UNIVERSITY OF ARKANSAS

DOCTOR OF PHILOSOPHY DEGREE: COMMUNITY HEALTH PROMOTION

GRADUATE MANUAL

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE, & RECREATION
Program of Study
Ph.D. in Community Health Promotion
University of Arkansas

Introduction

The Program in Community Health Promotions offers the degree of Ph.D. in Community Health Promotion. The degree involves both required and elective coursework. In addition, students must complete a dissertation project.

The Program in Community Health Promotions prepares students for a wide variety of professional careers in academia, industry, government and community services. The Program prepares students to work in setting that are involved with enhancing well-being and improving the quality of life for individuals and communities. Community Health Promotions is multidisciplinary, drawing upon the biological, social and behavioral sciences. Program faculty are involved in teaching, research and community outreach. Graduate students are given opportunities and encouraged to involve themselves in work with faculty in all three areas as well.

Community Health Promotion Directory

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Phone #</th>
<th>Office #</th>
<th>E-mail</th>
</tr>
</thead>
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<tr>
<td>Bart Hammig</td>
<td>575-4360</td>
<td>308H HPER</td>
<td><a href="mailto:bhammig@uark.edu">bhammig@uark.edu</a></td>
</tr>
<tr>
<td>Jean Henry</td>
<td>575-2899</td>
<td>308I HPER</td>
<td><a href="mailto:ljhenry@uark.edu">ljhenry@uark.edu</a></td>
</tr>
<tr>
<td>Ches Jones</td>
<td>575-4009</td>
<td>308K HPER</td>
<td><a href="mailto:ches@uark.edu">ches@uark.edu</a></td>
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<tr>
<td>HKRD Department Head</td>
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<td></td>
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</tr>
<tr>
<td>Sharon Hunt</td>
<td>575-2857</td>
<td>306 HPER</td>
<td><a href="mailto:sbhunt@uark.edu">sbhunt@uark.edu</a></td>
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<tr>
<td>Graduate Coordinator</td>
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<td></td>
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<tr>
<td>Dean Gorman</td>
<td>575-2890</td>
<td>308W HPER</td>
<td><a href="mailto:dgorman@uark.edu">dgorman@uark.edu</a></td>
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<tr>
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<td>Ozark 119</td>
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<td>Debbie Clevenger</td>
<td>575-2857</td>
<td>306 HPER</td>
<td><a href="mailto:dcleveng@uark.edu">dcleveng@uark.edu</a></td>
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<tr>
<td>Betsy Parsons</td>
<td>575-2858</td>
<td>308 HPER</td>
<td><a href="mailto:bparson@uark.edu">bparson@uark.edu</a></td>
</tr>
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</table>
Academic Policies and Expectations

Admission/Candidacy Criteria
For acceptance to the Ph.D. program in Community Health Promotion, the applicant must have completed a master’s degree or its equivalent in Community Health Promotion or a closely related field and meet general admission requirements of the Graduate School. An application should include identification of applicant’s objectives, supportive background information including three letters of recommendation supporting the applicant’s ability to successfully pursue a Ph.D. in Community Health Promotion; a GPA of at least 3.00 on all graduate course work; and an acceptable score on the Graduate Record Examination (GRE). Additional prerequisites may be prescribed after review of the application materials.

Academic Standing Policy
All Ph.D. students must meet the following standards to remain in good academic standing in the Community Health Promotion program:

1. Maintain a minimum grade point average of 3.0.

2. Earn grades of B or better in all coursework.

A student not in good academic standing will be placed on academic probation. After the first semester while a student is on academic probation, the Community Health Promotion Faculty will consider the continued candidacy of the student. If the student does not improve their cumulative grade point average to 3.0 or a student receives a grade of C or lower in any courses, the student will be dismissed from the program. The final decision to permit continued enrollment of a student on academic probation will be made by the Community Health Promotion Faculty.

Students will be dismissed without further consideration if:

a. They earn a grade of D or F in any required or elective course.

b. They accrue six or more hours of “incomplete” work during any one semester.

Incomplete Grades
Receiving incomplete grades for graduate level classes is discouraged. However, there may be times when a student is unable to complete quality work within the deadlines for a specific course. The instructor may choose to give a student an incomplete grade (I) for work not completed but for which the student has made significant satisfactory progress in the course. Unless the course assignments are completed within 12 weeks after the incomplete grade is given, the grade will become an F. See the Graduate Student Handbook for more complete University
Research Requirements
Graduate students within the Community Health Promotion program are encouraged to conduct research and work with faculty in their areas of expertise. Research is an important component of the M.S. and Ph.D. programs. Students in the M.S. program will have to complete either a Thesis or Independent research project. Student in the Ph.D. program will have to complete a Dissertation. Both degree programs require an acquisition of research methodology, statistics, report writing, and presentation skills.

CHLP Ph.D. Program Process

The Ph.D. program is intended to guide the student through a process of acquiring greater depth of understanding and professional competency in a specific content/competency area. Faculty and committee members are available to provide guidance and mentorship; however, it is expected that the doctoral student assumes the primary responsibility for knowing and adhering to all policies, procedures and timelines, as set forth by the Department, College, and Graduate School. Doctoral students should become very familiar with the content of this Doctoral Program Manual and the Graduate School's Graduate Student Handbook.

Curriculum for the Ph.D. in the Community Health Promotion Program
The required course curriculum for the Ph.D. is located in the HKRD department’s resource room in room 308 HPER or via the following link: http://CHLP.uark.edu/4156.htm

Doctoral Committees
Note: It is important that you familiarize yourself with the University of Arkansas Graduate Student Handbook located at http://grad.uark.edu/dean/handbook/GRADUATE_STUDENT_HANDBOOK.pdf

Doctoral Program Advisory Committee
The Doctoral Advisory Committee must consist of at least 4 members, two of whom are from the Community Health Promotion program (including the major advisor). The other two members can come from any area including health but must have graduate faculty status. The Doctoral Program Advisory Committee form should be submitted (in duplicate) to the Graduate School immediately after or at the time of acceptance to the program. In addition, a Program of Study, outlining the students proposed curriculum, signed by all members of the Advisory Committee must be submitted to the Graduate Coordinator. Committee composition may be rejected for the
following reasons: If all members of the committee do not have the appropriate graduate faculty status; if faculty spouses are serving on the same committee and one is in a supervisory capacity over the other; if a member of the student's immediate family is proposed on the committee; or if there is an approved committee already on file. For information on how to change or revise existing committees, see below, or consult Changing or Revising a Committee (page 30 of the Graduate Student Handbook).

In the situation when there is a split decision among committee members of a doctoral program advisory or dissertation committee, the situation must be resolved to the satisfaction of each committee member. In the event that each committee member is not satisfied, the committee member may insist on the necessary steps to reach a resolution or elect to step down from the committee. In unusual circumstances, the Dean of the Graduate School may remove a faculty member from a student's thesis/dissertation committee or advisory committee, or make an alternative arrangement (e.g. assign a representative from the Graduate faculty to serve on the committee).

Doctoral Dissertation Committee
A minimum of 4 faculty members serve on the students Doctoral Dissertation Committee, of which the major professor must be from the program along with at least one other Community Health Promotion faculty member from the program; one professor from outside of the program but in HKRD; and one member outside of our department.

The Doctoral Dissertation Committee form should be submitted (in duplicate) to the Graduate School at least ONE YEAR before the defense of the dissertation. Committee composition may be rejected for the following reasons: all members of the committee do not have the appropriate graduate faculty status; faculty spouses are serving on the same committee and one is in a supervisory capacity over the other; a member of the student's immediate family is proposed on the committee, or there is an approved committee already on file. For information on how to change or revise existing committees, see Graduate Student Handbook. In the situation when there is a split decision among committee members of a doctoral program advisory and dissertation committee, the situation must be resolved to the satisfaction of each committee member. In the event that each committee member is not satisfied, the committee member may insist on the necessary steps to reach a resolution or elect to step down from the committee. In unusual circumstances, the Dean of the Graduate School may remove a faculty member from a student's thesis/dissertation committee or advisory committee, or make an alternative arrangement (e.g. assign a representative from the Graduate faculty to serve on the committee). Note: the advisory committee and dissertation committees can be comprised of different faculty members.
Changing or Revising a Committee
If a committee has been approved and is on file with the Graduate School, any proposed changes or revisions to the committee must be submitted to the Graduate School for approval. Each member leaving or being removed from a committee must submit authorization agreeing to the change. The only exception to this pertains to the chair of the thesis/dissertation committee. The Graduate School considers the thesis or dissertation to be based on a mutual agreement between the faculty member and the student to work cooperatively on a research project of shared interest. Either the graduate student or the faculty member may dissolve this relationship by notifying the other party, the departmental chairperson, and the Graduate Dean. However, the student and the adviser should be warned that this may require that all data gathered for the dissertation be abandoned and a new research project undertaken, with a new faculty adviser. See the graduate student grievance policy. NOTE: Leaving the employment of the University does not constitute automatic removal from approved committee assignments. Most faculty members complete their graduate committee responsibilities; therefore, removal from an approved committee must be initiated by the departing faculty member.

Community Health Promotion Doctoral Comprehensive Examination Guidelines
Successful completion of a Comprehensive Exam (Comp) is a degree requirement of all doctoral students. There will be four general content areas for the Comp, with sub-content areas (see Appendix B). All doctoral students are responsible for mastery of these content areas whether or not formal class work was completed, specific to a particular content area. Comp questions will be prepared by members of the student's advisory committee. Each student should also meet with all members of their Advisory Committee to discuss potential question content. All members of the Advisory committee will be provided an opportunity to write exam questions.

The exam consists of four (4) 3-hour segments, typically 9:00 - 12:00 and/or 1:00 - 4:00, over a 3- to 5-day period. Comps may only be scheduled for Fall and Spring semesters, and must be scheduled sometime in weeks 4 through 10 of the semester. Specific dates and times for the Comp, within the above parameters, are to be determined by the student, in collaboration with their Advisor. The student should first contact their Advisor to set up exam dates. An Oral Defense (Orals) of the written responses must be scheduled a minimum of 2 weeks, and no more than 4 weeks, after completion of the written Comp. The student is responsible for scheduling the Orals.

All Advisory Committee members may read and grade student's responses for each item, though each faculty member is only required to grade his/her content area question(s). Items will be graded using a scale of 1-5 (1=Poor to 5=Excellent). Students must score or average a 3 or better on all questions to rate a clear "Pass" on the Comp. If a student scores less than a 3 on over 50% of the exam content,
the exam will be classified as a "Fail.". A student who scores \( \leq 3 \) on less than 50% of the questions, or scores no better than a 3 on any question on the exam, will be classified as "Questionable."

A student who fails the Comp may petition to re-take the exam. The exam may only be taken two (2) times (i.e. one re-take). A student who is scored as "Questionable" will be asked to clarify poor responses in the Orals and/or re-write and re-defend specific questions. Following, are the 3 categories of evaluated Comp status, and the outcomes of each:

**Exam Rating Scale: Written Comprehensive Exam**

The following three categories are used to determine the outcome of the written Doctoral Comprehensive Exam:

- **Pass**: Written responses reflect an appropriate level of understanding of the content, illustrate a doctoral-level depth of content discussion, contain supporting detail, include adequate references (cited in the text) to the scholarly literature, and the writing style reflects command of the standard, academic use of language at the doctoral level. The student will orally defend all responses; upon successful oral defense, the student will be recommended for candidacy for the PhD degree. Failure to adequately orally defend responses may result in a student being required to re-write or re-defend specific questions of concern.

- **Questionable**: All or most responses are weak (\( \leq 3 \) on less than 50% of the questions, or scores no better than a 3 on any question on the exam) and do not reflect an adequate level of depth or understanding of the content, nor an adequate level of synthesis and advanced thought. Supporting detail is lacking, and cited references to the scholarly literature are minimal. The writing style is not professional and contains grammatical and structural errors - not up to the level expected of a doctoral candidate. Additionally, there is insufficient evidence of the relationship between theory and practice. The student will be expected to successfully defend weak responses, either orally or in writing, before being recommended for candidacy. Successful defense will result in a rating of "Pass," and recommendation for candidacy for the Ph.D. degree. Unsuccessful oral defense will result in a requirement to re-write specific exam questions.

- **Fail**: The response does not reflect an adequate or appropriate level of depth or understanding of the content (\( <3 \) on over 50% of the exam content), and reflects lack of synthesis and advanced thought. References to the scholarly literature are weak or absent and not cited, and it is clear the student's communication skills are inappropriate or lacking, based on expectations for academic and professional writing at the doctoral level. The student may petition to re-take the Comp. The student will be required to re-write the entire Comprehensive Exam. The student's Advisory Committee will
determine whether to administer the same questions, or to write a different exam.

Notification of Results
Within one month of completing the exam, students will be informed of the results by the student's Academic Advisor.

Failure to Pass Written Comprehensive Exam
When a student does not pass all or part of the written Comprehensive Examination, the Advisory Committee chair will meet with the student to discuss one of the following options:

- **Option 1**: If it is determined that the student has failed the written exam, the student will rewrite the entire examination, prior to doing an Oral Defense, in the next full semester (with a minimum of a 3 month waiting period). The content of the question(s) will be decided upon by the student's advisor and/or Advisory Committee. The student must do an Oral Defense of the re-write.

- **Option 2**: If it is determined that the student has performed at a "Questionable" level, the student may be asked to re-write, prior to an oral defense, only questions considered insufficient, and after a waiting period to be determined by the Advisory Committee. The content of the failed questions will be the same. The student will be allowed to orally defend responses that were evaluated as a "Pass" on the first writing. On the re-write, the student may orally defend their answers to the full committee or to their Advisor, as determined by the committee. The Advisor and/or Advisory Committee will make a decision at the conclusion of the Orals and notify the student and Advisory Committee, within 7 days, of the results.

Oral Defense of the Written Comprehensive Exam
An Oral Defense (Orals) of the written responses must be scheduled a minimum of 2 weeks, and no more than 4 weeks, after completion of the written Comp. The student is responsible for scheduling the Orals, which will entail a single 2 hour oral exam comprised of the student and his/her advisory committee.

The following three categories are used to evaluate and determine the outcome of the Oral Doctoral Comprehensive Exam Defense:

- **Pass**: Oral responses accurately reflect and support content of written responses, include supporting detail, include adequate references to the scholarly literature, and the oral communication reflects command of the standard, academic use of language at the doctoral level. Student responses to probes from the Committee reflect a doctoral level of critical thinking and
synthesis. Upon successful oral defense, the student will be recommended for candidacy for the PhD degree.

- **Questionable:** Oral responses are weak and do not accurately reflect or support content of written responses, nor an adequate level of synthesis and advanced thought. The student has difficulty responding, at the doctoral level, to probes presented by the committee. The oral communication style is not professional and contains grammatical errors - not up to the level expected of a doctoral candidate. Student may be asked to orally re-defend, after a 2-3 week waiting period. Subsequent unsuccessful oral defense may result in failure of a particular question and/or requirement to re-write and re-defend specific exam questions.

- **Fail:** The oral responses do not adequately, accurately, or appropriately connect to the content of written responses, and reflect lack of synthesis and advanced thought. It is clear the student's oral communication skills are inappropriate or lacking, based on expectations for academic and professional performance at the doctoral level. The student may be required to orally re-defend all or part of the written Comprehensive Exam, after a 2-3 week waiting period. Failure to successfully re-defend (2nd attempt) may result in being required to re-write and re-defend specific failed question(s).

If a student is determined to be strong (a clear "Pass") in most content areas covered by the Comp, but obviously weak (a clear "Fail") in one area, the student may be required to take additional coursework specific to the content area of weakness. Follow-up could include re-writing and orally defending the weak content area of the Comp, making a presentation of content studied, or other strategies for assessing student mastery of the content, as determined by the Advisory Committee. A doctoral Comprehensive Examination, or parts of an examination, may be repeated only once. Failure to pass the exam on the second writing and oral defense of all or part of the doctoral Comprehensive Examination will result in denial of candidacy for the Ph.D. degree.

Both the Community Health Promotion Program Coordinator and the HHPR Graduate Coordinator will be available to meet with the student, should the student have any questions or concerns about the exam or the exam process.

**Guidelines for Preparing a Dissertation**

The dissertation is designed to provide students with a significant research experience. For the Ph.D. program, 18 hours of dissertation credit is required. Students will complete the majority of their dissertation credits after completion of required coursework and comprehensive exams. Students should familiarize themselves with, and follow all procedures set forth in, the Graduate School's Guide for Preparing Dissertations, available through the Graduate School's web page.
The process begins with selecting a Ph.D. Dissertation Chair, developing a concept paper, and selecting a dissertation committee. The progression of the process involves preparation and presentation of a proposal, and finally, the defense of the proposal to all Dissertation Advisory Committee members. Students may present their concept paper and proposal in the same semester, but cannot defend in the same semester as they proposed.

**Development of Concept Paper**

The student should begin the dissertation process by selecting a qualified Ph.D. Dissertation Chair. Next, the student should submit a dissertation concept paper for review by the student’s Dissertation Chair. This concept paper should be about 5-7 pages and include the following:

1. A clearly written purpose statement.
2. A discussion of relevant procedures.
3. A limited literature review including major background references only.
4. Significance of possible findings.
5. A listing of scholarly journals that might publish your study.
6. A suggested listing of faculty members to serve on your committee.

Upon approval of your concept paper by the Dissertation Chair, the student should begin forming a Dissertation Committee and preparing a proposal.

**The Dissertation Committee**

Students will select a dissertation committee according to the guidelines noted previously in this document. The Dissertation Committee Chair will assist in this process.

**Proposal**

The proposal includes Chapters 1 (Introduction), 2 (Review of the literature) and 3 (Methodology) of the dissertation. During the preparation of the proposal, the student may consult with members of the committee for advice and direction. At least two weeks prior to the proposal presentation, and AFTER receiving permission from their Chair, the student submits the proposal to each committee member. The presentation of the proposal is considered a rigorous procedure, because the approved proposal will serve as a contract between the committee and the student. Approval of the proposal indicates that if the student completes the project as described (and appropriately interprets the results), the student will be in favorable standing at time of defense. The proposal presentation will be open to all departmental faculty and students.
Students will make a formal presentation (10-15 minutes) and will respond to questions from dissertation committee members. The dissertation committee will then discuss the proposal, recommend how the student should proceed with the dissertation, and indicate changes to be made within the proposal. The committee chair and the student prepare a written list of changes, which is attached to the proposal along with the committee approval page (see sample in appendix of this document). With the approval of the committee, the student should begin data collection and other dissertation procedures.

**Data Collection and Analysis and Dissertation Procedures**

After the Dissertation Advisory Committee has approved the dissertation, the final step is completion of the study. If necessary, chapters 1-3 are revised according to comments made by the committee at the proposal defense. Students should follow the procedures approved in the dissertation proposal defense to collect data, analyze data, and prepare the dissertation.

**Institutional Review Board (IRB) Approval**

IRB approval is required PRIOR to collecting data. Students may not begin dissertation research until the IRB protocol has been approved by the University. All necessary forms are available online. The Protocol Form must be signed by the student's Chair. Also, the IRB application (protocol) should be submitted after (not before) a committee-approved dissertation proposal (first three chapters).

If necessary, during the data collection and analysis process, the student may request a meeting of the Dissertation Committee to review procedures, discuss problems, and/or approve modifications. After completing data collection and analysis, the student writes chapter 4 (results) and chapter 5 (discussion, implications, and suggestions for future study). Any major deviations from the proposal should be presented in writing and approved by the dissertation committee.

**Defense of the Completed Dissertation**

The defense of the completed dissertation should follow the guidelines established at the University of Arkansas, College of Education and Health Professions. At least two weeks prior to the defense, and AFTER receiving approval from their Chair, the student provides a complete dissertation draft to the committee that includes all 5 chapters as well as tables, figures, appendices, and reference notes. The defense presentation will include aspects of chapters 1 and 2, but will primarily focus on the methods, results, and conclusions. Approximately 1-2 weeks prior to the formal defense, the student will announce the presentation to be open to all departmental faculty and students. When the defense is approved, the committee signs the required approval forms and the student will then make final changes on the dissertation manuscript and comply with requirements of the University and
Timeline of Major Tasks for Ph.D. Completion

1) Select advisory committee and complete necessary forms (Doctoral Advisory Committee Report and proposed curriculum).

2) Apply for comprehensive exams, but not before your last semester of coursework.

3) After successful completion of comprehensive exams, work toward dissertation proposal.
   - submit Comprehensive exam Pass Form to Graduate School
   - prepare and submit dissertation concept paper to Chair

4) Select your dissertation committee; submit necessary forms to Graduate School

5) After successful proposal meeting with your Doctoral committee, complete the dissertation and obtain approval for dissertation defense.

6) Successfully complete dissertation defense; make any recommended changes; complete and submit necessary forms to the Graduate School

7) Follow all Graduate School procedures, timelines, and deadlines for dissertation submission and graduation.

IMPORTANT: To participate in graduation ceremonies, the dissertation MUST be successfully defended at least 30 days prior to the date in which final copies of the dissertation are due to the Graduate School. This date is usually 1 week before commencement ceremonies and is noted in the Doctoral Calendar each year. [http://grad.uark.edu/dean/calendar/programcalendars.php#doctrinal](http://grad.uark.edu/dean/calendar/programcalendars.php#doctrinal)

Also note that your dissertation Committee Chair requires a finalized copy of the dissertation 5 weeks prior to the anticipated defense date.

See Gantt chart on next page for approximate timeline to completion of the dissertation.

Failure to comply with these deadlines will result in delay of graduation and the candidate WILL NOT BE ALLOWED TO PARTICIPATE IN GRADUATION CEREMONIES during the semester in question.
## Approximate Dates and Activities Associated with Completion of the Dissertation
### (Fall Completion)

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## Approximate Dates and Activities Associated with Completion of the Dissertation
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Appendix A:

Forms and Resources

Doctoral Calendar:
http://grad.uark.edu/dean/calendar/programcalendars.php#doctoral

Doctoral Forms:
http://grad.uark.edu/forms/degreeforms.html

Guidelines for Preparing Theses and Dissertations
http://grad.uark.edu/dean/thesisguide.html

Travel Grants:
http://grad.uark.edu/recruit/funding/travelgrants.html

Graduation Form:
http://www.uark.edu/depts/gradinfo/forms/degreeforms.html

A Guide to surviving your graduate years:
http://grad.uark.edu/dean/gs-survival-guide.html
Appendix B
Content Areas for the CHLP Doctoral Comprehensive Exam

There will be four general content areas for the Comp, with sub-content areas, as noted below. **All doctoral students are responsible for mastery of these content areas whether or not formal class work was completed, specific to a particular content area.** Comp questions will be prepared by members of the student's advisory committee. Each student should also meet with all members of their Advisory Committee to discuss potential question content. All members of the Advisory committee will be provided an opportunity to write exam questions.

I. **Principles and Foundations of Health Education/Promotion**
   - Program planning and development models common in Education/Promotion
   - Social and Psychological theories of health behavior common in Health Education/Promotion
   - Needs assessment, planning, and implementation
   - Ethics
   - Culture and health
   - Roles and responsibilities of a Health Educator
   - History of Health Education
   - Philosophical foundations of health education/promotion
   - Levels of Prevention
   - Healthy People initiative and documents
   - Key Federal and Voluntary agencies and organizations
   - Prominent professional organizations of health education/promotion

II. **Research**
   - Research methods
   - Statistics
   - Epidemiology
   - Evaluation

III. **Cognate Area/Field of Study**
   - Identified content from the student's cognate area

IV. **Outside Representative Question**
   - The Outside Rep (non-CHLP faculty member) will be invited to submit questions for inclusion in the Comp
Appendix C

Internship Requirements

The internship is field experience course for graduate students in the Ph.D. program in Community Health Promotion. The internship (CHLP 574V) is not a required course but would be considered a desired elective in the Ph.D. degree. A step-by-step guide for students and faculty advisor is located in the appendix.

The internship is a planned and supervised field experience, which has the following characteristics.

1. A coordinated plan developed by the student, faculty advisor, and field experience supervisor.

2. Development and application of formal goals and learning objectives into real life health education and promotion practice of 135 contact hours (3 credit hours).

3. A written report prepared by the student assessing the activities and the attainment of the proposed learning objectives.

4. Coordination and written evaluation of the student's progress by the field experience supervisor.

5. A review and approval of the student's report and field experience supervisor's evaluation by the faculty advisor.

Some Common Questions about the Internship

Do I Get Paid for My Internship?

It depends on the situation. If a student is able to find an internship that provides a stipend or salary, then that is acceptable. However, most internship does not provide any financial support.

Can the Graduate Assistant Earn Internship Credit for Their Assigned Duties?

No. Graduate assistants are not able to earn internship credit for their assistantships and work. However, duties above and beyond the normal duties and responsibilities of the graduate assistant and as stated in the learning objectives may be considered for the internship experience. The same policy applies to students wishing to obtain internship credit for work related to their full time employment.

When Can I Begin the Internship?

It is suggested that you register for the internship after your first or second semester. It would be preferred to do the internship during the summer after your first year of study. This would provide you with time to consider and investigate opportunities to fulfill this requirement.
Is it Necessary to Obtain My Advisor’s Approval Before Starting the Internship?
Yes. It is absolutely necessary; your faculty advisor must approve all internships. You may and should use other resources, just make sure you obtain approval from your faculty advisor regarding your plans for this experience.

How and where do I start?
Talk with your faculty advisor and determine what internship options are available. The internship experience is different than regular courses that you have registered for in the past. You are responsible for identifying and securing an appropriate internship agency or project. You must develop your own goals and objectives for the internship in consultation with your faculty advisor and field experience supervisor.

Once you have identified an agency or internship project that meets your advisors approval, you may begin to process the internship forms. These green forms can be obtained in Room 306 HPER. The forms detail the requirements and responsibilities of the student, faculty advisor, and field experience supervisor.

How do I find an agency or internship project?
Finding an internship placement or project is much like finding a job. You are responsible for identifying an internship placement. However, many people can assist you.

Talk with your faculty advisor, other Community Health Promotion faculty, other Department faculty, and students who have completed their internships.

Identify health agencies that are related to your interests. Call agencies and find out if they have student internship positions available, or if they would be receptive to the possibility. Students in the Community Health Promotion program have completed internships in many different organizations and agencies in Northwest Arkansas. But do not limit yourself to this area. Many regional, state, and national agencies and governmental health agencies offer excellent internships that provide stipends.

Once you have begun your internship with an appropriate agency, it is very important that you act and dress professionally. Remember that you are representing the University and the Community Health Promotion Program as well as yourself. Your conduct and professionalism will be noticed and have an effect on your future job opportunities and future internship positions at that agency.