

NURSING, DOCTOR OF PHILOSOPHY

The goal of the PhD program at the Johns Hopkins School of Nursing is to prepare leaders in nursing science development. Graduates will be prepared to conduct research that advances the discipline of nursing, health, and health care quality. The school offers an individualized program in selected areas of research congruent with student's area of interest and the expertise of research faculty. A key feature of the program are intensive mentored research experiences with active investigators who have established programs of funded research. In addition to the diverse research interests of the School of Nursing faculty, students have access to the entire Johns Hopkins University, which fosters interdisciplinary and international research projects.

Quality is the defining characteristic of academic life at Johns Hopkins and the School of Nursing. Each student completes a core curriculum and works closely with faculty advisor(s) to complete an individualized course of study that fulfills the student's goals and develops the basis for a program of research. The length of the program is expected to be the equivalent of four to five years of full-time study. Students must complete the program within 7 years.

Doctor of Nursing Practice (DNP) to Philosophy in Nursing (PhD) Pathway

This program is a full time PhD program for those who have already earned a DNP. Students can advance their DNP project from clinical implementation to scientific discovery with a PhD in Nursing from Johns Hopkins and may potentially get credit for some of the doctoral-level work they have already completed. Students may carry up to 9 elective credit hours from their DNP program to the PhD program. This reduces the elective credit load to 10 instead of 19 elective credits for the PhD program. With this decreased course load, the degree program can potentially be completed in 3 years if based on foundational DNP work, however, that is not a program requirement. Please follow the overview, requirements, sample program and learning outcomes as written for the PhD program for all aspects of the DNP to PhD pathway Program. (<https://nursing.jhu.edu/academics/programs/doctoral/phd/dnp-to-phd.html>)

PhD Student Employee Union and Collective Bargaining Agreement

Information about the TRU-JHU PhD Student Union and the Collective Bargaining Agreement (CBA) can be found on this website: <https://provost.jhu.edu/education/graduate-and-professional-education/phd-union/>.

- PhD students in the JHSON PhD program who receive work appointments and/or health insurance premium subsidy through Johns Hopkins University are under the Collective Bargaining Agreement dated March 29, 2024-June 30, 2027.
- This agreement has established wages, work hours, benefits, and conditions of appointment, many of these are described below.
- Eligible PhD students will be contacted by the Union and may elect to join the union and pay dues or pay agency fees. All eligible PhD students are under the CBA, regardless of Union membership.

- This agreement only covers work, which is limited to 20 hours per week on average for base funding. A PhD Student Employee may voluntarily elect to participate in supplemental-funded activities beyond the 20 hours per week on average.
- Academic policies are defined elsewhere in the handbook/catalogue/program materials.

This is just a summary, not the actual terms of the CBA. To review the actual terms of the CBA please click on the link (<https://provost.jhu.edu/wp-content/uploads/2024/04/TRU-UE-Local-197-Johns-Hopkins-University-Contract-2024-2027.pdf>). Not all elements of the agreement are summarized below, please reach out to the PhD Program Administrator (son-phdprogram@jhu.edu) with questions.

CBA Summary

- Compensation
 - Academic year (AY) 25-26: \$50,000 effective July 1, 2025
 - The hourly appointment rate will be \$27.03/hour, at minimum for teaching/research supplemental appointments.
 - Minimum 4 years of guaranteed funding for all PhD student employees in the School of Nursing.
 - PhD student employees with external awards paid through the University will have their compensation increased to the minimum rate during a period of guaranteed funding.
- Benefits
 - Enrollment information will be available through HR Benefits for Students and Learners (<https://hr.jhu.edu/benefits-worklife/health-life/student-health-benefits/resources-and-cost-of-coverage/>) and communications will be sent in advance of benefits election periods.
- Paid by the University
 - The University will pay the premiums for University Student Health Benefits Plan (SHBP), including dental and vision coverage, employee coverage for employees in full-time resident status during the terms of full appointments.
 - PhD student employees will receive subsidies of \$4,500 per child per year for eligible children under 6 years and \$3,000 per child aged 6-18 years or adult dependent, with a maximum of \$12,000 per family per year, in installments throughout the year.
- Reimbursed by University/Departments
 - The University will pay the cost of the health insurance premiums for eligible dependent children and spouses unable to work in the US, including dental and vision. Reimbursement procedures will be available on the HR Benefits website (<https://hr.jhu.edu/benefits-worklife/health-life/student-health-benefits/resources-and-cost-of-coverage/>).
 - International students will be eligible to apply to a yearly fund to cover required visa fees.
 - Students will be eligible for reimbursement for MTA All Access College Transit Passes or DC U-Passes. Registration and enrollment information will be available on the HR Benefits website (<https://hr.jhu.edu/benefits-worklife/health-life/student-health-benefits/resources-and-cost-of-coverage/>).
- Time Off/Vacation/Leaves
 - All University holidays are recognized.
 - PhD student employees have at least 15 vacation days per year. Additional time can be given by a supervisor.

- PhD student employees receive 15 sick days per year with an additional 5 days if the student is primary caregiver.
- PhD student employees receive 5 days of bereavement leave for the passing of immediate and extended family members and close friends, with 1 additional day for those needing international travel.
- International PhD student employees who are required to travel out of the country in order to maintain their immigration status necessary to be able to continue their program at the University are eligible for up to fourteen (14) days off with pay during the period of such travel.
- Parents are eligible for 8 weeks of paid leave following birth or adoption, with an additional 4 weeks for parents who have just given birth (https://cm.maxient.com/reportingform.php?JohnsHopkinsUniv&layout_id=25). New Child Accommodation applies to the academic, not work, PhD student experience.
- Leaves of absence, including family leave, medical leave, and personal leave, are governed by the applicable academic divisional and University leave policies (<https://policies.jhu.edu/doc/fetch.cfm/TBIXLPii/>).
- Work Hours
 - No PhD student employee shall be required to perform work for more than 20 hours/week on average.
 - Teaching appointments are included in the 20 hours of work that may be assigned. Academic coursework, exams, and academic research are in addition to this assigned 20 hours of work.
 - There are no restrictions on work external to Hopkins except when decreed by funding source or visa status.
 - All work appointments (baseline funding or supplemental funding) require an appointment letter. Appointment letters will define the expectations and requirements of the teaching, research, or other University activity appointment. Students should contact the PhD Program Administrator (son-phdprogram@jhu.edu) with any questions.
- Union Representation
 - All directory information will be sent to the Union unless restricted. Supplemental information will require a FERPA consent form available on SIS self-service (<https://sis.jhu.edu/sswf/>).
 - Union Representatives are current PhD Student Employees who are elected/selected to help their fellow PhD Student Employees navigate work-related disciplines, grievances, and other procedural/policy issues. Contact TRU-JHU with questions about specific Union Representatives.
- TRU-JHU Contact Information
 - Website: <https://trujhu.org/> (<https://nam02.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftrujhu.org%2F&data=05%7C02%7Csbrehm%40jhu.edu%7Cb9c22d225b9e4e64b8f908dc663e9079%7C9fa4f438b1e6473b803f86f8aedf0dec%7C0%7C0%7C638497666175686137%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6IjE6IHRaWwILCJXVCi6Mn0%3D%7C0%7C%7C%7C&sdata=xPl1WPOaukQi7eeY00dR6AgUmuhgxBHp6ba2%2BYKwprY%3D&reserved=0>)
 - Phone: (443) 281-9462
 - Address: TRU-UE Local 197, PO Box 41149, Baltimore, MD 21203
 - Email: trujhu@gmail.com

Registration Requirements

PhD students register for all fall, spring, and summer semesters from matriculation to degree completion. The only exceptions are students on an approved leave of absence.

All students must register for at least 2 credits of NR.110.870 Scholarly Research Portfolio each semester. Students beyond Year 1 of the PhD Program must register for NR.110.890 Dissertation Seminar in every fall and spring semesters until they graduate. During the summer semester, if a student is not registered for other summer coursework, registering for (variable 2 - 6 credits) of NR.110.870 Scholarly Research Portfolio is typically sufficient to maintain full-time status for the summer semester. Exceptions are students who:

1. take a course (with the exception of Summer Institutes)
2. defend their dissertation within the spring semester; or
3. have F1 Visa Status

F1 Visa Students may have different minimum credit requirements each semester and should contact the Office of International Services (<https://ois.jhu.edu/>) to ensure they have the most updated information to adhere to guidelines specific to their Visa.

Students should work with their faculty mentor, PhD Program Director, and the Registrar's Office to determine their appropriate student status given their activities during the semester. All students should register prior to the first day of classes in all terms.

**Summer tuition is covered by the program within the active funded period.*

PhD Program Research Residency Guidelines

The research residency is an important pedagogical aspect of the PhD program regardless of funding source or student status, full or part time. Students should commit to a research residency each semester – including summer - across the entire period of guaranteed funding from the JHSON. The purpose of the research residency requirement for the PhD program is to provide full time students with research training. In collaboration with their faculty advisor(s), students should engage in research experiences that will facilitate successful entry to a career of research and scholarship. Given that publication and other forms of dissemination of research findings are vital outcomes of any PhD program, the research residency is an ideal one from which to identify activities that will produce publications, presentations, or policy artifacts that demonstrate the students' learning. It is important to point out that not all research residency experiences will be the same.

1. Decisions regarding research training experiences ultimately rest with the primary research advisor(s) and the student; however, there are several relevant guidelines that should be followed:
 - An average of 15 hours per week should be devoted to the research residency. Ideally, the student will be a part of a research team.
 - The range of experiences may include but are not limited to conceptualization of a study, grant writing, review of literature, data collection, data management, data analysis, preparation of manuscripts, presentations, and laboratory experiences.
 - It is highly desirable that students participate in a variety of research endeavors throughout the residency. There is a benefit to be gained from spending "time at task".
2. Setting goals and objectives for the research residency.

- It is important to have realistic and objective goals and outcomes to both ensure that there are meaningful research training experiences and that research training experiences are documented in the student portfolio.
 - The student and mentor shall devise research training goals to design research residency activities for each semester the student is a research trainee. Students and advisors should review these goals and how the activities of research residencies are moving students towards reaching those goals.
 - Measurable outcomes addressing each goal should be articulated, monitored, and documented for achievement. Outcomes that are salient may include: the development of protocols, publications, presentations, and objective evidence of the above-mentioned range of experiences or other experiences that are deemed appropriate.
3. Each student should complete one semester of research training away from the primary advisor. Decisions regarding placement rests among the student, primary research advisor(s) and the prospective researcher (Matching students with faculty will be determined collaboratively by the student, primary research advisor(s), the prospective researcher, with support from the PhD Program leadership.):
 - The development of goals and objectives is similarly important for this research training experience.
 - Evidence of a successful time away from the primary research mentor would include similar measurable outcomes as described above.
 - Exceptions for this requirement can be considered on a case-by-case basis. Please consult with the PhD Program Director.
 4. Given the pedagogical importance, a research residency is also required for part time students with the following considerations:
 - Research residency hours should be proportional to the number of credit hours, e.g., 5 – 10 hours per week
 - Flexibility in the requirements for part time students is important. Examples of times during which research experiences can be suggested including semester breaks, weekends, evenings, and during the summer.
 - The JH requirement for two successive semesters of full-time study will facilitate a similar 15 hour per week research experience during this time for part time students.
 - b. Determine what class and identify a faculty teaching mentor the student would like to work with
 - c. Determine the best semester for this residency to occur
 2. After this meeting, with the assistance of the advisor(s), reach out to the desired faculty teaching mentor to discuss the following:
 - a. The student's teaching and training needs
 - b. The proposed faculty teaching mentor's capacity to mentor the student
 - c. Expectations of the faculty teaching mentor
 - d. Complete the Teaching Residency Goals form together and upload to the 110.870 Scholarly Research Portfolio for the student's advisor's review
 - e. Determine a Start-date
 3. Send completed form to the program (SON-PhDProgram@jh.edu) to request the teaching residency and activities be added to the student's appointment letter

The purpose of the teaching residency is to advance the student's socialization into the teaching role of the faculty member. The Program Director will approve courses to count toward the teaching residency experience. Specific learning objectives for the required teaching residency will be developed by the student with input from the student's PhD advisor and the faculty teaching mentor. Learning activities may include but are not limited to:

- Course planning and syllabus development
- Lecturing
- Leading interactive learning exercises
- Using of information technologies to facilitate learning
- Measuring student mastery of knowledge and skills
- Test construction and item analysis
- Assigning and grading papers
- Development of teaching strategies for a class with students of varying abilities
- Determining student grades
- Evaluating student satisfaction
- Participating in curriculum planning and evaluation meetings
- Working with others to plan and conduct an educational research project.
- Working with others to publish a paper on a course or teaching method.
- Attending a national or international nursing education conference

Students should be able to articulate how their teaching and learning philosophy is grounded in their philosophy of the human person. Other areas of critical inquiry and reflection may include theories of learning; duties of teachers and students; virtues of teachers and students; and the objective of the education of nurses at all levels.

Students considering The Nurse Educator Certificate Option (NECO) should discuss with their advisor whether to apply one of their teaching residencies to the teaching practicum (NR.110.543 Teaching Practicum) which is optional within the NECO.

Evaluation: Upon completion of the teaching residency, the student and the faculty teaching mentor are expected to submit their evaluations to the Academic Program Administrator. Completed evaluations will be discussed at the PhD Curriculum Committee to monitor the quality of teaching residency experiences and also will be shared with relevant

PhD Program Teaching Residency Guidelines

Every PhD Student will complete a teaching residency experience for at least one assigned course. The required teaching residency will average 10-15 hours per week. After completing their teaching residency, students may choose to serve as a TA for additional JHSON courses. Students are recommended to complete the teaching residency after completing the preliminary oral exam and advancing to PhD candidacy. Students should follow the following process to initiate the teaching residency requirement:

1. Meet with the advisor(s). During that meeting students should assess the following:
 - a. What kind of teaching training needs they have (e.g. Would you like to learn how to manage a large or small class? Would you like to lead a large lecture? Would you like to meet with students individually?)

Program Directors to be considered for future teaching residency assignments. Students and the respective faculty member should be encouraged to include metrics in their course evaluations to assess the effectiveness of the student's teaching and development.

PhD Student Scholarly Progression

PhD students are required to achieve various milestones (see below) while progressing through the program that culminate in the dissertation. These processes serve to assure quality of the scholarship and rigor of the scientific process. Progress/milestones completed will be reviewed every semester and at least annually with the student's advising team.

- Scholarly Research Portfolio review with advisor(s) every semester of enrollment in the program
- Annual Review with Dissertation Committee members
- Comprehensive Examination (https://livejohnshopkins-my.sharepoint.com/:b:/r/personal/jmckinl3_jh_edu/Documents/Comprehensive_Exam_Application.pdf?csf=1&web=1&e=jfhiqS)
- Preliminary Oral Examination (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/)
- Final Defense (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/) (Oral Examination)

Johns Hopkins University Mentoring Expectations

Please see the Johns Hopkins University Mentoring Expectations (<https://provost.jhu.edu/education/graduate-and-professional-education-resources/phd-mentoring-policies-and-resources/>) and the Johns Hopkins University Policy on Mentoring Commitments for PhD Students and Faculty (<https://provost.jhu.edu/wp-content/uploads/2019/08/JHU-Mentorship-Commitments-of-Faculty-Advisors-and-PhD-Students.pdf>) from the Provost's Office. Students and faculty advisors should use these documents to guide discussions around the scholarly and mentoring needs of the student and expectations for the relationship.

Progressions Review with PhD advisor

1. Occurs every semester the student is enrolled in the PhD Program
2. Documents to review:
 - a. Individual Development Plan (https://e-catalogue.jhu.edu/nursing/doctoral-degrees/nursing-phd/Individual_Development_Plan_IDP_Template.pdf)
 - b. NIH Biosketch (<https://grants.nih.gov/grants/forms/biosketch.htm>)/CV
 - c. Research skills checklist (https://e-catalogue.jhu.edu/nursing/doctoral-degrees/nursing-phd/Research_Residency_Goals.docx)
 - d. Research and Teaching Residency Goals, Objectives and Evaluation
3. Students will complete online submission of materials demonstrating progress through Canvas (NR.110.870). Advisors will meet with students, assess materials, and provide a grade (Pass/Fail) for the student.

Annual Review with Dissertation Committee

1. Once the student has entered into candidacy, an annual meeting with the full dissertation committee is highly recommended.

2. A review of student progress – academically and scientifically – along with additional development opportunities should be discussed.
3. Challenges in study implementation should be reviewed, and the committee should offer support to help the student overcome the challenges or refine the study as appropriate.

PhD Comprehensive Examination

PhD Comprehensive Exam Application

1. Student Status: This examination may be taken as early as the first summer following fall admission.
 - a. Students must have completed year one required nursing classes and statistics course work, totaling 24 credit hours, to sit for the Comprehensive Examination (with the exception of NR.110.827 Grant Writing and NR.110.891 Responsibilities & Activities of the Nurse Scientist, which need not be taken prior to this examination).
 - b. Students must be registered the semester prior to the examination and have all incompletes cleared from their record in order to take the Comprehensive Examination.
2. Purpose: The purpose of the written comprehensive examination is to validate the student's ability and skills to generate, synthesize, and critically analyze knowledge relevant to scientific inquiry within the discipline of nursing. Questions related to required nursing and statistics courses are administered by the program in Canvas.
3. Procedure:
 - a. The examination is offered the first full week of June. All students are tested on the same days.
 - b. Students desiring to take the examination meet with their advisors to review eligibility and assure that all requirements have been met.
 - c. With the approval of the advisor, 30 days or more before the scheduled examination, the student completes the "Comprehensive Examination Application Form" and submits it to the PhD Program Administrator for approval. A copy of the approval form is kept on file in the students' personal folder in the PhD Program Director's office.
 - d. The PhD Program Director informs the PhD Curriculum Committee members of those students approved to take the Comprehensive Examination three weeks before the examination.
 - e. The PhD program office shall inform those taking the examination of its time and place and shall proctor the examination.
 - f. Students not taking the examination when scheduled due to personal reasons are not penalized and need only to reschedule.
4. Structure: The examination consists of two sessions (4 hours each) to test knowledge of required nursing program content.
 - a. Part A is given on Day 1 and is to be completed in 4 hours. Part B is given on Day 2 and is to be completed in 4 hours.
 - b. Students are required to type answers and submit exam answers via Canvas using Turnitin within the allotted exam time.
 - c. Students may access previously assembled references and materials but are not to access the internet for searches. The use of reference or bibliography databases (such as endnote or reference manager) is not permitted.
 - d. Students should critically analyze and synthesize information in a logical manner, citing major authors.
 - e. Students should structure their time to incorporate any needed breaks.

5. Development, Administration, and Grading:
 - a. The PhD Curriculum Committee appoints the examination committee from Program faculty. The committee includes at least three faculty members with understanding and knowledge of the core course content (i.e. at least one member with knowledge of the core theory sequence and one member with knowledge of the core research design and methods sequence). The Program Director serves as the third member of the examination committee and chairs the 2 sections of the exam.
 - b. The committee develops integrating questions for the examination focusing on required nursing and statistics courses. The questions should test students' ability to synthesize nursing theory and research and statistics application.
 - c. The grade for each question is fail, conditional pass, or pass. To pass the examination, the student must receive a pass or higher score from a majority of the examination committee on all questions. The criteria for adequate completion of the examination are intended to facilitate the judgment of the Comprehensive Examination Committee as to whether the candidate has responded adequately to the questions.
 - d. The student's responses should thoroughly address each aspect of each question as well as:
 - i. Reflect accurate, consistent, and appropriate application of concepts to the situation presented in the question.
 - ii. Show evidence of in-depth application and synthesis of the content of the courses.
 - iii. Reflect the appropriate use of references, e.g., statistical texts for statistical issues, and peer-reviewed journal papers.
 6. Results:
 - a. Students are informed of their results in writing within 60 days after completion of the examination. The letter is copied to the student's advisor, PhD program leadership, Chair of the PhD Admissions, Progression and Graduation Committee, and the Registrar's Office. If the student fails to pass any component of the Comprehensive Exam, the letter is also copied to the SON Executive Vice Dean.
 - b. Further feedback on students' performance may be obtained from their advisors.
 - c. A student who fails or receives a conditional pass on any part of the examination may repeat it once. Students must receive an unconditional pass on the repeat exam. If they do not, they should contact their academic advisor to discuss their academic difficulties in preparation for discussion with the chair of the PhD Admissions, Progression and Graduation Committee, communicating any information including their plan for improvement.
 - d. Students must achieve an unconditional pass within one year of the original examination.
 - e. The appeal process for grades applies to this examination.
- (see above for summer semester registration requirements). All core courses, statistics courses and elective courses that are used to meet the 19-credit elective requirement must be completed for a letter grade and cannot be graded as pass/fail. Dissertation credits (Scholarly Research Portfolio for PhD Students and Dissertation Seminar) can be taken as pass/fail. Before undergoing the Preliminary Examination, students must:
- a. complete all required core courses and statistics courses;
 - b. complete all 19 elective credits;
 - c. resolve all incompletes from their record;
 - d. complete the Johns Hopkins University Residency requirement of 2 consecutive semesters, fall and spring, full-time study; and
 - e. register for courses during the semester of the examination, this includes summer semester.
3. Preliminary Oral Examination Committee Composition:
 - a. At least three of the five faculty members must be tenure track at the rank of assistant professor, associate professor, or full professor. This may include full time or part time faculty, visiting faculty, or emeritus faculty if they also hold the titles of assistant, associate, or full professor.
 - b. Three of the five members must be from the candidate's home department (SON). One of these must be at the Associate Professor level or higher.
 - c. Two members must be from outside of the candidate's home department (SON)
 - One (1) of the two outside faculty members must be within Johns Hopkins University, full-time tenure track holding rank of Professor, Associate Professor or Emeritus Professor who serves as Chair of the examination committee.
 - One (1) committee member from any department at the University (outside of the SON) or outside of the University pending committee approval.
 - d. For DNP/PhD students, because the oral exam stands in place of the DNP exam, it is expected that the student's DNP advisor will be a voting member of the committee.
 - e. Note: With approval, there is an option for a 6th, non-voting member. This option is likely to be most relevant for DNP/PhD students.
 4. Purpose of Preliminary Oral Examination: The purpose of a preliminary examination is to test the depth and breadth of the student's knowledge and reasoning abilities. The scope of such an examination cannot, nor should it be, sharply defined. The examination committee can gain a feeling for the limits of the examination by a review of the candidate's formal course record and by knowledge of the school, group, department, or committee requirements (e.g., whether specific minor as well as major subjects are to be included).

Preliminary Oral Examinations are closed to all but the candidate and examination committee members. (Students are encouraged to arrange for a "Dry Run" presentation for colleagues and faculty input prior to exam.)

5. Criteria for Selection of Examination Committee Chair and Members:

Students should refer to relevant oral examination guidelines under **PhD Program Dissertation and Final Oral Examination**. PhD Preliminary Oral Exam Form (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/)s must be submitted to the Academic Program Administrator at least 60 days before the exam date. The initial review will be conducted by Program Director and APG

PhD Preliminary Oral Examination

1. PhD Preliminary Oral Exam Form (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/)
2. Student status: PhD students who have successfully completed the written Comprehensive Examination must be registered full time (<https://e-catalogue.jhu.edu/university-wide-policies-information/academic-policies-information/enrollment-status/>), including Scholarly Research Portfolio and Dissertation Seminar, in every fall and spring semester that they are progressing toward the degree

(Admissions, Progressions and Graduate) Committee Chair. Then the form will go to the APG Committee for final approval. Approval must be received by the student before they can confirm scheduling and conduct their exam.

- a. Chair Selection: The Examination Committee chair will be the most senior ranking member of the committee, at or above the level of Associate Professor within the University but outside the School of Nursing. If two members have the same ranks, the chair is the one who has been in that rank the longest. However, if the most senior member is also the student's advisor/co-advisor, the second most senior-ranked member will be the Examination Committee chair.
- b. Faculty that does not have an earned Research Doctorate (e.g., DNP, MD), are not tenure-eligible (e.g., Practice-Education Track), or are from outside the University, must have Curriculum Vitae (CV) submitted to School of Nursing PhD Admissions, Progression and Graduation Committee for approval. This approval is only required the first time they serve on a SON committee.
- c. Each committee may include only 1 member who is not on faculty at Johns Hopkins University. Faculty members at other institutions and adjunct faculty must be reviewed and approved by the School of Nursing PhD Admissions, Progression and Graduation Committee prior to participation in the Oral Examination.
- d. SON faculty members are defined as those having primary appointment in the Johns Hopkins School of Nursing or who are assigned as the faculty advisor.

Duties of the Chair

1. Preside at the examination.
2. Determine the scope, character, and conduct of the examination before the questioning begins.
3. Determine time allotments to inside and outside members of the committee.
4. Report the results of the examination to the candidate.
5. Report the results of the examination to the PhD Admissions, Progression and Graduation Committee immediately after the examination on the form provided for this purpose.
 - a. Duties of the Members:
 - i. Notify the Chair, Faculty advisor and Academic Program Administrator of inability to appear at designated time.
 - ii. Participate in the examination process.
 - b. Duties of the Alternate:
 - i. Notify the Committee chair, faculty advisor and Academic Program Administrator of inability to appear at designated time.
 - ii. Participate in the examination process as a committee member if one of the serving members of the committee fails to appear on the date of the examination.
 - iii. Alternate members not called to serve as committee members may attend the examination if they wish to do so but may not ask questions or vote.
 - c. Dissertation Committee Optional Role: External Reader. An external reader is an individual with an earned research or clinical doctorate who offers additional content and/or methodological expertise but is not a regular member of the dissertation committee. Attendance at the dissertation oral examination is not required for the external reader. If in attendance, they may

participate in the private portion of the exam at the discretion of the chair but cannot vote on the outcome of the exam. In addition, the external reader may not be present during the voting.

- d. Length of Examination: Examination process will start with a 20-minute presentation on the topic of the student's proposed dissertation research. The chair will ask for questions from the committee. The student will respond until all members of the committee have completed their questions. The committee will vote by private ballot on its evaluation of the examination with majority ruling. (Total examination period is expected to be about 2 hours.)
6. Results of the Examination: Students who successfully pass the examination will become PhD Candidates and are eligible to use this designation. The examination may result in one of the following outcomes:
 - a. If the student receives an unconditional pass (a majority of favorable votes), the committee is to be considered discharged.
 - b. If the student receives a conditional pass, the exact terms of the condition are to be reported on the examination form, i.e., what course(s), if any, need to be taken, in what time frame the condition(s) should be met, and any other pertinent information that will point out clearly to both the student and the faculty how to satisfy the condition(s). The removal of the condition is to be reported to the School of Nursing PhD Admissions, Progression and Graduation Committee by the chair in writing, after which the committee is considered discharged.
 - c. If the candidate fails, the examination committee, through the chair, is requested to recommend a course for future action:
 - i. No re-examination.
 - ii. Re-examination by the same committee.
 - iii. Re-examination in written form and conducted by the same committee.
 - iv. Re-examination by a new committee. If the recommendation is for a new committee, at least one outside member of the original committee shall be appointed to the new committee.

The committee may recommend whatever action in its judgment seems desirable, taking into consideration the background of the student, their prior performance and future potential, and reactions to oral questioning. The School of Nursing PhD Admissions, Progression and Graduation Committee will be guided by these recommendations and will assume responsibility for whatever actions are taken. Stipulations and/or Re-examination: If there is a recommendation for re-examination, the examination can be repeated once, but only once, and must be repeated within one calendar year. The committee may also make recommendations for the conduct of the proposed research that do not affect the outcome of the examination; the student's advisor will help them incorporate such recommendations into the proposal.

¹ Faculty who do not have an earned Research Doctorate (e.g., DNP, MD), are not tenure-eligible (e.g., Practice-Education Track), or are from outside the University, must have Curriculum Vitae (CV) submitted to School of Nursing PhD Admissions, Progression and Graduation Committee for approval

² Each committee may include only 1 member who is not on faculty at Johns Hopkins University. Faculty members at other institutions and adjunct faculty must be reviewed and approved by the School of Nursing PhD Admissions, Progression and Graduation Committee

prior to participation in the Oral Examination. Occasionally, one adjunct or one scientist faculty member, but not both, may serve on the Committee. Neither may serve as the Chair.

³ SON faculty members are defined as those having primary appointment in the Johns Hopkins School of Nursing

⁴ Each committee may include only 1 member who is not on faculty at Johns Hopkins University. Faculty members at other institutions and adjunct faculty must be reviewed and approved by the School of Nursing PhD Admissions, Progression and Graduation Committee prior to participation in the Oral Examination. Occasionally, one adjunct or one scientist faculty member, but not both, may serve on the Committee. Neither may serve as the Chair.

PhD Program Dissertation and Final Oral Examination

1. Student status: PhD candidates in the School of Nursing must be registered full-time (9 credits in fall/spring; 6 in summer) every semester (unless defending during the summer semester) until taking the final oral examination. Specifically, students are to take no less than NR.110.890 Dissertation Seminar, 1 credit, and NR.110.870 Scholarly Research Portfolio for PhD Students, 2-6 credits, both fall and spring semester unless they are on an approved leave of absence. The student must be registered the semester prior to the examination. All students must complete all requirements for the PhD Degree within seven (7) years of matriculation (excluding any Leaves of Absence).

Nota Bene: If students are the holders of a research training grant (such as NRSA), they must also comply with the academic requirements of that award.

2. Dissertation and Final Oral Examination Committee Composition: PhD Program Dissertation and Final Oral Examination Form (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/)s must be submitted to the Academic Program Administrator at least 60 days before the exam date. The initial review will be conducted by the Program Director and APG (Admissions, Progressions and Graduate) Committee Chair. Then the form will go to the APG Committee for final approval. Approval must be received by the student before they can confirm the exam date and conduct their exam.
 - a. At least three of the five faculty members must be tenure track at the rank of assistant professor, associate professor, or full professor. This may include full time or part time faculty, visiting faculty, or emeritus faculty if they also hold the titles of assistant, associate, or full professor.
 - b. Three of the five members must be from the candidate's home department (SON). One of these must be at the Associate Professor level or higher.
 - c. Two members must be from outside of the candidate's home department (SON)
 - One (1) of the two outside faculty members must be within Johns Hopkins University, full-time tenure track holding rank of Professor, Associate Professor or Emeritus Professor who serves as Chair of the examination committee.
 - One (1) committee member from any department at the University (outside of the SON) or outside of the University pending committee approval.
 - d. For DNP/PhD students, because the oral exam stands in place of the DNP exam, it is expected that the student's DNP advisor will be a voting member of the committee.
 - e. Note: With approval, there is an option for a 6th, non-voting member. This option is likely to be most relevant for DNP/PhD students.
3. Student Responsibilities:
 - a. Obtains JHMIRB approval or Animal Research Committee approval (with advisor as PI of record) before initiating dissertation research.
 - b. Executes research under the supervision of dissertation advisor.
 - c. Keeps advisor informed of progress while conducting research, requesting meetings with advisor and Dissertation Committee members as appropriate.
 - d. Writes the dissertation according to the "SON Guidelines for Writing the PhD Dissertation."
 - e. Consult with the advisor regarding the composition of the Dissertation Committee.
 - f. Procure agreement of the faculty members to serve on the Examination Committee and arrange a time suitable to all members (including alternates) at least 60 days before the exam.
 - g. Initiates PhD Program Dissertation and Final Oral Examination Form (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/) to obtain approval of Dissertation Committee composition and members from the PhD Admissions, Progression, and Graduation Committee at least 60 days in advance of the exam. The Oral Exam for the PhD Degree form should be accompanied by CVs of proposed dissertation committee members meeting any of the following criteria: (a) holds a non-Research Doctorate, (b) not tenured or tenure-eligible at Johns Hopkins University, or (c) does not have a primary faculty appointment at Johns Hopkins University. The PhD Program Dissertation and Final Oral Examination Form (https://nursingjhu.qualtrics.com/jfe/form/SV_6J96JhqkwlEzT6e/) and accompanying CV(s) should be submitted to the PhD Admissions, Progression, and Graduation Committee for approval at least 60 days in advance of the scheduled exam.
 - h. After obtaining advisor's approval, initiates preliminary scheduling for Final Oral Examination, working with the Academic Program Administrator to coordinate program support and final scheduling.
 - i. Submit dissertation to Dissertation Committee at least 3 weeks before anticipated Final Oral Examination.
 - j. After approval of the dissertation, submit final version to the Sheridan Library's Electronic Thesis & Dissertation (EDT) Program.
 - k. Prepares a manuscript to include at least some of the results of the dissertation to be submitted to an appropriate journal before graduation.
4. Purpose of Dissertation and Final Oral Examination: While the purpose of the preliminary oral examination is to test the depth and breadth of the student's knowledge and reasoning abilities in areas germane to the dissertation, the major focus of the final oral examination is the dissertation. Questions should be relevant to or based on the dissertation research including implications of the results.
5. Conduct of the Dissertation and Final Oral Examination
 - a. Chair Selection: The Examination Committee chair will be the most senior ranking member of the committee, at or above the level of Associate Professor within the University but outside the School of Nursing. If two members have the same rank, the chair is the one who has been in that rank the longest. However, if the

most senior member is also the student's advisor/co-advisor, the second most senior-ranked member will be the Examination Committee chair.

b. Duties of the Chair:

- i. Preside at the examination.
- ii. Determine the scope, character, and conduct of the examination before the questioning begins in concert with the Dissertation Chair (advisor).
- iii. Determine time allotments to members of the committee.
- iv. The chair is responsible for enforcing time limits and not exceeding 2 hours in total.
- v. The student advisor reports the results of the examination to the PhD Program Director and the Executive Vice Dean immediately after the examination on the form provided for this purpose.

c. Duties of the Members:

- i. Notify the Committee chair, faculty advisor and Academic Program Administrator of inability to appear at designated time.
- ii. Participate in the examination process.

d. Duties of the Alternate:

- i. Notify the Committee chair, faculty advisor and Academic Program Administrator of inability to appear at designated time.
- ii. Participate in the examination process as a committee member if one of the serving members of the committee fails to appear on the date of the examination.
- iii. Alternate members not called to serve as committee members may attend the examination if they wish to do so but may not ask questions or vote.

Length of Examination: The examination process will begin with a 30-minute public presentation followed by 30 minutes of questions from the audience (Total of 1 hour for the Public Portion). The committee then meets in private with the candidate for questions (Total Time of 2 hours for the Private Portion). The chair will ask for questions from the committee. The student will respond until all members of the committee have completed their questions. The committee will vote by private ballot on its evaluation of the examination with majority ruling (total time of exam not to exceed 3 hours).

6. Results of the Examination: The examination may result in one of the following outcomes:

- a. If the candidate receives an unconditional pass (a majority of favorable votes), the committee is to be considered discharged.
- b. If the candidate receives a conditional pass, the exact terms of the condition are to be reported on the examination form, i.e., what course(s), if any, need to be taken, in what time frame the condition(s) should be met, and any other pertinent information that will point out clearly to both the student and the faculty how to satisfy the condition(s). The removal of the condition is to be reported to the PhD Program Director and the Executive Vice Dean by the Dissertation Committee chair via the written "Reader's Report," after which the committee is considered discharged. As soon as all conditions have been met, the PhD Program must report the removal of the condition in writing to the Doctor of Philosophy Board.
- c. If the candidate fails, the Examination Committee, through the chair, is requested to recommend a course for future action:

- i. No re-examination.
- ii. Re-examination by the same committee.
- iii. Re-examination in written form and conducted by the same committee.
- iv. Re-examination by a new committee. If the recommendation is for a new committee, at least one outside member of the original committee shall be appointed to the new committee.
- d. The two committee members designated by the PhD Admissions, Progression and Graduation Committee as Doctor of Philosophy Board Readers will be responsible for approving the final Readers' Report after the student has finished all revisions. The report shall be submitted to the School of Nursing Registrar's Office with a copy to the PhD Program Director, the APG Committee Chair and the Executive Vice Dean.

¹ Faculty who do not have an earned Research Doctorate (e.g., DNP, MD), are not tenure-eligible (e.g., Practice-Education Track), or are from outside the University, must have Curriculum Vitae (CV) submitted to School of Nursing PhD Admissions, Progression and Graduation Committee for approval.

² Each committee may include only 1 member who is not on faculty at Johns Hopkins University. Faculty members at other institutions and adjunct faculty must be reviewed and approved by the School of Nursing PhD Admissions, Progression and Graduation Committee prior to participation in the Oral Examination. Occasionally, one adjunct or one scientist faculty member, but not both, may serve on the Committee. Neither may serve as the Chair.

Steps for Successful Completion of Final Oral Exam

- Make edits to the written dissertation with guidance from the advisor and committee.
- Send a copy of the final abstract and title to the Academic Program Administrator (SON-PhDProgram@jhu.edu)
- Send a copy of CV and post-graduation plans to the Academic Program Administrator (SON-PhDProgram@jhu.edu)
- Follow formatting guidelines (<https://www.library.jhu.edu/library-services/electronic-theses-dissertations/formatting-requirements/>) for the dissertation Electronic Thesis Submission:
 - Make sure to read the submission check list (<https://www.library.jhu.edu/library-services/electronic-theses-dissertations/submission-checklist/>)
- Submit dissertation to the library (directions included in link above) (<https://www.library.jhu.edu/library-services/electronic-theses-dissertations/submission-checklist/>)
- Submission Deadlines (<https://homewoodgrad.jhu.edu/graduate-board/deadlines/>)
 - Students must submit completed edits of an electronic copy of the dissertation to the Welch library and receive a receipt from the library confirming that the electronic thesis has been accepted by the deadline for the current semester when they defend. If unable to do so, they will have to register for one credit of dissertation seminar for the semester following the defense.
- Forward a copy of the library receipt to the Academic Program Administrator (SON-PhDProgram@jhu.edu)
- Apply to graduate if not already completed.
 - The application for graduation is available online via SIS.

Dissertation Guidelines for Manuscript Format

Chapter 1

- Integrated knowledge of field, identification of gaps in the selected science and provision of a theoretical foundation for the research

Chapters 2-4: Manuscripts 1, 2, 3

Chapter 5

- Concise summary tying work together
- Discussion of the contribution this research makes to the related field of science (new knowledge)
- Complete list of references

Appendices (optional):

- Analysis not in manuscripts (tables, and/or narrative)
- Instruments
- Methods details not in the manuscript

Guidelines

1. Students must produce a minimum of three manuscripts ready for submission to a peer-reviewed journal.
2. Student must be first author.
3. The subject of the dissertation should be approved by the student's Dissertation Committee and must be student's original research.
4. The final dissertation document (also known as a thesis) can be a combination of manuscript types. At least one manuscript must be data-based, although two data-based manuscripts are encouraged if the data allows for this. The composition of manuscript types included in the final dissertation are subject to the Dissertation Committee's discretion. Example dissertation manuscript types are:
 - a. Literature review article
 - b. Methodological
 - c. Concept analysis and/or theory application
 - d. Instrument development
 - e. Data-based results. Results may also be from three separate but related experiments.
5. Timing: Articles must be produced while the student is matriculated in the SON PhD Program

Example of Reference List Format

American Psychological Association (2019). *Publication Manual of the American Psychological Association*

(7th Ed.). Washington, DC: APA.

Gross, D., Alhusen, J., & Jennings, B.M. (2012). Authorship ethics with the dissertation manuscript option.

Research in Nursing & Health, 35, 431-434.

International Committee on Medical Journal Editors (ICMJE) (2010) *Uniform Requirements for Manuscripts*

Submitted to Biomedical Journals, www.icmje.org/urm_main.html (http://www.icmje.org/urm_main.html), Accessed on November 25, 2012.

Mangiardi J.R. & Pellegrino E.D. (1992). Collegiality. What is it? *Bulletin of the New York Academy of*

Medicine, 68(2), 292-296.

McCammon S.D. & Brody H. (2012). How virtue ethics informs medical professionalism. *Health Education*

Forum, Nov 9. [Epub ahead of print]

To comply with copyright law, it is important that you do not include journal proofs or printed articles unless you receive permission from the journal in which your work has been published. You should include the word processing format (i.e., MSWord) in the dissertation. Be sure to include the full citation for the manuscript, indicating it has been published, has been accepted for publication, or under review as appropriate.

Program Requirements Curriculum

| Code | Title | Credits |
|--|---|-----------|
| Core Courses ¹ | | |
| NR.110.800 | Philosophical Perspectives in Health | 3 |
| NR.110.814 | Scientific Perspectives in Nursing | 3 |
| NR.110.815 | Qualitative Research Designs and Methods | 2 |
| NR.110.809 | Quantitative Research Design and Methods | 3 |
| NR.110.816 | Mixed Methods Research Designs | 2 |
| NR.110.827 | Grant Writing | 1 |
| NR.110.828 | Measurement in Health Care Research | 2 |
| NR.110.870 | Scholarly Research Portfolio for PhD Students | 2 |
| NR.110.890 | Dissertation Seminar | 1 |
| NR.110.891 | Responsibilities & Activities of the Nurse Scientist | 2 |
| Statistics Courses ² | | |
| PH.140.621 | Statistical Methods in Public Health I | 4 |
| PH.140.622 | Statistical Methods in Public Health II | 4 |
| PH.140.623 | Statistical Methods in Public Health III | 4 |
| Elective Courses ^{2,3} | | |
| NR.110.805 | Advanced Seminar in Health Equity Research | 1 |
| NR.110.832 | Writing for Publication | 1 |
| NR.210.823 | Special Topics: Qualitative Design and Implementation | 2 |
| or NR.110.817 | Special Topics: Qualitative Design and Implementation | |
| NR.110.817 | Special Topics: Qualitative Design and Implementation | 2 |
| NR.110.824 | Stress and Stress Response | 2 |
| NR.110.818 | Special Topics in Violence Research | 1 |
| NR.110.810 | Theory & Concepts of Health Behavior and Health Promotion | 3 |
| NR.110.835 | Current Issues and Trends in Cardiovascular Health Promotion Research | 1 |
| PH.140.624 | Statistical Methods in Public Health IV | 4 |
| Total Credits | | 50 |

¹ PhD students will be required to repeat a course if they earn a grade below a B (83%) for core nursing courses, and a grade below a C (73%) in non-nursing core courses. PhD students can repeat more than one course one time.

² School of Public Health courses (PH.XXX.XXX) are offered on the quarter system and are depicted here as [credits & units] and count accordingly in each school. The course directory for the Public Health courses (PH) is available at SPH Course Directory (<https://www.jhsph.edu/courses/>)

³ Electives can be taken through any division of Johns Hopkins University including the School of Public Health, School of Medicine, School of Engineering, and all of the Social Science Departments. Some SON elective courses are offered every other year. Please check with the Academic Program Administrator regarding course offerings. Independent study credits do not count toward the 19 credits of electives required. Students may apply up to 6 credits of a 500 level course offering (inside or outside the SON) toward their doctoral program requirements.

Sample Program of Study

| Course | Title | Credits |
|------------------------|---|-----------|
| First Semester | | |
| NR.110.800 | Philosophical Perspectives in Health | 3 |
| NR.110.809 | Quantitative Research Design and Methods | 3 |
| PH.140.621 | Statistical Methods in Public Health I | 4 |
| PH.140.622 | Statistical Methods in Public Health II | 4 |
| NR.110.870 | Scholarly Research Portfolio for PhD Students ¹ | 2 |
| Credits | | 16 |
| Second Semester | | |
| NR.110.814 | Scientific Perspectives in Nursing | 3 |
| NR.110.815 | Qualitative Research Designs and Methods | 2 |
| NR.110.816 | Mixed Methods Research Designs | 2 |
| NR.110.828 | Measurement in Health Care Research | 2 |
| PH.140.623 | Statistical Methods in Public Health III | 4 |
| NR.110.870 | Scholarly Research Portfolio for PhD Students ¹ | 2 |
| Credits | | 15 |
| Third Semester | | |
| NR.110.827 | Grant Writing | 1 |
| NR.110.870 | Scholarly Research Portfolio for PhD Students ^{1, 2} | 2 |
| Credits | | 3 |
| Fourth Semester | | |
| NR.110.890 | Dissertation Seminar ² | 1 |
| NR.110.870 | Scholarly Research Portfolio for PhD Students ¹ | 2 |
| Electives ³ | | 9 |
| Credits | | 12 |
| Fifth Semester | | |
| NR.110.890 | Dissertation Seminar ² | 1 |
| NR.110.891 | Responsibilities & Activities of the Nurse Scientist | 2 |

| | | |
|-------------------------------|--|----------|
| NR.110.870 | Scholarly Research Portfolio for PhD Students ¹ | 2 |
| Electives ³ | | 9 |

Credits 14

| | | |
|-----------------------|---|-----------|
| Sixth Semester | | |
| NR.110.870 | Scholarly Research Portfolio for PhD Students ^{1, 2} | 2 |
| Credits | | 2 |
| Total Credits | | 62 |

- ¹ PhD students are required to enroll in NR.110.870 every semester that they are progressing toward the degree.
- ² This is a variable credit course (2-8) credits designed to support students in the dissertation phase of their doctoral program. Students may register for the number of credits needed to maintain full-time enrollment each term, depending on their overall course load. **Note:** The amount of credit does **not** reflect a change in workload or expectations for research progress. Students are encouraged to consult with their advisor and program director to determine appropriate enrollment levels each semester. Tuition charges will not exceed amounts for 3 credit hours in semesters where variable course credit is required to maintain full-time enrollment.
- ³ Beginning in the fourth semester, PhD students are required to enroll in NR.110.890 every Fall and Spring semester that they are progressing toward the degree.
- ⁴ Electives can be taken through any division of Johns Hopkins University including the School of Public Health, School of Medicine, School of Engineering, and all of the Social Science Departments. Some SON elective courses are offered every other year. Please check with the Academic Program Administrator regarding course offerings. Independent study credits do not count towards the 19 required elective credits. Students may request to apply up to six (6) 500 level course credits (in or outside the SON) toward their PhD program requirements.
- ⁵ PhD students will be required to repeat a course if they earn a grade below a B (83%) for core nursing courses, and a grade below a C (73%) in non-nursing core courses. PhD students can repeat more than one course one time.

Learning Outcomes

Upon graduation from the PhD program, students will:

- Demonstrate advanced knowledge and skills in theoretical, methodological, and analytic approaches to nursing science, population health, and health systems
- Acquire the skills to lead transdisciplinary research teams to build, discover and apply knowledge in nursing science, health, and health care.
- Apply an advanced understanding of health equity, social determinants of health, ethical conduct of research, and the inclusion and respect for all persons to scientific investigations
- Demonstrate an advanced understanding of the contextual factors relevant to their area of inquiry, including environmental, structural and complex systems factors
- Initiate a program of research with meaningful impact on the health and health care of individuals, families and communities. Communicate research findings using rigor and integrity with a focus on accessibility including scientific, practice and policy journals as well as strategies that ensure community dissemination of results.

- Advocate for social, economic, or health policies and programs that will improve health in diverse populations