



UNIVERSITY OF  
SASKATCHEWAN

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College of Nursing

# Nursing PhD

## Handbook

2010 Edition

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# Welcome to the College of Nursing Graduate Program!

The purpose of this handbook is to acquaint you with the specific policies and procedures of the Doctor of Philosophy Program and to assist students and faculty as they move through the doctoral program. If you have any questions, or require further information, please contact myself at [lynette.stamler@usask.ca](mailto:lynette.stamler@usask.ca).

We hope that your graduate program in the College of Nursing will be as successful and stress-free as possible.

A handwritten signature in black ink, reading "Lynnette L. Stamler". The signature is written in a cursive style with a period at the end.

Lynnette Leeseberg Stamler, RN, PhD  
Assistant Dean, Graduate Studies & Continuing Nursing Education

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## GENERAL INFORMATION

This College of Nursing handbook is intended as a supplement to and not a replacement information published by the College of Graduate Studies and Research, which is available on the web ([http://www.usask.ca/cgsr/current\\_students](http://www.usask.ca/cgsr/current_students))

### Your Personal Access to Web Services (PAWS)

When you are admitted to the University of Saskatchewan, you are automatically given a Network Services ID or NSID. This is usually 3 letters (from your name) and 3 random numbers (example – tlm159). This NSID allows you access to PAWS, an online portal to email, calendars, “my courses”, “my files” and PAWS groups. You can also access registration, transcripts, grades, course home pages, library tools and financial information (online pay stubs).

All university announcements are sent through your PAWS email as well as any security and/or safety announcements.

If you are new to campus or it's been some time since you've been a student, you will need to contact ITS (966-4817) for your NSID and a temporary password. You would then go to the following website - <https://paws.usask.ca> and log in. You would then change the password to something you can easily remember.

The Graduate program for the College of Nursing will send all notices, emails, files to your PAWS account only. You may wish to have your current email accounts retrieve your PAWS emails – however, you can also retrieve up to file email accounts (information on how to set this option is available at <http://www.usask.ca/its/services/paws>).

Work is currently ongoing to set up a College of Nursing Graduate Student Paws Group. Once set up – all notices will go to this site – as much as possible – to save wear and tear on your PAWS email. Notification will come out from the Graduate Program support person.

### Registration for Graduate Courses

- This year we welcome students from all over the province. Classes will be videoconferenced and/or Web-Exed (web-videoconferencing) to both Regina and Prince Albert, or available through asynchronous distance delivery. With that evolution comes the need to adjust our registration courses, to reflect on-campus and off-campus students. As we increase accessibility to the program, registration procedures will continue to evolve.
- Students are ultimately responsible for the correctness of their registration. As stated in Student Enrollment & Services Registration information (<http://students.usask.ca/academic/registration/responsibility/>) “By registering, the student agrees to be bound by the regulations of the University. Registration results in a financial obligation and a responsibility for adhering to the academic and financial deadlines. The student should be aware that academic and financial deadlines are not the same.”

- All students were sent a copy of the timetable for the 2009-2010 academic year. In that timetable the CRN numbers for on-campus (Saskatoon) and off-campus (anywhere else) students were included. Please ensure you are registered in the correct section. CRN numbers were also included for all online courses offered this year.
- For Nursing 990 and 994, ALL students are considered on-campus students, Term 1 is Fall, Term 2 is Winter and Term 3 is Spring/Summer (994 only)
- Students will be required to register every term (there are 3 terms per calendar year: September to December, January to April and May to August) from the time they commence their graduate programs until they complete all degree requirements. (<http://www.usask.ca/cgsr/downloads/PnP.pdf> – Section 4.1.1, p. 26)

### **Nursing 990**

Nursing 990 is the departmental graduate seminar and is a College of Graduate Studies and Research requirement. Attendance is required for 2 academic terms (if successful – CR will be entered twice).

- While you are strongly encouraged to attend all the 990 Graduate seminars, the minimum attendance requirement is 75 % of the term's offering.
- For example - if 13 seminars were offered per term, the minimum attendance would be 9.
- Attendance will be taken and credit given only if the minimum amount has been met. If you are not able to attend the 75% minimum, you will be required to register in the next fall and/or winter term until 2 fully credited terms have been completed.

### **Nursing 997**

Nursing 997 is the Doctoral Research Seminar. It is required for all PhD students. Students are required to register in NURS 997 for the duration of their program. Distributive learning will be developed as the program grows.

**College of Nursing  
2010-2011 PhD Program Timetable**

**Term 1**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30-11:30		<b>NURS 895</b> (85880)			
12:00-1:00		<b>NURS 997</b> (85881)			<b>NURS 990</b> (82759)
1:30 – 4:30	<b>NURS 897</b> (85879)				

<b>Required Every Term</b>	<b>NURS 996</b> (82767)				
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**Term 2**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
8:30-11:30		<b>NURS 896</b> (26277)			
12:00-1:00	<b>NURS 990</b> (22581)	<b>NURS 997</b> (26278)			
1:30 – 4:30	<b>NURS 816</b> (27983)				

<b>Required Every Term</b>	<b>NURS 996</b> (22584)				
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**Term 3**

	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>Required Every Term</b>	<b>NURS 996</b> (40749)				

1. PhD students must register in NURS 996 each and every term of program
2. The Course Registration Number (CRN) is in brackets
3. In the first term of a program, all Nursing graduate students are required to take GSR 960 (Ethics – University Expectations) and all thesis students are required to also take GSR 961 (Ethics regarding Human Research)
4. Please note – Students should contact their advisor/supervisor for advice on the classes required for their program or research
5. PhD Students have a statistics requirement. A list of courses accepted for the STATs requirement is available from [grad.nursing@usask.ca](mailto:grad.nursing@usask.ca)

## **Other College of Graduate Studies and Research Courses**

The College of Graduate Studies and Research offers several credit and non-credit courses for graduate students. Of particular interest to PhD students wanting to enter academia is GSR989: Introduction to University Teaching. In this two semester course the students explore and develop their teaching skills.

For further information on this and other GSR courses, please see the College of Graduate Studies and Research web site. (<http://www.usask.ca/cgsr>)

## **Ethics Courses (College of Graduate Studies and Research)**

All graduate students at the University of Saskatchewan are required to complete on-line Ethics courses. There are three courses, a general course, a course in ethics with animal research, and a course in ethics with research with humans. There is no tuition associated with these courses and registration is done through PAWS.

**The CRNs are:** GSR 960 is 86150 (Introduction to Ethics & Integrity)

GSR 961 is 86151 (Ethics and Integrity in Human Research)

GSR 962 is 86152 (Ethics and Integrity in Animal Research)

All graduate students at the University of Saskatchewan are required to take GSR960 – Ethics and Integrity (previously GSR985) in the first term of registration in their program. Completion of GSR961 and GSR962 – Ethics in Animal Research are decided by the student's advisory committee. PHC-NP students are not required to take GSR961 or GSR 962, but may do so. These courses will appear on the student's transcript.

The Graduate Program support person will monitor registration in the required course(s). Students are reminded that they are ultimately responsible for correct registration in a timely manner.

## **Academic Honesty**

Students are required to review the university's guidelines concerning academic dishonesty. Students are expected to maintain complete honesty in all academic work, presenting only that which is your own work in tests or assignments. The guidelines are available at :

[http://www.usask.ca/honesty/pdf/dishonesty\\_info\\_sheet.pdf](http://www.usask.ca/honesty/pdf/dishonesty_info_sheet.pdf).



# Writing IT RIGHT

## WHAT IS ACADEMIC HONESTY?

The **Guidelines for Academic Conduct** from University of Saskatchewan Council give the following description of honest behaviour at the university:

Honesty and integrity are expected in class participation, examinations, assignments, patient care and other academic work.

Perform your own work unless specifically instructed otherwise.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Discuss with your professor if you have any questions about whether sources require citation.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

## WHAT IS ACADEMIC DISHONESTY?

"Academic Dishonesty" is what the university calls cheating. Types of cheating are listed in the **Student Academic Dishonesty Rules of the University of Saskatchewan Council**. These rules were approved by University Council on September 16, 1999, with latest revisions approved February, 2005.

When a professor believes a student has cheated, the Rules list two procedures which can be followed. **Rule One "Informal Procedures"** are the procedures followed when a professor feels that a student has cheated inadvertently or without intending to do wrong. This can be handled between the professor and the student with a discussion and a warning. The Informal procedure could result in the requirement that the student revise and resubmit an assignment before the professor will grade it.

**Rule Two "Formal Allegations of Academic Dishonesty"** are the procedures followed when a professor feels that the cheating requires a penalty, perhaps ranging from a mark of zero in an assignment up to being expelled from the university. The Rule Two procedures require that the student have a hearing. If the student is judged guilty of the offense, a penalty will be applied. The student may appeal.

These are summaries of the complete rules and procedures. The Academic Dishonesty Rules are available from the Office of the University Secretary (room 212 College Building) or from department and college offices or from student association offices or on the web.

## FOR MORE INFORMATION:

### **Guidelines for Academic Conduct:**

[www.usask.ca/university\\_council/reports/archives/guide\\_conduct.shtml](http://www.usask.ca/university_council/reports/archives/guide_conduct.shtml)

### **Academic Honesty Website**

[www.usask.ca/honesty/](http://www.usask.ca/honesty/)

### **Student Academic Dishonesty Rules**

[www.usask.ca/university\\_council/reports/09-27-99.shtml](http://www.usask.ca/university_council/reports/09-27-99.shtml)

### **Student Appeals and Discipline information**

[www.usask.ca/university\\_secretary/studentappeals.shtml](http://www.usask.ca/university_secretary/studentappeals.shtml)

# DEFINITIONS OF ACADEMIC DISHONESTY

(from Student Academic Dishonesty Rules of the University of Saskatchewan Council)

The following constitute academic dishonesty which may be the subject-matter of an allegation under Rule 2:

- (a) Providing false or misleading information or documentation to gain admission to the University or any University program;
- (b) Theft of lecture notes, research work, computer files, or academic materials prepared by another student or an instructor;
- (c) Using work done in one course in fulfillment of the requirements of another course unless approval is obtained from the instructor involved;
- (d) Passing off the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Alteration or fabrication of research data or results;
- (h) Fabrication or invention of sources;
- (i) Failure to observe any stated rule with regard to the procedure used in an examination or any other form of exercise undertaken for academic credit which could result in the student gaining relatively greater credit;
- (j) Altering answers on a returned examination;

(k) When prohibited, removing an examination from the examination room;

(l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;

(m) Possessing or using notes or other sources of information or devices in an examination not permitted by the course instructor;

(n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;

(o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;

(p) Failing to observe the terms of any undertaking of non-disclosure given in connection with an examination;

(q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;

(r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;

(s) Preventing others from fair and equal access to University facilities;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic dishonesty;

(v) Plagiarism: the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

There is an onus on every student to become informed as to what does or does not constitute plagiarism. Ignorance of applicable standards of ethical writing is not an acceptable excuse. The critical consideration is the impression created in the mind of the others, not the subjective intent of the student. This determination involves an objective evaluation of the manuscript. No intent to deceive is required to establish plagiarism.

Adequate attribution is required. What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

### **Examples of plagiarism are:**

(i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].

(ii) The verbatim use of oral or written material without adequate attribution.

(iii) The paraphrasing of oral or written material of other persons without adequate attribution.



## Office of the University Secretary

212 College Building, 107 Administration Place  
University of Saskatchewan, Saskatoon, SK S7N 5A2 • Telephone: (306) 966-4632 Fax: (306) 966-4530  
[http://www.usask.ca/university\\_secretary/](http://www.usask.ca/university_secretary/)



# INTEGRITY

## defined

Integrity is expected of all students in their academic work –class participation, examinations, assignments, research, practica – and in their non-academic interactions and activities as well.

### **What academic integrity means for students**

Perform your own work unless specifically instructed otherwise. Check with your instructor about whether collaboration or assistance from others is permitted.

Use your own work to complete assignments and exams.

Cite the source when quoting or paraphrasing someone else's work. Discuss with your professor if you have any questions about whether sources require citation.

Follow examination rules.

Discuss with your professor if you are using the same material for assignments in two different courses.

Be truthful on all university forms.

Use the same standard of honesty with fellow students, lab instructors, teaching assistants, sessional instructors and administrative staff as you do with faculty.

### **Integrity in non-academic activities**

Misconduct that disrupts the activities of the university or harms the legitimate interests of the university community could be the cause for non-academic disciplinary action.

## GUIDING PRINCIPLES

The university documents that lay out our rules and procedures are the **Student Academic Misconduct Regulations** (University Council) and the **Standard of Student Conduct in Non-Academic Matters** (University Senate). Both documents are based on the same Guiding Principles:

- Freedom of Expression
- Commitment to Non-violence
- Security and Safety
- Mutual Respect and Diversity
- Commitment to Justice and Fairness
- Integrity

## ACADEMIC MISCONDUCT PROCEDURES

“Academic Misconduct” is the term the University uses to describe cheating. Types of cheating are listed in the **Student Academic Misconduct Regulations** of University Council. There is an onus on every student to become informed about academic misconduct.

When an instructor believes a student is guilty of academic misconduct, the following procedures are used:

### **Informal procedure:**

Sometimes misconduct is the result of carelessness, misunderstanding of the rules, or miscommunication. In such cases, the instructor may discuss the matter with the student informally.

If the student concedes the misconduct, the instructor has the authority to impose one or more of the following penalties:

- reduce the grade on the assignment or exam, to as low as zero
- require the student to rewrite the assignment or exam

A penalty imposed by an instructor is not reported to the student's college and does not become part of the student's record.

A student who disagrees with the allegation of cheating or with the penalty imposed may request a formal hearing.

### **Formal procedure:**

For more serious misconduct, or in cases where the student disputes the allegation or the penalty, a college hearing board will hear the matter. Procedures for hearings are described in the Regulations.

The hearing board has the authority to impose one or more of the following penalties:

- reprimand or censure the student
- reduce the grade on the assignment, exam, or entire course, to as low as zero
- require the student to rewrite the assignment or exam
- require the student to submit an essay or a presentation on academic misconduct
- suspend or expel the student
- postpone, deny or revoke the student degree, diploma or certificate

A penalty imposed by a Hearing Board is reported to the student's college and to the university, and becomes part of the student's record. A finding of misconduct in research funded by an external agency is reported to that agency.

Further appeal of a hearing board decision or penalty is permitted only on grounds of unfair procedure or new evidence.

## FOR MORE INFORMATION

Integrity and Student Conduct website: [www.usask.ca/university\\_secretary/honesty/](http://www.usask.ca/university_secretary/honesty/)

Date: Effective January 1, 2010

# Academic Misconduct Defined

The following constitute academic misconduct that may be the subject-matter of an allegation under the **Student Academic Misconduct Regulations:**

- (a) Providing false or misleading information or documentation to gain admission to the university or any university program;
- (b) Theft of lecture notes, research work, computer files, or other academic or research materials prepared by another student or an instructor or staff member;
- (c) Using work done in one course in fulfillment of any requirement of another course unless approval is obtained from the instructor by whom the material is being evaluated;
- (d) Presenting the work of someone else as one's own;
- (e) The supply of materials prepared by the student to another student for use by that student as the work or materials of that student;
- (f) Alteration or falsification of records, computer files, or any document relating to a student's academic performance;
- (g) Violation of the university's policy on misconduct in scholarly work as outlined at [www.usask.ca/university\\_secretary/policies/research/8\\_25.php](http://www.usask.ca/university_secretary/policies/research/8_25.php)
- (h) Fabrication or invention of sources;
- (i) Failure to observe any stated rule with regard to the procedure used in an examination (or an activity undertaken for academic credit) where such a failure could result in the student gaining relatively greater credit;

- (j) Altering answers on a returned examination;
- (k) When prohibited, removing an examination from the examination room;
- (l) Seeking to acquire or acquiring prior knowledge of the contents of any examination question or paper with the intention of gaining an unfair advantage;
- (m) Possessing or using notes or other sources of information or devices not permitted by the course instructor in an examination;
- (n) Consulting or seeking the assistance of others when writing a "take home" examination unless permitted by the course instructor;
- (o) Providing false or misleading information with the intent to avoid or delay writing an examination or fulfilling any other academic requirement;
- (p) Failing to observe the terms of any agreement not to disclose the contents of an examination;
- (q) Misrepresenting or conspiring with another person to misrepresent the identity of a student writing an examination or engaging in any other form of assessment;
- (r) Knowingly doing anything designed to interfere with the opportunities of another person to have his or her contribution fully recognized or to participate in the academic program;
- (s) Preventing others from fair and equal access to University facilities or resources, including library resources ;

(t) Using or attempting to use personal relationships, bribes, threats or other illegal conduct to gain unearned grades or academic advantages;

(u) Knowingly assisting another person engaged in actions that amount to academic misconduct;

(v) **Plagiarism:** the presentation of the work or idea of another in such a way as to give others the impression that it is the work or idea of the presenter.

Adequate attribution is required.

What is essential is that another person have no doubt which words or research results are the student's and which are drawn from other sources. Full explicit acknowledgement of the source of the material is required.

Examples of plagiarism are:

(i) The use of material received or purchased from another person or prepared by any person other than the individual claiming to be the author. [It is not plagiarism to use work developed in the context of a group exercise (and described as such in the text) if the mode and extent of the use does not deviate from that which is specifically authorized].

(ii) The verbatim use of oral or written material without adequate attribution.

(iii) The paraphrasing of oral or written material of other persons without adequate attribution

(w) Unprofessional conduct or behaviours that occur in academic or clinical settings or other work placements, or that are related to the student's area of professional practice.



## Office of the University Secretary

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[http://www.usask.ca/university\\_secretary/](http://www.usask.ca/university_secretary/)

## **Library Services - Saskatoon**

The University of Saskatchewan Library will play an important role in your research and academic career. Take the time to become familiar with its resources and services. Please note that any journal article or book not held at U of S that you require can always be borrowed on your behalf from another library, and that there is no charge for this service. Vicki Duncan (jamie.sofaifa@usask.ca , 966-6023) is the Nursing Librarian. She will be happy to assist you with your research questions, or to help develop your search strategy for your literature review. You are strongly encouraged to make an appointment with her to take advantage of this service.

## **Library Access - Regina**

U of S Masters of Nursing students are welcome to use the University of Regina library facilities, books, computers, etc on site; including booking the rooms for groups discussion within the library. If you do not have a U of R student number, you can apply to get a "public" library card (about \$25/year). If you are alumni of the U of R or have taken courses in the past at the university, you are then eligible for alumni library cards. You can get most of what you need via the U of S library online (abstracts and full text articles) but please feel free to ask the reference librarian for assistance on items that U of R may have (and the U of S may not). At present, the U of R library contact person is Charles Phelps. Another possible contact would be Dr. George Maslany, Chief Librarian, if needed.

## **Transfer Credits**

Up to six credit units of graduate work may be transferred to your program or taken elsewhere. This is usually done through the Western Canadian Deans Agreement or the Saskatchewan University Graduate Agreement. Please see the Assistant Dean, Graduate Studies, CNE and IT and/or the Graduate Support person for the process. If you transfer previously completed coursework into your program, please be advised that your program is deemed to have begun *at the time you took the course*. For example, if you took graduate statistics in 2006, and wanted to transfer that course into your program which began in 2007, your five year time limit would begin in 2006, not 2007.

## **Graduate Student Contact Information**

Each year, with the permission of the students, we publish a list of graduate students and contact information. This is available only to graduate students and faculty. Please help keep this list updated by notifying the Graduate Support person of any changes. Please also make changes to your file using your PAWS account.

## **Publications From Graduate Work**

It is expected that students will publish from their dissertation work in collaboration with supervisors. Students are also encouraged to publish course work and project work in consultation with teachers/supervisors. The student and the faculty member should discuss early in the process the extent of the faculty member's contributions, and authorship on the paper or presentation.

## **Graduating from the Doctoral Program**

At the end of your program, you will need to complete the Application to Graduate form from Student and Enrolment Services Division. PhD students will be given a package containing this form at their defence.

## **INFORMATION FOR DISSERTATION STUDENTS**

### **Selection, Appointment, and Responsibilities of Supervisor and Supervisory Committee**

#### **Selection of a Supervisor**

- Each PhD student selected his/her supervisor prior to admission. Should the topic of your research change, or other issues arise, the supervisor (and committee members) may also change. It is the responsibility of the student, in collaboration with the Assistant Dean, to discuss any proposed changes with the supervisor and committee members involved.
- Changes to the supervisor and/or committee members must be sent to the Assistant Dean in writing, as part of the student file.

#### **Responsibilities of Supervisors**

- Every supervisor should be familiar with the chronological sequence of events and deadlines that occur at crucial stages throughout the student's program. Supervisors and students should be fully informed about the academic schedule in current University calendars; they should be aware of the specific deadline dates and should know and use the various official forms which record the student's progress, requirements, or changes in program, etc. Students and supervisors are jointly responsible for ensuring that the College of Graduate Studies and Research and College of Nursing regulations are observed, and that all requirements are met.
- Supervisors and their students have a shared responsibility to ensure that there are adequate opportunities to meet on a regular basis.
- Supervisors' responsibilities include guidance, instruction, and encouragement of progress and productivity to ensure that a dissertation is well composed, completed in a timely manner, and adheres to the prescribed format. The challenge is to remain balanced in assisting the student to develop as a scholar and researcher through critical encouragement and support without being dictatorial, and without insisting that the student's proposal or dissertation match precisely with the supervisor's predilections. While refraining from imposing upon the subject matter of a student's research, the supervisor should, nevertheless, oblige the student to maintain a high academic standard, ethical approaches, and optimal use of research and scholarly techniques. It is essential, then, that the supervisor's responsibility is recognized as two-fold: first, to facilitate students in their learning process; and second, to evaluate them in their performance.

- Supervisors have a responsibility to inform students about their academic progress on a regular basis (see section: Evaluation of Student Progress).

### **Dissertation Committee**

- The committee is assembled by the student and supervisor in consultation, and with mutual agreement of the proposed committee member(s). A dissertation supervisory committee normally consists of the supervisor and three other members, one of whom must be a member of the College of Nursing. If a Master's prepared faculty or community member is appointed to the committee, this must be in addition to the numbers above. If there are co-supervisors, they both count as one member.
- The procedure for selection of dissertation committee members is as follows: After discussion with the supervisor, the student informally approaches faculty to see if they will agree to serve. Names are then submitted to the Assistant Dean, Graduate Studies, CNE and IT, normally before May of the first year.
- The supervisory committee names are part of the student's official program of studies and must be recommended to the College of Graduate Studies and Research by the Assistant Dean, Graduate Studies, CNE and IT.
- At least one of the dissertation committee members should be from the College of Nursing, however, one committee member may be within the broader university community or community partners. In the event that a proposed member is not known to the College of Graduate Studies and Research, an application and CV for that member must be approved by the College of Graduate Studies and Research. Supervisors will be required to provide rationale for the inclusion of members from outside the academic community. Please see the Assistant Dean, Graduate Studies, CNE and IT and/or the Graduate Support person for assistance with this process.
- The supervisor and student should complete a Dissertation Committee form found at the back of the Graduate Program Handbook which outlines the supervisor name along with committee member names and this completed form should be given to the Graduate Support person for use in notifying the College of Graduate Studies and Research and filing.
- The dissertation committee is chaired by the supervisor.
- Dissertation committee members are expected to provide support, advice, and evaluation of the student's work. Students are expected to initiate contacts with committee members as they judge necessary.

### **Advisory Committee**

- The advisory committee for dissertation students is comprised of members of the dissertation committee and the Assistant Dean, Graduate Studies, CNE and IT.
- In the event that a regularly scheduled meeting (i.e., Proposal Defence, Dissertation Defence) is not held in a given year, the advisory committee must meet on a yearly basis to assess the student's progress. This progress is noted on a College of Graduate Studies and Research form available from the Graduate Support person and must be signed by the supervisor, the student and the Assistant Dean, Graduate Studies, CNE and IT.

- Supervisors and students work with the Graduate Support person to plan the logistics of these meetings.

### **Dissertation Proposal Approval (Defence)**

Upon recommendation of the supervisor, and in consultation with the Assistant Dean, Graduate Studies, CNE and IT and Graduate Support person, a meeting of the dissertation committee will be called and chaired by the Assistant Dean, Graduate Studies, CNE and IT or designate. The committee will decide whether the written proposal meets the standards of the College of Nursing and if the student appears competent to carry out the research. When these two criteria are judged to be satisfactorily met, committee members will sign the dissertation approval form.

### **Ethical Approval for Dissertation Research**

- All research on campus that uses human subjects must be submitted for ethical approval by the University. After the proposal has been approved by the dissertation committee, ethical approval must be sought from either the University Advisory Committee on Ethics in Human Experimentation (Health Sciences), or the University Advisory Committee on Ethics in Behavioural Science Research. Procedures and forms are available online at <http://www.usask.ca/research/ethics.shtml>
- Following this University Ethical Approval there may be further approvals required by an individual agency or health region.
- The Associate Dean, Research, Innovation and Global Initiatives, or designate is required to sign each ethics approval form.
- Data collection cannot begin until all required ethical approvals are received. If there are revisions required by the Committee, these must be completed and a letter indicating no further revisions required obtained before data collection begins.
- A copy of the University of Saskatchewan and any other ethics approvals, as well as any amendments or renewals of ethics approvals must be filed with the Graduate Program support person.

### **Dissertation Defence**

- The dissertation examining committee consists of the advisory committee, plus an external examiner. The defence consists of an open presentation by the student, plus questions from the examining committee. Please see the milestones section below for the procedures associated with the dissertation defence.

## Milestones for Dissertation Students

First Year, Fall Term	Work with your supervisor to form your advisory committee using the information above. Meet with them to finalize your cogmate course choices. <b>When the committee is complete, fill out the committee form at the end of the handbook, and give to Graduate Support person.</b>
First Year, Winter Term	Continue or complete your coursework.
First Year, Spring/Summer	Begin or continue to work on your dissertation proposal. Be sure to allow for time for your supervisor to read the drafts – when the proposal is ready to go to defence, your supervisor will ask the Graduate Support person to book a meeting for the committee. Copies of the proposal should go to all committee members and the Assistant Dean at least three weeks prior to the date of the proposal defence.
Comprehensive Exams	<p>College of Nursing policy states “Upon completion of all required course work, students will complete a comprehensive examination in a written and oral format. The examination questions will relate to the doctoral student’s field of study and area of research. The PhD Advisory Committee will assign 2-3 questions that address the following areas: (1) nursing theory and philosophy (knowledge of the discipline), (2) substantive theory and research pertinent to the student’s field of study, and (3) research design and analysis. The members of the Advisory Committee and the doctoral student will submit suggested questions in all three areas. Normally the exam will be a one month take home format during which the student will answer the questions in scholarly paper form. The PhD Advisory Committee is responsible for determining the detailed procedure for the examination.”</p> <p>“The written and oral examination will be graded by the Advisory Committee on a pass/fail basis. Following receipt and reading of the written work by the Advisory Committee, the student will be required to discuss the papers in an oral examination, chaired by the Assistant Dean, Graduate Studies, CNE and IT or designate. The comprehensive examination may be repeated once, with permission of the Dean of Graduate Studies and Research.”</p>
Proposal Defence	This meeting is chaired by the Assistant Dean or designate. The student prepares a presentation of the proposal of approximately 15 minutes. After the presentation, there is a general discussion of the proposal and all its components. This can be a very spirited dialogue! At the end of the meeting the student has permission to proceed with certain revisions/amendments, or the student is required to re-present the proposal with the required revisions.
Ethics Approval	Ethical approval can only be obtained AFTER successful completion of the proposal defence. Ethics approval forms list the supervisor as the PI for dissertation research. Therefore, the supervisor as well as the Associate Dean, Research, Innovation and Global Initiatives will sign the form. If you are doing secondary analysis of an already established research project, you still need to obtain an ethics exemption from the Ethics office.
Yearly Meetings	In the absence of any other formal meeting of the advisory committee, a yearly meeting must be held to ascertain the progress of your program. This meeting is arranged with the assistance of the Supervisor and the Graduate Support person, and is chair by the Assistant Dean or designate. At the end of the meeting, a form is completed by the Supervisor and signed by the student and Assistant Dean. This form is placed in the student file.
Dissertation Meeting	When the supervisor and the student have deemed the draft dissertation ready, an advisory meeting is called, with the collaboration of the Supervisor, the Assistant Dean and the Graduate Studies support person. All members must

have a copy of the dissertation at least three weeks before the scheduled dissertation meeting, including the Assistant Dean. The meeting is chaired by the Assistant Dean or designate. The student prepares a 20 minute presentation that will be used for the dissertation defence, and following this a general discussion of the dissertation and presentation is held. Any revisions to the dissertation and/or presentation are discussed and agreed to by all members. Choices for the External Examiner are also discussed, as well as potential dates for the defence. Once choices are made, the Assistant Dean contacts potential External Examiners, and finalizes a date. The choice of External Examiner must be approved by the College of Graduate Studies and Research. The Graduate Support person books the room, makes arrangements for AV equipment, and sends a poster advertising the defence to the usual distribution list.

## Dissertation Defence

The final copy of the dissertation must be given to all committee members and the Assistant Dean at least three weeks prior to the scheduled defence. A copy for the External Examiner is given the Graduate Support person, who will ensure it is delivered to the External Examiner (this copy CANNOT be delivered by the student). The defence is a public event. The defence is chaired by the Dean of the College of Graduate Studies and Research or designate, and will follow the procedures established by the College. Following introductions, the candidate (student) gives his/her presentation. This is followed by questioning by the External Examiner and each of the committee members, including the Supervisor, in turn. When all the questions have been answered, the Candidate and any guests leave the room, and the remaining persons have a discussion. Any required revisions or changes are discussed, and the final outcome of the defence is decided. The candidate is welcomed back to the room and the outcome communicated.

## Evaluation of Student Progress - Protocol for Resolving Concerns

**Step I** Dissertation Supervisor or principal teacher discusses problem/issue/performance with student. This meeting may include the Assistant Dean, Graduate Studies, CNE and IT, if desired.

If not resolved . . .

**Step II** Advisory Committee meets.

Advisory Committee is composed of:

Chairperson: Assistant Dean, Graduate Studies, CNE and IT

Members: Dissertation Supervisor  
Dissertation Committee Members  
Student

Following this meeting a letter will be sent to the student by the Assistant Dean, Graduate Studies, CNE and IT outlining the problem or resolution (without remediation). Copies of this letter will be retained in the student's file and sent to the Dean of the College of Graduate Studies and Research. This letter will constitute an official letter and may serve as a warning, as applicable.

If not resolved . . .

**Step III** The Assistant Dean, Graduate Studies, CNE and IT will take the problem to the College of Nursing Graduate Studies Committee. (The student representatives will be given the option to withdraw.) The Graduate Studies Committee will consider other options up to and including removal from the program.

**Step IV** Recommendation to the Dean of the College of Graduate Studies and Research that the student withdraw from the Program.

## COLLEGE OF NURSING

Research foci are listed at <http://www.usask.ca/nursing/people/>

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**Doctor of Philosophy - Supervisor and Committee Members**

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

Student Number: \_\_\_\_\_

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

Supervisor Name(s): Name and Signature Please

\_\_\_\_\_

\_\_\_\_\_

Committee Members: Name and Signature Please

\_\_\_\_\_

\_\_\_\_\_

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Dissertation Title (if known):

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# UNIVERSITY OF SASKATCHEWAN

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## College of Nursing

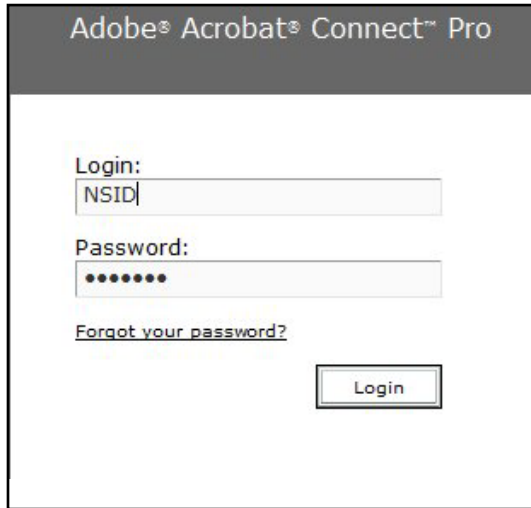
### **E- Learning**

The following pages are instructions on how to use the technology for your program.

## Using Adobe Connect Pro

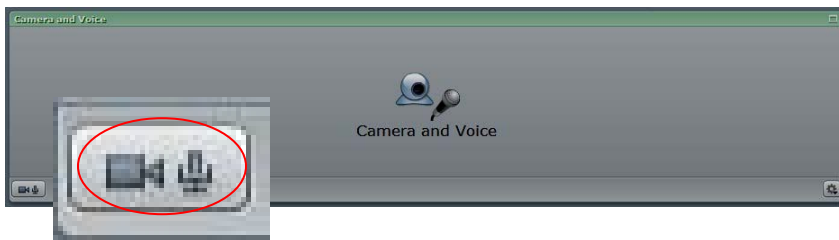
1. With your computer connected to the internet open **Internet Explorer** and navigate to <http://connect.usask.ca/>, when prompted enter your UofS **NSID/ password**.

*\*\*note – participants must wait for the host to arrive before access to the meeting room is granted.*



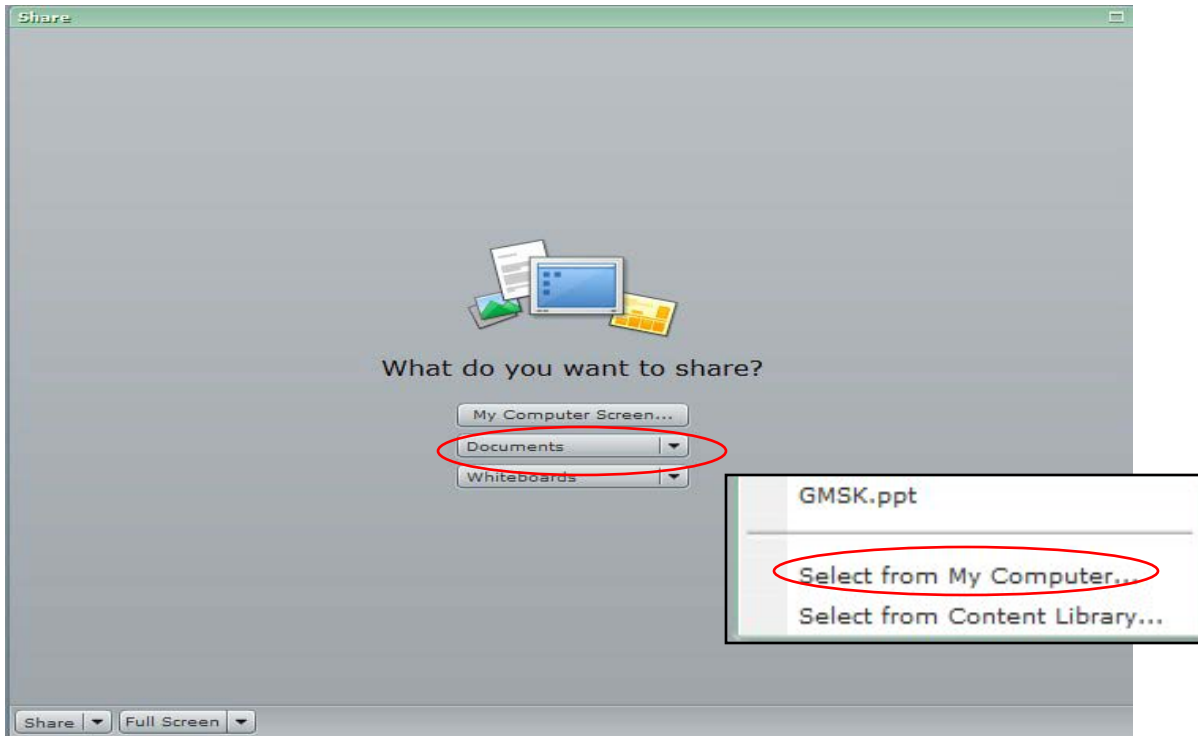
2. In the menu bar at the top of the screen select – **Meeting – Manage My Settings – Audio Setup Wizard**  
*\*note - the Audio Setup Wizard is used to configure your speaker and microphone hardware for best performance.*

3. Select the **camera and voice icon** to start video streaming



## Using Adobe Connect Pro– (presenting)

4. In the Share pod select – **Documents** – **Select from My Computer** and navigate to the location of your presentation



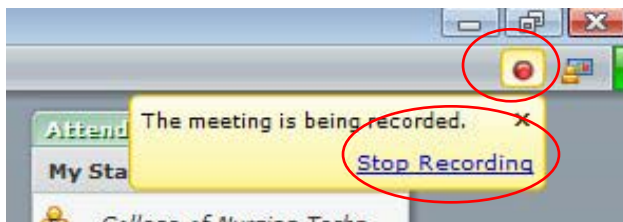
## Using Adobe Connect Pro– (recording)

\*\*\*note - Any Host may record a meeting for would-be participants who cannot attend live or to save a record of a meeting for compliance or archival purposes.

1. In the top menu bar select **Meeting – Record Meeting...**
2. Enter a descriptive name, a summary of the recording and select the audio from speakerphone option.



3. A message appears near the top menu bar letting everyone know the meeting is being recorded
4. To stop the recording select - **the red icon** at the top right of your screen then select **Stop Recording** in the pop up window.



5. For access to the recorded meeting please contact the College of Nursing Technical support Bruce 220-3470 or Mark 966-6554 who will provide a link to view the recording. (<http://connect.usask.ca/p12345678/>)

For questions please contact College of Nursing Technical support  
Email: [nursing.technician@usask.ca](mailto:nursing.technician@usask.ca) Ph. 966-6257 Cell 220-3470

This manual – and others – are available in an electronic format at <http://www.usask.ca/nursing/elearning/>