

TEXAS WOMAN'S UNIVERSITY
SCHOOL OF OCCUPATIONAL THERAPY
PhD/OT STUDENT HANDBOOK

Effective, Fall Semester 2011

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PREFACE

The PhD/OT Student Handbook serves as a supplement to the TWU Graduate School's Guides to Preparation of Papers, Theses and Dissertations, and the TWU Graduate Catalog (see TWU - Graduate School web page). The purpose of the PhD/OT Student Handbook is to provide information on curriculum as well as policies and procedures that are specific to the doctoral program in occupational therapy. Updates/revisions are on-going. Curriculum/program changes will not negatively impact currently enrolled students. Questions concerning PhD/OT curriculum, policies and procedures should be directed to the Doctoral Program Coordinator.

Page four of this document provides an account of the beginnings of the PhD/OT program at Texas Woman's University. During the 2010/2011 academic year, the PhD/OT Doctoral Teaching Faculty members completed an extensive review of the program and the supporting curriculum. This review resulted in several broad changes in curriculum design and content. The revised curriculum design is guided by the program's Mission Statement (adopted 2/2008) and Vision Statement (adopted 3/2010). The design characterizes the desired Student Product and identifies the Knowledge & Performance Competencies that students will acquire as a result of completing the program. In summary, the revised curriculum continues the historical emphasis on the use of occupation-based interventions to effect individual adaptation. The revision adds new course work on application of contemporary knowledge in neuroscience and increases the amount of content on research methods and design. The curriculum is explained in detail through the remainder of this Handbook. See the Table of Contents to locate specific information.

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Updated as of 6/08/11 S. Schultz PhD Coordinator

HISTORY AND GOALS

Planning for a doctoral program in occupational therapy at Texas Woman's University began in 1988 with the appointment of a planning committee by Dean Grace Gilkeson. This was a period of substantial expansion in the demand for occupational therapists and a consequent rapid growth in the number of educational programs being developed in the United States at the associate, baccalaureate, and masters levels. Faculty shortages, which had been problematic in occupational therapy educational programs for some time, were becoming an acute problem, with a particular shortage of faculty with doctoral preparation. Thus development of additional doctoral programs was established as an important priority in the profession.

At the time doctoral program planning began at Texas Woman's University, there were two existing doctoral programs in occupational therapy at Boston University and New York University, with a third in the final stages of development and approval at the University of Southern California. The proposed program at Texas Woman's University was thus the fourth doctoral program in occupational therapy and the first to be located in a public university in the central portion of the United States. In formulating a program proposal the Doctoral Program Planning Committee made a substantial effort to complement but not duplicate opportunities available elsewhere for doctoral education in the profession.

Following review processes at the university and state levels, the PhD Program in Occupational Therapy at Texas Woman's University was given final approval in November of 1992 by the Texas Higher Education Coordinating Board. Program implementation began at the Houston Center with the admission of five students in the Fall of 1993, and students were admitted to the Denton Center in the Fall of 1994. Doctoral Program Coordinators administer the program for each location and work jointly to develop program policies and manage program operations.

Application Process

Step #1 Identify Research Mentor

Applicants are expected to review the doctoral teaching faculty members' lines of research and identify the research mentor they want to work with throughout their doctoral studies. Specific research areas are identified by each of the doctoral teaching faculty (see TWU PhD/OT webpage). Applicants are encouraged to talk directly with members of the PhD teaching faculty to explore research opportunities. Identification of a mentor is an essential step toward ensuring that students' research interests are consistent with the learning experiences that will be available to them in the doctoral program. Mentoring agreements are finalized after students are accepted into the program. These individualized mentoring relationships are vital to the advancement of occupational therapy knowledge and the development of the occupational therapy scholars that are needed for the future. The mentor will become the student's research chair for dissertation.

Step #2 Apply to TWU - Graduate School

- Complete online graduate Texas Common Application: www.applytexas.org. (The state system allows applications for fall admission sometime around mid-October of the preceding year.)
- Request official transcripts sent to TWU. Transcripts must show that your bachelor's and master's degree was awarded. If either transcript includes course work that was transferred from another institution, you must request a separate transcript for each institution from which you transferred courses. The TWU Office of Student Records checks transcript very carefully. A missing transcript for an English course completed 10 years ago at a community college, can delay your admission, cause you to miss deadlines for scholarships, and result in late fees, etc.

TWU does not accept electronic transcripts. Request transcripts sent to:

TWU-Admissions/Student Records

P.O. Box 425649

Denton, TX 76204

(Overnight or return-receipt mail can be sent to 304 Administration Drive in Denton)

- Request that the GRE testing service www.gre.org send your verbal & quantitative scores to TWU. *(TWU has no time limit on age of scores. The GRE testing company will only forward a score if it was earned within the past five years. However, an applicant may supply an older score to TWU if she or he has the original GRE Score Report document -TWU will not accept a copy. If you do not have an original, and your scores are more than 5 years old, you will need to retake the GRE.)*

International applicants must also satisfy the TWU requirements for Test of English as a Foreign Language (TOEFL) - Satisfactory scores are posted on the TWU Graduate School web page.

Step #3 Apply to TWU - School of Occupational Therapy PhD/OT Program

- Request three letters of recommendation (any combination of academic/professional). Letters should be emailed to sschultz@twu.edu. Applicants will be notified by email when such letters are received.
- Complete the School of OT PhD Application & Essay (emailed to applicants upon request - contact sschultz@twu.edu) The essay is a (1000 word maximum) statement on your professional goals and research interests as they relate to your desire for a doctorate in occupational therapy.
- Email: OT PhD Application Form, Essay, and current Resume to Dr. Sally Schultz at sschultz@twu.edu.

The Graduate School will advise the PhD Coordinator when the TWU application is complete and whether you meet the minimum requirements to be considered for admission to the Graduate School. At that point, your application will be reviewed by the School of OT PhD admission committee. The applicant's entire application is considered along with GRE scores. The second stage of application is a telephone interview with the doctoral admissions committee. Your identified research mentor will be included on the admissions committee. The purpose of the interview is for the admissions committee and the applicant to determine the overall goodness of fit between the program and the applicant's learning objectives.

PROGRAM COMPONENTS

All aspects of the PhD program in occupational therapy are subject to continuous, quality-improvement review. Student progression will not be adversely affected by any curriculum revisions.

Vision Statement

TWU's School of Occupational Therapy PhD program is internationally recognized as a strong and innovative contributor to the knowledge that drives occupational therapy practice. This contribution is achieved through well-defined faculty lines of research with a focus on theory and evidence. The program attracts grant support, produces quality research, and mentors graduates who are active in scholarship and teaching.

(Adopted by the doctoral teaching faculty March 4, 2010. It guides all dimensions of the program.)

Mission Statement

The PhD in Occupational Therapy is primarily a research degree that prepares occupational therapists for advanced scholarly careers in academia and practice. At the completion of the PhD program in Occupational Therapy, the graduate will have demonstrated the ability to contribute new or expanded knowledge, skills, and attitudes to the discipline/practice of occupational therapy, as evidenced by publications in peer reviewed journals, and national presentations at peer reviewed professional conferences. The graduate will have demonstrated competency in the development and completion of a program of research that is judged to be consistent with doctoral level performance by both internal and external reviewers.

(Adopted as part of the 2008 PhD/OT Self-Study; re-affirmed by the doctoral teaching faculty March 4, 2010).

Curriculum Design

PhD/OT - Student Product

Graduates of the TWU PhD/OT program will have acquired the level of knowledge and demonstrated the performance competencies that are consistent with the program's vision statement.

Knowledge - Graduates of the program will be:

- Firmly grounded in the theories of occupation that form the core concepts and assumptions of OT practice.
- Well-schooled in research method and analysis that is applicable to everyday practice.
- Able to apply sound andragogy within educational contexts.

Performance Competencies - Graduates of the program will have successfully:

- Used occupation-based theory to conduct research that translates the results directly into the everyday practice of occupational therapy.
- Participated with mentor in the development and submission of a grant and/or research proposal.
- Initiated the development/evolution of a collaborative research network.
- Presented and/or co-presented with mentor on research findings - professional conferences.
- Developed and submitted manuscripts on research findings - may be co-authored with mentor and research committee
- Taught/co-taught in a graduate course, professional workshop, or other venue as approved by mentor.

PhD/OT Curriculum - 2011 Fall Cohort - Consists of Courses within Four Strands

(see *CURRENT* catalog course descriptions in Appendix A)

OT Knowledge Base
Research Tools
Electives & Individualized Study
Dissertation

The [organized class courses](#) are currently offered in a lock-step sequence for each cohort. Taught in blended format with both online and face-to-face learning. (see *Appendix B - for planned course sequence/rotation*)

Knowledge Base (15 credit hours required)

OT 6903.52 (OT 6223)* Theory and Knowledge Develop. in Occupational Therapy (Doc I)
OT 6903.53 Teaching OT Knowledge and Skills [new course] (Doc I)
OT 6903.54 Neuroscience of Occupation and Adaptation [new course] (Doc II)
OT 6903.55 (OT 6343)* Theory of Occupational Adaptation (Doc II)
OT 6333.50 (OT 6333)* Occupation in Context (Doc III)

Research Tools (12 credit hours of research tool course work required)

OT 6903.51 Tool A Statistics for OT (Doc SU 2011 or Doc III 2012) Required
OT 6903.57 Tool B (OT 6553)* Applic. of Research Design & Methods (Doc SU 2012) Required
OT 6623.50 Tool C (OT 6623)*Instrumentation in Occupational Therapy (Doc IV) Required
XX xxx3 Tool D One of the three below courses:
OT 6643.50* Advanced Qual. Methods in Occupational Therapy (Doc IV)
OT 6903.58 Grant Writing for Occupational Therapy [new course] (Doc IV)
XX xxx3 Elective research tool course work (requires Academic Advisory Committee approval)

Electives & Independent Study

OT Electives **(6 credit hours of below course work is required)**
OT 6643.50 (OT 6643)* Advanced Qualitative Methods in Occupational Therapy (Doc IV)
OT 6903.56 (OT 6823)* Current Issues & Trends in Occupational Therapy (Doc SU)
OT 6903.50 Scholarly Writing for Occupational Therapists [new course] (Doc SU)
OT 6903.58 Grant Writing for Occupational Therapy [new course] (Doc IV)
OT 6913.5X Independent Study (requires Academic Advisory Committee approval)
XX xxx3 OT course (post professional) at another institution (requires Academic Advisory Committee approval)

Indep. Study **(6 credit hours of below course work is required - may be repeated for credit)**
OT 6563 (OT 6563)* Programmatic Research Planning (Required)
OT 6433 Teaching Practicum in OT (optional)
OT 6913 Independent Study (requires Academic Advisory Committee approval) (optional)

Outside Elect. **(optional)**
Outside electives may be included in degree plan under advisement of Research Mentor. Students are encouraged to take advantage of graduate coursework outside of TWU and/or OT to broaden/strengthen his or her program of study.

Dissertation (6 credit hours of dissertation is allowed on the degree plan)

OT 6983 Dissertation (proposal) - repeated until successfully defended
OT 6993 Dissertation (research/final defense) - repeated until dissertation completed

* Existing course with modified Title/Content)

** Updated as of 06/08/11 S. Schultz - PhD Coordinator

PhD Degree Plan - General Requirements for Graduation at TWU

The PhD in OT degree plan must include a minimum of 90 hours of masters/doctoral level course work beyond the bachelor's degree. Coursework that was completed as part of a master's degree may (with approval) be applied to the PhD degree plan (maximum of 45 semester credit hours). There is no time limit on the age of graduate courses completed as part of the master's degree. However, all additional graduate courses that are applied to the PhD degree must be completed within 10 years of the semester in which the earliest course was completed. This includes the dissertation. In addition, 50% of the total credit hours included on the doctoral degree plan must be awarded by TWU.

Progression - Four Stages of Doctoral Study

(Several *Committees* are identified below. See Committees on pg. 11 to identify the composition of each.)

Stage I: Pre-dissertation course work. The student coordinates all initial enrollment through the PhD coordinator. All doctoral degree plans are individualized and should be finalized during the fall semester of 2nd year course work. See Appendix B for course sequence for organized classes. The degree plan must be approved by the student's Academic Advisory Committee and the TWU Graduate School. See PhD/OT website for prototype degree plan. Outside electives are included to broaden the student's repertoire and expand his or her scholarly work. Such elective content is identified in collaboration with the student's mentor. The student is required to complete all coursework, including knowledge base, research tools, and electives/individualized study by the close of the semester in which the student sits for the qualifying exam.

Stage II: Qualifying exam. Students must petition his or her Advisory Committee to sit for the exam. This request must occur during the preceding semester. The deadline to petition for the Fall exam is the third Friday in the preceding April. The deadline for the Spring exam is the third Friday in the preceding November. The exam is scheduled in the week after mid-term during the Fall and Spring semesters. It consists of two components:

- a. Take home exam on the student's related area of knowledge and OT specialization
- b. On-campus written exam (9:00 - 12:00; 2 consecutive days)

The student initiates the petition to sit for the exam by contacting his or her research mentor and requesting approval to sit for the exam. (See pg. 7- 8 for more detail on exam) A bibliography of the student's outside related readings must be attached to the request. Upon approval from the academic advisory committee, the student will be informed of the exact date/time/location of the on-campus written exam. The student must be enrolled in OT 6563 with research mentor during the semester he or she sits for the qualifying exam. The Qualifying Exam Committee develops the student's individualized exam. The student must submit an electronic version of the take home exam to his or her mentor a minimum of 14 days prior to the scheduled on campus exam. The mentor forwards the take home exam to the Qualifying Exam Committee. Upon successful completion of the take home and on-campus exam, the student is eligible for doctoral candidacy. The PhD coordinator requests that the Graduate School award the student doctoral candidacy. As a doctoral candidate, the student is eligible to begin dissertation course work (OT 6983) during the next semester. The student and the mentor/research chair collaborate to identify the Research Committee as soon as possible.

Stage III: Dissertation proposal. This stage of doctoral study is directed by the student's research chair through collaboration with the Research Committee. The dissertation proposal must be formally defended by the student with the Research Committee. A 10-page summary prospectus must be approved by the research committee, the Director of the School of OT, the Dean of the College of Health Sciences, and the Dean of the Graduate School. All approvals are required before the student can initiate data collection for the dissertation research. All IRB approvals must also be obtained prior to any data collection. With successful defense of the proposal, the student receives credit for OT 6983 and is eligible to enroll in OT 6993.

Stage IV: Dissertation completion & defense. The dissertation is completed under the review/direction of the Research Committee; as determined by the student's research chair. After the Research Committee has completed its reviews of the dissertation, the student is ready to prepare for the final stage of dissertation. This stage is an oral exam in which the student presents his or her research to the research committee and the university community at large. Upon a successful defense, the student finalizes the dissertation document. The document is subject to approval by the Director of the School of OT, the Dean of the College of Health Sciences,

and the Dean of the Graduate School. The student is responsible for ensuring that all documentation, materials, forms, format, etc. are completed and are consistent with Graduate School requirements for graduation. The student must make application to graduate and must complete all related graduate school documents, materials, etc. Graduating students are expected to attend the TWU commencement ceremony. The traditional “hooding” of the PhD graduate, by the student’s research chair, is a ritual held in high esteem by the academic community. The commencement ceremony occurs in both Denton and Houston. Schedules are posted by the Graduate School.

Mentored Research

Preliminary work on the line of research can begin at any point in the curriculum when the student and mentor have agreed on the research focus. Such work can be accomplished through enrollment with mentor in above-identified electives and/or individualized study courses.

Qualifying Exam and Admission to Candidacy

Purpose:

The overall purpose of a qualifying exam is to (1) stimulate the student’s synthesis of knowledge, (2) evaluate the student’s progress in acquiring necessary knowledge and skills at the doctoral level, and (2) evaluate the student’s potential to be successful in conducting dissertation level research.

Frequency/format:

The qualifying exam is offered on campus twice a year. The testing period consists of two consecutive days, for 3 hours each day. The essay exam must be written on a computer using the required word processing program (computer access will be provided if needed). Accommodations may be requested by the student contacting the TWU Office of Disability Support Services.

Qualifying Exam Content:

- Take Home Exam: Related area of knowledge & area of specialization in occupational therapy
- Day 1 Written Exam: 3 questions/3 hours (topic: general knowledge in occupational therapy - PhD Bib.)
- Day 2 Written Exam: 3 questions/3 hours (topic: related area of knowledge & area of specialization in occupational therapy - OT & Related Readings Bib.)

The take-home exam questions pertain to the *Related Area of Knowledge & Area of OT Specialization*. This portion of the qualifying exam requires the ability to locate, evaluate and synthesize literature from diverse sources in a coherent structure organized around a defined topic and to place this body of literature into an interdisciplinary context of scholarship. These abilities are required for the preparation of written scholarly work such as research proposals or manuscripts for publication. The specific questions may vary from year to year. See examples in Appendix D.

The on-campus written exam occurs on two successive days. The exam is designed to elicit the student’s ability to interpret abstract questions, utilize relevant literature from a knowledge base at one’s command, and formulate well-reasoned answers within the established time restraints. These are expected abilities in academic teaching, in professional presentations, and in scholarly interaction with peers. The questions for the *General Knowledge in Occupational Therapy* exam are drawn from the bibliography developed by the Qualifying Examination Committee. See sample questions in Appendix C. An updated OT Bibliography is provided to the student upon application to sit for the exam. The student applies to sit for the qualifying exam at the beginning of the semester in which he or she will complete all required course work exclusive of the dissertation. The Qualifying Exam Committee develops questions for the Day 1 Exam based on the OT bibliography. The qualifying exam bibliography identifies readings that were included in the student’s course work. It is periodically revised by the doctoral teaching faculty. The Day 2 Exam focuses on the student’s *Area of Related Knowledge & Area of Specialization in Occupational Therapy*. These questions are designed to elicit the student’s ability to demonstrate his or knowledge in the related field and apply it to occupational therapy in an area of specialization. The questions will reflect the essential knowledge that is expected of a doctoral level scholar in the profession. The ability to identify and artfully incorporate relevant literature is essential in all aspects of the qualifying exam. Successful students will be able to discuss and synthesize the major works in the profession as well as incorporate interdisciplinary literature that is relevant to the student’s area of OT specialization.

The Qualifying Exam Committee determines whether the student has passed or failed. If the student passes all portions of the exam, the PhD Coordinator will report this to the Graduate School and request that the student be admitted to doctoral candidacy and permitted to enroll in dissertation the following semester. If the student's exam is judged to be incomplete in specific portions of the responses, the committee may allow the student to rewrite the work and re-submit it to the committee. Minimal rewrites may be completed during the same examination period. Substantial re-writes will require the student to enroll with the mentor for additional guidance in revision of the portions of the exam that are incomplete. Upon the qualifying exam committee's acceptance of the revised work, the student will be recommended for candidacy and permitted to enroll in dissertation in the following semester. If the student fails specific questions in the exam, the student may be permitted to sit for those questions in the next examination period. The format/procedures will be consistent. However, the questions will be different. Upon successful completion, the student will be recommended for candidacy and permitted to enroll in dissertation the following semester.

Preparing for the Qualifying Exam:

The qualifying exam OT bibliography is periodically updated to reflect revision in curricular content. The bibliography represents the reading material that has been included within the student's PhD curriculum. Sample exam questions are available in Appendix C and D. Students must enroll in OT 6563 Programmatic Research Planning with their research mentor in the semester they intend to sit for the exam. The doctoral faculty has identified some frequent problems that we have seen occur in how students write their answers in the qualifying exam. Based on these observations, we provide the below recommendations:

1. Be sure to read each question closely and organize your response according to all aspects of the question. We have frequently observed that students do not provide a thorough answer.
2. Students frequently talk about the literature in their answers. In other words, they report what the literature says rather than taking hold of their knowledge and imparting a scholarly understanding of the literature. Suffice it to say, the reviewers will be relatively familiar with what the literature says. We are looking for more than a regurgitation of the literature. The qualifying exam is an opportunity for you to "come into your own". We want you to demonstrate an ability to synthesize the literature and use that synthesis to reflect the meaning you make of the literature. Within this arena, you will naturally demonstrate your clear knowledge of the literature, but in addition, we expect you to demonstrate your own scholarly understanding of it (along with the appropriate references that support your answer).
3. If you are not a strong writer and/or English is your second language, we strongly recommend that you obtain an editor/tutor to help you prepare your course submissions. The objective would be for you to acquire the skills you are missing before you sit for the qualifying exam. However, all students are held to the same standard of writing competency on the qualifying exam.

Dissertation and Final Examination

A dissertation for the School of Occupational Therapy consists of a series of three interrelated studies that provide an original contribution to the body of knowledge in occupational therapy. The Research Chair and Research Committee direct the student in planning, developing, and carrying out the research activities that will culminate in a dissertation manuscript. See Appendix E for proposal guidelines. The dissertation process is complete when one of the three studies has been submitted to a professional journal, the Research Committee has accepted a final manuscript of the entire dissertation, and a final oral defense of the dissertation process has been completed satisfactorily. It is expected that each dissertation will make an original contribution to occupational therapy knowledge and contribute to the program's research tradition on the interactive relationship between occupation and adaptation. The final dissertation product should be consistent with the School of Occupational Therapy dissertation guidelines (see Appendix E).

COMMITTEES

Academic Advisory Committee. This committee consists of the PhD/OT Coordinator and student's Research Mentor. The committee advises the student on all decisions relative to the student's degree plan and academic progression. Any changes in degree plan must be directed to the Advisory Committee.

Qualifying Examination Committee. The Qualifying Examination Committee is appointed by the Director of the School of OT. The committee includes, but is not limited to, the student's research mentor, the doctoral program coordinator and a third person identified by these committee members. The committee develops the questions for the qualifying exam, reviews exam responses, and communicates outcomes to the student.

Research Committee. This committee consists of the student's research chair and committee members.

Research Committee Chair.

The Research Committee Chair assumes primary responsibility for overseeing the student's progression through the dissertation process and facilitating the student in meeting the research objectives. The Chair works on an individual basis with each student to guide him or her in the faculty member's line of research and help the student achieve a level of research that is consistent with standards expected for doctoral study. Collaboration between the student and the chair is necessary to determine when consultation with other committee members is indicated. The chair takes the lead in reviewing and critiquing written work, including journal submissions and dissertation manuscripts, and determines when these documents are ready for committee review. All journal submissions should include review/input from the committee. All committee members' are identified as co-authors in conjunction with their relative contribution to the work. The student is customarily first author on manuscripts. The student has the responsibility for organizing meetings with the research committee. This responsibility includes making arrangements for both the proposal and final oral defense. The final defense is open to members of the university community.

Research Committee.

The student collaborates with the chair to identify potential committee members. Issues to consider in selecting members include: content and methodological expertise; availability of the members; faculty members' ability to work within the proposed paradigm; and ability of the student/chair to work effectively with the potential members. The research committee must be composed of:

Graduate School Requirements

1. Chair must have full graduate faculty status (members can have associate status)
2. Committee must have minimum of three TWU members (two must be from OT Faculty)
3. Members external to TWU can be included on the committee. However, there must still be three TWU faculty members on the committee.

School of OT Requirement

One member of the committee must be from another discipline.

Establishing the Research Committee. When the student and research chair have agreed on the committee membership, the student's chair notifies the PhD Coordinator of the committee membership. Each member should be listed along with credentials, and affiliation. If any member is external to TWU, the notification must include a statement as to the rationale for including the external member along with a copy of the individual's current curricula vita or resume. The PhD coordinator will initiate the approval process for external members as required by the graduate school. This must be completed prior to the external member's participation as a committee member.

Note: The student is responsible for meeting all Graduate School guidelines/requirements and procedures for submission of the prospectus and completed dissertation, as well as all graduation & commencement processes.

APPENDIX A

TWU Current Catalog - PhD/OT Course Descriptions*

OT 6223. Theory and Knowledge Development in Occupational Therapy. Current theories in occupational therapy and their relationship to practice and research; processes of knowledge development in practice professions; development of theory-based clinical research issues and strategies. Three lecture hours a week. Credit: Three hours.

OT 6233. Origin and Evolution of Concepts of Occupational Adaptation. Origin, evolution and significance of concepts of occupational adaptation as a unique perspective in the occupational therapy body of knowledge and the practice arena. Environment as the critical element in adaptation is a central focus. Three lecture hours a week. Credit: Three hours.

OT 6333. Occupational Environments. Environments as physical, social, and cultural systems; settings for occupational performance and their effects on human functioning; research methods for studying environments; environmental intervention in OT. Three lecture hours a week. Credit: Three hours.

OT 6343. Theory of Occupational Adaptation. Examination of theoretical and philosophical issues relating to an occupational adaptation process as a model for normal human growth and development. Interaction of person systems with occupational environments and their underlying physical, social, and cultural systems are explored as a possible mechanism. Discussion of how related constructs can be used to develop theory of occupational adaptation. Three lecture hours a week. Credit: three hours.

OT 6423. Innovative Teaching Methods in Occupational Therapy. Development of a proposal for implementation or evaluation of innovative teaching methods or technology in an occupational therapy course. Credit: Three hours.

OT 6433. Teaching Practicum in Occupational Therapy. Planning, conducting, and evaluating a teaching program which may include an academic course in the undergraduate or professional master's curriculum or a continuing education workshop for occupational therapists or other health professionals. Credit: Three hours.

OT 6443. Practicum in Supervision of Individual Study. The student will co-chair and guide the professional project of a professional master's degree student. Faculty supervision will include discussion of methods of supervising individual study, mentorship in the use of the theory of occupational adaptation, and sources of content expertise for a professional project. Credit: Three hours.

OT 6453. Practicum in Occupational Therapy Curriculum Evaluation. Academic and professional considerations in curriculum design; evaluation processes and accreditation methods used by the American Occupational Therapy Association. Credit: Three hours.

OT 6553. Advanced Research Design in Occupational Therapy. Examination of the generic relationships between theory and research; strengths and weaknesses of alternative research designs for developing and testing theory in occupational therapy; program evaluation research. Prerequisites: OT 6223 and OT 6343. Three lecture hours a week. Credit: Three hours.

OT 6563. Programmatic Research Planning. Participation in existing work of the student's supervising professor which illustrates sequential development of a line of research and which may lead to development of a dissertation topic for the student. May be repeated for credit in lieu of OT 5993 or OT 5973 for students entering the program with a master's degree for which a thesis or professional project was not required. One lecture and four laboratory hours a week. Credit: Three hours.

OT 6623. Instrumentation for Measuring Occupational Performances. Theories and principles of measurement with emphasis on the process involved in development of unique tests for measurement of occupational therapy constructs and variables in clinical, educational, and research settings. Prerequisite: Quantitative methods research tools. One lecture and three laboratory hours a week. Credit: Three hours.

OT 6643. Qualitative Methods in Occupational Therapy. Methods of data collection and interpretation including participant observation, qualitative interviewing, data triangulation, research use of video, with emphasis on application to research questions in occupational therapy. Prerequisite: OT 6553 Advanced Research Design in Occupational Therapy. May not be repeated for credit. Three lecture hours a week. Credit: Three hours.

OT 6823. Current Issues and Trends In Occupational Therapy. Influences of changes in the health care delivery system on practice and education in occupational therapy. Analysis of issues and trends in occupational therapy and subsequent approaches taken by the profession to adapt to resulting changes. Role of the occupational therapist as change agent and consultant. Three lecture hours a week. Credit: Three hours.

OT 6903. Special Topics. Intensive study of selected topics in occupational therapy. Three lecture hours per week. Credit: Three hours. May be repeated for credit.

OT 6911. Independent Study. *(A 1 credit hour independent study arranged and planned between the student and the participating faculty member. Students should discuss a proposed plan for an independent study with a faculty member prior to the semester's enrollment period. An Independent Study that relates to the student's OT specialty area may count as an OT elective.)*

OT 6913. Independent Study. *(A 3 credit hour study arranged and planned between the student and the participating faculty member. Students should discuss a proposed plan for an independent study with a faculty member prior to the semester's enrollment period. An Independent Study that relates to the student's OT specialty area may count as an OT elective.)*

OT 6983.* Dissertation. Prerequisite: successful completion of qualifying exam. May be taken concurrently with OT 6993. May be repeated for credit. Credit: Three hours.

OT 6993. Dissertation.** Prerequisite: successful completion of qualifying exam. May be taken concurrently with OT 6983. May be repeated for credit. Credit: Three hours.

* Students are not permitted to enroll in OT 6983 until the semester after successful completion of the Qualifying Exams. After enrollment in OT 6983, students should maintain continuous enrollment until the dissertation proposal is defended and the prospectus is approved by the Graduate School.

** Students are not permitted to enroll in OT 6993 until the semester after successful completion of the dissertation proposal. After enrollment in OT 6993, students should maintain continuous enrollment until the dissertation is completed and accepted by the Graduate School.

Appendix B - 2011 Fall Cohort - PhD/OT Organized Class Rotation *

The curriculum^a currently includes the below courses which are offered as **organized classes**. The below presents the availability and sequence of the **organized classes**. See PhD/OT Student Handbook for required credit hours specific to courses, research tools, electives, etc. Remaining coursework in the curriculum is completed through directed independent study and outside electives.^b The organized classes are delivered in a hybrid format with two face-to-face workshops each semester. The workshops for the two courses meet back-to-back twice each semester over a 2-3 day “long weekend”. Fall semesters: the 1st on campus workshop currently occurs approximately two weeks after the regular semester begins and the 2nd workshop currently occurs in late November/early December. Spring semesters: the 1st on campus workshop currently occurs approximately two weeks after the regular semester begins and the 2nd workshop currently occurs in late April. Summer semesters: the 1st on campus workshop currently occurs within the 1st two weeks of June and the 2nd workshop in early August. Each workshop meets for a total of 12 hours of face-to-face meeting (currently a Thursday-Friday schedule). Specific workshop dates/times will be announced with a minimum of three months notice.

		<p><i>Doc SU 2011 Summer Workshops - Dallas</i></p> <p>OT6903.50 Scholarly Writing (PhD/OT elective)</p> <p>OT6903.51 Statistics for OT (Res. Tool - Required)</p> <p>OT6823 Current Issues & Trends in OT (PhD/OT elective)</p>
<p><i>Doc I 2011 Fall Workshops - Dallas</i></p> <p>OT6903.52 (6223) Theory & Knowledge Development in OT (Required)</p> <p>OT6903.53 Teaching OT Knowledge and Skills (Required)</p>	<p><i>Doc II 2012 Spring Workshops - Houston</i></p> <p>OT6903.54 Neuroscience of Occupation & Adaptation (Required)</p> <p>OT6903.55 (6343) Theory of Occupational Adaptation (Required)</p>	<p><i>Doc SU 2012 Summer Workshops - Dallas</i></p> <p>OT6903.50 Scholarly Writing (PhD/OT elective)</p> <p>OT6903.57 Applic. of Research Design/Methods (Res. Tool - Required)</p> <p>OT6903.56 (6823) Current Issues & Trends in OT (PhD/OT elective)</p>
<p><i>Doc III 2012 Fall Workshops - Dallas</i></p> <p>OT6903.51 Statistics for OT (Res. Tool - Required)</p> <p>OT6333 Occupation in Context (Required)</p>	<p><i>Doc IV 2013 Spring Workshops - Houston</i></p> <p>OT6623 Instrumentation in OT (Res. Tool - Required)</p> <p>OT6643 Advanced Qual. Research Methods in OT (Res. Tool or PhD/OT elective)</p> <p>OT6903.58 Grant Writing in OT (Res. Tool or PhD/OT elective)</p>	

* Subject to change based on curriculum revision, state funding, faculty availability & student enrollment. ^a The PhD degree plan requires a minimum of 90 graduate hours. This includes up to a maximum of 45 hours of master’s level course work. See TWU Graduate Catalog (www.twu.edu) for general PhD requirements. ^b See TWU Graduate Catalog -OT (www.twu.edu) for additional information. Students in individual and/or dissertation coursework are expected to meet on campus twice a semester for a total of 12 hours of face to face time (time arranged between student and instructor).

Updated 06/08/2011 S. Schultz - PhD/OT Coordinator

APPENDIX C

SAMPLE QUESTIONS FOR QUALIFYING EXAM: GENERAL KNOWLEDGE IN OCCUPATIONAL THERAPY

- Trace the history of [a specified issue].
- Compare alternative points of view on [a specified issue].
- Describe a theoretical construct that has most affected your view of _____, explain its impact on your thinking, and project how you see its future.
- Identify how you would pursue future development of [a key construct] if you were [a specified theorist]? For example, how would you pursue future work on the habituation subsystem if you were Kielhofner?
- Develop a research strategy for increasing knowledge in [a specified area].
- If you were going to teach a course in [a specified area], what would it include and how would it be organized and conveyed?
- Describe your understanding of qualitative research. Why do you think that this method of inquiry is relevant to present research needs in occupational therapy? Support your response with examples of studies you feel best demonstrate this methodology.
- Analyze a controversial issue in occupational therapy practice or education. Take a stance on this issue and propose a change that you feel is necessary to the solution. Offer an analysis of the change by describing the nature, process, and roles of the change and its impact on the profession.
- Identify a specialty area of yours that you have been asked to offer as an elective to graduate students. Offer a strategy of teaching that you feel is most appropriate for learning this content area, and provide a rationale with examples for this strategy.

APPENDIX D

QUESTIONS FOR TAKE-HOME PORTION OF QUALIFYING EXAM: RELATED AREA OF KNOWLEDGE

(1) What is your specialization in occupational therapy?

Identify the related area of knowledge?

What is your proposed integration of your specialization in occupational therapy with the related area of knowledge?

Meaning of terms:

Specialization in occupational therapy: your selected focus within the domain of occupational therapy

Related area of knowledge: content drawn from the literature outside of occupational therapy

Line of research: consists of the integration of the related area of knowledge with the specialization in occupational therapy. It is articulated through specific research questions.

Organized body of knowledge is the product of this integration.

(2) Analyze the potential of this related area of knowledge to contribute to scholarship in occupational therapy.

(3) Analyze the potential of the existing knowledge base and scholarship in occupational therapy to contribute to this related area of knowledge.

APPENDIX E

GUIDELINES FOR PROPOSAL/DISSERTATION FORMAT & MANUSCRIPT PREPARATION

Proposal Format

Dissertation Format

Statement of the Problem and
Specific Aims

Ch 1: Statement of the Problem and
Specific Aims

Background & Significance

Ch 2: Background & Significance

Methods

Ch 3: Study 1

Ch 4: Study 2

Ch 5: Study 3

Ch 6: Discussion & Implications

The dissertation proposal is written according to guidelines in the current *APA Style Manual*. A summary prospectus of no more than 10 pages is submitted to the Graduate School for approval along with relevant IRB application materials. [See ***Guide to Dissertation, Theses, and Professional Papers*** at www.twu.edu]

The final dissertation document should read as a unified manuscript documenting the entire line of research. Work closely with your Research Chair to establish the final format that best represents your work.

APPENDIX F

GUIDE TO TWU WEB-BASED INFORMATION AND FORMS

Note: below URLs are subject to change

Application for Graduate Admission

<http://www.twu.edu/admissions/graduate/GradApp.pdf>

TBOTE - Texas Licensure Board

<http://www.ecptote.state.tx.us/>

AOTF Doctoral Network

http://www.aotf.org/html/doctoral_network.html

Degree Plan

<http://www.twu.edu/o-grad/doctoral.doc>

Change in Degree Plan

<http://www.twu.edu/o-grad/change.doc>

OT Doctoral Teaching Faculty are identified in the PhD/OT section of the school's website.

<http://www.twu.edu/ot>

TWU Directory of Faculty - Graduate status level

<http://www.twu.edu/o-grad/directories/gradfac/default.html>

Certificate of Final Exam

<http://www.twu.edu/o-grad/cfa.doc>

Guide to Dissertations, Thesis, and Professional Papers

<http://www.twu.edu/o-grad/Guidelines.pdf>

Prospectus Cover Page

<http://www.twu.edu/o-grad/cover.doc>

IRB Application and Guidelines

<http://www.twu.edu/o-rg/irb.html>

Request for Reduced Tuition (for last semester of dissertation enrollment)

<http://www.twu.edu/o-grad/code3.doc>

Degree Completion (*forms and instructions*)

http://www.twu.edu/o-grad/degree_completion.htm

APPENDIX G

DETAILED PROGRESSION THROUGH THE PhD PROGRAM IN OCCUPATIONAL THERAPY AT TWU:

AS AN APPLICANT

- Review faculty lines of research, talk with potential mentors and identify research mentor □
Submit applications for admission to: 1) the TWU Graduate School and 2) the School of Occupational Therapy PhD Program.
- Interview with admissions committee.
- Receive written confirmation of acceptance to the program, name of academic advisor and confirmation of research mentor.

AS A STUDENT

- Contact PhD Coordinator to complete registration process.
Begin classes. Welcome!
- Preview the sample questions for the qualifying exam, review each semester.
During semester of 12th credit hour, meet with PhD Coordinator to review degree plan.
- **During semester of 18th credit hour**, finalize degree plan with coordinator and research mentor. Final degree plan will be filed with the Graduate School. When approved by all parties, the graduate school will mail you a signed copy of the degree plan.
- Complete procedures to identify research committee members and submit to the PhD Coordinator.
- Any **changes to the degree plan** must be submitted to and approved by your academic advisory committee, the Director of the School of Occupational therapy, and the Dean of the Graduate School.
- Keep in touch with research mentor regarding progression of your thinking and preparation for qualifying exam and potential prospectus writing.
- During elective/individual study course work, develop a bibliography of materials in selected Related Area of Knowledge and Area of Specialization in OT - in preparation for the qualifying exam.
- **Satisfy criteria to sit for the qualifying exam**
 - Student must complete all coursework included on the degree plan by the end of the semester in which the student sits for the exam.
 - Contact research mentor and request approval to sit for the exam (for Fall Exam request must be submitted the third Friday in the preceding April; for a Spring exam, the request must be submitted by the preceding November).
 - Request to sit must include a bibliography of the student's outside related readings.

- Receive approval to sit from the academic advisory committee, (this will include exact date/time/location of the on-campus written exam - exams will be scheduled in the week after the midterm point of the semester)
- **Enroll in OT 6563** with research mentor during the semester you are sitting for the qualifying exam.
- Continue to practice on the **sample** qualifying exam questions.
- Complete the take home exam and submit to research mentor within a minimum of 14 days prior to the scheduled on campus exam.
- Complete on-campus two day exam.
- Meet with Qualifying Exam Committee to review results - upon satisfactory performance, the committee will that the Graduate School award the student the status of doctoral candidate.

I

AS A DOCTORAL CANDIDATE

- **Enroll in OT 6983** with your research chair (next available semester). Maintain continuous enrollment in this course until your proposal, related prospectus and IRB application has been approved by all interested parties.
- Collaborate with research chair to formalize appointment of your research committee and develop plan to complete the dissertation **proposal, related prospectus and IRB application**.
- Meet with research committee as directed by your chair to gain their input on your proposal and related prospectus.
- With proposal and related prospectus approved by the research committee, begin development of the IRB under the direction of your research chair.
- With chair approval, submit completed IRB application materials to the IRB review committee on the campus of your research chair.
- Submit the approved prospectus and the approved IRB to the Director of the School of OT. With approval, it will be forwarded to the Dean of the College of Health Sciences, and to the Graduate School for final approval. **Caution** - *no data collection can begin until you have physically received the letter of approval from the Graduate School*
- **Enroll in OT 6993** (next available semester) with your research chair. Maintain continuous enrollment in this course until your dissertation has been successfully defended and approved by all interested parties.
- Begin development of your dissertation - the proposal will become **Chapter I**. Begin Study 1 data collection/inquiry under the direction of your research chair and committee oversight as directed by the chair - the study should be written as a complete manuscript - it will be **Chapter II** in your dissertation.
- Begin Study 2 data collection/inquiry under the direction of your research chair and committee oversight as directed by the chair - the study should be written as a complete manuscript - it will be **Chapter III** in your dissertation.

- Begin Study 3 data collection/inquiry under the direction of your research chair and committee oversight as directed by the chair - the study should be written as a complete manuscript - it will be **Chapter IV** in your dissertation.
- Write **Chapter V** under the direction of your research chair and committee oversight as directed by the chair - this chapter presents a comprehensive review of the collective literature, research methods, results, and recommendations for ongoing research in the area of inquiry.
- **Submit a minimum of one manuscript** (based on the dissertation) to peer-reviewed professional journal **prior to the dissertation defense**. This manuscript must have received input and final approval from the committee prior to submission. Student will be first author, all committee members will be included in list of authors with order based on relative contribution to the manuscript.
- Make application for graduation to the Graduate School in the **semester prior to anticipated dissertation defense**, ****check application - specific deadlines****. If you do not defend in the next semester - you can request your application be deferred to the following semester.
- **Circulate the complete dissertation** for research committee review and input. The entire committee must recommend approval for the oral defense before it can be scheduled.
- Apply for **reduced tuition in the semester that you plan to defend**. This is currently available for students who are enrolled in dissertation only. It is applicable for only one semester. See TWU web pages for information.
- Collaborate with your chair to schedule your **oral defense**. The defense must be held on campus. It is open to the academic community. You may invite guests if you wish. Your chair will work with you to prepare for this event. You must be **enrolled in OT 6993** in order to defend. ****Check graduate school deadlines**** for dates that the complete dissertation must be submitted to the Graduate School in order to **graduate** during that semester. The dates change each semester. In order to **walk** during that semester's commencement ceremony you must meet additional Graduate School deadlines and have all related documents/forms filed with the Graduate School.
- When dissertation is in final version, research committee grants final approval, all signatures are obtained and all paperwork is complete - file all with the Graduate School ****double-check all related deadlines****
- Congratulations Dr. **[insert your name here]**!
- **In the semester of your commencement (graduation) ceremony** order graduation regalia, invitations, etc. ****check graduate school deadlines - confirm the date/time etc. prior to inviting family or ordering anything****
- **Participate in commencement ceremony** - your chair will be on stage with you for your formal "hooding". Your chair and the Dean of the Graduate School place the PhD hood over your head. This is an event held in high esteem by the entire academic community. It is a public recognition of your accomplishment.

AS A GRADUATE

- Become an active member of the doctoral alumni from TWU School of Occupational Therapy
- Submit a bound copy of your dissertation to the AOTF Wilma West Library
- Continue to write and publish your work.
- Have a wonderful, productive career as a researcher and a scholar.
- Stay connected with us - we want you to always be part of our network!

Congratulations...

We are pleased to have you as one of our graduates!