

**UNIVERSITY OF HAWAII  
SCHOOL OF SOCIAL WORK**

**Ph.D. IN SOCIAL WELFARE**

**2006-2007 PROGRAM MANUAL**

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Ph.D. PROGRAM IN SOCIAL WELFARE  
SCHOOL OF SOCIAL WORK  
UNIVERSITY OF HAWAII

**STATEMENT OF PURPOSE**

The purpose of the doctoral program is to prepare students for leadership roles in the profession of social work and the field of social welfare. The doctoral program advances the School's mission to generate, transmit, and apply knowledge regarding the relationship between social problems and effective professional practice. In particular, the program encourages advanced level scholarly inquiry to enhance knowledge through an understanding of Native Hawaiian and other Pacific Islander and Asian cultures of our communities, state and the Pacific Region.

**PROGRAM GOALS AND EDUCATIONAL OBJECTIVES**

The major goals of the doctoral program are to:

1. Provide students with the substantive and methodological competence requisite for scholarship and research in social policy and social work practice in the field of social welfare;
2. Increase the number of social welfare professionals, especially in Hawaii and the Pacific Region, who would be qualified to carry out social welfare research and program evaluations, to teach, and to foster knowledge development in all areas of social work; and
3. Increase the number of doctorally educated social workers from underrepresented ethnic minority groups.

The Ph.D. curriculum exposes students to a program of study and investigation that places its highest priority on independent inquiry and the enhancement of intellectual, creative, and analytical abilities. Each student completing the doctoral program will be expected to possess a comprehensive body of knowledge about the field of social welfare, related behavioral and social sciences, and the social work profession, all in relation to a social problem area. Each student will obtain the ability to conduct independent research on a critical social problem. Specifically, every doctoral graduate would be expected to be competent to achieve the following educational objectives:

1. Apply relevant social work and social science knowledge to the resolution of critical social problems.
2. Critically evaluate the cultural dimensions of social problems and promote strategies for social problem resolution.
3. Delineate and analyze social policy and social work practice issues related to substantive areas in social welfare and conceptualize the social or behavioral processes characterizing them.
4. Analyze and apply social science theories, findings, and research methodologies to social welfare knowledge-building concerns.
5. Formulate professionally relevant and theoretically productive research questions and hypotheses, and investigate them through empirical research, with particular concern and sensitivity to culturally appropriate research methodologies and needs in Hawaii and the Pacific Region.
6. Integrate and synthesize research findings into the body of professional knowledge.
7. Disseminate knowledge through publications and/or teaching.

To accomplish the above, the doctoral curriculum provides opportunities for the student to acquire advanced and comprehensive knowledge in the following areas:

1. The application of social science theory and research to social policy analysis, program evaluation, and social work practice.
2. The conceptualization, design, and conduct of empirical research.
3. At least one critical social problem area.
4. Social work intervention approaches.
5. Perspectives on culturally appropriate social welfare programs and social work practice.

### **Ph.D. CURRICULUM**

The doctoral program is designed to provide sufficient structure to allow students to progress smoothly through the program and, at the same time, provide the flexibility and rigor that are the hallmark of doctoral education. The organization of the curriculum is divided into core required courses to ensure that all students are equipped with comparable basic knowledge; specialization work, in which students largely design their own curriculum; electives; a

dissertation design requirement; and the dissertation. The Ph.D. in Social Welfare requires 39 hours of course credit excluding dissertation credits.

### **Core Required Courses**

The core program is comprised of a series of required courses that all students must take. These core courses are in the areas of logic of inquiry, research and statistical methods, policy analysis and program development in social work, and analysis and development of knowledge in social work. The core courses provide intensive and extensive knowledge of social work's use of the existing social science knowledge base, appropriate research methodologies, analytic strategies and effective intervention approaches to social problems and the delivery of human services. The purpose of these core courses are to:

1. Provide knowledge unique to social work and social welfare;
2. Provide a framework for integration of knowledge, particularly the knowledge obtained from courses in other university units;
3. Provide the basic training necessary for empirical research and scholarship; and
4. Ensure that some of the unique components of the program, such as cultural perspectives, concerns of the people of Hawaii and the Pacific, and a focus on research and knowledge development, are integrated into the curriculum.

The core curriculum of the Ph.D. program consists of the following six required courses:

SW 750 - Analysis and Development of Knowledge for Social Work (3)

SW 651 - Introduction to Quantitative Methods (3)

SW 752 - Qualitative Research: Philosophical, Methodological and Analytic Approaches (3)

SW 731 - Social Policy Analysis (3)

SW 751 - Research Design and Cross-cultural Applications (3)

SW 654 - Multiple Regression in Behavioral Research (3)

### **Specialization**

The student's individualized specialization is the key focus of the doctoral curriculum. The student's specialization emphasizes social work's commitment to the careful study of human/social problems, and the development and evaluation of policies and programs designed to prevent or remediate social problems. In particular, the specialization allows students to plan programs of study consistent with their career goals. Students select one human/social problem relevant to social work as a focus for their specialization.

**Specialization Plan.** Each student, under the supervision of his or her faculty advisor, will develop and submit a Specialization Plan that sets forth a proposed program of study in a specialization area. Students may submit a Specialization Plan at any time prior to taking any

specialization course. The Specialization Plan must be presented to, and approved by, all members of the student's Specialization Committee before specialization courses can be taken. Guidelines for preparation of the Specialization Plan are presented in Appendix A. The plan will consist of approximately five pages and include the following:

1. Statement of the problem (e.g., child abuse, drug abuse, child dependency, ageism);
2. Importance of the problem;
3. Rationale for selecting this topic and its relevance to social work and social welfare;
4. Preliminary learning objectives;
5. A program of study for meeting these objectives in such a way that the content outlined in the "Requirements for Specialization Knowledge Development" (see Appendix A) will be learned. The program of study will consist of at least 12 credits of specialization courses as defined in the following section.
6. A copy of the "Requirements for Specialization Knowledge Development" (see Appendix A) with the Specialization Plan.

Each plan provides a focus on the developmental work that needs to be done in a social/human problem of the student's choice. By providing a critical methodological and substantive education, the Ph.D. program will produce social work scholars who will possess the requisite expertise to make significant contributions to state, national, and international efforts to resolve major social welfare problems.

**Specialization Courses.** The program of study described in each student's Specialization Plan will consist of at least 12 credits of course work including three specialization courses (total of 9 credits) that may be taken from any department across the university, and a final Specialization Integration Seminar (SW 755, 3 credits) taken within the School of Social Work. A student must complete at least two specialization courses prior to enrolling in the Specialization Integration Seminar.

One of the three specialization courses may be a SW 699v (Directed Reading and Research) course. During the first year, the student may enroll in a SW 699v Directed Reading course to develop a specialization area and to prepare a Specialization Plan. However, the development of the Specialization Plan, whether under 699v credits or not, cannot count toward meeting the 12 credits of specialization requirements.

The specialization courses selected by students must be appropriate to the student's individualized Specialization Plan. A student may select any 600 level or 700 level graduate course. MSW foundation courses may not be used to meet the specialization course requirement. Social Work 700 level courses and 600 level special topics courses are acceptable provided that the instructor designs doctoral-level assignments for the student. Courses previously taken to complete the required hours in another graduate degree program may not be used to meet this

requirement. Any exception to these policies must be approved by the Ph.D. Program Committee.

**The Specialization Committee and Procedures for Submission and Approval of Specialization Plan.** In consultation with the student's faculty advisor, the Chair of the Ph.D. program appoints three consenting graduate faculty members to participate in the student's Specialization Committee. The Chair also appoints one member to chair the Specialization Committee. At least one member of the committee must be a member of the Ph.D. Program Committee. Specialization Committee members must be members of the graduate faculty in the School of Social Work; however, one member may be a graduate faculty in another academic unit at the University of Hawaii.

The student will submit the written Specialization Plan and course selections to the Specialization Committee for approval. Students are responsible for developing the plan in consultation with all members of the committee and for keeping committee members informed about the plan. After the student submits the written plan, the student will discuss the plan with the committee in a one-hour meeting. The committee may approve or disapprove the plan. If the committee does not approve the plan, the committee will discuss the necessary areas for improvement with the student. All members of the committee must approve the plan before acceptance. All plans will be kept on file in the student's academic folder.

The student must pass the Qualifying Exam prior to taking specialization courses. As previously stated, the Specialization Plan must be presented to, and approved by, the Specialization Committee before specialization courses can be taken.

### **Dissertation Design**

The dissertation design requirement includes a dissertation seminar or at least one Directed Reading and Research course (SW 699v). This requirement will integrate and focus the student's learning in the specialization area as it is related to the dissertation research, and to facilitate the student's movement toward the dissertation.

### **Electives**

Students are required to complete at least two elective courses. One elective must be in the area of research methods and statistics and the second elective, in program evaluation. These courses must be chosen from the list of approved electives specified below. These elective courses are intended to reinforce each student's knowledge in any of the core or specialization areas.

All electives are subject to prior approval by the student's advisor. If the class is not already on the Ph.D. Program Committee's approved list, the student must submit a graduate catalog outline or other course description prior to the beginning of the first class for Ph.D. Program Committee review and approval. If the Ph.D. Program Committee approves the course,

it will be added to the electives list. Students may take additional courses beyond the two electives to further their preparation.

**Approved Electives.** Students are required to select one elective course in each of the two curriculum areas listed below. The courses listed below have been approved by the Ph.D. Program Committee as fulfilling the elective requirements.

#### Elective Research Methods/Statistics Courses

SW 652, SW 653, SW 655, SW 656, SW 657, SW 658  
SOC 605 (Sociology) - Seminar in Advanced Statistics  
SOC 608 - Survey Research Design & Analysis  
SOC 705 - Multivariate Analysis  
PH 659 (Public Health) - Methods of Demographic Analysis (cross-listed as PPST 691)  
PH 663 - Principles of Epidemiology I  
PH 664 - Principles of Epidemiology II  
PH 747 - Statistical Methods in Epidemiological Research  
PH 753 - Life Table & Survival Analysis  
PH 754 - Categorical Data Analysis  
EDEP 626 (Educational Psychology) - Scaling: Measurement of Attitude & Perception  
(cross-listed as PSY 617)  
EDEP 768D - Seminar in Educational Psychology--Measurement  
EDEP 768E - Seminar in Educational Psychology--Statistics  
EDEP 768H - Seminar in Educational Psychology--Research Methodology  
EDCS 632 (Curriculum Studies) - Qualitative Research Methods  
EDCS 732 - Qualitative Data Analysis  
PPST 691 (Population Studies) - Methods of Demographic Analysis (cross-listed as PH 659)  
PPST 692 - Estimation from Limited Data  
PPST 695 - Demographic Surveys  
ANTH 710 (Anthropology) - Seminar in Research Methods and Design  
ECON 628 (Economics) - Econometrics I  
ECON 629 - Econometrics II  
ICS 672 (Information & Computer Sciences) - Time Series Analysis  
AREC 626 (Agricultural & Resource Economics) - Econometrics I  
AREC 634 - Econometrics II

#### Elective Program Evaluation Courses

PH 765 - Program Evaluation (cross-listed as SW 765)  
PLAN 652 (Urban and Regional Planning) - Policy Implementation and Program Evaluation  
SW 733 - Program Development, Funding and Evaluation  
SOC 701 - Seminar in Evaluation Research

These courses are currently listed in the Graduate Catalog. There is no guarantee, however, that they will be taught each year.

### **Prerequisites and Course Sequencing**

Entering students who have not completed a master's level social policy course will be required to take SW 630 (Social Welfare Policy and Services) or its equivalent before enrolling in SW 731 (Social Policy Analysis). Entering students without an MSW will be required, in their first semester, to complete a one-credit Directed Reading course (SW 699v) on the social work profession. Course content includes social work history, contemporary issues, and the nature of social work practice.

SW 640 (Introduction to Scientific Methods and Principles in Social Work) or its equivalent is a prerequisite for SW 651 (Introduction to Quantitative Methods). SW 651 is a prerequisite for SW 654 (Multiple Regression in Behavioral Research). All required core courses must be completed before the qualifying exam.

### **An Incomplete Grade**

An "I" grade is given to students who fail to complete a small but important part of a semester's work before the semester grades are determined if and only if the instructor believes that the failure was caused by conditions beyond the student's control and not by carelessness or procrastination. Students are expected to complete all courses. Students receiving an "I" should contact the instructor to determine the steps to be taken to remove the "I."

An "I" in a prerequisite course must be resolved with a "C" grade or better prior to the University of Hawaii add/drop deadline. If the incomplete is not resolved prior to this deadline, the student may not continue in the requisite course.

If a student receives a permanent "I" in a required course, the student may retake the course once. If the student fails to complete the class a second time, the student is not permitted to remain in the program.

### **Minimum Grade Requirement in the Core**

Students are required to maintain an overall 3.0 grade point average in the 18 units of the core courses. Students with a "C" grade may re-enroll in the core course with the permission of the Ph.D. Program Committee.

### **Language Requirement**

Dissertation committees may require language preparation for students whose research entails the study of a cultural group that employs a language other than English.

## **Student Progress Through the Core Curriculum**

All students must take at least one core course per semester and at least three core courses per academic year. Additionally, all students who have not completed the core must take at least six credits per semester.

### **ADVISEMENT**

The Ph.D. program Chair will offer academic and administrative advising for all Ph.D. students during their first academic semester. Results of the preliminary conference are reported to Graduate Division on **Student Progress Form I, Advancement to Candidacy**. Doctorate Student Progress Form I, II and III are available online through the Graduate Division website at <http://www.hawaii.edu/graduate/index.htm>. By the end of the first academic year, each student, in consultation with the Chair, shall select a graduate faculty member of the School of Social Work as the student's faculty advisor.

### **QUALIFYING EXAMINATION**

When a student has completed all of the required core courses, and determines with his or her faculty advisor that s/he is ready to take the qualifying exam, s/he will notify the Chair of the doctoral program. If a student has an incomplete, or "I" grade, for any of the core courses, s/he is not eligible to take the qualifying exam. The qualifying exam will be offered once each year, within the first month that the faculty are officially "on duty" in the Fall semester.

The qualifying exam will be a written exam consisting of questions pertaining to all areas of the core curriculum. Exam questions will be developed to test students' ability to integrate and apply knowledge within and across areas covered in the core curriculum. Students must complete all parts of the exam and no part(s) of the exam can be delayed.

The qualifying exam subcommittee will consist of SSW faculty who taught courses in the core curriculum. This committee will be responsible for creating and grading the qualifying exam. Other graduate faculty in the specific content area shall be invited to serve on the subcommittee. A draft of the qualifying exam will be presented to the Ph.D. Program Committee for review. The qualifying exam subcommittee will determine the scheduling and duration of the exam.

The exam subcommittee will be given two weeks to grade exams and one week to develop recommendations for students (e.g., to retake the exam if student "fails"; take additional prescribed course if student "conditionally passes," etc.). Exams are to be graded without knowledge of the test-taker's identity.

Students who fail the exam, or part of the exam, will have the option of retaking the failed part of the exam. Students who fail the exam, or part of the exam, twice will not be permitted to remain in the program.

The student is admitted to candidacy after successfully passing the qualifying exam. Action to admit a student to candidacy is reported to Graduate Division on **Student Progress Form I, Advancement to Candidacy**.

## **DOCTORAL COMMITTEE AND COMPREHENSIVE EXAMINATION**

### **Doctoral Committee**

The doctoral committee is selected after a student has successfully passed the qualifying examination. The committee conducts the comprehensive examination and approves the dissertation research proposal and the dissertation itself. To form this committee, the student is advised to first seek a graduate faculty member who will serve as chair of the doctoral committee. The committee must consist of at least five members of the graduate faculty. The majority of the committee must be from the School of Social Work and at least one faculty member must be from another field of study. The chair of the committee must be from the School of Social Work and both the chair and outside member must be full members of the regular graduate faculty. After establishing the committee, the student must complete an internal form, 'Doctoral Committee: SSW Approval form', and submit it to the Chair of the Ph.D. program. The Chair of the Ph.D. program recommends to the Dean of the Graduate Division appointment of the doctoral committee on **Student Progress Form II, Advancement to Dissertation Stage**.

### **Comprehensive Examination**

An oral comprehensive exam is required. The purpose of this exam is to ascertain the student's comprehension of the specialization area and the student's readiness for dissertation research. Thus, this exam will cover the student's area of specialization as well as a dissertation proposal consisting of the first two chapters of the dissertation (the statement of the problem, review of the literature, research design and method). The content and style of the dissertation proposal must conform to specifications in the current edition of the APA Publication Manual. As described above, the doctoral committee conducts the comprehensive examination. Passing this exam includes approval of the dissertation proposal. The doctoral committee chair must submit to the Chair of the Ph.D. program a written confirmation signed by the comprehensive exam committee that the original Specialization Plan has been completed and approved. The Chair of the Ph.D. program reports the results of the examination to the Graduate Division on **Student Progress Form II, Advancement to Dissertation Stage**.

## **DOCTORAL DISSERTATION AND FINAL EXAMINATION**

### **Doctoral Dissertation**

The doctoral dissertation is a scholarly document resulting from original and independent research. The dissertation is a major undertaking that reflects the highest standards of

scholarship and makes an original and significant contribution to knowledge and practice in the field of social welfare and/or the profession of social work.

Work on the dissertation is conducted under the approval and direction of the doctoral committee. When the dissertation proposal has been approved by the doctoral committee, Graduate Division must be notified on **Student Progress Form II, Advancement to Dissertation Stage**. The student may then register for the dissertation research course (SW 800) during the next registration period. The student must be registered in the dissertation research course (SW 800) during the entire term in which the work for the degree is completed.

The chair of the doctoral committee should provide primary direction regarding research methods, preparation of results, and the writing of the dissertation. The chair and the student are jointly responsible for informing the committee members about the progress of the research and the dissertation.

A majority of the doctoral committee members, including the committee chair, must approve both the dissertation and the examination on the dissertation. The chair of the doctoral committee must ensure that the final form of the dissertation, including revisions agreed upon, is acceptable to a majority of the committee.

The student must submit copies of the completed dissertation at least four weeks prior to the date of the final oral examination (dissertation defense).

Other requirements for the dissertation include the following:

1. Presentation and Defense of Dissertation Proposal. The student must present the dissertation proposal to the doctoral committee during the comprehensive examination.
2. Original Research. Dissertation research promotes the integration of conceptual issues, knowledge of a social problem, research design, and promotes the skills necessary for empirical research. Therefore, all dissertations must involve original research conceptualized by the student and the collection and analysis of data.
3. APA Guidelines. The content and style of both the dissertation proposal and the dissertation itself must conform to the most current edition of the APA publication guidelines. Dissertations must also conform to Graduate Division guidelines.
4. Human Subjects Approval. Human subjects approval for the dissertation research must be obtained from UHM's Office of Research Services before data from human subjects can be collected.
5. The doctoral committee members express their approval on the signature page of the dissertation and on **Student Progress Form III, Final Examination and Approval of Dissertation**.

#### **Final Examination (Dissertation Defense)**

The final examination is primarily a defense of the dissertation but may also cover related subjects. This examination is required of all candidates for the doctoral degree. The examination is oral and is conducted by the full doctoral committee. A majority of the doctoral committee members, including the committee chair, must vote "Pass"; otherwise the student fails. The Chair of the Ph.D. program reports the results of the final examination on **Student Progress Form III, Final Examination and Approval of Dissertation**, after all other requirements for the degree have been fulfilled.

## **STUDENT REVIEWS**

### **Individual Student Reviews**

Individual students may be reviewed at any time during their tenure in the program at the request of an instructor, an advisor, or the Chair of the program. The purpose of this review is to discuss the performance of a student who is having difficulty in the program and to develop a plan for responding to these concerns before they become more problematic for the student.

This review will be conducted by a committee composed of the Chair of the Ph.D. program, the student's current instructors, and his or her advisor. The student will be invited to provide input during these deliberations. The review will address the academic progress of the student, assess any need for remedial academic work or learning skill development, and identify any other impediments to learning.

The committee will report the results of this review to the Ph.D. Program Committee. The advisor will meet with the student to implement recommended actions.

### **Annual Review of Doctoral Students**

The annual review is intended to monitor the overall progress of doctoral students by reviewing the specific progress of each doctoral student. The Ph.D. Program Committee, the student's academic advisor, and the Ph.D. course instructors will participate in these reviews.

The student reviews will address each student's academic progress, identify current difficulties in meeting learning objectives (if any), and identify needs that have program implications (such as research funds, computer access, faculty resources, etc.).

Decisions or recommendations made by the Ph.D. Program Committee will be discussed with each student by his or her advisor.

## **PART-TIME REQUIREMENTS**

Part-time students are defined as students who are enrolled in the Ph.D. program for less than eight credit hours per semester. The program recognizes the benefit of having people who are employed while being engaged in doctoral studies and will endeavor to make courses

available to part-time students. Required courses taught by the School of Social Work faculty will be taught in the evenings to facilitate part-time students.

Part-time students who have not completed the core must take at least six credits per semester. Summer courses, if offered, can be counted against this total. Students who do not meet this requirement will be required to seek an official leave of absence from the program. Directed reading hours may be counted in this total.

## **GOVERNANCE**

### **Ph.D. Program Committee**

The purpose of the Ph.D. Program Committee is to provide leadership in the development, implementation and evaluation of curriculum and policies relating to the program. Courses and specific changes in curriculum, admissions criteria, and day-to-day procedures remain the province of the Ph.D. Program Committee and are reported to the graduate faculty for information purposes.

The Ph.D. Program Committee will consist of six graduate faculty members elected by the members of the graduate faculty and one Ph.D. student elected by a plurality of the Ph.D. students currently enrolled in the program. Members shall serve for two-year terms. The Chair of the Ph.D. Program Committee shall be nominated by the Ph.D. Program Committee. This name (or names) shall be forwarded to the Dean for consideration. The Dean will appoint the Chair of the doctoral program for a two-year term.

The meetings of the Ph.D. Program Committee shall be made known to the faculty as a whole. Ph.D. students shall be notified also. Faculty and Ph.D. students may have the floor in these meetings but voting is restricted to members of the Ph.D. Program Committee. Meetings are closed when performance of individual students or exams are to be discussed.

### **Student Representation on the Ph.D. Program Committee**

One Ph.D. student, with voting rights, shall be elected to the Ph.D. Program Committee. The representative will be elected by a plurality of the currently enrolled Ph.D. students, for a one-year term. The student representative will not be permitted to attend committee meetings when student reviews and exams are discussed.

Specific responsibilities:

1. serves as a voting member to the Ph.D. Program Committee,
2. is responsible for representing the needs and interests of the student constituents,
3. assists in the formulation and modification of school policies and procedures that affect academic and student affairs.

Faculty supports for the student representative are the Chair of the Ph.D Program and the SSW Student Services Coordinator.

### **Ph.D. Admissions Subcommittee**

The Ph.D. admissions subcommittee shall be elected by members of the graduate faculty in the School of Social Work. The purpose of the Ph.D. admissions subcommittee is to select candidates for admission in accordance with the policies of the Ph.D. Program Committee. Decisions of the admissions subcommittee may be appealed to the Dean by the applicant. Grounds for appeal are solely on the basis of the subcommittee's alleged failure to follow prescribed policies.

The Ph.D. admissions subcommittee shall consist of three faculty members elected from the School's graduate faculty. Two shall be elected from the members of the Ph.D. Program Committee and will serve for the length of their current term on that subcommittee. The third member shall be elected at-large. The at-large member shall serve for two years. Meetings of the admissions subcommittee are closed. All graduate faculty may review applications and make recommendations to the admissions subcommittee.

The chair of the Ph.D. admissions subcommittee shall be elected by the admissions subcommittee and must be a member of the Ph.D. Program Committee. The School of Social Work Student Services Coordinator shall assist the subcommittee without vote.

| Rev. 8/05

**DOCTORAL STUDENT SCHEDULE OF COURSE REQUIREMENTS**

	<b>Fall</b>	<b>Spring</b>
<b>Core Courses</b>	SW 651 (3) <i>Intro to Quantitative Methods</i> SW 750 (3) <i>Analysis and Development of Knowledge for Social Work</i> SW 752 (3) <i>Qualitative Research: Philosophical, Methodological and Analytic Approaches</i> [effective Fall 2005] <u>Prerequisites for Non-MSW students:</u> SW 630 (3) <i>Social Welfare Policy and Services</i> SW 640 (3) <i>Intro to Scientific Methods &amp; Principles in SW</i> SW 699 (1) <i>Directed Reading and Research</i>	SW 654 (3) <i>Multiple Regression in Behavioral Research</i> SW 731 (3) <i>Social Policy Analysis</i> SW 751 (3) <i>Research Design and Cross-cultural Applications</i>
<p><b>QUALIFYING EXAM</b> All core courses must be completed prior to taking the QE. Upon passing the QE, *Doctorate Student Progress Form I* is processed.</p>		
<p>Optional: SW 699 (1) <i>Development of Specialization Plan</i> w/SP chair</p>		
<b>Specialization Courses (Year 2, 3)</b>	The student's individualized specialization is the key focus of the doctoral curriculum, consisting of a careful and comprehensive study of a human/social problem. Therefore, a student may take as many courses as needed for this study, five courses are recommended. At minimum, 12 total credits of course work are required for this stage, including three specialization courses (total of 9 credits) that may be taken from any department across the university. A final Specialization Integration Seminar is taken within the School of Social Work. A student must pass the Qualifying Exam prior to taking Specialization courses. 3-5+ Specialization Courses SW 755 (3) <i>Specialization Integration Seminar</i>	
<b>Electives</b>	At least two elective courses: One elective must be in the area of research methods and statistics, the second elective in program evaluation (See page 6-7 in the PhD Manual for a list of approved electives). Electives may be taken, with the approval of student's advisor, anytime during the program. Deleted: and	
<b>Dissertation</b>	SW 699v <i>Directed Reading for Dissertation Design</i> Formation of the Doctoral Committee *(Doctoral Committee: SSW Approval Form)* <b>ORAL COMPREHENSIVE EXAM</b> *(Doctorate Student Progress Form II)* SW 800 (1) <i>Dissertation Research</i> <b>FINAL EXAM (Dissertation Defense)</b> *(Doctorate Student Progress Form III)*	

**Core courses:** 18 credits [effective Fall 2005] **\*Required Form**  
**Specialization courses:** 12 credits minimum  
**Electives:** 6 credits minimum

**Additional:** 3 credits (i.e., additional SP course or elective)  
**Total minimum credits:** **39 credits** (excluding dissertation credits) [effective Fall 2005]

## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

### **Appendix B**

#### **GUIDELINES FOR SPECIALIZATION PLANS**

The purpose of the Specialization Plan is to identify and describe your major program of study in the Ph.D. program. In the plan, you are to identify the human/social problem area you are proposing to study, the importance of the problem and the rationale for selecting the topic, your learning objectives, and the program of study in which you will be engaged in order to develop doctoral level expertise in your specialization area.

Upon completion of the specialization experience, you should possess doctoral level competence and knowledge in this problem area as specified in the Requirements for Specialization Knowledge Development section below. By then, you should have acquired detailed and in-depth understanding of the major theories and conceptual frameworks regarding both the nature of the problem and the interventions related to the problem. You should have acquired a detailed understanding of the research findings, methodologies and directions within the area. You should have acquired a detailed historical, theoretical and empirical understanding of the key social policies in the area. Finally, you should have acquired a detailed understanding of the cultural implications of actual and potential theoretical and empirical work within the area.

The Specialization Plan is a brief description of your beginning understanding of the area and your plan to accomplish what is described in the preceding paragraph. Note that once all or most of the specialization course work is completed, you will be taking an integration seminar that will provide the opportunity for you to pull the entire specialization area together through an in-depth integration and analysis of the literature. If successfully completed, this final specialization experience is intended to provide closure on your learning about the problem area and point to important future directions for scholarly work, including potential dissertation topics.

Your Specialization Plan is to be written according to the following guidelines:

1. Use APA writing style throughout (see Publication Manual of the American Psychological Association, current edition).
2. The plan will consist of approximately five pages and include the following:
  - (1) statement of the problem (e.g., child abuse, drug abuse, child dependency, ageism);
  - (2) importance of the problem; ( 3) rationale for selecting this topic and its relevance to social work and social welfare (include a statement on past/present coursework on topic); (4) preliminary learning objectives; (5) a program of study for meeting these objectives in such a way that the content outlined in the “Requirements for Specialization

## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

Knowledge Development” will be learned; and (6) a copy of “Requirements for Specialization Knowledge Development” appended to the plan.

3. Write in a clear and direct fashion (refer to APA Manual). Provide a coherent and thoughtful overview of the problem area.

### Requirements for Specialization Knowledge Development

The following is to serve as a guide for the development of your competence in and knowledge of your specialization problem area. Specifically, upon completion of the specialization experience, you should possess doctoral level knowledge of the following:

- I. The Problem
  - A. Statement of the Problem
  - B. Importance of the Problem (e.g., prevalence of problem, etc.)
  - C. Relevance to Social Work and Social Welfare
- II. Theories/Conceptual Frameworks About the Problem
  - A. Definitions
  - B. Major Theories (brief descriptions of the major concepts and propositions, issues, etc.)
  - C. Analysis of These Theories (statement of the current state of theoretical work in this area)
- III. Interventions With the Problem
  - A. Major Intervention Areas
  - B. Specific Intervention Theories
  - C. Specific Intervention Approaches (applications)
  - D. Analysis of These Intervention Approaches
- IV. Policy
  - A. Major Policies Relevant to the Problem
  - B. Suitable Framework for Policy Analysis
  - C. Policy Directions
- V. Research
  - A. Nature of Empirical Evidence in the Problem Area
  - B. Results of Studies About Theoretical Understanding of the Problem Area
  - C. Results of Studies of Intervention Approaches
  - D. Results of Studies of Policy Implementations

**POLICIES FOR PH.D. COMMITTEE AND  
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E. Reflection on Common Methodological Issues Within the Problem Area

VI. Cultural Issues

- A. Extent to Which Cultural Issues Are Incorporated in Problem Area (empirically, theoretically, etc.)
- B. Cultural Implications of the Above

VII. Conclusions

- A. Strengths and Weaknesses of Existing Work in the Problem Area
- B. Future Directions for Work in the Problem Area

**POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

**Appendix C**

School of Social Work  
University of Hawaii

**GRADUATE FACULTY RESEARCH**

<b>Name</b>	<b>Research Programs</b>	<b>Possible Research Topics for Which Research Supervision Will be Provided to Ph.D. Students</b>
Paul Adams, PhD	<ul style="list-style-type: none"> <li>• Family group conferencing and restorative justice</li> <li>• Neighborhood-based services integration</li> <li>• Transfer and management of innovation</li> <li>• Assessment in social work education</li> </ul>	<ul style="list-style-type: none"> <li>• Topics related to research programs</li> <li>• Comparative child and family policy</li> </ul>
Ann Alvarez, PhD	<ul style="list-style-type: none"> <li>• Social work education/distance education</li> <li>• Multicultural community practice</li> <li>• Issues of race, culture and gender</li> </ul>	<ul style="list-style-type: none"> <li>• Multicultural community practice</li> <li>• Issues of race, culture and gender</li> <li>• Qualitative methods</li> </ul>
Pamela Arnsberger, PhD	<ul style="list-style-type: none"> <li>• Women’s health issues</li> <li>• Gerontology</li> <li>• Research Methods</li> </ul>	<ul style="list-style-type: none"> <li>• Caregiving</li> <li>• Breast and cervical cancer</li> <li>• Long term care</li> </ul>
Kathryn Braun, DrPH	<ul style="list-style-type: none"> <li>• Gerontology</li> <li>• Developing and testing interventions</li> <li>• Participatory research</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnogerontology</li> <li>• Health disparities</li> <li>• End-of-life</li> </ul>
Colette Browne, DrPH	<ul style="list-style-type: none"> <li>• Feminist theory and social work</li> </ul>	<ul style="list-style-type: none"> <li>• Ethnogerontology</li> </ul>

**POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

Name	Research Programs	Possible Research Topics for Which Research Supervision Will be Provided to Ph.D. Students
	<ul style="list-style-type: none"> <li>• Aging women (well-being and mental health)</li> <li>• Asian and Pacific Island elder adults</li> </ul>	<ul style="list-style-type: none"> <li>• Feminist theory, aging, and social welfare policy</li> <li>• Women and aging</li> </ul>
Susan Chandler, PhD	<ul style="list-style-type: none"> <li>• Human service organization/administration</li> <li>• Health and welfare policy</li> <li>• Public administration</li> </ul>	<ul style="list-style-type: none"> <li>• Child welfare policy</li> <li>• Health and welfare policy</li> <li>• Program Evaluation</li> </ul>
Barry Coyne, PhD	<ul style="list-style-type: none"> <li>• Corrections case management</li> <li>• Sex Offender treatment</li> </ul>	<ul style="list-style-type: none"> <li>• Corrections</li> <li>• Mental health issues in corrections</li> <li>• Sex offender treatment and management</li> </ul>
Joel Fischer, DSW	<ul style="list-style-type: none"> <li>• Clinical evaluation</li> <li>• Effectiveness of clinical techniques</li> <li>• Eclectic practice</li> </ul>	<ul style="list-style-type: none"> <li>• Any project okay; no limits on substantive areas</li> </ul>
Meripa Godinet, PhD	<ul style="list-style-type: none"> <li>• Child and family welfare issues</li> <li>• Juvenile delinquency</li> <li>• Pacific Islander social and adjustment issues</li> </ul>	<ul style="list-style-type: none"> <li>• Structural Equation Modeling</li> <li>• Risk and protective factors on delinquency</li> <li>• Program Evaluation</li> </ul>
Violet Horvath, PhD	<ul style="list-style-type: none"> <li>• Disordered gambling</li> <li>• Child maltreatment</li> </ul>	<ul style="list-style-type: none"> <li>• Disordered gambling</li> <li>• Child maltreatment</li> <li>• Substance abuse and child abuse and neglect</li> </ul>
Valli Kalei Kanuha, PhD	<ul style="list-style-type: none"> <li>• Gender violence</li> <li>• Gender, race, class and multi-cultural practice</li> <li>• Feminist theory and practice</li> </ul>	<ul style="list-style-type: none"> <li>• Gender violence</li> <li>• Gender, race, and class analyses of social problems</li> <li>• Qualitative methods</li> <li>• Minority racial/ethnic and gender</li> </ul>

**POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

Name	Research Programs	Possible Research Topics for Which Research Supervision Will be Provided to Ph.D. Students
		identity
Lana Sue Kaopua, PhD	<ul style="list-style-type: none"> <li>• Cancer</li> <li>• Native Hawaiian issues</li> </ul>	<ul style="list-style-type: none"> <li>• Cancer</li> <li>• Native Hawaiian issues</li> <li>• Qualitative methods</li> </ul>
Peter Mataira, PhD	<ul style="list-style-type: none"> <li>• Drug and alcohol prevention programs</li> <li>• Revitalizing traditional ways: Healing practices</li> <li>• Entrepreneurship and leadership</li> </ul>	<ul style="list-style-type: none"> <li>• Program Evaluation</li> <li>• Community organizing</li> <li>• Indigenous research methodologies</li> </ul>
Jon Matsuoka, PhD	<ul style="list-style-type: none"> <li>• Culture and mental health</li> <li>• Community development</li> <li>• Indigenous economies</li> <li>• Social impact assessments in rural Hawaii communities</li> </ul>	<ul style="list-style-type: none"> <li>• Culture and mental health</li> <li>• Social impact assessments in rural Hawaii communities</li> </ul>
Noreen Mokuau, DSW	<ul style="list-style-type: none"> <li>• Social problems confronting Asian and Pacific Islanders (e.g., health disorders among Hawaiians)</li> <li>• Cultural factors and social work (e.g., incorporation of indigenous methods of helping into practice)</li> <li>• Conceptual frameworks for culturally competent practice</li> </ul>	<ul style="list-style-type: none"> <li>• Health and mental health status of Hawaiians (e.g., relationship of ethnic identification with coping and mental health)</li> </ul>
Paula Morelli, PhD	<ul style="list-style-type: none"> <li>• Social work in adult mental health: individuals with chronic and severe mental illness</li> <li>• Social work in child and adolescent mental health</li> <li>• Development and application of culturally viable research</li> </ul>	<ul style="list-style-type: none"> <li>• Topics related to research programs</li> </ul>

**POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

<b>Name</b>	<b>Research Programs</b>	<b>Possible Research Topics for Which Research Supervision Will be Provided to Ph.D. Students</b>
	paradigms	
Eddie Wong, PhD	• Measurement research statistics	• Program Evaluation

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## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

### **Appendix D**

#### Ph.D. Program Committee:

##### Purpose:

The purpose of the Ph.D. Program Committee is to provide leadership in the development, implementation and evaluation of curriculum and policies relating to the program.

##### Duties:

The committee shall:

Review and recommend any changes relating to policies of the program, which will be brought to graduate faculty for vote.

##### Membership:

The membership of the Ph.D. Committee shall be six graduate faculty and one student representative.

The meetings of the Ph.D. Committee shall be made known to the faculty as a whole. Faculty may have the floor in these meetings but voting is restricted to members of the Ph.D. Committee.

The Ph.D. Committee shall meet monthly or on the call of the Ph.D. Program Chairperson.

Written minutes of all meetings shall be prepared and maintained.

A quorum for the purpose of conducting any meeting shall be a majority of the members.

Motions must be passed by a concurring vote of the majority of the members at a meeting at which a quorum is present.

##### Election and Term of Office:

The Ph.D. Committee shall be elected by the members of the graduate faculty at the beginning of the Fall semester. Both full and provisional faculty will be included in the eligible list.

In the first year (1991), four graduate faculty shall be elected for two years and three for one year. After the rotation is established, members shall serve for a two-year term.

## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

(Approved by Graduate Faculty: 5/04)

### 1.0 Ph.D. Admissions Subcommittee

#### 1.1 Purpose:

The purpose of the Ph.D. admissions subcommittee is to select candidates for admission in accordance with the policies of the Ph.D. Program Committee.

#### 1.2 Composition and Duties:

The Ph.D. admissions subcommittee is elected from the graduate faculty and consists of three members. Two of the members shall be elected from the Ph.D. Program Committee and will serve the length of their current term. The third member shall be elected at-large. The at-large member shall serve for two years. The chair of the Ph.D. admissions subcommittee shall be elected by the admissions subcommittee and must be a member of the Ph.D. Program Committee. The School of Social Work Student Services Coordinator shall assist the subcommittee without vote. Responsibilities of the subcommittee include:

- (a) updating and revising application packets,
- (b) responding to questions from applicants,
- (c) reporting to the Ph.D. Program Committee statistics regarding program inquiries and applications received,
- (d) reviewing admissions procedures and making recommendations for any changes, and
- (e) reviewing applications and making recommendations to the Ph.D. Program Committee.

#### 1.3 Procedure for Application Review

The application deadline for Ph.D. admission is January 15<sup>th</sup>. The chair of the Ph.D. admissions subcommittee will lead the process of reviewing applications. Applicant review forms are provided to subcommittee members. The top candidates will be interviewed (e.g., in person, by phone, or teleconferencing). The chair of the Ph.D. admissions subcommittee solicits input from all graduate faculty. Through a consensus process, including ranking, a decision is made on whether or not to admit. This occurs typically in one session meeting of 90 to 120 minutes. Meetings of the Ph.D. admissions subcommittee are closed. Decisions of the Ph.D. admissions subcommittee may be appealed to the Dean by the applicant. Grounds for appeal are solely on the basis of the subcommittee's alleged failure to follow prescribed policies.

## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

(Approved by Graduate Faculty: 5/04)

### **2.0 Ph.D. Curriculum Subcommittee**

#### **2.1 Purpose:**

The purpose of the Ph.D. curriculum subcommittee is to provide leadership in curriculum development and integration within the framework of the program's goals. The subcommittee shall consider and make recommendations regarding curriculum matters to the Ph.D. Program Committee. The subcommittee shall examine all issues in the context of their coherence to the program-wide curriculum.

#### **2.2 Composition and Duties:**

The Ph.D. curriculum subcommittee is elected from the Ph.D. Program Committee and consists of three members. The chair of the Ph.D. Program is one of the three members.

Responsibilities of the subcommittee include:

- (a) approving new and cross-listed courses, course changes and deletions, and new or revised course syllabi,
- (b) monitoring and evaluating all course offerings in the curriculum, and
- (c) recommending experimental courses, in response to the changes in the social work profession, and national, regional, and community needs.

(Approved by Graduate Faculty: 5/04)

### **3.0 Ph.D. Qualifying Examination Subcommittee**

#### **3.1 Purpose:**

The purpose of the Ph.D. qualifying examination subcommittee is to develop and grade the qualifying exam.

#### **3.2 Composition and Duties:**

The Ph.D. qualifying exam subcommittee consists of School of Social Work faculty who taught courses in the core curriculum. Other graduate faculty in the specific content area shall be invited to serve on the subcommittee. If there is only one faculty member grading the examination, and there is a negative evaluation, the Ph.D. Program chairperson may invite a second faculty member to evaluate the examination.

## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

Responsibilities of the subcommittee include:

- (c) reviewing and making revisions if necessary, to the Guidelines for the Ph.D. Qualifying Exam,
- (d) developing the qualifying exam and presenting a draft to the Ph.D. Program Committee for review and revisions, and
- (e) grading the qualifying exam.

The Ph.D. qualifying exam subcommittee will determine the scheduling and duration of the exam. The exam subcommittee will be given two weeks to grade exams and one week to develop recommendations for students. Exams are to be graded without knowledge of the test-taker's identity.

(Approved by Graduate Faculty: 5/04)

### 4.0 Ph.D. Recruitment/Financial Support Subcommittee

#### 4.1 Purpose (Recruitment Subcommittee):

The purpose of the Ph.D. recruitment subcommittee is to provide leadership in the recruitment of qualified applicants to the Ph.D. program.

#### 4.2 Composition and Duties:

The Ph.D. recruitment subcommittee is elected from the Ph.D. Program Committee and consists of two members. Responsibilities of the subcommittee include:

- (a) developing ways to increase the pool of qualified applicants who would best fit the goals of the program,
- (b) examining strategies for recruitment (i.e., targeting particular groups that have a potential interest in the program),
- (c) reviewing and revising if necessary, program brochures and posters, and
- (f) making recommendations on recruitment plans and strategies to the Ph.D. Program Committee.

#### 4.3 Purpose (Financial Support Subcommittee):

The purpose of the Ph.D. financial support subcommittee is to provide oversight and administrative capability on financial assistance for doctoral students.

#### 4.4 Composition and Duties:

## **POLICIES FOR PH.D. COMMITTEE AND SUBCOMMITTEE STRUCTURES**

The Ph.D. financial support subcommittee consists of the Chair of the Ph.D. Program, one other member of the Program Committee, and the School of Social Work Student Services Coordinator. The major responsibilities of the subcommittee include the award of financial assistance and the development of mechanisms to increase financial assistance. The subcommittee is responsible for:

- (g) administering and evaluating applications for financial assistance and scholarships, with the final decision for award being made by the Chair of the Ph.D. Program and subject to approval by the Dean, and
- (h) making recommendations to the Ph.D. Program Committee in the development of mechanisms to increase financial assistance to doctoral students (e.g. research assistance on grants).

(Approved by Graduate Faculty: 5/04)