

Ph.D. in Safety Sciences

Department of Safety Sciences

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Ph.D. in Safety Sciences
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Program Website: www.iup.edu/SafetyPhD

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The Department of Safety Sciences

The mission of the Department of Safety Sciences at the University of Pennsylvania is to prepare highly qualified individuals for careers in safety, health, and environmental applied sciences.

Mission Statement and Program Objectives

The Doctor of Philosophy in Safety Sciences prepares professionals with advanced skills in the anticipation, recognition, evaluation, control, and prevention of safety, health, and environmental hazards in the work environment. Graduates of this program will be able to conduct independent research.

Faculty and Staff

Doctoral Program Coordinator
Dr. Jan K. Wachter

Department Chairperson
Dr. Tracey Cekada

Faculty Member	Office	Phone Number	E-mail Address
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degree in safety sciences or a closely related field. Holding a master's degree in a technical field such as industrial engineering may be admitted to the program provided they can demonstrate they meet competency areas in math, chemistry, safety management, industrial hygiene, fire safety, and ergonomics. The competency areas can be met through prior coursework, certifications, or taking additional coursework.

2. Applicants will also be required to demonstrate an ability to conduct independent research through a thesis, published research article, etc.
3. Have a minimum graduate grade-point average of 3.0 (on a 4.0 scale)
4. Additionally, the doctoral coordinator, after consulting with the department screening committee, will submit a recommendation to Graduate Admissions. The following criteria are reviewed:
 - a. All official college transcripts.
 - b. Three letters of recommendation.
 - c. Statement of goals.
 - d. Resume (including list of relevant work experience and certifications).
 - e. Example of written work, e.g., thesis, articles, reports, etc.

International Students

International students must also meet Graduate Admissions requirements for international students. These requirements include:

Submission of Test of English as a Foreign Language (TOEFL) scores for applicants from people whose native language is not English. The minimum TOEFL score for admission to the program is 540.

Submit a Foreign Student Financial Statement. International students must document their ability to assume full responsibility for the cost of graduate education per Graduate School requirements.

Details can be found at the School of Graduate Studies and Research website:

- d. travel and expenses for students to present at regional and national conferences
- e. support the purchase of items to create a classroom/facilities environment

Financial Assistance

Teaching Associates

A small number of advanced doctoral students are accepted for Graduate Teaching Associate (TA) positions. Such an assignment requires the student to teach two undergraduate classes per semester, usually at the freshmen or sophomore levels. Teaching

Graduate Catalog www.iup.edu/graduatestudies/catalog/
 Office of the Bursar www.iup.edu/bursar/
 Office of the Registrar www.iup.edu/registrar/
 Disability Support Services www.iup.edu/disabilitysupport/
 IUP Campus Library www.iup.edu/library/
 MyIUP: www.iup.edu/myiup/
 Applied Research Lab www.iup.edu/arl/
 IT Support Center www.iup.edu/itsupportcenter/
 Veterans and Service Members www.iup.edu/itsupportcenter/
 IUP Writing Center www.iup.edu/writingcenter/
 IUP Career and Professional Development Center www.iup.edu/career/
 IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
 University Police <http://www.iup.edu/police/> | 724-357-2141
 Crisis Intervention 24/7 Hotline: 1-877-333-2470

IUP Email

IUP offers an email account to all active students. Your IUP email address is the primary means by which the university will contact you with official information and you should use it for all IUP official communications. It is your responsibility to check your IUP email regularly. Visit www.iup.edu/itsupportcenter/howTo.aspx?id=23606 to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Graduate Student Assembly

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related to University-wide and graduate-specific policies and in areas of concern in the academic, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

Program and Degree

The PhD program in Safety Sciences requires a minimum of 54 semester hours of graduate credits. Each student must also satisfactorily complete a comprehensive written examination, the oral examination, and the dissertation. The credits required for the program are as follows:

I. Required Course Work

I. Pedagogy Courses (6 semester hours)

SAFE 800	Pedagogical Practices in Safety Education	3 cr.
SAFE 808	Curriculum Evaluation in Safety Education	3 cr.

II. Advanced Applied Research Courses (9 semester hours)

SAFE 810	Applied Research I: Experimental Design	3 cr.
SAFE 811	Applied Research II: Multivariate Statistics	3 cr.
SAFE 812	Applied Research III: Tests and Measurements	3 cr.

SAFE 810: Applied Research I: Experimental Design 3c-01-3cr
Covers experimental and advanced multivariate statistical procedures, including analysis of variance (ANOVA), multivariate analysis of variance (MANOVA), analysis of covariance (ANCOVA), post-hoc tests, planned comparisons, and randomized block designs.
Prerequisite: None.

SAFE 811: Applied Research II: Multivariate Analysis 3c-01-3cr
This course will explore multivariate analysis techniques commonly used in safety sciences research. Topics include multiple regression, exploratory and confirmatory factor analysis, and linear discriminant analysis.
Prerequisites: None

SAFE 812: Applied Research III: Tests and Measurements 3c-01-3cr
Introduces students to testing and measurement to

Evaluation of Students

Comprehensive Examination

Purpose and Description

The purpose of the comprehensive exam is to ensure that each student has achieved a fundamental knowledge base and can demonstrate an ability to accurately and appropriately apply that knowledge before proceeding to the relatively independent scholarship involved in dissertation research. Knowledge, integration, and application of scholarly work are essential for successful scholarly work. Comprehensive examinations serve as developmental learning and assessment opportunities.

The comprehensive exam will consist of a scholarly essay (research proposal) on a research topic of the students' choosing. Polished academic writing is expected. A good comprehensive exam includes both review and integration of knowledge. Therefore, the student must formulate compelling and convincing arguments based on the scholarly knowledge and current literature (i.e., peer reviewed articles) in the essay. The essay should demonstrate that the student knows, understands, and can apply scholarly knowledge.

The completed exam must demonstrate the student's mastery and ability to apply concepts from the program's core courses. The exam must also demonstrate the student's knowledge and effective application of research methods.

The structure for each student's exam will be based on the judgment of the student's dissertation committee. A suggested structure is noted below as a general guide.

Exam Structure Guide

The exam will take the form of a preliminary, tentative, research proposal where the student may choose to propose a qualitative, quantitative, or mixed methods study. Exam essays will then consist of two parts: (1) introduction and literature review; (2) proposed methodology. Each part may run approximately 10 to 15 pages culminating in a 20 to 30-page document excluding references. The exam must follow the most current APA publication style and include full bibliographic citations.

The first half of an exam essay will include an introduction that may also contain:

- x a statement declaring the study as (1) quantitative, (2) qualitative, (3) mixed methods or (4) an evaluation
- x a statement of the research problem
- x a succinct research question or set of research questions, and
- x a discussion outlining the study's significance or contribution to a specified body of knowledge.

The student is expected to present a literature review that addresses and integrates associated theoretical and scholarly perspectives thereby providing a review of existing studies and foundational arguments relevant to the student's chosen research topic and demonstrating a working knowledge of the core topics presented throughout the program. This section of the essay will culminate in a synthesis of knowledge. Depending on the type of research (e.g., quantitative, qualitative, mixed methods or an evaluation), the student will locate the proposed study (1) within a conceptual framework, (2) within

the context of defined theoretical gaps, contradictions and/or predicaments relative to the research focus; (3) a preliminary concept map, and/or (4) a logic model. In all cases the student will discuss how the methods will integrate to illuminate results.

The second half of the exam essay addresses the methods for the proposed study. This section will start off by discussing the pertinent perspective research paradigms and how they influence the student's proposed methods, research design, and rationale. The following methodological points also require discussion and justification relative to the student's chosen topic, introduction and literature sections, and proposed design:

1. Research proposal essays must address:
 - a. The research design's overall strengths and limitations

The committee will set the start date and the student will have two months (62 days) to complete their exam. Only once may the student request a one-month (31 days) extension from their designated committee two weeks prior to the due date.

Students may contact their committee members for direction during the exam process. The student-committee relationship and interactivity should be the same as that of the dissertation process.

Each student must submit their exam essay to their

However, in some cases, a grade decision may be a "revise and resubmit." A revise and resubmit decision would typically reflect that the essay met some of the evaluation criteria and the committee saw strong evidence of potential success, but the essay contains substantial deficiencies that warrant revision in order for the student to demonstrate sufficient mastery of the relevant literature and adequate skills for dissertation work. In the event of a revise and resubmit decision, the student is provided with written feedback from the committee and has one month (31 days) from the time they receive all feedback from their committee to revise and resubmit the exam. The committee members may exercise their option to request the student to sit for another oral exam. The committee members then decide on a grade of pass, conditional pass, or fail based on the revised essay. A student may revise and resubmit only one time. However, they may receive a conditional pass multiple times provided forward progress is evidenced by the committee.

Students who fail the comprehensive exam are dismissed from the program. The committee chair must report all exam outcomes to the doctoral coordinator.

A student who does not meet due dates established by

If the project requires review by either the university's Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC), final approval of the Research Topic Approval Form will not be forthcoming from the Assistant Dean for Research until either the IRB or IACUC has reviewed and approved the research project.

The School of Graduate Studies and Research requires file a Research Topic Approval Form at least two academic terms before you expect to graduate. If the form is not filed by the required deadline, the candidates' graduation will be delayed until the next semester.

It is the student's responsibility to ensure that their RTAF form is approved by the School of Graduate Studies and Research. Once the RTAF is approved, the student should receive a letter of confirmation indicating approval. If the student does not receive that letter, it is up to him/her to follow up and determine the status of the RTAF.

NOTE: The student cannot begin dissertation research activity beyond preliminary steps (such as background research, IRB/IACUC approved pilot study, or three-chapter review) until notice of approval has been received from the Assistant Dean for Research. If RTAF approval is marked "conditional pending outside reader approval," the student may commence dissertation research, but cannot defend or graduate until the outside reader is approved.

Institutional Review Board (IRB)

For any research involving human subjects, dissertation research proposals must be submitted to the Institutional Review Board (IRB) for review and approval prior to initiating any research. The IRB process is a requirement of the federal government in this place to assure that human research subjects are protected from risks of harm or abuse in research.

You will need to submit to the IRB a proposed protocol for carrying out your dissertation research AND RECEIVE APPROVAL before engaging in any research (data collection) activities. Students should carefully read the IRB information, guidelines, forms, and submission deadlines available at <http://www.iup.edu/irb/>. Your RTAF will not be approved by the graduate school until your IRB proposal has cleared the IRB review process.

Securing IRB approval does not have to be a difficult lengthy process. The following tips should assist you in moving easily through it:

- x Read the directions very carefully and be sure you follow them fully. (This includes numbering pages of the documents you attach to the form.) In developing your protocol narrative, be sure to address all the points indicated on the form. If a point is not applicable to you, state that rather than simply skipping the point.
- x Be mindful of any potential ways in which you might have a "power-over" relationship with human subjects and be sure to address how you will protect against coercion.
- x Include all related documents, such as a copy of recruitment letter, advertisements, surveys, interview guide, consent form, etc.
- x Your committee chair will need to sign the IRB application so be sure to allow for sufficient time to make needed revisions based on your chair's feedback.
- x Telephone surveys can be done. The IRB will state that you will obtain consent over the phone and will ask you to include the 'script' of what you will say to introduce yourself, the study,

inform the participant of their rights and obtain their consent. Include this script as an appendix to the form.

- x Consider the readability and accessibility of the language in your consent forms, scripts, and data collection instruments, ensuring that the language matches characteristics of your sample.
- x If you have a tricky or unusual element to your study, consider requesting an advance meeting for you and Chair with the IRB Chair to get suggestions on how best to address these challenges.
- x Be aware of IRB Committee schedules and deadlines for submitting your materials (usually, 10 days in advance of a review.) A calendar of IRB deadlines and meetings is available at the IUP School of Graduate Studies and Research web site.
- x Your IRB protocol may receive an expedited review if your study qualifies (see the IRB Protocol guidelines for more details), but in cases it does require a full board review, you must attend the hearing with your committee. Attendees who are not local can attend via the internet.) Members of the IRB will share their questions and concerns with you directly, allowing you the opportunity to respond. They may also offer suggestions to help you address ethical issues responsibly. You will also be able to make any necessary revisions immediately following the review and feedback and resubmit it to the IRB, allowing you to begin your research more quickly.

The Graduate School has established deadlines for submitting research topic approval forms and submitting dissertations. These deadlines can be found at this link:

<http://www.iup.edu/graduatestudies/resources/current-students/research/thesis-dissertation-information/deadlines/>

Deadlines and the process for applying for graduation can be found at this link:

<http://www.iup.edu/commencement/graduate/how-to-apply-for-graduation/>

For more information, view the view the Graduate Catalog: <http://www.iup.edu/graduatestudies/catalog/>

Access forms processed through the School of Graduate Studies and Research: <http://www.iup.edu/graduatestudies/>

<http://www.iup.edu/graduatestudies/>

Dissertation Completion

Upon acceptance of the dissertation by the dissertation advisor, the candidate shall then request a formal meeting of the dissertation committee for a formal dissertation defense. The meeting will be scheduled at a time convenient to all members. The candidate shall place the dissertation in the hands of all committee members at least two weeks in advance of the scheduled dissertation defense. The student will be required to defend the completed dissertation during an oral examination conducted by the dissertation committee. During the defense the candidate is expected to respond to substantive and methodological questions related to the dissertation. The dissertation defenses are open to members of the University community.

Evaluation Outcome for Dissertations

The dissertation must be approved in writing by each member of the committee, as well as by the School

Academic Integrity

For more information, view the Graduate Catalog www.iup.edu/graduatestudies/catalog/

The Source: A Student Policy Guide

but may take additional dissertation or thesis credits necessary to comply with the Continuous Graduate Registration for Dissertation and Thesis policy.

Until the dissertation or thesis is successfully defended, a grade of "R" will be assigned to each registered credit. Upon successful completion of the dissertation or thesis, the grade assigned by the dissertation or thesis advisor will apply to all registered dissertation or thesis credits. Students must pay tuition and mandatory university fees for all credits (equal to the part-time mandatory fees), and may choose to pay the Wellness Fee.

*Note: Admissions prior to fall 2017 doctoral dissertation students and MFA thesis students beginning the program "prior" to fall 2017 will follow the former Continuous Dissertation, MFA Credit, Extended Credit Registration policy which applies to doctoral and MFA students only.

Following completion of all course, language, and skill requirements and of the comprehensive examination requirement where applicable, doctoral and M.F.A. students must enroll for at least one dissertation or thesis each semester (Fall/Spring).

Once the student has registered for the dissertation credits required by their program of study (typically nine

Graduate Fresh Start Policy

A graduate student who has been separated from the university as a result of academic dismissal, including time-to-degree dismissal, may only apply for readmission to the University if the student has been separated from the university, for a minimum of two calendar years (24 consecutive months) from the date of dismissal. The request to be considered for readmission to the University must be into a graduate program, and readmission to the program in which the student was dismissed may not be sought. A student dismissed as a result of an academic integrity violation is barred from utilizing the Graduate Fresh Start Policy to request readmission.

Conditions for a Graduate Fresh Start Application

A graduate student may apply for a Graduate Fresh Start only if he/she meets all of the following conditions:

- he/she was academically dismissed, including time-to-degree dismissal from an IUP graduate program;
- he/she has been separated from the university for a minimum of two calendar years (24 consecutive months);
- he/she applies for readmission consideration to a graduate program at IUP, excluding the program from which the student was academically dismissed.

The graduate student must apply to the desired program through the standard Admissions process. Having reviewed the prior and intervening factors and evidence of potential for improved academic success, the program coordinator, after departmental review, may recommend to the Dean of Graduate Studies and Research that the student be readmitted to the University and admitted to the program. The Dean's decision is final and is not subject to appeal.

Conditions for a Graduate Fresh Start Record

All credits and grades for IUP course work taken before readmission under this Graduate Fresh Start Policy shall remain on the transcript. Upon readmission, a new cumulative (GPA) is established based on credits and grades earned from the date of readmission. Individuals may seek readmission to the University through the provisions of this policy only once.

Prior Record

The student's graduate record will be identified as Graduate Fresh Start. No graduate credits earned from the program in which the student was dismissed are permitted to be transferred to the Graduate Fresh Start sought degree. Any other transfers must meet the IUP Transfer Credit Policy.

Students seeking a degree under the Graduate Fresh Start are not permitted to repeat a previously taken course from the program in which the student was dismissed and have it count towards improving the previous CGPA that was prior to readmission. Any repeat(s) will be counted as a course taken under the Graduate Fresh Start and applied solely to the new degree sought and new cumulative GPA.

Academic Standards

A student who is readmitted under the provisions of the Graduate Fresh Start Policy shall be required to meet current degree requirements. He/she shall be academically reviewed under the policies published in the academic catalog at the time of re-matriculation. Students readmitted to the University under this policy and who were dismissed initially by excused-to-degree requirements may not be granted extensions of time-to-degree requirements.

Graduation Graduate Residency Requirement Policy

For the PhD in Safety Sciences Program, 45-54 credits meeting program requirements must be taken at IUP.

Note that these set the minimum number of credits that must be taken "in residence" and that universities can limit the number of hours that are allowed to transfer into a graduate program.

Active-duty service members who are graduate students will be handled on a case by case basis.

Exceptions are to be approved by the Office of the Chancellor's Division of Academic and Student Affairs.

Program Level Exams Appeal Policy

Appeals for Program Level Exams, such as, comprehensive, or qualifying examinations, are made to the Dean of the School of Graduate Studies and Research (SGSR) based on policy/procedural violations. The appeal can be based only on policy and/or procedural violations, and not on the outcome of the examination. Procedural violations would be cases where the program /department failed to follow program/department and/or University policies and/or procedures relating to the administration and/or evaluation of the exam.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies) in question must be provided, along with a detailed description of the violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR within 5 days of receipt of the outcome of the examination.

Upon receipt of the written appeal to the Dean of the SGSR, the Dean will conduct an investigation of the allegation, document the investigation and render a final decision *which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.*

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will instruct the program/department on the student to retake the exam, fully adhering to policy and procedures. In the event of a finding in support of the student allegation, the reexamination may not be over one of the attempts permitted under the University or Department's Reexamination Policy.

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog www.iup.edu/graduatestudies/catalog/

Time-to-Degree Doctoral Dismissal Appeal Policy

A student dismissed from a program because of time-to-degree expiration (see Time Limitations policy) can appeal the decision to the Dean of the School of Graduate Studies and Research (SGSR), based on procedural violations. The appeal can be based only on procedural violations.

The appeal must be made in writing to the Dean of the School of Graduate Studies and Research. Documentation of the policy(ies) in question must be provided, along with a detailed description of the violation(s). All evidence supporting the alleged violation should also be provided. The student must submit the written appeal to the Dean of the SGSR in 30 days of receipt of the dismissal letter.

Upon receipt of the written appeal, the Dean of the SGSR will conduct an investigation of the allegation, herewith documentation and render a final decision *which completes the appeal process. The final decision rendered by the Dean of the SGSR may not be appealed.*

If it is found that policy/and/or procedure has been violated, the Dean of the SGSR will rescind the dismissal.

- a. Masters student time limitation (see Time Limitations policy) may be extended through student petition to the Assistant Dean of the SGSR. The program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension and Official documentation to justify the request for the extension and the amount of time required by the Dean (or designee) of SGSR to support the request.
- b. Doctoral candidate time limitation (see Time Limitations policy) may be extended through student petition to the program coordinator on behalf of the student, no later than the first day of the month of the student's time-to-degree expiration date, makes the request to the Dean (or designee) of the SGSR. The request must include justification for the extension. Official documentation will be required to justify the requests for the extension and amount of time required by the Dean (or designee) of the SGSR to support the request.

No time extensions are considered for students unless all degree requirements other than dissertation (the approval of the research topic and IRB, if needed) have been completed by the expiration of the seven-year time limit (see Time Limitations policy).

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog:
www.iup.edu/graduatestudies/catalog/

Transfer of Credits (Effective Fall 2017) Policy

A student may transfer nine (9) credits from another institution, with Safety Sciences Department approval, to a graduate student's program. These graduate courses must have been taken from a regionally accredited institution, within the past five years, and the grade earned must be B or better. The time limitation rule and residency requirements pertain without modification to transfer credits. MS-credits from dual MS/PhD Safety Sciences courses will be accepted for transfer into the PhD Program.

Up to one third (1/3)

For more information regarding School of Graduate Studies and Research policy on transfer credits, view the Graduate Catalog www.iup.edu/graduatestudies/catalog/
Access forms processed through the School of Graduate Studies and Research <http://www.iup.edu/graduatestudies/>

Research

Applied Research Lab www.iup.edu/ar/

For more information, visit the website of the School of Graduate Studies and Research, click on Research www.iup.edu/graduatestudies/

Student Rights and Responsibilities

For more information regarding student rights and responsibilities, view the Graduate Catalog: www.iup.edu/graduatestudies/catalog/

Signature Page

My signature below indicates that I am responsible for reading and understanding the information provided and referenced in this department/program student handbook.

_____ [please initial] I understand my doctoral program coordinator may share this document with the School of Graduate Studies and Research.

Print Name

Signature

Date

Submit to Dr. Jan K. Wachter, Safety Sciences Doctoral Program Coordinator, by July 19, 2019.

The Department of Safety Sciences will keep this signed document on file.