



Supervising Committee for the Doctoral Program  
in Social Work and Social Science

**August 2007**

**GUIDELINES TO REQUIREMENTS FOR DOCTORAL STUDY  
IN SOCIAL WORK AND SOCIAL SCIENCE**

FOR THE PH.D. DEGREE IN:

**SOCIAL WORK AND ANTHROPOLOGY**

1080 S. University Avenue, Room 1696  
Ann Arbor, Michigan 48109-1106  
Office: (734) 763-5768  
Fax: (734) 615-3192  
[ssw.phd.info@umich.edu](mailto:ssw.phd.info@umich.edu)

# TABLE OF CONTENTS

<b>I. Introduction</b>	<b>1</b>
<b>II. Choice of Social Science Department</b>	<b>1</b>
<b>III. Requirements for the Ph.D. Degree in the Doctoral Program</b>	<b>1</b>
A. General Requirements	1
1. Social Work.....	2
2. Social Science.....	2
3. Graduate School.....	2
4. Time in the Program.....	2
B. Master’s in Social Work (M.S.W.) Requirements.....	3
C. Doctoral Social Work Program.....	3
1. Curriculum Structure and Course Requirements.....	3
2. The Social Work Specialization.....	6
3. The Research Internship.....	6
4. The Social Work Preliminary Examination.....	7
5. Practicum on Teaching Social Work Methods .....	8
6. Doctoral Social Work Practice Internship.....	8
D. Social Science Requirements—Anthropology .....	8
1. Anthropology Course Requirements .....	8
2. Statistics Requirement.....	9
3. Area of Specialization.....	9
4. Preliminary Examination in Anthropology .....	9
5. Language.....	10
6. Dissertation.....	10
7. Scheduling Suggestions.....	10
8. Time to Degree.....	11
E. Social Science Requirements—Economics .....	11
1. Economic Theory .....	11
2. Economic Mathematics and Statistics.....	11
3. Area of Specialization .....	11
F. Social Science Requirements—Psychology .....	11
1. Area of Specialization.....	11
2. Courses Outside the Area (Breadth Requirement) .....	12
3. Statistics.....	12
4. Psychology 619.....	12
5. Student Evaluation.....	12
6. Preliminary Examination.....	12
G. Social Science Requirements—Political Science .....	13
1. First Evaluation.....	13
2. Follow-up Evaluation.....	13
3. Preliminary Exams, Fields, and Cognate Requirements.....	13
4. Time to Degree.....	14
H. Social Science Requirements—Political ScienceSociology .....	14
1. First EvaluationTheories and Practices of Sociology.....	14
2. Follow-up EvaluationLogics of Sociological Research Inquiry.....	14
3. Preliminary Exams, Fields, and Cognate RequirementsStatistics.....	14
4. DissertationResearch Practicum .....	14

5. Elective Courses.....	14
6. Preliminary Examinations.....	14
7. Time to Degree.....	15
I. Professional Work Experience .....	15
J. Candidacy.....	15
1. Requirements.....	15
2. Deadlines.....	15
3. Registration.....	16
K. Dissertation.....	16
1. Goals.....	16
2. Committee.....	16
3. Registration for Oral Defense.....	17
4. Preparation and Distribution of Copies.....	17
<b>IV. Guidelines for Normal Progress through the Doctoral Program in Social Work and Social Science</b> .....	<b>18</b>
1. Time Limits to Degree Policy .....	18
<b>V. Academic Good Standing</b> .....	<b>18</b>
<b>VI. Good Standing (for Receiving Financial Aid Through the Joint Program)</b> .....	<b>19</b>
<b>VII. General Enrollment Policies and Procedures</b> .....	<b>19</b>
A. Academic Advising.....	19
B. Course Options and Alternatives.....	19
C. Registration and Enrollment.....	19
D. Grades.....	20
E. Residence.....	20
<b>VIII. Leaves of Absence/Re-Admission</b> .....	<b>20</b>
<b>IX. Research with Human Subjects</b> .....	<b>21</b>
<b>X. Ethical Standards and Grievance</b> .....	<b>21</b>
<b>XI. Discrimination and Discriminatory Harassment</b> .....	<b>22</b>
<b>XII. Program Goals and Outcomes</b> .....	<b>23</b>
<b>XIII. Funding Opportunities</b> .....	<b>23</b>
<b>XIV. Funding Through the Joint Doctoral Program</b> .....	<b>24</b>
<b>XV. Job Search Activities by Graduating Students</b> .....	<b>25</b>
<b>Appendixes</b> .....	<b>27</b>
1. Expected Time of Completion of Doctoral Program Requirements.....	27
2. Approved Substitutions for MSW Foundations Courses.....	28
3. Pre-MSW/Doctoral Students: Field Placement Options.....	29
4. Assumptions, Principles of the Doctoral Program Curriculum .....	30
5. Doctoral Seminar Course List and Descriptions.....	32
6. School of Social Work Listing of Instructor Numbers .....	40
7. Guidelines for Specialization in the Social Work Component of the Doctoral Curriculum .....	41

8. Guidelines for the Research Internship .....	47
A. <i>Social Work Research Internship Proposal Approval Form</i> .....	53
9. Guidelines for the Social Work Preliminary Examination .....	54
A. <i>Social Work Preliminary Examination Proposal Approval Form</i> .....	61
B. <i>Social Work Preliminary Examination Checklist</i> .....	63
C. <i>Social Work Preliminary Exam Confirmation Form</i> .....	65
10. Practicum on Teaching Social Work Methods.....	66
11. Independent Studies Course Approval Information .....	67
A. <i>Independent Studies Course Approval Form</i> .....	68
12. Doctoral Social Work Practice Internship.....	70
13. Information on Ethical Standards Related to Joint Authorship.....	71
14. <i>Candidacy Advancement Approval Form</i> .....	72
15. Personal Debit Account Provisions and Regulations.....	73
A. <i>Personal Debit Account Application</i> .....	74
16. Guidelines for Emergency Funds and Form.....	76
17. Guides for Research Partnership Program.....	78
A. <i>Application Cover Sheet for Social Work-Social Science Research Partnership Program</i> .....	79
18. <i>Dissertation Prospectus Hearing Approval Form</i> .....	80

# **I. Introduction**

---

The Supervising Committee for the Doctoral Program in Social Work and Social Science has established the following guidelines, policies, and procedures in addition to the general Graduate School requirements for the Ph.D. degree. This guide supplements the general brochure that describes this combined social work and social science program. Each student should be familiar with the current edition of the Horace H. Rackham School of Graduate Studies official bulletins as well as this statement. Students entering without an M.S.W. should also consult the School of Social Work's official bulletin.

Students will plan their individual programs of study in consultation with faculty advisors who will consider prior preparation as well as the student's academic and professional objectives. The requirements set forth in this statement are designed to insure the opportunity to develop special competence in one social science discipline, in one or more areas of social work, and in their integration. Flexibility is achieved by the range of specialized study available in social work and in the social science discipline. Within each of the disciplines, there are specialized subjects that may be pursued. Within social work, there are four major areas of the curriculum in which social work courses may be taken. The supervised research internship may be tailored to the student's particular interests and the dissertation may be directed to any number of particular issues germane to social science and social work. By carefully choosing from the options when planning a program of study, the student can obtain the specialized competence that is needed, while meeting minimum requirements that are intended to provide breadth and integration.

It is the student's responsibility to plan a program to fulfill stated requirements. Requirements are altered periodically as changes are made in the graduate programs of the associated departments and the School of Social Work. Requirements beyond those extant when the student is admitted to the Doctoral Program will not be increased. Students are advised to consult their advisor about options that may become available during the course of their studies. The Supervising Committee for the Doctoral Program makes the final determination that the student meets minimum requirements.

The student must maintain the quality of work required of all Ph.D. students by the Graduate School or of all M.S.W. students by the School of Social Work, if registered for that degree. In addition, the student's record will be reviewed annually by the Supervising Committee to determine that there is appropriate progress toward the doctoral degree. Permission to continue in the Program is contingent on the recommendation of the Supervising Committee.

# **II. Choice of Social Science Department**

---

Within the Doctoral Program in Social Work and Social Science, each student is required to pursue work toward the Ph.D. degree in social work and the social science discipline for which admission has been designated: Social Work and Anthropology, Social Work and Economics, Social Work and Political Science, Social Work and Psychology, or Social Work and Sociology. The student's required work will be taken in courses in the School of Social Work and in the designated social science department. In consultation with the primary advisor, the student may elect courses in other departments appropriate to educational objectives. The student may not change the designated social science discipline in the combined program without reapplying to the program.

# **III. Requirements for the Ph.D.**

---

## **A. General Requirements**

In addition to satisfying requirements for admission and continuation as established by the Graduate School, the School of Social Work, and the social science department of concentration, the student must fulfill specific requirements that fall into the following general areas:

## 1. Social Work

MSW Courses: Students not holding the professional social work degree when they enter the program must earn that degree during the course of their studies. This is usually accomplished during the first four semesters of study. Enrollment is jointly in the School of Social Work and in the Rackham Graduate School.

Doctoral Courses: Doctoral study in social work includes advanced courses in designated social work areas; a supervised research internship (which may be completed in social work or the student's social science discipline); satisfactory performance on a preliminary examination; and demonstration of knowledge and skills in an individually defined area of specialization in social work.

## 2. Social Science

In the chosen specialization in a social science, the student must complete selected courses, fulfill requirements in research methods, and satisfy preliminary examination requirements in a specialized field of the social science discipline. These requirements are included in this statement. In some disciplines, students in the Joint Program have slightly modified requirements, students should consult this document where there are differences.

## 3. Graduate School

Requirements of the Graduate School include course work, doctoral dissertation, and the oral examination on the dissertation.

Doctoral students enrolled in the Rackham Graduate School must accumulate a minimum of 36 fee credits in order to be recommended for Candidacy or 68 fee credits to receive the doctoral degree. Progress by students towards this minimum number of credits is measured by the Rackham Fee Total (RFT). The RFT is determined by the total number of hours that the student has elected in Rackham and for which tuition was assessed. Since tuition is assessed for no more than nine credit hours in a full term (five in a half term), no more than nine fee credits may be accumulated in a full term (five in a half term), regardless of the number of academic credits elected. Undergraduate and visited courses taken as a Rackham student generate RFT, but transferred credits and the free course elected with the Candidacy enrollment do not.

Enrollment for a full term (8 hours) of Candidacy credits must occur when the dissertation is defended. Thus as many as 32 or as few as 8 fee credits may be earned as a Candidate. (For more details see The Rackham Graduate Student Handbook, this is online at: <http://www.rackham.umich.edu/policies/>).

## 4. Time in the Program

The timing of courses and examinations, as well as the course requirements and amount of time required for completion of the program, will vary according to the previous preparation of the student, and their progress in the program. Important factors in the time required for the degree are the amount and recentness of the student's study in the social science in which advanced work is planned and the clarity of the student's objectives in entering and while completing doctoral studies.

Students entering the program directly from an undergraduate program should plan to spend three to four years in residence prior to dissertation work. Two to three years of pre-dissertation work in residence are normally required for students entering with a Master's degree in social work. Students are expected to devote full time to their studies in the early part of the program. Under Graduate School rules, a student must complete doctoral work within seven consecutive years after the first enrollment in the Graduate School. See Appendix 1: EXPECTED TIME OF COMPLETION OF DOCTORAL PROGRAM REQUIREMENTS for a typical timeline. Note that "Detached Study" is an enrollment status and counts towards your seven years.

## B. Masters in Social Work (M.S.W.) Requirements

Students entering the Doctoral Program without the M.S.W. (professional degree) enroll simultaneously in the School of Social Work and the Graduate School and usually spend the first four semesters of study to complete the requirements for that degree. They must complete work in or relevant to each of the areas specified in the social work curriculum, as well as satisfy requirements for fieldwork instruction (see School of Social Work Bulletin).

During the first two terms, students normally follow the same program of study as other Master's students, with two exceptions. First, social science research courses offered in the social science discipline are often substituted for research courses offered in the School of Social Work at the Master's level and are taken in the first year in the program. Second, when appropriate, one or more courses in the social science discipline pertaining directly to the student's main interests in the social science discipline are substituted for selected courses in the M.S.W. curriculum; these usually fall within the Human Behavior in the Social Environment (H.B.S.E.) area of the M.S.W. curriculum. Doctoral social work seminars can also be substituted for M.S.W. course requirements. A list of approved automatic substitutions for MSW foundation courses is in Appendix 2. Students are advised to begin their social work field placements in the first or second terms in the program and to complete their placement by the beginning of their second year.

In terms three and four, the student's work in the School will be planned in conjunction with the studies in the discipline. The student's work will increasingly focus in the discipline and in the seminars offered for the social work doctoral curriculum. In consultation with the primary advisor, the student may elect to substitute the research internship (or departmental equivalent) for up to eight credits of the professional practicum. (See Appendix 3: PRE-MSW/DOCTORAL STUDENTS: FIELD PLACEMENT OPTIONS).

Doctoral courses in social work, social science or in other departments can substitute for M.S.W. required courses upon recommendation of the faculty advisor and approval by the Associate Dean for Academic Programs in the School of Social Work. Students wishing to make these substitutions must complete the form, [Request for Course Substitutions](#), available from the Social Work Registrar's office or on the School of Social Work Website (<http://www.ssw.umich.edu/registrar/forms.html>) Courses taken in the social science department while the student is enrolled in the School can serve, when approved, to fulfill departmental requirements for the Ph.D. as well as to meet requirements for the M.S.W. The M.S.W. degree is normally received at the end of the fourth full term of study, after 60 hours of course work that meet the distribution requirements are successfully completed. Each student must have registered for a minimum of 30 of these hours in the School of Social Work (rather than Rackham).

Master of Social Work degree requirement exemptions are recommended by the student's primary advisor in accordance with procedures in the School of Social Work. All exemptions must be approved by the Associate Dean for Academic Programs in the School of Social Work. Students should complete the appropriate exemption form which is available on the School of Social Work website (<http://www.ssw.umich.edu/registrar/forms.html>) or from the social work registrar's office. The student's primary advisor and the Doctoral Program Director prepare a statement recommending the student for the M.S.W. degree after the required work has been completed.

## C. Doctoral Social Work Curriculum<sup>1</sup>

### 1. Curriculum Structure and Course Requirements

*(See Appendix 5 for course list and descriptions)*

- (A) Each student will take two semesters of the pro-seminar (SW 800) plus at least five doctoral courses in social work.. The first semester of the proseminar will be taken in the student's first semester in the

---

<sup>1</sup> This curriculum went into effect with the Fall 1987 term. The requirements described here apply to students entering Fall 1987 and subsequently. Please see Appendix 4 for a description of the principles and assumptions underlying this curriculum.

program. The second semester of proseminar will be taken when the student is writing their social work preliminary examination proposal or dissertation proposal.

(B) The five courses should include at least one course in three of the four curriculum areas.

The *four curriculum areas* are intended to cover the content distinctive to the social work component of the joint doctoral program. Two of the areas, *Practice, Intervention, and Policy* and *Social Service Systems* relate directly to the principal means by which social work and social welfare attain their objectives. The *Research Methods for Practice and Policy* area addresses the principles and methods by which knowledge of social work and social welfare is enhanced and the methods used to analyze, design, develop, and evaluate social work practice, social service systems, and social welfare policies. The *Social Context for Practice and Policy* area embraces the social context and conditions which affect the welfare and well being of individuals and social groups and which help shape the intervention methods, policies and social service systems evolved to meet human needs.

**(1) Practice, Intervention, and Policy (PIP)**

Courses in this area critically analyze the conceptual bases and empirical evidence relating to the practice methods, interventions, and policies by which social work and social welfare achieve their objectives. Major focus is on careful review and appraisals of the theories, practice procedures and principles, assessment methods, relevant behavioral and social science foundation knowledge, and research relating to practice and intervention at the micro, mezzo, and macro levels of intervention. The objective is to prepare students to contribute to empirical research and theoretical developments on intervention methods and/or policies. This is accomplished by emphasis on contemporary and newly developed approaches, the adequacy of the intervention methods and policies, the relevant foundation knowledge from behavioral and social science, research on outcomes including their effectiveness and efficiency, and the critical issues needing further research and practice development. Thus, course work involves critical analysis, careful appraisal, and review of research rather than either practice skill training or the presentation of content for purposes of enhancing practice skills.

Most courses are organized around the individual, family, group, organizational, community, or societal levels of intervention. Although major emphasis in each course will be on a given level of intervention, some attention will also be paid to theoretical and empirical issues related to intervention methodologies of adjacent levels. Two courses cross intervention levels: one on racial, ethnic, and gender factors and one on prevention. All courses cover: (a) research and theoretical issues related to remediation, as well as prevention and competence enhancement; (b) issues of ethics and values relating to interventions with people in distress, including those who are poor or otherwise disadvantaged; and (c) ethnic, gender, minority, and social class factors and responsiveness to the needs of vulnerable populations.

**(2) Social Service Systems (SSS)**

The curriculum on social service systems is concerned with the study and analysis of the structures and processes for the provision of social services to meet human and social needs of members of society. Structure refers to the organizational arrangements involving various social units, both formal and informal, designed to deliver services. These include interest groups, associations, families, formal public and private bureaucratic organizations, communities and governmental units at the local, state, national, and international levels. Processes refer to the actual behavior of these social units in the design, development, and implementation of various delivery systems (e.g., policies, intervention strategies, division of responsibilities) to achieve explicit or implicit goals, including mandated objectives. Emphasis throughout is on the theoretical, analytic, and empirical bases for studying and understanding social service systems.

Courses focus on the historical, contemporary, and future aspects of the social service systems in the United States and comparative cross-national analyses of social service systems. In addition to codified social welfare knowledge, the curriculum in this area includes contributions from various social science disciplines as well as knowledge from philosophy, history, law, public health, and public policy. The content in this area is inevitably time and culture-bound and the course structure is intended to facilitate on-going innovation and change of course content. Courses also are intended to provide instructors and students the opportunity to focus on a specific sector in the social service system that pertains to their area of research and knowledge development. All courses are expected to include content on relevant value and ethical issues in social welfare and social work and to give special emphasis to ethnic, gender, race, and social class differentiation, and the needs of special minorities or people with disabilities, as they arise.

**(3) Research Methods for Practice and Policy**

This area focuses on the particular research strategies, designs, techniques, and skills needed to develop knowledge of human services. These include research methods relevant to: the advancement of knowledge about practice interventions, the organization of service delivery, and social welfare policies; evaluation of practice, programs, and policies; the formulation and development of innovative practice interventions, service delivery systems, and social welfare policies (e.g., social research and development, developmental research methods).

The assumption underlying this curricular area is that the research methods needed to achieve the goals of social work and social welfare are not necessarily identical to those needed to achieve the goals of social science research. The goals of social work and social welfare research involve advancing our understanding of the social contexts, practice, programs, and policies and their consequences for human well-being. They also involve the design, development, and evaluation of improved interventions. Research methods from social science and other fields often need to be modified, adapted, and supplemented in order to achieve these goals. For example, in evaluating the treatment of a single family, the use of a single-case experimental design may be particularly useful. In addition, special criteria for evaluating the importance of variables may be appropriate. For example, our interest in intervention may lead us to focus on those variables with greatest malleability and those with the greatest likelihood of utilization. The research methods covered in this curricular area are viewed as extensions of the knowledge of research methods and statistics gained by students in their social science disciplines. This curricular area is designed to provide students with knowledge of these specialized research methods, and to provide a context within which faculty and students can develop research methods appropriate to our field's goals.

Several courses deal with research methods relevant to particular loci for social work and social welfare instructions, including clinical settings, social programs and human service organizations, and social policy. All courses will address questions of ethics and values and methods to evaluate the impact of various practices and policies on particular subgroups.

**(4) The Social Context for Practice and Policy**

This curriculum area addresses the social context for social work practice and social welfare. This context consists of the various human and social factors that affect the critical human conditions which social work and social welfare seek to enhance. These human conditions include the well being, social participation, equality and social justice of individuals and social groups, as well as the capability to respond to changing societal and environmental conditions as reflected, for example, in social trends. The social context is a critical element in shaping of the intervention methods, social service systems, and social policies designed to meet human needs.

Courses in this area embrace the influences on and consequences of variations in individual and family well being, social participation, and equality and social justice in social systems, and societal responses to social trends. For each of these subject areas, attention is given to the consequences of

diverse values, perspectives, and ideologies for conceptualizing and operationalizing within the conditions in question, operational definitions of these conceptualizations, the relevant theoretical and empirical research relating to the antecedents and consequences of the conditions, and the implications for social work and social welfare.

## 2. The Social Work Specialization

*(See Appendix 6 for guidelines that further describe the goals, policies and procedures regarding specialization)*

### a. Requirements

- (1) Each student will have a specialization in social work that bears a significant and substantial relationship to the curriculum areas of either: Practice, Intervention and Policy (PIP) or Social Service Systems (SSS). Although specialization exclusively in the curriculum areas of Social Context and Conditions or Research Methods for Practice and Policy would not be possible, specialization involving some content from these areas would be appropriate if a substantial portion of the content also related to PIP and/or SSS.
- (2) Explicit attention will be given to issues of race and gender, in relation to the area of the specialization, in identifying the knowledge and skills needed to develop expertise in the specialization. Knowledge and skills related to issues of race would typically focus on ethnic minorities of color.<sup>1</sup>
- (3) At least two of the social work doctoral courses would typically bear a significant relationship to the area of specialization.
- (4) The social work preliminary examination will cover an individualized area of content, a substantial portion of which would typically consist of content relating to the student's area of specialization. There are at least two ways in which the preliminary exam may be related to the specialization: (1) the subject matter of the preliminary exam is essentially the same as the area of the specialization or overlaps substantially with the area of specialization; (2) the area of the preliminary exam is a specialized topic falling within the area of specialization that is substantial, self-contained, and independently justifiable.
- (5) Students are required to identify their social work specialization by the end of their first post-MSW year. They will submit a two-page description of their specialization with their annual progress report that spring.

## 3. The Research Internship

*(See Appendix 7 for further specifications of policies and procedures and for the approval form for the Internship proposal)*

A unique feature of the doctoral program has been to provide a knowledge development orientation to students early in their careers. This is enhanced by the research internship, which has these specific goals: (1) to provide a complete research experience through participation in a supervised research project prior to the dissertation; (2) to involve students in doing research early in their doctoral studies; (3) to increase students' research skills; and (4) to develop skills in writing for publication.

The principles and guidelines for the research internship are designed: (a) to ensure that all students have sufficient amounts of research experience in their internships; (b) to enhance the quality of all student research experiences; and (c) to reflect the doctoral program's commitment to prepare students for scholarly writing.

---

<sup>1</sup> This component of the Specialization requirement went into effect for students entering Fall 1988 and subsequently.

#### Requirements

- (1) Each student should complete a research internship, either in social work or one of the social science disciplines.
- (2) It is expected that each student will engage in some or all of the interrelated research activities listed below and that every student must be involved in a sustained way in activities (a), (b), (e), and (f):
  - (a) Formulation of a research problem;
  - (b) Formulation of the research design and methods;
  - (c) Development of research instruments;
  - (d) Data collection;
  - (e) Data analysis and interpretation of findings;
  - (f) Preparation of a research report.
- (3) A final report on the research internship is required. The faculty instructor and a second reader will evaluate this report when the internship is completed in social work and determine whether it has adequately met the requirements. The faculty advisor then submits a copy of the report or paper with a cover memo to the doctoral chair, indicating that the research internship has been completed.
- (4) When the research internship is completed in the social sciences, students must ensure that the professor with whom they complete this internship completes and gives to the SSW registrar a Supplementary Grade Report, otherwise credit will not be assigned.

## **4. The Social Work Preliminary Examination**

*(See Appendix 8 for further specifications of the policies and procedures for the preliminary examination and for the approval form for the preliminary examination proposal.)*

The purpose of the preliminary examination is to enable the student to demonstrate, to a faculty committee, mastery of knowledge in an individualized area of subject matter. Substantial portions of the exam cover content relating to PIP and/or SSS and are related to the student's area of specialization in social work.

#### Requirements

- (1) Each student will complete a preliminary examination in an individualized area of subject matter in social work.
- (2) A substantial portion of the preliminary examination should include content in PIP and/or SSS.
- (3) The preliminary examination would typically be related to the student's area of specialization in social work.
- (4) The preliminary examination is expected to cover certain areas of content that are defined in the Guidelines.
- (5) The preliminary examination committee must approve a preliminary examination proposal, in advance of the examination. The proposal should define the subject matter to be covered, including the relationship of the subject matter to the student's area of specialization in social work and to PIP and/or SSS, the literature to be reviewed, and the format of the examination.
- (6) The proposal and examination will be evaluated by a preliminary examination faculty committee that shall consist of at least three faculty persons holding regular (i.e., unmodified) appointments as Assistant, Associate, or Full Professors in the School of Social Work. The Chairperson of the Committee must have taught in the Doctoral Program or approved by the doctoral program director. Members should be

chosen for their substantive knowledge, research, and scholarly work in the content area(s) of the preliminary examination. The student recommends the members to the Director of the Doctoral Program for approval.

- (7) A student must be enrolled or otherwise be eligible for campus privileges, for a minimum of one credit, during the term in which preliminary exam is taken as stated in the Rackham Graduate Student Handbook (<http://www.rackham.umich.edu/policies/article/gsh/>)
- (8) For a social work preliminary exam for which a student receives a grade of “conditional pass”, once the condition has been met, the existing range of grading should be used by the committee in order to assign a final grade. (Adopted July 1997)

## **5. Practicum on Teaching Social Work Methods**

*(See Appendix 9 for details)*

To facilitate students' preparation for careers involving the teaching of social work methods, procedures have been established whereby students can gain experience and improve their skills in teaching under the supervision of a social work faculty member. In accordance with the Graduate Employees Organization contract, students enrolled in this practicum can assist in course development, classroom teaching, class facilitation, and other instructional activities with the exception of grading.

Positions as Graduate Student Instructors, paid employment involving varying degrees of direct responsibility for student classroom instruction, are also available. Such assistantships occur in all areas of the Master's social work curriculum and in the student's social science department.

## **6. Doctoral Social Work Practice Internship**

*(See Appendix 10 for details)*

Experience in social work practice, at the micro and macro levels, is an important attribute for those seeking a career as a social work educator or researcher. Experience can be gained in during enrollment in the doctoral program through internships, employment and volunteer work. . Students interested in an internship for credit can enroll in a Doctoral Social Work Practice internship with a social service organization..

# **D. Social Science Requirements—Anthropology**

*(Revised July 2003)*

## **1. Anthropology Course Requirements**

In order to be admitted to Candidacy, a student must have completed a minimum of 36 hours or a minimum of 12 courses in Anthropology. Of these 36 hours, credit for a maximum of 18 hours is given for anthropology work taken elsewhere as an undergraduate or on the graduate level.<sup>1</sup> Regardless of the subfield in Anthropology in which the student wishes to specialize, the 36 hours must include at least one course in three of the four subfields – ethnology, biological anthropology, archaeology, and linguistics. Joint students in Social Work and Anthropology may select any of the four subfields. An example of the requirements of the ethnology sub-field is outlined for you below. Students selecting other fields should review requirements with both their social work and anthropology advisors. Students in ethnology must take Ethnology 526 and 527 and at least one course in two of the other three sub-fields of anthropology:

---

<sup>1</sup> NOTE: The Rackham Graduate School minimum requirement of 24 hours of graduate level study for a Master's degree must also be fulfilled.

biological anthropology, archaeology, or linguistics. These additional “core” courses are to be chosen from the list below:

- a. Biological Anthropology:  
Anthropology 570      Biological Anthropology: An Overview  
or any 500-level (or higher) course which is taught by an instructor whose primary appointment is in the Department of Anthropology and is approved by the Department as a “core” course.
- b. Archaeology:  
Anthropology 581      Archaeology I  
Anthropology 582      Archaeology II
- c. Linguistics:  
Anthropology 576      Introduction to Anthropological Linguistics

With the approval of the Department of Anthropology students may waive or substitute for a required course. (See the Graduate Student Services Associate in the department for the detailed rules on a course waiver or substitution and for the necessary forms to submit.)

Students may obtain the Master of Arts degree in anthropology prior to being admitted to Candidacy for the Ph.D., but this is not a requirement. A student wishing to earn the Master’s in Anthropology must complete core courses in all three of the subfields listed above and must have fulfilled either the language requirement or the statistics requirement as listed below (see 2 and 5).

## **2. Statistics Requirement**

A one-semester statistics course (Statistics 402 or an equivalent course taught in one of the social science departments) is required for doctoral students in Social Work and Anthropology. In addition, the School of Social Work strongly encourages students to take an additional advanced statistics course.

## **3. Area of Specialization**

Students concentrating in ethnology must choose either a topical specialty or a geographic area in which to specialize. Normally, this declaration follows the first year of graduate study. Topical specialties within a subfield are flexible and are made in consultation with the student’s anthropology advisor. Doctoral students in Social Work and Anthropology are not required to submit the Statement of Research Plans required of anthropology students as part of their admission into the Anthropology Ph.D. program.

## **4. Preliminary Examination in Anthropology**

Before qualifying for admission to candidacy for the Ph.D., the student must pass a written and oral qualifying examination in Anthropology. The student assembles a prelim committee and begins to compose a working bibliography for each section of the exam in consultation with the committee.

The committee, which consists of three anthropology faculty chosen by the student and approved by the Graduate Chairperson, administers and evaluates the preliminary examination. The student and the committee will work closely on the content and coverage of the exam.

The written examination has two sections, each consisting of a ten-page essay. One section addresses a general ethnology question, and the other covers either a topical or a geographical area. The committee prepares a set of questions for each section of the exam, and the student chooses one question from each set. The student will not be privy to the exact questions before the exam. The student will have seven days to complete the essays, which must be polished (based on several drafts), succinct, coherent, and well-grounded. The written exam will be followed by a comprehensive oral examination that takes place within two to three weeks of the written exam. The oral exam will cover the material in the written exam and any other relevant

materials from the student's program of study. The student also will be expected to discuss the design and content of the exam bibliography in a general way.

At the end of the oral exam, the committee will decide whether or not the student has passed. The possible grades are as follows: Not Pass, Pass with Conditions, Pass, and Pass with Distinction. The committee chair and/or members collectively will provide the student with either or both a written and oral evaluation of the prelim exam. If the student does not receive a passing grade on part or the entire exam, the reasons should be discussed with the committee. The student may take the part or the whole exam one additional time. A failure the second time will mean termination from the program.

Doctoral students in Social Work and Anthropology who enter the program with an MSW degree will normally take the anthropology written prelim before the end of March in their sixth term but no later than the beginning of the seventh term. Students entering without an MSW would more likely be taking the prelim before the end of March in their eighth term and no later than the beginning of the ninth term. Completing the preliminary exams within this timetable is considered part of "satisfactory progress" and enters into Fellowship Committee considerations for allocation of financial aid. Students entering post-MSW who have not finished their exams by the middle of the fourth year will be disadvantaged in Fellowship Committee considerations, and the same will hold for students entering pre-MSW who have not finished by the middle of the fifth year. It is recognized that there are always exceptional cases. Explanations for delay of preliminary exams will be entertained when necessary. The program will recognize that Social Work and Anthropology students often have more requirements than straight Anthropology students and take these specifics into account in determining satisfactory progress.

The Graduate Student Services Associate maintains a file of reading lists and bibliographies. Current students are to file their lists when they are completed. The department also maintains a file of preliminary examination questions. It is the student's responsibility to see that the questions are filed with the Graduate Student Services Associate.

A student must be enrolled for at least one credit hour the semester during which a preliminary examination is submitted. Registration may be under the 990 Dissertation/Pre-candidacy course number or another number in Anthropology or Social Work.

## **5. Language**

Students in the Doctoral Program in Social Work and Anthropology are exempt from the language requirement established by the Anthropology Department. Students are, however, encouraged to develop proficiency in another language as part of their course of study.

If a student wishes to be awarded a Master's in Anthropology and has not completed the statistics requirement (see 2 above), then the departmental language requirement as summarized here must be met. The departmental requirement is that before candidacy students should be able to read the publications of foreign anthropological scholars in another language. This basic language requirement can be completed through courses, examinations, or evidence of a substantial experience with the language: for example, through four semesters of passing grade, college-level instruction, through examinations administered by University of Michigan language departments, through completion of a 400-level graduate course in which the language is spoken, or through living in a foreign country for at least one year. Students are urged to complete the certification that they have met this language requirement as early in their graduate careers as possible.

## **6. Dissertation**

Most dissertations in Anthropology are based on primary field research. For students in the Social Work/Anthropology Ph.D. program, fieldwork is interpreted broadly as any situation that offered the opportunity to conduct primary research on an approved topic relevant to the student's theoretical interests.

In certain circumstances, a dissertation proposal based on library research or analysis of other data bases may be approved.

## **7. Scheduling Suggestions**

Students entering the Doctoral Program in Social Work and Anthropology as pre-MSW students are advised to dedicate their first year of studies primarily to the MSW program. If the student has an undergraduate background in anthropology, enrollment in the core ethnology courses (526-527) is advised, but if the student lacks this background, it is recommended to take these courses in the second year of study. (Ethnology 526-527 are demanding theoretical courses that may be overwhelming to a student fulfilling the MSW coursework and practice requirements.) In order that first year, pre-MSW students be connected to anthropology if they are not taking the ethnology core, it is recommended that they take one special topics course in ethnology during their first year and attend departmental colloquia and other activities. Post-MSW entering students are advised to take 526-527 and at least one additional subfield core course in their first year.

During the academic year and through the summer, students are encouraged to work as research assistants in projects conducted by anthropology faculty and/or to make their own field contacts and conduct supervised fieldwork. Students should seek summer funding opportunities for preliminary fieldwork and language study.

## **8. Time to Degree**

Students who take more than six years past prelims to complete their dissertation will be required to retake the preliminary examination in their major field. In rare cases, the Director of Graduate Studies may consider individual exceptions to waive this rule, but this will not be done routinely.

# **E. Social Science Requirements—Economics**

(Revised July 1999)

## **1. Economic Theory**

The student is required to take a core sequence of courses in economic theory, consisting of Economics 601, 602, 603, 604, and 605.

Preliminary exams are given in May and September in microeconomics and in January and September in macroeconomics. All students are required to pass each exam within a year of completing the respective course. An additional summer is allowed to pass the second exam. In addition, students who do not place out of the math and statistics courses must receive a least a B- in each of these courses. Satisfactory performance in these examinations is a prerequisite for continuation in the program.

## **2. Economic Mathematics and Statistics**

Students must demonstrate competence in mathematics, statistics, and econometrics by successful completion of Economics 600, 671, and 672, or by passing written equivalency examinations.

## **3. Area of Specialization**

- a. Students must complete two courses in an area of specialization, usually Public Finance, Labor, or Industrial Organization
- b. Successful completion of a written preliminary examination in the area of specialization is required.
- c. A student must be enrolled for at least one credit hour the semester during which a preliminary examination is submitted. Registration may be under the 990, Candidacy Preparation, course number or another number in Economics or Social Work.

## **F. Social Science Requirements—Psychology**

(Revised Winter 2006)

### **1. Area of Specialization**

Upon admission, students are accepted by one of the established areas of the Department of Psychology, i.e., Bio-psychology, Cognition and Perception, Developmental, Personality in Social Context, or Social. At the time of admissions, the applicants were reviewed by the Supervising Committee of the Doctoral Program in Social Work and Social Science and by the area in Psychology that the accepted applicant identified. Each area of psychology establishes its own course and prelim requirements. The student and her/his psychology advisor should review these requirements and to develop their educational and research plans. Within psychology, grade of less than “B-” is unacceptable in core courses.

### **2. Courses Outside the Area (Breadth Requirement)**

To ensure a reasonable breadth and integration of knowledge, all students are required to either be an GSI for Psych 111 or 112, AND take one core course from an area other than the student’s area of specialization. Or, they may take two core courses from an area other than the student’s area of Psychology. See the Psychology Graduate Office’s “Requirements, Policies and Procedures Manual” for a list of approved Breadth courses.

### **3. Statistics**

Each student must complete two courses in statistics chosen from a group of courses recommended by the student’s area chair (with the second course taken from a list of approved courses). A grade of B- or better is necessary to fulfill the statistics requirement. Students are required to complete successfully Psychology 613-614. Some areas of Psychology also require an additional course in research methodology.

### **4. Psychology 619**

A research project completed prior to candidacy is required of all students in Psychology; it is recommended that the project begin no later than the second semester of enrollment in the Doctoral Program following the awarding of an MSW. A finished written report on this research project must be read and evaluated by two readers, and a joint evaluation will be submitted to the Psychology Graduate Office. The research supervisor will assign a final grade to this project. The 619 project meets the Social Work Research requirement.

The Social Work Research Internship can replace a Psychology 619 project provided that the Research Internship report is read and approved by two faculty members, at least one of whom has a regular (unmodified) Psychology Department faculty appointment at a Professorial rank (Assistant, Associate, Full). The main supervisor of the research may be a Social Work faculty member. If the Social Work Research Internship is being used to meet the 619 requirement, both faculty members’ evaluations should be sent to the Graduate Chair in Psychology and to the Doctoral Office.

### **5. Student Evaluation**

Each student’s progress is formally evaluated by a faculty in the student’s specialization area after completion of the breadth requirement, the statistics requirement, the 619 research project, and at least two Core Courses within the student’s area. At this time, a student’s work may be judged suitable for continuation in the area of first choice or, while one’s work is regarded as adequate, changing interests may dictate transfer to another area of specialization. Occasionally, the performance is deemed to be so marginal that either interruption or termination of graduate study is recommended.

### **6. Preliminary Examination**

Each area of psychology has its own course work, research, and preliminary examination requirements. A student must be enrolled for at least one credit hour the semester during which a preliminary examination is submitted. Registration may be under the 990, Dissertation/Pre-candidate, course number or another number in Psychology or Social Work.

## **G. Social Science Requirements—Political Science**

*(REVISED AUGUST 2007)*

### **1. First Year Evaluation**

The student must complete a first evaluation toward the end of the second term of graduate study. This is not intended as an examination, but rather a comprehensive evaluation of work done up to that point. An evaluation committee consists of the student's current advisor and one other faculty member chosen by the student. The committee considers the student's graded record, proposed future courses, and a seminar paper or other piece of work (even if prepared prior to admission to the graduate program) selected by the student as their best work so far.

### **2. Follow-up Evaluation**

A follow-up evaluation will be conducted toward the end of the student's fourth term in residence. The committee for this evaluation consists of the student's advisor and two faculty members chosen by the student (one from the student's major field) and approved by the Director of Graduate Studies. The committee will review course work, a more recent piece of written work, and plans for achieving candidacy.

### **3. Preliminary Exams, Fields, and Cognate Requirements**

At Michigan, the Department of Political Science recognizes the following major fields and modular sub-fields. Particular field programs are described in separate sets of guidelines, one for each major field. Each of the sub-fields has its own research methods requirements, and students are expected to meet the requirement of the sub-field in which they are studying.

Major Fields:

- American Government and Politics
- Comparative Government and Politics
- Research Methods
- World Politics
- Political Theory
- Public Law
- Public Policy and Administration (First or second minor only)

Modular Sub-fields:

Gender and Politics	Political Economy
Organization Theory	Race, Ethnicity, and Politics
Political Development	Urban Politics

The student must pass a preliminary major examination in a regular political science field and complete the requirements for a second minor in Political Science. For students in the Doctoral Program in Social Work

and Political Science, the Political Science departmental requirement of a preliminary exam in the first minor sub-field is met by course work taken at the doctoral level in the School of Social Work. Similarly, completing doctoral course work in social work satisfies the Political Science requirement for a cognate field.

Preliminary exams are oral examinations conducted by faculty and are normally given only during September, January, and April/May. A student must be enrolled for at least one credit hour the semester during which the final preliminary examination is taken. Registration may be under the 990, Dissertation/Precandidate, course number or another number in Political Science or Social Work. Requirements for the second minor field in political science will be satisfied through either a preliminary examination in this field or the completion of three graduate-level courses with grades of B+ or better, except where separate field guidelines specify otherwise.

#### **4. Time to Degree**

Students who take more than six years past prelims to complete their dissertation will be required to retake the preliminary examination in their major field. In rare cases, the Director of Graduate Studies may consider individual exceptions to waive this rule, but this will not be done routinely.

### **H. Social Science Requirements—Sociology**

(Revised August 2003)

#### **1. Theories and Practices of Sociology**

Joint students must take an Orientation Seminar (SOC 500) their first term. Students fulfill a general theory requirement by taking a two-semester course in Theories and Practices of Sociology. Sociology 505 and 506 are to be taken in sequence and provide a two-semester course.

#### **2. Logics of Sociological Research Inquiry**

Sociology 507 introduces students to the philosophy of science, methods of empirical research, and the nature of sociological interpretation.

#### **3. Statistics**

Sociology 510 and 610 form the core statistics sequence in the Department of Sociology. Sociology 510 covers: a) development of the background for probability distributions, estimators of summary statistics of those distributions, and inferential procedures from sample based estimators; b) introduction of the general linear model, which forms the basis of analysis of variance and simple and multiple regression; and c) experience in the use of a statistical computing package for the analysis of quantitative data.

#### **4. Research Practicum**

Students must complete a two-semester research practicum that includes the full range of research experience. The regular offerings include the Detroit Area Studies (Sociology 501, 512, 513), Qualitative Research Methods (Sociology 522-523), and Comparative and Historical Methods (Sociology 532-533).

#### **5. Elective Courses**

Students must complete at least 4 one-semester courses, consisting of 3 core or field courses and 1 research seminar. The selection of the courses should be made in consultation with the student's Sociology advisor, guided by the objective of designing an intellectually broadening experience. Core courses are regularly offered surveys or overviews of a specific program area and are intended to provide a general introduction to an area and preparation for the preliminary examination. Field courses are more specialized courses that

substantively engage one or more program areas. Research seminars are for more advanced students and lead to an original research paper.

## 6. Preliminary Examinations

Students are required to take a written preliminary exam in one of the Sociology department's nine major program areas: Culture and Knowledge, Economic Sociology and Organization, Gender and Sexuality, Health and Aging, Race and Ethnicity, Social Demography, Social Psychology, Sociology of the Life Course, and Power, History, and Social Change. At the request of a prospective examinee, each program area will offer a preliminary exam at the beginning of each semester. The Sociology Graduate office must be notified by March 1 by students who want to take the preliminary exam in the Fall and by October 1 for a Winter exam. The preliminary examination includes a component that is at least six hours long and written without access to any study aids. Beyond this minimum, faculty will design the content and form of the exam to meet other program needs. Examinees must sign an honor code indicating that the test was written without access to any notes, books, or other resources, whether written or electronic. Every effort will be made to conceal the identity of individual examinees from the faculty readers.

The exam is closed book, with no use of sources or study aids unless specifically permitted by the exam committee. Examinees use an assigned identity number on their exam answers to insure anonymity when faculty read the exam. The exam will be graded: Honors, High Pass, Pass, Conditional Pass, and Fail. A Conditional Pass is assigned to an exam that is otherwise satisfactory except for a specific deficiency identified in one answer or one part of the exam. In such cases, the area exam committee will stipulate the conditions under which a passing grade can be assigned. Failing a preliminary exam for a second time is grounds for dismissal from the doctoral program.

For students in the Doctoral Program in Social Work and Sociology, the Sociology departmental requirement of a second prelim exam is met by passing the Social Work preliminary examination.

A student must be enrolled for at least one credit hour the semester during which a preliminary examination is submitted. Registration may be under the 990, Dissertation/Pre-candidate, course number or another number in Sociology or Social Work.

## 7. Time to Degree

Students who take more than six years past prelims to complete their dissertation will be required to retake the preliminary examination in their major field. In rare cases, the Director of Graduate Studies may consider individual exceptions to waive this rule, but this will not be done routinely.

### I. Professional Work Experience

For students to apply what they learn, they are required to have supervised experience in teaching, research, or social work practice. Therefore, all students are expected to have **one unit** (equivalent to four [4] months full-time work or 700 hours) of work experience. That experience may be in teaching, research, or practice, or any combination. Students are expected to report this work experience activity on their annual progress report. Activities for which a student receives academic credit are not eligible to be counted as work experience. Work-Experience credits may be earned through professionally oriented activities at the University or elsewhere, carried out either during or prior to the student's entry into the Graduate program.

### J. Candidacy

#### 1. Requirements

Recommendation for admission to Candidacy is made by the Director of the Doctoral Program when the student has completed all course requirements, both in social work and in the social science discipline; finished the research internship or the departmental equivalent and submitted a final report to the Doctoral Office; passed the preliminary examination in the social science discipline with a satisfactory grade; and satisfactorily defended preliminary proposal in Social Work. Upon admission to Candidacy, the student is expected to develop a dissertation proposal.

## **2. Deadlines**

The Rackham Graduate School establishes deadline dates for admission to Candidacy prior to the beginning of each term. Students anticipating meeting the requirements for Candidacy in any given term should check the deadline dates on the Rackham webpage at [http://www.rackham.umich.edu/doctoral\\_students/](http://www.rackham.umich.edu/doctoral_students/) at least two months before the beginning of the term in which they anticipate achieving Candidacy so that the Nomination for Candidacy form can be filed with Rackham. The Candidacy form is at <http://www.rackham.umich.edu/downloads/oard/forms/adv candidacy.pdf> The doctoral program coordinator can provide assistance in completing this form.

## **3. Registration**

When registering, a Candidate enrolls for eight (8) hours in the Fall, Winter or Spring/Summer full term. Since Candidacy tuition fees are considerably lower than Pre-Candidacy fees, it is to the student's advantage to attain Candidacy as soon as possible.

Candidates may elect one course per term (and will automatically be registered for 995) without paying additional tuition beyond candidacy tuition. This course may be taken for credit or as a visit (audit), but does not count toward the Required Fee Total. A student who does not elect a course during a term of 995 enrollment may elect two courses in the next term of 995 enrollment; no more than one course may be deferred in this manner (an additional course may not be taken in anticipation of taking none in a future term of 995 enrollment). Candidates who choose to take more courses than those for which they are eligible with candidacy tuition will be assessed additional tuition per credit hour; such additional courses will be counted toward the Required Fee Total.

# **K. Dissertation**

## **1. Goals**

The dissertation, required of all students in the Program, is intended to demonstrate the Candidate's ability to investigate a problem relevant to social work or social welfare utilizing, and hopefully, contributing to theory and research methods in the social science in which the student has specialized. Within the general definition and standards for the doctoral dissertation specified by the Graduate School topics shall be recognized as acceptable, subject to the approval of the Dissertation Committee selected by the student. It is customary that the dissertation topic deals with the problems of utilization of social science knowledge as well as topics involving empirical research.

## **2. Committee**

The dissertation shall be prepared under a dissertation committee appointed by the Dean of the Graduate School on recommendation of the Director of the Doctoral Program, on behalf of the Supervising Committee for the Doctoral Program.

The dissertation committee shall have at least four members, three of whom are regular members of the Graduate Faculty (i.e., holding a regular or an "unmodified", not visiting, adjunct, etc., appointment at the University of Michigan as Professor, Associate Professor, or as Assistant Professor with an earned doctorate from an accredited institution). Two of the members shall be from the social science department in which

the student is specializing, and two members shall be from the doctoral candidate's home program (School of Social Work). The committee will have two co-chairs, one holding a regular appointment in social work and one holding a regular appointment in the social science department in which the student is specializing. Joint appointments in Social Work and one of the allied five disciplines may serve as either the co-chair for the discipline or the co-chair for social work.<sup>1</sup> See the Rackham Graduate Student Handbook, Chapter 9, section on "Guidelines for Dissertation Committee Service," for additional details.

The dissertation committee is usually nominated after a student has attained candidacy. Faculty advisors can provide consultation about interests and availability of faculty to serve on your committee. Nomination, and approval, of the Committee can also occur before the student attains Candidacy; this action does not affect the requirements for attaining Candidacy. The student need not be enrolled at the time the Dissertation Committee Nomination form is submitted.

According to Rackham regulations, doctoral students must submit a "[Dissertation Committee Form](#)" to the program at least six months prior to the defense.. This form requires the signature of the Doctoral Program Director. Therefore as soon as students have selected the members of their dissertation committee and obtained their agreement to serve, they must inform the Doctoral Office. The Office will complete the Rackham form and submit it to the proper office in Rackham. At that time, the student must also provide either a tentative title or topic for the dissertation to the Doctoral Office. If committee membership changes, the student must submit a revised form to Rackham OARD prior to the oral defense.

As the Rackham Graduate Student Handbook indicates, "The Dissertation Committee is a crucial component of your doctoral degree program, for it is this Committee that will supervise your dissertation activities and will serve as a resource on which you may draw throughout the period of research and writing." The Dissertation Committee is responsible for approving the student's dissertation topic, supervising research, conducting an oral examination on the dissertation, and recommending the student to the Graduate School for the Ph.D. degree.

Practice varies as to the specific roles of members and chairperson(s). Be sure to clarify early in the process how your committee wishes to function. Clarify with the committee the ways they expect the chair(s) and members to be involved in your dissertation (e.g., who is to see drafts of any data collection instruments before the data collection begins; who is to be consulted on data analysis strategies, on the organization of the written dissertation, etc.; who wants to see drafts of the individual chapters of your dissertation as they are produced; who wants to see a draft only when there is one for the entire dissertation; who wants to see a draft of your entire dissertation before you schedule your orals; how much time they typically need between receipt of your entire dissertation and scheduling of orals; are they expecting to be on leave or out-of-town for any extended period within your time frame for dissertation completion?).

Formulation of a dissertation proposal for submission to a dissertation committee should begin as early as feasible in the student's study in consultation with faculty members. Students are requested to submit a copy of their approved dissertation proposal to the Doctoral Office. The student must be a Candidate at the time of the oral defense.

### **3. Registration for Oral Defense**

The defense of the dissertation must be held under a full-term eight- (8) hour Candidacy enrollment. No part of the fee for that enrollment is refundable. This regulation applies whether or not the student has already reached the required fee total minimum.

---

<sup>1</sup> This applies to all committees formed on or after September 1, 2003.

If a Candidate enrolls for a term in which the oral defense is scheduled and does not meet the dissertation deadlines established for that particular term, the student must then register under a full-term Candidacy enrollment for the term in which all final degree requirements are met.

#### **4. Preparation and Distribution of Copies**

The Dissertation Handbook and a schedule of deadline dates for format checks are available to Candidates in the Dissertation Office, 0120 Rackham Building. An online version is at:  
[http://www.rackham.umich.edu/student\\_life/publications/dissertation\\_handbook/](http://www.rackham.umich.edu/student_life/publications/dissertation_handbook/)

The student should submit the required number of copies of the dissertation to the Graduate School and one copy each to the Doctoral Program Office and the Dissertation Committee members. The student should consult the special statements with respect to the doctoral dissertation for the social science department as well as the Dissertation Handbook.

## **IV. Guidelines for Normal Progress Through the Doctoral Program in Social Work and Social Science**

### **1. Time Limits to Degree Policy for the Joint Doctoral Program in Social Work and Social Science**

Generally students who enter the Joint Doctoral Program with an MSW should expect to earn the Ph.D. degree in five years. A student entering without an MSW may expect to add one year to that timetable.

Students are expected to have achieved candidacy by the end of their third year if they entered as a post-MSW student and by the end of the fourth year if they entered as a pre-MSW student.<sup>1</sup> They are expected to have satisfied all degree requirements, including satisfactory completion of the social work preliminary examination not more than six months after achieving candidacy, and the dissertation, no more than five years after achieving candidacy. Failure to achieve candidacy in the required time will typically result in a designation of 'not in good standing', and will affect negatively the provision of and/or recommendations for continued financial support. Failure to complete the social work preliminary examination within the specified time period will typically result in a letter to the student and the student's advisors/chairs advising that unless the examination is completed by the end of the next term, Rackham will be asked to discontinue enrollment.<sup>2</sup> Failure to complete the dissertation in the five-year time frame will result in students being required to retake their preliminary examinations. Rackham also will be advised at this point to discontinue enrollment.

In the case of candidacy, social work preliminary examination and dissertation requirements, students may request additional time for reasons of child care, dependent care, illness, academic or professional development by submitting a letter to the Director. The letter should explain the reason for the request, describe the work left to be done, and the month and year in which it will be completed. This request should be accompanied by letters from the social work advisor or the social science advisor indicating strong support for the extension. Requests will be reviewed by the Director in consultation with the Supervisory Committee, and the student and the student's advisors notified of the outcome. These guidelines apply to all students who begin their Ph.D. work in the Fall term of 2003. Students currently in the program may elect to be governed by these guidelines or by those in effect at the time of their admission.

---

<sup>1</sup> Pre-MSW students enter as 16 month students and are provided with summer support in their first year to facilitate work on their MSW degree.

<sup>2</sup> A student who is discontinued loses the right to use university resources and must re-apply for admission.

## **V. Academic Good Standing**

(Revised July 1997)

Both the School of Social Work and the Graduate School require that students have a cumulative grade point average of at least a B (5.000) for good standing in the program. This is also the minimal performance level required of students. A student who fails to maintain this grade point average will have their record reviewed and action may be taken concerning the student's future enrollment. (See the **Rackham Graduate Student Handbook** for further details on academic standing and academic discipline.)

## **VI. Good Standing Status for Receiving Financial Aid Through the Joint Program**

*(Including but not limited to Rackham funding, etc.)*

*(Amended May 2005)*

Students must be in good standing in the program in order to receive financial aid through the Joint Program. Good standing, for purposes of receiving financial aid through the Joint Program, is preserved by: progressing through the program in a timely fashion in accordance with Doctoral program guidelines; having no more than one incomplete at any given time; and having a GPA 5.00 or above. Students who are in violation of any ONE of these criteria should immediately consult with their faculty advisors, and then with the Director of the Doctoral Program. If a student is not satisfied with the Director's decision, they have right of appeal to Rackham Graduate School.

## **VII. General Enrollment Policies and Procedures**

### **A. Academic Advising**

*(Revised July 1997)*

The Doctoral Program Director designates a faculty member in the School of Social Work to serve as the student's primary advisor for the first term the student enters the Program. Whenever possible, that person will be trained in the student's field of specialization. Students are expected to consult with their primary advisor about course selections each term. After the first term in the program, all students are free to select their own advisor in Social Work. To do so, students can fill out the Change of Advisor form in the Doctoral office.

Each student should also become acquainted with the Graduate Chair in the social science department. Each student will also be assigned an advisor in their social science department. That advisor's role is to help facilitate the integration of the student into the formal and informal aspects of the social science department. The advisor can assist the student to explore research possibilities within the department and become informed about courses and faculty interests.

### **B. Course Options and Alternatives**

Primary advisors approve the students' course elections and advise them about alternative ways of fulfilling doctoral requirements. A request for waiver of a requirement must be initiated by the primary advisor and will be subject to final approval by the Director of the Doctoral Program, on behalf of the Supervising Committee.

At the discretion of the Doctoral Program Director and/or the Graduate Chair of the Social Science Department, course requirements may be considered as having been met by graduate courses taken at another university. A written petition must be submitted to the appropriate person and a copy of the decision will be kept in the student's academic records.

## **C. Registration and Enrollment**

All students who are receiving University services are expected to be enrolled. For students registered in the School of Social Work, the usual course load is 11–14 credit hours. For Rackham students, 8–12 credit hours are the usual load for students who have not completed all course work. Students wishing to register for an excess of credit hours in one term must have permission from the Doctoral Program Director and their primary advisor. Students should register for their MSW courses through their SW registration appointment. All Rackham courses must be registered for under the Rackham course track and may not be registered for until that appointment time.

A comprehensive list of courses offered through the Doctoral Social Work Curriculum is included in Appendix 5, along with a list of faculty section numbers for the Research Internship, individualized courses or special studies in Appendix 6.

## **D. Grades**

Letter grades A through E are used for course enrollment, special studies, etc. Grades of + or - may be given when such discrimination is appropriate. In enrollment for individualized courses, special studies, prelim study, internship or dissertation, a grade of Satisfactory (S) or Unsatisfactory (U) may be substituted when other letter grades would be inappropriate. An Incomplete is used in limited circumstances when the unfinished part of the work is small, the student's standing in the course is "B" grade or higher, compelling reasons prevent course completion, and a plan for completion of outstanding work exists and is acceptable to the course instructor. Grades of Incomplete can be changed to letter grades only if the incomplete work is made up by the end of the second full term beyond the term for which the grade of "I" was given, regardless of enrollment status in subsequent terms and including the Spring/Summer term. The Graduate School establishes dates each semester by which a student must submit the missing work to the instructor and the instructor must submit the grade to the Registrar's Office for a make-up grade to be posted automatically to the student's record. (For further details, see "School Policies Governing Academic Matters," which is Chapter III of the Student Guide to the Master's in Social Work Degree Program, and the Rackham Graduate Student Handbook.)

## **E. Residence**

Residence requirements in the School of Social Work are a minimum of three terms of full-term enrollment, except that a student who transfers one year of credit from an accredited school of social work shall be required to spend two terms in full-time enrollment.

The student must be registered in the Graduate School to be awarded the Ph.D. degree. Students must fulfill the residence requirement by satisfactorily completing a minimum of 18 graduate credit hours registered on the campus at Ann Arbor. (For more specific information on Rackham Fee Requirements, see the Rackham Graduate Student Handbook.)

## **VIII. Leaves of Absence/Re-Admission**

---

The Supervising Committee may grant leave of absence for one year at a time. Any student requesting a leave must do so in writing prior to the time period in which the student plans to be absent from the program. Such a request must outline the reason(s) for the leave and the time period involved. Students must be in good standing at the time of the request. Requests for extension of a leave of absence must also be submitted to the Supervising Committee, in writing. Students returning from leaves of absence should check with the Doctoral Office prior to enrollment to be placed on active status with the University. (See Rackham Graduate Student Handbook, for Re-Admission procedures.)

A pre-candidate must apply for re-admission if the student has not been enrolled for more than 12 consecutive months, and did not request a leave of absence for that time period. An application for re-admission requires completion of the Rackham re-admission application, transcripts of any graduate work taken subsequent to enrollment in this university, and submission of new letters of reference. Applications for re-admission must be submitted during the regular admission period and will be considered in conjunction with new applicants for that academic year.

Students may apply for Detached Study status whether they in Ann Arbor or away from Ann Arbor. Students who have been on Detached Study do not have to seek re-admission when they return, providing they have been away no longer than 12 months. Requests to lenders for deferment of educational loan payments while a student is on Detached Study are normally approved providing they are submitted prior to the beginning of the Detached Study period. (See the Rackham Graduate Student Handbook, for further information.)

## **IX. Research with Human Subjects**

The University of Michigan complies fully with the federal regulations regarding the protection of human subjects.

Students proposing to do research with human subjects are required to submit a proposal for IRB approval *before any data collection* is undertaken. Students may not collect data or may recruit subjects until their applications are reviewed and approved. All research internship and dissertation research involving human subjects are subject to these procedures. Complete information for submitting proposals can be found at the IRB Website: <http://eresearch.umich.edu/>. **All proposals must be co-signed by a supervising faculty member.**

All graduate students in the program area also required to obtain PEERRS Certification. See the University of Michigan Research website for details: <http://www.research.umich.edu/>

## **X. Ethical Standards and Grievances**

Students and faculty are expected to maintain high ethical standards in their relationships with one another. The University has established policies and procedures to deal with those instances where either students or faculty believe there has been a breach of those standards.

The *Graduate School Grievance and Academic Integrity Procedures* provide access to informal and formal address of academically related grievances for Rackham students. . Information about the procedures are available from at [http://www.rackham.umich.edu/student\\_life/advice\\_support/grievance\\_academic\\_integrity/...](http://www.rackham.umich.edu/student_life/advice_support/grievance_academic_integrity/) Students in our doctoral program who are enrolled in MSW coursework also have access to the grievance procedures of that School. Those procedures are described in *The Student Guide to the Master's in Social Work Degree Program*, available in the at <http://www.ssw.umich.edu/studentGuide/2008/>.

The *Graduate School Grievance and Academic Integrity Procedures* defines student offenses against standards of academic integrity, lists the range of responses that the Graduate School and its faculty may invoke, and sets out procedures for determining whether there has been an offense in a particular case. . Information about the procedures is available from at [http://www.rackham.umich.edu/student\\_life/advice\\_support/grievance\\_academic\\_integrity/](http://www.rackham.umich.edu/student_life/advice_support/grievance_academic_integrity/)

The School of Social Work has also defined policies and procedures related to academic misconduct such as ethical misconduct, failure to conform to professional social work values and traditions, plagiarism, cheating and so forth. A copy of these policies and procedures is contained in the School of Social Work's *Faculty Handbook*, available in the Doctoral Office..

The Doctoral Committee has recognized that joint authorship situations, especially those involving students and faculty, can be problematic. Although the Doctoral Program has not adopted specific standards of appropriate practice

relating to joint authorship, the ethical standards of the American Psychological Association and the American Sociological Association appear germane. Relevant portions of these appear in Appendix 10.

Student records are regarded as confidential and are maintained by the School of Social Work and the Doctoral Program primarily to benefit students in their educational and professional advancement. Access by students to their educational records is controlled by the policies and procedures found in the School of Social Work's *Faculty Handbook*.

Relations between faculty and students should be conducted in ways to avoid conflicts of interest. This is reflected in the School of Social Work's *Faculty Handbook*, the section regarding Faculty Relations with Students, which states that "Any financial transactions between faculty and students must be approved by the Dean. Faculty members shall not accept students in the School of Social Work as social work clients."

## **XI. Discrimination and Discriminatory Harassment**

The University of Michigan, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The University of Michigan is committed to a policy of nondiscrimination and equal opportunity for all persons regardless of race, sex<sup>1</sup>, color, religion, creed, national origin or ancestry, age, marital status, sexual orientation, disability, or Vietnam-era veteran status in employment, educational programs and activities, and admissions.

The Office of Institutional Equity (<http://www.umich.edu/~hrraa/oie/index.htm>) is the university resources for instances of discrimination and harassment by faculty or staff. Policies concerning Discriminatory Harassment by Faculty and Staff is available on the website for the Office of Institutional Equity <http://www.hr.umich.edu/oie/cc/index.html> Inquiries or complaints may be addressed to the Staff at the Office for Institutional Equity, 2072 Administrative Services, 1009 Greene Street, Ann Arbor, Michigan 48109-1432, 734-763-0235 (V), 734-647-1388 (TTY), email [institutional.equity@umich.edu](mailto:institutional.equity@umich.edu) .

Relations among students are governed by the University Policy statement on "Discrimination and Discriminatory Harassment by Students in the University Environment," copies of which are available in the Doctoral Office. That document defines prohibited discrimination and discriminatory harassment based on race, ethnicity, religion, sex, sexual orientation, creed, national origin, ancestry, age, marital status, handicap, or Vietnam-era veteran status. Students may discuss concerns of discrimination or discriminatory harassment by a faculty or staff member with staff from the Office of Institutional Equity. Students may also consult with the Academic and Staff HR Services Office. Students who experience discrimination, discriminatory harassment, or sexual harassment by students may consult with the Office of Student Conflict Resolution.

The following examples of discriminatory harassment are taken from the OIE website::

- *denying raises, benefits, promotions, leadership opportunities or performance evaluations on the basis of a person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.*
- *preventing any person from using University facilities or services because of that person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.*

---

<sup>1</sup> Includes discrimination based on gender identity and gender expression.

- *making determinations regarding a person's salary based on gender, gender identity, gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.*
- *denying a person access to an educational program based on that person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.*
- *instigating or allowing an environment that is unwelcoming or hostile based on a person's gender, gender identity or gender expression, pregnancy, race, color, national origin or ancestry, disability, sexual orientation, age, religion, veteran status, height, weight or marital status.*

Students who encounter any forms of discrimination or discriminatory harassment are encouraged to discuss the matter with their faculty advisor, the Director of the Doctoral Program, the School of Social Work's Affirmative Action Officer, or one of several University offices, including the Office of Student Counseling Services, the Affirmative Action Office, the Office of the Ombudsman, the Sexual Assault Preventive and Awareness Center, and the Lesbian, Gay, Bisexual, and Transgender Affairs Office.

## **XII. Program Goals and Outcomes**

Since its inception, the goal of the Doctoral Program has been to prepare students to contribute to the advancement of knowledge about social work practice and social welfare. As part of continuing efforts to evaluate how effective the Doctoral Program has been in achieving this overall goal, faculty members associated with this program were asked to rate a wide variety of possible criteria for their importance in judging the career success of Doctoral Program graduates.<sup>1</sup> The seven criteria listed below were those deemed important by faculty consensus. They are listed in order of importance, with the most important listed first. They are presented here to make clear to applicants and students the kinds of outcomes the Program tries to prepare its graduates to attain.

- A. **Originality** of contributions to knowledge, reflected in research at the cutting edge of the field and in originality in the problems tackled or in publications.
- B. **Social Work Relevance** of contributions to knowledge, reflected in the conduct of research that integrates social work and social science and in the development and evaluation of new approaches or strategies for social work services.
- C. **Leadership** in the profession, reflected in influences on social work education and on the profession of social work.
  1. Intellectual leadership in the profession and social work education, reflected in influence through writings, presentations at professional meetings, such as the Council on Social Work Education (CSWE), Institute for the Advancement of Social Work Research (IASUR), the National Association of Social Workers (NASW), and the Accredited Board of Social Workers (ABSW), and in editorial activities for professional journals.
  2. Organizational leadership in the profession and in social work education, reflected in leadership positions in academia, social work education organizations, and social work professional organizations.
- D. **Recognition** of contributions to knowledge, reflected in frequent citations by other authors, in being well known by people, respected by peers, and perceived as an expert in an area by colleagues.
- E. **Initiative** in research activities, reflected in the initiation of one's own research activities and in receipt of grants from public or private sources
- F. **Quantity** of contributions to knowledge, reflected in the number of articles, chapters, books, etc., published or papers presented at national meetings

---

<sup>1</sup> See Radin, N. "The career success of doctorates from two schools of social work." *Social Service Review*, Dec. 1985, pp. 604-621.

G. **Excellence in Teaching**

It is recognized that all of the students' experiences in the Program, including formal and informal, have contributed and will continue to contribute significantly to their ability to achieve these career goals. A number of specific activities have also been identified that are intended primarily to highlight systematic efforts to relate these program goals to program experiences and requirements, to encourage individual faculty and student actions directed to enhancing this congruence. These activities are described in a memo available in the Doctoral Office. (Ask for the January 15, 1985, memo on Criteria for Success.)

## **XIII. Funding Opportunities**

---

### Scholarships and Fellowships

**The Henry J. Meyer Scholarship:** The Henry J. Meyer scholarship award was established in 1987 to honor the original and long-time director of the doctoral program, Henry J. Meyer, under whose leadership the program was the first doctoral program in social work to integrate fully the intensive study of social work and a social science discipline. The major purposes of this award are (a) to help support and honor students in the Doctoral Program in Social Work and Social Science whose written work exemplifies the goals of the Program in relation to the integration of social work and social science, and (b) to encourage students to prepare such work for possible publication or conference presentation.

Normally this award will be made annually. Papers submitted by students will be judged by the Supervising Committee on the extent to which they make an original contribution to the empirical or theoretical literature in a manner that integrates social work and social science. Announcements of the policies and procedures for the competition for the awards will be made annually at the end of the winter term, with applications and papers due by the beginning of the following fall term.

**The Rosemary Sarri Scholarship Fund:** The Rosemary Sarri Scholarship Fund was established to honor Professor Emerita Rosemary Sarri and her longstanding commitment to social justice. The major purpose of this scholarship is to provide financial support for women enrolled at the School of Social Work, at either the doctoral or master's level, whose past work, current studies, or future career goals are likely to contribute to the advancement of knowledge in social policy or community practice.

It is anticipated that this scholarship will be made annually based on students' applications, vitae, and letters of recommendation. The recipient pool for the award will alternate every year between the doctoral and master's program. Applications will be made available Fall Term, with a due date of December first for submission.

**The Judith and Howard Sims Medal:** This award will recognize an outstanding paper or project by a graduate student which illuminates or improves the interactive effects of three environments: home-neighborhood, school and workplace ~ on the functioning of the family. It assumes that experience in one environment will affect behavior in the others, such as when stress in the workplace affects interactions at home, or when turbulence in the neighborhood causes conflict in school, or when discord in a marriage affects performance at work or upsets children as they leave for school. There is need for knowledge and action to improve these interrelated environments. This recognition of outstanding student work will include a monetary award of \$5,000 made possible by an endowment established by Judith and Howard Sims, both graduates of the University of Michigan. A call for papers goes out to faculty during Winter Term, and submissions are due in the Doctoral Office, with their recommendations, the 20<sup>th</sup> of April each year.

**Rackham Administered Funding:** The following programs are administered through the Office of Student Recruitment and Support of the Horace H. Rackham School of Graduate Studies. Application forms are available from and processed through the Fellowships and Recruitment Office in Room 122 Rackham. Guidelines, nomination forms, and applications are available on the web site:

[http://www.rackham.umich.edu/financial\\_assistance//srop.html](http://www.rackham.umich.edu/financial_assistance//srop.html). Follow the links for detailed guidelines for each competition, including eligibility requirements and selection criteria. This information is subject to change,

although every effort will be made to keep the information presented here up-to-date and accurate. Dates listed are for the department; students should anticipate turning in applications 7-10 days earlier.

[Barbour Scholarship](#)

January 4, 2008

[Lipschutz, Susan and Margaret Ayers Host Awards](#)

January 25, 2008

[Lurcy Scholarship](#)

October 19, 2007

[Rackham Discretionary Funds](#)

Ongoing

[Rackham Non-Traditional Fellowship](#)

March 14, 2008

[Rackham One-Term Dissertation Grants](#)

\*see note in following section

[Rackham Predoctoral Fellowship](#)

January 11, 2008

[Radcliffe/Ramsdell Fellowships](#)

March 7, 2008

[Rackham Travel Grants](#)

Ongoing

[Rackham Debt Management Award](#)

April 4, 2008

## **XIV. Funding Through the Joint Doctoral Program**

### **Doctoral Fellowships**

All admitted students are funded through Doctoral Fellowship, Rackham Merit Fellowship, or Rackham Regent's Fellowship. While a student is receiving this funding, he/she will receive tuition, stipend and Gradcare as stated in his/her funding letter or agreement. A student may not work external to his/her Doctoral Fellowship more than 10 hours per week when receiving these fellowships.

### **Personal Debit Accounts**

Each student upon admission receives funds in personal debit account. The funds are to be used for travel and for dissertation and research expenses. Each student may use the money in their "account" during their tenure in the Joint Doctoral Program, as long as he/she is making good progress and is in good standing. No more than \$400 per year may be used without special permission from the Director. Once your account balance has been depleted, your account will be considered "closed". Full detail can be found in Appendix 12.

### **Emergency Loan Funds**

Intended to help Joint students in good standing deal with one-time, emergency expenses that are: 1. unforeseen, 2. beyond the student's control and 3. not covered by other funding programs. Please see Appendix 13.

### **Rackham One-Term Dissertation Grants**

The Joint Ph.D. Program in Social Work and Social Science is given six (6) Rackham One-Term Dissertation Grants per academic year. Students apply for the following academic year, and their applications will be adjudicated on a competitive basis. **We will be requiring the following materials from all applicants, submitted as a packet to the Doctoral Office no later than June 2 of each year (or closest working day) by 10:00am.**

1. Rackham application, found at <http://www.rackham.umich.edu/Fellowships/guideln/2050.html>. Please make sure that your status is in compliance with the regulations stated on this webpage.
2. A two-page synthesis of your prospectus
3. An outline of your plan for finishing your dissertation, signed by you and one of your Dissertation Chairs
4. A statement or letter from your chair giving an assessment of your performance, including comments on whether your plan for finishing is realistic and what they see as the major contribution of your dissertation work. (Please see the website for more information.)

This is a one-time, one-term grant including candidate tuition, GradCare and stipend, and once you have received this grant, you will not be eligible for further dissertation funding.

#### **Guidelines for Rackham Graduate Student Emergency Funds, 2006-07**

Application is available On-Line at <https://www.rackham.umich.edu/Funding/emergency/>

1. **Purpose:** The Rackham Graduate Student Emergency Fund is intended to help meet the financial needs of Rackham graduate students who encounter an emergency situation or one-time, unusual, or unforeseen expenses during their degree program. Situations eligible for funding include such events as:
  - Personal or family medical, dental or mental health emergencies
  - Major accidents and events such as fire and natural disasters
  - Expenses related to the illness or death of an immediate relative

Normal living expenses such as rent, car repairs, child care, and utilities are generally not considered emergency situations. Exceptions may be made for extraordinary circumstances.

2. **Eligibility and Award:** Students must be in good academic standing in a Rackham degree program. Awards may be up to \$2,500. Rackham graduate students will be limited to two emergency awards.

For students who qualify for need-based financial aid, an emergency award may reduce original loan amounts. Please contact the Office of Financial Aid at [financialaid@umich.edu](mailto:financialaid@umich.edu) or at 734-763-6600 for help in evaluating your individual circumstances.

3. **Deadline:** Applications will be reviewed on a rolling basis, but only after they are complete.

Other sources for emergency assistances:

- The Center for the Education of Women (CEW) awards small emergency grants to graduate students and nontraditional undergraduates, including parents and returning students, who face serious and unexpected financial problems. To apply for a “critical difference” grant, call (734) 998-7210 to make an appointment with a counselor.
- The Office of Financial Aid (OFA) provides short-term emergency loans. Students may apply directly through Wolverine Access. After selecting “Student Business,” click on “Short Term University Loan” within the “Financial Information” section. Select “Apply for an eULoan” for a full description, including eligibility criteria.

## **XV. Job Search Activities by Graduating Students**

The Doctoral Program is committed to assisting its students in obtaining appropriate jobs upon graduation. Each year the doctoral director organizes a Job Club for students who plan to graduate within the next 18 months. The Job club consists of workshops to help students identify sources of information on job interviews, prepare a curriculum vitae,

prepare for job interviews, use the faculty at the University of Michigan to assist in job search, etc.; The Doctoral Office keeps a file of job announcements received in the doctoral office; distributes brief summaries and CV's describing the qualifications of students in the job market to all deans of graduate schools of social work; and organizes practice "job talks" as part of the School of Social Work Brown Bag Series.

The job search is usually a time-consuming activity and is more successful when undertaken in a carefully considered manner. Students who expect to be in the job market are strongly encouraged to consult with their faculty advisors and the Doctoral Program Director well in advance of commencing such activities.

## Appendix 1:



### EXPECTED TIME OF COMPLETION OF DOCTORAL PROGRAM REQUIREMENTS

This table provides information on expected time (in calendar years) for completion of the various program requirements from the student's first date of entry into the Program. The Doctoral Program strongly encourages the student to meet these requirements as expeditiously as possible. Experience has shown that many students are able to complete their requirements well within the expected time of completion. Yet, the Program recognizes that these guidelines may need to be adapted to the student's academic background, particular circumstances, and special interests. The required program components overlap and are not intended to necessarily satisfy the stated sequence. Although courses are offered to meet most of the requirements, evaluation of successful completion is based on demonstrated competence.

These guidelines are used by the Supervising Committee to aid in assessing each student's progress, and in determining whether the student is in good standing. In any such assessment, the report and evaluation of the student's advisor and other faculty members who know the student's work and situation are considered along with the student's normal progress. The Supervising Committee reviews each entering cohort of students annually and provides feedback to students on these reviews.

The student and the advisor should develop plans for the completion of the program requirements within the framework of these guidelines. Therefore, it is highly advisable that at the beginning of every academic year the student and the faculty advisor review the student's progress and define an academic plan for the coming year.

Expected time to degree in calendar years		
	Post-MSW	Pre-MSW
MSW	-	2
Statistics	1	2
Research Methods	2	3
Specialization Decision	1	2
Research Internship	2	2-2 1/2
Doctoral Social Work Courses	2	3
Social Science Courses	2	3
Post MSW Work Experience	3	4
Social Work Preliminary Examination	3	4
Social Science Preliminary Examination	3	4
Candidacy	3	4
Dissertation	4	5

Appendix 2:

**THE UNIVERSITY OF MICHIGAN**

Doctoral Program in Social Work and Social Science

APPROVED SUBSTITUTIONS FOR MSW FOUNDATION COURSES

SUBSTITUTIONS BY DISCIPLINE						
MSW FOUNDATION	DOCTORAL	ANTHRO	ECON	POLI SCI	PSYCH	SOC
HB 500	DOC 840	ANTHRBIO 467, 562, 570			PSYCH 654, 682, 751, 757, 785, 793	
HB 502	DOC 842	ANTHRCUL 422, 434, 438, 526, 527, 563		POLSCI 608, 633, 643, 665, 666		SOC 505, 506
SOCWK 515						
INTP 521	DOC 810, 811, 812, 816, 817				PSYCH 675	
RES 522	DOC 824, 830, 831, 832, 833	ANTHRBIO 530, ANTHRCUL 543, 561, 629	ECON 605, 607, 671	POLSCI 636, 680, 694, 699, 787	PSYCH 613, 614, 786, 854	SOC 507, 510, 610
SWPS 530	DOC 820, 822, 823	ANTHRCUL 626		POLSCI 611, 621, 627, 664, 681, 730, 736		
SOCWK 531						
SOCWK 560	DOC 806, 813, 814					

Appendix 3:

**THE UNIVERSITY OF MICHIGAN**

Doctoral Program in Social Work and Social Science

**PRE-MSW/DOCTORAL STUDENTS: FIELD PLACEMENT OPTIONS**

	<b>FALL*</b> <b>FIELD PLACEMENT</b> <b>START OPTION</b>	<b>WINTER*</b> <b>FIELD PLACEMENT START</b> <b>OPTION</b>
1 credit of Foundation Field (SOCWK 515) = 114 clock hours in the agency	FALL: 515 = 2 credits 531 = 1 credit (Seminar/meets every other week for 2 hrs.)	WINTER: 515 = 2 credits 531 = 1 credits (Seminar/meets every other week for 2 hrs.)
1 credit of Advanced Field (SOCWK 691) = 57 clock hours in the agency ??)	WINTER: 691 = 4 credits	SPRING/SUMMER: 4 credits
	<b>TOTAL = 7 credits</b> <b>(REQUIRED)</b>	<b>TOTAL = 7 credits</b> <b>(REQUIRED)</b>
Additional Elective Field Credits - (Up to 21 credits total allowed) <sup>1</sup>	SPRING/SUMMER: 5+ credits	SPRING SUMMER: 5+ credits
	<b>TOTAL depends on # of</b> <b>credits registered for in SP/SU</b>	<b>TOTAL depends on # of</b> <b>credits registered for</b>
Field Application Deadline	July 1	October 13

\*Students can only start field placements in the Fall or the Winter terms.

<sup>1</sup> Doctoral students can substitute up to 8 of the 15 required placement credits with their research practicum.

## Appendix 4:

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## ASSUMPTIONS, PRINCIPLES OF THE DOCTORAL PROGRAM CURRICULUM

### 1. Basic Assumptions and Principles

Knowledge generation and knowledge transmission is a central focus for the Program and the major basis upon which the Doctoral Program Curriculum is organized. Related to this is a commitment to retain and enhance the unique character of the Doctoral Program, namely, its emphasis on the articulation of social work and social science. While the modes of articulation have changed over the years and will continue to change, this program remains the only social work program that is fully linked with the social science departments, and the implications of this arrangement are retained.

Within these general Program goals, the features of the social work component, which the curriculum addresses, include the following principles and assumptions.

a. Articulation of social work and social science.

The primary emphasis is on the application of disciplinary methodology, theory, and evidence to analyze and understand social work and social welfare problems and issues, and the use of social science methodology to develop and test new modes of social work intervention and social welfare policies and services. Attention should also be given to fostering topics relevant to social work and social welfare within the disciplinary communities so that the topics are seen as relevant and worthy of study.

b. Emphasis on knowledge development.

This includes a focus on training students in the conceptual and methodological skills necessary for the generation of knowledge. The emphasis is on knowledge that can enhance the development and evaluation of theories, intervention methods, social service systems, and policies relevant to social work and social welfare.

c. The central role of knowledge development and research related to intervention methods and social service systems.

The intervention methods and social service systems are critical components of social work and social welfare. They most distinctively differentiate social work and social welfare from the social science disciplines and other professions. In keeping with principle b. (above), all students should be exposed to and develop expertise in relation to the advancement of knowledge and research relating to social service systems and/or intervention methods.

d. Recognition of ethical and value issues and commitments relevant to social work and social welfare.

This involves careful consideration of ethics and values relevant to social work research, interventions, and policies. It also involves a commitment to enhancing the well being of underprivileged, under-served, and/or minority populations. It includes the identification of groups “at risk,” the specification of issues that are unique to specific subgroups, such as minorities, and concern for the adequacy of intervention methods and social service systems to meet the needs of these special groups.

e. Flexibility in the curriculum to adapt to new developments.

This is intended to provide opportunities to develop new content, knowledge, and practical applications, and to examine and evaluate social changes that have implications for social work and social welfare. To some extent all of the doctoral seminars serve this purpose, since these seminars are intended to serve as vehicles for knowledge

generation as well as knowledge transmission. In addition, such opportunities are increased through special seminars which reflect changing research priorities and faculty research interests.

f. Opportunity for original, specialized study.

Such study would reflect the diverse interests and disciplinary orientations of students and faculty, while also providing means for organizing various program components into a cohesive whole. Specialized study is realized through formal courses, the research internship, work experience, special seminars, practica, prelims, and the dissertation.

These principles and assumptions have important implications for the social work component of the Doctoral Program that need to be highlighted. First, it is not a practice program. The teaching of conventional practice skills at the doctoral level would be inconsistent with the primary emphasis of the Program on knowledge generation and enhancement. In addition, the Program aims to provide in-depth, specialized content rather than comprehensive coverage at a more general level. Accordingly, it is not an “advanced” program to extend the M.S.W. curriculum. It does not endeavor to mimic the coverage provided by a master’s program (e.g., coverage of fields of service) or to provide coverage of basic content. Finally, the articulation of social work and social science within the social work component of the Program does not involve duplication of offerings in the associated departments. Rather, the social work components of the Doctoral Program curriculum supplement those offerings, drawing from them and expanding upon them to meet the specific objectives of social work and social welfare.

## Appendix 5

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## DOCTORAL SEMINAR COURSE LIST AND DESCRIPTIONS

(8/20/03)

The courses are for 3 credits unless otherwise noted. The course descriptions will be available each term. If you would like more information you should call the School of Social Work Doctoral Office, 763-5768. MSW students may register for doctoral courses only with written permission of instructors. Courses with asterisk (\*) are special seminars that may not be given on a regular basis.

### COURSE LIST

#### PROSEMINAR

800 Proseminar in Social Work and Social Science

#### RESEARCH INTERNSHIP

801-803 Research Internship: Used as registration for research internships in the School of Social Work (1-8 credits)\*

#### PRACTICE, INTERVENTION AND POLICY (PIP)

806 Young People Creating Community Change  
810 Principles and Processes of Individual Change  
811 Group Intervention for Individual and System Change  
812 Couples, Marital and Family Intervention  
813 Intervention in Human Service Organizations and Social Service Networks  
814 Community Intervention  
815 Policy Analysis, Development and Implementation  
816 Racial, Ethnic, and Gender Factors in Intervention  
817 Preventive Intervention  
818 Special Seminar: Women and Employment Policy (PUBPOL 730)\*  
819 Special Seminar: In Practice, Intervention and Policy (1-3 credits)\*  
858 Special Seminar: Poverty and Inequality (PUBPOL 736)\*

#### SOCIAL SERVICE SYSTEMS (SSS)

820 Historical Analysis of U.S. Social Service Systems  
821 The Future of Social Services in the U.S.  
822 Structure of the Contemporary U.S. Social Service Systems  
823 Comparative Cross-National Analysis of Social Service Systems  
824 Clinical Services Research: Quality, Effectiveness, Outcome  
829 Special Seminar in Social Service Systems

#### RESEARCH METHODS FOR PRACTICE AND POLICY

830 Advanced Methods in Clinical Research (Psych. 811)  
831 Research Methods for Evaluating Social Programs and Human Service Organizations  
832 Research Methods for Social Policy Analysis  
833 Research and Development for Human Service Innovation  
835 Special Seminar: Applied Research in Aging I (1-3 credits)\*

- 836 Special Seminar: Applied Research in Aging II (1-3 credits)\*  
 838 Special Seminar: Research Methods for Practice and Policy (1-3 credits)\*

#### SOCIAL CONTEXT FOR PRACTICE AND POLICY

- 840 Individual and Family Functioning and Well Being  
 841 Social Participation  
 842 Social Equality and Equity

### DOCTORAL SEMINAR COURSE DESCRIPTIONS

**DOC 800 Proseminar in Social Work and Social Science** [3 credits. Open to students in the Doctoral Program in Social Work and Social Science; others by permission of instructor. Required two semester course, semester 1 is taken fall of the first year, semester 2 is taken while the student is completing their social work preliminary examination or dissertation proposal] This is a seminar about the nature of research and scholarship for the students in the joint program in Social Work and Social Science. The basic motivating question for the seminar is a daunting one. It concerns the nature, place and practice of scholarship in a complex multidisciplinary context that emphasizes learning about not only the requirements of developing basic knowledge as an end in itself but also the skills, processes, procedures and routines associated with the use of that knowledge to help solve problems that impinge on, or directly disrupt the quality of peoples lives. A central assumption is that similar to other forms of scholarship, expertise in scholarship in a combined professional/academic context is not automatic. Instead it involves the purposive acquisition of habits, skills and attitudes that enable people to contribute to professional and academic advances in their chosen field of inquiry. The first semester focuses on the early stages of this development. As such, it seeks to establish an orientation to the development of scholarship that will continue once the seminar is over. That is to say, it seeks to engage students in an examination of the practices, styles and domains of scholarship in the multidisciplinary contexts of social work, social welfare and social science so that they may begin to evolve an approach to scholarship suited to their own interests, inclinations and capabilities. Throughout the term, various topics pertinent to making explicit the requirements and practices of scholarship will be discussed, based on focused readings on each topic. **The second semester, taken at the end of coursework, is focused on identifying how the integration of social work and social science knowledge can be the basis of the social work prelim or dissertation project.**

**DOC 806 Youth and Community** [3 credits. Doctoral standing and prior study in the individual area or permission of the instructor. Practice, Intervention, and Policy Area.] Why is it that in some of the world's most disinvested areas, there are young people creating community change? What are some strategies for involving young people in the decisions and institutions that affect their lives? What would happen if society viewed young people as competent citizens and positive resources rather than social problems and passive victims of services? This seminar examines several strategies for involving young people in organizational development and community change. It considers the changing content of youth participation, models and methods of age-appropriate and culturally-competent practice, roles of youth and adults as citizens and collaborators, obstacles to youth participation and ways of overcoming them, and perspectives on the future of youth and community in a diverse democratic society. Special emphasis will be placed on youth participation in socially disadvantaged and economically disinvested areas worldwide.

**DOC 810 Principles and Processes of Individual Change** [3 credits. Doctoral standing and prior study in the individual area or permission of the instructor. Practice, Intervention, and Policy Area.] Review and critical analyses of interventions with individuals, which are intended to produce individual change or the necessary conditions for such change, are the primary focus of this course. Practice principles, methods, and processes utilized in assessment and intervention will be critically analyzed for such factors as adequacy for practice, empirical bases, assumptions, outcomes including effectiveness and efficiency, and areas requiring further research and development. Selected models and methods will be discussed with one criterion being empirical support; among the approaches to be considered are the psychosocial, behavior modification, cognitive-behavioral, self-awareness promotion, task implementation, contingency management, and problem-solving training procedures. Additional coverage will include

the relationship of individual procedures to intervention with families and groups; the models' generalizability to diverse populations, such as those with minority, ethnic, and gender status; prevention of dysfunction and enhancement of individual competence; and ethical and value issues.

**DOC 811 Group Intervention for Individual and System Change** [3 credits. Doctoral standing and prior study in the group area or permission of the instructor. Practice, Intervention, and Policy Area.] Review and critical analyses of contemporary group methods utilized to achieve individual and/or system change are the focus of this course. Empirical and theoretical bases for assumptions and outcome research at the individual, group, and larger system levels will be discussed. Topics will include major models and procedures as applied to the behaviors of individual members, modification of group structures, processes, norms, tasks, and reciprocal interactions between the group and its environment. Attention will be paid to methods of collecting data; how group interventions lead to changes in targets of change; the effects of minority, gender, and ethnic composition upon group functioning; the use of groups for remediation, competence building, enhancement, and prevention; areas requiring further research; and ethical and value issues.

**DOC 812 Couples, Marital and Family Intervention** [3 credits. Doctoral standing and prior study in the family area or permission of the instructor. Practice, Intervention, and Policy Area.] This course focuses on review and critical analyses of the main theoretical positions and contemporary developments in marital and family intervention in terms of adequacy for practice, empirical basis, and outcome research. Gaps in knowledge will be identified and relevant social science knowledge incorporated. Topics will include contemporary assessment methods and the main models, modes, and methods of marital and family intervention, such as intergenerational, ecological, structural, strategic, and behavioral. Minority, ethnic, and gender issues; value and ethical concerns; linkages to other intervention levels; and prevention of family dysfunction and enhancement of family competence will be discussed.

**DOC 813 Intervention in Human Service Organizations and Social Service Networks** [3 credits. Doctoral standing and prior study in the organization area or permission of the instructor. Practice, Intervention, and Policy Area.] This course provides a critical examination of strategies of change within human service organizations and in networks of organizations in terms of their effects on effectiveness, efficiency, and responsiveness to the needs of vulnerable populations. Theories and research on organizations—specifically organization-environment relations, organization-client relations, structure, organizational change and innovation, and inter-organizational analysis and change—will be applied to the formulation of intervention and change strategies. The effects of current structuring of service delivery systems on accessibility, comprehensiveness, continuity, fairness, quality, and effectiveness of care, with special emphasis on populations vulnerable through their gender or ethnicity, will be detailed. Models and empirical studies of change within organizations and in networks of organizations aimed at improving the delivery of services will be analyzed and research issues and knowledge gaps will be identified. Relevant ethical and value issues will be examined.

**DOC 814 Community Intervention** [3 credits. Doctoral standing or permission of the instructor. Practice, Intervention, and Policy Area.] Community interventions are examined as methodologies of planned social change and community practice. The changing context of practice, major models, methods, and the uses of empirically based research to formulate and critically evaluate general practice propositions and action guidelines will be analyzed. Models of planned change to be discussed may include mass mobilization, social action, citizen participation, political advocacy, community education, and neighborhood development. Analysis will include methods of assessing community conditions, formulating strategies, building organizations, activating people, implementing plans, and monitoring and evaluating results. Research and case studies in public and private settings, in health, housing, and other human services, and in a variety of territories from neighborhood to nation will be included. Problems and issues of the economically disadvantaged, minorities, and women, and relevant ethical issues and values will be addressed.

**DOC 815 Policy Analysis, Development, and Implementation** [3 credits. Doctoral standing or permission of the instructor. Practice, Intervention and Policy Area.] Policy as an intervention process is critically examined by analyzing the phases of this process, various perspectives on policy analysis, the uses of empirical social science knowledge, the context of policy, policy's latent functions, and social, organizational, and cultural factors that impact at each phase. Three types of substantive structures will be included: remediation, enhancement, and prevention. General and

specific approaches to these goals will be compared in different content areas and auspices (public and private). Key research questions and gaps in knowledge will be identified as will roles, tasks, and tools of the researcher and policy developer. Ethical and value questions will be explored, with special attention to the effects of race, class, ethnicity, gender, and various types of social discrimination.

**DOC 816 Racial, Ethnic, and Gender Issues in Intervention** [3 credits. Doctoral standing in social work or permission of the instructor. Practice, Intervention and Policy Area.] Intervention methods are critically examined as they relate to racial, gender, and ethnic statuses of clients. Social science theory and research relevant to the identification of problems experienced by target groups and to status effects on psychosocial interventions will be reviewed. Attention will be on the effects of status and power differentials linked to racial, ethnic, and gender statuses of clients on the development and implementation of interventions at various levels in the social system. Cultural assumptions and discrimination that influence the definition and nature of problems, health, and competence, and the nature of interventions will be analyzed. Although attention will be given primarily to ethnicity and gender, these issues will be explored in a way that extends their applicability to other status differences and to sexual orientation. Key literature from social work, epidemiology and the social sciences will be covered to prepare students to design, implement, and evaluate interventions which address the problems of high-risk or under-served groups. Throughout, ethical and value issues will be integrated into course content.

**DOC 817 Preventive Intervention** [3 credits. Doctoral standing or permission of the instructor. Practice, Intervention and Policy Area.] Critical review and analyses of prevention theory, intervention methods, and programs. Preventive intervention refers to activities designed to prevent the development of problems by identifying risk factors and reducing causes of problems and/or by promoting factors that enhance well being and the adaptive functioning of individuals, groups, and larger social systems. Major topics will be effectiveness, empirical bases for underlying assumptions, and the design, delivery and evaluation of preventive intervention methodologies. Subsidiary topics may include the history and context of preventive intervention and its relationship to social work, social planning, and public health; identification of relevant bodies of knowledge; assessment and goal-setting strategies; types of preventive programs; and research and utilization techniques for furthering knowledge and developing new or revised preventive intervention techniques. The identification of populations at risk and under-served and programs for these groups will also be a focus. Ethical and value issues and key research questions and gaps in our current knowledge will be identified.

**DOC 818-819 Special Seminars in Practice, Intervention, and Policy** [1-3 credits. Doctoral standing or permission of the instructor. Practice, Intervention, and Policy Area.] Content varies, in keeping with faculty and student interests in emerging issues relating to practice, intervention or policy, and covers theoretical and empirical underpinnings, key research questions and gaps in knowledge, ethical and value issues, and ethnic, gender, minority, and social-class factors. For example, the seminar may focus on a critical analysis of a developing intervention or of a new social welfare policy initiative.

**DOC 820 Historical Analysis of U.S. Social Service Systems** [3 credits. Doctoral standing or permission of instructor. Social Service Systems Area.] Historical trends in formal and informal structures of social service in the United States are examined using a multi-disciplinary perspective from social and intellectual history, sociopolitical foundations, ideologies, and policies. Trends in the varying efforts of citizens and professionals to respond to individual and collective needs will be considered. Particular social service sectors will be chosen to illustrate trends. Students will learn to use analytic, theoretical, and conceptual tools for examining historical development and change in social service systems; they will use archival materials in the analysis of social service systems and will become knowledgeable of major trends in the development of social service systems in the United States.

**DOC 821 The Future of Social Services in the U.S.** [3 credits. Doctoral standing or permission of instructor. Social Service System Area.] Various models for analyzing and forecasting future trends in social services in the United States are studied including economic and political models and models based on needs assessment, demographic trends, and technological changes. Trends to be considered will include changes in the political economy of the nation-state, increased interdependencies between developed and developing countries, limits of tax-transfer and employment strategies to reduce inequality, changing population structures, and changes in values and ideologies affecting social services. Alternative models of contemporary and future social service systems will be examined and

evaluated, including models based on different mixes of public and private services, formal and informal systems, and centralized versus decentralized systems. Quantitative and qualitative sources of data and different approaches to analyzing trend data and forecasting future developments will be discussed. Particular social service sectors will be used to illustrate in depth the forecasting of future trends.

**DOC 822 Structure of the Contemporary U.S. Social Service System** [3 credits. Doctoral standing or permission of instructor. Social Service Systems Area.] Contemporary public and private social services structures and processes in the United States are examined, including both formal and informal structures. Interactions within and between the human service professions, the policy arena, and specific organizations will be considered. The interface of values and ideologies with policy and social service systems will be included. Special attention will be given to evaluations of service delivery, output, outcome, and impact. Specific course content will be selected from particular social welfare issues being dealt with by contemporary social service systems and will vary with changes in contemporary social issues, e.g., poverty, housing, child welfare. Students will develop theoretical, conceptual, and analytic skills for use in description and analysis of the major social service systems and will evaluate the performance and potential of various contemporary systems to resolve social problems.

**DOC 823 Comparative Cross-National Analyses of Social Services Systems** [3 credits. Doctoral standing or permission of instructor. Social Service Systems Area.] Newly developed methodologies for cross-national comparative research, from political science, sociology, and economics are used to analyze the social services systems in other industrialized and developing countries with reference to the U.S. systems. Attention will be given to the application of this knowledge to effecting changes in the U.S. social services system. Particular social service sectors will be chosen to illustrate in depth the relevance of cross-national analysis. Students will become knowledgeable about and able to use at least one model of cross-national comparative analyses, understand and critique the U.S. system of social welfare with reference to alternative systems in other countries, and use and select research methods for comparative analysis.

**DOC 824 Clinical Services Research: Quality, Effectiveness, Outcome** [1-3 credits. Doctoral Standing or permission of instructor. Social Service Systems Area.] What works, for whom, under what circumstances? The course will examine qualitative, historical, and quantitative research on the quality, effectiveness, and outcome of clinical services to persons with mental illnesses over the past 100 years. The primary focus will be on: 1) varying theoretical approaches to conceptualizing, measuring, treating and rehabilitating persons with mental illnesses (and how each is influenced by medical, social, economic, professional and political factors); and 2) the theoretical and practical issues in designing and conducting research on the effectiveness and outcomes of clinical services. The guiding framework for the course is a clinical services approach which emphasizes how the organization of care influences the kinds and effectiveness of clinical care. Questions and topics addressed within this framework include the following: What are the research findings on hospital based care, community care, deinstitutionalization, dehospitalization, homelessness, jails and prisons? How do social welfare and medical systems interrelations influence access, quality, effectiveness and outcome? How organizational, economic, legal, medical, social policy, and social factors influence access to care and the kinds and effectiveness of clinical services provided to persons with mental illnesses, as well as their racial/ethnic characteristics. How varying social conditions and processes such as poverty, deinstitutionalization (dehospitalization) and homelessness are related to differing theoretical conceptions of mental illnesses and specific social policies that influence the fragmentation or integration of needed services or the focus on acute care vs. rehabilitation and community functioning. The origin and implications of the recent emergence of family and consumer organization as major participants in the provision of care, along with mental health professionals. What are the implications of the extant research for social work practice? What is the research needed to improve social work practice and clinical services for more effective care and rehabilitation? Under what conditions will direct service practitioners incorporate research findings into their work with the mentally ill?

**DOC 829 Special seminars in Social Services Systems** [1-3 credits. Doctoral standing or permission of instructor. Social Service Systems Area.] These seminars cover variable topics related to faculty and student analysis of critical and emerging issues. Related to specific social problems and to social services systems established to address these problems. Possible topics include: care-giving in post industrial society; privatization of the social service system; social control and the social services; special problems and/or populations; deinstitutionalization and the development of community-based care; women, work, and welfare; and comparative analysis of social service systems.

**DOC 830 Advanced Methods in Clinical Research** [(Cross-listed as Psych. 811) 3 credits. Doctoral standing and one graduate level course in statistics and/or research design, or permission of instructor. Research Methods Area.] The goal of this course is for students to learn to implement standard research paradigms in the pursuit of knowledge about treatment processes and outcomes, given the particular characteristics of various types of interpersonal practice. The course will examine and critique exemplars of group experimental and quasi-experimental designs, both field and analog types; single-subject experimental designs; and qualitative models in which clinical data drawn from single cases and/or small samples are synthesized. Issues in selecting measures related to treatment processes and outcomes will be considered. The underlying assumptions and logic of the various models will be examined and their range of applicability assessed across racial, cultural, and gender groups. The kind of knowledge produced, impact of the research method on the treatment process, issues in dissemination, ethical considerations, assumptions of theories of knowledge and theories of psychological treatment, and comparisons between research about treatments and outcomes versus basic research will also be considered.

**DOC 831 Research Methods for Evaluating Social Programs and Human Service Organizations** [3 credits. Doctoral standing, one graduate level statistics course, and a basic understanding of multivariate analysis, including ANOVA and multiple regression/correlation, or permission of instructors are required. Also recommended is a rudimentary understanding of instrument construction and data collection procedures. Research Methods Area.] This course focuses on the theoretical and strategic issues in designing and implementing formative or summative evaluations. The scope will include methods of evaluation appropriate for the study of social programs, human service organizations, inter-organizational relationships; and similarities and differences from methods used for basic knowledge development. The analysis of alternative evaluation models, procedures, and techniques and issues in the design, implementation, and utilization of evaluation research will also be addressed. Topics may include: the sociopolitical context; ethical issues; the planning of evaluations; specification of variables, with emphasis on definitions of effectiveness and on operations of service technologies; the formulation of evaluation objectives; issues in sampling procedures, measurement, and data collection; alternative models for designing programmatic and organizational evaluations, including network analysis; analysis of findings; feedback at different stages of program evaluation; and reporting, dissemination, and utilization of results.

**DOC 832 Research Methods for Social Policy Analysis** [3 credits. One graduate-level statistics course and doctoral standing or permission of instructor. Research Methods Area.] This course covers research methods for assessing the nature and extent of needs for social intervention, evaluating the success or failure of existing social welfare policies, and determining the anticipated consequences of alternative policies and interventions. Also considered will be values and assumptions underlying policies and research, similarities and differences between methods for developing social policy knowledge and those for basic knowledge development, strategies to promote utilization and dissemination of research results, and methods of studying community, regional, national, and comparative international policies. Possible topics will be: community needs assessment techniques; subjective and objective measures of program and policy consequences; aggregation problems within and across communities, regions, or countries; analysis of time series data; archival and other historical methods of research; case study techniques; analysis of cross-sectional, panel, and comparative international data as natural experiments; the design and analysis of formal social experiments; meta-analysis of existing research results; and benefit-cost analysis and other related methods.

**DOC 833 Research and Development for Human Service Innovation** [3 credits. Doctoral standing or permission of the instructor. Research Methods Area.] This course focuses on research and development, that is, methods of design, development, and pilot testing of human service innovations at various levels of intervention. Emphasis will be on recent innovations, methodological issues, and similarities and differences between methods of design and development and those used in basic knowledge development. Students may participate in the further development of this methodology. Readings, examples, and assignments will be drawn from all levels of intervention, diverse areas of human service, and related fields. The topics may include: models of research and development, processes to generate innovation, methodologies to design and develop human service technologies, tools to assist in specialized aspects of design and development, dissemination and utilization, ethical issues in design and development of interventions, and differentiating requirements for innovations in relation to the minority, cultural, or gender status of targets of an intervention or policy.

**DOC 835 Special Seminar: Applied Research in Aging I** [3 credits. Prereq.: Doctoral standing or permission of the instructor.] This seminar is designed to develop research competence in applied issues of aging. The seminar is primarily designed for pre- and post-doctoral fellows from the NIA project on Social Research Training on Applied Issues of Aging. Other participants are welcome after prior consultation with one of the instructors.

**DOC 836 Applied Research in Aging II** [3 credits. Doctoral standing or permission of the instructor.] This year-long seminar is designed to develop research competence in applied settings. During the fall term, the seminar will focus on research related to substantive and theoretical issues involved in exploring the relationship between aging and the health of older people (i.e., race/ethnicity, extreme old age, poverty, stress and coping and mental health). This seminar is primarily designed for pre- and post-doctoral fellows on the NIA project on Social Research Training on Applied Issues of Aging. Other pre- and post-doctoral participants are welcome after prior consultation with one of the instructors. During the Winter term, each student develops a product using applied research concepts.

**DOC 838 Theory Development in Applied Arenas** [3 credits. Doctoral Standing or Permission of the Instructor.] This course is a seminar in theory development for those interested in the connection between social thought and social action. Theory is defined broadly as a conceptual scheme, or propositional network, that aims to solve specific empirical problems about the social world. Initially, the focus will be on understanding the nature of theory, what it is, what it is not, and its role in the development of knowledge. Subsequently, the focus will expand to include an examination of the requirements and possibilities of developing theory under conditions that must take account of the intentionality of human action and its occurrence on a "real-time" basis in the social world. In this regard, topics covered include the elements and logic of theory construction, forms of theories, approaches to theory development, as well as theory-testing. In addition, because scientific theory, in both its purpose and structure, is independent of the requirement of practical utility, there are some special problems associated with differences in the orientations and purposes of theorist-researchers and practitioners. The meaning and implications of these differences will be examined from a variety of perspectives. Literature used in this course will come from a variety of sources, including the history of science, the philosophy of science, the philosophy of social science, social work, the sociology of knowledge, social research, and organization theory. In addition, participants will be encouraged to introduce literature and material relevant to their own particular substantive interests.

**DOC 840 Individual and Family Functioning and Well being** [3 credits. Doctoral standing or permission of the instructor. Social Context Area.] This course analyzes the antecedents and consequences of alternate conceptualizations of individual and family well being through the life span. Attention will be given to: diverse values, perspectives, and ideologies relevant to conceptualizations of individual and family well being, operational definitions of these conceptualizations, the antecedents and consequences of well being as variously defined, and the implications of the above for social work and social welfare. Internal and external antecedents and short-term and long-term consequences at various system levels will be critically reviewed, particularly differential implications for each gender, and for various racial and ethnic groups. Antecedents that might be investigated are: psychological, physical, and genetic factors; ethnic/racial/geographic/national differences in socialization processes; the family as a mediator of stresses and resources in the larger society; structure and processes of the organizations and communities of which individuals are a part; economic conditions, cultural factors, and political structures, which impinge on a society's capacity to foster individual well being. Possible conflicts between individual and family well being will be considered as will those between individual or family well being and the ability of organizations, communities, and societies to survive and meet their own goals. Implications of the analyses for future research and social work interventions will be examined.

**DOC 841 Social Participation** [3 credits. Doctoral standing or permission of the instructor. Social Context Area.] This seminar examines the antecedents and consequences of alternate conceptualizations of social participation at the interpersonal, small group, organizational, community, and societal levels. Attention will be given to: diverse values, perspectives and ideologies relevant to conceptualizations of social participation at various levels; operational definitions of these conceptualizations; the antecedents and consequences of various forms and amounts of social participation; and implications of the above for social work and social welfare. Social participation is the involvement of individuals in a variety of interdependent social relationships for a range of individual and collective needs and interests. Key dimensions of participation will be considered, such as the degree to which it is voluntary, reciprocal, egalitarian, organizationally based, involves collectivities, or affects social integration. Theory and research evidence on

optimum levels for different social units will be examined. Antecedents and consequences of lack of social participation will be examined using concepts such as isolation, anomie, impersonalization, social disorganization, lack of empowerment, and disenfranchisement. Key research issues and gaps in knowledge will be identified.

**DOC 842 Social Equality and Equity** [3 credits. Doctoral standing or permission of the instructor. Social Context Area.] This course focuses on variations in the structure of opportunity and outcomes within the United States and between the United States and other countries. The forms inequality may take and changes over time in conceptions of inequality and inequity will be examined. Attention will be given to: effects of diverse values, perspectives, and ideologies on conceptualizations of social equality and equity; operational definitions of these conceptualizations; the antecedents and consequences of equality/inequality and equity/inequity as variously defined; and the implications of the above for social work and social welfare. Current levels of inequality in the United States will be assessed by critically reviewing the literature on differentials in opportunities and outcome. Comparative analysis of empirical work on inequality within the United States and between the United States and other countries will be used as a basis for examining debates about the relative costs and benefits of particular levels of inequality and about the trade-offs between equality and other social goods. Key research issues and gaps in knowledge will be identified.

**DOC 900 Preparation for Candidacy Evaluation**<sup>1</sup> [1-8 credits. Open to doctoral students with permission of instructor.]

**DOC 971-974 Directed Reading in Social Work and Social Science**<sup>2</sup> [1-4 credits. Open to doctoral students.] Provides doctoral students with intensive individual study under the direction of appropriate Social Work and Social Science faculty members. As indicated in Appendix 9, this course can also be used (up to a maximum of 2 credits) for the Doctoral Social Work

**DOC 975-978 Directed Research in Social Work and Social Science**<sup>3</sup> [1-4 credits. Open to doctoral students with permission of instructor.] Provides doctoral students with individual research under the direction of appropriate faculty members. Supervised individual or project field research in social settings.

**DOC 990 Dissertation/Pre-candidate** [1-4, IIIA, IIIB; 2-8, I, II, III. Open to doctoral students who have not yet been admitted to candidacy.]

**DOC 995 Dissertation/Candidacy** [4 only IIIA, IIIB; 8 only I, II, III. Candidacy status.]

---

<sup>1</sup> In exceptional cases, students may elect one independent study course to meet requirements as long as the course conforms to the distribution requirements and written approval is obtained from the Program Head prior to completion of the course.

<sup>2</sup> In exceptional cases, students may elect one independent study course to meet requirements as long as the course conforms to the distribution requirements and written approval is obtained from the Program Head prior to completion of the course.

<sup>3</sup> In exceptional cases, students may elect one independent study course to meet requirements as long as the course conforms to the distribution requirements and written approval is obtained from the Program Head prior to completion of the course.

## Appendix 6

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

### SCHOOL OF SOCIAL WORK LISTING OF INSTRUCTOR NUMBERS TO BE USED AS SECTION Numbers for Individual Special Studies and Field Instruction Course

Allen-Meares, Paula	132	Momper, Sandra L.	288
Axelrod, Robin S.	265	Nitzberg, Laura J.	140
Bybee, Deborah I.	210	Ortega, Robert M.	152
Chadiha, Letha A.	288	Oyserman, Daphna R.	229
Chatters, Linda M.	263	Paley, Julia F.	274
Checkoway, Barry N.	117	Pelz-Davis, Kathryn L.	248
Clark, Warren G.	239	Peterson, Stacy L.	259
Corcoran, Mary E.	179	Powell, Thomas J.	141
Danziger, Sandra K.	110	Quenneville, Gail	247
Davies, Douglas D.	110	Reed, Beth G.	177
Delva, Jorge	262	Reisch, Michael S.	232
Dunkle, Ruth E.	114	Ribaudo, Julie W.	291
Faller, Kathleen C.	168	Robertson, Leigh A.	290
Fischer, Daniel J.	195	Robinson, Floyd H.	241
Fitch, Dale K.	251	Root, Lawrence	149
Foley, Sallie M.	123	Ruffolo, Mary C.	226
Foley, Steven J.	254	Saunders, Daniel G.	155
Ford, Briggett C.	267	Savas, Sue A.	225
Gant, Larry M.	145	Schmall, Sally A.	286
Gershoff, Elizabeth T.	282	Seabury, Brett A.	190
Gioia-Hasick, Deborah I.	250	Segal, Stuart S.	277
Glenn, Tammie B.	279	Shanks, Trina R.	273
Grogan-Kaylor, Andrew C.	256	Sherman, Beth A.	219
Gutierrez, Lorraine M.	172	Siefert, Kristine A.	175
Himle, Joseph A.	146	Spencer, Michael	212
Hirschfeld, Lawrence A.	106	Staller, Karen M.	252
Hollingsworth, Leslie D.	203	Stauffer, Gary A.	287
Howard, Matthew O.	281	Tapia, Granados, Jose A.	269
Huh, Ziehyun	999	Taylor, Robert J	143
Ingersol-Dayton, Berit	109	Tolman, Richard M.	165
Jayarathne, Srinika D.	136	Tropman, Penelope S.	218
Joe, Sean	284	Tucker, David J.	161
Kieffer, Edith C.	272	Vanderwill, William L.	285
Kossoudji, Sherrie A.	138	Vinokur, Diane K.	171
Kuester, Oliva	244	Voshel Elizabeth H.	283
Lewis, Edith A.	139	Wade, Kathleen	249
Li, Lydia W.	245	Wallace Jr., John M.	193
Martin, John J.	261	Woodford, Michael	289
Mattison, Debra K.	209	Woolley, Michael E.	271
McDonough, Susan C.	112	Yshinsky Ellen R.	260
Miller, Robert J.	264	Yoshihama, Mieko	207

## Appendix 7

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## GUIDELINES FOR SPECIALIZATION IN THE SOCIAL WORK COMPONENT OF THE DOCTORAL CURRICULUM<sup>1</sup>

Revised 4/8/88

### Table of Contents

- I. Goals of Specialization
- II. General Principles Relevant to Specialization
- III. Key Elements of an Appropriate Topical Area for Specialization
- IV. The Knowledge and Skills Needed to Develop the Specialization
- V. The Means Available to Acquire the Knowledge and Skills
- VI. Relationship of Doctoral Courses to Specialization
- VII. Role and Responsibilities of the Advisor
- VIII. Summary of Procedures for Meeting the Specialization Requirement

### I. GOALS OF SPECIALIZATION

The major desired outcome of specialization is for the student to be prepared to engage in research and knowledge development in the area of the specialization.

Additionally, depending on the student's career goals, specialization may also help prepare students to:

- A. Teach content related to the specialization
- B. Provide leadership in curriculum development related to the specialization
- C. Provide leadership in the field of social welfare and the social work profession in areas related to the content of the specialization

A specialization in social work is desirable to provide students with a distinctive area of expertise in social work. Such specialized expertise is necessary to complete effective research and knowledge development. Further, the social work area of specialization is viewed as an organizing principle that should help the student, with the advisor's assistance, to develop a coherent educational experience in social work.

The intervention methods and the social service systems are critical components of social work and social welfare. They most distinctively differentiate social work and social welfare from the social science disciplines and from other professions. Thus, all students should have expertise in one or the other. The specialization of each student should bear a significant and substantial relationship to the curricular areas of either PIP or SSS. This would not prevent the definition of a specialization that includes attention both to PIP and SSS, or to the relationship of PIP or SSS to the curricular areas of the social context for policy and practice and/or of research methods for practice and policy.

---

<sup>1</sup> This document applies to students entering the Doctoral Program as of Fall 1988 and subsequently.

Knowledge and skills related to race and gender issues are critical to the Doctoral Program's curriculum goals. These skills include: recognition of ethical and value issues and commitments as they relate to social work and social welfare research, interventions, and policies; a commitment to enhance the well being of underprivileged, under-served and/or minority populations; and concern for the adequacy of intervention methods and social service systems to meet the needs of special groups. Such knowledge and skills are also essential for students whose career goals include teaching in social work programs, as the Council on Social Work Education's curriculum policy for Master's degree and Baccalaureate degree programs states that social work education shall prepare "social workers to practice without discrimination, with respect, and with knowledge and skills related to clients' age, class, color, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex and sexual orientation." For these reasons, it is appropriate that the identification of the knowledge and skills essential to providing expertise in each student's specialization include explicit attention to issues of race and gender in relation to the content of the specialization. It is expected that the knowledge and skills related to issues of race would typically focus on ethnic minorities of color. Although it is recognized that there will be variations in the degree to which knowledge and skills related to race and gender issues are needed for expertise in different specialization topics, it is expected that typically such knowledge and skills would be a significant component.<sup>1</sup>

To acquire sufficient expertise in the area of specialization, it is typically expected that both course work and the preliminary examination in social work would include substantial content relating to the student's area of specialization. Because one of the purposes of the specialization is to help students organize their course of study, there should be early discussions on specialization between the student and advisor. It is recognized, however, that there will be considerable variability among students in the time at which they are ready to formulate an area of specialization. Furthermore, it is recognized that experiences in the doctoral program can modify initial student interests.

## II. GENERAL PRINCIPLES RELEVANT TO SPECIALIZATION

- A. The development of a specialization occurs in relation to three general developmental strategies These are:
1. The conceptualization and description of a topical area around which the specialization will be organized
  2. The identification of the knowledge and skills needed to develop expertise in this area and
  3. The description of a plan for acquiring the necessary knowledge and skills

- B. The development of a specialization as an emergent process:

The development of a specialization involves sustained discussion between the student and the advisor over the course of the student's educational experience. Both the topical areas of the specialization and the planning for meeting the specialization may change in relation to the student's experiences in the Doctoral Program and discussions about the specialization. The following specifications for guiding the development and approval of students' specializations reflect the iterative nature of this process and, therefore, are set out in a stepwise fashion. The student should consider possible advantages and disadvantages of early or late development of a specialization.

- C. Breadth and depth as matters for concern in relation to meeting the objectives for the specialization:

In order to insure sufficient depth of knowledge for the specialization, either the social work prelim or the dissertation should be clearly related to the area of specialization. In regard to breadth, it is generally recognized that the topical area of the specialization should not be too specialized—that is, it should not be too narrow, peripheral, irrelevant or unimportant as it relates to the social work profession. However,

---

<sup>1</sup> This component of the Specialization requirement went into effect for students entering Fall 1988 and subsequently.

because many considerations enter into a judgment of the adequacy of breadth, the evaluation of the adequacy of breadth is left to the joint determination of the advisor and the director of the doctoral program. As more experience is gained with the implementation of the specialization requirement, it may be appropriate to develop more precise criteria for adequate breadth.

- D. Knowledge and skills related to issues of race and gender as essential to meeting the objectives of the specialization:

Knowledge and skills related to race and gender issues are critical to the Doctoral Program's curriculum goals, which include: recognition of ethical and value issues and commitments as they relate to social work and social welfare research, interventions, and policies; a commitment to enhance the well being of underprivileged, under-served, and/or minority populations; and concern for the adequacy of intervention methods and social service systems to meet the needs of special groups. Such knowledge and skills are also essential for students whose career goals include teaching in social work programs, as the Council on Social Work Education's curriculum policy for Master's degree and Baccalaureate degree programs states that "The curriculum must provide content on ethnic minorities of color and women." For these reasons it is appropriate that the identification of the knowledge and skills essential to providing expertise in each student's specialization include explicit attention to issues of race and gender in relation to the content of the specialization. It is expected that the knowledge and skills related to issues of race would typically focus on ethnic minorities of color. Although it is recognized that there will be variations in the degree to which knowledge and skills related to race and gender issues are needed for expertise in different specialization topics, it is expected that typically such knowledge and skills would be a significant component.

- E. The specialization as a program requirement:

The specialization is of sufficient importance to the educational experience and career development of doctoral students to warrant status as a program requirement. The basic principle here is that each student should have a specialization in social work. To implement this principle, satisfactory demonstration of knowledge and skills in the area of the specialization will be required before the student is admitted to Candidacy. At this point, if the only remaining experience needed to meet the specialization requirement is the completion of the dissertation, then certification that the specialization requirement has been fulfilled and attainment of Candidacy would be contingent upon approval of the dissertation prospectus. This might occur in cases, for example, where the social work preliminary examination was not significantly and substantially related to the topic of the specialization and where the dissertation was essential to ensure depth of knowledge in the area of the specialization. In the more typical case where the social work preliminary examination did bear a significant and substantial relationship to the topic of the specialization, and where other essential knowledge and skills has already been demonstrated, certification of fulfillment of the specialization requirement would occur prior to attaining Candidacy and Candidacy would not depend upon the approval of a dissertation prospectus.

- F. The guidelines for specialization are initial proposals that will be reviewed after they have been in effect:

Some guidelines for implementing and monitoring the specialization requirement are described here. It is expected that as more experience is gained in working with students on their specialization, these guidelines may be changed and/or refined to provide more details to students and faculty. It has therefore been agreed: a) that the experience with implementing the Guidelines for Specialization be an agenda item at a meeting of the Doctoral Committee after they have been in effect for two years; and b) that these Guidelines will be subject to a thorough review after they have been in place for three years to determine whether or not they need modification.

### III. KEY ELEMENTS OF AN APPROPRIATE TOPICAL AREA FOR THE SPECIALIZATION

The basic principle is that the specialization should bear a significant and substantial relationship to the curriculum areas of either Practice, Intervention, and Policy (PIP) or Social Service Systems (SSS), and may include some content from the curriculum areas of Social Context and Conditions or Research Methods for Practice and Policy.

The relationship to PIP and/or SSS can be of several types, including a focus on:

1. Particular aspects of social service systems, such as their responsiveness to client-population groups or their characteristics in developing countries
2. A particular level of intervention or policy, such as family or policy interventions
3. A social problem area linked to aspects of PIP, such as family intervention to deal with alcoholism, and/or of SSS, including, for example, the study of the criminal justice service delivery system in relation to delinquency or policies concerning de-institutionalization
4. A special population group linked to aspects of PIP, such as the development of policy for the aged, and/or of SSS involving, for example, the study of health care service delivery to the poor
5. An aspect of social service systems linked to a particular level of intervention or policy, such as inter-organizational relations in social service systems at the community level

#### IV. THE KNOWLEDGE AND SKILLS NEEDED TO DEVELOP THE SPECIALIZATION

A variety of types of knowledge and skill are required in order for the student to engage in research and knowledge development in relation to the area of specialization. A major task for the student and the advisor is to identify these elements. They may include:

1. Knowledge of the theoretical, conceptual, and empirical scholarship related to the practice procedures, policies, and/or delivery systems involved in the substantive area of the specialization
2. Knowledge and skills in the research methods appropriate to add to the knowledge base in the area of specialization
3. Knowledge of the theoretical, conceptual, and empirical scholarship related to the social context of the substantive area of the specialization

An essential component in identifying the knowledge and skills required to engage in research and knowledge development in relation to the area of the specialization is that explicit attention is paid to issues of race and gender as they relate to the content of the specialization. It is expected that the knowledge and skills related to issues of race would typically focus on ethnic minorities of color. Although it is recognized that there will be variations in the degree to which knowledge and skills related to race and gender issues are needed for expertise in different specialization topics, it is expected that typically such knowledge and skills would be a significant component. Issues of race and gender could be addressed in relation to various aspects of the specialization, such as:

1. Knowledge of the theoretical, conceptual, and empirical scholarship in the substantive area of the specialization as it relates to: the goals, implementation, or outcomes of practice procedures, policies, and/or delivery systems for women and ethnic minorities of color; or the impact of racism and sexism on a given type of practice procedures, policies, and/or service delivery; or the development of innovative interventions, policies, and/or service delivery systems that reflect attention to issues of race and gender
2. Knowledge and skills in research methods relevant to issues of race and gender, such as: those useful in adding to the knowledge base in the area of the specialization in relation to women and to ethnic minorities of color; or those related to the impact of racism and sexism on research in the area of the specialization
3. Knowledge of the theoretical, conceptual, and empirical scholarship related to: the human conditions that form the social context for women and ethnic minorities of color as they relate to the area of the specialization; or to the effects of racism and sexism on the human conditions that form the social context for the area of the specialization

#### V. THE MEANS AVAILABLE TO ACQUIRE THE KNOWLEDGE AND SKILLS

Doctoral students, in several ways, can acquire knowledge and skills related to the area of specialization. The variety of experiences available to students would include, but not be limited to, the following:

- The basic content of regular social work doctoral courses
- The basic content of regular social science doctoral courses
- Independent reading courses
- Papers written in courses or in other contexts that focus on content related to the area of specialization
- Preparation for and completion of the preliminary examination
- Research internship
- Research assistantships and other research experiences

- Teaching assistantships and other teaching experiences
- Social work practice experiences
- Dissertation (in some cases)

As the above listing of means available suggests, the activities that students typically engage in as part of their doctoral studies to meet other program requirements are ordinarily expected to be adequate to provide the expertise needed in the area of specialization.

#### VI. RELATION OF DOCTORAL COURSES TO THE SPECIALIZATION

The basic principle is that at least two doctoral courses would typically bear a significant relationship to the area of specialization. Courses may bear a significant relationship to the area of specialization in one of two ways:

1. First, they may be directly related, in that content of the courses involve recognized aspects of the specialization. For example, if the student's specialization is community intervention, a course on community intervention would be directly relevant
2. Second, the course may be indirectly related inasmuch as the course covers content which is essential to the development of knowledge in the area of specialization. For example, for a student specializing in the organization and delivery of services to children, the PIP course in Interventions in Human Service Organizations and Social Service Networks and the SSS course in the Structure of Contemporary United States Social Service Systems might provide essential theoretical and empirical knowledge for the study of services to children

#### VII. ROLE AND RESPONSIBILITIES OF THE ADVISOR

Throughout, the role of the advisor is viewed as critical in assisting the student to conceptualize an area of specialization, to identify knowledge and skills needed to become a specialist in a designated area, and to develop a plan for obtaining the relevant expertise. In addition, it is assumed that the student would consult with other faculty and/or substantive specialists in developing a specialization. The expert judgment of specialists and the counsel of other faculty may be crucial to the conceptualization of an area of specialization, the identification of knowledge and skills, and the formulation of a plan for acquiring needed knowledge and skills.

Specific responsibilities of the advisor include:

- A. Assisting the student in the conceptualization of a topical area of specialization by helping the student crystallize substantive interests in relation to educational objectives and short term and long term career objectives.
- B. Ensuring that the area of specialization bears a significant relation to PIP and/or SSS.
- C. Ensuring that the area of specialization and the plan for fulfilling the specialization requirement provide for sufficient depth and breadth.
- D. Aiding the student in the identification of the knowledge and skills relevant to the area of specialization.
- E. Ensuring that the knowledge and skills identified include those needed to attend to issues of race and gender in relation to the specialization area.
- F. Ensuring that the specialization encompasses sufficient experience so the student is prepared to engage in research and knowledge development in the chosen area of specialization.

#### VIII. SUMMARY OF PROCEDURES FOR MEETING THE SPECIALIZATION REQUIREMENT

##### **A. Initial Specialization Identification**

- WHAT:
- (1) Declare a probable topical area that is significantly and substantially related to the curriculum area of either Practice, Intervention, and Policy and/or Social Service Systems and that has adequate depth and breadth
  - (2) Identify the knowledge and skills needed for research and knowledge development in this area, including those related to issues of race and gender

(3) Plan which educational activities will be carried out to achieve the needed knowledge and skills

WHEN: By the end of the first post-MSW year as part of the annual Student's Academic Progress report to the Supervising Committee

WHO: Student and advisor prepare. Feedback is received from the Doctoral Program Director after the Supervising Committee's review

**B. Ongoing Specialization Development**

WHAT: (1) Refine topical area.  
(2) Refine necessary knowledge and skills, including those related to issues of race and gender  
(3) Update educational activities completed and planned to attain necessary knowledge and skills.

WHEN: Annually as part of student's academic progress report to the Supervising Committee. Feedback is received from the Director of the Doctoral Program after Supervising Committee's review.

GENERAL NOTE: It is anticipated that student's selection of a topical area, the definition of the needed knowledge and skills, and the plan for acquiring that knowledge and skills may develop and change somewhat over time. Such development and change that primarily reflects further refinements should be reflected in the updating provided by the annual Progress Report.

## Appendix 8

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## GUIDELINES FOR THE RESEARCH INTERNSHIP<sup>1</sup>

(5-22-87)

### Table of Contents

- I. Goals of the Research Internship
- II. Types of Research Internships
- III. Expectations for the Research Internships
- IV. Procedures for Students Completing A Social Work Research Internship
- V. Procedures for Faculty Instructors for A Social Work Research Internship
- VI. Procedures for Program Director in Relation to the Social Work Research Internship
- VII. Procedures for Second Readers of a Social Work Research Internship
- VIII. Procedures for Completing the Research Internship in the Social Science Department
- IX. Social Work Research Internship Proposal Approval Form

### I. Goals of the Research Internship

#### A. **Specific Goals**

A unique feature of the Doctoral Program has been to provide a knowledge development orientation to students early in their careers. This is enhanced by the research internship, which has these specific goals: (1) to provide a complete research experience through participation in a supervised research project prior to the dissertation; (2) to involve students in research early in their doctoral program; (3) to increase students' research skills; and (4) to develop skills in writing for publication.

#### B. **Relation to Social Work**

Although not required for internships offered in the social science department, it is desirable that the research topics be related to social work.

#### C. **Relation to Dissertation**

The topic or methods of the research internships might be relevant to students' doctoral dissertations, but this is not required.

### II. Types of Research Internships

#### A. **Ongoing Research and Student Projects**

The research project for the internship may either be an ongoing one directed by a faculty member or one initiated by the student and carried out under faculty supervision. If the internship is part of a larger

---

<sup>1</sup> This document applies to students entering the Doctoral Program as of the Fall 1987 term and subsequently.

project, the student and faculty member should identify a specific research problem that will be the focus of the student's internship experience.

**B. Methodological Focus**

The research experience may be quantitative, qualitative, or a combination.

**C. Location in Social Work or Social Science Department**

The research internship may be fulfilled either in the School of Social Work (registration should occur under SW 801, 802, 803 or 804) or in the respective social science department (e.g., Anthropology 957; Sociology 512-513, 522-523; Political Science 891-892; Psychology 619; Economics 695, 696).

**D. Relation to Student Needs**

The specific character of the research internship should depend on the student's background and training needs, career objectives, the availability of suitable research projects and special conditions at the time the internship is undertaken. For students with prior research experience, the research internship should provide for an expansion of research skills into new areas and/or a deepening of pre-existing skills.

The student with the approval of the primary faculty advisor in social work will determine the most appropriate location for the internship and the breadth, depth, and type of research experience needed based on prior training and experience, career goals, and disciplinary requirements.

III. Expectations for the Research Internship

**A. Required and Optional Activities**

A complete research experience would include the following components. It is expected that the student will engage in some or all of the interrelated research activities listed below; every student must be involved in a sustained way in activities 1, 2, 5, and 6.

1. Formulation of a research problem (which includes a survey of the literature and pertinent research, and the development of research questions, hypotheses or conceptualization of theoretical and/or policy or practice issues);
2. Formulation of the research design and methods;
3. Development of research instruments;
4. Data collection;
5. Data analysis and interpretation of findings;
6. Preparation of a research report.

The student should only be involved in research activities that will require the learning and acquisition of research skills, and minimal use of students' time should be made for various routine research activities such as administration of questionnaires, coding and collating of data.

**B. Required Final Report**

The student's research experience will be demonstrated in the research report which will ordinarily be written in the format of an article that could be submitted for publication to a journal in social science or social work. This report must be accepted by the faculty instructor and a second faculty reader.

**C. Evaluation of the Final Report**

The final report will be evaluated by the faculty instructor and a second reader approved by the Doctoral Program Director in consultation with the faculty instructor and student.

The purpose of having a second reader is to provide an independent evaluation of the written product of the internship by someone who has not previously been involved in the particular research endeavor, in much the same way that papers submitted for consideration for a conference presentation or journal publication are reviewed. The second reader will be selected for his or her substantive and/or methodological competencies in the subject area of the research.

The faculty instructor and second reader will evaluate the report based on its congruence with the Guidelines and the quality of the report. Reports that do not meet the minimum standards of completeness and quality should be returned to the student for revision. The research internship is not satisfactorily completed until both the faculty instructor and second reader indicate that the final report is acceptable.

**D. Timing**

Because the internship is aimed at the early involvement of students in the conduct of research, it should be begun no later than the end of the second semester of post-MSW enrollment. Under ordinary circumstances, it is expected that the internship be completed within one year.

**E. Required Enrollment and Time Commitments**

Enrollment for the research internship should carry four to eight credit hours (pre-MSW students may use the Internship toward partial fulfillment of the Professional Practicum).

The actual amount of time required by an internship, and the credit hours of registration, should reflect the needs of the particular research project and prior research experiences of the student. The lower limit of four credits is set to reflect the typically minimum time commitment that seems necessary to carry out the essential elements of a research internship, approximately a day a week for two semesters; a project that could be completed in this time frame would be appropriate for a student with substantial prior research experience. A commitment of about two days a week over two semesters, or eight credits of registration, is anticipated to be the more typical pattern.

**F. Faculty Supervision**

The research internship should provide the student with regular supervision by the faculty member in charge.

**G. Student Recognition**

Students are expected to receive appropriate recognition in any publication based on their work as interns.

**IV. Procedures for the Student Completing a Social Work Research Internship**

**A. Initiation of Proposal**

After reviewing available research internship opportunities and discussion with the person who will serve as instructor, the student is expected to prepare a brief proposal which should include:

1. Identification of the research problem
2. The research activities the student will engage in
3. Methodological procedures to be employed
4. Anticipated product

**B. Approval of Proposal**

After the instructor accepts the proposal, the student will provide the instructor a copy of the social work research internship proposal approval form for the instructor's completion. The student will submit the signed form and a copy of the proposal to the Doctoral Office. These items will be kept in the student's academic record.

**C. Human Subjects Approval**

If data are to be collected from human subjects, approval from the appropriate Human Subjects Review Committee must be obtained.

**D. Preparation of Final Research Report**

The student is required to submit a research report at the conclusion of the internship to the instructor. This report should be a complete final report of the student's research project. It should be in journal article form, which will include:

1. Conceptualization and formulation of the research problem
2. Research design and methodology
3. A discussion of instruments used in the research
4. Research findings and interpretations
5. Conclusions

**E. Evaluation of the Final Report by the Faculty Instructor**

The student will submit the final report to the faculty instructor for evaluation. If the instructor requests revisions the student will make them and resubmit the report. The student should give two copies of the report accepted by the instructor to the Doctoral Office.

**F. Recommendations for a Second Reader**

The student and the faculty instructor will recommend a University of Michigan faculty member or research scientist who is proposed to be qualified to act as a second reader, i.e., has substantive and/or methodological competencies in the subject area of the research and can provide an independent evaluation without prior involvement in the particular research endeavor. The student should submit this recommendation to the Doctoral Program Director along with a brief description of the individual's qualifications. If the Doctoral Program Head does not approve the nominee he or she will consult with the faculty instructor and student.

**G. Contacting the Second Reader**

The student will be responsible for contacting the second reader to obtain his or her agreement to act in this capacity after the Program Head approves the recommendation. As part of this contact, the second reader will be provided with a copy of the approved research internship proposal and the guidelines for the research internship. Only if that person agrees that the proposal is acceptable should he or she act as the second reader. The student will provide the second reader with a copy of the final report on the research internship and inform the Program Head that the second reader has agreed to serve in this capacity.

**H. Evaluation of the Final Report by the Second Reader**

The second reader may require revisions from the student. If the final report accepted by the second reader has included revisions, one copy of the revised final report should be submitted by the student to the Doctoral Office to become part of the student's record. A copy of the final report should also be given by the student to the primary faculty advisor.

**V. Procedures for Faculty instructors for a Social Work Research Internship**

**A. Faculty Information**

Faculty members within the School of Social Work who wish to supervise Research Internships will be asked to provide information on their ongoing research for an internship to the Doctoral Office or to indicate their willingness to supervise a Research Internship on a topic initiated by the student.

The information on ongoing research submitted by faculty members should include the following:

1. The content of the research project;
2. Activities available to the student;
3. Financial arrangements, if any;
4. Possibilities of continued participation in the project toward a dissertation.

These statements will be summarized and circulated by the Program Head to all interested doctoral students. Students will then negotiate internships with the faculty member with whom they wish to work.

**B. Faculty Approval of Proposal**

A faculty member who agrees to supervise an internship will sign the Approval Form for the student's proposal and complete the checklist to indicate agreement with the plan and its congruence with the Research Internship Guidelines. The instructor will then send the signed approval form and a copy of the approved proposal to the Doctoral Office.

**C. Faculty Supervision**

The faculty instructor agrees to supervise the student's research experience, read drafts of the report, and provide a written evaluation of the student's final report.

**D. Faculty Evaluation of Final Report**

The congruence of the final report with the requirements of the guidelines for the Research Internship and the quality of the report will form the basis of the evaluation. Reports that do not meet minimum standards of completeness and quality should be returned to the student for revision before being accepted by the instructor. A copy of the written evaluation of the final report should be sent to the Doctoral Office and the student.

**E. Feedback Related to Publication**

Wherever possible, the instructor's feedback about drafts of the report should provide information to the student about revisions that might make the paper acceptable for presentation at a professional meeting or submission to a journal.

**F. Grading**

If a student's research internship extends over more than one semester, a grade of Y should be entered to so indicate. When the internship has been completed and a satisfactory final written product has been approved by the instructor and the second reader, a change of grade should be recorded. Whether a letter grade or a satisfactory grade is used should be agreed to in the initial contract between student and instructor.

VI. Procedures for the Program Head in Relation to the Social Work Research Internship

**A. Solicitation of Faculty Information**

The Program Head will regularly solicit information from Social Work faculty on their willingness to supervise social work research internships based on their on-going research projects and on student-initiated projects and provide this information to students.

**B. Approval of the Proposal by Program Head**

After the signed Approval Form and accepted student proposal is received from the faculty instructor the Program Head will review the proposal to assure that it includes the research activities defined as essential components in the Research Internship Guidelines (Section C) and sign the Approval Form.

**C. Approval of the Second Reader**

The head of the Doctoral Program will approve the second reader based on that individual's ability to provide an independent evaluation of the written product of the internship and his or her substantive and/or methodological competencies in the subject area of the research. The head of the Doctoral Program will make every effort to approve a second reader who is acceptable to the faculty instructor and student. To this end, after the faculty instructor has approved the written product the instructor and student will provide the program head with a recommendation of a University of Michigan faculty member or research scientist with a brief statement about why the person is appropriate to be second reader of this product. The Program Head will approve this person as the second reader or will consult further with the instructor and student, including the possibility of recommending additional names for them to review.

VII. Procedures for Second Readers of a Social Work Research Internship Report

**A. The Second Reader's Evaluation**

Faculty members who act as second readers of a final research internship report agree to provide a written evaluation of the report that deals with its congruence with the requirements of the guidelines for the Research Internship and the quality of the report. The evaluation will be sent to the Doctoral Program Head, who will provide copies to the faculty instructor and student.

When a second reader believes that the report does not meet minimum standards of completeness (see Guidelines, Section C) and quality the report should be returned to the student for revision before being accepted by the second reader and before the written evaluation of the report is sent to the Program Head.

**B. The Second Reader's Feedback Related to Publication**

Faculty members who act as second readers agree wherever possible to provide suggestions to the student about possible publication or conference presentation outlets and advice about revisions in the report that would make its publication or presentation more likely.

VIII. Procedures for Completing the Research Internship in the Social Science Department

**A. Requirements for Social Science Internship**

Students may complete their Research Internship in their social science department provided that the essential components of the Research Internship as defined above (Item C) are met, including a written final report.

**B. Initiation of Social Science Internship**

The location of the internship will depend on requirements in the student's discipline and the type of research experience needed. The primary faculty advisor and Doctoral Program Head will be available to discuss these options and, where appropriate, to help negotiate supervision of an internship by faculty outside the School of Social Work.

**C. Submission of Final Report and Faculty Evaluation**

A copy of the final report must be submitted by the student to the Doctoral Office and faculty advisor along with the instructor's evaluation of it.

**D. Optional Second Reader in Social Work**

If the student desires the evaluation and advice of a second reader from the social work faculty, the faculty instructor and the student should recommend such a person for that role following the procedures described in D7, D8, and F3.

Appendix 8-A

THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

SOCIAL WORK RESEARCH INTERNSHIP PROPOSAL APPROVAL FORM

FOR STUDENTS ENTERING FALL 1987 AND SUBSEQUENTLY

To Doctoral Students Submitting Research Internship Proposal

Read the Guidelines for the Research Internship before preparing your proposal. When the faculty instructor supervising your internship has approved the proposal, complete the information below, obtain that person's signature on this form and submit it with two copies of the Proposal to the Doctoral Office.

Student's Signature: \_\_\_\_\_

Topic: \_\_\_\_\_

Initial Enrollment: Course # \_\_\_\_\_ Credits \_\_\_\_\_ Term \_\_\_\_\_

To Faculty Instructor

Your signature below indicates that: a. You are willing to provide regular supervision to the student in the completion of the research internship; b. You agree that the student's proposal meets the Guidelines for the Social Work Research Internship (see Section C.I); c. You have completed the internship checklist. It is the responsibility of the faculty supervisor to be sure that the essential components of the internship are included in the proposal before giving his or her approving signature. Please respond to all the items below:

1. What is the nature of the research internship?

Initiated by the student

Part of a faculty project. If so, has a specific sub-project been identified for the student's research internship?

Yes

No (If no, please explain:)

2. For each of the following components of a research experience indicate whether or not it will be covered by this internship. (Note that sustained activities for starred components are required by the Guidelines):

\*Formulation of a research problem (includes a survey of the literature and pertinent research and development of research questions, hypotheses or conceptualization of theoretical and/or policy or practice issues).

Yes

No (If no, please explain:)

Formulation of research design and methods

Yes       No

Development of research instruments

Yes       No

Data collection

Yes       No

\*Data analysis and interpretation of findings

Yes       No (If no, please explain:)

\*Preparation of a research report

Yes       No (If no, please explain:)

3. Are human subjects involved?

Check One:

- No human subjects are involved (e.g., secondary data analysis only)
- Approval will be obtained before data collection begins from the relevant Human Subjects Committee.
- Approval has already been obtained from the relevant Human Subject Committee.

\_\_\_\_\_  
Signature of Faculty Instructor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Program Director<sup>1</sup>

\_\_\_\_\_  
Date

<sup>1</sup> The Program Head's signature indicates that the checklist has been completed by the faculty instructor and that the proposal includes the research activities defined as essential components in the Guidelines for the Research Internship.

## Appendix 9

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## GUIDELINES FOR THE SOCIAL WORK PRELIMINARY EXAMINATION<sup>1</sup>

(5-22-87)

- I. Goals
- II. Guiding Principles
- III. The Preliminary Examination Proposal
- IV. Content to be covered in the examination
- V. Format of the examination
- VI. The Examination Committee
- VII. Evaluation of Performance
- VIII. Social Work Preliminary Examination Approval Form
- IX. Social Work Preliminary Examination Checklist

### I. GOALS

“The purpose of the preliminary examination is to enable the student to demonstrate” to a faculty committee “mastery of knowledge in” an individualized area of subject matter a substantial portion of which covers content relating to Practice, Intervention, and Policy (PIP) and/or on Social Service Systems (SSS), and which is typically related to the area of specialization.

Such mastery should be demonstrated by the integration and synthesis of the major theoretical and empirical knowledge in the area; conceptualization and critical analysis of major work in the area; identification of the critical issues in the area that require future advances in conceptualization, theory, and/or research; integration of relevant social work and social science perspectives and knowledge; and effective communication of these ideas.

### II. GUIDING PRINCIPLES

“Because there is immense variation in student interests, areas of specialization, and topics for preliminary examinations, issues can arise concerning such matters as the independence of the preliminary examination from other requirements, its relevance to social work” or social welfare and to the area of specialization, “the adequacy of the topic’s literature base,” the comprehensiveness of the literature review, “the standards of quality,” and the examination model. “The Doctoral Program has endeavored to address such matters by formulating some principles to guide students and faculty in the conception and preparation of preliminary examination areas.”

#### **A. Relevance to the area of specialization.**

It is expected that the proposal will identify how the subject matter of the preliminary examination covers content relating to the area of specialization, including content on practice, intervention, and policy (PIP) and/or social service systems (SSS). This does not preclude inclusion of content on the social context or on

---

<sup>1</sup> For students entering the Doctoral Program of the Fall 1987 term and subsequently.

research methods in the preliminary examination topic, just as these may be legitimate aspects of a specialization.<sup>1</sup> A substantial portion of the subject matter of the preliminary examination is typically expected to be related to the area of specialization.

**B. Independence of the written product from other requirements.**

The subject matter of the social work prelim may be related to course work, papers and other requirements in the social work part of the student's program, and would typically be substantially related to the student's area of specialization. The written product of the preliminary examination, however, should be independent of papers and other products produced in the social work component of the program. The written product of the social work preliminary examination should also be independent of that for the social science prelim, although the subject matter of the two prelims may be in a complementary relationship to one another.

**C. Relevance to social work and/or social welfare.**

"It is expected that in the proposal as well as in the preliminary examination itself the student will give explicit attention to the relevance of the topic to social work and/or social welfare." The particular relevance of the aspect(s) of PIP and/or SSS that have been selected as the subject matter for the prelim should be highlighted in the proposal and the prelim itself in terms of their relevance to social work and/or social welfare. The literature reviewed for the preliminary examination should primarily deal with the prelim's subject area of intervention methods or technologies and/or social service systems, including social work literature as well as literature from related professional fields and social sciences.

**D. Adequacy of the topic's literature base.**

"The topic selected for study should have a substantial base in the empirical and theoretical literature....The preliminary examination is not a mechanism ...for addressing...questions for which original empirical research is more appropriate."

**E. Comprehensiveness of the literature review.**

"The literature review should be comprehensive...." It should not be descriptive alone, but rather should involve analysis, synthesis, conceptualization, and integration of major viewpoints, alternate considerations, and research evidence from the available literature, and should identify critical issues for future development in the area.

**F. Quality of the product.**

"The level of mastery of the content reflected in the examination product should clearly be consistent with high standards of doctoral work. The written document should" demonstrate the ability to communicate effectively and "reflect careful attention to scholarly style, clarity, and composition, as well as to matters of spelling and grammar."

**G. Examination mode.**

"The written preliminary examination should be in the examination style rather than in the form of a thesis paper or chapter." The written component is an examination and should be independently written by the student without consultation on its specific content or editorial assistance from others.

**III. THE PRELIMINARY EXAMINATION PROPOSAL**

**A. Role of the Chairperson and Committee.**

"The committee chairperson is expected to work with the student to assist him/her in the preparation of the preliminary examination proposal." Such assistance should include help in defining the subject matter for

---

<sup>1</sup> "For example, if specialization includes the use of experimental designs in practice, content related to the use of these designs in evaluating the effectiveness of family interventions could comprise a portion of the preliminary examination; if specialization focuses on social service systems that address the needs of children in single parent households, content related to the prevalence of divorce and its impact on young children could comprise a portion of the preliminary examination."

the examination, retrieving the relevant literature, and selecting an appropriate format for the examination. If the written portion of the examination is a paper, the chairperson is expected to offer assistance in the organization of the paper that is described in the proposal. If the written part of the examination consists of responses to questions, the chairperson is expected to offer assistance in the proposed selection mechanism or the questions and the time limits that are described in the proposal. As part of this process, the chairperson is responsible for making sure that the proposal meets the goals and guiding principles for the preliminary examination and that the scope is such that under ordinary circumstances, i.e., where the student devoted approximately a half-time effort to completing the preliminary examination, the preliminary examination could be completed within six months from the acceptance of the proposal. Other committee members may also work with the student in the preparation of the proposal.

#### **B. Approval of the Proposal.**

The final version of the written proposal must be reviewed and approved at a meeting attended by all committee members and the student. Such approval is expected to be based on the substantive adequacy of the proposal and the congruence of the proposal with the goals and guiding principles for the preliminary examination. The Chairperson is responsible for completing the Preliminary Examination Checklist after the proposal is approved by the entire committee, and Chairperson and committee members must sign the Preliminary Examination Approval Form indicating their willingness to serve on the committee and approval of the proposal as meeting the guidelines. The student is responsible for submitting the form, checklist, and a copy of approved proposal to the Doctoral office at least four weeks before the date proposed for the examination.

A student must be enrolled for at least one credit hour the fall or winter semester during which a preliminary examination proposal is submitted. Registration may be under the SW 900, Candidacy Evaluation, course number or another social work or social science course number. If the proposal is being submitted in Spring or Summer term, then the student must be enrolled for at least one credit hour in that term or be eligible for use of University services as stated in the Rackham Graduate Student Handbook (Chapter 3 in 1999-2000 edition).

#### **C. Withdrawal of the Proposal.**

Prior to the submission of the written exam, students may withdraw their proposal and form a new committee on a new topic.

#### **D. Content of the Proposal.**

The preliminary examination is viewed as the gateway to the dissertation and the subsequent attainment of the Ph.D. degree. A successfully defended examination proposal will satisfy, in part, the requirement for advancement to candidacy. (effective Fall 1997)

The preliminary examination proposal should define the subject matter to be covered, the literature to be reviewed, and the format of the examination to the student's area of specialization and to PIP or to SSS. All proposals should also include a brief description of points 1-8 in the Checklist (See below). This will require familiarity with the literature and is typically expected to be 10-15 pages in length (double spaced).

If the written part of the examination is to be a paper the proposal should address the organization of the paper. If the written part of the examination is to be a take-home examination or an examination written in one sitting the proposal should address the ways in which the questions will be selected and the time allowed for completion. If the proposal suggests student input it should include 5-10 sample questions derived from the student.

#### **E. Registration.**

Consistent with Rackham policy that students be eligible for services while meeting candidacy requirements, students who submit their social work preliminary examination in Fall or Winter term must be enrolled for at least one credit hour. Those who submit the examination in Spring or Summer must either be enrolled for

at least one credit hour or be eligible for use of University services as stated in the Rackham Graduate Student Handbook (Chapter 3 in 1999-2000 edition).

#### IV. CONTENT TO BE COVERED IN THE PRELIMINARY EXAMINATION

Within the goals and guiding principles defined above, the following topics are expected to be covered in the examination. An endeavor should be made to cover all the topics listed below, but emphases will vary somewhat depending on the subject area of the prelim and the available literature. In particular, such variations are expected to occur as a function of how well-developed the intervention methods or social service systems that are the topic of the prelim are.

##### **A. The state-of-the-art in the subject area of the examination.**

When the subject area of the preliminary examination concerns a well-developed area of intervention or social service systems the emphasis would be on the main contemporary intervention technologies and methods or the major components of the social service systems.

When the subject area of the preliminary examination concerns a developing area of intervention or social service systems, the emphasis would be on: (1) the strengths and weaknesses of current methods, technologies, or social service systems as they relate to the developing area, and (2) the rationale or evidence supporting the view that the developing approach is likely to remedy some of these inadequacies of current approaches.

##### **B. The adequacy, effectiveness, and efficiency of these methods, technologies, or social service systems.**

When the subject area of the prelim concerns a well-developed area, considerations of adequacy would include examination of the completeness, specificity, relevance to the intervention task or to the policy objectives, etc. Considerations of effectiveness and efficiency would include theoretical and research evidence on the capacity of the methods, technologies, or social service systems to meet their intended goals and on any unintended or unanticipated consequences for those they serve.

When the subject area of the prelim concerns developing methods, technologies, or social service systems, considerations of adequacy, effectiveness, and efficiency would include examination of theoretical and empirical evidence for problems in these realms in current methods, technologies, or social service systems as well as empirical and/or theoretical reasons to expect improvements in these realms in the developing methods, technologies, or social service systems.

##### **C. The applicability of these methods, technologies, or social service systems to diverse populations.**

When the subject area of the prelim concerns well-developed methods, technologies, or social service systems the emphasis here would include theoretical and empirical evidence on the extent to which they do or can equitably serve diverse populations, and their generalization.

When the subject area of the prelim concerns developing methods, technologies, or social service systems, the emphasis here would include theoretical and empirical evidence of problems in this realm with current methods, technologies, or social service systems as well as theoretical and/or empirical reasons to expect improvements in these realms with the developing methods, technologies, or social service systems.

##### **D. The relevance and applicability of behavioral and social science knowledge to the analysis of existing and the development of future methods, technologies, or social service systems.**

This would include assessment of the adequacy of social and behavioral science knowledge as a basis for analyzing well-developed or developing intervention methods, technologies, or social service systems; the adequacy of the social assumptions on which the well-developed or developing intervention methods, technologies, or social service systems rest; the use of behavioral and social science theory and evidence to propose or support new developments in intervention methods, technologies, or social service systems; the use of behavioral and social science perspectives to understand how current methods, technologies, or social service systems developed and what might be future directions for development; appraisal and critique of the

behavioral and social science assumptions inherent in well-developed or developing methods, technologies, and social service systems.

**E. Critical issues needing further investigation.**

This should include identification of gaps in theoretical, conceptual, and empirical knowledge relevant to well-developed or developing methods, technologies, and social service systems, and of ways to begin addressing these deficiencies. It may also include new theoretical, conceptual, or, more rarely, empirical contributions to the analysis, development or evaluation of the methods, technologies, or social service systems that are the subject matter of the preliminary examination.

V. FORMAT OF THE EXAMINATION

**A. Written and optional oral components.**

“The examination process is expected to include at least one written portion.” The written portion of the preliminary examination may take the form of a paper, a take-home examination, or an examination written in one sitting. “In addition to the written part, the student may contract for an oral portion.”

**B. Examination style.**

“The written [portion] of the preliminary examination should be in the examination style rather than in the form of a thesis paper or chapter.” Regardless of the format for the written portion of the preliminary examination, the product should be treated as an examination and as such should be an independent effort by the student. The writing of the preliminary examination paper or the take home examination should occur without involvement of the preliminary examination committee members. No member of the Committee should provide evaluative feedback on early drafts of the examination.

**C. Length of examination.**

“If the written examination [completed in one sitting] is the sole component, it is expected that this examination will be for a minimum of six hours.”

If the written part of the preliminary examination is a paper it is typically expected to be between 50-75 pages in length (double spaced), excluding references. The paper should reflect professional publication standards both in terms of adequacy of content and communication.

**D. Time for completion.**

Under ordinary circumstances, i.e., when the student is able to devote approximately a half time effort to the completion of the preliminary examination, the written portion of the examination is expected to be completed within six months from the time the proposal was approved by the Committee. Failure to complete the preliminary exam within this time period results in the student being considered in poor academic standing in the Program and lowers her/his priority for financial aid from the Program. One consideration in choosing a subject matter should be the feasibility of completing the preliminary examination within this time frame under ordinary circumstances, i.e., devoting approximately a half-time effort to the task.

VI. THE EXAMINATION COMMITTEE

“The preliminary examination committee shall consist of at least three faculty persons holding regular (i.e., unmodified) appointments in the School of Social Work...” The Chairperson of the Committee must have taught in the Doctoral Program. “Exceptions must be approved by the Head of the Doctoral Program.”

Members should be chosen for their substantive knowledge, research, and scholarly work in the content area(s) of the preliminary examination. “The student recommends the selection of the chair and committee members to the Head of the Doctoral Program. The Program Head then approves the composition of the preliminary examination committee, taking into account the guiding principles and selection criteria discussed above.”

## VII. EVALUATION OF PERFORMANCE

### **A. Committee Responsibilities**

“After the examination is submitted, the committee will evaluate it and agree upon a grade. The chairperson has the responsibility of providing the written evaluation of the final product of the examination, focusing particularly on the extent to which the examination in fact was consistent with the guiding principles indicated earlier.”

### **B. Grading Scale**

“The grading scale is as follows: Honors, High Pass, Pass, Conditional Pass, and Fail. A grade of Honors is given only when an extraordinarily high degree of proficiency is demonstrated in all parts of the examination. The lowest acceptable grade is Pass. The grade of Conditional Pass is used when the requirements are satisfactorily fulfilled, but a specific deficiency is noted. To remove the deficiency the student must satisfactorily complete the task prescribed by the examination committee (e.g., rewrite the answer to one examination question, or write a brief paper elaborating on one aspect of the topic, etc.). The committee will also prescribe the time within which the assignment is to be completed.”

(Adopted July 1997)

For a social work preliminary exam for which a student receives a grade of “conditional pass”, once the condition has been met, the existing range of grading should be used by the committee in order to assign a final grade.

### **C. Failing Grades**

“If the preliminary examination is failed, the student would have an opportunity to retake the exam once in the original subject area. If the student wishes to be examined in a new area, a new committee must be formed and all above procedures followed. Any student who fails twice must be reviewed by the Supervising Committee before continuing in the Program.”

Appendix Form 9-A



Doctoral Program in Social Work and Social Science

**SOCIAL WORK PRELIMINARY EXAMINATION PROPOSAL APPROVAL FORM<sup>1</sup>**

To Doctoral Students:

Please read the Guidelines for the Social Work Preliminary Examination attached to this form. Upon acceptance of your preliminary exam proposal by your committee, please give this form, along with your prelim proposal and bibliography to the proposed chairperson and members of your Preliminary Examination Committee (see the Guidelines for composition of the committee), obtain their signatures, and submit this form with a copy of your prelim proposal to the Doctoral Program office.

This submission must be at least four weeks (4) before the date proposed for the examination. You must be registered for at least 1 credit hour the semester during which the prelim proposal is accepted; registration may be for SW 900 or another social work or social science course.

To the Proposed Examination Chairperson, your signature indicates that:

- a. You are willing to serve as chairperson of the committee.
- b. You agree that the student's proposal, which is attached, meets the guidelines for the social work preliminary examination.
- c. You have completed the attached preliminary examination checklist.

To Proposed Examination Committee Members, your signature indicates that:

- a. You are willing to serve on the committee.
- b. You agree that the student's proposal, which is attached, meets the guidelines for the social work preliminary examination.
- c. You agree with the content of the attached preliminary examination checklist.

Student Name (please print): \_\_\_\_\_

The Preliminary Exam Proposal was accepted by this committee on: \_\_\_\_\_

Expected Date of Exam: \_\_\_\_\_

Preliminary Examination Title: \_\_\_\_\_

---

<sup>1</sup> For students entering the Doctoral Program as of the Fall 1987 term and subsequently.

PROPOSED EXAMINATION COMMITTEE MEMBER SIGNATURES:

1. Chairperson \_\_\_\_\_ Date \_\_\_\_\_

2. Member \_\_\_\_\_ Date \_\_\_\_\_

3. Member \_\_\_\_\_ Date \_\_\_\_\_

4. [Optional] Member \_\_\_\_\_ Date \_\_\_\_\_

APPROVED BY THE DIRECTOR OF THE DOCTORAL PROGRAM

Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix Form 9-B

THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

SOCIAL WORK PRELIMINARY EXAMINATION CHECKLIST<sup>1</sup>

It is the responsibility of the chairperson of the preliminary examination committee to be sure that all the guiding principles for the preliminary examination have been addressed properly. After completion of the prelim proposal, the chairperson, in consultation with the committee members, completes the checklist before giving his or her approving signature.

1. A substantial portion of the topic for the preliminary examination as described in the proposal covers content relating to the student's area of specialization.

Yes       No (If no, please explain:)

A substantial portion of the topic would typically be expected to be related to the specialization.

2. The written product of the preliminary examination will be independent of papers and other products produced in the program.

Yes       No (If no, please explain:)

3. Explicit attention is given in the proposal to the relevance of the topic to social work and/or social welfare including relevance of the aspects of PIP and/or SSS selected as part of the topic.

Yes       No (If no, please explain:)

4. The topic has a substantial base in the empirical and theoretical literature, as reflected in the attached bibliography.

Yes       No (If no, please explain:)

5. The written product described in the proposal will include literature reviews that are comprehensive, i.e., including analysis, synthesis, conceptualization, integration, and identification of critical issues for future development.

Yes       No (If no, please explain:)

6. At least one part of the examination will be written.

Yes       No (If no, please explain:)

7. The written component of the prelim will be an examination written independently by the student without consultation on its specific content or editorial assistance from others.

Yes       No (If no, please explain:)

---

<sup>1</sup> For students entering Fall 1987 and subsequently.

8. The date for the examination will be: \_\_\_\_\_

9. The examination will be in the form of: (check one)

- Paper
- Take-home examination
- Examination completed in one sitting (minimum of 6 hours)

Will the examination include an oral portion?

- Yes
- No (If no, please explain:)

---

Signature of Prelim Chair

---

Date

Appendix Form 9-C



SOCIAL WORK PRELIMINARY EXAM CONFIRMATION FORM

Doctoral students: Upon completion of your preliminary exam in Social Work, please have your committee chair complete the following form and return it to the doctoral office.

Student Name: \_\_\_\_\_ Date of Examination: \_\_\_\_\_

If revisions or a secondary examination is necessary, please describe the plan for completion:

Final Completion Date: \_\_\_\_\_

The examination was in the form of: (check applicable)

- Paper
- Take-home examination
- Examination completed in one sitting (minimum of 6 hours)

Did the examination include an oral portion?

- Yes
- No (If no, please explain:)

Final Grade: \_\_\_\_\_

	Printed Name	Signature	Date
Chair	_____	_____	_____
Member	_____	_____	_____
Member	_____	_____	_____

Committee Chair, please provide a brief statement about the Prelim Exam:

Committee Chair Signature: \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 10

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## PRACTICUM ON TEACHING SOCIAL WORK METHODS

Experience and skills in teaching social work methods is recognized as an important attribute for those seeking a career as social work educators. Such experience can be gained in several ways including practice experience in the field and teaching experience while in the Program. For those students who are interested in gaining experience and improving their skills in teaching social work methods, the Doctoral Program has instituted a Practicum on Teaching Social Work Methods. This is a special studies course (SW 971-974) which the student can take with a faculty member at the School of Social Work who teaches social work methods.

Through the Practicum the student is able to undertake various teaching projects which may involve actual co-teaching; preparation of teaching modules, lectures and other presentations; working with students on classroom projects; leading discussion groups, etc. The specific nature of the project is to be worked out between the student and the faculty member. It is expected that the faculty member will provide the student with the necessary guidance and assistance and work closely with him/her toward a successful teaching experience. It is expected that at the completion of the practicum a report and an evaluation of the student's work by the faculty member will be submitted to the Doctoral Office to be included in the student's file.

On a regular basis the faculty will be asked to indicate their interest in offering such a practicum, and such information will be available on file in the Doctoral Office. Students, however, may directly approach a faculty member with whom they wish to have a Practicum. Students should also consult with their faculty advisors concerning the desirability of a Practicum and the opportunities that may be available for it.

Once the student and the faculty member agree to initiate a Practicum it is essential that the nature, scope, and other details of the Practicum be worked out in detail so that there is a clear understanding between the student and faculty member about the terms of the Practicum.

Students should note that it is also possible to acquire some of the experience and skill in teaching social work methods via the Utilization Internship. To do so, however, the student will have to meet the guidelines of the Internship, whereas the Practicum provides a more flexible and less formal vehicle.

## Appendix 11

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## INDEPENDENT STUDIES COURSE APPROVAL INFORMATION<sup>1</sup>

Independent study courses (SW900, 971-974, 975-978) cannot ordinarily be counted to meet the minimum five course requirement or other course distribution requirements. In exceptional cases, students may elect one independent study course to meet the required number of social work doctoral courses so long as the course conforms to the distribution requirements and written approval is received from the Head of the Program.

To obtain such approval the student should complete Part 1 of the form below and solicit recommendations from the course instructor and his or her faculty advisor in Parts 2 and 3. The form should then be routed to the Doctoral Head. The Doctoral Head will inform the student of the action taken.

The completed form should be submitted to the Doctoral Office prior to the completion of the course in question.

Course number 900 should be reserved for prelim preparation. Course numbers 971-974 should correspond to directed reads, and 975-978 should correspond to directed research projects.

### STUDENTS AND FACULTY

Please review carefully the following definitions of the four areas of the curriculum before proceeding with the approval process.

Practice, Intervention, & Policy (PIP) courses critically analyze the conceptual bases and empirical evidence relating to the practice methods, interventions, and policies by which social work and social welfare achieve their objectives.

Social Service Systems (SSS) courses critically analyze the structures (organizational arrangements of various formal & informal social units that are designed to deliver services.

Research Methods for Practice and Policy courses address the principles and methods by which knowledge of social work and social welfare is enhanced and the methods used to analyze, design, develop, and evaluate social work practice, social service systems, and social welfare policies.

The Social Context for Practice and Policy courses critically analyze the antecedents and consequences of various human and social factors that affect critical human conditions that social work and social welfare seek to enhance.

---

<sup>1</sup> This document applies to students entering the Doctoral Program as of Fall 1987 and subsequently.

**Appendix Form 11-A**



**INDEPENDENT STUDIES COURSE APPROVAL FORM<sup>1</sup>**

Student Name: \_\_\_\_\_

Course Number: \_\_\_\_\_ Credit Hours: \_\_\_\_\_

Term of Enrollment \_\_\_\_\_

Describe Course Content, Assignments, and Evaluation Process:

CREDIT SOUGHT (Check as Many as Appropriate)

- Five-course requirement
- Distribution requirement of at least one course in three of the four areas, with allocation to the following area (Check One)
  - Practice, Intervention, & Policy (PIP)
  - Social Service Systems (SSS)
  - Research Methods for Practice and Policy
  - Social Context for Practice and Policy

Indicate why you believe your circumstances are exceptional and warrant approval of the above request(s).

Indicate what other Social Work doctoral courses you have taken or intend to take to meet your requirements:

Course #	Term Elected	Grade	Course #	Term Elected	Grade

\_\_\_\_\_  
SIGNATURE OF STUDENT

\_\_\_\_\_  
DATE

<sup>1</sup> This document applies to students entering the Doctoral Program as of Fall 1987 and subsequently.

2. Recommendation of Course Instructor

Please indicate whether or not you agree that the course content, assignments and evaluation procedures described by the student in Part I are adequate to meet the requirement(s) the student requests it meets.

	YES <sup>1</sup>	NO
Meets five-course requirements	_____	_____
Meets PIP course requirement	_____	_____
Meets SSS course requirement	_____	_____
Meets Research Methods course requirement	_____	_____
Meets Social Context course requirement	_____	_____

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE DATE

INSTRUCTOR PLEASE NOTE

Unless you inform us otherwise after the course is completed the Doctoral Office will assume that the student has carried out the above assignment(s), designed to meet program requirements, to your satisfaction.

3. Recommendation of Faculty Advisor

Please indicate whether or not you recommend approval of the above request(s) and your reasons for doing so.

\_\_\_\_\_  
INSTRUCTOR'S SIGNATURE DATE

4. Action of Program Head

Approved       Disapproved (Please explain)

\_\_\_\_\_  
DIRECTOR'S SIGNATURE DATE

5. Feedback to Student

Copy of completed form sent to student: \_\_\_\_\_  
DATE

<sup>1</sup> See definitions provided on the front page of this form.

## Appendix 12

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## DOCTORAL SOCIAL WORK PRACTICE INTERNSHIP

At its April 12, 1984 meeting the Doctoral Committee approved the following procedures to govern the doctoral social work practice internship.

1. An Advanced Practice Internship should be available to meet the special interests of doctoral students at the micro or macro levels of practice.
2. Students would be able to earn a maximum of two credits total (registration as SW 971-974). The time allocation would be .50 FTE (20 hours per week) for one term or .25 FTE (10 hours per week) for two terms in order to earn 2 credits.
3. The student's instructor would be a member of the doctoral faculty who would collaborate in the development of the placement with the student and with an agency representative. The faculty member along with the student and a professionally trained agency staff member would constitute a committee to formulate a proposal for the internship. When the committee has agreed to a plan, that plan should be submitted in writing to the Director of the Doctoral Program who would review the proposal, accept it, or return it for revisions.
4. The plan should specify the following:
  - a. The domain of the assignment and the levels of intervention.
  - b. The activities and tasks to be performed by the student.
  - c. How the experience would relate to the Doctoral Program's goals.
  - d. The respective roles of faculty and agency in field instruction, supervision and/or consultation.
5. Agencies should be selected which have the capacity for superior quality field instruction.
6. A report of the experience should be prepared by the student. That report should be prepared as a document or device that could be utilized in teaching to illustrate effective practice or research on practice.
7. A grade should be given by the faculty instructor following completion of the report.

## Appendix 13

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## INFORMATION ON ETHICAL STANDARDS RELATED TO JOINT AUTHORSHIP

- A. ETHICAL PRINCIPLES OF PSYCHOLOGISTS AND CODE OF CONDUCT. Adopted by The American Psychological Association, American Psychological Association, AUGUST 2002.

### 8.12 Publication Credit

- (a) Psychologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have substantially contributed. (See also Standard 8.12b, Publication Credit.)
- (b) Principal authorship and other publication credits accurately reflect the relative scientific or professional contributions of the individuals involved, regardless of their relative status. Mere possession of an institutional position, such as department chair, does not justify authorship credit. Minor contributions to the research or to the writing for publications are acknowledged appropriately, such as in footnotes or in an introductory statement.
- (c) Except under exceptional circumstances, a student is listed as principal author on any multiple-authored article that is substantially based on the student's doctoral dissertation. Faculty advisors discuss publication credit with students as early as feasible and throughout the research and publication process as appropriate. (See also Standard 8.12b, Publication Credit.)

- B. American Sociological Association Code of Ethics, Approved by ASA Membership in spring of 1997

### 8.15 Authorship Credit

- (a) Sociologists take responsibility and credit, including authorship credit, only for work they have actually performed or to which they have contributed.
- (b) Sociologists ensure that principal authorship and other publication credits are based on the relative scientific or professional contributions of the individuals involved, regardless of their status. In claiming or determining the ordering of authorship, sociologists seek to reflect accurately the contributions of main participants in the research and writing process.
- (c) A student is usually listed as principal author on any multiple authored publications that substantially derives from the student's dissertation or thesis.

Appendix 14:



CANDIDACY ADVANCEMENT APPROVAL FORM

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ ~ \_\_\_\_\_

Social Science: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

I. This student has completed all of the following Social Work Doctoral Requirements:

- MSW Date: \_\_\_\_\_
- Five course requirement covering three areas Date: \_\_\_\_\_
- Research Internship Date: \_\_\_\_\_
- Social Work Prelim Proposal Approved Date: \_\_\_\_\_

II. I have confirmed that all of the Social Science requirements have been completed:

- Coursework Complete Date: \_\_\_\_\_
- Preliminary Exam Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Departmental Contact Person Date of Verification

III. This student may be advanced to candidacy.

\_\_\_\_\_  
Social Work Advisor Signature Date of Verification

Note to the Social Work Advisor: Please sign this form and return it to the Doctoral Office. Thank you.

## Appendix 15

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

## PERSONAL DEBIT ACCOUNT TRAVEL GRANT OR DISSERTATION EXPENSES APPLICATION PROVISIONS AND REGULATIONS

- Purpose:** To provide aid and opportunities for Doctoral students in Social Work and Social Science to participate in the life of their academic professions and/or complete their dissertation research.
- Form of Support:** Each student has a fixed amount in his/her personal spending account. No more than \$400 per year may be used without special permission from the Director.
- Eligibility:** Funds are only for Joint Doctoral Students in Social Work and Social Science who are in good standing, and are judged to be making good progress in their program.
- Use:** Travel and/or dissertation and research expenses
- Procedure:** To receive your funds, the student must complete the application (on reverse) and attach a copy of the conference program (or letter of invitation) *with the applicant's name clearly stated* verifying participation in the conference or an itemized budget of your anticipated dissertation or research expenses. *Signatures of the Social Work Faculty Advisor (travel) or Dissertation Chair (dissertation & research expenses) will only be required for a request of more than \$400.*  
**\*Travel applications need a statement saying how attending/presenting will be of benefit to you, the SSW and the UM.**
- Deadline:** For travel awards, no later than one week prior to the date of the conference. (Or three weeks if you wish to get a travel advance.) For dissertation expenses, please submit the application to the doctoral office a month earlier than you wish to have the money.  
**No funding will be given retroactively.**
- Notification:** In cases requiring the signature of the Director, students will be notified via E-mail should there be a change in funding level. Funds will be distributed either via direct deposit or mailed to your local address if no direct deposit is on file.  
**Within two weeks** of returning from a conference, the student must submit to the Doctoral Office original receipts or emails equal to, or exceeding the award amount.

Appendix Form 15-A

**THE UNIVERSITY OF MICHIGAN**

Doctoral Program in Social Work and Social Science

**PERSONAL DEBIT ACCOUNT APPLICATION**

Check One:  Travel Grant  Travel Grant  
Advance\*  Dissertation Expenses

Name: \_\_\_\_\_ UMID#: \_\_\_\_\_

Social Science: \_\_\_\_\_ E-mail  
Address: \_\_\_\_\_

Daytime Phone #: \_\_\_\_\_ Today's  
Date: \_\_\_\_\_

\*\*Conference Title: \_\_\_\_\_

Purpose of attendance (check one):  Deliver paper  Present poster

Departure Date: \_\_\_\_\_ Return date: \_\_\_\_\_  
Destination: \_\_\_\_\_

Estimate of total conference expenses: \$ \_\_\_\_\_ Amount  
Requesting: \_\_\_\_\_

**\*Remember to submit your receipts upon your return or your  
paycheck/stipend will be held.**

\*\*Dissertation Expenses anticipated:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*If your funding request exceeds \$400, please have your Faculty advisor (travel) or  
Dissertation co-chair complete the following section.*

**For the Faculty advisor/Dissertation co-chair:** Please check the  
appropriate box below, make any comments you wish to, and print and  
sign your name.

Is the applicant making satisfactory progress toward the degree?

Yes

No

Comments: \_\_\_\_\_

---

---

Faculty Advisor/Dissertation Co-chair Name Printed

---

Faculty Advisor/Dissertation Co-chair Signature

---

Date

---

---

*For office use only:*

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved for \$ \_\_\_\_\_ From account # \_\_\_\_\_

Appendix 16

**THE UNIVERSITY OF MICHIGAN**

Doctoral Program in Social Work and Social Science

**GUIDELINES FOR JOINT DOCTORAL PROGRAM EMERGENCY LOAN FUNDS**

- Purpose:** The Joint Doctoral Program Emergency Fund is intended to help Joint Doctoral students deal with one-time, emergency expenses that are: (1) unforeseen, (2) beyond the student's control, and (3) not covered by other funding programs. Each application will be considered on an individual basis according to each student's circumstances. The following types of expenses will not be funded:
  - Tuition
  - Normal living costs such as, but not limited to, child care, car repairs, rent, and utilities
  - Equipment purchases such as computers, lab equipment, field work equipment, or software
  - Attendance at conferences (fees, traveling costs, workshops, summer programs, internships, etc.)
  - Copying and binding of dissertations
- Conditions and Award Amounts:** Requests must relate directly to emergent situations that, unless addressed immediately, threaten to impede progress toward the student's graduate degree. Students are limited to two emergency awards during their program, once as a pre-candidate and once as a candidate, and must be in good standing at the time of the request. Normally awards will not exceed \$300.00. The loan must be repaid according to the schedule month. Please read the standard application for University and Emergency Loans form provided in the OSS office, room 1748. If you have any questions, please contact Michelle Woods (micwoods@umich.edu).
- Application:** Requests will be submitted to the Director of the Joint Doctoral Program using an application form available through the Doctoral Office. It requires:
  - A statement specifying the exact amount of the request and a paragraph of up to 150 words describing the purpose of the request, when and on what the funds will be expended, and why other possible sources (e.g., Rackham Discretionary Fund) are not viable options.
  - Applicants should be aware that a letter of support may be requested from their dissertation chair or faculty advisor commenting on academic performance and how the requested funds are important to progress to the degree. In this eventuality, the applicant will be required to provide a copy of the request to the chair/advisor.
  - Applicants should be aware that in all cases transcripts will be reviewed before the granting of an award.
- Applications will be reviewed by the Director of the Joint Doctoral Program. When a decision has been made, you will receive written notification of the Director's decision. If an award is made, procedures for payment will be outlined in the award letter. Funds will be paid out as soon as possible after receipt of request and its approval by the Director. **Note:** funding is limited and may expire without notice.

**Please provide an unofficial current transcript. (Wolverine Access OK)**

Name: \_\_\_\_\_ UMID#: \_\_\_\_\_  
(not SS#)

Amount requested: \$ \_\_\_\_\_

- Please state your reasons for requesting this funding and how this need will directly impact your progress in the program.

2. Please state what other avenues for funding this request you have explored:

3. Please outline a budget for the money you are requesting:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---

*For Office Use Only:*

Approved:      Yes      No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 17

# THE UNIVERSITY OF MICHIGAN

Doctoral Program in Social Work and Social Science

2007-2008

## GUIDES FOR THE SOCIAL WORK-SOCIAL SCIENCE RESEARCH PARTNERSHIP PROGRAM

Sponsored by the Rackham School of Graduate Studies

### I. Purpose

This program aims to enhance the quality of a student's education in the Joint Doctoral Program by promoting partnership arrangements between students and faculty in allied social science either in working on existing research projects or in developing and implementing new ones. The program is designed to evenly share the provision of funds for graduate student support, as well as to facilitate doctoral education and progress toward the doctoral degree. It is anticipated that the program will fund a limited number of doctoral students with research partnership funds annually for a maximum of one term (4 months).

### II. Eligibility

Students must be an active student in the Doctoral Program in Social Work and Social Science at the time the application is submitted. Faculty partners are encouraged to arrange for appropriate matching funds prior to submitting an application. Recipients are not permitted to hold additional GSA appointments if the student's total appointments would then exceed 50% (\$6785) per term.

### III. Form of Support

The Rackham funds allocated to the Joint Doctoral Program in Social Work and Social Science cover half of the award to each student. The other half can be obtained from a social science department's funds, funds available to the social science faculty partner, or funds from additional sources. It is the responsibility of the faculty partner, however, to secure the matching funding for the student partner. The award will be administered by the Social Work Doctoral Office and the corresponding Social Science Doctoral Office, or if the Social Science prefers, the Social Work Doctoral Office can be transferred all funds and be sole administrator.

### IV. Review Process

The Supervising Committee for the program will decide on award recipients. This Committee is composed of representatives from each social science department as well as from the School of Social Work. The proposals will be evaluated in terms of the student's role in the project, the scholarly nature of the project, and the ways in which the partnership fosters the student's integration into the social science department.

### V. Application Materials

The students who wish to apply must 1) complete the application form, 2) in collaboration with the faculty partner with whom they will form a research partnership, should develop a short (approximately 2 page) proposal indicating the topic of the project; describing the background and nature of the partnership; defining the student's and the faculty partner's activities; and explaining the ways in which this partnership will foster the student's integration into the social science department, 3) attach a CV for both faculty partner and the student partner, and 4) the most recent student transcript.

Appendix Form 17-A



APPLICATION COVER SHEET FOR THE SOCIAL WORK-SOCIAL SCIENCE RESEARCH PARTNERSHIP PROGRAM

Sponsored by the Rackham School of Graduate Studies

Application Procedures: A complete application for the Social Work-Social Science Research Partnership Program should contain:

- 1. Completed application form.
2. A proposal (not to exceed two pages) of the project to be undertaken (see guidelines).
3. A curriculum vitae for the faculty partner and the student partner.
4. The most recent transcript for the student partner. (An unofficial copy is acceptable).

Name: Social Science: UMID#:

Faculty Partner: Dept./Unit: Phone:

Funding Source 1: Rackham Graduate School Account #: 114933 Proj. Grant C114933

Contact Person: Todd Huynh Phone #: 647-2554 (who will be processing the payment of Rackham's matching funds)

Funding Source 2: (to be completed by Faculty Partner) Account#: (if known at the time of application)

Contact Person: Phone #: (who will be processing the payment of the faculty partner's matching funds)

If funding from the social science department is not available, what other avenues are you prepared to pursue to obtain funding?

Amount of support being requested from each department : \$ for a total of \$

Term \*Deadline

Table with 2 columns: Term \*Deadline and corresponding dates (April 5, 2007, October 3, 2007, April 5, 2008, April 5, 2008).

Signature of Faculty Partner: Date:

Signature of Student: Date:

\*Two copies of application materials should be submitted to the Doctoral Office, 1080 S. University, Rm. 1696 on or before the deadline.

Appendix 18



DISSERTATION PROSPECTUS HEARING APPROVAL FORM

Please circle the Social Science you are allied with:

Anthropology      Economics      Political Science      Psychology      Sociology

Doctoral Candidate: \_\_\_\_\_ Date of Hearing: \_\_\_\_\_

Members of the Dissertation Committee

**Committee Co-Chair:**

_____	_____	_____
-------	-------	-------

Print Name

Signature

Date

**Committee Co-Chair:**

_____	_____	_____
-------	-------	-------

Print Name

Signature

Date

**Committee Members:**

_____	_____	_____
-------	-------	-------

Print Name

Signature

Date

_____	_____	_____
-------	-------	-------

Print Name

Signature

Date

_____	_____	_____
-------	-------	-------

Print Name

Signature

Date

_____	_____	_____
-------	-------	-------

Print Name

Signature

Date

- A. Please note all requests made by the Committee for additional documents, such as additional statements of the prospectus plan or progress reports, and indicate any modifications of the prospectus that may have been requested by the Committee.

- B. Please list which members, if any, are to have special responsibilities or rights in connection with advising the candidate about particular aspects of the dissertation?
  
- C. Please indicate any other special Arrangements concerning substance or procedure between the candidate and the committee.
  
- D. Please provide a timetable for submission of the draft to Committee members and indicate which members, if any, are to receive drafts on a chapter-by chapter basis. Please provide sufficient lead time between the date for submission of the draft to the Committee members and the formal Rackham Graduate School deadline for revisions to be incorporated into the final version.