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The mission of the University of Wisconsin-Madison Doctoral Program in Social Welfare is to develop scholars, leaders, and social work educators who advance knowledge about social work, social welfare policy, and intervention strategies from a behavioral and social science perspective to improve the quality of life for individuals and families.

Our doctoral program has four special features.

- First, an emphasis is given to diverse programmatic approaches that seek to promote optimal functioning in individuals or families across the life course. We train students to conduct research that enhances the real-life functioning of individuals and families, and the policies and programs that impact their well-being.

- Second, the program stresses that social welfare problems are best understood in individual, family, community, economic, and cultural context. Therefore, these problems are better understood if investigated in interaction with these contexts.

- Third, through research we encourage and advocate for social action. Research often serves as a foundation or catalyst for social action and change.

- Fourth, the program emphasizes methodological and statistical training and their applications to social problems and processes.

In consultation with a faculty mentor, students select their course work and design independent tutorials focused on building and integrating knowledge in three fields of study: (1) a substantive or social problem area (e.g., child welfare, aging, developmental disabilities, end-of-life care, health, mental health, poverty); (2) social science theory (e.g., theories of the life course, economic theory, psychopathology, organizational theory, stress process theories); and (3) research designs and statistical methodologies (e.g., program evaluation, policy analysis, quantitative and qualitative data analysis).

The doctoral program provides an interdisciplinary plan of study, with training in basic and applied social research. The curriculum is designed to encourage students to take courses not only in social work, but in departments throughout the campus, such as: Sociology, Economics, Educational Psychology, Human Development and Family Studies, the La Follette Institute for Public Affairs, Psychology, Women’s Studies, Population Health Sciences, Nursing, and others.

The development of expertise in qualitative and quantitative research design, measurement, and program/policy evaluation are strongly encouraged as graduates are expected to assume leadership positions in research, policy analysis, administration, and higher education and to use their scholarly abilities to improve services, programs, and policies.
Students entering the program with an MSW can expect two years of academic coursework. Once academic coursework is completed, students must pass a written and oral preliminary exam (prelim) to demonstrate their knowledge of their fields of study. After passing the preliminary exam, students advance to candidacy (dissertator status) and then design and carry out the dissertation to demonstrate their ability to conduct, report, and defend independent research. Completion and successful defense of the dissertation are required before the PhD is conferred.

RESEARCH MENTORING

The philosophy underlying our PhD training model is that hands-on research experiences are the foundation for quality doctoral education. Students are encouraged to develop an individualized program of research under the mentorship of active research faculty. Doctoral students may hold project or research assistantships to collaborate with faculty on ongoing research that matches the student’s interests or may carry out their own projects under faculty supervision. Our PhD faculty conduct research on a wide range of social issues across the life course. Examples of faculty research areas include: child welfare, families of children and adults with disabilities, gerontology, health disparities, LGBT youth and families, mental health and illness, organizations and management, palliative and end-of-life care, racial and ethnic diversity and communities of color, social policy, poverty, and program development and evaluation.

The School of Social Work faculty brings diverse disciplinary backgrounds and a strong commitment to research and the profession. They are affiliated with interdisciplinary institutes on the UW-Madison campus such as the Institute for Research on Poverty, the Comprehensive Cancer Center, the Waisman Center on Human Development, Developmental Disabilities, and Neurogenerative Disease, the Institute on Aging, the Wisconsin Center for Educational Research, the Women’s Studies Research Center, the Center for Demography and Ecology, the Collaborative Center for Health Equity, and the Center for the Demography of Health and Aging.

LEARNING GOALS

Knowledge and Skills Learning Goals

- Demonstrate understanding of knowledge of social welfare problems, theories, policies, and programs.
- Conceptualize and analyze approaches to improving social welfare problems, theories, policies, and programs.
- Apply advanced quantitative and/or qualitative methodology for social welfare scholarship.
- Develop knowledge and skills to teach and/or present in professional contexts social welfare-related material.
- Demonstrate professional and ethical conduct.
- Create research, scholarship, or programming that enhances social welfare.

EXPECTED COMPETENCIES OF OUR GRADUATES

Upon completion of the doctoral program, students are expected to:
• Understand demographic, social, economic, and social welfare policy landscapes and trends in the United States.
• Identify the causes and consequences of significant individual, family, and community social problems and outcomes.
• Using a social justice lens, conceptualize, develop and analyze innovative approaches to ameliorating or reducing social problems.
• Apply advanced quantitative and/or qualitative methodology to produce rigorous social welfare research with the potential to improve social work and social welfare policies and/or practices.
• Demonstrate excellence in communication and research translation skills through teaching, training, and/or presenting in academic and professional contexts.
• Demonstrate professional and ethical conduct and a commitment to social justice.
• Translate research findings to inform policy and practice.

PROGRAM ADMINISTRATION

PHD PROGRAM CHAIR

The PhD Program is chaired by a faculty member appointed by the Director of the School. The Chair is responsible to the Director of the School and to the PhD faculty (i.e., those tenured or on the tenure track). The PhD faculty typically meets as a “committee of the whole” twice an academic year. The ongoing activities of the PhD Program are relegated to the PhD Committee. This committee, under the direction of the PhD Chair, functions as an advisory committee to the PhD faculty and implements the policies and procedures for the doctoral program that have been ratified by the PhD faculty. One to two students sit on the PhD Committee with one student vote. Student representatives are elected by the PhD students or appointed by the PhD Committee Chair early in the fall semester. PhD faculty meetings are open to all doctoral students except for closed portions where the progress of individual students is discussed. A draft agenda is distributed prior to each committee of the whole and subcommittee meeting. Minutes of the meetings are sent to all PhD faculty members.

PHD PROGRAM COORDINATOR

The chair of the PhD Program is assisted by the PhD Program Coordinator. Primary functions of the Coordinator are to ensure that students have satisfactorily met all the requirements of the Graduate School and the School of Social Work, and to provide supportive assistance to faculty advisors, students, and the PhD Committee. The Coordinator also assists the Program Chair and the PhD Committee with the yearly admissions process.

TEMPORARY ADVISORS & MAJOR PROFESSORS

Upon admission, each student is assigned to a “temporary faculty advisor” whose research interests correspond broadly with the student’s interests. The role of the temporary advisor is to mentor students in the beginning of their program, assist students in the selection of required and elective courses for the first year of the program, and advise students on research and curricular issues as they explore and refine their research area and choose a major professor. Many times, the temporary advisor becomes the Major Professor, but this is not necessarily the case.
SELECTION OF A MAJOR PROFESSOR

Students are required to select a Major Professor by the end of the fall semester of the second year. The Major Professor becomes a more permanent advisor to the student and will serve as Chair of the student’s preliminary exam committee and doctoral committee. Hereafter, it is the responsibility of the Major Professor to assist students with academic matters, such as: helping the student select appropriate elective and required courses to move the student toward preparation for their prelim and dissertation research; identifying appropriate courses that the student should take outside the School; helping the student refine their preliminary exam and dissertation topics, and identifying appropriate faculty from within and outside the School of Social Work to serve on the student’s preliminary exam and dissertation committees.

Careful thought should be given to the identification and selection of the Major Professor. Major Professors make important contributions to the learning process and make critical decisions about the acceptability of the student’s proposed research and the quality of their work. Getting to know faculty members through course work and independent studies may help students determine the fit between faculty members and their own research interests and approach to learning.

Once the decision for a Major Professor has been finalized, the student must notify the PhD Program Coordinator who makes the necessary notations in the student’s record.

The faculty strongly recommends that students identify their area of interest for dissertation research as early as possible in the program. This will enable students to: 1) select an appropriate Major Professor early in the program; 2) use their coursework to begin the preparation for their prelims and the oral defense; and, 3) move toward preparation for their dissertation to ensure completion of the program in a timely manner.

When the student has been formally admitted to doctoral candidacy (i.e., the student receives dissertator status after successfully completing the preliminary exam), the Major Professor then serves as the Chair of the student’s dissertation committee. Please note that students can change Major Professors if they change their substantive area or if they have other important reasons for doing so.

PROGRAM CURRICULUM

The PhD Program in Social Welfare is a full-time program. It typically takes 4-6 years to complete the program: 2-3 years for full-time doctoral coursework and 2-3 years for completion of the preliminary exam and dissertation. The actual time students take to obtain the PhD degree will vary according to their previous preparation, progress in the program, and the nature of their dissertation work. Before graduating, students must have completed at least 51 credits.

The first two years (three years for joint program students) of the PhD Program curriculum emphasize substantive, theoretical, methodological, and statistical course work. Two Foundation Research Methods seminars cover the fundamentals of research design and implementation of quantitative, qualitative, and mixed methods research. Applications of Research Methods
Seminars provide practical experience and application of research knowledge and skills (e.g., proposal writing and data analysis). The Social Policy and Applied Theory seminars address distinctive substantive issues (e.g., poverty, child welfare, family policy), as well as core policy analytics and models of the application of social theory to social problems, respectively. Faculty Research and Student Research seminars provide opportunity for professional socialization to the field and development of research interests. The third and fourth year of the program are dedicated to the preparation and completion of the preliminary exam and dissertation research. One additional social science theory and two substantive electives are required, two of which must be taken outside of SSW. Two statistics courses are required, plus an additional two statistics or methods courses.

STANDARD PROGRAM SEQUENCE

The first two years of study are comprised of the following 42 credits in required coursework:

**Faculty and Student Research Seminars (3 credits)**
- SW 946 Faculty Research Seminar
- SW 947 Student Research Seminar Year 1 & 2

**Foundation Research Methods Seminars (6 credits)**
- SW 948 Quantitative Methods for Social Science Research
- SW 949 Qualitative Methods for Social Science Research

**Social Policy Seminar (3 credits)**
- SW 950 (various topics)

**Applied Theory Seminar (3 credits)**
- SW 951 (various topics)

**Another Social Policy OR Applied Theory Seminar (3 credits)**

**Application of Research Methods Seminar (3 credits)**
- SW 952 (various topics)
- SW 945 Evaluation Research

**Statistics and Electives* (21 credits)**
- One Social Science Theory Elective
- Two Statistics Courses
- Two Substantive Course Electives
- Two Statistics or Methods Electives

*Students may elect to register for independent readings (SW 999) with faculty to fulfill the social science theory, substantive or methods electives for a maximum of 6 credits. This requires developing a proposed learning plan, identifying a faculty member with expertise in
We do not require a BSW or an MSW for entry into the doctoral program. Students who wish to obtain an MSW degree while completing the doctoral program will select one of two Joint MSW/PhD options, depending upon whether or not the student possesses a BSW degree from an accredited institution.

Option I: For students wanting to obtain an MSW, who do not hold a BSW
The master’s degree is awarded after completing 37 credits of MSW coursework and field placements that are taken concurrently with the 42 credits of required standard PhD coursework. The coursework for students electing this option generally takes an additional year than the Standard Program sequence. See page 11 for this option’s suggested plan of study. Please note that some MSW courses must be taken in a particular sequence (e.g., generalist practice courses must be completed prior to advanced practice courses). PhD students are assigned to a generalist field unit in their second year of the PhD program and to the policy field unit in their third year of the PhD program.

Option II: For students wanting to obtain an MSW who do hold a BSW
The master’s degree is awarded after the student completes the equivalent of a one-year advanced standing MSW program in a concentration area, taken concurrently with the 42 credits of required standard PhD coursework. The coursework for students electing this option generally takes an additional semester than the Standard Program sequence. Students in Option II are assigned to the policy field unit in their third year of the PhD program. See page 12 for this option’s suggested plan of study.

Joint MSW/PhD students are strongly encouraged to do a research-focused field placement that is supervised by a member of the School's PhD faculty during the final year of the student’s MSW coursework. See Appendix A for more details.

PHD ONLY PROGRAM SEQUENCE
This option is for students entering the PhD program without a BSW or MSW, who wish to only obtain the PhD degree.

The first two years of study are comprised of the previous 42 credits in required coursework following the Standard Program sequence in addition to 6 credits of MSW coursework: two courses from the Professional Foundation sequence of the MSW program, and a social work internship. (See Appendix B for objectives and guidelines regarding the internship.) These requirements provide doctoral students without a social work degree an understanding of the basic knowledge, values and skill base of the social work profession. See page 13 for this option’s suggested plan of study.
Please note that although an MSW is not universally required for faculty hires across schools of social work, the MSW is required to teach social work practice courses. In addition, the Council on Social Work Education requires educators to have at least two years of post-BSW or post-MSW social work degree practice experience to teach practice courses. Students are advised that the post BSW/MSW practice experience requirement is not built into our joint option curriculum.

**PLANS OF STUDY**

**STANDARD PLAN OF STUDY: FOR STUDENTS WITH AN MSW DEGREE**

Below is an example of our standard plan of study for students who already have their MSW degree before starting the PhD Program. This is a suggested timeframe and course offerings (including their timing) may vary from year to year. Also, be aware the maximum credit load for graduate students is 15 credits during the fall and spring semesters, and 12 credits during the summer.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Statistics I</td>
<td>3</td>
<td>Statistics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SW 946 Faculty Research Seminar</td>
<td>1</td>
<td>SW 947 Student Research Seminar</td>
<td>1</td>
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<tr>
<td></td>
<td>SW 948 Quantitative Methods or SW 949 Qualitative Methods</td>
<td>3</td>
<td>Social Science Theory or Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
<td>3</td>
<td>SW 952 or 945 Application of Research Methods</td>
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<td><strong>Total Credits</strong></td>
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<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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<tbody>
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<td>Statistics/Methods or Substantive Course Elective</td>
<td>3</td>
<td>Social Science Theory, Statistics/Methods, or Substantive Course Elective</td>
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<tr>
<td></td>
<td>Social Science Theory Statistics/Methods, or Substantive Course Elective</td>
<td>3</td>
<td>SW 947 Student Research Seminar</td>
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</tr>
<tr>
<td></td>
<td>SW 948 Quantitative Methods or SW 949 Qualitative Methods</td>
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<td>Social Science Theory, Statistics/Methods, or Substantive Course Elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
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<td>SW 952* or 945** Application of Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>Total Credits</strong></td>
<td><strong>12</strong></td>
<td><strong>Total Credits</strong></td>
<td><strong>10</strong></td>
</tr>
</tbody>
</table>

*Students may opt to take SW 952 twice and can count it once as a Statistics or Methods elective.

** Students may choose to take SW 945 as a methods elective requirement.

** Year 3 and 4**
Preparation for Preliminary Exam (register for SW 999: Independent Reading, 2-8 credits depending on appointment level) and Dissertation Research (i.e., if dissertator status, register for SW 990: Thesis Research, 3 credits).
**JOINT MSW/PHD PLAN OF STUDY I: FOR STUDENTS OBTAINING THE MSW DEGREE, WHO DO NOT HOLD A BSW**

Below is an example of our joint MSW/PhD plan of study for students who wish to earn their MSW degree while completing the PhD Program, and who do not hold a BSW. This is a suggested timeframe and course offerings (including their timing) may vary from year to year. Also, be aware the maximum credit load for graduate students is 15 credits during the fall and spring semesters, and 12 credits during the summer.

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<thead>
<tr>
<th>YEAR 1</th>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>3</td>
<td>Statistics II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SW 605 Field of Social Work</td>
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<td>SW 640 Diversity, Oppression, and Social Justice in Social Work</td>
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<td></td>
<td>SW 711 Human Behavior &amp; Environment</td>
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<td>SW 946 Faculty Research Seminar</td>
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<td>SW 952 or SW945 Application of Research Methods</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SW 948 Quantitative Methods or SW 949 Qualitative Methods</td>
<td>3</td>
<td></td>
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<td><strong>Total Credits</strong></td>
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<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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<td>4</td>
<td>SW 401 Field &amp; Integrative Seminar II</td>
<td>4</td>
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<tr>
<td></td>
<td>SW 441 Practice II: Generalist Practice w/ Individuals, Families, &amp; Groups</td>
<td>3</td>
<td>SW 612 Psychopathology for Generalist Practice**</td>
<td>2</td>
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<tr>
<td></td>
<td>SW 442 Practice III: Generalist Practice w/ Communities &amp; Organizations</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>SW 948 Quantitative Methods or SW 949 Qualitative Methods</td>
<td>3</td>
<td>SW 952 or SW945 Application of Research Methods</td>
<td>3</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>SW 840 Advanced Macro Practice*</td>
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<td><strong>Total Credits</strong></td>
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<td><strong>Total Credits</strong></td>
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<th>Spring Semester</th>
<th>Credits</th>
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<td>SW 801 Field &amp; Integrative Seminar IV</td>
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<td>MSW Advanced Practice Course (i.e., 741, 821, 835, or 873) *</td>
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<td>MSW Advanced Practice Elective*</td>
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Year 4 and 5
Preparation for Preliminary Exam (register for SW 999: Independent Reading, 2-8 credits depending on appointment level) and Dissertation Research (i.e., if dissertator status, register for SW 990: Thesis Research, 3 credits).

JOINT MSW/PHD PLAN OF STUDY II: FOR STUDENTS OBTAINING THE MSW DEGREE, WHO HOLD A BSW

Below is an example of our other joint MSW/PhD plan of study for students who wish to earn their MSW degree while completing the PhD Program, but already hold a BSW. This is a suggested timeframe and course offerings (including their timing) may vary from year to year. Also, be aware the maximum credit load for graduate students is 15 credits during the fall and spring semesters, and 12 credits during the summer.

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td></td>
<td>Statistics I</td>
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<td></td>
<td>SW 946 Faculty Research Seminar</td>
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<td>SW 948 Quantitative Methods or SW 949 Qualitative Methods</td>
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<tr>
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<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
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<td>Social Science Theory, Statistics/Methods, or Substantive Course Elective</td>
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<td>SW 612* Psychopathology for Generalist Practice</td>
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<td>SW 800 Field &amp; Integrative Seminar III</td>
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<td>SW 801 Field &amp; Integrative Seminar IV</td>
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<td>MSW Advanced Practice Course (i.e., 741, 821, 835, or 873)**</td>
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<td>MSW Advanced Practice Elective**</td>
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<td>Social Science Theory, Statistics/Methods, or Substantive Course Elective</td>
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<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
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<td>SW 952*** or 945**** Application of Research Methods</td>
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<td><strong>Total Credits</strong></td>
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</table>
Year 3 (spring semester) and Year 4
Preparation for Preliminary Exam (register for SW 999: Independent Reading, 2-8 credits depending on appointment level) and Dissertation Research (i.e., if dissertator status, register for SW 990: Thesis Research, 3 credits).

**PHD ONLY PLAN OF STUDY: FOR STUDENTS SEEKING ONLY THE PHD DEGREE, WHO DO NOT HOLD A BSW OR MSW**

Below is an example of our PhD only plan of study for students who do not hold a BSW or MSW degree and only wish to obtain their PhD. In addition to the standard program curriculum, two MSW foundation year courses and a 2-credit Social Work Internship are required with this option. Also, be aware the maximum credit load for graduate students is 15 credits during the fall and spring semesters, and 12 credits during the summer.

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
<th>Spring Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statistics I</td>
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<td>Statistics II</td>
<td>3</td>
</tr>
<tr>
<td>SW 605 Field of Social Work</td>
<td>2</td>
<td>SW 947 Student Research Seminar</td>
<td>1</td>
</tr>
<tr>
<td>SW 711 Human Behavior &amp; Environment</td>
<td>2</td>
<td>Social Science Theory, Statistics/Methods, or Substantive Course Elective</td>
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</tr>
<tr>
<td>SW 946 Faculty Research Seminar</td>
<td>1</td>
<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
<td>3</td>
</tr>
<tr>
<td>SW 948 Quantitative Methods or SW 949 Qualitative Methods</td>
<td>3</td>
<td>SW 952* or 945*** Application of Research Methods</td>
<td>3</td>
</tr>
<tr>
<td>SW 950 Social Policy Seminar or SW 951 Applied Theory Seminar</td>
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<td><strong>Total Credits</strong></td>
<td>14</td>
<td><strong>Total Credits</strong></td>
<td>13</td>
</tr>
</tbody>
</table>
**Course Descriptions**

**SW 945 Evaluation Research (meets SW 952 requirement)**
This three-credit seminar is a comprehensive introduction to the practice of program evaluation research with regard to social welfare programs and policies. Developments in descriptive, experimental, quasi-experimental, theory-driven, and naturalistic evaluations detailed. Topics include assessment, evaluation design, monitoring, outcome evaluation, selection bias, program theory, meta-analysis, and utilization.

**SW 946 Faculty Research Seminar**
This one-credit seminar for first year students socializes students into the aims and objectives of the PhD program and familiarizes them with faculty research interests. Faculty provides presentations that describe their programs of research and discuss critical issues for future research in their areas of expertise. Students establish learning goals and a learning plan for their first year in the program and begin to formulate their substantive areas of interest.

**SW 947 Student Research Seminar**
This one-credit seminar for first- and second-year students further socializes students to the PhD curriculum by providing a format to discuss their research interests. Second year students prepare a draft preliminary exam outline to gain familiarity with the preliminary exam process. First year students have a choice of projects to further their professional development. Senior students are invited to prepare and deliver presentations that have been accepted for presentation at future conferences or job talks and are given constructive feedback. Professional development skills are integrated to address various topics of interest (e.g., completing Institutional Review Board training, surviving and thriving the preliminary exam process, preparing pre-doc grant applications).

**SW 948 Quantitative Research Methods**
One of the two Foundations of Research Methods Seminars, this three-credit seminar is designed to expand students’ understanding and skills in the methods, techniques, and problems encountered in conducting quantitative behavioral and social sciences research. The course covers the philosophical underpinnings and ethical concerns of quantitative research, and the general principles of theory development, research methods, and the processes of accumulation of knowledge in the scientific method. Topics include: human subjects research ethics and
requirements, development of research questions, problem and hypothesis formulation, research
design, threats to validity, endogeneity and causality, data-gathering techniques, measurement,
sampling and representativeness; and general approaches to data analysis. Students will learn
how to critique empirical quantitative research, and to design a research study relevant to their
topic of interest and engage in academic scholarly writing.

**SW 949 Qualitative Research Methods**
One of the two Foundations of Research Methods Seminars, this three-credit seminar is designed
to introduce the principles, methods and practice of qualitative behavioral and social science
research. The course is structured to address three domains: 1) philosophical underpinnings and
ethical concerns of qualitative methods; 2) major techniques for gathering evidence (e.g.,
observational/field research, focus groups, and interviews); and 3) fundamental strategies for
analyzing and reporting qualitative data. Topics include the history, purposes, and underpinning
philosophies of qualitative methods; ethical issues; qualitative research design; how to conduct
qualitative interviews and field observations; record keeping, essential strategies for ensuring
analytic rigor and enhancing the quality of qualitative data; how to prepare qualitative data for
analysis and generate analysis units (codes, categories, memos); how to write up qualitative
research, and essential considerations for mixed methods research. Students will learn how to
critique empirical qualitative research and to design a research study using qualitative or mixed
methods relevant to their topic of interest.

**SW 950 Social Policy Seminar**
These three-credit seminars have a specific topical focus. Each seminar covers a core of basic
policy analytics and related concepts, but this introductory material is organized in a way that
minimizes overlap for students who have already taken a policy seminar. Core policy analytics
includes; problem definition, agenda setting, equity vs. efficiency, universal vs. targeted policy,
institutional vs. residual policy, cost benefit analysis, unintended consequences. Topic examples:
Poverty & Income Support Policy, Family Theory Policy, Child Development & Policy, Social
Determinants of Health & Policy.

**SW 951 Applied Theory Seminar**
These three-credit seminars aim to provide a model of the application of social theory to social
problems, and thus provide a general model to students, even if they do not have a strong interest
in the particular theoretical models or problem area. Topic examples are Adult Mental Health,

**SW 952 Application of Research Methods**
These three-credit seminars aim to provide practical experience and application of research
knowledge and skills. Topic examples include:

1. **Applied Data Analysis**: This course aims to increase students’ knowledge of
   methodological problems and issues faced in applied quantitative research; provide
   hands-on experience in all phases of a quantitative analysis research paper, and introduce
   students to a variety of statistical techniques that may be appropriate to future research.
   This course provides an opportunity for students to develop a publishable paper, based
   upon their quantitative analysis.
II. **Proposal and Grant Writing:** This course covers basic steps in developing a social science dissertation research proposal and provides an overview of the grant writing process, with attention to the fundamentals grant proposal writing, resources, peer review process, and resubmission strategies. This course provides an opportunity to develop a research proposal.

III. **Research Methods in Communities of Color:** This course addresses challenges, distinctive issues, and methodological considerations for designing and implementing research with communities of color. The course is designed to be team taught by faculty across departments who are engaged in research with communities of color. It will be taught in our department but will rotate through other departments and be cross listed.

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**EXAMPLES OF OTHER COURSE OPTIONS AND ELECTIVES**

The following page is an example of elective courses students have taken in the past five years. Departments such as Sociology, Psychology, the La Follette Institute, and Human Development and Family Studies may offer courses that contribute to a student’s substantive interest area. Check with your faculty advisor and the doctoral director to get permission to take a course not on this list. Course offerings vary semester

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Title</th>
<th>Elective Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUN PSY 960</td>
<td>Rsch Methods in Cnsl Psych II</td>
<td>Methods</td>
</tr>
<tr>
<td>CSCS 501</td>
<td>Special Topics: Eval Research in Practice</td>
<td>Methods</td>
</tr>
<tr>
<td>CSCS 801</td>
<td>Civil Soc &amp; Community Research: Mixed Methods Comm Based Research</td>
<td>Methods</td>
</tr>
<tr>
<td>CURRIC 789</td>
<td>Qual Rsch Mthds-Educ: Field II</td>
<td>Methods</td>
</tr>
<tr>
<td>ED POL 955</td>
<td>Smr-Qualitative Methodology: Qualitative Data Analysis</td>
<td>Methods</td>
</tr>
<tr>
<td>ED PSYCH 762</td>
<td>Intro: Dsgn-Ed Experiments</td>
<td>Methods</td>
</tr>
<tr>
<td>ED PSYCH 963</td>
<td>Quasi-Experimental Designs</td>
<td>Methods</td>
</tr>
<tr>
<td>ELPA 765</td>
<td>Issues in Educ Policy Analysis</td>
<td>Methods</td>
</tr>
<tr>
<td>ELPA 827</td>
<td>Surveys/Quant Data Collection</td>
<td>Methods</td>
</tr>
<tr>
<td>INTER-HE 793</td>
<td>Research Methods</td>
<td>Methods</td>
</tr>
<tr>
<td>NURSING 807</td>
<td>Grounded Theory Research</td>
<td>Methods</td>
</tr>
<tr>
<td>NURSING 818</td>
<td>Patient-Centered Research</td>
<td>Methods</td>
</tr>
<tr>
<td>POP HLTH 709</td>
<td>Translat'l &amp; Outcomes Research</td>
<td>Methods</td>
</tr>
<tr>
<td>POP HLTH 796</td>
<td>Intro-Health Services Research</td>
<td>Methods</td>
</tr>
<tr>
<td>PUB AFFR 871</td>
<td>Public Program Evaluation</td>
<td>Methods</td>
</tr>
<tr>
<td>PUB AFFR 880</td>
<td>Microecon Policy Analysis</td>
<td>Methods</td>
</tr>
<tr>
<td>SOC 544</td>
<td>Intro to Survey Research</td>
<td>Methods</td>
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<tr>
<td>SOC 751</td>
<td>Survey Methods- Social Rsch</td>
<td>Methods</td>
</tr>
<tr>
<td>SOC 752</td>
<td>Measurement &amp; Questionnaires</td>
<td>Methods</td>
</tr>
<tr>
<td>SOC 955</td>
<td>Smr-Qualitative Methodology: Ethnographic Case Studies</td>
<td>Methods</td>
</tr>
<tr>
<td>POP HLTH 797</td>
<td>Introduction to Epidemiology</td>
<td>Methods or Subst. Elective</td>
</tr>
<tr>
<td>ED PSYCH 760</td>
<td>Stat Meth Appl to Educ I</td>
<td>Stats</td>
</tr>
<tr>
<td>ED PSYCH 761</td>
<td>Stat Meth Applied to Ed II</td>
<td>Stats</td>
</tr>
<tr>
<td>ED PSYCH 763</td>
<td>Regression Models in Education</td>
<td>Stats</td>
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<tr>
<td>ED PSYCH 960</td>
<td>Structural Equation Modeling</td>
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<tr>
<td>Course Code</td>
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<tr>
<td>ED PSYCH 964</td>
<td>Hierarchical Linear Modeling</td>
<td>Stats</td>
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<td>POP HLTH 651</td>
<td>Adv Regression Mthds- Pop Hlth</td>
<td>Stats</td>
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<tr>
<td>PUB AFFR 819</td>
<td>Adv Stat Meths- Pub Pol Anal</td>
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</tr>
<tr>
<td>SOC 361</td>
<td>Stats for Sociologists II</td>
<td>Stats</td>
</tr>
<tr>
<td>SOC 362</td>
<td>Stats for Sociologists III</td>
<td>Stats</td>
</tr>
<tr>
<td>SOC 952</td>
<td>Math&amp;Stat Applications- Soc: Causality</td>
<td>Stats</td>
</tr>
<tr>
<td>SOC 952</td>
<td>Math&amp;Stat Applications- Soc: Models Event History Analysis</td>
<td>Stats</td>
</tr>
<tr>
<td>ED PSYCH 771</td>
<td>Test Construction</td>
<td>Stats or Methods</td>
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<tr>
<td>CNSR SCI 930</td>
<td>Seminar in Family Economic Policy</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>COUN PSY/ED PSYCH/HDFS 726</td>
<td>Ethnic/Racial Social Dev</td>
<td>Subst. Elective</td>
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<tr>
<td>ED PSYCH 737</td>
<td>History &amp; Systems of Psych</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>ED PSYCH 845</td>
<td>Psychopharm Treat- Child &amp; Adolescnt</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>ED PSYCH 946</td>
<td>Adv Assess&amp;Interven Techniques</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>ELPA 940</td>
<td>Topics Seminar: Educ Leadership</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>GEN&amp;WS 900</td>
<td>Rsch in Women's/Gender Studies</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>HDFS 766</td>
<td>Current Topics in HDFS: Families and Poverty</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>HDFS 880</td>
<td>Prevention Science</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>HIST SCI 919</td>
<td>Grad Studies- Medical Hist</td>
<td>Subst. Elective</td>
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<td>MHR 612</td>
<td>Labor-Management Relations</td>
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<tr>
<td>POP HLTH 795</td>
<td>Principles-Populatn Health Sci</td>
<td>Subst. Elective</td>
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<tr>
<td>POP HLTH 803</td>
<td>Monitoring Population Health</td>
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</tr>
<tr>
<td>POP HLTH 947</td>
<td>Healthy Sys, Mngmnt, &amp; Policy</td>
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<tr>
<td>PUB AFFR 883</td>
<td>Policitics-Pov, Inequal&amp;Soc Pol</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>PUB AFFR 888</td>
<td>Compartve&amp;Natl Social Policy</td>
<td>Subst. Elective</td>
</tr>
<tr>
<td>PUB AFFR 974</td>
<td>Topics: Aging and Public Policy</td>
<td>Subst. Elective</td>
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<tr>
<td>S&amp;A PHM 490</td>
<td>Soc&amp;Adm Phcy: Topics in LGBTQ Health</td>
<td>Subst. Elective</td>
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<tr>
<td>SOC 617</td>
<td>Community Development</td>
<td>Subst. Elective</td>
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<tr>
<td>SOC 971</td>
<td>Smr: Topics-Demography&amp;Ecol Topic: Demogr Fertil, Fam, Households</td>
<td>Subst. Elective</td>
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<tr>
<td>URB R PL 844</td>
<td>Housing and Public Policy</td>
<td>Subst. Elective</td>
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<tr>
<td>GEN&amp;WS 904</td>
<td>Sociological Perspectvs- Gender</td>
<td>Theory or Subst. Elective</td>
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<tr>
<td>GEN&amp;WS 933</td>
<td>Feminist Political Theory</td>
<td>Theory or Subst. Elective</td>
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<tr>
<td>HDFS 818</td>
<td>Attachment Thry and Relationship</td>
<td>Theory or Subst. Elective</td>
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<td>HDFS 865</td>
<td>Family Theory I</td>
<td>Theory or Subst. Elective</td>
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<tr>
<td>HDFS 869</td>
<td>Adv Smr: Family Stress&amp;Coping</td>
<td>Theory or Subst. Elective</td>
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<tr>
<td>HDFS/ED PSYCH 725</td>
<td>Theory &amp; Issues- Human Dev</td>
<td>Theory or Subst. Elective</td>
</tr>
<tr>
<td>NURSING 722</td>
<td>Adv Prac Nursing Thry: Adults</td>
<td>Theory or Subst. Elective</td>
</tr>
<tr>
<td>RP &amp; SE 903</td>
<td>Psychosocial Thry&amp;Research</td>
<td>Theory or Subst. Elective</td>
</tr>
</tbody>
</table>
MINORS

There is no minor or certificate requirement for the PhD Program in Social Welfare. However, for those who wish to pursue either a minor or certificate to add breadth to their PhD major, there are several options available such as:

Clinical & Community Outcomes Research (CCOR)
The Certificate in CCOR addresses the gap between basic research discoveries and their application in clinical and public health practice. Such research requires engagement among community members, organizations, clinicians, and researchers and draws on distinct skills.

Gender and Women’s Studies
The doctoral minor in Gender and Women’s Studies offers substantial and systematic training in the field of gender and women’s studies. A doctoral minor in Gender and Women’s Studies is an excellent way to gain training in feminist analysis and research methods as well as in substantive topical areas related to women and gender that can be applied to one’s research field and to one’s teaching.

Human Development and Family Studies (HDFS)
The graduate program in HDFS, located within the School of Human Ecology, offers courses on individual and family development throughout the lifespan and across ecological settings. The program explicitly values both qualitative and quantitative methods.

Population Health
The doctoral minor in Population Health provides the methodological foundations for understanding how health is evaluated, how to assess influences on health and how to critically evaluate health related research. In addition, students completing the minor enhance their general understanding of research design and statistical interpretation.

Prevention and Intervention Science
Students may earn a doctoral minor OR graduate/professional certificate in Prevention and Intervention Science. This multidisciplinary program addresses contemporary health and social issues facing at-risk and vulnerable groups across the life course.

Public Affairs
The doctoral minor in Public Affairs offers training in the field of public affairs and can be tailored to a student’s specific interests. A doctoral minor in Public Affairs provides breadth and skills in public policy analysis, program evaluation, and public management.

HOW TO APPLY FOR A DOCTORAL MINOR

Students must contact the minor department for approval. Usually, this requires the student to fill out a form and obtain signatures from their major professor and the Chair of the minor department. After the student defends their prelim, they must submit paperwork with the PhD Program Coordinator to verify all their major and minor requirements have been met before dissertator status is approved by the Graduate School.
**ENROLLMENT REQUIREMENTS**

The PhD program is a full-time program, **with no part-time option.** Students generally progress through the doctoral program in three stages: program course work, writing and defending the preliminary exam, and conducting and defending a dissertation. Each stage dictates the minimum and maximum graduate level credit load requirements. Courses taken pass/fail, for audit, or below 300 do not count toward these minimums or maximums.

Summer enrollment is not a requirement, except for facility use, or assistantship positions or fellowship awards, which specify students must be enrolled. Students who hold graduate assistantship positions, traineeships or fellowships must follow the [enrollment requirements](#) established by their appointment, which take precedence over general program requirements.

Student Enrollment Status at a Glance:

<table>
<thead>
<tr>
<th>Appointment Type</th>
<th>Student Status</th>
<th>Fall &amp; Spring Credit Load</th>
<th>Summer Credit Load</th>
</tr>
</thead>
<tbody>
<tr>
<td>No appointment</td>
<td>Non-dissertator</td>
<td>8-15cr</td>
<td>No requirement</td>
</tr>
<tr>
<td>No appointment</td>
<td>Dissertator</td>
<td>3cr*</td>
<td>No requirement**</td>
</tr>
<tr>
<td>Teaching and Project Assistant</td>
<td>Non-dissertator with a 33.4% appointment</td>
<td>6cr</td>
<td>No requirement</td>
</tr>
<tr>
<td>Teaching and Project Assistant</td>
<td>Non-dissertator with a 50% appointment</td>
<td>4cr</td>
<td>No requirement</td>
</tr>
<tr>
<td>Teaching and Project Assistant</td>
<td>Dissertator</td>
<td>3cr*</td>
<td>No requirement**</td>
</tr>
<tr>
<td>Research Assistant and Trainees</td>
<td>Non-dissertator</td>
<td>8-15cr</td>
<td>2cr</td>
</tr>
<tr>
<td>Research Assistant and Trainees</td>
<td>Dissertator</td>
<td>3cr*</td>
<td>No requirement**</td>
</tr>
<tr>
<td>Fellowship</td>
<td>Non-dissertator</td>
<td>8-15cr</td>
<td>2cr**</td>
</tr>
<tr>
<td>Fellowship</td>
<td>Dissertator</td>
<td>3cr*</td>
<td>No requirement**</td>
</tr>
</tbody>
</table>

*A dissertator who enrolls for more than three credits will be removed from dissertator status for the fall or spring terms that exceed the three-credit maximum.

**Dissertators will need to enroll in summer only if they are defending their dissertation during the summer session or; if they are an RA, Trainee, or Fellow using campus resources.

**INTERNATIONAL STUDENT ENROLLMENT REQUIREMENTS**

For international students, the F-1 and J-1 student visa regulations require students to be enrolled for 8 credits (not audited) during the Fall and Spring semesters, unless the student holds an approved assistantship position. International students who do not maintain full-time status can lose F-1/J-1 student benefits including on-campus employment and practical/academic training options. A reduced course load for international students (for the preliminary exam stage, or for medical/ academic difficulties) must be approved by [International Student Services](#) (ISS) in order to be compliant with INS regulations.
ASSISTANTSHIP APPOINTMENTS

Teaching Assistantships (TA), Project Assistantships (PA), and Research Assistantships (RA) are the three types of graduate assistantship appointments available to PhD students within the School. In addition, PhD students may also apply to be course instructors as lecturer student assistants (LSA). Graduate students who receive a one-third or above teaching, project, or research assistantship are eligible for full tuition remission (in and out-of-state), health insurance, and a monthly stipend. Appointments that are less than 33.4% time will not generate the benefits of tuition remission or health insurance.

Students holding TA or PA positions are permitted appointment levels of up to 75% time. However, appointments over 50% time should be discussed with the graduate student's advisor and the PhD Program Director should be informed. The student's academic advisor should discuss with the student their progress toward completion of the degree and make sure that such progress will not be seriously delayed by the increase in appointment level. Students who have a PA appointment may be employed 100% during summer term, semester breaks, and spring vacation.

An RA must be a graduate student working toward an MSW or PhD who is hired to perform research tasks that are relevant to their education and training. RA appointments exceeding 50% will not be allowed. Domestic students may have a combination of appointments up to 75% with no more than 50% being the RA appointment.

FUNDING COMMITMENT

PhD students are generally guaranteed a minimum funding package consisting of a 33.4% appointment for a minimum of five years, provided that they are in good academic standing, make satisfactory progress in their coursework, perform acceptably in their appointed position, and remain in residence. Typically, students do not receive funding subsequent to their 5th year in the program, though some exceptions may be made on a case by case basis depending on funding availability and the fit between a student’s skills and faculty/departmental needs with regard to TA, PA, RA, and teaching appointments.

TRAVEL FUNDING

For funding consideration, current PhD students seeking travel funding for conferences should begin by submitting a Travel Funding Request form to the PhD Coordinator. Approved funding will be received as a reimbursement, and students must comply with the UW-Madison Expense Reimbursement Policy #320. For example, students are not allowed to use third party booking sites (Expedia, Hotels.com, etc.) and cannot use AirBnB. For questions, refer to the Expense Reimbursement Policy, or contact the School’s Event Coordinator.

Due to a limited budget, students are asked to explore other funding options as a first step. If traveling to present research conducted for a PA or RA position, students should inquire with their faculty supervisor regarding project funds for travel. In addition, students should inquire
with the Graduate School and entities on campus with which students may be affiliated (e.g., the Institute for Research on Poverty).

PRELIMINARY EXAM POLICIES AND PROCEDURES

THE PURPOSE OF THE PRELIMINARY EXAM

The preliminary exam allows students to demonstrate mastery of knowledge in a given substantive area relevant to social work or social welfare. The exam is intended to demonstrate the student’s ability to concisely communicate an integration and synthesis of empirical and theoretical knowledge, a critical analysis of prior research, and implications for future scholarly work. The preliminary exam is viewed as the passageway to the dissertation and is intended to demonstrate the student’s competence in bridging or linking their course work (i.e., related to studies in their substantive area, theory and methods), and their eventual dissertation research. For more information, visit Preliminary Examinations found within the Graduate School’s Academic Policies and Procedures.

REGISTRATION REQUIREMENTS

Students who have completed their coursework and are working on or toward their preliminary exam should register for SW 999, Independent Reading, under their major professor for 4-8 credits depending on the enrollment requirements of an assistantship position (see page 18 for details on enrollment requirements). It is not required that a student register during summer even if the prelim defense is scheduled during the summer, unless an appointment (RA, trainee, or fellowship) requires enrollment.

THE PRELIMINARY EXAM COMMITTEE

During the spring and summer semester of the second year, the student will work with their Major Professor to form a preliminary exam committee. Committee members are chosen for their substantive knowledge in the content area(s) of the preliminary exam. Students have the opportunity to hear faculty members talk about their research interests in the Faculty Research Seminar (SW 946) in the fall of their first year and are encouraged to identify faculty with similar interests in and outside of the department early in the program. Students may find it helpful to enroll in Independent Readings (SW 999) with faculty members during their second year to get to know faculty and to further develop knowledge around their substantive interest area, theory and/or methods to prepare for the preliminary exam process.

The composition of the Preliminary Exam Committee consists of a minimum of three faculty members. The committee Chairperson (student’s Major Professor) and at least one other member of the committee must be a member of the School of Social Work PhD faculty. The committee members are responsible for determining readiness of the student to initiate the preliminary exam process, approving the preliminary exam proposal, and evaluating and grading the preliminary exam. It is the student’s responsibility to contract with faculty to sit on this committee.
The student is responsible for meeting with each member of the committee, as deemed necessary by committee members, to review course work and allow the committee member an opportunity to assess the student’s knowledge and readiness for the preliminary exam. A committee member may request that the student provide copies of papers from their coursework to make this determination. The Chair will be responsible for contacting each committee member for feedback on the student’s readiness for taking the preliminary exam. If committee members believe the student needs additional course work, the Chair will convey this information to the student, along with a proposed plan for additional course work.

**TIMELINE FOR THE PRELIMINARY EXAM PROCESS**

**PROGRESS SEQUENCE FOR THOSE FOLLOWING THE STANDARD OR PHD ONLY PLAN OF STUDY**

Note: Joint Program students will take an extra year to move through the sequence.

<table>
<thead>
<tr>
<th>YEAR 1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
</tr>
<tr>
<td>Begin coursework</td>
</tr>
<tr>
<td>Become familiar with the research interests of PhD faculty in SW 946: Faculty Research Seminar</td>
</tr>
<tr>
<td>Begin to formulate ideas about prelim topic</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YEAR 2</th>
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</thead>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>Continue coursework</td>
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<tr>
<td>Select Major Professor and notify PhD Program Coordinator</td>
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<td>Work with Major Professor to build prelim committee</td>
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<th>YEAR 3</th>
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<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>Complete prelim proposal</td>
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<td>Hold prelim proposal meeting by <strong>October 15th</strong></td>
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THE PRELIMINARY EXAM PROPOSAL

The preliminary exam proposal is developed by the student in consultation with the Chair (and other committee members as appropriate) to clearly articulate the format, content, and bibliography for the preliminary exam. At a minimum, the proposal consists of a detailed outline that is consistent with the preliminary exam purpose, structure and content (previously described), and that specifies the organization of the paper, major topics and issues to be covered, approximate page length, and reading list. The student is free to consult and dialogue with any member of the faculty while they are developing their preliminary exam proposal.

Once the preliminary exam proposal is written and reviewed by the committee Chair, copies are submitted to the preliminary exam committee and a preliminary exam proposal meeting is scheduled. At this meeting, the committee will determine whether to approve the preliminary exam proposal and bibliography. The committee may request that the student further revise the proposal and bibliography and could require that a second proposal meeting be scheduled after these revisions are completed. The student should make every effort to make revisions in a timely manner (to be agreed upon by the committee) and resubmit the draft to committee members. Once approved, the preliminary exam proposal serves as an agreement for the structure of the preliminary exam. Sample copies of proposals are available in the SSW PhD Student Resource Center Box folder.

DEADLINES FOR SUBMITTING AND COMPLETING THE PRELIMINARY EXAM PROPOSAL

An important consideration in developing and approving the preliminary exam proposal is the feasibility of completing the paper within the expected timeline given the proposed format and subject matter. All students are expected and required to complete the preliminary exam proposal, paper, and oral exam in a timely fashion. Students following the Standard Program sequence should have their preliminary exam proposal submitted and approved by October 15th in the fall of their third year. If they do not have their proposal defended by this date, they must have written approval for an extension from their committee Chair. If they do not have their proposal defended by January 31st of the third year, they will need to obtain the written approval of the PhD Committee for an extension. If they do not defend their proposal by May 30th of their third year, they will no longer be in “good standing.” Students who are no longer in good standing will not be eligible for departmental funding. All approved extensions must be documented in writing and given to the PhD Program Coordinator to place in the student’s records.

Students in the Joint PhD/MSW Program, who come in with a BSW at enrollment, should have their preliminary exam proposal submitted and approved by May 15th in the spring of the third year, and those without the BSW should have their preliminary exam proposal submitted and approved by October 15th in the fall of their fourth year. If these deadlines are not met, written approval for extensions will be required from the committee Chair. If after 3.5 months the proposal is not accepted, written approval will be required from the PhD Committee. If the proposal is still not accepted after 7.5 months from the initial deadline, the student will no longer be in “good standing.”
THE WRITTEN PRELIMINARY EXAM

The preliminary exam consists of a written paper 30-50 pages in length (double spaced, excluding references) that consists of three sections: a critical review of the literature in a general problem area, a discussion of the relevant theoretical literature in the problem area, and a critique of research methodologies and analytic strategies. Students should demonstrate the following as they address these three sections of their preliminary exam:

- A thorough and well-defined review, integrative synthesis, and critical analysis of literature that demonstrates an ability to identify issues requiring scholarly attention in their substantive area;
- A grasp of one or more essential theoretical frameworks that have been used to study their problem area with attention to the strengths and weaknesses; demonstrate how their conceptual or theoretical approach to research will contribute to the existing knowledge base in the field;
- A grasp of research designs and statistical methodologies that have been used in the past to study their problem area, including the strengths and weakness of each; demonstrate why they recommend specific research designs or other methods among the various alternatives.

DEADLINES FOR SUBMITTING AND COMPLETING THE WRITTEN PRELIMINARY EXAM

Students are expected to complete the preliminary exam process within one year from the date of the preliminary exam proposal defense meeting. See the Steps to Complete your Preliminary Examinations for more information. Students must submit the first draft of their preliminary exam within three months after the date that the preliminary exam proposal was approved. If they do not have it completed by this date, they will need the committee Chair’s written consent for a three-month extension. If it is not completed after nine months, they will need the PhD Committee’s consent for an extension, and if it is not completed after 12 months they will no longer be in “good standing.” Students who are no longer in good standing will not be eligible for departmental funding.

GUIDELINES FOR WRITING THE PRELIMINARY EXAM

In keeping with the purpose of the exam as a method for students to demonstrate their mastery of knowledge in a given substantive area, certain restrictions are naturally placed on the communication and feedback process with faculty during the writing process. However, there may be circumstances in which brief consultations with the Chair or other committee members may be helpful to prevent students from becoming stuck. The following restrictions are placed on these consultations:

- Students may seek verbal or written consultations from committee members that are restricted to clarifying questions or procedural issues related to the prelim. For example, a student may talk with a faculty member about an aspect of the preliminary exam that they are uncertain about. The faculty member may share various considerations or ideas for thinking about the issue and the student will be left to determine how to resolve the matter.
• Alternatively, a student may find that their estimated page length for various sections of the preliminary exam was under- or over-estimated. They may consult with faculty to explore options/preferences for addressing this.

The first draft of the prelim should be submitted within three months of the proposal’s approval to the Preliminary Exam Committee Chair, who will then disseminate the written exam to all committee members. The Chair should not provide feedback on the prelim prior to disseminating it to the committee.

The paper will be read by each committee member who will provide written feedback to the student and the Chair of the committee. Each member of the committee will also submit a grade of either “pass” or “revise and resubmit” to the Committee Chair. Students should receive written feedback from the committee within approximately three weeks of the completion of the paper. If the student chooses to complete the paper at a time when faculty members are not expected to be available on campus for a full 3 weeks following paper submission, the feedback should be given within five weeks. The Chair is responsible for circulating each committee member’s feedback to others on the committee.

If the first submission receives a unanimous “pass”, an oral exam is scheduled (see oral exam section below). Students may be given a “pass” but still be required to make minor revisions on the paper before holding the oral preliminary exam. If the first submission receives a “revise and resubmit”, students will follow the procedure below for revising the paper.

REVISING THE PRELIMINARY EXAM

After the student receives the committee’s feedback, the Chair and student have the option to meet to and develop a plan to revise the paper, or may decide that the feedback is clear and manageable enough for the student to implement the revisions without such a meeting. If there is contradictory feedback from committee members or suggestions for changes that the student disagrees with or does not understand, the Chair is responsible for clarifying expectations for the revisions (this may require additional conversations or meetings among the committee members and student).

At the Chair’s discretion, the student may be asked to write up a plan for revisions, obtain the approval of the Chair, and/or meet with and obtain the approval of other committee members. It will be at the discretion of the Chair whether the written plan takes the form of an outline or a more detailed write-up of the proposed changes, as well as whether the plan will be circulated to each committee member. During the period in which the plan is being circulated, the student can work on revising the paper in accordance with the plan approved by the Chair. If additional feedback is received from committee members that would require a modification of the plan for revisions, the Chair will work with the student to incorporate these changes as well.

The student has up to one month to revise the paper from the date the Chair and/or the committee members provide their feedback or approve the plan for revisions (if applicable). The student will hand in the revised paper accompanied by a memo (similar to that which accompanies a revised manuscript for peer-review) specifying how they responded to (or did not respond to and why) each issue raised by the committee members.
**THE REVISED PAPER AND GRADING**

The revised written preliminary exam is read by the committee as a whole, with each committee member evaluating the paper in writing and grading it as (1) pass or (2) fail. Again, students should receive written feedback from the committee within approximately three weeks of the completion of the paper but, if the student chooses to complete the paper at a time when faculty members are not expected to be available on campus, the feedback should be given within five weeks. Students may be given a “pass” but still be required to make minor revisions on the paper before or after holding the oral preliminary exam. Students who fail the preliminary exam will be dropped from the program.

**THE ORAL PRELIMINARY EXAM**

Once the student receives a “pass” on the written preliminary exam, an oral defense is scheduled. The oral defense should occur within eight weeks of the student completing the written phase of the preliminary exam process. Students must notify the PhD Program Coordinator at least three weeks prior to the oral defense to request the preliminary exam warrant (see below).

The broad objectives of the oral exam are: (a) to provide students with an opportunity to demonstrate their general knowledge about the body of literature covered in the preliminary exam; and (b) to provide a forum for students to articulate the implications of the literature they reviewed in their preliminary exam for their dissertation research.

Although the content and structure of the oral exam will vary from student to student and is at the discretion of the Chair and the committee, the oral exam will include (a) a discussion of the content of the paper and the rationale for revisions made (or not made), (b) questions related to the more general bibliography read by the student that are not necessarily addressed in the paper, and/or (c) questions concerning how the preliminary exam might inform the student’s dissertation work.

The committee will evaluate the student’s performance on the oral exam and assign one of the following marks: pass with distinction, pass, or non-pass. The “pass with distinction” should be reserved for students who merit this evaluation based on their overall performance (i.e., considering the student’s performance in both the written and oral components of the prelims). Students typically will get the results of the oral exam on the day of the exam. However, if committee members need to delay their assessment of the exam, the results must be communicated to the student within three weeks after completion of the oral. If a student does not pass the oral exam, they may retake the exam once.

**THE PRELIMINARY EXAM WARRANT**

Three weeks prior to the date of the oral exam, students must submit the Prelim Warrant Request Form (found in the Ph.D Student Resource Center) to the PhD Program Coordinator. The Program Coordinator will confirm the student has completed all coursework and removed all incomplete grades before formally requesting that a preliminary exam warrant be issued by the Graduate School.
Before issuing the warrant, the Graduate School will certify that the student has satisfied the doctoral minimum graduate residence credit requirement (32 credits), maintained a cumulative GPA of 3.00 or higher, and removed all incomplete and unreported. Once the oral exam is passed, the warrant with faculty signatures serves as a formal record certifying that the student has completed the exam and met all program requirements except the dissertation. Upon passing the oral exam, the student returns the completed (signed) form to the PhD Program Coordinator for submission to the Graduate School for approval.

CONGRATULATIONS! Once the signed warrant has been approved, the student is now a dissertator, effective the next academic semester.
**STUDENT AND FACULTY RESPONSIBILITIES THROUGHOUT THE PRELIM PROCESS**

**Student** Responsibilities = **blue** boxes  
**Major Professor and Prelim Committee** Responsibilities = **white** boxes

- **Select Major Professor (MP) and work with them to begin drafting prelim proposal and bibliography.**

- **MP helps student select Prelim Committee (PC) and establish readiness to begin process.**

- **Submit prelim proposal and bibliography to PC after MP approves readiness. Schedule proposal meeting.**

- **PC evaluates revised paper and issues a “pass” or “fail” to the written exam.**

- **Select Major Professor (MP) and work with them to begin drafting prelim proposal and bibliography.**

- **If proposal is approved by MP/PC, begin writing prelim exam. Submit first draft to PC within 3 months from meeting/approval.**

- **If proposal is not approved by PC, make revisions and resubmit.**

- **If paper receives a “pass,” schedule prelim oral exam defense within 8 weeks.**

- **Notify Program Coordinator to submit request for Prelim Warrant from Graduate School 3 weeks prior to oral exam date.**

- **Defend prelim in oral exam.**

- **At the meeting, MP/PC provide feedback to student on prelim proposal and bibliography.**

- **If paper receives a “revise and resubmit,” discuss with MP to address PC feedback.**

- **If applicable, submit a plan for revision to PC for approval.**

- **Revise paper within 1 month after PC provides feedback or approves plan.**

- **If applicable, PC evaluates & approves plan for revision.**

- **If proposal is approved by PC, begin writing prelim exam. Submit first draft to PC within 3 months from meeting/approval.**

- **PC gives feedback on first draft and provides a “pass” or “revise and resubmit” to MP. MP communicates grade to student.**

- **If paper receives a “revise and resubmit,” discuss with MP to address PC feedback.**

- **At the meeting, MP/PC provide feedback to student on prelim proposal and bibliography.**

- **Revise paper within 1 month after PC provides feedback or approves plan.**

- **If applicable, PC evaluates & approves plan for revision.**

- **MP discusses feedback with student. MP is responsible for clarifying contradictory PC feedback.**

- **If applicable, PC evaluates & approves plan for revision.**

- **PC evaluates revised paper and issues a “pass” or “fail” to the written exam.**

- **After oral exam, PC gives overall grade of “pass with distinction,” “pass,” or “fail.”**
DISSERTATION POLICIES AND PROCEDURES

DISSERTATOR STATUS

After successfully passing the preliminary exam, and the signed preliminary exam warrant has been approved by the Graduate School, the student is formally a doctoral degree candidate with dissertator status. A dissertator is a unique fee status for students who have completed all requirements for a PhD degree except for the dissertation. These requirements must be met before the first day of classes to be a dissertator for any given semester.

REGISTRATION REQUIREMENTS

Students with dissertator status must register for 3 credits only each fall and spring semester. Dissertators are considered full-time at 3 credits. Dissertators may wish to register for SW 990, Thesis Research, under their Major Professor. Courses other than 990 must be directly related to your dissertation research. **Registering for more than 3 credits will result in the loss of dissertator status for tuition and fee purposes.**

Summer enrollment is not a requirement, with the exception of facility use, or assistantship positions or fellowship awards, which specify students must be enrolled. Students who hold graduate assistantship positions, traineeships or fellowships must follow the enrollment requirements established by their appointment, which take precedence over general program requirements. If defending during the summer, and not during the Spring-Summer registration window, enrollment is required.

With dissertator status, students are expected to maintain continuous fall and spring enrollment until completion of the doctoral degree. Audits and pass/fail courses do not satisfy this requirement. **Dissertators who do not maintain continuous registration will be assessed a Degree Completion Fee equal to twelve times the current per-credit dissertator rate.** The fee is assessed at the time students bring their dissertation to the Graduate School for final review and is based on the resident or non-resident status students had at their last term of registration.

If the dissertation is completed during a “registration window”, or after the last day of classes but before the end of registration week of the next semester, registration and fees are not required for the next semester.

DISSERTATION COMMITTEE

The chair or co-chair of the Dissertation Committee must be Graduate Faculty from the student’s program. The UW–Madison Policies and Procedures & Faculty Legislation 3.05B stipulates that "the faculty of the Graduate School includes all university faculty defined in 1.02 holding professional rank (professor, associate professor, assistant professor or instructor) in any department with graduate program authority, including those with zero-time appointments in such departments." UW-Madison retired or resigned committee members automatically retain Graduate Faculty status for one year; after one year they are permitted to serve as co-chair or other non-Graduate Faculty committee member. The co-advisor/co-chair will be designated on dissertation documentation.
The composition of the dissertation committee must have at least four members representing more than one UW-Madison degree-granting graduate program, three of whom must be UW-Madison graduate faculty or former UW-Madison graduate faculty up to one year after resignation or retirement.

The Graduate School website has an online committee requirement tool to assist students, staff, and faculty, when forming committees. Students should use this tool to determine whether the proposed committee meets the Graduate School’s minimum requirements for committee members.

The committee must have at least four members and must have members from at least two University of Wisconsin—Madison degree-granting graduate programs. The required fourth member of a doctoral dissertation committee, as well as any additional members, retains voting rights. They may be from any of the following categories, as approved by the program executive committee (or its equivalent): graduate faculty, faculty from a department without a graduate program, academic staff (including emeritus faculty), visiting faculty, faculty from other institutions, scientists, research associates, and other individuals deemed qualified by the executive committee (or its equivalent).

The committee usually includes the three primary readers from the preliminary exam and at least one to two additional members. The additional members may serve as readers or non-readers at the discretion of the Committee Chairperson. At least three committee members must be designated as readers. The Chairperson and at least one other member of the committee must be members of the School of Social Work PhD faculty. The committee is responsible for approving the dissertation proposal, supervising the doctoral dissertation, and approving the dissertation oral exam. It is the student's responsibility to contract with faculty to sit on and remain on this committee. (NOTE: Changes in composition of the Dissertation Committee that include substitution of two or more of the committee members and/or a change in the Major Professor need PhD Committee approval.)

GUIDELINES FOR WRITING THE DISSERTATION PROPOSAL

The dissertation proposal provides a blueprint for the dissertation and once approved, constitutes a contract between the student and the committee. Proposals vary by topic, methods and committee preferences; however, they should be clearly written descriptions of a proposed original research study addressing a significant substantive area relevant to social welfare and the field of social work. Dissertation proposals include standard elements of research proposals such as: 1) a succinct problem statement and significant aims of the study; 2) a concise review of the theories relevant to the study and the theoretical or conceptual framework; 3) a review of significant literature pertaining to the proposed study; 4) the primary research questions or hypotheses; 5) a description of the significance of the study; 6) a thorough description of the research methods including design, sampling, data collection, measures, methods of analysis, and statement of human subjects protection; 7) the potential implications for social work or social welfare practice or policy; and 8) references. Other elements may be requested by the committee, such as the proposed timeline and schedule for completion, and the tentative dissertation outline.
Students will work with the dissertation committee Chair to develop the proposal and then disseminate it to the committee for review. The length and format of the proposal is negotiated with the Chair and committee members. A dissertation proposal meeting is scheduled three to four weeks after the proposal is disseminated to committee members.

The Chair and a minimum of two additional readers are required to approve the dissertation proposal; however given the advantages of ensuring committee member review and support of the proposal, we encourage students to invite and involve all committee members as early as possible. A copy of the dissertation proposal must also be filed with the PhD Program Coordinator, and the committee Chair must certify that the proposal has been approved.

GUIDELINES FOR WRITING THE DISSERTATION

Students are advised to review the Graduate School’s Guide to Preparing Your Doctoral Dissertation. This guide helps students prepare for their dissertation and the oral defense. Before writing their dissertation, students are also advised to check with the Graduate School and the library to be sure that they are meeting the standards and requirements of the University regarding format requirements and deadlines.

Increasingly, dissertation committees are encouraging students to consider drafting two or more manuscripts in publication-ready format rather than the traditional dissertation format. This format usually includes a broader introduction or background chapter, as well as an integrative discussion chapter, in addition to the standalone manuscripts. Bibliographies and references throughout the dissertation should be formatted according to the Publication Manual of the American Psychological Association. A reference copy is available in the School of Social Work's library.

THE FINAL DISSERTATION ORAL EXAM

At least three to four weeks before the final oral exam date, provide a completed dissertation draft to committee. Additionally, three weeks prior to the final oral exam date, a Final Warrant Request Form must be completed and submitted to the PhD Program Coordinator. The PhD Program Coordinator submits the request to the Graduate School and once approved and returned, distributes the Final Warrant to the student and the Dissertation Committee Chair.

Refer to Appendix C for a checklist of documents that need to be completed prior to the oral defense and final review. It is the student's responsibility to complete all required documents, including the submission of the Final Warrant to the Graduate School. Students cannot receive certification of degree completion from the Registrar's Office until all grades are posted.

Students should ask their Committee Chair how to prepare for the final oral exam. Commonly, students are asked to prepare a brief presentation of their dissertation research followed by a question and answer discussion. Students may be asked to leave the room so that committee members can discuss the dissertation at any point during the final oral exam.
At the final oral exam, Committee Members may decide additional work or corrections are needed. If this can be within a month, all members, except the Major Professor, may sign the necessary documents at the final oral exam meeting. When the Major Professor, in consultation with the other members, agrees that the additional work has been completed in a satisfactory manner, they sign the Final Warrant without another oral exam. This procedure is meant only for thesis’s minor changes. Other change types will lead to a new final oral exam.

DEGREE DEADLINES

Generally, the Friday before commencement is the deadline for the Graduate School to receive final deposits. The current deadline is found on the Graduate School website. If the dissertation is completed during a “registration window”, or after the last day of classes but before the end of registration week of the next semester, the degree will be issued for the following semester; you will not need to register or pay additional fees for that following semester. Completing the dissertation during this “registration window” removes the requirement to register or pay fees for the next semester.

FIVE-YEAR RULE

A candidate for the PhD degree who fails to defend their dissertation within five years after passing the preliminary exam may be required to take another preliminary exam and be admitted to candidacy a second time.

COMMENCEMENT

Approximately 6-8 weeks before commencement, doctoral candidates should complete the "Apply to Graduate" application in their Student Center (via my.wisc.edu). Additionally, in this location, students can indicate whether their name should appear in the commencement program.

It is traditional for the Major Professor to escort graduates, but students may ask another faculty member to escort them at graduation. One faculty member may escort multiple students (after crossing the stage with one student, the faculty escort returns to escort the next student).

Before commencement, escorts and candidates will receive detailed information relative to marching and seating. Names of candidates are generally read from a card the student hands to the Dean while crossing the stage. Diplomas are mailed approximately three months after the graduation date.

See the most up-to-date information on commencement on the UW-Madison Commencement website.
IMPORTANT PROGRAM POLICIES

YEARELY REVIEW OF STUDENT PROGRESS

Each spring, the PhD faculty, in consultation with the PhD Program Chair and the Major Professor (or temporary advisor for first year students), conduct a yearly review of the progress of all PhD students, including those in the Joint MSW/PhD Program. The yearly review is intended to monitor student progress in the program to assure that students are completing the required and elective courses satisfactorily and are moving toward completion of the degree in a timely manner. Students in the joint program are expected to move at a slower pace in the program than students who entered the program with an MSW. Students will receive feedback from the Chair of the program in the form of a letter during the summer.

GRADES AND SATISFACTORY PROGRESS

Students must pass all courses with a grade of B or better. A student must retake any required course in which a lower grade than B is received, except for the statistics sequence where a grade of BC or C may be offset by a grade of A or AB in another statistics course.

If a required course needs to be taken again, the credits accumulated when the grade was below a B will not count towards the social welfare doctoral degree credit requirements. When a student needs to retake a required course, the Program Coordinator will notify the Major Professor/Temporary Advisor, who will also review the student's overall academic record and may recommend to the PhD Committee that the student be placed in a status of unsatisfactory progress until the grade of B is achieved. In addition, the instructor of the core course has the option to consult with the Major Professor to find a suitable replacement course for the core course if such input is warranted. Failure to achieve the satisfactory grade when a course is repeated (or when a comparable course is taken) will automatically place a student in a status of unsatisfactory progress.

Students must meet both the Graduate School requirements and the School of Social Work criteria for satisfactory progress in order to continue in the program. Students are expected to maintain a grade point of at least B (3.0) in all courses and seminars. The PhD Program Coordinator will ask students and major professors to update the annual “Feedback Form” at the end of each academic year to evaluate whether a student’s progress is satisfactory.

INCOMPLETES

If students are unable to complete coursework by the end of the semester, instructors may assign temporary “I” (Incomplete) grades. Students receive a warning message from the Graduate School upon receipt of an “I” grade, reminding them that students are not permitted to graduate with an “I” grade on their transcripts. Graduate students are allowed, in the subsequent semester of enrollment, to complete the coursework before the Graduate School will place the student on probation. In consultation with the School of Social Work, students may be suspended from the Graduate School for failing to complete coursework and receive a final grade in a timely fashion.
All Incomplete grades must be resolved before dissertator status or a degree is granted. Unresolved Incomplete grades lapse to a grade of Permanent Incomplete (PI) after five years.

FAILURE AND TERMINATION FROM THE PROGRAM

The following conditions will result in termination from the program:

- Receipt of a "fail" on a revised and resubmitted preliminary exam paper.
- Failure to complete the preliminary exam process in a timely manner (see pages 22-26).
- Failure to complete the dissertation and take the oral exam five years after taking the preliminary exam (and failing to retake the prelim).
- Failure to maintain satisfactory progress in the program such as failing to remove incompletes in the required period of time or remaining on leave of absence beyond the time limit approved by the faculty.

ACADEMIC MISCONDUCT AND PLAGIARISM POLICY

Plagiarism is a form of academic misconduct, which is not tolerated by the University or the School of Social Work. Plagiarism seeks to claim credit for the work or effort of another without citation or authorization.

The School of Social Work defines plagiarism as:

1. The appropriation of passages or complete works of another person and submitting them as one’s own work – in either written materials or speeches.
2. The presentation of ideas of others as one’s own without giving credit.

There are two major forms of plagiarism:

1. Using direct quotes from others’ written or spoken work and presenting them as one’s own words without using proper quotation marks or offsetting and/or with failure to identify the source of the ideas.
2. Paraphrasing the ideas or research findings of another person(s), with failure to identify the source of the ideas.

Note that slight changes to the author’s original text, even with a citation, is plagiarism. For guidelines on quoting and paraphrasing, visit the UW-Madison Writing Center.

Process:

- If an instructor suspects a student has plagiarized, the instructor will contact the student to discuss their concern.
- If the instructor determines that the student has plagiarized, the instructor will decide on a sanction in accordance with the misconduct rules in Chapter 14 of the University of Wisconsin Administrative Code (UWS 14).

Sanction:

- Based on the seriousness of the sanction, the instructor may inform the Dean of Student’s Office. The only sanctions that can be imposed without notifying the Dean of Students
Office are: 1) oral reprimand; 2) written reprimand presented only to the student; and 3) an assignment to repeat the work on its merits.

- More serious sanctions may include a zero on the assignment or exam, a lower grade in the course or failure in the course. The School of Social Work will inform the Dean of Student’s Office when imposing any of these sanctions. This action is taken so the Dean of Student’s Office can decide whether to seek additional sanctions.
- Repeated acts of academic misconduct may result in more serious actions such as removal from the course in progress, disciplinary probation or suspension, or expulsion. For more details, review the Dean of Students Office’s webpage on Academic Misconduct.
- Note: Students can appeal any sanctions.

GRIEVANCE AND APPEAL PROCEDURES
The School of Social Work adheres to the Graduate School policies on Grievances and Appeals.

SEXUAL HARASSMENT POLICY
UW-Madison prohibits sexual harassment, sexual assault, domestic violence, dating violence, and stalking. These offenses will not be tolerated on campus and are a violation of Wisconsin law, the student code of conduct, and employee expectations.

The Sexual Harassment Liaison at the School of Social Work is available to consult and provide support to School of Social Work Students.

**Reporting**
To report a sexual harassment offense, contact The Dean of Students Office, the UW-Madison Title IX Coordinator, and/or law enforcement. These offices will aid and information to victims, address the potential for a hostile environment, and will forward the information to be considered for an investigation of and possible disciplinary action against of the alleged perpetrators(s).

- Dean of Students Office
- UW-Madison Title IX Coordinator: titleix_coordinator@wisc.edu
- University of Wisconsin-Madison Police Department

**Not Choosing to Report**
For information and to ensure confidentiality without filing a report, contact an office designated by UW-Madison as a confidential resource. Ask for clarification to ensure an an office or employee is a confidential resource. The following are designated confidential resources:

- University Health Services (Medical Services, Mental Health, and Victim Advocacy)
- McBurney Disability Resource Center (for disability related accommodations)
- Employee Assistance Program
A complete list of on- and off-campus resources and options available to victims of sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking can be found at Campus & Community Resources through University Health Services.

**LEAVE OF ABSENCE**

Any student requesting a leave of absence from the program, or do not continuously enroll during a fall or spring semester, must submit a request in writing to the Chair of the PhD program who will bring the request to the PhD Committee for approval. The request should detail the reason(s) for the leave or gap in enrollment, and the duration. Students should consult with their Major Professor and inform them of their intentions. To return to the program, students must reapply for admission by sending a letter of intent to the Chair of the PhD program and filing a new Graduate School application. Students should consult the Program Coordinator on Readmission procedures.

**APPENDIX A**

**POLICY FOR FIELD PLACEMENTS**

**GENERALIST PRACTICE YEAR – 400 LEVEL FIELD PLACEMENT**

Students in the Joint MSW/PhD Program must coordinate their 400-level field placement with the Field Education Office. For more information, visit the MSW Field Education page, and read the Field Handbook. Note that PhD students in the Joint Program have a more restricted set of choices for their field unit.

**ADVANCED PRACTICE SPECIALIZATION YEAR – 800 LEVEL FIELD PLACEMENT**

Research is an essential component of all levels of social work practice and is a crucial element for advancing the field. The Joint MSW/PhD Program is highly invested in training students to contribute to social work’s knowledge base by producing and consuming methodologically rigorous research that has the potential to inform social policy and social work practice. As such, students entering their Advanced Practice Specialization Year in the Joint MSW/PhD Program are entitled—and encouraged—to engage in a research-focused field placement that is supervised by a member of the School’s research faculty and may be funded as PA positions.

To arrange such a placement, a student should identify a faculty mentor who is willing to serve as the student’s field supervisor and with whom the student will engage in a research project that will comprise the field placement. PhD students in the Joint Program must enroll in the Policy Field Unit during their advance practice year.

Once the student is enrolled in the field unit, the student and field supervisor will design a learning plan that meets the concentration year learning objectives. The student, field supervisor, and field instructor will then meet to finalize the learning plan and to review field unit
assignments, and alter them if necessary, in order to ensure that they are appropriate for the student’s research placement.

The research-focused field placement may constitute the entire field placement or a portion of the placement, at the student and research field supervisor’s request. If the research-focused placement is to constitute only a portion of the placement, the student and research field supervisor will collaborate with the field instructor to coordinate the learning plans between the two placements.

**APPENDIX B**

**SW 675: TOPICS IN CONTEMPORARY SOCIAL WELFARE (SOCIAL WORK INTERNSHIP)**

This two-credit internship is intended to introduce students to the profession of social work and practice. Designed for students seeking the PhD who do not have an undergraduate or graduate social work degree and who are not enrolled in the Joint MSW/PhD Program, students are placed in one of several social work agencies to gain exposure to the social work profession and professional experience, and to learn about generalist social work.

Students are expected to participate in agency training required for staff, volunteers, or students, and spend eight hours per week over the course of the semester in the agency under supervision of a qualified social work practitioner.

**OBJECTIVES AND GUIDELINES**

The primary objective of this internship is for students to gain an understanding of generalist social work practice as a problem-solving process of planned changed. In collaboration with the agency supervisor, students will identify an agency-based project that is needed to enhance services, programs or policies, that will also allow the student to meet one or more of the objectives below. The student will engage in the planned changed process to carry out that project over the course of the semester.

**Internship Objectives:**

- Understand social work purpose, focus, values, ethics, process, methods, and roles, with understanding of generalist practice at the micro, mezzo, and macro levels
- Understand generalist social work well enough to identify and critically evaluate its central concepts
- Understand generalist social work as a problem-solving process of planned change and be able to differentiate it from agency procedures
- Recognize ethical dilemmas in practice and apply ethical principles, decision making models, and the NASW Code of Ethics to analysis for resolution of these dilemmas
- Be able to evaluate field practice from a generalist perspective; know how social work professional self may differ from agency self, and identify how a generalist social worker can operate in their field setting
• Integrate a basic understanding of, and respect for populations at risk and for diversity; including culture, social class, race, ethnicity, gender, age, disability, and sexual orientation; for effective practice with and on behalf of all client groups
• Understand how to apply and evaluate social work intervention strategies to ameliorate risk and to improve the socioeconomic environments of vulnerable groups

PROCEDURES

Finding a Placement: The student will complete the PhD Student Field Internship Form and return it to the PhD Program Chair, who will in turn review the form with the student’s Major Professor and the Director of Field Education. Based on the information on the Form, PhD Program Chair, in consultation with the Major Professor and the Director of Field Education, will work with the student to identify a suitable internship placement. The PhD Program Chair will help the student establish the placement, but it will be up to the student to initiate contact with the proposed internship agency and discern the agency’s interest and willingness in serving as the internship site. The student will also contact the agency director and set up a planning meeting. The primary supervisor at the agency should receive the contact information for the PhD Program Chair who will be the contact person with the agency supervisor and the student from this point on.

Developing a Proposed Plan: The student will meet with the identified agency supervisor to learn about the agency and share information about their own background, interests, and career goals. The supervisor and the student will share their ideas about possible projects that could reasonably be accomplished over the course of the internship and meet learning needs of the student. The student will work with the agency supervisor to develop a learning plan for the semester. Once a learning plan is in place and a project is identified, the student should develop and submit the learning plan and a brief proposal to the PhD Program Chair that details the project and plan that they will carry out over the course of the semester. This proposal should be approved by the agency supervisor prior to submission to the PhD Program Chair and must ultimately be approved by the PhD Program Chair.

Writing the Final Paper: At the end of the semester, students will submit a 10-page (double spaced) paper to the PhD Program Chair, describing the following:

• A short description of the agency (e.g., mission/purpose, populations served)
• A concise description of the project that was completed, with attention to the planned change process that was carried out and the objectives that were met.
• A personal assessment of learning and accomplishments (i.e., what was learned, if learning goals were met, how the experience enhanced your understanding of the profession of social work, etc.)

EVALUATION

The PhD Program Chair will monitor and assess internship performance, and work with the internship supervisor as needed. The Chair will elicit an assessment of internship performance from the internship supervisor, which will be factored into the student’s performance evaluation for grading purposes.
Preparing to Graduate Checklist

- Review the Preparing to Graduate Check list for these step-by-step instructions.
- Request your final doctoral degree warrant from Graduate School at least three weeks before your defense date by contacting the PhD Program Coordinator and submitting the Final Warrant Request Form.
- Pick up your final warrant and dissertation rubric from the PhD Program Coordinator.
  - The warrant must be signed by all committee members upon successful completion of defense. If a committee member is not physically present to sign the warrant, your advisor may do so on their behalf (and initial it).
  - The dissertation rubric is to be completed by your advisor and should be returned to the PhD Program Coordinator.
- Pay the dissertation deposit fee to the Graduate School.
- Complete Doctoral Exit Surveys:
  - Survey of Earned Doctorates (SED)
  - Graduate School’s Doctoral Exit Survey (DES)
- Electronically submit your dissertation and electronic copy of the signed final warrant here. Submission details are available here, see Step 4.
- OPTIONAL: Request a final review of degree requirements from the Graduate School. Appointments are available by request from: alexandra.walter@wisc.edu.
- Apply to graduate though your MyUW Student Center. There, you will have the option to have your name printed in UW-Madison’s commencement program.
- OPTIONAL: Attend UW-Madison’s commencement ceremony in May or December: https://commencement.wisc.edu
- OPTIONAL: Attend the School of Social Work’s graduation celebration in May. Contact the PhD Program Coordinator for details.
- OPTIONAL: Submit your dissertation abstract to NASW’s Social Work Abstracts database and journal through the PhD Program Coordinator. Directions available here.
APPENDIX E

NATIONAL ASSOCIATION OF SOCIAL WORKERS (NASW) ABSTRACT PUBLICATION DETAILS

INTRODUCTION
Each year the National Association of Social Workers solicits PhD dissertation abstracts for publication in Social Work Abstracts. This is how the field keeps track of dissertations being completed at different universities. Visit http://www.naswpress.org/students/dissertation.html for current guidelines and permission form.

ABSTRACT SUBMISSION

Upon completion and approval of the dissertation, the dissertation abstract and Permission Form for Abstracts of Dissertations should be submitted* by the student to the PhD Program Coordinator, who will submit it to the journal. Abstracts will only be accepted from the social work program, not from individual students. *Abstracts received after July 15th will be published the following year.

NASW GUIDELINES FOR DISSERTATION ABSTRACTS

Include the following information in the abstract:
• Research question. Clearly state the research question or hypothesis. There is no need to justify choice of the question.
• Scope of the study. Mention the time covered by the research and the sample size. Note the nature of the sampling procedure without giving full details.
• Instruments used. Indicate that a schedule, rating, scale, or other device was used but do not describe the device in detail.
• Findings. Include major findings; detailed reporting of results is not feasible.
• Agencies. Names of agencies providing materials for the study are not needed. For example, instead of naming three family agencies providing materials, say that the study included material from three family agencies.

LENGTH
• Abstracts must not exceed 300 words. STYLE: Keep the abstract simple and clear; avoid jargon; and do not use footnotes. The editor of Social Work Abstracts will edit for style and clarity only.

FORMAT
• Submit the original typed copy.
• The abstract should be double-spaced on 8 ½ x 11 white paper.
• Include a heading in the format shown below: Lewis, L.E., System change activities of neighborhood centers and program orientations of boards and staff. Columbia Univ., PhD, June 1999. Rothstein, M.B., Depression in pregnancy as it relates to feminine identification conflict and perceived environmental support. Smith College, DSW, August 1995. PROOFS Authors will not receive proofs before publication of abstracts.