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APPENDIX K: STUDENT TRAVEL AUTHORIZATION REQUEST

\*For all forms required by the Graduate School, students should go directly to the [Graduate School](#) website to ensure the most up-to-date form is being submitted.

Dear Student:

Welcome to the Ph.D. program in Communication Sciences and Disorders (CSD) at the University



Ph.D. Program Objectives

Upon completion of the Ph.D., the student will have demonstrated a broad understanding of the field of CSD, as well as knowledge and proficiency in the following core competencies within a specialized area related to the CSD field:

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## B. ADMISSION REQUIREMENTS

In addition to the general admission requirements of the University's Graduate School, the most up-to-date minimum requirements for admission to the CSD Ph.D. program by the Department of Speech Pathology and Audiology are

5. A chronological listing of all graduate courses to be completed by the student.



#### D. STUDENT ANNUAL REVIEW

Each student is required to undergo an annual review with their Major Advisor to discuss progress, including completed objectives/activities/training from the previous year and goals for the upcoming year. Prior to the meeting, the student will need to complete an Individual Development Plan (IDP) ([Appendix E](#)) and submit to their Major Advisor, as well as a current Curriculum Vitae (CV). The Major Advisor will also complete the Skills Assessment section. The IDP and CV will be reviewed.

international students may wish to enroll in the graduate section of the International Student First Year Experience course (IST050).

Research Design and Statistical Procedures – minimum of 9 credit hours

All Ph.D. students will be required to complete a 2 course sequence and one additional course as appropriate for the student's research interests. Although the listing below is not exhaustive, options may include:

IDE 620 – Quantitative methods I

IDE 621 – Quantitative methods II

IDE 630 – Multivariate statistics (quantitative methods III)

IDE 631 – Introduction to qualitative/mixed methods research

PSY 501 – Research design & statistics

PSY 502 – Research design & statistics II

ST 525 – Application statistics for clinical trials

ST 540 – Statistics in research I

ST 545 – Statistics in research II

ST 555 – Categorical data

ST 560 – Application design & analysis of experiments

\*If these courses are not available, others may be used as substitute with approval from Plan of Study Committee.

Responsible Committee 04 2024 (04/2024) (1)-2 ( 216 Td)Tj0.0hou04 Tw al)TJ0 Tc 0 Tw11[ 9

experience in teaching; evaluation of instruction; etc.

#### CSD 698 – Teaching practicum

The Faculty Member assigned to oversee the teaching practicum will complete a Student Teaching Feedback Form ([Appendix I](#)) to be reviewed with the student after the teaching observation and placed in the student's file.

Further, a student may want to engage in teaching instruction courses available outside of the department. Options include:

IDE 650 – Instructional techniques

IDE 640 – Instructional development

The Innovation Learning Center (ILC) also has opportunities for Ph.D. students during their doctoral studies. All students are able to partake in regular ILC workshops/seminars available to all faculty. Further, the ILC will offer a Certificate in University Teaching through the Fundamentals in Teaching (FIT) course. For more information about upcoming events and additional resources, students are referred to the [ILC](#) website.

#### Grant Writing – minimum of 1 credit hours

The ability to effectively communicate in writing is crucial to academic success. The purpose of a practical course in grant writing provides experience in scientific writing and introduction to the grant proposal process.

#### IDL 641 – Effective Scientific Writing

#### Dissertation – minimum of 21 credit hours

TOTAL – Minimum of 65 credit hours **Note** The above represent minimum requirements. With departmental approval, the student may need to take additional coursework in a specific area if it is needed to support the student's specialization area or to obtain knowledge in an ancillary area; e.g., the student has a graduate degree outside the CSD field. Also, the student must be continuously enrolled until the dissertation is completed and accepted. Participation in various seminars and colloquia may be required at the discretion of the Plan of Study Committee.



must be approved by all Predissertation Committee members. Following the oral presentation, the committee meets with the student for review and approval of the project. The committee may require changes before the project is approved. The results of the prospectus meeting are recorded on a Proposal Approval Form (see Appendix C) and placed in the student's file.

In addition to the departmental requirements, students must also meet specific requirements set forth by the University for conducting research. The Institutional Review Board (IRB) at the University of South Alabama is responsible for the review of all research projects involving human subjects carried out on the campuses of the University. Students must complete the Collaborative Institutional Training Initiative (CITI) Human Subjects Protection Training and USA Health Information Portability and Accountability Act Training before they are eligible to submit an IRB Application for the project. All information pertaining to IRB policies, forms, guidelines, and regulatory requirements, including those specific to student researchers are available online through the University of South Alabama's

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arguments to support observations; critical appraisal of one's own work and that of others; logical organization and clear articulation of written and oral responses; and integration of their interest(s) within the larger discipline of CSD. Thus, the Comprehensive Examination is intended to reflect the culmination of significant study and acquisition of expertise by the student through demonstration of the student's breadth and depth of knowledge at doctoral-level mastery. The Comprehensive Exam also assists faculty in determining whether the student's knowledge and experience is sufficient to render the student capable of undertaking research in the CSD field, as well as other forms of scholarship required or expected of persons with a Ph.D. degree designation.

Students are encouraged to begin preparation for the Comprehensive Examination well in advance of the examination dates since the knowledge and expertise required for successful completion requires a significant time commitment. Preparation includes, but is not limited to, reading current research in the field, preparing a research proposal, and practicing oral and written communication skills. Preparation should include a significant amount of time spent on each of the following areas: research, writing, and oral communication. Preparation should include a significant amount of time spent on each of the following areas: research, writing, and oral communication.

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enimimab(g)Ehc3)b(e)4-2f(32c(4)3nn)2-2n(e)4(dca)4(s)-(h)4)jl(0)fr3A2aT5dv(3)(2)(s)21n(n)3(dca)4(n)e1-6(ea)

After the oral portion is completed, the faculty votes on whether or not to admit the student to candidacy. The comprehensive examination is graded as PASS, REWRITE/REVISE, or FAIL for each area. To pass, the student must have adequately addressed all questions, provided relevant citations to support the evidence and claims put forth by the student, and demonstrate professional composition (written) and demeanor (oral). Meeting such requirements successfully is determined by the professional judgment of the Committee. The Committee must vote unanimously for a PASS. If the student receives a REVISE/REWRITE or a FAIL on one or more sections of the written or oral examination components, s/he meets with the appropriate faculty to determine the course of action to address the deficiencies (e.g., rewrite questions, answer related questions orally or in written form, take additional coursework, etc.). The student will have only two opportunities to revise each answer not passed. If the student receives a PASS, the student has earned doctoral candidacy and may proceed with their dissertation. If the student receives a FAIL, this will result in dismissal from the PhD program. The Chair of the Comprehensive Examination Committee will inform the student of the faculty's vote following the examination and will review the Committee's evaluation with the student. The [Comprehensive Exam Report](#) will then be submitted to the Graduate School.

## H. DISSERTATION REQUIREMENT

The doctoral dissertation is a scholarly record of the student's independent research, the results of which are an original and novel contribution to the discipline that is theoretically-motivated and addresses a question(s) of theoretical significance. The student will find many similarities in the preparation and execution of the dissertation that were also a part of the predissertation research project. The intent of the dissertation is to evaluate the candidate's ability to: conceptualize a research study that contributes substantially to the CSD field; conduct an original research study in a rigorous scientific manner, and to present the dissertation in written and oral format in a scholarly manner.

To fulfill the requirements of the doctoral dissertation, the candidate must demonstrate independence to:

- x Identify an important research question
- x Design an empirical study to answer proposed research question
- x Conduct the study using appropriate data collection techniques
- x Analyze results and interpret study findings
- x Discuss theoretical and clinical implications
- x Prepare written report (dissertation)
- x Orally defend dissertation in public format

After admission to candidacy, the student and Major Advisor determine the dissertation topic and develop the Dissertation Committee. The

(Major Advisor) must be a Full Member of the Graduate Faculty. ~~Ph.D. in CSD Handbook~~





course (refer to E. Curriculum Requirements). Additional opportunities may take place when student may take on roles similar to a teaching assistant as part of their graduate assistantship.

The Innovation Learning Center (ILC) also has opportunities for Ph.D. students during their doctoral studies. All students are able to partake in regular ILC workshops/seminars available to all faculty. Further, the ILC will offer a Certificate in University Teaching. For more information about upcoming events and additional resources, students are referred to the [ILC](#) website.

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Students will complete all requirements for the Ph.D. degree within seven calendar years from admission

<https://naeducation.org/naedspencer-dissertation-fellowship-program/>

- x National Science Foundation Graduate Research Fellowship Program  
[http://www.nsf.gov/funding/pgm\\_summ.jsp?pims\\_id=6201](http://www.nsf.gov/funding/pgm_summ.jsp?pims_id=6201)
- x NIH National Research Service Award – National Institute on Deafness and Other Communication Disorders  
<http://www.nidcd.nih.gov/funding/types/pages/training.aspx>
- x Paul and Daisy Soros Fellowship for New Americans  
<http://www.pdsoros.org/>
- x Sertoma Scholarships in Communicative Disorders  
<http://www.sertoma.org/scholarships>
- x Spencer Foundation  
<http://www.spencer.org/fellowship-awards>
- x Student Academy of Audiology  
<https://saa.audiology.org/educational-opportunities/grants->

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Students enrolling in the Ph.D. program who come to the state of Alabama from another state (with the exception of Escambia and Santa Rosa counties in Florida and George, Greene, Harrison, Jackson, Perry and Stone counties in Mississippi) for the purpose of attending school is considered a “non-resident” for tuition purposes. Further information regarding residency, including reclassification of residency status, may be found through the Office of the Registrar ([Residency](#)).

## O. INTERNATIONAL STUDENT POLICY

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## R. STUDENT FILES

Student files are confidential, but students may request permission from the Ph.D. Coordinator to examine materials in the file. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits us from sending copies of letters and/or other materials in your file to other individuals or institutions. The terms of this Act, protecting your rights as a student, prevent us from using material in your file for any purpose other than for what it was originally intended.

## S. DISMISSAL POLICY

Substantial care is taken during the admission process to accept students who demonstrate high likelihood for successful completion of the Ph.D. program. Students admitted to the program should be aware of the conditions that would result in their dismissal from the program including:

- x Failure to pay tuition and fees
- x Course grade of “D” or “F” in any course
- x Course grade of “C” in two or more courses
- x GPA falls below 3.0
- x Failure to pass Predissertation Research Project
- x Failure to pass Comprehensive Examination
- x Failure to complete Dissertation within 7 years of program enrollment
- x Lack of demonstrated progress towards completion of degree
- x Student is found guilty of sexual or academic misconduct (further information can be found in the USA Student Handbook [[the Lowdown](#)])
- x Student violates professional code of conduct ([the Lowdown](#))

## T. GRIEVANCE RESOLUTION

If a student believes their rights have been violated, feels that s/he has been dealt with unfairly, and/or has another issue/concern within the Department, the student is encouraged to seek a resolution of the problem. For example, if the problem pertains to a specific course, the student should first contact the course instructor. Grievances can be filed in accordance with University’s policy and procedures described in detail in the USA Student Handbook ([the Lowdown](#)). Types of complaints that can be filed include general complaints, sexual harassment/sexual violence complaints, and final grade grievances. Please note, final grade grievances must be filed no later than 20 class days into the following semester.

## U. POLICY WAIVERS

If a student or Major Advisor thinks that any policy stated in this handbook should be waived, please contact the handbook shiss(online@uconn.edu)

## V. ADDITIONAL POLICIES and RESOURCES

- x Active Student Organizations:  
[http://www.southalabama.edu/departments/studentactivities/a\\_zorg.html](http://www.southalabama.edu/departments/studentactivities/a_zorg.html)
- x Counseling and Testing Services:<https://www.southalabama.edu/departments/counseling/>
- x Financial Aid: <http://www.southalabama.edu/departments/financialaid/>
- x Graduation Commencement:  
<http://www.southalabama.edu/departments/registrar/commencement/>
- x Libraries: <https://www.southalabama.edu/libraries/>
- x On Campus Housing: <http://www.southalabama.edu/departments/housing/>
- x Parking Services:<https://www.southalabama.edu/departments/parking-services/>
- x Student Center: <https://www.southalabama.edu/departments/studentcenter/>
- x Student Health Center: <https://www.southalabama.edu/departments/studenthealth/>
- x Title IX: <http://www.southalabama.edu/departments/studentaffairs/titlenine/index.html>
- x USA Student Handbook (the Lowdown):  
<http://www.southalabama.edu/departments/studentaffairs/lowdown/>
- x Graduate School Website: <https://www.southalabama.edu/colleges/graduateschool/>
- x International Admissions and Student Programs:  
<https://www.southalabama.edu/departments/international/>
- x City of Mobile: <https://www.cityofmobile.org/>
- x Academic Calendar: <https://www.southalabama.edu/academiccalendar/>
- x Counseling and Testing Services:<https://www.southalabama.edu/departments/counseling/>





APPENDIX B: SAMPLE PLAN OF STUDY COURSE OUTLINE  
 This is a template only. Please revise as appropriate.

Student Name: Alexa Doe Chair/Major Advisor: Dr. Major Mentor Committee Members: Dr. Mentor Two, Dr. Mentor Three, and Dr. Mentor Four			
FIRST YEAR (20XX)	SECOND YEAR (20XX)	THIRD YEAR (20XX)	FOURTH YEAR (20XX)
Course/Faculty	Course/Faculty	Course/Faculty	

<p><u>Guest Lectures</u> Use APA format to cite.</p> <p><u>Conference Proceeding</u> Use APA format to cite.</p> <p><u>Manuscript Preparation (or Submission)</u> Use APA format to cite.</p> <p><u>Publication</u> Use APA format to cite.</p> <p><u>Other</u> Use APA format to cite.</p>		<p><u>Guest Lectures</u> Use APA format to cite.</p> <p><u>Conference Proceeding</u> Use APA format to cite.</p> <p><u>Manuscript Preparation (or Submission)</u> Use APA format to cite.</p> <p><u>Publication</u> Use APA format to cite.</p> <p><u>Other</u> Use APA format to cite.</p>	<p>05 hrs</p> <p>05 hrs</p>	<p>Successfully defended pre-dissertation project (XX/XX/20XX) – Insert title</p> <p>Plan to complete comprehensive exams in XX.</p> <p><u>Guest Lectures</u> Use APA format to cite.</p> <p><u>Conference Proceeding</u> Use APA format to cite.</p> <p><u>Manuscript Preparation (or Submission)</u> Use APA format to cite.</p> <p><u>Publication</u> Use APA format to cite.</p> <p><u>Other</u> Use APA format to cite.</p>			
<p>Summer 20XX</p>	<p>Credits</p>	<p>Summer 20XX</p>	<p>Credits</p>	<p>Summer 20XX</p>	<p>Credits</p>		

CSD 694

Directed Study – insert title and

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<u>Other</u> UseAPA format to cite.  Fall 20XX	Credits	<u>Other</u> UseAPAformatto cite.  Fall 20XX	Credits				
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<p><u>Guest Lectures</u> Use APA format to cite.</p> <p><u>Conference Proceeding</u> Use APA format to cite.</p> <p><u>Manuscript Preparation (or Submission)</u> Use APA format to cite.</p> <p><u>Publication</u> Use APA format to cite.</p> <p><u>Other</u> Use APA format to cite.</p>	<p>10 hrs</p>	<p>proposal (XX/XX/20XX) – Insert title.</p> <p><u>Guest Lectures</u> Use APA format to cite.</p> <p><u>Conference Proceeding</u> Use APA format to cite.</p> <p><u>Manuscript Preparation (or Submission)</u> Use APA format to cite.</p> <p><u>Publication</u> Use APA format to cite.</p>				
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## APPENDIX C: RESEARCH PROJECT PROPOSAL APPROVAL FORM

### Department of Speech Pathology & Audiology Proposal Approval Form Predissertation/Dissertation

This form constitutes an agreement between the student and their Predissertation or Dissertation Committee. The form is signed by each committee member and the student after a formal written proposal is presented and the student has successfully completed an oral presentation and committee meeting. The signed form and a copy of the title page of the written proposal are to be placed in the student's file.

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

Student Jag Number: \_\_\_\_\_ Term: \_\_\_\_\_

(check one): Predissertation \_\_\_\_\_ Dissertation \_\_\_\_\_

I agree that the attached project proposal represents an accurate summary of the project I plan to complete as part of the requirements of the program of study in the Department of Speech Pathology and Audiology at the University of South Alabama.

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

Following completion of the oral presentation and subsequent committee meeting, the committee agrees to one of the following

\_\_\_\_\_ PASS (No additional approval required.)

\_\_\_\_\_ REVISE/REWRITE (Nature of condition to be specified below.)

\_\_\_\_\_ FAIL (Unacceptable in current form. Further committee meeting required. Another signed form authorizing PASS is required for the project to move forward.)

We (the undersigned) have reviewed the project proposal and agree that it is an acceptable plan for the student to pursue. We agree to serve on the student's Research Project Committee. (r)-7 (2.R7 (2.R7 (2. (e)4 (e)4. ( )TJEM

## APPENDIX D: MODEL OF





APPENDIX E: INDIVIDUAL DEVELOPMENT PLAN FOR GRADUATE STUDENTS FORM





## APPENDIX F: GRADUATE STUDENT REVIEW FORM



### Graduate Student Review Form

Graduate Student Name: \_\_\_\_\_ J#: \_\_\_\_\_

Overall Knowledge of the Research/Creative Activity, Competency and Understanding of the field, including and training in the field:

Goals, Objectives, Projects, Special Assignments, and Professional Development (include the goals, objectives, and training which should be outlined and completed):

Discussion of Individual Development Plan:

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

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

(Attach additional pages if needed)

DEADLINE Forms must be submitted to the Graduate School (AD 301) by May 1st

## APPENDIX G: PREDISSERTATION RESEARCH PROJECT WAIVER REQUEST FORM

## Predissertation Research Project Waiver Request Form

Applicant Name: \_\_\_\_\_

Thesis Title: \_\_\_\_\_

Thesis Chair (include credentials): \_\_\_\_\_

Date Thesis Completed: \_\_\_\_\_

Thesis Advisor: Please mark below the level of student your involvement in the table below. Please return to student once completed.

Item	Student Led under Supervision	Chair Led/ Completed	Not Applicable	Comments
Conceptualization of project				
Development of aim(s)/research question(s)				
Development of statistical analysis plan				
IRB compliance				
Participant accrual				
Data collection				
Completion of statistical analysis				
Funding to support project Written				

## APPENDIX H: THESIS/DISSERTATION COMMITTEE APPROVAL FORM

UNIVERSITY OF SOUTH ALABAMA GRADUATE SCHOOL  
 APPOINTMENT OF GRADUATE FACULTY TO A COMMITTEE TO ADVISE A THESIS OR DISSERTATION

Student Name: \_\_\_\_\_ Student Number: J00 \_\_\_\_\_

Student Email Address: \_\_\_\_\_ Student Program: \_\_\_\_\_

This form will appoint the student's:

Dissertation committee

Thesis committee

COM committee

Proposed research topic (for thesis/dissertation students only):

Graduate Faculty Membership (See [Graduate Faculty Membership information](#) for status and appointment date)

Committee Member Names	Status (Assoc/Full/Admin)	Appointment Date
Chair:		

1. A dissertation committee must include at least four members of the Graduate Faculty, and must include at least one full Member, who is the committee chair.
2. A thesis committee or COM committee must include at least three members of the Graduate Faculty.
3. Dissertation/thesis committees must include at least three members of the Graduate Faculty. Indicate the number of full-time members on the committee by marking the appropriate box in the "Status" column.

## APPENDIX I: TEACHING FEEDBACK FORM

### Student Teaching Observation Feedback Form

Student Name: \_\_\_\_\_ Date of Observation: \_\_\_\_\_

Course Name / Lecture Title: \_\_\_\_\_

Scale:

- 1 = No evidence of skill; requires maximum support from faculty member for development; re-assessment will be needed
- 2 = Emerging; skill needs improvement with moderate support from faculty member; re-assessment will be needed
- 3 = Satisfactory; skill is demonstrated; minimal support from faculty member required for further fine-tuning
- 4 = Mastered; skill is demonstrated independently
- 5 = Excellent; skill is demonstrated independently and in a manner that exceeds expectations

CONTENT AND DELIVERY

1 2





## APPENDIX K: STUDENT TRAVEL AUTHORIZATION REQUEST

**STUDENT TRAVEL AUTHORIZATION REQUEST**

Name \_\_\_\_\_ Student # \_\_\_\_\_

Graduate Student: \_\_\_\_\_ Undergraduate Student: \_\_\_\_\_

Present Address \_\_\_\_\_ Phone # \_\_\_\_\_

Permanent Address \_\_\_\_\_

E-mail Address \_\_\_\_\_ Work Phone # \_\_\_\_\_

I, \_\_\_\_\_  
a.m. \_\_\_\_\_ a.m./p.m. \_\_\_\_\_

Specific purpose for this \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination of travel: \_\_\_\_\_

Is reimbursement of expenses requested?  no  yes. If yes, complete expense estimate below.

<u>Transportation</u>	
Plane	_____
Private/University Car	_____
<u>Lodging and Meals</u>	
Per _____ (In-State)	_____
Lodging (Out-of-State)	_____
Meals (Out-of-State)	_____
<u>Other</u>	_____
	_____
	_____
Total Estimated Cost (not necessarily amount of reimbursement):	_____
	_____

\_\_\_\_\_  
Signature of Requester

\_\_\_\_\_  
Date

**(Over)**

Complete the following for International Travel:

Passport No. \_\_\_\_\_ Expiration Date \_\_\_\_\_ Date/Place of Issue \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone/FAX Day \_\_\_\_\_ Night \_\_\_\_\_

Are you covered by medical insurance?  Yes  No

Name of insurance provider \_\_\_\_\_

All USA students traveling abroad their stay overseas. For information and application forms, contact the office of International Programs at 460-7053.

AUTHORIZATION

I approve the leave or travel requested on the reverse side. Reimbursement for expenses incurred is approved in the following amounts:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Travel is approved, but no reimbursement is approved.

APPROVED BY:

DEPARTMENT CHAIR \_\_\_\_\_ DATE \_\_\_\_\_

DEAN \_\_\_\_\_ DATE \_\_\_\_\_

V.P. STUDENT AFFAIRS \_\_\_\_\_ DATE \_\_\_\_\_ OR SR. V.P. FOR ACADEMIC AFFAIRS \_\_\_\_\_

(Only applicable if funds from Student Activities)

DIRECTOR OF INTERNATIONAL PROGRAMS \_\_\_\_\_ DATE \_\_\_\_\_

PRESIDENT \_\_\_\_\_ DATE \_\_\_\_\_  
(Required only for travel beyond the contiguous forty-eight states and the District of Columbia)