindsor.ca/studentcounselling/>

## Expectations of Graduate Students

1. Courses require thorough preparation and active class participation.
  - Workload for PhD courses has historically been estimated at 3 hours per credit hour. This equates to 6 to 9 hours per week for a 3 credit course.
2. Attendance at in class courses is expected. Out of respect for your professor and classmates, please notify your professor in advance if there is a class that you are unable to attend.
3. All assignments must be prepared /submitted in order to complete the course objectives.
4. No supplemental examination or assignments will be offered.
5. Faculty of Nursing policy prevails for assignments submitted past deadline without approval (5 per cent deduction per day).
6. The minimum grade for successful completion of all graduate courses is 70%.
7. Students of the Faculty of Nursing are expected to adhere to the *Standards of nursing practice for registered nurses* and the *Guidelines for ethical behaviour in nursing* of the College of Nurses of Ontario. Failure of any nursing student to conform to the principles of these documents may result in dismissal from any of the Faculty of Nursing programs at the University of Windsor.
8. Out of respect for the professor and your classmates, all electronic devices/phones must be silenced or turned off during class; texting and answering phone calls is not permitted; computers are permitted but only for use in class focused activities; social networking activities on your computer (Facebook; twitter) are not permitted during class.
9. To support a learning environment, private conversations during class are not permitted. In addition, exiting and re-entering the classroom during lectures may interrupt others' concentration/learning. Please limit this activity.
10. To compliment your professional development, a variety of scholarly activities are held each year. Your attendance and participation is considered integral to the course. The dates and times will be emailed to you from the nursing office and/or posted on the blackboard PhD site.
11. Please participate in course evaluations. An online course evaluation "Student Evaluation of Teaching Form" will be sent to you during the final two weeks of class in accordance with Senate policy.
12. Only your uwindsor email address must be used when corresponding with faculty and staff.

## Frequently Asked Questions (FAQs)

### Registration

#### I AM A CURRENT STUDENT BUT I CANNOT REGISTER. WHO DO I CONTACT?

- Registration questions can be directed to the Graduate Secretary, Faculty of Nursing.

#### DO I HAVE TO REGISTER EVERY SEMESTER?

- Full-time students must be registered every semester i.e. Fall, Winter and Intersession/Summer. If a full-time student does not register without requesting a leave of absence, they are considered out of the program and must re-apply through <https://www.ouac.on.ca/>

### Time Limit

#### HOW MUCH TIME DO I HAVE TO COMPLETE MY PhD? HOW CAN I REQUEST AN EXTENSION OF THE TIME LIMIT?

- The PhD program has been designed to be completed in 4 years
- The time limit for **full-time** students is **6 years for a PhD**.
- A student wishing an extension to a program submits a written request to the Nursing Graduate Coordinator requesting the extension; The request should include an explanation as to why an extension is required, as well as a detailed timeline for completion of all requirements; The request is submitted to Graduate Studies, along with a departmental recommendation. A decision will be made by the Associate Dean of Graduate Studies; An e-mail informing the student of a decision will be sent and copied to program, and the change will be made to the student's record on SIS.

#### WHAT DESIGNATION AM I PERMITTED TO USE AFTER NAME AS A PhD STUDENT?

- PhD(c) is not permitted at the University of Windsor.
- Students may use PhD student.

### Graduate Assistantship (GA) Applications

#### HOW CAN I APPLY FOR A GRADUATE ASSISTANTSHIP (GA)?

- Before the beginning of the term each department will post notices of available assistantships – contact the Nursing Graduate Secretary for an application and deadlines.
- Only full-time, registered, eligible students can hold a graduate assistantship (GA) - [see more information about Graduate Assistantship regulations.](#)

- Full-time graduate students are not permitted to work more than 10 hours per week on average on campus.
- Each September Graduate Studies holds an orientation workshop for GAs and TAs

## **Grade Appeals**

### **HOW DO I APPEAL A GRADE?**

- All students have the right of appeal under [Senate Bylaw 51](#) (see "section 2: Students registered in the Faculty of Graduate Studies"). In addition to appealing a grade informally (see [Bylaw 51, section 2.7.1](#)), if you feel you have been treated unfairly, you may submit an appeal of grade to the Dean of Graduate Studies no later than three weeks after the final mark has been released by the Office of the Registrar.
- A clear statement of the basis of your appeal, along with supporting documents and the fee of \$20.00 should be submitted to the Dean of Graduate Studies, who will request that your program chair conduct an investigation into the appeal. The instructor and one other faculty member will be consulted by the program chair who will then submit a report on the finding to the Dean of Graduate Studies. The Graduate Appeals Committee will review the case and make a final decision. If your appeal is successful, your \$20.00 fee will be refunded.

### **OTHER THAN GRADES, CAN I APPEAL ACADEMIC DECISION OF MY INSTRUCTOR/ADVISOR/THESIS COMMITTEE?**

- All students have the right of appeal under [Senate Bylaw 51](#). If you feel you have been treated unfairly, you may submit an appeal to the Dean of Graduate Studies - refer to Section 27.3 and 2.7.4 of [Senate Bylaw 51](#).

## **Course requests outside of the Faculty of Nursing**

### **HOW DO I REGISTER FOR GRADUATE COURSE OUTSIDE OF THE FACULTY OF NURSING?**

- PhD students are required to take one graduate course. Students are encouraged to discuss the course choice with their supervisor. The course must be approved by the Graduate Coordinator. Forward the course name, number and course description for approval.
- The Graduate Coordinator will either approve or disapprove the course. If approved, the student will need an add/drop form signed by the instructor of the course. The student will then need the form signed by the Nursing Graduate Coordinator. The student then takes the completed form to the Registrar's office for processing.

**CAN I TAKE GRADUATE COURSES AT ANOTHER UNIVERSITY AS A VISITING STUDENT? (THIS APPLIES TO ONTARIO UNIVERSITIES).**

- The [Ontario Visiting Graduate Student program](#) (OVGS) allows a graduate student at an Ontario University to take graduate courses at another Ontario University while remaining registered at his/her Home University.
- Approval from the Graduate Coordinator and Graduate Dean at the Home University is required first. The application form is then sent to the Graduate Coordinator and Graduate Dean at the Host University for approval.
- Final approval of the course is not official until all signatures are received.
- Upon approval, the student is registered and pays fees to his/her Home University and is classed as a “visiting graduate student” at the Host University where he/she pays no fees.
- Regular graduate fees apply to University of Windsor students on the OVGS program.
- The student does not need to obtain a transcript. The Host institution will send the Graduate Studies office a grade report. A grade of Pass or Fail is recorded on the student’s transcript.

**CAN I TAKE COURSES AT ANOTHER UNIVERSITY AND HAVE THESE COURSES COUNT FOR CREDIT TOWARDS MY UWINDSOR DEGREE?**

- Students who wish to take courses at other institutions outside of Ontario, and have the course count as credit towards their program at Windsor must make a request in writing to the Nursing Graduate Coordinator (prior to the beginning of the course).
- The Graduate Coordinator makes a recommendation to Graduate Studies.
- A decision is made in Graduate Studies and the student is advised by e-mail, with a copy to the program and the Registrar’s Office, who will record the substitution on the student’s record.
- Students completing courses at other institutions are responsible for providing official transcripts to Graduate Studies upon completion of the approved courses.
- Students who wish to complete a graduate course outside of their program and apply it to their graduate program must also follow the above procedure. This must be done well before the student has completed all program requirements.

## Contacts

### FACULTY OF NURSING

Health Education Centre  
University of Windsor  
Windsor, ON N9B 3P4

(519) 253-3000  
Fax: (519) 973-7084

Dr. Linda Patrick  
Dean

Room 336A - ext. 2259

Dr. Dale Rajacich, Graduate Coordinator (**until June 30, 2018**)  
[rajacic@uwindsor.ca](mailto:rajacic@uwindsor.ca)

Room 330 - ext. 2270

Dr. Lorna de Witt, Graduate Coordinator (**effective July 1, 2018**)  
2286

Room 324 – ext.

Ms. Anne Dennahower, Graduate Secretary  
[adenna@uwindsor.ca](mailto:adenna@uwindsor.ca)

Room 336 - ext. 2260

Ms. Shannon Mercer, Clinical Therapist  
[Shannon.mercer@uwindsor.ca](mailto:Shannon.mercer@uwindsor.ca)

Room 201A – ext. 4388

### FACULTY OF GRADUATE STUDIES AND RESEARCH

Chrysler Hall Tower - Room 306  
University of Windsor  
Windsor, ON N9B 3P4

Fax: (519) 971-3667

Dr. Patricia Weir, Dean

(519) 253-3000ext. 2107

Ms. Alison Samson, Assistant to the Dean

ext. 2112

Ms. Christine Maitre, Secretary to the Dean

ext. 2107

Graduate Student Society

484 Sunset, ext. 3915

Student Health Services

CAW Centre, ext. 7002