



PHD IN NURSING

**STUDENT
HANDBOOK**

2010-2011

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Dear PhD Nursing Student:

It is with great enthusiasm and support that we welcome you to the 2010-2011 academic year at the University of Miami School of Nursing and Health Studies. This promises to be an exciting year of challenging experiences and educational opportunities designed to provide you with the knowledge and skills to become a creative, competent, and compassionate graduate. We are glad you are a part of the student body and look forward to meeting you and facilitating your academic journey towards achievement of the PhD degree.

This *Handbook* is designed as a guide to enable you to achieve your academic goals and to fully participate in student life at the University of Miami School of Nursing and Health Studies. This *Handbook* contains essential information including policies and procedures, expectations of students, program of study details and services for students that facilitate learning experiences.

Each student is responsible for reading this *Handbook*, understanding the content therein, and abiding by its policies and procedures. Failure to have adequate knowledge of the *Handbook* content is not an excuse for inappropriate actions. The *Handbook* can be accessed on-line at the School of Nursing and Health Studies website at www.miami.edu/sonhs.

As a student, you are expected to focus your energy on meeting the opportunities and challenges presented by the faculty and courses in your chosen program. A major task for you to accomplish is to balance academic demands with your responsibilities associated with work and home life. Keep in mind your learning is not confined to the classroom, but encompasses a variety of experiences in health care institutions and other community health care sites.

We have an outstanding faculty that are committed to your success in your chosen career as a PhD prepared nurse who will make a significant contribution to the health care of the community. You have our best wishes for a productive and successful year.

Welcome to the School of Nursing and Health Studies.

Nilda (Nena) P. Peragallo, DrPH, RN, FAAN
Professor and Dean

Affairs

Gail McCain, PhD, RN, FAAN
Professor and Vice Dean
Sr. Associate Dean Academic

OVERVIEW OF THE SCHOOL OF NURSING & HEALTH STUDIES

The School of Nursing and Health Studies is an integral part of the University of Miami and shares in the responsibility to facilitate the development of humanistic and intellectual capabilities of individuals to meet the challenges of a world increasingly characterized by science, technology and resource conservation. The ongoing interaction between the School of Nursing and Health Studies community and the University community serves to complement the functions of each through the exchange of resources, including the collective abilities of faculty and students.

The School serves a multicultural, international community that affords a rich environment for the exchange of ideas necessary for the advancement of nursing knowledge and the promotion of global health. The faculty believes nursing educators have a responsibility to prepare students to act as culture advocates and brokers for clients and health care providers in a diverse community. The School is committed to academic excellence in teaching, practice, and scholarly inquiry for the advancement of nursing as a discipline and service to society through its baccalaureate, graduate and continuing education programs.

Each person is a unique, integrated, holistic human being who is influenced by the complex interaction of biological, psychological, developmental, sociological, economic and cultural variables. Each individual functions in continuous interaction with a constantly changing environment. Each person is an integral part of a family and community in a multicultural society.

Changes in the cultural, economic, technological, political, and sociological environment affect the health care delivery system as well as the health care needs and expectations of clients. Access to health care is a basic right. Health and health alterations are dimensions of life that form a continuum within each person, group and community, can be located. Health is defined as the quality of life as measured by an ever-expanding level of well-being. Health results when energy is mobilized for the promotion, maintenance, and/or restoration of well being. The goal of health promotion and disease prevention is to facilitate the expansion of health regardless of level of functioning by acknowledgment of life-style choices, advocacy and decision-making.

Professional nursing is an integral component of the health care system and is vital to the delivery of health care to individuals, families, groups, and communities. Nursing care includes health promotion, health maintenance, illness prevention and treatment, rehabilitation, and palliation. Professional nursing knowledge rests on a foundation of arts and humanities, and natural and behavioral sciences that are developed outside or within the discipline of nursing. The faculty is committed to the advancement of knowledge. Nursing science is generated by ongoing development and testing of nursing theory.

Nursing science and nursing practice are reciprocal in nature, with each including independent and collaborative functions and actions. The professional nurse assumes a

leadership role and is accountable to self, client, and society. Graduates of the School are expected to create innovative nursing roles within the changing health care system to meet emerging health care needs of clients across the life span.

Professional nursing requires a commitment to life-long learning, which results from interaction between the individual and environment. Faculty and students share responsibility to create a learning environment that stimulates intellectual curiosity, critical thinking, decision-making, and self-directed action. Students enter nursing education at various levels based on their personal backgrounds and career goals. Independent learning and flexibility are encouraged in meeting program objectives. Evaluation, as part of the teaching/learning process, promotes growth and provides direction for improvement of nursing practice, education, and research.

History

Nursing education began at the University of Miami in 1948 with registered nurses admitted to the College of Arts and Sciences for the Bachelor of Science in Nursing (BSN). In 1952, the nursing program became a Department of Nursing within the College and began admitting generic nursing students. The BSN Program was approved in 1954 by the Florida State Board of Nursing and Registration. The BSN Program received initial national accreditation by the National League for Nursing in May 1956. In 1968, Nursing was transferred to the Medical Center and became a school, reporting to the vice-president for Medical Affairs. In 1976, seventeen students were enrolled in the new Master of Science in Nursing (MSN) Program. In 1980, the School of Nursing achieved the status of all other schools on the Coral Gables campus and the dean of the school began reporting directly to the provost and executive vice president. The MSN Program was accredited in 1982 by the National League for Nursing.

In 2006, the BSN and MSN Programs received initial accreditation from the Commission of Collegiate Nursing Education, the accrediting body of the American Association of Colleges of Nursing. In 1985, the PhD Program in Nursing admitted its first students. The program was one of only 25 doctoral programs in nursing at the time of its initiation. The first graduate completed her doctorate in December 1987. The School celebrated its 50th anniversary in 1998. The M. Christine Schwartz Center for Nursing Education had its ground breaking in October, 2004. In 2005, the School of Nursing became the School of Nursing and Health Studies (SONHS) to reflect the additional responsibilities assumed for the interdisciplinary Health Sciences Program.

Mission Statement

The Mission of the School of Nursing and Health Studies is to educate students and support faculty committed to excellence in the art and science of nursing and health care studies through creating and disseminating health knowledge and developing culturally competent leaders to provide service to our community, the nation, and the world (Adopted by the SONHS, 2005).

Accreditation

The baccalaureate program is approved by the Florida State Board of Nursing. The baccalaureate and master's programs are accredited by the National League for Nursing Accrediting Commission (NLNAC), 60 Broadway, New York, New York, 10006, (800) 669-1656, or (212) 363-5555. The nurse anesthesia specialty is accredited by the Council on Accreditation of Nurse Anesthesia Education programs (COA), 222 South Prospect Avenue, Park Ridge, Illinois, 60068-4001, (847) 692-7050 (ext. 1154). The nurse-midwifery specialty, offered periodically, is accredited by the American College of Nurse-Midwives, Suite 1000, 1522 K Street, NW, Washington, DC, 20910-6374, (202) 289-0171.

University Policies

The School of Nursing and Health Studies Student Handbook is a supplement to the University of Miami Bulletin and the University of Miami Student Rights and Responsibilities Handbook, <http://www.miami.edu/dean-students/srr.pdf>. Students are responsible for acting in accordance with the University and the School of Nursing and Health Studies regulations and policies set forth in these publications. The School of Nursing and Health Studies Nursing Handbook also provides additional information specific to the nursing program.

The curriculum of the School of Nursing and the Health Studies Student Handbook is reviewed annually and is as accurate and current as possible. Should there be changes in academic policies, or procedures or curriculum, they will be communicated to you via your official University of Miami email address. Students will assume responsibility for incorporating the changes into the Handbook. If you have a problem or a concern that is not adequately answered in the Handbook, please contact the Associate Dean of the PhD Program.

Please visit the School of Nursing and Health Studies Website for the most up-to-date information at: <http://www.miami.edu/sonhs>.

DOCTORAL PROGRAM OVERVIEW

The University of Miami School of Nursing and Health Studies Ph.D. program is designed to meet the educational needs of nurses who are committed to conducting nursing research. Its purpose is to prepare scholars and researchers who will advance the theoretical and empirical basis for nursing and provide visionary leadership to the profession.

Underlying Beliefs

The Doctoral Program is based on the belief that nursing has a distinct body of knowledge that can and must be extended, verified and revised through methods of scholarly inquiry. Nursing knowledge, while distinct, is not isolated or exclusive. It

involves the selection, integration and expansion of knowledge from nursing and other disciplines and the application of this knowledge to the understanding of health and illness and to the analysis and improvement of nursing practice. Nursing knowledge is derived from and guides nursing practice, which encompasses direct service to clients/patients as well as actions carried out in clinical and educational settings to facilitate and support direct nursing care. Nursing practice involves evaluation and judgment about client attributes and behaviors that may indicate a need for nursing, judgment regarding appropriate methods of nursing care, actions undertaken to help people attain an optimal level of health, and evaluation of the efficacy of nursing action. Another sphere of nursing practice includes the education, supervision and organization of those providing direct services; the procurement and allocation of resources; and the formulation and implementation of policies affecting nursing and health care.

Program of Study

The ability to advance nursing knowledge must be grounded in the study of persons as holistic human beings, nursing action, the environments in which nursing is practiced and the principles and methods of scientific inquiry. This grounding is provided in a core of required courses that address the theoretical and empirical bases for nursing and the techniques of theory building and research. Throughout the required core courses, an integrative focus is maintained whereby theoretical and methodological approaches of the biophysical and behavioral-social sciences are selected and applied from the perspective of nursing. Within the core courses opportunity is provided for students to build on their educational and experiential backgrounds through a variety of individually selected learning experiences. Cognate courses, some of which are taken in related disciplines, provide additional flexibility to plan a course of study supportive to individual research interests and career goals. The program design allows students to focus on the study of the theoretical and empirical basis for a variety of nursing actions. Depth of knowledge in the specialty area is developed through required course work and related research experiences, selection of specialty and elective courses, independent study, and the dissertation research.

Nurses who desire preparation at the Ph.D. level as scholars and researchers may enter the doctoral nursing program at the University of Miami at one of two points in their careers: either 1) after completing the baccalaureate degree with a major in nursing (post-baccalaureate entry option), or 2) after completing a master's degree.

Purpose and Objectives

The purpose of the Ph.D. program in nursing is to prepare scholars and researchers to contribute to the growth of nursing science through recognized methods of scholarly inquiry and dissemination of research findings. Additionally, graduates of this program will be prepared to provide innovative leadership to the profession and make the practice of nursing more effective.

The program prepares students to:

- Synthesize knowledge from nursing and other disciplines to extend the science of nursing.
- Demonstrate cultural competence and ethical practices in conducting qualitative and quantitative research methods and design.
- Conduct research in a focused area of scientific inquiry.
- Disseminate scholarly findings for the purposes of building and expanding the science of nursing.
- Provide creative and visionary leadership for the advancement of nursing science.
- Engage in scholarly interdisciplinary inquiry.
- Both qualitative and quantitative nursing research methods are emphasized from a multicultural perspective. A strong theoretical base is considered essential to scholarly inquiry.

ACADEMIC REQUIREMENTS OVERVIEW

Credits Required

Students in the MSN to PhD program are required to complete a minimum of 40 credits. Students in the BSN to MSN program are not generally granted a master's degree en route to the PhD and must complete a minimum of 61 credits. Graduate credits earned at other institutions may be offered in partial fulfillment of the requirements for the Doctoral Program in nursing.

Plans of Study

Each student plans collaboratively with his/her Supervisory committee a plan of study within the framework of doctoral program requirements and the student's research interests and career goals. The Plan of Study is designed in conjunction with the student's Supervisory Committee and, submitted to the Associate Dean of the PhD Program for approval prior to the students registering for elective and/or specialty courses. The Program of Study approved by Supervisory Chair, is to be submitted to the Associate Dean of the PhD Program by the end of the first year of full-time study.

It is the intent of the School of Nursing and Health Studies that its doctoral graduates, regardless of their area of specialization, be well rounded, well-informed scholars. To achieve this goal, all students are required to complete either the MSN to PhD or BSN to PhD program.

MSN to PhD Program Curriculum

Year 1 - Fall semester

NUR 662 Nursing Epistemology (4 cr)
NUR 665 Quantitative Research
Methods
(3 cr)
EPS 671 ANOVA (3 cr)

Year 1 - Spring semester

NUR 670 Qualitative (3 cr)
Pre-requisite NUR 662
EPS 672 Regression (3 cr)
Elective (3 cr)

Year 2 - Fall semester

NUR 667 Research Practicum (1 cr)
*Pre-requisites NUR662, NUR 665,
EPS 671*
NUR 671 Scientific Writing (2 cr)
*Pre-requisites NUR662, NUR 665,
EPS 672*

EPS 673 Structural Equation Modeling
or EPS 674 Multilevel Modeling (3 cr)

Qualifying Exam

Year 2 - Spring Semester

NUR 730 Dissertation (1-4 credits)

Defend proposal

Subsequent Semesters

NUR 730 Dissertation (1-4 credits)

Total course credits = 28

Total dissertation credits = 12

Total credits = 40

BSN to PhD Program Curriculum

Year 1 - Summer semester 1

NUR 652 Intro to Clinical Inquiry I (3 cr)

Year 1 - Summer semester 2

EPS 553 Intro Statistics (3 cr)

Year 1 - Fall semester

NUR 662 Nursing Epistemology (4 cr)

NUR 665 Quantitative Research
Methods (3 cr)

EPS 671 ANOVA (3 cr)

Year 1 - Spring semester

NUR 670 Qualitative (3 cr)

Pre-requisite NUR 662

EPS 672 Regression (3 cr)

Elective (3 cr)

Year 2 - Summer semester 1

NUR 653 Intro to Clinical Inquiry II (6 cr)

Year 2 - Fall semester

NUR 667 Research Practicum (1 cr)

*Pre-requisite NUR 662, NUR 665,
EPS 671*

NUR 671 Scientific Writing (2 cr)

Year 2 Fall Semester (continued)

*Pre-requisite NUR 662, NUR 665,
EPS 671*

EPS 673 Structural Equation Modeling
or EPS 674 Multilevel Modeling (3 cr)

Elective (3 cr)

Year 2 - Spring semester

Cognates/Electives (9 cr)

Qualifying Exam

Year 3 - Summer semester

NUR 730 Dissertation (4 cr)

Defend proposal

Subsequent Semesters

NUR 730 Dissertation (1-4 credits)

Total course credits = 49

Total dissertation credits = 12

Total credits = 61

Course Descriptions

Current course descriptions are in the Appendix of in the *Graduate Bulletin* located at www.miami.edu/umbulletin.

Transfer of Credits

The Associate Dean of the PhD Program individually evaluates courses offered for transfer credit relative to Graduate School requirements, program requirements and the student's plan of study. Transfer of graduate credits from another institution will not be made until the student has completed the same number of credits at the University of Miami, and the transfer has been approved by the Supervisory Committee and the Dean of the Graduate School. Credit transferred is subject to the same recency rules as all other credit counted toward the degree, and is also subject to examination by the University of Miami. An official transcript of work to be transferred must be on file in the Graduate Office. Credits that pertain to or have been counted toward another degree cannot be transferred.

Length of Time to Complete Requirements

The University requires a minimum of 2 semesters of full-time study (or its part-time equivalent) for the PhD degree. Full time study is defined as 18 or more graduate credits in a calendar year. Students have 8 years from admission, or 4 years post qualifying exams, to complete the Ph.D. Approved leaves of absences are not counted in the total time to complete the degree requirements.

Residency

The student must spend at least two consecutive semesters beyond the first year's graduate work, wherever taken, in full-time study at the University of Miami. With departmental approval, a) one summer of full-time study in sessions I and II can be substituted for one semester residence, or b) full-time study for two successive summers can be substituted for two regular semesters. Currently the SONHS does not adhere to this; we need to begin to do this with students for "immersion" into the doctoral program.

Continuous Enrollment

Continuous registration in at least one credit per semester (fall and spring semesters) must be maintained by all Ph.D. students from admission through graduation. If the student is unable to engage in doctoral study for a given semester for health or personal reasons, he or she has the option to request a leave of absence (see Leave of Absence, above). Additionally, a student must be registered during the term (fall, spring or summer) in which the dissertation defense is scheduled and degree requirements completed.

Leave of Absence/Withdrawal and Readmission

The SONHS adheres to the Graduate School policy regarding withdrawal from UM. See the *UM Bulletin* regarding leave of absence from the Graduate School [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin).

1. Students may request a leave of absence by submitting written application from the office of the Associate Dean of the PhD Program. This request is to include the reason(s) for temporarily leaving UM and/or the SONHS. The Associate Dean of the PhD Program will review the application and make a recommendation to the Dean or Dean's designee who will submit a recommendation to the Dean of the Graduate School.
2. A leave of absence assumes that no scholarly work in connection with the degree is being carried out by the student.

3. After absence of a semester or longer, a former student must apply for readmission to the UM and SONHS. Readmission to the graduate program is not automatic. The readmission application and any requested material must be reviewed and approved by the Associate Dean of the PhD Program who may make a recommendation to GASAC and the Dean. The current admission/curriculum requirements will be used when processing a student's request for readmission.

ADVISING & REGISTERING FOR CLASSES

Each student admitted to the PhD program will be assigned a Supervisory Committee. The Supervisory/Chair functions in the capacity of an academic advisor until the student has successfully passed all preliminary and qualifying exams. Upon completion of all required examinations and coursework, the student selects a Dissertation Committee and Dissertation Research Committee Chairperson who advises the student and directs the dissertation research project. A Dissertation Research Advisory Committee is designated to provide assistance with monitoring the dissertation research. Please visit <http://etd.library.miami.edu/grad/committees.html> for information about doctoral committees.

Each semester, all PhD students should contact their respective Supervisory Chair or Dissertation Chair for academic advisement. It is the responsibility of the doctoral student to complete a Course Request Form and submit it to the Office of Student Services (OSS) located in the Schwartz Building (first floor).

Students with a "STOP" on their accounts will be unable to register. It is the student's responsibility to follow up with the appropriate office (i.e. Student Account Services, the Registrar, and Health Center) that placed the **STOP** on registration to have it cleared.

TUITION AND FEES

The current tuition and university fees are located on the University of Miami's website and are subject to annual increases. Students enrolled in "0" credit dissertation research courses must pay the equivalent of 1 credit to be continuously enrolled.

Steps to Complete the PhD Program

The student is responsible for communicating with his or her Supervisory or Dissertation Chair and Committee throughout the PhD program. Open communication and continuous monitoring of one's own program is the best way to ensure success. The student is responsible for complying with relevant policies and procedures as set forth by the Graduate School's Bulletin and the School of Nursing and Health Studies PhD Handbook.

Student Responsibilities

1. Actively plan his/her individualized program of study.
2. Develop a research topic and Supervisory Committee members by discussing potential ideas with a variety of faculty.
3. Rectify any grades of incomplete (I) within one year of the "I" posting or in the time specified by the course instructor assigning the "I".
4. Maintain continuous enrollment. If this is not possible, request a Leave of Absence from the Supervisory Chair, Associate Dean of the PhD Program and Graduate School.
5. When appropriate, submit a request to take the Qualifying examination to the Associate Dean of the PhD Program.
6. Submit a proposed dissertation topic and a written dissertation proposal to his or her dissertation committee.
7. Submit in writing to the Associate Dean of the PhD Program any changes in the original Plan of Study and to update the plan as needed.
8. Submit address changes, Email changes or phone changes in myUM and notify the Supervisory Chair or Dissertation Chair & Associate Dean in writing.
9. Upon admission to the PhD program, become familiar with the Graduate School's Electronic Thesis and Dissertation website which provides valuable information and assistance in embarking upon research.
<http://etd.library.miami.edu/>

QUALIFYING EXAMINATION

Purpose

The purpose of the qualifying examination is to evaluate the student's mastery of knowledge essential for conducting scholarly, scientific inquiry in nursing, and knowledge of his/her selected specialty area within the Doctoral Program. The qualifying exam is an integrative experience that is designed to validate the student's readiness to conduct independent research within his/her specialized area of interest in nursing. Thus, the examination provides an opportunity for the student to demonstrate: (1) attainment of a depth of knowledge of the specialty area; (2) ability to integrate the specialty area within the broader context of nursing knowledge; and (3) ability to appropriately select, apply and evaluate the tools of scientific inquiry in nursing (i.e., theory development, conceptualization, measurement, research methodology and statistics).

Examination Procedures for Qualifying Exam

1. Each student in consultation with the Supervisory Chair/Committee, determines his or her readiness to take the qualifying examination. The Supervisory Chair/Committee is responsible for determining that the student has met requirements of eligibility for the examination and has mastery of his/her specialty area.

2. Qualifying exam dates will be communicated to students by the Associate Dean of the PhD program.

Policies Regarding the Qualifying Examination

1. Each student shall take the qualifying examination upon completion of all required nursing courses. Students will complete a take-home examination. The examination is graded satisfactory/unsatisfactory per the procedures described in #3, below.
2. An ad-hoc faculty subcommittee of the School of Nursing and Health Studies is responsible for the development, administration and evaluation of the qualifying examination. The Subcommittee will be appointed by the Associate Dean of the PhD Program who is responsible for administering the examination to the student.
3. The examination subcommittee for the qualifying examination is comprised of at least two faculty members who are members of the Graduate School faculty. The examination committee members will evaluate each student's performance independently. The Associate Dean of the PhD Program will meet with the examination committee members to discuss the average score (s) given by all committee members. If the examination committee members cannot agree on a final grade, an independent faculty member will be asked to score the exam and submit it to the Office of the Associate Dean of the PhD Program. Once a final grade has been completed, the Associate Dean of the PhD Program will send the students a written letter about their examination score. Upon successful completion of the qualifying examination, student must apply for formal admission to candidacy for the PhD Program (See Admission to PhD Candidacy).

Unsatisfactory Performance

A student who receives an unsatisfactory may repeat the examination one time. Remedial work before taking the examination a second time will be determined on an individual basis. A student receiving an "unsatisfactory" will receive specific written comments about his or her performance. Additionally, the student may obtain specific directions in writing about the strengths and weaknesses of the exam prior to his or her second examination.

The retake of the qualifying examination is evaluated by the examining subcommittee and the grade (satisfactory or unsatisfactory) is determined. A student who obtains an unsatisfactory grade on the "retake" qualifying examination will be dismissed from the program upon recommendation by the Associate Dean of the PhD Program to the Dean. Upon successful completion of the qualifying examination, the student must apply for formal admission to candidacy for the PhD Program (See Admission to PhD Candidacy).

ADMISSION TO PHD CANDIDACY

When the student has met all requirements and passed the qualifying examinations, admission to candidacy for the degree is approved. *The student must be admitted to candidacy before the defense of dissertation.* The PhD candidacy form is included as an attachment. This form should be completed and submitted to the OSS Graduate Studies Advisor for processing. **No student may receive the degree in the same semester or summer session in which he or she is admitted to candidacy, therefore it is important to complete this form when entering the dissertation phase of the program.**

DISSERTATION PROCESS

Dissertation Committee

The student selects the Dissertation Committee chairperson in consultation with the Associate Dean after the student is admitted to candidacy. The student selects dissertation committee members in consultation with dissertation chair person. The Dissertation Committee may include members of the Supervisory Committee or be an entirely new committee. The Dissertation Committee is approved by the Associate Dean of the PhD Program, then recommended to and appointed by the Dean of the Graduate School.

The Dissertation Committee consists of not less than four members, as follows: (1) Two must be members of the University graduate faculty; (2) the chairperson must be from the School of Nursing and Health Studies and must be a member of the University graduate faculty; (3) at least one member must be from outside the School of Nursing and Health Studies. One member may hold an adjunct or secondary faculty appointment in the School of Nursing and Health Studies. Other members of the faculty may serve as consultants and may be requested to attend the dissertation conferences, even though they are not members of the committee. Membership on the Dissertation Committee is subject to approval by the Graduate School. Note that, for all committees, "graduate faculty" is defined as a faculty member with an appointment in the University of Miami Graduate School and who is doctorally-prepared.

Under the guidance of the dissertation chair, the candidate obtains each professor's consent to serve as a committee member or consultant and obtains his/her signature on the appropriate forms. Change in Dissertation Committee chair or Dissertation Committee member is by mutual agreement between faculty and student. Requests for change are directed by the student to the Associate Dean of the PhD Program. Changes in the Dissertation Committee must also be approved by the Graduate School.

If the Chair of the dissertation committee leaves the University, a new chair is appointed immediately, in consultation with the doctoral candidate. The chair of the Dissertation Committee who leaves and is replaced may remain on the Committee, or may serve as a consultant at the Committee's request. Depending on the status of the student's

research, the research focus may change, or the research may continue as planned in consultation with the Dissertation Committee. If a Committee member leaves the University, the Committee, in consultation with the doctoral candidate, selects a replacement, or requests that the departing Committee member continue on the committee. This request, with the projected time frame, is submitted to the Associate Dean of the PhD Program for approval. While candidates nominate faculty members to serve on their Dissertation Committees and ascertain their willingness to serve, actual appointments are made by the Dean of the Graduate School. Consultants may be utilized by doctoral candidates; however, consultants are not members of the Dissertation Committee.

Dissertation Proposal

The dissertation proposal is a detailed statement of the problem, review of related literature, and explanation of selected research method. After approval, this proposal is the basis for the initial chapters of the dissertation.

When the proposal is ready for review, the student will arrange a formal meeting of the full Dissertation Committee for the purpose of defending and obtaining approval of the proposal. The student will submit the proposal to each member of the Dissertation Committee at least two weeks prior to the Committee meeting. At the meeting, the student will present the proposal and answer the questions of the Committee. The Committee will vote on whether the proposal is accepted.

The approved proposal then constitutes a contract between the student and the school about what is expected in the student's dissertation.

Elements of the Dissertation Proposal

- Abstract
- Complete literature review
- Theoretical framework which provides rationale for the study
- Statement of the problem
- Limitations
- Assumptions
- Research question(s) and/or hypotheses
- Theoretical and operational definitions
- Precise methodology, as appropriate
 1. Design
 2. Sample
 3. Instruments, including statement of reliability and validity
 4. Data collection procedures
 5. Data analysis procedures
- Measures for protection of human subjects, if appropriate
- Potential significance
- Complete bibliography
- Appendices
- Letters of administrative approval for data collection, if necessary

- Instruments, if appropriate
- Documents for protection of human subjects, if appropriate
- Other, as needed

Protection of Human Subjects IRB Requirements

Research proposals that involve human subjects are subject to the guidelines and procedures of the Institutional Review Board (IRB). Current information can be obtained from the Office of Research Subjects website at <https://hsro.med.miami.edu>.

In concert with development of the proposal, each student must prepare a proposal for the **Institutional Review Board (IRB)** for the protection of human subjects. IRB approval process for students' research is becoming more complex as new regulations are enacted. The Committee chair must be thoroughly informed by the student at each step of the research process. All committee members must be named on the IRB form. Each student must submit annual reports detailing his/her progress on an IRB approved study. The annual report must contain all data necessary to fulfill an audit requirement. The faculty PI/Chair must review all study materials and confirm fulfillment of IRB regulations before signing the annual report. At the conclusion of each IRB approved study, with the final report, the student must submit a one page summary to close the study. In order to submit the dissertation research to the IRB the doctoral student must have successfully completed the IRB training course. The registration for this online course can be accessed at www.miami.edu/citireg

Data Collection

No data may be collected until IRB approval for the project is obtained. Data may be obtained from a variety of sources and a variety of locations. Acceptability of the data is judged on the basis of relevance to the research questions and/or hypotheses to be tested. The student need not collect data personally; the appropriateness of utilizing another person or persons to collect data is determined by the design. However, it is expected that the student will have personally utilized all instruments and procedures. If another person or persons are used for data collection, the student is responsible for training and supervision of data collectors in so far as this is possible given the circumstances of the study. If another person is used for data collection, then the individual needs to successfully complete the on-line IRB training course. An existing data set can be utilized if appropriate.

Data Analysis

The plan for data analysis shall be such that assumptions underlying the use of all statistical procedures be met or their violation justified. Appropriate caution will be observed in both the analysis and the interpretation of the findings. It is possible that additional hypotheses, research questions and proposed procedures for analysis may be generated during the processes of data collection and analysis and that attention may be given to these within the dissertation. The Dissertation Advisory Committee should be consulted prior to work on these emergent areas. Data analysis should be conducted by the student.

Dissertation and Defense

Policies governing the conduct, preparation and defense of the dissertation are set forth by the Graduate School. The candidate should carefully read the Graduate Studies Bulletin in effect at the date of student's admission. Guidelines for Preparing Dissertations is also available from the Graduate School. An outline of steps related to the dissertation is in the "Summary of Procedures for Ph.D. Degree."

Final Oral Examination

The Final Oral Examination is the dissertation defense. It is scheduled after the dissertation has been completed and approved by the student's Dissertation Committee. A final public Oral Defense of the dissertation is required. However, none but the members of the Dissertation Committee may pose questions to the candidate. These examinations must be held at least within the designated timeline as noted by the Graduate School. (See University of Miami Graduate Studies Bulletin).

At the end of the examination, the candidate withdraws and the committee deliberates in private on the performance of the candidate. All final doctoral examinations are open to others but only members of the committee may examine the candidate. Spectators must withdraw while the committee deliberates on the examination and arrives at its decision. The Chairperson asks each examiner to comment on the student's defense. Following such deliberation, the members should be polled for their vote as to whether the candidate has passed or failed. The members shall sign the Graduate School Examination Form and register their vote. Four affirmative votes constitute a Pass. The signed Graduate School Examination Form is returned to the Associate Dean of the PhD Program office and then forwarded to the Graduate School. If the candidate fails to receive the required affirmative votes, the following options are:

1. In spite of an initial decision that the dissertation was defensible, it has been found faulty. The committee is to recommend suggestions to remedy the dissertation.
2. The dissertation was found to be sound but the candidate's defense was faulty. The committee will decide on the date of the next examination.

The candidate and the Associate Dean of the PhD Program should be informed of the decision as soon as possible. In the event that the candidate fails the examination, the Graduate School's representative will report in writing to the Graduate School that the candidate has failed, the reasons for the failure, the decisions concerning necessary remedial action and approximately when the reexamination is to be held. With this letter, she/he will also return the signed Graduate School Examination Form. Copies of the letter will be provided to the candidate and the candidate's advisor. Re-examination will be within one year from the date of the defense of the first examination. When the time for reexamination approaches, the advisor notifies the Associate Dean of the PhD Program and the Graduate School so that the Dean of the Graduate School can provide his/her representative with the necessary documents for the second examination. The candidate may present himself/herself for the final oral examination only twice.

GRADING POLICY

The SONHS adheres to the method of calculating the GPA as discussed in the *UM Bulletin*. [Http://www.miami.edu/umbulletin](http://www.miami.edu/umbulletin). Doctoral students must maintain a cumulative GPA of 3.0 on a 4.0 point scale to progress in the PhD Program. A "B-" ($\leq 82\%$) is below graduate standards.

ETHICS AND THE HONOR CODE

Ethics

Nursing students have special concerns with ethics because of the unique participation in the lives of others that the profession of nursing entails. The School of Nursing and Health Studies follow the American Nurse's Association's (ANA) Code of Ethics. Questions concerning the ethics of particular situations should always be handled in consultation with a faculty member.

The ANA ethics code is found at:

<http://nursingworld.org/MainMenuCategories/ThePracticeofProfessionalNursing/EthicsStandards/CodeofEthics.aspx>. Click on: **Code of Ethics for Nurses With Interpretive Statements (View Only)**

Graduate Student Honor Code

The School of Nursing and Health Studies supports the Graduate Student Honor Code found at Sanctions for violations and the appeals process are set forth in the Honor Code. The Honor Code is located at

http://www6.miami.edu/deanstudents/pdf/graduate_honorcode.pdf.

In addition to the policies set forth in the Honor Code, the School's faculty has adopted the following policy on plagiarism:

Plagiarism

The School of Nursing and Health Studies as does the University of Miami, have strict penalties against plagiarism. If a student is suspected of plagiarism, the matter will be reported to administration and will ultimately be referred to the Honor Council of the university.

The following paragraphs explain what constitutes plagiarism:

Plagiarism can be defined essentially as the deliberate act of taking the writings and/or ideas of someone else and representing them as your own. Plagiarism commonly takes three forms.

The most blatant form of plagiarism is the direct lifting of a passage from another book (encyclopedia, reference book, literacy criticism, and/or other printed sources) and including it in your paper as if it were your own work without using any quotation marks and/or without providing a proper citation. In addition, another direct and blatant form of plagiarism is that of obtaining information from electronic sources and submitting it as your own work.

A second form of plagiarism involves paraphrasing. Essentially, when you paraphrase, you take a passage from another book and change some of the words, altering the phrasing but not the meaning. Although some of the writing is now your own, paraphrasing differs only in degree from direct lifting a passage. Anytime you paraphrase material which is not your own, you should indicate it with a reference in which you identify the source used.

A third kind of plagiarism involves taking the major ideas from another book and incorporating them into your paper as if they were the products of your own thinking. Even though you may not have taken any lines directly from the source material, it is still considered plagiarism to use another's ideas while representing them as your own.

Sanctions For Plagiarism

Plagiarism is considered a serious offense in academic settings. In general, when plagiarism is discovered by a faculty member any one or more of the following responses are considered appropriate:

1. Failure on the assignment
2. Failure in the course
3. Referral to the Honor Council
4. Dismissal from the School/University and forfeiture of the degree

If plagiarism is discovered after a course or program has been completed, the following responses may be recommended:

1. Failure of the course, retroactively
2. Failure of the program, retroactively
3. Withdrawal of degree, retroactively

RESOLVING ACADEMIC DISPUTES AND SOLVING PROBLEMS

A student who wishes to resolve an issue, dispute, and/or a problem related to his or her role as a student, may make an appointment to meet with the Associate Dean of the PhD Program at the School. Examples of these include, but are not limited to grade disputes, the progression policy, completion of incompletes, accusations of honor code violations, charges of unsafe practice or unprofessional behavior, dismissals, overrides for registration, retroactive course drops, completion of terms of an independent study contract, acknowledgement of transfer credits, issues with transcripts, course

prerequisites, course waivers or special circumstances regarding changing programs or withdrawing from classes. If attempts to resolve such issues, disputes, and problems are unsuccessful after intervention by the Associate Dean of the PhD Program, the student has the right to avail him or herself of the academic appeals process. Further, the Associate Dean of the PhD Program will advise the Dean of the School of his or her findings as appropriate and make recommendations to the Dean of any actions that should be taken.

GRADUATE STUDENT ACADEMIC APPEALS

Grade Appeals

The academic community is unanimous in its position that the grade an instructor assigns to a student is the instructor's responsibility and privilege. Any effort to alter this would be a violation of academic freedom.

It is the instructor's responsibility to establish criteria for assigning grades. Grounds for appeal of how a grade was assigned are: (1) The application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statute: race, color, sex, national origin, religions, age, sexual orientation, marital status, or handicap; (2) sexual harassment, or (3) failure to adhere to the grading criteria established for the course. The student should discuss the dispute with the instructor and make all efforts to resolve the grading issue prior to filing a formal appeal. Failing to resolve the disputed grade, the student should follow the steps listed in the Academic Appeals Process below.

Written Formal Appeal

If a dispute or problem is not resolved through interactions with the instructor (grades) or through discussions conducted by the Associate Dean of the PhD Program, the student may file a formal written appeal to the Graduate Admissions and Academic Standing Committee (GASAC). The GASAC Committee members reserve the right to decide whether or not it will hear the appeal presented by the student. Written appeals must be filed within 30 days of the occurrence of the academic action resulting in the appeal and prior to the completion of all degree requirements or withdrawal from the University. The Committee may, at its sole discretion, decide to hear appeals filed after the preceding time periods have elapsed.

When bringing a matter before the Committee the student must place in writing issues s/he wishes to have considered. The appeal must include:

- a. The conditions as seen by the student, offering a rationale for appeal, and any other supporting documentation that s/he wishes the Committee to examine.
- b. Whether or not the student wishes to make a personal appearance before the Committee and the reasons why.
- c. Documents of support (e.g., examinations, tests, papers, syllabi, evaluations, provide documentation of illness, or any other documents relevant to the appeal).

- d. All written decisions of individual faculty/administrators which are available to the student or in the student's possession.
- e. If the appeal is based on or related to a disability:

The student should provide a copy of the Letter to Professors received from Accessibility Resources (AR) and describe any other information pertinent to the question of disability.

The letter of appeal and supporting documentation which the student would like to be considered by the Committee will be reviewed by the committee within 1 month of receiving the written appeal.

The Committee will review the student's written appeal; confer with the appropriate faculty, administrators, and other appropriate individuals as necessary in making its recommendation to the Dean. In the process of making its recommendation, the Committee may request:

- a. The student to be interviewed, provides additional information or access to records, or appears before the Committee.
- b. The faculty and/or administrator to be interviewed, provide additional information or access to records, or appear before the Committee.

The Committee will communicate its findings and recommendations to the Associate Dean of the PhD Program and the Dean of the School. The final decision with respect to the appeal will be made by the Dean of the School of Nursing and Health Studies. Once a decision has been rendered and if the student still believes that her/his case has been handled unfairly, the student has the right to redress all issues to the University appeals process. This process begins with the student contacting the University Ombudsperson office at 305-284-4922 or ombudsperson@miami.edu.

University Ombudsperson

The student and/or faculty may contact the University Ombudsperson at any time for assistance with any problem associated with an academic appeal. The Ombudsperson for the University of Miami may be reached at 305-284-4922 or ombudsperson@miami.edu.

Decisions made outside of the GASAC

Decisions made by the Graduate School Honor Council or by Accessibility Resources will not be heard through the SONHS appeal process. The student should appeal through the appeal processes of the Graduate School Honor Council or Accessibility Resources. The Graduate School's grievance guidelines are located in the University of Miami Bulletin, <http://www6.miami.edu/umbulletin/pdf/GradSchool200910.pdf>

RN LICENSE

All PhD students may be required to be registered nurses in the State of Florida. If RN registration is needed, the program director will meet with the students and advise accordingly. **International students are not required to be a registered nurse in the State of Florida if they are not involved in clinical practice or supervising clinical students.**

CLINICAL ATTIRE

Approved nursing attire must be worn during all clinical experiences. The student represents not only himself/herself, but the School of Nursing and Health Studies and the University of Miami, as well as the nursing profession. The student is expected to present a clean, well-groomed appearance. For purposes of infection control, hair must be worn off the collar. Uniforms should be purchased with comfort and professional appearance in mind. Men should wear a tee shirt under scrub tops. Tattoos should be appropriately covered by clothing. A University of Miami name pin must be worn on the uniform and the lab coat at all times.

Accessories

A watch with a second hand is required. A stethoscope is required. A blood pressure cuff is strongly recommended. Jewelry should be chosen with cleanliness, safety, and professionalism in mind. A watch is the only arm jewelry allowed; rings should be limited to one per hand; earrings, if worn, are to be small; neck chains, if worn, must be covered by the uniform. Nose or tongue rings are unacceptable.

Muslim students who must wear a head covering and long sleeves are to do the following. Tuck the excess head covering into the neck of their scrub top for infection control purposes. A long-sleeve top with elastic wrist cuffs may be worn under the scrub top. The elastic cuffs are to prevent the sleeve material from coming in contact with patients or bed clothing.

BACKGROUND CHECKS

The Joint Commission of Accreditation of Healthcare Organization (JCAHO), which accredits healthcare facilities across the country, enforced background screening September 2004 and has set requirements mandating that students in a healthcare field must now complete the same background check as hospital employees.

A background investigation must be completed prior to your acceptance into a health program or course at the University of Miami. American DataBank has been asked to perform background checks for University of Miami nursing students. Students are responsible for paying for their individual background investigation that will be

conducted by American DataBank. Once you pay for your background check, American DataBank will administer the paperwork via mail to the student for drug screening and the FBI Fingerprinting. The fees associated with the background search are nonrefundable. American DataBank can be contacted at 1-800-200-0853 with any questions concerning your background screening.

To initiate your background clearance, go to the website www.umiamibackcheck.com and follow the steps as indicated process. The profile information you input will be sent directly to the school upon completion.

The following searches are required:

Criminal History Record Search
Nationwide Sex Offender Registry
FBI fingerprint Screening
Drug Screening (see below)

Drug Screening

A 10 panel drug screen through American Data Bank is required at the time of admission, prior to starting classes. A positive drug screen report from American Data Bank may result in the student's admission being withdrawn and notification of the positive result to the Board of Nursing, according to the reporting requirements for registered professional nurses (464.018, Disciplinary actions, Florida Nurse Practice Act).

If you are employed and have recently (year renewed) obtained the above background information, you may bring a copy of these items to the Office of Student Services for your file. Background checks are required yearly, regardless of full or part-time status in the program.

There will be an additional charge for students with maiden/alias names for the criminal history search, as the maiden/alias name will also be checked.

Student background checks are kept separate from the students' academic file. All student background checks are secured in a "Locked" file in the Office of Student Services. All PhD students working in clinical practice, teaching in the clinical labs (simulation or clinical practice labs) (including international students) or working as a research assistant in a clinical practice settings must undergo background checks and adhere to all immunization requirements.

If you have any questions, please contact the Office of Student Services at 305-284-4325.

Impaired Student Policy

For the safety of our students, patients, clients, and community, graduate nursing students are subject to random drug testing.

The following information is presented in response to compliance of regulations of the Drug-Free Schools and Communities Act amendment of 1989 (Public Law 101-226), Section 22: "Drug-Free Schools and Campuses." Regulation: Sec. 1213 "Drug and Alcohol Abuse Prevention"

Section 1213 Subpart B.a.1. requires annual distribution to each student and employee of: "standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities."

All students, faculty, administrators, and support staff are expected to recognize the potential for alcohol and drug abuse whenever illegal drugs or alcohol are sold, given, manufactured, and/or used and that such abuse is in conflict with the University 's purpose. To mitigate abuse, the University has established policies and regulations which adhere to applicable federal laws and Florida statues regarding such abuse. The regulations and policies governing the use of alcoholic beverages apply to all students, guests, and visitors on University property or as part of any University activity. The responsibility for knowing and abiding by the provisions of the University's beverage and drug policies rests with each individual.

Section 1213 Subpart B.a.2. requires: "a description of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol."

The Florida State Statutes on drug and alcohol abuse are based upon and are consistent with current Federal Statues, which are found in Titles 21 and 27 of the United States Code.

The University of Miami adheres to Florida Statues, Chapter 562, which detail the Florida Laws on alcoholic beverages and related penalties (misdemeanor, felony). These statues include selling, giving or serving alcoholic beverages to persons under 21 years of age (562.11) and for possession of alcoholic beverages by persons under 21 years of age (562.111). It is unlawful for any person to misrepresent or misstate his or her age. This includes the manufacture or use of false identification. Use of altered identification for the purpose of procuring alcoholic beverages is a felony. It is unlawful for any person to consume or possess open containers of alcoholic beverages while in municipal parks, playgrounds, sidewalks or streets. It is unlawful for a person to be found in the state of intoxication on a street or public place while within the city limits. It is unlawful for a person to drive while under the influence of alcohol or other drugs. *Penalties* include: (a) a mandatory suspension of license for 90 days for the first

conviction; (b) fines of up to \$500.00 for the first offense; (c) a minimum of 50 hours community service; (d) imprisonment of not more than six months.

The Florida Statutes, to which the University of Miami adheres with regard to drug abuse, are found in Florida Statutes, chapter 893. This chapter includes definitions of what constitutes illegal drugs, drug paraphernalia, prohibited activities, and related penalties. Conviction for the possession or distribution of illegal drugs or alcohol will result in various penalties according to the nature of the offense. This can include imprisonment, fines, confiscation of property, and other related penalties. A violation of State Law, which results in a conviction, will result in additional disciplinary action by the University.

According to Section 893.13 (1) Florida Statutes, it is unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public or private college, university, or other postsecondary educational institution.” Individuals who violate this law commit a felony of the first degree, and shall be sentenced to a minimum term of “imprisonment for three calendar years and shall not be eligible for parole or release under the Control Release Authority pursuant to s.947.146 or statutory gain-time under s.994.275 prior to serving such minimum sentence.”

Section 1213 Subpart B. a.3. requires “a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.”

The following health risks are related to alcohol and drug abuse:

Alcohol

Alcohol is a “psychoactive” or mind-altering drug. It can alter moods, cause changes in the body, and become habit forming. Alcohol is called a “downer” because it depresses the central nervous system. Drinking too much causes slowed reactions, slurred speech, and sometimes unconsciousness. Alcohol works first on the part of the brain that controls inhibitions. A person does not have to be an alcoholic to have problems with alcohol. Every year, many individuals lose their lives in alcohol-related automobile accidents, drowning, and suicides. Serious health problems can and do occur before drinkers reach the stage of addiction or chronic use.

Some of the serious diseases associated with chronic alcohol use include alcoholism and cancer of the liver, stomach, colon, larynx, esophagus, and breast. Alcohol abuse also can lead to such serious physical problems as: damage to the brain, pancreas, and kidneys; high blood pressure, heart attacks, and strokes; alcoholic hepatitis and cirrhosis of the liver; stomach and duodenal ulcers, colitis, and irritable colon; impotence and infertility; birth defects and Fetal Alcohol Syndrome, which causes retardation, low birth weight, small head size, and limb abnormalities; premature aging; and a host of other disorders such as diminished immunity to disease, sleep disturbances, muscle cramps, and edema.

Marijuana

The potency of the marijuana now available has increased more than 275% since 1980. For those who currently smoke marijuana, the dangers are much more serious than they were in the 1960's. There are more known cancer-causing agents in marijuana smoke than in cigarette smoke. In fact, because marijuana smokers try to hold the smoke in their lungs as long as possible, one marijuana cigarette can be as damaging to the lungs as four tobacco cigarettes.

Even small doses of marijuana can impair memory function, distort perception, hamper judgment, and diminish motor skills. Chronic marijuana use can cause brain damage and changes in the brain similar to those that occur during aging. Health effects also include accelerated heartbeat and, in some persons, increased blood pressure. These changes pose health risks for anyone, but particularly for people with abnormal heart and circulatory conditions, such as high blood pressure and hardening of the arteries.

Marijuana can also have a serious effect on reproduction. Some studies have shown that women who smoke marijuana during pregnancy may give birth to babies with defects similar to those seen in infants born with Fetal Alcohol Syndrome – for example, low body weight and small head size.

Cocaine

Cocaine is one of the most powerfully addictive of the drugs of abuse, and it is a drug that can lead to death. No individual can predict whether or not he or she will become addicted or whether the next dose of cocaine will prove to be fatal. Cocaine can be snorted through the nose, smoked, or injected. Injecting cocaine, or injecting any drug, carries the added risk of contracting HIV, the virus that causes AIDS if the user shares a hypodermic needle with a person already infected with HIV. Cocaine is a very strong stimulant to the central nervous system, including the brain.

This drug produces an accelerated heart rate while at the same time constricting the blood vessels which are trying to handle the additional flow of blood. Pupils dilate and temperature and blood pressure rises. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest, or stroke. Nasal problems, including congestion and a runny nose occur with the use of cocaine, and with prolonged use the mucous membrane of the nose may disintegrate. Heavy use of cocaine can sufficiently damage the nasal septum to cause it to collapse. Users often report being depressed when they are not using the drug and often resume use to alleviate further depression. In addition, cocaine users frequently find that they need more and more cocaine more often to generate the same level of stimulation. Therefore, any use can lead to addiction. "Freebase" is a form of cocaine that is smoked. Freebase is produced by a chemical process whereby "street cocaine" (cocaine hydrochloride) is converted to a pure base by removing the hydrochloride salt and some of the "cutting" agents. The end product is not water soluble, so the only way to get it into the system is to smoke it. The cocaine reaches the brain within seconds, resulting in a sudden and intense high.

However, the euphoria quickly disappears, leaving the user with an enormous craving to freebase again and again. The user usually increases the dose and the frequency to satisfy this craving, which results in addiction and physical debilitation.

“Crack” is the street name given to one form of freebase cocaine that comes in the form of small lumps or shavings. The term, “crack” refers to the crackling sound made when the mixture is smoked (heated).

Heroin

Heroin is an illegal opiate drug. The addictive properties of Heroin are manifested by the need for persistent, repeated use of the drug (craving) and by the fact that attempts to stop using the drug leads to significant and painful physical withdrawal symptoms. Use of heroin causes physical and psychological problems such as shallow breathing, nausea, panic, insomnia, and a need for increasingly higher doses of the drug to get the same effect. Heroin exerts its primary addictive effect by activating many regions of the brain; the brain regions affected are responsible for producing both the pleasurable sensation of “reward” and physical dependence. Together, these actions account for the user’s loss of control and the drug’s habit-forming action.

Heroin is a drug that is primarily taken by injection (a shot) with a needle in the vein. This form of use is called intravenous injection (commonly known as IV injection). This means of drug entry can have grave consequences. Uncertain dosage levels (due to differences in purity), the use of unsterile equipment, contamination of heroin with cutting agents, or the use of heroin in combination with such other drugs as alcohol or cocaine can cause serious health problems such as serum hepatitis, skin abscesses, inflammation of veins, and cardiac disease (subacute bacterial endocarditis). Of great importance, however, the user never knows whether the next dose will be unusually potent, leading to overdose, coma, and possible death. Heroin is responsible for many deaths. Needle sharing by IV drug users is one of the causes of new AIDS cases.

The signs and symptoms of heroin use include euphoria, drowsiness, respiratory depression (which can progress until breathing stops), constricted pupils, and nausea. Withdrawal symptoms include watery eyes, runny nose, yawning, loss of appetite, tremors, panic, chills, sweating, nausea, muscle cramps, and insomnia. Elevations in blood pressure, pulse, respiratory rate, and temperature occur as withdrawal progresses. Symptoms of a heroin overdose include shallow breathing, pinpoint pupils, clammy skin, convulsions, and coma.

PCP

PCP is a hallucinogenic drug; that is, a drug that alters sensation, mood, and consciousness and that may distort hearing, touch, smell, or taste as well as visual sensation, it is legitimately used as an anesthetic for animals. When used by humans, PCP induces a profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. These PCP-induced effects may lead to serious injuries or death to the user while under the influence of the drug.

PCP produces feelings of mental depression in some individuals. When PCP is used regularly, memory, perception functions, concentration, and judgment are often disturbed. Used chronically, PCP may lead to permanent changes in cognitive ability (thinking), memory, and fine motor function.

By modifying the chemical structure of certain drugs, underground chemists are now able to create what are called “designer drugs” – a label that incorrectly glamorizes them. They are, in fact, analogues of illegal substances. Frequently, these drugs can be much more potent than the original substances; therefore, they can produce much more toxic effects. “Ecstasy” for example, is a drug in the amphetamine family that, according to some users, produces an initial state of disorientation followed by a rush and then a mellow, sociable feeling. We now know however, that it also kills certain kinds of brain cells.

Section 1213 Subpart a.4 requires “a description of any drug or alcohol counseling, treatment, or rehabilitation, or re-entry programs that are available to employees or students.”

A list of some drug and alcohol prevention, counseling, treatment and rehabilitation, and re-entry programs are available at the Center for Alcohol and Other Drug Education located in Building 21-E. Additional programs may be listed in the local and other area telephone *directories*.

Section 1213 Subpart B.a.5 requires “ a clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by Section 1213 Subpart B.a.1.”

The University will impose sanctions for violation of the standards of conduct consistent with local, state, and federal laws, student and employee handbooks, and University policies. Violations will result in disciplinary action, up to and including termination of employment, expulsion, and referral for prosecution. Sanctions imposed will depend upon the severity and frequency of the violation. In addition to, or in lieu of discipline, violators may be required to complete an appropriate rehabilitation program.

Students enrolled in the School must observe the aforementioned policies. A student may be required to undergo drug or alcohol screening if he/she is suspected to be impaired from drugs or alcohol, at the discretion of a faculty, clinical preceptor, clinical instructor, or school administrators. **If a student refuses to comply with the request from a faculty, clinical preceptor, clinical instructor, or school administrator to undergo drug or alcohol screening, the student may be dismissed from the University of Miami School of Nursing and Health Studies.**

Policy for Safe Practice in Clinical Settings

As registered nurses, students are expected to practice safely and ethically adhering to the American Nurses Association Code for Nurses, Standards of Practice, and the State of Florida Nurse Practice Act which is located online at http://www.doh.state.fl.us/mqa/nursing/info_PracticeAct.pdf.

Precautions to Prevent Transmission of HIV CDC Universal Precautions

Since medical history and examination cannot reliably identify all patients infected with HIV or other blood-borne pathogens, blood and body fluid precautions should be consistently used for all patients. This approach, previously recommended by the Center for Disease Control (CDC), and referred to as "universal blood and body-fluid precautions" or "universal precautions" should be used in the care of all patients, especially including those in emergency-care settings in which the risk of blood exposure is increased and the infection status of patient is usually unknown. Detailed information on the CDC's Universal Precautions is found at http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html

Exposure Control Policy

The University of Miami's School of Nursing and Health Studies is committed to providing a safe and healthy environment for our students. All students at the School of Nursing and Health Studies having exposure to blood or other potentially infectious materials in a clinical capacity are covered under this policy. Students who are determined to have exposure to blood or other potentially infectious materials (OPIM) must comply with the procedures and work practices outlined in this Exposure Control Policy (ECP).

Exposure Control Plan

Students covered by this policy will receive an explanation of this ECP during their initial training session. It will also be reviewed in their annual refresher training. All students can review this plan at any time during their work shifts by contacting: If a student is a PhD student, contact the Associate Dean of the PhD Program at 305-284-8347.

Universal Precautions

All students will utilize universal precautions as indicated above.

Engineering Controls and Work Practices

Engineering controls and work practice controls will be used to prevent or minimize exposure to bloodborne pathogens. The specific engineering controls and work practice controls used such as use of "Sharps with Engineered Sharps Injury Protections (SESIPs)." These are defined as "a nonneedle sharp or a needle device used for withdrawing body fluids, accessing a vein or artery, or administering medications or other fluids, with a built-in safety feature or mechanism that effectively reduces the risk

of an exposure incident." This term encompasses a broad array of devices that make injury involving a contaminated sharp less likely.

They include, but are not limited to:

- Syringes with guards or sliding sheaths that shield the attached needle after use.
- Needles that retract into a syringe after use; shielded or retracting catheters used to access the bloodstream for intravenous administration of medication or fluids.
- Intravenous medication delivery systems that administer medication or fluids through a catheter port or connector site using a needle that is housed in a protective covering, blunt suture needles.
- Plastic (instead of glass) capillary tubes.
- *Sharps disposal containers* are inspected and maintained or replaced by the Health Care Agency to prevent overfilling. Students should not attempt to dispose of sharps in an overfilled container.
- Students will be instructed in the proper use of safety devices prior to their use.

Personal Protective Equipment (PPE)

PPE is provided to our students at no cost to them. Training in the use of the appropriate PPE for specific tasks or procedures is provided by the clinical faculty member or preceptor. The types of PPE available to students are as follows:

- Gowns
- Gloves
- Masks
- Aprons
- Face shields
- Goggles
- Shoe covers
- Head covers, etc.

PPE location will be explained by clinical faculty member or preceptor at the Health Care Agency to which the student is assigned.

INFECTION CONTROL PRACTICES

All students using PPE must observe the following precautions:

1. Wash hands immediately or as soon as feasible after removing gloves or other PPE.
2. Remove PPE after it becomes contaminated and before leaving the work area.
3. Dispose of used PPE in the appropriate receptacle.
4. Wear appropriate gloves when it is reasonably anticipated that there may be hand contact with blood or OPIM, and when handling or touching contaminated

items or surfaces; replace gloves if torn, punctured or contaminated, or if their ability to function as a barrier is compromised.

5. Utility gloves may be decontaminated for reuse if their integrity is not compromised; discard utility gloves if they show signs of cracking, peeling, tearing, puncturing, or deterioration.
6. Never wash or decontaminate disposable gloves for reuse.
7. Wear appropriate face and eye protection when splashes, sprays, spatters, or droplets of blood or OPIM pose a hazard to the eye, nose, or mouth.
8. Remove immediately or as soon as feasible any garment contaminated by blood or OPIM, in such a way as to avoid contact with the outer surface.

Housekeeping

Regulated waste is placed in containers which are closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded (see the following section "Labels"), and closed prior to removal to prevent spillage or protrusion of contents during handling.

Contaminated sharps are discarded immediately or as soon as possible in containers that are closable, puncture-resistant, leak proof on sides and bottoms, and appropriately labeled or color-coded (RED or ORANGE-RED).

Sharps disposal containers are easily accessible and as close as feasible to the immediate area where sharps are used.

Bins and pails (e.g., wash or emesis basins) are cleaned and decontaminated as soon as feasible after visible contamination.

Broken glassware that may be contaminated is only picked up using mechanical means, such as a brush and dustpan.

Laundry

The following laundering requirements must be met:

Handle contaminated laundry as little as possible, with minimal agitation.

Place wet contaminated laundry in leak-proof, labeled or color-coded containers before transport. Use either red bags or bags marked with the biohazard symbol for this purpose.

Wear the following PPE when handling and/or sorting contaminated laundry:

- Gloves
- Gown

Labels

Follow the labeling methods used at the Health Care Agency:

Students are to notify the clinical faculty member or preceptor if they discover regulated waste containers, refrigerators containing blood or OPIM, contaminated equipment, etc., without proper labels.

HEPATITIS B VACCINATION

All students having exposure to blood or other potentially infectious materials will be required to provide written proof of the Hepatitis B vaccination series OR complete the Hepatitis B Declination Form (Appendix A) prior to initial assignment for Vaccination is encouraged unless:

- Documentation exists that the student has previously received the series
- Antibody testing reveals that the student is immune
- Medical evaluation shows that vaccination is contraindicated.

However, if a student declines the vaccination, the student must sign a declination form (Appendix A). Documentation of refusal of the vaccination is kept at the School of Nursing and Health Studies.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

Should an exposure incident occur, the student should immediately notify the clinical faculty member or preceptor who is responsible for the learning experience in which the student is engaged.

An immediately available confidential medical evaluation and follow-up will be conducted by the Health Care Agency to which the student is assigned. If this is not possible, the student will be seen at Physician's Health Center or University of Miami's Employee Health Office. In the event of a life threatening emergency, call 911. Student should be taken to the nearest Emergency Room. Once initial evaluation and treatment is administered, the student contacts UM Employee Health for the necessary post-exposure follow-up.

UM Employee Health Office Contact Information

Pager: 305-750-0525 (pager for Sandra Chen Walta)

Office: 305-243-3272

Address: 1400 NW 10th Ave,

Dominion Tower, Suite 405

Miami, FL 33136

Additional Resources

There is a 24-hour nationwide Post Exposure Prophylaxis hotline at 1-888-HIV-4911 (1-888-448-4911) if there are any questions or concerns about the exposure incident, evaluation or treatment.

As part of the medical evaluation, the following activities may be performed:

1. Document the routes of exposure and how the exposure occurred.
2. Identify and document the source individual (unless it can be established that identification is infeasible or prohibited by state or local law).
3. Obtain consent and make arrangements to have the source individual tested as soon as possible to determine HIV, HCV, and HBV infectivity; document that the source individual's test results were conveyed to the student's health care provider.
4. If the source individual is already known to be HIV, HCV and/or HBV positive, new testing need not be performed.
5. Assure that the exposed student is provided with the source individual's test results and with information about applicable disclosure laws and regulations concerning the identity and infectious status of the source individual (e.g., laws protecting confidentiality).
6. After obtaining consent, collect exposed student's blood as soon as feasible after exposure incident, and test blood for HIV, HBV, and HCV serological status
7. If the student does not give consent for HIV serological testing during collection of blood for baseline testing, preserve the baseline blood sample for at least 90 days; if the exposed student elects to have the baseline sample tested during this waiting period, perform testing as soon as feasible.

COSTS OF POST EXPOSURE EVALUATION

All costs related to the evaluation, testing and standard treatment after an exposure incident shall be covered by the University of Miami through an insurance policy maintained by the School of Nursing and Health Studies subject to limits and exclusions set forth in such policy. Costs incurred from services rendered by the UM Employee Health Office and/or other healthcare facilities that is not covered under such policy will be the responsibility of the University of Miami's School of Nursing and Health Studies.

GRADUATION

Applying for Graduation

It is the individual responsibility of each student who is entering the semester of graduation to apply in myUM for graduation according to the deadlines on the University's academic calendar. Please note that students graduating in a summer semester, apply for graduation at the same time as students graduating in the spring semester. Students graduating in a summer semester may participate in the spring commencement ceremony.

Graduation Clearance

After the student's final semester of enrollment, provided he or she has applied for graduation, the Graduate School will review the student's file and coursework and confer the degree. This process may take several weeks so students must periodically check myUM to verify when the degree has been posted.

STUDENT ORGANIZATIONS

Graduate Student Association

The Graduate Student Association (GSA) is the student government organization representing students in the Graduate School, including graduate students in the School of Architecture, College of Arts and Sciences, School of Business Administration, School of Communication, School of Continuing Studies, School of Education, College of Engineering, School of International Studies, School of Medicine, School of Music, School of Nursing and Health Studies, and the Rosenstiel School of Marine and Atmospheric Sciences. Established in 1969, the GSA is one of the oldest graduate student governments in the United States. The primary function of the GSA is to provide the means for responsible and effective graduate student participation in the planning and conduct of University affairs. The GSA serves as liaison between graduate students, individually and collectively, the faculty and the administration. In addition, the GSA exists as a social and intellectual forum to support and improve the quality of the graduate student environment at the University of Miami. Visit their Home page at www.miami.edu/gsa.

Sigma Theta Tau International Honor Society of Nursing (Beta Tau Chapter)

The purposes of Sigma Theta Tau International Honor Society of Nursing (STTI) are to:

1. Recognize superior academic achievement.
2. Recognize the development of leadership qualities.
3. Foster high professional standards.
4. Strengthen commitment to the ideals and purposes of the professions.

Masters students with a GPA of 3.5 and who have completed a minimum of one-fourth of their required program are eligible for invitation for membership in STTI. Recognized nursing leaders in the community who hold Baccalaureate degrees are also invited to join. Invited applicants are required to submit an intent form and two endorsements. Both endorsements must be members of Sigma Theta Tau and one is to be from a faculty member. Invitations for membership into STTI are mailed to eligible students in February of each year with annual induction in May of each year.

APPENDIX

PHD COURSE DESCRIPTIONS

NUR652 Introduction to Clinical Inquiry I

3 credits

Summer I Semester

Combines clinical knowledge and hands-on clinical experience in an area of the student's potential research interest. Students will practice under the supervision of an advanced practice nurse in the specialty area. Students are expected to begin the process of identifying clinical research problems. (1:2) Prerequisite: Admission to BSN to PhD program or permission of SONHS faculty.

NUR653 Introduction to Clinical Inquiry II

6 credits

Summer I through Summer II Semester

Combines clinical knowledge and hands-on clinical experience in an area of the student's potential research interest. Students will practice under the supervision of an advanced practice nurse in a specialty area. There will be a focus on health care delivery systems. Students are expected to translate clinical problems into researchable questions. (1:5) Prerequisite: NUR 652.

NUR662 Nursing Epistemology

4 credits

Fall Semester

Focus on historical and philosophical perspectives in the development of knowledge and patterns of knowing with in-depth examination of the evolution of nursing science. Analysis of concepts relevant to nursing phenomena. Approaches to scientific development in nursing with emphasis on theory building and theory generation.

NUR665 Quantitative Research Methods

3 credits

Fall Semester

In-depth exploration of research methods and design for quantitative research in nursing. Emphasis on development of a research problem; quantitative research design from descriptive to randomized clinical trials; epidemiologic designs; threats to validity; sampling and power analysis; measurement including psychometric theory, data collection and management; and interpretation of data. Other topics include ethics, human subjects' protection, and translation of finding into practice. Prerequisite: Admission to the PhD Program.

NUR667 Research Practicum

1- 3 credits

Fall Semester

Student participates in an ongoing research project under the guidance of a faculty member. Conducts the practical aspects of research including: IRB application/continuing reports, data collection and management. Prerequisite: NUR 662, NUR 665 and EPS 671.

NUR670 Qualitative Methods in Qualitative Research

3 credits

Spring Semester

Exploration of inductive approaches to research and the use of qualitative methods including phenomenology, ethnography, and grounded theory. The techniques include focus groups, unstructured and structured interviews, and ethnoscience. Discussion of techniques, analysis, and the ethical and political implications of special problems in qualitative research is also included. Prerequisite or corequisite: NUR 662.

NUR671 Scientific and Theoretical Writing

2 credits

Fall Semester

Introduction to the process of scientific writing including concept analysis and publication. Critique and respond to own and peers' writing. Challenges of making revisions. Synthesize relevant literature. Other topics include: impact factor, publication process, and techniques of writing.

NUR678 Applied Statistics: Multiple Regression

3 credits

Spring Semester

Overview of multiple regression analysis for continuous, categorical, and moderator/mediator variables, including using real data and standard statistical software packages.

NUR680 Measurement of Nursing Phenomena

3 credits

Fall Semester

Development of instruments to measure a phenomenon of concern within the domain of nursing. Prerequisite: NUR 670.

NUR690 Independent Study

1- 6 credits

Fall and Spring Semester

An in-depth study of a specified area in advanced nursing of special interest to the student, under faculty guidance. Prerequisite: Permission of the professor required before enrollment.

NUR697 Selected Topics

2- 3 credits

Offered By Announcement Only

Subject matter offerings based upon student demand and availability of faculty. Subtitles describing topics will be shown in class schedule in parentheses after selected topic notation. Prerequisite: Permission of instructor.

NUR699 Special Topics in Nursing Research

1- 3 credits

Fall and Spring Semester

Directed or independent research in collaboration with a faculty member providing opportunity for participation in ongoing nursing research. Specific requirements and credit allocation determined by contractual arrangement between student and faculty member.

NUR730 Doctoral Dissertation

1-12 credits

Fall and Spring Semester

Required of all candidates for the Ph.D. The student will enroll for credit as determined by his/her advisor but not for less than a total of 12 credits. Not more than 12 hours of NUR 730 may be taken in a regular semester, nor more than six in a summer session. A student who has passed (a) qualifying examinations, and (b) is engaged in an assistantship, may still take the maximum allowable credit stated above.

NUR750 Research in Residence

0 credits

Fall and Spring Semester

Used to establish research in residence for the Ph.D., after the student has been enrolled for the permissible cumulative total in appropriate doctoral research. Credit not granted. May be regarded as full-time residence as determined by the Dean of the Graduate School.

SCHOOL OF NURSING & HEALTH STUDIES Ph.D. Program

CHANGE OF SUPERVISORY COMMITTEE OR DISSERTATION COMMITTEE

_____ requests the following changes
(Student's name)

in the Chair (Sponsor); Member;

_____Supervisory Committee

_____Dissertation Committee

Date of Change Requested _____

Initial Form Filed on _____

Initial Faculty Name _____

Replacement _____

Approval of the Senior
Associate Dean for
the PhD Program _____

Dates: _____

Submission to the Graduate School (Dissertation Committee Only): _____

Approval of Graduate School: _____

NOTE: Graduate School forms for Change of Committee Membership are to be filed for
Dissertation and Supervisory Committees.

pc: Student File

**UNIVERSITY OF MIAMI GRADUATE SCHOOL
APPLICATION FOR ADMISSION TO CANDIDACY FOR THE Ph.D.**

(Please Print or Type)

S.S. # _____

Address _____

City State Zip

_____ HAS SUCCESSFULLY PASSED

(NAME)

THE QUALIFYING EXAMINATION ON _____, HAS

(Date) Month Day Year

FULFILLED ALL DEPARTMENTAL FOREIGN LANGUAGE AND OTHER REQUIREMENTS, AND IS
NOW ELIGIBLE FOR ADMISSION TO CANDIDACY FOR THE Ph.D. WITH A MAJOR IN

DISSERTATION TOPIC: _____

DISSERTATION COMMITTEE: _____

(CHAIRPERSON) Please Print or Type

(OUTSIDE MEMBER) Please supply address

(Documentation of Credentials Required for Persons outside of the
University of Miami)

APPROVED: _____

(DEPARTMENT CHAIRPERSON OR GRADUATE ADVISOR)

(DATE)

**UNIVERSITY OF MIAMI GRADUATE SCHOOL
CERTIFICATE OF DEFENSE APPROVAL
FOR DOCTORAL DISSERTATION**

NOTE:

- ❖ 2 SIGNED ORIGINALS ARE REQUIRED; 3 FOR RSMAS STUDENTS.
- ❖ ATTACH A COPY OF THE ABSTRACT FROM YOUR MANUSCRIPT TO EACH FORM.
- ❖ FORMS CAN BE PRINTED ON REGULAR COPY PAPER.
- ❖ IF YOUR COMMITTEE APPROVES, STUDENT CAN OBTAIN COMMITTEE MEMBERS' SIGNATURES FOR THE SIGNATURE PAGE OF THE DISSERTATION AT THE DEFENSE.

TO BE FILLED IN BY STUDENT: (Please Type/Print)

Author's Name: _____

Author's UM ID#: _____

Title of Dissertation (The title needs to be legible. This information is used for your official transcript.): _____

TO BE FILLED IN BY COMMITTEE MEMBERS: (Please Type/Print)

This is to certify (1) that this project has been approved by the Committee and (2) that the student has satisfactorily passed the oral examination in defense of the project on _____ **(Date)**

***** Please make sure each committee member's name is typed/printed next to or below each signature.*****

Signed: _____ (Committee Chair)

_____ (Committee Member)

_____ (Committee Member)

_____ (Committee Member)

_____ (Committee Member)

TO BE FILLED IN BY DISSERTATION EDITOR:

This project has been examined and found to be complete and suitable for binding.

Signed: _____ (Dissertation Editor) **Date** _____

UNIVERSITY OF MIAMI CHECKLIST FOR SUBMISSION OF PH.D. DISSERTATION

Congratulations on completing your dissertation! Please take a moment to complete the following list to ensure that you are in compliance with Graduate School requirements. Include a telephone number (or email address) where you can be reached in the event that corrections must be made to your manuscript. **Your package cannot be accepted if it is incomplete.**

NAME OF STUDENT _____ ID _____

DATE SUBMITTED _____ PHONE _____ EMAIL _____

DEPARTMENT _____ ADVISOR'S NAME _____

DEGREE (check one) _____ **Ph.D** _____ **D.M.A.** _____ **D.A.**

MAILING ADDRESS FOR YOUR BOUND DISSERTATION (This address should be one that is valid 2-3 months after graduation. Please write this address on the mailing label for your bound dissertation, too.)

ITEMS TO INCLUDE: (For details, review the document, "The Electronic Thesis and Dissertation (ETD) Process," available at <<http://etd.library.miami.edu/grad/formatting.html>>.)

1. Three copies of your **editor-approved** document, at least one on 25% cotton bond, in three UNSEALED manila envelopes labeled on the bottom spine so they can be read while stacked, including:
 - ___ a) First and last name
 - ___ b) email address
 - ___ c) C-Number
 - ___ d) Copy # (0 for Original, 1 and 2 for copies)
 - ___ e) Graduation Month and Year (i.e. December 2008 or May 2009)
2. A SEPARATE packet, containing the following items:
 - ___ a) This checklist, signed by you.
 - ___ b) Two original signed Certificates of Defense **with Abstracts attached** (3 for RSMAS students).
 - ___ c) **All** original Signature Pages (up to 3) signed except by Dean of the Graduate School.
 - ___ d) ProQuest/UMI Agreement: **Sign the bottom of p. 4 and fill out p. 5.** Attach a copy of title page and abstract.
 - ___ e) *Optional:* ProQuest/UMI Copyright Registration Form on p. 6 of PQIL booklet and \$65 **money order** payable to ProQuest/UMI.
 - ___ f) Dissertation fee: Check for \$135 (as of 9/1/08) payable to University of Miami w/**C-Number on check**.
 - ___ g) Completed Survey of Earned Doctorates.
 - ___ h) Completed UM Exit Survey (both sides).
 - ___ i) Mailing label with address where your bound dissertation should be sent 2-3 months from now.
3. Electronic copies of your final files on a burned CD in a clearly labeled CD case with your name, C-Number, degree, email, and semester of graduation. The CD should have burned on it
 - ___ a) All of the processor documents that comprise your final manuscript (Word, LaTeX, Tex) **and**
 - ___ b) the PDF version of your final, uploaded document.
4. Have you ordered your cap & gown for graduation? May & December graduation only.
5. Are you doing an Internship? If yes, you may turn your paper **one** semester before graduation. Make sure you have the correct date on the abstract, etc.
6. Applied for graduation for year _____ FALL _____ SPRING _____ SUMMER I _____ SUMMER II _____

Student Signature: _____

NUR 690 INDEPENDENT STUDY STUDENT AGREEMENT FORM

Student Name _____ **#Student ID** _____

Semester / Year _____ **#Credit Hours** _____

Goal for Student _____

Learning Methodology _____

Evaluation Criteria _____

Objective #1			
Due Date:		Completed? (yes/no)	
Comments:			

Objective #2			
Due Date:		Completed? (yes/no)	
Comments:			

Objective #3			
Due Date:		Completed? (yes/no)	
Comments:			

Signature: _____
 Faculty Member Date Approved

Signature: _____
 Student Date Approved

Signature: _____
 Chair of Supervisory Committee Date Approved

UNIVERSITY SUPPORT SERVICES

Academic Resource Center	305-284-2800
Accessibility Resources.....	305-284-2374
Continuing Studies.....	305-284-4000
Counseling Center.....	305-284-5511
Financial Assistance Services	305-284-5212
International Student and Scholar Services	305-284-2928
Math Laboratory.....	webmaster@math.miami.edu
<i>Miami Hurricane</i>	305-284-4401
Multicultural Student Affairs.....	305-284-2855
Public Safety.....	305-284-6666
Residence Halls Office	305-284-4505
Rumor Control.....	305-284-5151
Student Accounts (Margaret John).....	305-284-6430
Student Activities	305-284-6399
Student Health Services.....	305-284-5927
Student Life and University Center	305-284-2805
Testing Center	305-284-2450
Toppel Center for Career Planning and Placement	305-284-5451
Undergraduate Student Government.....	305-284-3082
Wellness and Recreation.....	305-284-8500
Hurricane Emergency Hot-Line	
Coral Gables Campus.....	305-284-5151
Medical Campus Rumor Control Hotline.....	305-243-6079
Rosenstiel Campus Emergency	305-361-4888
Outside of Area	800-227-0354
Hurricane (Weather) Announcements:.....	WVUM - FM - 90.5
.....	WIAZ - AM - 610
.....	WTAL - FM - 94.6
Storm Updates.....	www.miami.edu/prepare
University of Miami Radio Station:	WVUM - FM - 90.5
University Website:	www.miami.edu
Writing Center.....	305-284-3090
University Chaplains:	
St. Augustine Catholic Church/Student Center.....	305-661-1648
Baptist Campus Ministry	305-667-1066
Christian Science Organization	305-669-0263
Episcopal/Anglican Church	305-284-2333
Hillel Jewish Student Center	305-665-6948
Wesley Foundation (United Methodist).....	305-284-1920

UNIVERSITY OF MIAMI
SCHOOL OF NURSING AND HEALTH STUDIES
STUDENT HANDBOOK ACKNOWLEDGMENT FORM

I have been informed about the *student handbook* and am aware that I can access it via the official School of Nursing and Health Studies website. Go to www.miami.edu/nur, first click on Student Services, then on *Handbooks* under the heading “Current Students.”

I am aware that all the policies and procedures are available in the *student handbook*.

Further, I am aware that it is my responsibility to read the *student handbook* and be aware of all the School of Nursing and Health Studies policies and procedures.

Student Name: _____
Print Name

Date: _____

Signature: _____