

**BRYN MAWR COLLEGE**  
**GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH**

**OPERATING PROCEDURES**  
**FOR THE**  
**DEGREE OF DOCTOR OF PHILOSOPHY**

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BRYN MAWR COLLEGE  
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OPERATING PROCEDURES OF THE DOCTORAL PROGRAM

A. APPLICATION AND ADMISSION TO THE DOCTORAL PROGRAM

1. The candidate for the Ph.D. degree should have considerable intellectual ability and curiosity, critical judgment, independence, and a broad education. A master's degree is required for admission to the doctoral program, preferably in social work or a related field. (See Section R, "Individualized Joint Enrollment" for the rare, partial exception.) In accordance with the standards of the Council on Social Work Education, the accrediting body for social work programs, persons intending to pursue an academic career teaching social work practice must hold a master's degree in social work.
2. Inquiries concerning admission to the doctoral program may be made through the Office of Admissions or through the Director of the Doctoral Program. Application materials will be sent upon request.

Materials required for the application process are:

- a. a completed application form and payment of the application fee;
  - b. Graduate Record Examination results that are no more than three years old;
  - c. two or more academic references from faculty who have taught the applicant;
  - d. a transcript from each college and university attended, covering undergraduate and graduate work;
  - e. recent work references (as appropriate);
  - f. a TOEFL (Test of English as a Foreign Language) score that is not more than three years old if the applicant's native language is not English.
3. The primary responsibility for completing an application rests with the applicant. The Office of Admissions collects all necessary materials.
  4. The completed application and supporting material are reviewed by the Doctoral Admissions Committee.

5. The Doctoral Admissions Committee consists of one elected member of the Doctoral Committee who serves for two years, the Director of the Doctoral Program who serves for three years, and one doctoral student appointed each year by the Doctoral Committee.
  - a. The Doctoral Admissions Committee reads each completed application and may schedule an interview with the applicant.
  - b. Pre-application or post-application interviews may be arranged through the Office of Admissions either at the request of the applicant or the Doctoral Admissions Committee. Applicants may be accepted or rejected without an interview. *All potential applicants are strongly encouraged to speak or correspond with the Director of the Doctoral Program before applying.*
6. The Doctoral Admissions Committee makes decisions about the acceptance or rejection of applicants.
7. The Director of the Doctoral Program notifies the Office of Admissions of acceptance or rejection. If the applicant is accepted for admission, the Office of Admissions sends a letter of acceptance from the Director and a statement for the enrollment fee.
8. An applicant may discuss a rejection with the Director of the program or the Dean of the GSSWSR.
9. Applications for the doctoral program should be submitted by March 1. Although there is no terminal date for doctoral applications, later application will limit opportunities for financial aid.
10. The Director of the Doctoral Program reports regularly to the Doctoral Committee regarding admissions to the program.

**B. SCHOLARSHIPS AND FINANCIAL AID**

1. Acceptance into the program is considered separately from the award of scholarships, financial aid, and living stipends.
2. Students who wish to apply for financial aid, both institutional grant aid and federally subsidized Stafford or Perkins funds, are required to file a completed Free Application for Federal Student Aid (FAFSA) and a Bryn Mawr Institutional Application. Applicants are also required to submit Form 7 from the Admissions Prospectus. These forms collect

financial information from students that is analyzed according to guidelines used by the College to determine eligibility for institutional support.

- a. The FAFSA form must be completed in full and mailed directly to the Federal Student Aid Programs Office in the envelope provided. Students should make a photocopy of this FAFSA and submit it, together with the Bryn Mawr Institutional Application, to the Financial Aid Office by March 15. Additionally, a signed copy of the applicant's income tax return for the preceding calendar year should be sent to the Financial Aid Office no later than April 15.
3. During the application process, students should discuss their financial needs with the Director of the Doctoral Program.
4. Determination of awards is made by the Director of the Doctoral Program and the Dean of the GSSWSR. Award determinations are guided by policies approved by the Doctoral Committee. It is the policy of the School to waive tuition charges for all doctoral students who do not have a third-party source of payment and to provide a stipend for which no offsetting work is required. The amount of stipends is determined by formula without reference to need. The formula varies from year to year, but it weights courses differently so that a full-time student (six courses) will receive a stipend equal to considerably more than three times the amount received by a student who takes only two courses or twice the amount received by a student who takes three.
5. The Dean of the GSSWSR of the School notifies admitted applicants and enrolled students of any scholarship or financial aid within the jurisdiction of the School and any conditions associated with such scholarships, living stipends, or financial aid.

## C. COURSE REQUIREMENTS

Students must complete 12 courses. Seven of these are required for all students (counting Data Analysis and Research Methodology as two courses each). There is no full-time study requirement. Even so, students are urged to plan for at least one year of full-time study.

### 1. General Course Requirements

501 - Introduction to the History of American Social Welfare and Social Reform

526 - Behavioral Theory or

531 - Social Theory

540 - Data Analysis I

541 - Data Analysis II

551 - Research Methodology I

552 - Research Methodology II

and one Advanced Statistics or Research Methods course

### 2. Electives and Tutorials

With the assistance of his or her advisor, a student is expected to structure a cohesive program of study.

- a. In many cases, this can be accomplished through regularly-offered courses at the School, supplemented by courses taken through the reciprocal tuition program (the Reciprocal Plan) with the University of Pennsylvania.
- b. A student may request a tutorial with a Doctoral Committee member if the student's learning objectives cannot be met by a regularly-offered course. Ordinarily, a required course may not be taken by tutorial and an exception requires approval by the Director of the program and the student's advisor. Registration for a tutorial requires the prior consent of the instructor. No more than one tutorial may be taken in any semester during the regular academic year (September - May). Faculty members are not obliged to work with students during the summer and normally tutorials may not be taken during the summer. However, should a summer tutorial be granted, it will be credited as a fall semester course.

- c. Master's-level courses in the Graduate School of Social Work and Social Research may count as doctoral electives only under conditions outlined in "Guidelines for the Enhancement of Master's Courses." (see Appendix V Guidelines for Individualized Joint Enrollment) This is true for courses in both the MSS and MLSP programs. However, the suitability of MLSP courses for doctoral credit will be evaluated on a case-by-case basis by the Doctoral Committee. The student must initiate this evaluation during the semester before the course is taken by asking the Director of the program to place the matter on the Doctoral Committee agenda.
3. Full-time study is defined as three courses per semester. Students may register for four courses in a semester, although this is considered an overload. Tuition is charged on a per-course basis.
4. At least eight courses must be taken in the Ph.D. program of the Graduate School of Social Work and Social Research at Bryn Mawr College. Doctoral students may elect courses in this School, the Graduate School of Arts and Sciences at Bryn Mawr or, under the Reciprocal Plan, the Graduate School of Arts and Sciences at the University of Pennsylvania.
5. Under the Reciprocal Plan, students may take one course per semester in the graduate program in Arts and Sciences at the University of Pennsylvania. Students must begin the registration process for these courses at the University of Pennsylvania well in advance of the normal registration period at Bryn Mawr. Students must secure a letter from the instructor of the course granting permission to enroll and follow the procedures for Bryn Mawr students registering for courses at the University of Pennsylvania. The Reciprocal Plan does not extend to courses in the professional schools, including the University of Pennsylvania School of Social Work, or to summer courses. Students seeking to take courses at the University of Pennsylvania should follow these rules:
  - a. The permission of the Doctoral Committee is required for courses submitted to fill a requirement at Bryn Mawr. No permission is required for electives, providing they are doctoral level courses.
6. Transfer of Credit

Students who have completed doctoral work in another program may petition the Doctoral Committee to transfer credits after successfully completing a minimum of three courses in the Ph.D. program at Bryn Mawr. Petition for transfer of credits should be made in writing through the Director of the Doctoral Program. The petition should include the institution and department where the course was taken, the date when the course was taken, a description of the course (including a copy of the syllabus), and a copy of the transcript demonstrating a grade of B or higher. To substitute for a required course, equivalent content must be demonstrated. The Director will review prospective transfer credits with the student. If transfer of credit is approved, the Director will complete the Transfer Credit Form and submit it to the Director's Office. *Ordinarily, no more than four courses may be transferred for credit.*

#### D. APPRAISAL OF ACADEMIC PERFORMANCE

##### 1. Appraisal of the Academic Performance of Students

- a. At the end of each semester, a course instructor completes the Evaluation of Student's Performance in a Ph.D. Course form for each enrolled student. A grade of Satisfactory, Marginal Satisfactory, or Unsatisfactory is assigned. A student receives a copy of this evaluation form for each course taken.
- b. A student who receives an Unsatisfactory grade in a required course must repeat that course at his or her own expense. A student who receives an Unsatisfactory grade in an elective course receives no credit for the course and must undertake the same course or a different elective at his or her own expense.
- c. Ordinarily, the grade of Incomplete is reserved for serious illness or an emergency situation. As a rule, Incompletes must be completed within 30 days of the end of the semester in which the Incomplete is incurred. Any Incompletes remaining after this date become permanent and no degree credit is received.
- d. At the end of each semester, every student's performance is reviewed by the Doctoral Committee. The Director of the program writes a letter to each student enrolled in course work summarizing the faculty's assessment of his or her

performance. It is the advisor's role to follow-up with students after each semi-annual review.

- e. Students are expected to maintain a level of course work equal to a grade of B or better; that is, in the two highest categories of performance on the criteria for evaluation (see Appendix VI).
  - f. Either "Marginal Satisfactory" performance or "Unsatisfactory" performance in one course will lead to a Doctoral Committee discussion of the appropriateness of that student's continuation in the program. The School's policy is to terminate any student who receives:
    - 2 "Unsatisfactory" assessments; or
    - 3 "Marginal Satisfactory" assessments; or
    - 1 "Unsatisfactory" and 2 "Marginal Satisfactory" assessments.
  - g. Decisions on student continuation in the program are made by the Doctoral Committee.
  - h. If necessary, decisions to terminate students will be made at the end of each semester, when the Doctoral Committee meets to consider the performance of every registered student. If a decision is made to terminate a student, the student receives official notification from the Dean of the GSSWSR.
2. Appraisal of Faculty Performance
- a. A mid-semester course evaluation by students is required. It may be oral or written, group or individual, anonymous or otherwise, as instructor and students wish. These are used by the instructor to help improve the course.
  - b. At the end of each semester, every student is expected to provide anonymous written qualifying comments and a grade of Satisfactory or Unsatisfactory for the instructor's performance in a course. This information is used by the faculty and the administration in considerations of tenure, promotion, merit increases, and course assignments.

#### E. SPECIAL SKILLS REQUIREMENT

1. The doctoral program no longer has a modern foreign language requirement (effective 9/8/99). Students admitted prior to September 8, 1999 who have not satisfied the

language requirement and wish to take advantage of the foreign language policy change should issue that request in writing to the Director's Office.

2. According to the rules of the General Faculty, students must submit proof of competency in statistics as a special skill, demonstrated by examination or course work. A satisfactory grade in Data Analysis I and II (#540, #541) or transfer of equivalent credit-bearing courses ordinarily satisfies the statistics requirement.
3. Satisfaction of the special skills requirement in statistics must be met before the student can sit for the Preliminary Examination.

#### F. APPLICATION FOR CANDIDACY

1. Before sitting for the Preliminary Examination, the student must be accepted for candidacy. Application forms are available from the Director's Office. (See Sample: APPLICATION FOR CANDIDACY, Appendix I.)
2. A student may apply for candidacy at any time during his or her course of study. However, award of the degree is contingent upon successful completion of course work.
3. The student takes the initiative in applying for candidacy. The application is made to the Doctoral Committee through the advisor sufficiently in advance of the desired time for the examination to allow time for the various intervening steps. As the regular Preliminary Examination periods are in late October or early November and mid-March, a student would ordinarily apply for candidacy in the preceding spring.
4. Appointing the Supervising Committee

The student and the advisor consult on the topic for the dissertation and on the student's preferences for a Director of Work and three other members of the Supervising Committee. The student must make an appointment with the Dean of the GSSWSR to discuss such preferences. The choice of a Director of Work is a mutual agreement between the student and the faculty member in question. The composition of the remaining committee is not a choice of the student because it involves faculty workloads and other factors. The Dean of the GSSWSR will consider a student's indicated preferences in making such assignments. Committees must be constructed to represent faculty strength in the area of the dissertation, to cover the areas of examination and to

equalize faculty workload. The Dean of the GSSWSR notifies the Director of the Doctoral Program of the Application for Candidacy so that it can be considered by the Doctoral Committee.

If special knowledge may be useful to the Committee in guiding and evaluating an unusual dissertation, a faculty member from an institution other than Bryn Mawr College may be asked to serve if the Supervising Committee and the Doctoral Committee so recommends and the Doctoral Committee approves. Such a member becomes a voting member of the Supervising Committee.

5. At a meeting of the Doctoral Committee, the advisor presents a summary of the student's work and academic performance, indicates any remaining degree requirements and states whether or not the student is recommended for candidacy.

6. Candidacy

*Admission to candidacy is not automatic upon completion of course work.* The Doctoral Committee accepts or rejects the Application for Candidacy. If, after full review of the student's performance in the program the Doctoral Committee is confident that the student can complete the program successfully, the student is admitted to candidacy. If the Doctoral Committee cannot reach this judgment, the student will not be admitted to candidacy and the Committee will suggest how the student can improve his or her case for candidacy. If the Application is accepted, the Dean of the GSSWSR recommends the Director of Work and members of the Supervising Committee to the Doctoral Committee. The Doctoral Committee must approve a Supervising Committee either by accepting the Dean of the GSSWSR's recommendations or by suggesting substitutions.

7. The Dean of the GSSWSR informs in writing the Committee to Supervise the Degree of Doctor of Philosophy (a committee of the General Faculty of the College) of approval of the Application for Candidacy, the Director of Work and members of the Supervising Committee and the proposed dissertation topic.
8. The Committee to Supervise the Degree of Doctor of Philosophy appoints the Chair of the Supervising Committee in consultation with the Dean of the GSSWSR. The Chair (colloquially known as the "outside Chair") is appointed from the Graduate Faculty of Arts and Sciences. The Chair is a voting member of the Supervising Committee and has

primary responsibility for ensuring the observance of applicable College rules. The Dean's Office acknowledges the Chair's appointment and informs the Director of Work and the student.

## G. THE PRELIMINARY EXAMINATION

The Preliminary Examination consists of four written area examinations and an oral examination that covers these components.

### 1. Purpose and Content of the Preliminary Examination

- a. The Preliminary Examination tests the student's knowledge and command of several fields or areas rather than familiarity with particular courses. It tests the breadth and depth of knowledge, capacity for abstract reasoning, ability to apply knowledge to new problems, and power of organization. It should be regarded as a comprehensive examination rather than as a qualifying examination.
- b. The student is examined in the following four areas of study:
  - 1) Social Work and Social Welfare: Past and Present
  - 2) Social Research
  - 3) Social *or* Behavioral Sciences Theory
  - 4) Social Work Practice: Theories, Research and Issues (Social Policy and Program.Development *or* Clinical Theory and Research).
- c. The first three areas are timed essay examinations which shall not exceed four hours in length.
- d. The fourth examination (Social Work Practice) is known colloquially as the "preliminary paper" because it takes the form of a lengthy essay. The preliminary paper is part of each student's preliminary examination. This exam is designed to allow students to demonstrate scholarly independence in the student's anticipated substantive area. A primary goal of the preliminary paper is to afford students the opportunity to develop a clear conceptual framework in an area of substantive interest and to utilize this framework to inform practice, research and/or policy in this area of work. Students are advised to use the exam as a basis for their dissertation work, although this is not a requirement of the exam.

Students will be judged on a number of criteria including:

- ability to develop a clear conceptual/theoretical framework that is based on a complex view of the literature in the particular area of interest
- ability to utilize the conceptual frame to inform an exploration of applied work in the student's area of interest
- clarity of thought, organization and writing
- synthesis and analysis
- creative interpretation and capacity to be innovative with regard to substantive area of work
- thoroughness and organization
- make clear the scope of their work

Exams may be no longer than 30 pages, double-spaced, and must comply with APA guidelines. The exam must include an abstract. The 30 pages include reference pages, titles, and all other written work. Margins must be no less than 1 inch on all sides and the font must be times new Roman, 12 point.

Students are encouraged to discuss the content of their exam with their director of work no later than at the end of the semester prior to the preliminary exams. Faculty will give guidance on the topic and scope of the exam. Faculty can also comment on a brief one to two page outline of the exam (with 12 point font, 1 inch margins). However, faculty will not read the exam at any time prior to the actual grading of the exam. Faculty will give no further assistance for the exam after the end of the semester prior to the semester that the exam is due. Thus, for exams due in the fall, faculty will only give assistance to students until the end of prior spring semester. The end of the semester is defined as the Friday during the final exam period.

A copy of the paper is due to the Administrative Assistant to the Dean of the GSSWSR no later than 30 days prior to the beginning of the exam period.

- e. Within two weeks after the last written essay examination, the student is examined orally for at least one hour by the Supervising Committee. The oral part of the examination intends to clarify any questions the Supervising Committee may have about the written examination (including the “preliminary paper”) and gives the student an opportunity to expand on written answers.
  - f. The oral part of the examination is not separately graded. After the oral, a grade of “Satisfactory” or “Unsatisfactory” will be reached with respect to each of the four areas of the Preliminary Examination. Faculty will provide no feedback on exam performance before the oral is complete.
2. Timing of the Preliminary Examination
- a. The Preliminary Examination usually is taken either during the last semester of class work or the subsequent semester. Students must have completed the special skills requirement before taking the Preliminary Examination (see Section E).
  - b. The Preliminary Examination must be taken before the dissertation is submitted and must be passed before the dissertation is accepted.
  - c. The Preliminary Examination is given during two periods in the academic year with starting dates according to the current Academic Calendar. The fall exam period is usually in late October or early November. The spring exam period usually is in mid-March. The dates of the Preliminary Examination are not flexible.
  - d. The Preliminary Examination, including the oral, must be completed within four weeks of the first timed essay exam.
  - e. The student must be available for the oral part during the two weeks following the week in which the written examinations are completed. The Administrative Assistant to the Dean of the GSSWSR will schedule all orals and notify both faculty and students of the dates.
3. No Preliminary Examination oral is scheduled during the 30 days immediately preceding the date of the May Commencement. Exceptions may be granted by the Dean of the

GSSWSR in consultation with the Chair of the Supervising Committee. Conduct of the Preliminary Examination

- a. The Director of the Doctoral Program prepares the menu of questions for the Social Work and Social Welfare: Past and Present and the Social Research examinations in consultation with all members of the Doctoral Committee who choose to participate.
  - b. The questions for the Social or Behavioral Sciences Theory exam are standard and distributed to students well in advance.
  - c. The Director gives the exam to students on each examination day and is available during the examination period to answer procedural questions.
  - d. The oral is administered by the Supervising Committee and is open to all members of the College faculty who wish to attend. All members of the Supervising Committee are expected to be present for the entire oral examination.
  - e. At the end of the oral, the student leaves the room while the Supervising Committee evaluates the performance on all four areas of the Preliminary Examination. After the Committee has voted, and if the student has successfully completed the examination, the Director of Work invites the student in and the Chair informs him or her of the decision. The Director of Work meets separately with the unsuccessful student to review the performance and the decision of the Committee. The vote is recorded on the student's Ph.D. candidacy application form and signed by all members of the Committee.
  - f. A statement of the result of the Preliminary Examination and the decision of the Supervising Committee is sent in writing to the student by the Dean of the GSSWSR.
4. Evaluation of the Preliminary Examination
- a. The Preliminary Examination (written and oral) is graded as a whole.
  - b. The result of the Preliminary Examination is recorded in one of the following terms:
    - "Satisfactory."

- “Partially Satisfactory” is used if one or two areas are unsatisfactory. The committee records which areas are unsatisfactory.
- "Unsatisfactory" is used when three or four of the areas are unsatisfactory. If the vote is "Unsatisfactory," the Committee states explicitly whether or not and when the student will be allowed to repeat the Preliminary Examination.

The vote of the Committee is recorded on the student's Ph.D. candidacy application and signed by the members of the Committee.

- c. If the vote is “Partially Satisfactory” the student will be directed to retake the unsatisfactory part(s) of the written examination. The vote will state explicitly when the student is to make up any deficiency. If the result is "Unsatisfactory" the student may be refused permission to continue work for the Ph.D. degree, or may be directed to sit for a complete reexamination including an oral during one of the regularly scheduled Preliminary Examination periods. An oral is also required on retakes of exams graded “Partially Satisfactory.”
- d. If there is a difference of opinion among members of the Supervising Committee, the majority is decisive. The vote of any dissenting member(s) is recorded on the Ph.D. application and such member(s) may file a minority report. The oral report to the student by the Committee at the conclusion of the exam will not include the votes of individual members.

- e. No student is permitted more than one reexamination in an area not graded "Satisfactory." All failed parts of the examination must be retaken in a single examination period. The Preliminary Examination must be passed satisfactorily within one year of the first written examination. In unusual circumstances such as serious illness, exceptions to this rule may be granted by the Doctoral Committee upon the recommendation of the Director of Work. If, after this time, a student has remaining unsatisfactory performances in any of the four areas of the Preliminary Examination, the student may not proceed to complete the degree.

## H. DISSERTATION

### 1. General Requirements

- a. Prior to beginning substantive work on the dissertation, the student must prepare a written proposal. (See Guidelines for Dissertation Proposals--Appendix II). This proposal should not exceed 20 double-spaced, typewritten pages, exclusive of bibliography and other supplementary material. It should use 1" margins and a 12 point font. After consultation with the Director of Work, the student submits the proposal to all members of the Supervising Committee. If the members of the Committee consider the proposal ready for discussion, the Director of Work arranges a meeting of the student with the Committee members. This is to inform in detail members of the Committee other than the Director of the subject and material of the dissertation and to alert the student to any difficulties anticipated by the Committee. At the Director's discretion, this meeting may include the Chair of the Committee. The Director of Work takes minutes at this meeting and circulates them to the student and other Committee members. Significant changes in the dissertation proposal are communicated to the Committee either by memoranda or by subsequent meetings. The deadline for submitting dissertation proposals is October 31<sup>st</sup> during the fall semester and March 31<sup>st</sup> during the spring semester.
- b. No dissertation research may begin until the project has been reviewed by the Bryn Mawr College Institutional Review Board for compliance with requirements for the

protection of human subjects in research. The Supervising Committee must approve the proposal before it is submitted to the Institutional Review Board.

- c. The dissertation must represent the results of independent investigation in the field of the student's major subject. It must contain new material, results or interpretations and be judged suitable for publication. Students may use technical consultants in their work, but the student must conduct the analysis, write up the results, and be able to defend the work.
- d. The dissertation must be written in English. A student whose native language is not English may submit a dissertation in his or her native tongue, accompanied by a professional English translation.
- e. Five copies of the completed dissertation are submitted to the Administrative Assistant to the Dean of the GSSWSR who circulates it among the members of the Supervising Committee along with (1) a recommendation that the dissertation be accepted and a brief critical comment by the Director of Work, and (2) the voting form to be submitted to the Chair of the Supervising Committee. The dissertation must be typewritten in letter-quality or correspondence quality form and be in accord with all College requirements regarding the form of a dissertation. A copy for each member of the Supervising Committee must be submitted in suitable binders and accompanied by a curriculum vitae and an abstract of not more than 150 words. (see Guidelines for Dissertation Preparation -- Appendix IV).
- f. The dissertation must be submitted to the Administrative Assistant to the Dean of the GSSWSR not later than the date specified in the Academic Calendar, which is 45 days prior to the end of classes for the academic year in which the student expects to complete work for the degree.
- g. No member of the faculty is obliged to read or advise in connection with a dissertation at any time except during the academic year.
- h. At the time of the examination, the dissertation must be satisfactory to the Supervising Committee in style and content and must be suitable in form for publication.

- i. All members of the Committee will read the dissertation promptly. A Committee member who has serious questions about the dissertation will inform the Chair well in advance of the scheduled Final Examination. The Chair will then consult each member to ascertain whether a meeting of the Committee should be held to discuss the dissertation. Such a meeting should always be called if a member is doubtful about any points in the dissertation, or wishes to confer with other members about the dissertation as a whole. This meeting may result in recommended revisions, possibly leading to postponement of the Final Examination, or may result in rejection of the dissertation. If all members of the Committee have indicated in writing that the dissertation is acceptable, a Committee meeting to discuss the dissertation usually will be held immediately before the Final Examination.
- j. The vote on the dissertation will be "Satisfactory" or "Unsatisfactory." The word "Satisfactory" may be qualified by a phrase recommending minor stylistic changes, for example, "subject to minor stylistic changes recommended by the Committee." If the vote is "Unsatisfactory," the Supervising Committee will determine the conditions, if any, under which the student is to proceed. The vote is recorded on the student's Ph.D. candidacy application form and signed by all Committee members.
- k. If any Committee member finds the dissertation unsatisfactory, his or her vote is recorded on the Ph.D. form. If more than two members of the Supervising Committee finds the dissertation unsatisfactory, it fails. The student will be directed either to continue work on the dissertation or to withdraw from the program.
- l. A final copy of the dissertation must be deposited with the Administrative Assistant to the Dean of the GSSWSR no later than four days before Commencement Day or by December 10 if the degree is to be conferred on December 15. No degree will be granted until the dissertation has been revised to conform to all of the recommendations of the Committee and a final copy has been deposited, together with a signed microfilming agreement.

- m. Upon successful completion of the dissertation, it is customary for the student to give a copy to the Director of Work.
2. Publication of the Dissertation
- a. Publication of the dissertation is required. Microfilming meets this requirement.
  - b. The final copy of the dissertation must be sufficiently clear to permit microfilming.
  - c. Arrangements for microfilming must be made before the degree is awarded.
  - d. When the final copy of the dissertation is submitted, a deposit must be made to pay for microfilming the dissertation and supplying the College with one film and one bound copy. A signed agreement must accompany the deposit. The Administrative Assistant to the Dean of the GSSWSR will accept the deposit and have the dissertation microfilmed and the abstract published in Dissertation Abstracts International and in Social Work Abstracts
  - e. If the dissertation is published in book form, two copies should be deposited with the Administrative Assistant to the Dean of the GSSWSR. One will be catalogued in the library, and one will be kept by the School. One copy of the microfilm and the printed text of the dissertation will be deposited in Canaday Library. Any book published from the dissertation should include a statement to the effect that it originated as a dissertation at Bryn Mawr College.
3. By written request of the student, general circulation of the dissertation, including microfilming, may be restricted for a period of up to two years. Reasons for such requests may include, for example, honoring agreements with data sources or allowing time to prepare fresh or newer material fully for publication.
4. See Appendices related to the DISSERTATION (Appendix II, III and IV)

## I. THE FINAL EXAMINATION

1. The Final Examination tests the student's knowledge of the special fields of the major subject in which the dissertation has been written.
2. The Final Examination may be taken only after the student's dissertation has been accepted.
  - a. If the Preliminary Examination has been taken more than five years (60 months) before the Final Examination, one written examination (in addition to the oral exam) must be taken and passed satisfactorily. This exam will be prepared by the Supervising Committee. The 60-month time period begins the day after the oral portion of the Preliminary Examination is completed. Further explanation of the 60 month rule.
    - i. Four years after the passing of preliminary exams, a letter will be sent to the students who have not yet finished their dissertation work, indicating that they have one year left to complete their dissertation or they will need to retake a preliminary exam.
    - ii. If they fail to complete the dissertation within that year, students will be required to take a preliminary exam during the next preliminary exam period. If the next preliminary exam period is less than 90 days from the day they are sent the letter, they will be allowed to take the exam during the following exam period. If the student refused to take the exam or the exam is failed, the student will be removed from the program.
    - iii. Anyone who is currently past the five year period will immediately receive a notice that they have one year to finish or they will have to take a preliminary exam.
    - iv. The one preliminary exam a student will need to take after the 60 month period has expired will include sections on social research; social and behavioral sciences theory; and social work and social welfare: past and present. In order to pass the preliminary exam, the student will need to answer questions on each of these different areas.

- v. There will be maximum of 8 years to complete the program within the timeframe outlined below. While students can take the maximum amount of time for some of these periods, they can not take the maximum amount of time for all of these periods. Students will be allowed up to two years of leave from the doctoral program. The two years can be used at any point in the process of doctoral studies. but no more than two years can be used for this sort of leave. No leaves will be given in order to increase the time period for completing work. If a student fails to finish any given part of the program in the maximum amount of time allowed, that student will be removed from the Ph.D. program.

<b>Beginning Period</b>	<b>Ending Period</b>	<b>Normal time</b>	<b>Maximum time</b>
Start the program	Ending course work	2-3 years	4 years
Ending course work	Passing all Preliminary exams	6 months	18 months
Pass Preliminary exams	Dissertation Proposal	3 to 9 months	1 year
Dissertation Proposal	Dissertation Defense	2 to 3 years	4 years

- vi. Students who enrolled prior to the adoption of this plan for completing the degree, will be expected to follow this timeframe from the current point in their studies.
3. The Final Examination is oral. The Final Examination shall be not less than one hour in length, or more than three.
  4. All members of the Supervising Committee are expected to take part in the oral examination. The oral examination is open to members of the faculty who wish to attend.
  5. The Chairman of the Supervising Committee shall discuss with the Candidate proposed plans for publication of the dissertation during the Final Examination

6. A separate vote shall be taken on the Final Examination. The vote shall be "Satisfactory" or "Unsatisfactory." If the examination is "Satisfactory," the Committee shall inform the Candidate of the result. If the vote is "Unsatisfactory," the Director shall inform the student.
7. If more than one member of the Committee dissents from the majority opinion, the question has to be referred to the Doctoral Faculty of the Graduate School of Social Work and Social Research. Another member of the appropriate faculty or, by arrangement with the appropriate Dean, an outside scholar competent in the field of the dissertation may be called in for consultation. Likewise the Supervising Committee must file a report to the appropriate Dean who will bring it to the Graduate School of Social Work and Social Research Doctoral Faculty.
8. The Candidate will be informed in writing by the Dean of the actions of the Committee.
9. Final Examinations may not be set later than the fourteenth day before Commencement Day or later than November 25 if a December degree is to be conferred.
10. All votes, once recorded, are part of the permanent record and not subject to later change.

J. APPEALS

The Supervising Committee's decision pertaining to performance on the Preliminary Examination, the Dissertation, and the Final Examination may be appealed to the Doctoral Committee. The decision of the Doctoral Committee is final.

K. CONTINUING ENROLLMENT STUDENTS AND FEES

1. Students who have completed course work and are preparing for the Preliminary Examination or pursuing work on a dissertation are considered continuing enrollment students and are billed as such each semester until completion of the degree.

2. Students are responsible for returning the Continuing Enrollment Registration Form each semester indicating their academic status for the term. Failure to return the completed Continuing Enrollment Registration Form may result in the student being billed for the semester's tuition.
3. No student may take any examinations or expect assistance from the faculty unless the continuing enrollment fee has been paid.
4. The continuing enrollment fee does not cover summer assistance from the faculty. No faculty member is obliged to work with students during the summer months.
5. No student may receive a degree who has outstanding unpaid bills with the College. This includes payment of the Commencement Fee.

L. LEAVES

After one year of leave, a justification of its continuance must be presented to the Doctoral Committee. Continuation of the leave must be approved or the student will be charged the continuing enrollment fee. Requests for leaves of absence and their continuance must be made in writing to the Dean of the GSSWSR.

M. THE DOCTORAL COMMITTEE

1. The Doctoral Committee consists of those full-time members of the faculty of Social Work and Social Research who have the doctoral degree, and such other members of the faculty who have the doctoral degree and an appointment as a voting member to the General Faculty of the College.
2. The Doctoral Committee is responsible for development and implementation of policy concerning the doctoral program.
3. The Doctoral Committee elects the Director of the Doctoral Program at the last meeting of the academic year for a three-year, non-renewable term of office. The Director-elect takes office at the end of the current academic year. The retiring Director serves in a consultative role during the summer transition.

4. The Director of the Doctoral Program has administrative responsibility for the doctoral program and serves as Chair of the Doctoral Committee. From time to time, subcommittees of the Doctoral Committee may be established as needed.
5. The Director serves on the General Faculty Committee to Supervise the Degree of Doctor of Philosophy.
6. The Doctoral Committee elects from its number one person to serve a two-year term on the Doctoral Admissions Committee. This election takes place at the first meeting of the academic year.
7. The Doctoral Committee evaluates the performance of students in the program, admits students to candidacy for the Ph.D., and recommends to the faculty of the Graduate School of Social Work and Social Research that the degree of Doctor of Philosophy be conferred upon candidates who have successfully completed degree requirements.

#### N. THE ADVISOR

The advisor serves as (1) an educational counselor; (2) an interpreter of procedure and policy; (3) a relay of information; and (4) a consultant on course selection. The advisor also has an evaluative role with respect to recommendation for candidacy.

##### 1. Appointment of the Advisor

- a. The advisor is appointed by the Director of the Doctoral Program in consultation with the Dean of the GSSWSR before the student registers in the program.
- b. When the student is notified of registration, he or she is given the name of his or her advisor. This advisor normally continues in this role until the student is admitted to candidacy. At that time the Director of Work assumes the functions of advisor.

##### 2. Student Evaluation

(See also the section on "Appraisal of Academic Performance of Students.")

- a. An advisor who is notified by an instructor or the Director that a student is having serious academic difficulty should discuss this with the student.
- b. The advisor may (1) ask the Director of the Doctoral Program to convene a special meeting of the Doctoral Committee to evaluate the student's performance or (2)

wait until the next Doctoral Committee meeting devoted to evaluating student performance.

- c. The advisor is responsible for interpreting to the student any decisions or recommendations flowing from performance evaluations at Doctoral Committee meetings.

### 3. Change of Advisors

A student who wishes to change Advisors may petition the Director of the program to do so. The Director consults with the student, the current advisor, any prospective advisor, and makes a recommendation to the Dean of the GSSWSR. The Dean of the GSSWSR makes the final decision and informs the student of the disposition of the petition.

### 4. Application for Candidacy

- a. The student discusses readiness for candidacy with the advisor, who is responsible for recommending the student for candidacy.
- b. The advisor signs and submits the completed Application for Candidacy form to the Director's Office.
- c. The advisor presents a summary of the student's work to the Doctoral Committee when the candidacy application is considered.
- d. The advisor's responsibility ends when a Director of Work is appointed.

## O. THE DIRECTOR OF WORK

The Director of Work serves as an interpreter of procedure and policy, a relayer of information, and a consultant to the student in professional and academic matters once candidacy is attained. The Director of Work serves as the primary consultant with regard to the dissertation.

### 1. Appointment of the Director of Work

- a. The student discusses the proposed dissertation subject with the potential Director of Work.
- b. The student meets with the Dean of the GSSWSR and submits a request for a Director of Work and any preferences for members of the Supervising Committee.

- c. Provided the faculty member agrees, except in unusual circumstances the Dean of the GSSWSR will recommend the student's choice for Director of Work to the Doctoral Committee.
  - d. If the selection is approved by the Doctoral Committee, the Director of Work is approved by the Dean of the GSSWSR.
2. Preliminary Examination
- If any of the student's four areas of the preliminary examination is not judged "Satisfactory" the Director of Work informs the student accordingly. Formal, written notice of the grade of the examination and any other decision by the Committee will be sent to the student by the Dean of the GSSWSR.
3. Dissertation
- a. The Director of Work has the primary faculty responsibility to the student in the preparation of the dissertation.
  - b. When a proposal has been received by the Director of Work and is considered ready for evaluation, it is distributed to the other members of the Supervising Committee for comment. The Director arranges a meeting of the Committee with the student to discuss the proposal.
  - c. The Director of Work and the student keep the Supervising Committee and the Administrative Assistant to the Dean of the GSSWSR informed of any changes in the student's plan of work or in the subject of the dissertation. The Director of Work is responsible for calling any further informal meetings of the Supervising Committee.
  - d. The Director of Work writes a letter to the Supervising Committee affirming his/her acceptance of the dissertation and recommending that the Committee do the same.

4. Final Examination

- a. The Administrative Assistant to the Dean of the GSSWSR arranges the Final Examination upon receiving the dissertation from the student and the supporting letter from the Director of Work.
- b. The Director of Work and the Chair of the Supervising Committee are responsible for checking the results of the Preliminary Examination to determine if there is any special requirement to be completed prior to the Final Examination (e.g., compliance with the 60-month rule).

P. THE SUPERVISING COMMITTEE

1. The Supervising Committee consists of a member of the General Faculty not in the Graduate School of Social Work and Social Research, appointed by the Committee to Supervise the Degree of Doctor of Philosophy, who acts as Chair and Secretary; the Director of Work; and three other members of the Doctoral Committee of the Graduate School of Social Work and Social Research.
2. A member of the faculty of the Graduate School of Arts and Sciences may serve on the Supervising Committee if the Candidate or the Supervising Committee request such a member and the Doctoral Committee of the Graduate School of Social Work and Social Research approves.
3. The Supervising Committee should include persons with competence in the student's areas of examination.
4. Whenever possible, there should be another member of the Supervising Committee in addition to the Director of Work who is competent in the specific area of the dissertation. Upon the recommendation of the Supervising Committee or the Doctoral Committee, and with the approval of the Doctoral Committee, a scholar not connected with the College who has special competence in the field of the student's dissertation may be added to the Supervising Committee. This person becomes a voting member of the Supervising Committee. Such a member will be in addition to the five members from the College. Whenever possible, this member of the Supervising Committee should be added at the proposal stage.

5. The Supervising Committee administers and evaluates the Preliminary and Final Examinations and evaluates the dissertation. (See Preliminary Examination, Dissertation and Final Examination for the specific duties of the Committee in these areas.)
6. The Supervising Committee reports to the Committee to Supervise the Ph.D. of the General Faculty.

Q. CONFERRAL OF THE DEGREE

The degree of Ph.D. is awarded at two designated times during an academic year: December 15, by letter from the President of the College indicating that degree requirements have been met, and in person at the May Commencement. All students who have completed the degree during the academic year may be presented at the May Commencement by the Director of Work or a substitute to the President of the College for conferral of the degree.

R. INDIVIDUALIZED JOINT ENROLLMENT

An applicant for the MSS program or a student currently enrolled in the MSS program may seek special status that permits the systematic combination of MSS and PhD courses with the goal of moving into doctoral studies once the MSS is completed. This status is rare, and the applicant must demonstrate the academic skills expected of an applicant to the doctoral program, minus the achievement of a master's degree. The principal advantage of such Individualized Joint Enrollment is that it permits a student to substitute doctoral-level courses in Data Analysis, Research Methods, and Social Policy for MSS requirements in these areas. As well, doctoral-level electives may be substituted for MSS-level electives so that credit can be accumulated in both programs.

Students admitted to this status work closely with an advisor and the Director of the Doctoral Program to construct a program of study that meets the requirements of both programs. All requirements of doctoral matriculation described above pertain to the achievement of the PhD by this entryway.

S. NON-MATRICULATED STATUS

From time to time, a student may apply to be admitted as a non-matriculated participant in the PhD program. This status permits a student to take only one course per semester for one year, at which point the student must be admitted to the program in order to continue.

Admission to non-matriculated status is granted by the Doctoral Admissions Committee.

To be admitted, the applicant must show promise for doctoral work. In consultation with the applicant, and after considering projected enrollments in available courses, the Director of the Doctoral Program will inform the applicant about which courses are open to him or her. *A non-matriculated student is not eligible for tuition assistance or a stipend.*

T. APPEALS PROCEDURE

A student who wishes to appeal any decision affecting his or her status in the program may submit a written appeal to the Director of the Doctoral Program, who will bring the case to the Doctoral Committee for final resolution.

## GOVERNANCE OF THE DOCTORAL PROGRAM

### I. PREAMBLE

Following are the procedures and rules governing the doctoral program. They represent procedures required by the General Faculty, procedures agreed upon and voted by the Doctoral Committee, and ways of doing things that constitute the program's customs.

The doctoral program in social work and social research leads to a degree awarded by the General Faculty of the College. As such, the program ultimately is accountable to the General Faculty through its Committee to Supervise the PhD.<sup>1</sup> The General Faculty sets specific degree requirements for the PhD degree as well as certain rules regarding how such requirements are met. The rules of the General Faculty and the by-laws provide further requirements for faculty functioning in this division of the College.

The Plan of Government of Bryn Mawr College delegates certain responsibilities to the faculty:

"The Faculty of Social Work and Social Research shall have authority over all matters pertaining to admission, curriculum, and instruction (including attendance, examination, and recommendations of candidates for degrees in the Graduate School of Social Work and Social Research), subject to the provisions of Article IV, Section 2,c." (Source: Article VI, section 2,a.)

"The Faculty of Social Work and Social Research shall have the authority to award scholarships and fellowships, to the extent authorized for the School of Social Work and Social Research by the Board of Trustees." (Source: Article VI, section 2,c.)

Within the School of Social Work and Social Research, the doctoral program is relatively autonomous; it has its own governing body, the Doctoral Committee: " The Faculty of Social Work and Social Research shall have authority to determine all matters pertaining to its functions, to elect its secretary, and to elect and constitute whatever councils and committees

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<sup>1</sup> Plan for the Academic Government and By-laws and Rules of the College: Rules of the General Faculty Governing the Degree of Doctor of Philosophy.

may be desirable for the conduct of its business. It may delegate to such councils and committees authority to act in its behalf." (Source: Article VI, section 2,b.)

While the Doctoral Committee reports its decisions to the Faculty of the School, the decisions within the province of the Doctoral Committee remain solely its responsibility and are not subject to ratification by the Faculty of the School. Only voting members of the Doctoral Committee who are members of the General Faculty of the College have the right to vote at Bryn Mawr College.<sup>2</sup> "The voting members of the Committee shall consist of those full time members of the faculty who are eligible to teach in the doctoral program and have the doctoral degree and such other full time members of the faculty who have the doctoral degree." (Source: GSSWSR By-laws, section C,1,b,(5).)

The Director of the Doctoral Program is elected by the Doctoral Committee and carries primary responsibility for the functioning and development of the program. The Director consults with the Dean of the GSSWSR of the School and is accountable to the Doctoral Committee.

## II. RIGHTS AND RESPONSIBILITIES OF THE DOCTORAL COMMITTEE

### Curriculum

*Mission:* The Doctoral Committee is responsible for the development, evaluation, and revision of the mission and goals of the curriculum. Curriculum development in the doctoral program is informed both by the need for specific substantive content and the expertise of the faculty.

*Curriculum planning:* Early in the spring semester, the Doctoral Committee considers course offerings for the following year and a projection for the year following that. This discussion includes consideration of the number of courses to be mounted, specific courses needed, and is informed by projected faculty leaves. The Director of the program brings to this meeting a tentative course projection. The recommendation of the Doctoral Committee is forwarded to the Dean of the GSSWSR.

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<sup>2</sup> Plan of Government and Bylaws and Rules of the College, Article IV.

In consultation with Doctoral Committee, the Director recommends faculty course assignments to the Dean of the GSSWSR. In general, individual faculty members have responsibility for particular courses over time.

*Introduction of new courses:* No new course may be introduced without Doctoral Committee approval. A faculty member wishing to propose a new course submits a tentative course outline, including readings and course assignments, to the Doctoral Committee. The Doctoral Committee evaluates the course according to its fit with the mission of the program, substantive content appropriate to the doctoral level, and the addition of desired new content.

*Procedures for altering curriculum requirements:* The General Faculty of the College has set certain requirements for the PhD degree.<sup>3</sup> An exception to these can be obtained only by petition to the General Faculty by the Doctoral Committee. The Director of the program argues such requests to the General Faculty.

Changes in degree requirements can be made only by the Doctoral Committee. Exceptions to degree requirements for particular students must be approved by the Doctoral Committee. No General Faculty degree requirements can be waived.

#### Admissions

Through the Doctoral Admissions Committee, the Doctoral Committee makes all decisions regarding admission to the doctoral program. The Doctoral Admissions Committee applies criteria for admission established by the Doctoral Committee. The Doctoral Admissions Committee informs the Dean of the GSSWSR of its decisions. Letters of acceptance and rejection are written by the Director of the program.

#### Financial Assistance

Financial assistance is normally determined in April of each year by the Director of the doctoral program and the Dean of the GSSWSR, according to criteria established by the Doctoral Committee. (See Section B, “Scholarships and Financial Aid.”)

#### Decisions Regarding Specific Students

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<sup>3</sup> Plan of Government and Bylaws and Rules of the College, Rules of the General Faculty Governing the Degree of Doctor of Philosophy.

The Doctoral Committee is responsible for monitoring student performance at regular intervals. At the end of each semester, the Committee reviews the achievement of every student. Decisions regarding continuation of students who are not progressing satisfactorily are normally made at this time. Any student separated from the program is informed of this in writing by the Dean of the GSSWSR.

The Doctoral Committee considers applications for candidacy and makes a decision as required in the Plan of Government. The Dean of the GSSWSR submits the names of faculty members who will compose the student's Supervising Committee. The Doctoral Committee reviews the appropriateness of the faculty members nominated and confirms or suggests alteration of the Supervising Committee's composition. The candidacy application and names of faculty members on the Supervising Committee are forwarded to the Committee to Supervise the PhD of the General Faculty for its approval and appointment of the Chair. After candidacy, the Supervising Committee reports to the Committee to Supervise the PhD.

#### Structure of the Doctoral Program

The Doctoral Committee constructs such committees as are necessary for the conduct of its business.

*Director of the Doctoral Program:* The Director of the program is responsible for leading it by facilitating the development and articulation of its vision; by facilitating appraisal of the program's strengths and weaknesses; and by monitoring the enforcement of academic standards at all stages of doctoral education from admissions to completion of the Final Examination. The Director administers the program on a day-to-day basis and represents the program to other organizations.

#### Job Description of Director of the Doctoral Program

##### Chair of the Doctoral Committee

1. The Director chairs all meetings of the Doctoral Committee.
  - a. The Chair is responsible for sending out notices of meetings to all members.

- b. The Chair prepares the agenda for Doctoral Committee meetings in consultation with the Dean of the GSSWSR, other faculty members, and in consultation with students.

Administrator of the Doctoral Program

1. The Director of the Doctoral Program is responsible for general administration of the program. This includes:
  - a. Maintaining communication with doctoral students regarding the operation of the program, including: notifications regarding candidacy applications, filing of financial aid applications, scheduling of preliminary examinations, and special opportunities for funding or employment. The Director is responsible for communicating with individual students regarding strengths, weaknesses and difficulties associated with their overall performance while the student is in class work.
  - b. Providing general oversight to ensure the smooth operation of the program in such matters as admissions and preparation and administration of preliminary examinations.
  - c. Preparing in consultation with the Dean of the GSSWSR the proposed list of classes to be offered for approval of the Doctoral Committee.
  - d. Communicating student concerns about the program to appropriate parties.
  - e. Planning for the orientation of new students.
2. The Director is responsible for initiating and directing attention to curriculum and program development.
3. The Director is responsible for identifying policy issues affecting the program and arranging for their resolution by the Doctoral Committee.
4. The Director is responsible for engaging the Dean of the GSSWSR and the faculty in the provision of adequate financial resources for the program.
5. The Director is a member of the Doctoral Admissions Committee and is responsible for administering all aspects of the doctoral admissions process, including:

- a. working with the Admissions Secretary to schedule interviews with applicants;
  - b. conducting pre-application interviews with potential applicants and/or arranging an "open house" for prospective applicants;
  - c. developing with the Doctoral Committee plans for advertising the program.
6. The Director serves as the School's representative on the Committee to Supervise the PhD of the General Faculty.
  7. The Director is responsible for revising the Ph.D. Prospectus.

Appendix I

Sample APPLICATION FOR CANDIDACY

Appendix II

Guidelines for Dissertation Proposals

**BRYN MAWR COLLEGE**  
**GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH**

**Guidelines for Proposals**

No proposal narrative should be more than 20 pages in length, double-spaced. Each proposal should include, in addition to the narrative, a brief 1/2 to 1-page summary of the proposal. A bibliography and C.V. should be included.

The following format should be followed. These components apply equally to exploratory, historical, survey or experimental work:

1. A clear and concise, one-paragraph statement of the problem. If the research involves a hypothetical framework, this paragraph should identify the dependent variable.
2. A discussion of why this is an important problem for social welfare.
3. Placement of the study in the context of existing research. The five most significant related studies should be discussed.
4. Development of a conceptual framework. This section should identify the major theoretical ideas that will guide the study. If the study will test hypotheses, this section should be sufficiently complete to enable identification of critical independent variables and the derivation of hypotheses.
5. Identification of data sources. For example, if the dissertation is based on documents – what documents, where found? If it is to be based on field work, in what setting, when?
6. Identification of any measurement problems with indication of how they can be solved or mitigated
7. Discussion of data collection procedures. If an experimental design, what experiments will be run, under what conditions, etc.? If a survey, what kind of questionnaire, how administered? Plans for such things as informed consent routines should be included here. While IRB approval is not necessary in order for a proposal to be considered for the Rivitz Award, the IRB may request changes in research procedures. *No data may be collected until the research procedures are approved by the College's Institutional Review Board.*
8. Plan for data analysis. This section should discuss specifically and in detail how data will be handled, including the software to be used for narrative or quantitative analysis.

4-14-05

## **THE RIVITZ AWARD**

The Rivitz Award was established with an endowment from Mr. Maurice Sall in memory of his daughter, Joan Sall Rivitz (MSS, 1963; PhD, 1972). The Award is for one year and is \$5,000. It is intended to help gifted students to move quickly toward completion of the dissertation. It is awarded annually to a Continuing Enrollment student who has submitted a proposal which is outstanding, as judged by the Director of the Doctoral Program, the Dean of the GSSWSR, and an elected member of the Doctoral Committee.

Competition is limited to those students who have completed the preliminary examination during the three preceding academic semesters. If no proposal is considered worthy in a given year, the Award may not be made. In rare circumstances, two Awards may be given.

Three copies of the proposal must be submitted by the announced deadline for that calendar year, which is usually about December 10<sup>th</sup>. Proposals must have been reviewed and approved by the student's supervising committee prior to submission. Students are not eligible to compete more than once for the Rivitz Award.

### **Judging**

The Rivitz Award is made on the basis of the quality of the proposal and according to the following criteria:

1. Significance of the contribution to furthering knowledge in social work and social welfare, both theoretically and practically;
2. Creativity;
3. Theoretical sophistication;
4. Methodological adequacy;
5. Writing skill;
6. Feasibility of the project;
7. Completeness of proposal.

Appendix III

Forms Related to the DISSERTATION

FORM FOR TITLE PAGE

(name of dissertation)

by

(name of author)

(date – e.g., April, 2010)

Submitted to the Faculty of the Graduate School of Social Work  
and Social Research of Bryn Mawr College in partial  
fulfillment of the requirements for the  
Degree of Doctor of Philosophy

## CURRICULUM VITAE

Place and date of birth.

Outline of education. Colleges attended and dates of attendance. Degrees Awarded.

Academic honors, with dates.

Positions held.

Research and Publications.

Dates of Ph.D. examinations.

Acknowledgement to professors under whom chief work has been done (if not elsewhere in dissertation).

Specific acknowledgement of assistance received in the dissertation (if not elsewhere in dissertation).

Appendix IV

Guidelines for Dissertation Preparation

## **Guidelines for Ph.D. Dissertation Style**

The School's policy on dissertation style is flexible in that any style commonly in use for scholarly work is acceptable provided it is used with internal consistency within the dissertation and as long as the student has discussed it with the director. A good source is Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*. Chicago: The University of Chicago Press.

A good quality opaque, bond paper (usually 20 LB) should be used. Typing should be on one side of the paper with a left margin of 1-1/2" and with 1" margins around the remainder of the page.

Below are excerpts from a pamphlet prepared by UMI Dissertation Publishing regarding manuscript preparation:

### Preparing the Paper Text of Your Manuscript

Your manuscript may be prepared on either a typewriter or a text processor. An increasing number of manuscripts are being formatted electronically on word processors, personal computers, and mainframes. The following important reminders should be observed in all cases, so that the best reproduction quality can be achieved on either a typewriter or a computer.

- \* Type or print your manuscript on high-quality, white paper, minimum 20-pound weight, and 8-1/2 x 11 in size. Please do not use erasable papers.
- \* All textual material should be double-spaced and long quotations and footnotes may be single-spaced.
- \* Because the manuscript will be reduced in size, we recommend that you select font size 12 and no smaller than 10 in Arial, Helvetica or Century Gothic fonts.
- \* To insure the best quality, the print should be letter quality with dark black characters that are consistently clear and dense.
- \* Computer printouts with small and indistinct print and/or very narrow margins might be illegible in microfilm.
- \* Photocopies made from poor-quality manuscripts cannot be reproduced properly in microform. These poor quality copies tend to occur more frequently in manuscript appendices.

- \* Make corrections on the original manuscript before it is photocopied. Corrections on photocopies to be submitted also create problems in the reproduction process.
- \* To avoid delays in publication, please make certain that the copy you submit includes all the pages of your manuscript.

### Charts, Graphs, Tables, Photographs, and Oversized Maps

Microfilming is a black and white photographic process. For this reason, illustrative material drawn or computer generated in black will reproduce satisfactorily, while colors will appear as slightly varying shades of gray. Please keep in mind:

- \* Lines on a graph should be identified by labels or symbols rather than colors.
- \* Shaded areas—such as countries on a map—will have better contrast if cross-hatching is used instead of color.
- \* Photographs should be professional-quality black and white. Color photographs should be reprinted in black and white by a photo lab. Most photographs will reproduce acceptably on positive microfilm or microfiche but will lack clarity on zero-graphic copies made from the microfilm.
- \* Charts, graphs, and maps that are larger than the standard 8-1/2" x 11" page size may be used in your manuscript. They should be carefully folded into the manuscript or rolled and placed in a mailing tube.

Appendix V

Guidelines for the Enhancement of Master's-Level Courses to Achieve Doctoral Program Objectives

### Guidelines for the Enhancement of Master's-Level Courses to Achieve Doctoral Program Objectives

Generally speaking, doctoral courses are driven explicitly by considerations of theory that organize the material. These courses emphasize the relationship between and among concepts and help students develop intellectual scaffolding for their ideas. Students are expected to engage course material critically and comparatively and to move skillfully from description to analysis and from the specific instance to the general property. The type of reading and the nature of oral and written assignments in doctoral courses reflect this concern with abstraction and facility with argument.

Master's courses, *generally speaking*, emphasize the transfer of information and suggest ways in which it can be applied. Reading and writing assignments and class discussion reflect these objectives.

When a doctoral student wants to enroll in a master's course, the student and the instructor should work out a plan of study to ensure that the course meets doctoral program objectives. The doctoral faculty believes that the following features should be considered in such a plan:

1. The master's course should be supplemented by a formal tutorial. The student will get credit for the course under a doctoral tutorial number; the course description included on the transcript will reflect the substantive title of the master's course. Should faculty members be credited for tutorials at some point, the tutorial number will permit enumeration.
2. As part of this tutorial, the student should be assigned additional reading. The student and the faculty member should meet regularly outside of class to discuss this. Some students and members of the faculty have found it helpful to structure this meeting by having the student "teach" the reading to the faculty member by way of starting off.
3. Students and faculty also have found it useful for the student's class participation to be made part of course pedagogy. For example, doctoral students may be charged with asking only questions that broach generalizations or points of theory. In this regard, it is helpful for the faculty member and the student to discuss regularly the logic of the course, the goals of a particular class session, and how the student may help keep things on track.
4. Finally, the paper (or less likely, the exam) for the tutorial should encourage display of the intellectual skills to be developed in doctoral education. Ordinarily, such a paper would be substantially longer and more complex than what is expected of master's students.
5. In evaluating such a course/tutorial combination, doctoral students should reflect on how well the two components worked together.

Appendix VI

Sample Grade Sheet and Faculty Evaluation Forms



**BRYN MAWR COLLEGE  
GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH**

**EVALUATION OF STUDENT'S PERFORMANCE  
IN A PH.D. COURSE**

Student's Name: \_\_\_\_\_ Instructor: \_\_\_\_\_  
Student's ID: \_\_\_\_\_ Signature: \_\_\_\_\_  
Course and Section \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_  
Semester, Year: \_\_\_\_\_ Return to Dean's Office by: \_\_\_\_\_

\_\_\_\_\_ Satisfactory (S)  
\_\_\_\_\_ Marginal Satisfactory (MS)  
\_\_\_\_\_ Unsatisfactory (U)  
\_\_\_\_\_ Incomplete – to be completed by: \_\_\_\_\_

**PERFORMANCE CRITERIA ASSESSMENT (Circle one for each and provide comments)**

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<b>1. Knowledge of Material</b>	Excellent	Very Good	Good	Fair	Poor
<b>2. Skill in Organizing Material</b>	Excellent	Very Good	Good	Fair	Poor
<b>3. Abstraction and Argumentation</b>	Excellent	Very Good	Good	Fair	Poor
<b>4. Written Expression</b>	Excellent	Very Good	Good	Fair	Poor
<b>5. Oral Expression</b>	Excellent	Very Good	Good	Fair	Poor

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**Comments:**

**BRYN MAWR COLLEGE**  
**GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH**

*End-of-Semester Evaluation of Faculty Performance and Course*

COURSE Number & Section \_\_\_\_\_ Title \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_ YEAR \_\_\_\_\_ SEMESTER \_\_\_\_\_

This form is to be submitted to the Dean's Office. It will be used to gather student input about the faculty in general, and about specific teaching assignments, tenure, promotion, or reappointment decisions. The rating "Satisfactory" is appropriate when an instructor has met or exceeded your conception of a minimally acceptable level of performance.

Faculty member is rated: Satisfactory \_\_\_\_\_ Unsatisfactory \_\_\_\_\_

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**Evaluate the course content and structure**

**1. Did the course provide an adequate opportunity to meet the stated learning objectives?**

Yes \_\_\_\_\_ No \_\_\_\_\_

**2. Organization of the course.**

**3. Clarity and relevance of assignments.**

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**Evaluate the instructor's performance:**

**1. Instructor's management of class time and discussion.**

**2. Quality of feedback you received from the instructor.**

**3. Comment on the instructor's teaching style, strengths and areas for improvement:**

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***Other comments:***

Appendix VII

The Role of the Ph.D. Supervising Committee Chairperson

## **The Role of the Chairperson on PhD Supervising Committees**

(This document deals mainly with procedure. It does not attempt to repeat the “Regulations for the Degree of Doctor of Philosophy” in the Rules of the General Faculty which Chairs are advised to read. Chairs are also advised to obtain a copy of the Operating Procedures for the Degree of Doctor of Philosophy for the Graduate School of Social Work and Social Research.)

1. The primary role of the outside Chair is to maintain order in the conduct of preliminary examinations, evaluation of the dissertation and the conduct of the final examinations.
2. The Chair is responsible for ensuring that each student is judged fairly and equitably.
3. The Chair is responsible for ensuring that every faculty member acts independently without pressure from other faculty and has the opportunity to fully express his or her evaluation of the work.
4. The Chair will act in such a way as to enforce the rules of the Graduate School in which the student is pursuing the degree. While the general rules governing the PhD are uniform across both Schools, the rules differ in specific detail of procedure between the Schools and among the departments of the School of Arts and Sciences. It is the responsibility of the Chair to know the rules under which the examinations are occurring and to ensure that they are followed.
5. The Chair calls meetings of the committee prior to the oral examinations if committee members question the acceptability of the work.
6. The appropriate graduate office provides the candidate’s folder to the Chair. The Chair secures signatures on the Candidacy Form, recording the votes of each member of the committee after committee decisions and returns the folder to the appropriate graduate office, together with one copy of the dissertation after the final oral.
7. The Chair shall maintain confidentiality regarding the specific votes of members of the committee. The student should be told only that he/she has passed or failed.
8. Except in conditions where the student is excluded from the program, written communication to the student from committee members should be through the student’s Director. When the Supervising Committee decides that a student not be allowed to continue work toward the degree, the Chair will meet with the appropriate Graduate Dean of the GSSWSR to explain the circumstances. As with decisions regarding completion of preliminary and final examinations, the Dean of the GSSWSR will prepare the formal communication of this decision to the student. In addition, the Chair must write an account of what has occurred for the student’s record.

**See also sections G. Preliminary Examination through J. Appeals of the current Bryn Mawr Graduate School of Social Work and Social Research “Operating Procedures Degree of Doctor of Philosophy.”**

April 2005