

The University of Utah

College of Health

Department of
Health Promotion & Education

Doctor of Education (Ed.D.) Program

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Overview of the Ed.D. Program

Welcome to the University of Utah's Department Doctor of Education (Ed.D.) graduate program in the Department of Health Promotion & Education. This document is a set of guidelines designed to help you navigate through the Ed.D. program.

The Ed.D. degree is awarded for exceptional achievement in an advanced area of study. It requires competence in educational and/or organizational theory and a broad understanding of related fields of study. The Ed.D. is a professional degree with a two-fold purpose. First, this degree is designed to provide advanced training to health professionals in leadership positions to develop and evaluate health promotion programs. Second, the Ed.D. degree can be tailored to prepare students interested in teaching at the university level to develop an area of expertise and provide beneficial experience in the university classroom setting. As a Ed.D. student, you will work closely with your committee chairperson to design and implement the program that most closely fits your needs.

We want you to be involved socially and build upon the experiences of students who have been in the program for a longer period of time. Therefore, the department has the Graduate Student Advisory Committee (GRAD SAC). The GRAD SAC will announce student socials, meetings, and representation options at various meetings. We encourage you to become involved with your fellow students in this program. Remember, your fellow students will be your colleagues for life – take every opportunity to get to know those around you.

We hope that you have a great graduate experience in the Department of Health Promotion & Education at the University of Utah. If you have specific questions, please feel free to contact the Directors of Graduate Studies, Glenn Richardson, (581-8039; Glenn.Richardson@health.utah.edu) or Tim Behrens (581-6213; Tim.Behrens@hsc.utah.edu).

Sincerely,

Glenn Richardson, Ph.D.

Tim Behrens, Ph.D., CHES

Required Sequence for the Ed.D. Program

1. First semester of graduate work:

If transfer credit for graduate work completed elsewhere is to be used, request that official transcripts be sent to the Admissions Office of the University of Utah. Additionally, complete the *Ed.D. Advisement* form with your faculty sponsor/mentor.

2. Second semester of graduate work:

After consultation with your sponsoring mentor, file the *Request for Supervisory Committee* form. Forms may be obtained from the Graduate School website (http://www.utah.edu/graduate_school/index.html). If membership of the Supervisory Committee changes during your program of study, a *Change of Supervisory Committee* form must be completed.

3. After formation of the Supervisory Committee:

Plan and complete your coursework and research agenda under the leadership and guidance of your sponsoring mentor and supervisory committee.

4. The Qualifying Examination:

After you have completed 75% of your coursework you will be eligible for the Qualifying Examination. After successful completion of the Qualifying Examination complete the *Report of the Qualifying Examination* form and the *Recommendation for Admission to Candidacy* form. **The Qualifying Examination MUST be successfully defended before beginning the dissertation or registering for dissertation hours.**

5. The Dissertation Proposal:

Propose your dissertation concept.

6. The Dissertation Defense:

After successfully defending the dissertation, complete the *Supervisory Committee Approval* forms as well as make any necessary changes to the dissertation that are recommended from the Supervisory Committee. After changes have been made to your committee's approval, complete the *Final Reading Approval* form. Finally, complete the *Report of the Final Examination* form.

7. Apply for Graduation

The Application Process

The application process for the Ed.D. program is a very straight-forward process. The process is illustrated in the following five steps:

1. First apply directly to the graduate school on line at <http://www.utah.edu/gradschool>
2. The graduate school requires official transcripts for an application to be complete. The Department of Health Promotion & Education requires the completion of a master's degree with a 3.0 minimum GPA before beginning your program. When your file is complete, the graduate school will forward the documents to the Department. This process may take 4-6 weeks.
3. Write a letter of application of approximately 1,000 words describing your background, your goals, and a potential interest area. Send this letter to the Department of Health Promotion & Education.
4. Take all three portions of the Graduate Record Exam (GRE) or the Millers Analogy and have the scores send to DHPE. Older scores are acceptable (within 10 years). The standard for admission is a score of 1,000 on the combined verbal and quantitative portions of the GRE and a "4" on the written analytical portion of the exam. A score of 51 on the Millers Analogy is acceptable.
5. FOREIGN LANGUAGE COMPETENCY: Because one of the primary tasks of health educators is interaction with people, the Department requires all international students to score at least 500 on the TOEFL (Test of English as a Foreign Language).
6. Please ask for three academic or professional letters of recommendation to be sent directly to the Department of Health Promotion & Education on letterhead. The Department of Health Promotion & Education mailing address is:
***The Department of Health Promotion and Education
University of Utah
1901 South Campus Drive
2142 Annex
Salt Lake City, Utah 84112***

* Files, completed by February 12, will be considered for the subsequent Fall admission. Files that are completed after February 12 will be considered the following year.

Acceptance into the Program

Ed.D. students are accepted on a competitive basis. Potential students are accepted into the program by an individual faculty member acting as your mentor/sponsor. Therefore, it is advisable to become acquainted with faculty members who have expertise in your area of interest. Students who have established potential ties with faculty members are given preference to admission.

Expectations and Formal Reviews

The Ed.D. is a professional degree. Therefore, each Ed.D. student is expected to engage in professional excellence during the length of the entire Ed.D. program. The Department of Health Promotion & Education has established minimal standards that each Ed.D. student must attain. These standards are listed below:

1. The time allotted for completion of the Ed.D. degree is seven (7) years. Students not completing the degree at the end of 7 years may be eligible for the degree of Master of Philosophy (M.Phil.) upon recommendation from the supervisory committee, the Director of Graduate Studies, and Department faculty.
2. Ed.D. students must maintain constant enrollment during the fall and spring semesters. If a student does not maintain constant enrollment in classes (s)he will be removed from the program and must reapply through the Graduate School. Leave of absence requests can be made under special circumstances. Students wishing to exercise this option must speak with their supervisory committee chair, the Director of Graduate Studies, and complete the appropriate paperwork through the Graduate School.
3. The Graduate School requires a residency requirement of at least one year of full-time graduate work at the University of Utah. This requirement may be completed at any time during the program. Students not meeting this requirement will not be allowed to complete their degree.
4. Doctoral students must maintain a 3.0 minimum GPA. Further, the Department will not honor any course grade lower than a B-.
5. While the majority of the Ed.D program consists of coursework and related assignments, all Ed.D. students are required to complete the dissertation. The dissertation should represent an independent research project from which the conceptualization, planning, data collection and analysis, and dissemination arise from the student.
6. It is expected that each Ed.D. student will actively seek a grant(s) and/or contract(s) to fund their dissertation project. However, grants and/or contracts do not need to be funded in order to meet this requirement.

At the end of each academic year (spring), each student will have his/her productivity evaluated in a formal review. Each Ed.D. student will receive a letter from the Department stating their progress during the past academic year. Students not meeting the expectations listed above will be put on probationary status during the following academic year. If the minimal standards have not been achieved at the end of the probationary year, the student will not be allowed to continue in the Ed.D. program.

Coursework

Coursework is an integral part of the Ed.D. program. This program of coursework was designed to provide a background of information in which each health educator should be competent. Further, this program of study offers students the flexibility to develop their own area of expertise.

Core Classes

The core classes are taught as a cohort each Fall and Spring semester. The core requirements include the following as of Fall 2006. Petitions to substitute core classes must be approved by your graduate committee and the Director of Graduate Studies. Petitions are based upon the premise that you already have the competencies that are included in the course material. Receiving an exception to a class does not imply a reduction in hours needed, but rather allows for more flexibility in course selection.

Year 1 (must take in order)

Fall	Spring
Foundations and Theory of Health Promotion (3) 6000 or 6010	Program Planning & Intervention Mapping(3)
Research Methods (3)	Evidence-Based Research (3)
Quantitative Statistics I: ED PS 7010, NURS 7201 or equivalent (4)	Quantitative Statistics II: ED PS 7020 or NURS 7202 (5)
TOTALS: 10	TOTALS: 11

Year 2 (order is flexible, except Program planning/intervention mapping and Program evaluation must be taken before Grant writing)

Fall	Spring
Inst Design/Health Communications (3)	Health Administration (3)
Program Evaluation (3)	Grant Writing (3)
OPEN (3)	Epidemiology (3)
TOTALS: 9	TOTALS: 9

Years 3-4

Elective classes

Elective classes are chosen, in cooperation with your graduate committee, to help support your area of expertise and help with your dissertation research.

Total Hours to Complete the Ph.D.

37 core class credits, 21 elective credits + 14 dissertation = **72 hours**

The Supervisory Committee

Request for Supervisory Committee

- Your Graduate Committee Chairperson is your sponsoring mentor. This faculty member must have a doctoral degree and be either a tenure track faculty or auxiliary faculty with expertise in the student's area of interest. You are encouraged to visit with faculty members as you finalize options for the chairperson of your committee. Feel free to discuss the options with the Director of Graduate Studies in order to assure the compatibility of your interest with the faculty member's expertise.
- In cooperation with your committee chairperson, you will select your graduate committee. The committee must consist of at least five members. At least three committee members should be from the Department of Health Promotion & Education either as full time or auxiliary faculty.
- The following are some considerations when organizing your committee.
 1. The chair should have expertise in your area of interest
 2. One committee person should have expertise in the type of research and statistics that you will be using in your research.
 3. Outside of the Department members should be content or research experts.
- Complete the Ed.D. Supervisory Committee form available from the Graduate School at http://www.utah.edu/graduate_school/forms.html.

1st Committee Meeting

After the committee has been selected, you should have your first committee meeting. The first committee meeting typically includes the following recommended agenda items.

- A brief proposal (1-3 pages) of what you would like to do for your research project and receive tentative approval to pursue the area of interest.
- Complete the Program of Study for Ed.D. Form available from the graduate school http://www.utah.edu/graduate_school/forms.html.
- Have a discussion of the format, timeline, and expectations of committee members responsibilities for the comprehensive examination.

The Qualifying Examination

The Qualifying Examination is the capstone experience for your coursework in the Ed.D. program. Successful completion of the examination signifies expertise in the field of health promotion and education and indicates your readiness to engage in independent research. The Qualifying Examination consists of both a written and oral component. The examination is planned and administered by your supervisory committee, and under the direction of the committee chairperson. Each member of the supervisory committee may be assigned an area in which to test your competency.

The written examination will be graded by your committee. A minimum score of 80% is required for each portion of the examination. The standard areas of competency are: (1) Program planning and Evaluation, (2) Health Behavior Theory, (3) Research Design, (4) Statistics, and (5) specific content to the student's area of study. The written portion of the examination is administered at specific times during the semester and must be completed within a 30-day time period. Standard times for the written portion of the Qualifying Examination are March 1st and October 1st. Students may be able to take their examination during the summer semester, dependent upon their Supervisory Committee. Members of the Supervisory Committee will grade each portion of the written examination and consider whether the student is prepared to orally defend the Qualifying Examination.

After successful completion of the written portion of the Qualifying Examination, each student will progress to the oral defense of the Qualifying Examination. The oral examination may be taken at any time following the successful completion of the written portion. Grading of the written portion of the Qualifying Examination takes approximately two weeks, and the Department highly recommends that the oral examination be taken take place as soon as possible following the completion of the written examination. Students are not eligible to begin their dissertation, or enroll for dissertation hours, until they have become a doctoral candidate (i.e., successful completion of the Qualifying Examination).

If your supervisory committee deems your responses as adequate, you will receive a passing score. If your committee deems your responses as inadequate, you will be required to retake all, or part, of the Qualifying Examination at the discretion of the supervisory committee. If your responses are still inadequate after the second testing, you will be dismissed from the Ed.D. program, and disallowed from pursuing a doctoral degree from the Department of Health Promotion and Education. Students not eligible for the Ed.D. degree may qualify for the degree of Master of Philosophy (M. Phil.), at the discretion of the Supervisory Committee, Director of Graduate Studies, and Department Faculty.

Upon successful completion of the examination, you are required file a *Report of the Qualifying Examination* for the Ed.D. and *Recommendation to Candidacy* form at http://www.utah.edu/graduate_school/forms.html. The suggested time to take your Qualifying Examination is during the last semester of your coursework and prior to beginning your dissertation research. You must have completed 75% of your coursework to be eligible for the Qualifying Examination. Additionally, if you elect to take the exam before the completion of all coursework, you are still responsible for all content not taken.

The Dissertation

All Ed.D. students are required to use the traditional four, or five, chapter format. Although this is the required format, students may also wish to pursue additional professional publication experiences. These publication experiences should be discussed with your committee chairperson.

Traditional Dissertation Guidelines

The traditional dissertation has four or five chapters, dependent upon the preference of your committee chairperson and supervisory committee. Regardless of whether a four or five chapter format is chosen, all dissertations must include the following:

1. Introduction (usually chapter one)

The Introduction lays the ground work for the dissertation. The Introduction should include the problem and purpose of the study, research questions, null hypothesis(es), limitations and delimitations, significance of the study, and operational definitions.

2. Review of the Literature (usually chapter two)

The literature review is important in that it lays the foundation for knowledge of the problem area. The literature review should be of the most pertinent and up to date literature in your area, and should indicate your familiarity with the literature in your field of study.

3. Methodology (usually chapter three)

The Methodology is perhaps the most important section of the Dissertation. The Methods section indicates how the study carried out, the data were analyzed, and how the data were reported. Specifically, this section should include how the experimental subjects were recruited, the experimental design used, instruments and measures, procedures of the study, and the statistical analysis.

4. Results (either chapter three or four)

In this section, the results of the study are presented. Formats will vary.

5. Discussion & Conclusion(s) (either chapter four or five)

The Discussion and Conclusion of the Dissertation should include a summary of your findings and their implications in light of the current literature base, a limitations section, and a recommendation for future research. Further, each of the hypothesis(es) should be addressed in this section.

6. References

7. Appendices

The Research Proposal

Having received guidance from the supervisory committee, the formal research proposal can be developed and generally completed after all or most of the course work is completed and the Qualifying Examination has been successfully completed. The proposal should include the following:

- An introduction with theoretical foundations and the most significant supportive literature, statement of the problem, and proposed methods.
- The above information must be submitted as a draft of the final dissertation. A proposal draft should include Chapters 1-3 (Introduction, Review of the Literature, and the Methods).
- The proposal draft must be distributed to the chair of the supervisory committee and least three weeks before the formal research proposal colloquy. Other committee members must receive the proposal draft two weeks before the formal research proposal colloquy.

Formal Research Proposal Colloquy

- Students will be expected to present their formal research proposal to the graduate faculty, graduate students, and other auxiliary faculty and guests.
- Directly following the Colloquy, the student's supervisory committee will convene to approve the proposal or recommend that you resubmit a modified proposal at a later time.

Formal Dissertation Defense Colloquy

- I. Upon completion of the dissertation, students defend the dissertation in a formal colloquy. This is a meeting of the Graduate Research Faculty, the graduate committee, other students and faculty, and guests. You will be expected to present the results of your research in a formal 25 to 35 minute presentation followed by questions and answers from those attending. The colloquy will be followed by a meeting with the supervisory committee to determine whether the dissertation defense was adequate or not. In most cases, there will be some corrections required.
- II. A final version of the dissertation must be provided to the committee chairperson at least three weeks prior to the formal dissertation defense colloquy and to all other committee member at least two weeks prior to the formal dissertation defense colloquy.
- III. After the formal dissertation defense colloquy, the supervisory committee will convene a closed meeting to discuss the student's performance. Upon recommendation from the supervisory committee, the student will either pass or fail the formal defense. If a student does not pass the formal defense, they will be given ONE additional opportunity to defend the dissertation. If, in the opinion of

the supervisory committee, the student has still not met expectations of the Ed.D. degree, the student will be removed from the Ed.D. program and disallowed from obtaining a doctoral degree from the Department. In this situation, the student may be eligible for the M.Phil. degree upon recommendation from the supervisory committee, the Director of Graduate Studies, and Department Faculty.

- IV. Students passing the examination are required to complete the Report of the Final Oral Examination for Ed.D. form at <http://www.utah.edu/gradschool/forms.html>.
- V. After the corrections are made, a Final Reading Form is signed by the Committee Chair and the Department Chairperson. The Final Reading Form is located at <http://www.utah.edu/gradschool/forms.html>.

Thesis (Dissertation) Format Approval

The Thesis (Dissertation) is then taken to the Thesis office where the thesis editor assures that the formatting is consistent with University Standards.

Ed.D. Forms

The following is a guideline (and timeline) of the necessary forms for the Ed.D. program, as of Fall 2006. This is meant as a guide ONLY. Always consult the Graduate School for the most up to date information (http://www.utah.edu/graduate_school/index.html).

1. Ed.D. Advisement Form (*available from your Mentor and/or the Director of Graduate Studies*)
*This form should be completed with the guidance of your faculty mentor/sponsor during you first semester of study
2. Request for Supervisory Committee (*available from the Graduate School*)
3. Program of Study (*available from the Graduate School*)
4. Report of the Qualifying Examination (*available from the Graduate School*)
5. Posting for the Dissertation Proposal (*available from the Director of Graduate Studies*)
6. Posting for the Dissertation Defense (*available from the Director of Graduate Studies*)
7. Report of the Final Oral Examination (*available from the Graduate School*)
8. Final Reading Form (*available from the Graduate School*)

Department Faculty & Staff

Tenure-Track (Tenured) Faculty

Tim Behrens, Ph.D., CHES, Assistant Professor & Director of Graduate Studies, Annex 2130-D, TEL: 581-6213, Tim.Behrens@hsc.utah.edu

Karol Kumpfer, Ph.D., Professor, Annex 2130-B, TEL: 581-7718, Karol.Kumpfer@health.utah.edu

Susie Nanney, Ph.D., MPH, RD, Assistant Professor, Annex 2115, TEL: 585-5679, Susie.Nanney@hsc.utah.edu

Glenn Richardson, Ph.D., Professor & Director of Graduate Studies, Annex 2130-F, TEL: 581-8039, Glenn.Richardson@health.utah.edu

Eric Trunnell, Ph.D., Associate Professor, Annex 2135, TEL: 581-4462, Eric.Trunnell@health.utah.edu

Auxiliary Faculty

Les Chatelain, M.S., Associate Instructor & Interim Department Chair, Director of EMT Program, Annex 2114, TEL: 581-4512, Les.Chatelain@health.utah.edu

Lynne Durrant, Ph.D., Associate Professor (Lecturer), Annex 2122, TEL: 581-8520, Lynne.Durrant@health.utah.edu

Anita Leopardi, M.Ed., CHES, Associate Instructor & Undergraduate Advisor, Annex 2117, TEL: 585-1081, Anita.Leopardi@health.utah.edu

Staff

Jo Divver, Administrative Assistant, Annex 2142, TEL: 581-8114, Jo.Divver@health.utah.edu

Kathryn Harrison, Accounting Specialist, Annex 2123, TEL: 585-5654, Kathryn.Harrison@hsc.utah.edu