

HANDBOOK FOR Ph.D. STUDENTS

Department

of

Communication Sciences and Disorders

**Audiology,
Speech-Language Pathology,
and
Communication Sciences**

Revised: February 9, 2004

University of Florida

Department of Communication

Sciences and Disorders

Dear Student:

Thank you for your interest in graduate study in Speech-Language Pathology, Audiology, or Communication Sciences in the Department of Communication Sciences and Disorders. These programs are exciting disciplines with multi-faceted and diverse opportunities for career development and scholarly activity. In all likelihood you are reading this handbook because you have decided to begin a Ph.D. degree program in one of these disciplines, or you are seriously considering doing so. We recognize that you are in the process of making important life decisions, and we are pleased that you are considering the University of Florida. This handbook is designed as a resource to introduce you to our various doctoral programs and to individual members of our faculty.

The primary goal of our Ph.D. program is to educate students as researchers, with a focus on interdisciplinary studies. Our course work is designed to facilitate development of expertise in various aspects of research so that students become capable of conducting independent and original research programs that add to the body of knowledge in basic and applied communication sciences. Our mission is to provide doctoral students with quality research and academic education in audiology, speech-language pathology, or communication sciences for the purpose of advancing these widely recognized and highly respected fields. We are committed to recruiting, admitting, supporting, retaining, graduating, and helping to place students with the highest ethical and academic qualities.

Please [e-mail](#) us or to stop by the department in Dauer Hall (main office room 336) to ask questions, to talk about our programs, research and career opportunities, and to discuss financial assistance possibilities. We look forward to the opportunity to talk with you.

Sincerely,
Scott K. Griffiths Ph.D.
Associate Professor/Graduate Coordinator

ADMISSIONS POLICIES

Ph.D. PROGRAMS IN COMMUNICATION SCIENCES AND DISORDERS (CSD)

For information and links to application forms please go to our departmental web site at:

<http://www.csd.ufl.edu/>

You may also write, e-mail, or telephone me at:

Dr. Scott K. Griffiths, Graduate Coordinator
Department of Communication Sciences and Disorders
336 Dauer Hall
University of Florida
Gainesville, FL 32611-7420

(352) 392-2113 ext. 258

sgriff@csd.ufl.edu

The Doctor of Philosophy is a research degree. The aim of the Ph.D. program is to prepare individuals for the generation of new knowledge in the basic and applied aspects of communication and its disorders. A further aim is the transmission of accumulated knowledge within the discipline. Thus, many graduates will locate themselves in university settings where they will teach, perform research, and/or contribute service to the profession and to their institutions. Others will perform research and scholarly functions in teaching hospitals and other medical environments. Still others will conduct research in laboratory settings, both public and private. Criteria for admission to the doctoral program, as well as to candidacy, have been set accordingly.

The success of the Ph.D. experience hinges on the relationship between the student/candidate and the faculty mentor. Thus, an important early step for someone considering entering into a Ph.D. program is identifying potential faculty mentors for the area of research the applicant wishes to pursue. It is highly recommended that potential applicants consider what specific area of research they expect to undertake, and seek out an appropriate potential faculty mentor. The faculty and graduate coordinator will work to assist potential applicants in this process.

Minimal Requirements for Doctoral Study

- A. A **Graduate Record Exam (GRE)** score (combined verbal and quantitative) in excess of 1000. The *Test of English as a Foreign Language (TOEFL)* scores will be considered, if available, but will not replace the GRE.
- B. A satisfactory previous **academic record**: an upper division undergraduate GPA of not less than 3.4 and/or a graduate GPA of not less than 3.5
- C. At least three **letters of recommendation** indicating high potential for success in the doctoral program from individuals qualified to assess such abilities. (Follow-up calls to these individuals may be made by the Graduate Committee or concerned faculty.)
- D. An **application portfolio** prepared by the applicant to indicate potential success in research, writing, teaching, etc. The packet should include as many as possible of the following:
- A well-written essay on career goals and objectives (required of all applicants),
 - Reports of research projects in which applicant has participated,
 - Copy of master's thesis or project if completed,
 - Copies of reprints, convention papers, etc. if any have been completed, and,
 - Other supporting material that the applicant wishes to submit for consideration.
- E. An **interview** with the applicant if deemed necessary by the Graduate Committee and other relevant faculty.

The Application Process

Admissions Deadlines

To receive consideration for admission to any Fall semester, all of your application materials should be received by the preceding **April 15th**. If you plan to begin during a Spring Semester, **October 15th** of the preceding year is the application deadline.

Application Checklist

To have a complete application on file, you must do the following:

Date Completed

_____ Submit an online [application](#) .

_____ Have official copies of **transcripts** of ALL previous undergraduate and graduate work sent to the Admissions Office at the Registrar.

_____ Arrange to have an official copy of your scores from the **Graduate Record Examination** sent (UF code is 5812, dept code is 0620).

_____ If you are an international (foreign) student and English is not your primary language, send official copies of your scores from the **Test of English as a Foreign Language (TOEFL)** and the **Test of Spoken English (TSE)** to the Office of the Registrar. Refer to the [University of Florida Graduate Catalog](#) for additional information regarding the TOEFL, as well as written language skill requirements. **PLEASE NOTE THAT YOU MAY BE REQUIRED TO TAKE A WRITTEN LANGUAGE TEST, WHICH WILL BE USED TO DETERMINE PLACEMENT IN APPROPRIATE ENGLISH LANGUAGE COURSES.**

_____ As well as sending the above materials to the Office of the Registrar, you must also submit your **application portfolio**, directly to the Department of Communication Sciences and Disorders, 336 Dauer Hall, University of Florida, Gainesville, FL 32611.

Admissions Decisions

The CSD Graduate Committee makes decisions regarding admission to the Speech-language pathology, Audiology, and communication sciences doctoral programs. The committee includes the Graduate Coordinator, the Program Director, and other graduate faculty members.

The committee receives input also from the potential faculty mentors for all Ph.D. applicants. Upon approval by the Graduate Admissions Committee, the potential faculty mentor presents the applicant's materials to the full faculty. Applicants must be approved by program faculty

before the file is sent on to the Graduate School. The final decision regarding admission to the doctoral program is made by the Graduate School, upon recommendation of the Graduate Admissions Committee.

The Doctoral Program

Initial Advising

Upon your acceptance of the offer of admission to the doctoral program, the Graduate Committee will assign your potential faculty mentor as your initial advisor. This advisor will review the accepted student's course work and make recommendations for the first year of course work. Selection of course work will be guided by the program requirements as well as the student's interests and needs.

Doctoral Supervisory Committee Policy

All doctoral students will form two supervisory committees during the course of their doctoral program, the *academic supervisory committee* and the *dissertation supervisory committee*.

1. The *academic supervisory committee* must be selected by the end of the second semester of equivalent full time study in the doctoral program. The committee will consist of at least four members from the graduate faculty. At least two members will be from the Department of Communication Sciences and Disorders, one of whom must be a full time member of the department and have a direct interest in the area of specialty of the student. At least one member will be drawn from a different discipline. All members of the committee will have Graduate Faculty Status.
 - a. The academic supervisory committee shall meet, during the second semester, to review the qualifications of the student and to discuss and approve a program of study (see THE PROGRAM PLAN, below). The approved program of study must be filed with the Department of Communication Sciences and Disorders by the end of the second semester.
 - b. The academic supervisory committee will conduct the written and oral qualifying examinations. Passage of the qualifying examinations qualifies the doctoral student for admission to doctoral candidacy.

2. Upon passing the qualifying examination, a *dissertation supervisory committee* will be formed. The dissertation committee will consist of at least four members (all of whom must be present at the oral defense of the dissertation). Requirements for membership on the dissertation supervisory committee are the same as those for the academic supervisory committee.
 - a. The dissertation supervisory committee will recommend admission to candidacy based on:
 - i. Recommendations of the academic supervisory committee regarding the academic record of the student, the overall fitness for candidacy, and satisfactory completion of the qualifying examination; and
 - ii. The dissertation supervisory committee's approval of a dissertation topic.
 - b. The dissertation supervisory committee will meet when the work on the dissertation is approximately half completed in order to review procedures, progress, and expected results and to make suggestions for completion. This meeting is generally called a Prospectus Meeting.
 - c. The dissertation supervisory committee will evaluate the dissertation and conduct the final oral examination. The dissertation must be approved unanimously by the official dissertation supervisory committee.

The Program Plan

With assistance from the chairperson of your academic supervisory committee, you will prepare a proposed Program Plan. By the end of your second semester of study, you should meet with your academic supervisory committee to discuss the proposed plan.

After your Program Plan has been reviewed, discussed and approved by the academic supervisory committee, submit it to the Graduate Coordinator for review, and once approved, file it with your committee chairperson and with the Graduate Secretary, who will place a copy in your official file in the Department office.

The Program Plan guides your program of study. It should include the following information:

- The names of your committee chairperson and other members of your academic supervisory committee, with spaces for these individuals to sign their approval of your plan
- Previous degree programs and degree(s) earned,

- A list of completed, current, and projected graduate coursework, organized by area of specialty, cognate area(s), and tool courses. You should provide the course title, credits, and date of completion or projected completion,
- A list of professional papers and publications,
- A general statement about possible dissertation areas.

After the Program Plan has been approved and filed, changes can only be made with signature approval by your committee chairperson. If you want to make substantial changes, you will need the approval of your academic supervisory committee.

QUALIFYING EXAMINATIONS

Through the qualifying examination, the academic supervisory committee determines the breadth and depth of the student's competency in her/his areas of study, and ascertains the adequacy of preparation for the completion of a dissertation. Students may take the qualifying examinations as early as the middle of the third semester in the Ph.D. program, subject to approval by the academic supervisory committee. The student must be registered in the term in which the qualifying examination is given.

The examination, prepared and evaluated by the full supervisory committee, is both written and oral and covers the major and minor subjects. All members of the supervisory committee must be present with the student at the oral portion. The supervisory committee has the responsibility at this time of deciding whether the student is qualified to continue work toward a Ph.D. degree. For the written qualifying examination, the student shall answer questions from each member of his/her academic supervisory committee, and each member of the committee shall be provided with a copy of all of the student's responses.

Options for the Written Qualifying Examinations

1. Traditional sit-down exam. With this option the student usually is given one book, a series of readings, or a very specific topic to study in preparation. Then, on the scheduled exam day, the student writes a response to one, two, or three questions on the specified material. The committee member may give the student a set of sample questions in advance or may give five or six questions on the exam day, from which the student selects the agreed upon number to answer.
2. Topical or critical paper. With this option the student is given a specific topic or question to research independently through the library or other readings. The student then writes a paper (length to be specified by the committee member) on the topic or question. Usually the topic or question is assigned several months before the due date.

3. Research proposal. With this option the student is given a research problem and asked to design a study that might answer a specific question related to it. If this option is selected, the committee member should specify whether the student is to assume that conditions are ideal or is to work with practical conditions as they now exist in the department. A specific time allowance should be assigned, e.g., one month before exams.
4. Course design. With this option the student is asked to design a course, undergraduate or graduate, on a specific topic that he/she would be likely to teach. It usually includes the collection of reading materials, course objectives, homework assignments to meet objectives, and a procedure for evaluating student progress. A specific time allowance should be assigned.
5. Collection of materials. With this option the student is asked to collect a set of materials designed for a specific purpose, e.g., formal and informal evaluations of early language development. The materials are organized in some logical format, typically a notebook or portfolio. A specific time allowance should be assigned.

The Oral Qualifying Examination

The oral Qualifying examinations will follow the last written examination by a period of between 2 and 8 weeks. The full academic Supervisory Committee shall meet with the student for the oral exam. When necessary, a member of the committee may participate in the meeting via teleconferencing.

Time Lapse - Between the oral portion of the qualifying examination and the date of the degree there must be a minimum of two semesters. The semester in which the Qualifying examination is passed is counted, provided that the examination occurs before the midpoint of the term.

If a student fails the qualifying examination, the Graduate School must be notified. A re-examination may be requested, but it must be recommended by the Supervisory Committee and approved by the Graduate School. At least one semester of additional preparation is considered essential before re-examination.

THE DISSERTATION

Electronic Dissertation - Students who enter in Fall 2001 and after are required to submit their final dissertations electronically. Exceptions are considered on a case-by-case basis when submitted in writing by the department to the Graduate School. These exceptions are intended for the student who is off-campus during the semester the dissertation is submitted. More information is available at

<http://etd.circa.ufl.edu/calendar.html>,

<http://gradschool.rgp.ufl.edu/etd>,

or from the Graduate School Editorial Office.

Every candidate for a doctoral degree is required to prepare and present a dissertation that shows independent investigation and is acceptable in form and content to the supervisory committee and to the Graduate School. Dissertations must be written in English, except for students pursuing degrees in Romance or German languages and literatures. Students in these disciplines, with the approval of their supervisory committees, may write in the topic language.

Since all doctoral dissertations are published by microfilm, it is necessary that the work be of publishable quality and that it be in a form suitable for publication. The original copy of the dissertation must be presented to the Editorial Office of the Graduate School on or before the date specified in the University Calendar. It must contain an abstract and be accompanied by a letter of transmittal from the supervisory chairperson, and all doctoral forms.

After corrections have been made, and no later than the specified formal submission date, the fully signed copy of the dissertation (either electronic or printed on 100% cotton paper), together with the signed Final Examination Report and five copies of the abstract, should be returned to the Graduate School. The original copy of the dissertation is sent by the Graduate School to the Library for microfilming and archiving. If the manuscript is on paper, a second copy, reproduced on required thesis paper, must be delivered to the Library or college for hardbinding.

Electronic dissertations may be viewed at

<http://www.uflib.ufl.edu/etd.html>.

Publication of Dissertation - All candidates for the Ph.D. and Ed.D. degrees are required to pay the sum of \$55 to University Financial Services, S113 Criser Hall, for microfilming their dissertations, and to sign an agreement authorizing publication by microfilm.

Copyright - The candidate may choose to register the copyright of the microfilmed dissertation for a charge of \$45 payable by a certified or cashier's check or money order to PQIL attached to the signed microfilm agreement form. To assure receipt of the valuable Copyright Registration Certificate, candidates must give permanent addresses through which they can always be reached.

Guidelines for Restriction on Release of Dissertations - Research performed at the University can effectively contribute to the education of our students and to the body of knowledge that is our heritage only if the results of the research are published freely and openly. Conflicts can develop when it is in the interests of sponsors of university research to restrict such publication. When such conflicts arise, the University must decide what compromises it is willing to accept, taking into account the relevant circumstances. The AAU guidelines

contained herein were adopted by the University of Florida Graduate Council on January 19, 1989.

1. The recommendations of sponsors, which result from prepublication reviews of research results and which affect subsequent publication of these results, should be considered advisory rather than mandatory.

2. The maximum delay in publication allowed for pre-reviews should not exceed three months.

3. There should be no additional delays in publication beyond the pre-review. Timely submission of any patent or copyright applications should be the result of effective communication between investigators and sponsors throughout the course of the project.

4. There should be no restriction on participation in nonclassified sponsored research programs on the basis of citizenship.

5. Students should not be delayed in the final defense of their dissertations by agreements involving publication delays.

Oral Dissertation Defense/Final Examination

After submission of the dissertation and the completion of all other prescribed work for the degree, but no earlier than the term preceding the semester in which the degree is conferred, the candidate will meet on campus with the Supervisory Committee for an oral defense of the dissertation. All Supervisory Committee members must be present with the candidate at oral defense. At the time of the defense all committee members should sign the signature pages and all committee and attending faculty members should sign the Final Examination Report. The supervisory chair may retain these until corrections are acceptably completed.

Satisfactory performance on this examination and adherence to all Graduate School regulations outlined in the graduate catalog complete the requirements for the degree.

Time Limitation: All work for the doctorate must be completed within five calendar years after the qualifying examination, or this examination must be repeated.

CERTIFICATION

Doctoral candidates who have completed all requirements for the degree, including satisfactory defense and final acceptance of the dissertation, may request certification to that effect prior to receipt of the degree. Certification request forms, available in the Graduate School

Editorial Office, should be filled out by the candidate, signed by the supervisory chair and college dean, and returned to the Graduate School for verification and processing.

Ph.D. PROGRAM REQUIREMENTS

(Master's, Au.D., or other graduate degree required)

90 doctoral credit hours (post Bachelors Degree) required; up to 30 graduate credit hours from a previous Master's graduate degree may be counted in the 90-hour minimum, provided the Master's degree was earned within the last seven years. Students may petition for credit from Master's degrees completed earlier.

Total hours in proposed Doctoral Program: 68-90

Required Track Courses (to be completed while a doctoral student)

1. SPA 6940 (3-5) Supervised teaching
2. *Minimum 15 hours in the Department of Communication Sciences and Disorders
 - a) excluding (SPA 7980) dissertation credits, SPA 6940, and SPA 6930
 - b) maximum of 12 hours of independent study (SPA 6905)
 - c) maximum of 6 hours of supervised research (SPA 6910)

* Students may petition the Graduate Committee to reduce the number if an insufficient number of suitable courses are offered by the department.
3. Minimum 15 hours in related course work outside the Department of Communication Sciences and Disorders. At least 15 credit hours will be courses other than independent study (SPA 6905). Student may or may not declare a minor; if a minor is declared, hours within this category may apply.
4. Students must enroll in 1 hour of SPA 6930 Proseminar during the first fall semester of the Ph.D. Program.

Required Tool Courses (Minimum 15 while a doctoral student)

1. Statistics: a minimum of 6 credit hours chosen from the following (not a complete list):
 - EDF 6403 (6) Quantitative Foundations of Educational Research
 - EDF 7405 (4-8) Advanced Quantitative Foundations of Educational Research
 - STA 6526 (3) Nonparametric Statistics
 - STA 6126 (3) Statistical Methods in Social Research I
 - STA 6127 (3) Statistical Methods in Social Research II
 - STA 6706 (3) Applied Multivariate Methods for Behavioral Research
 - STA 6201 (3) Analysis of Research Data
2. Research Design: Minimum of 5 hours:
 - STA 6200 (2) Fundamentals of Research Design (or comparable course)

SPA 6930 (3) Single-Subject Experimental Research Design
EAB 6719 (3) Strategies and Tactics of Human Behavioral Research
PSB 7118 (3) Current Research Methods in Physiological Psychology
EEX 6910 (3) Applied Research in Special Education

3. Supervised Research (3 hours)

SPA 6910 (3) Supervised Research

Dissertation Hours (12-15)

SPA 7980 Research for Doctoral Dissertation

The Ph.D. following the Au.D. at UF:

The Ph.D. requirements for students completing the on-campus Au.D. are a minimum of 30 credit hours including:

- 1) 3 additional hours in statistics
- 2) 5 credit hours in research design
- 3) 3 credit hours in supervised teaching
- 4) 12 credit hours of dissertation research

A student's supervisory committee may require additional coursework to meet the particular needs and/or interests. Students in the on-campus Au.D. program should be encouraged to apply for admission as Ph.D. students by the end of their third year. By the end of the second semester following admission to the Ph.D. program, students must form their Ph.D. supervisory committee. This committee may, but need not have any members in common with the student's Au.D. supervisory committee.

Audiologists holding an earned Au.D. from an accredited institution will be required to complete at least 30 credit hours of graduate study to earn the Ph.D. Progression through the program should include completion of coursework specified by the supervisory committee, passing the qualifying exam, and completion of at least 12 credit hours of dissertation research.

Current List of Faculty (2003-2004 Academic Year)

Chair: W. S. Brown, Jr.

Graduate Coordinator: S. K. Griffiths.

Professors:

[P. J. Antonelli](#) - Cochlear Implants, Implantable Hearing Aids
[W. S. Brown, Jr.](#) - Experimental Phonetics, Voice Science
[N. Cassisi](#) - Otorhinolaryngology
[K. J. Gerhardt](#) - Auditory Physiology, Effects of Excessive Noise
[L. J. Gonzalez-Rothi](#) - Neurogenic Communication Disorders
[J.W. Hall, III](#) - Auditory Processing, Electrophysiology, Tinnitus
[H. F. Hollien](#) (Emeritus) - Forensic Acoustics, Phonetic Sciences
[F. J. Kemker](#) (Emeritus) - Universal Hearing Screening; Amplification
[P. B. Kricos](#) - Audiologic Habilitation/Rehabilitation, Geriatric Audiology
[L. J. Lombardino](#) - Dyslexia and Language Disorders
[J. Rosenbek](#) - Adult Neurolinguistic Disorders
[H. B. Rothman](#) - Acoustic and Perceptual Analysis of the Singing Voice
[G.T. Singleton](#) - Otolaryngologic Disease
[W. N. Williams](#) - Cleft Palate

Associate Professors:

[C. C. Crandell](#) - Amplification Systems, Speech Perception
[S. K. Griffiths](#) - Auditory Electrophysiology, Speech Perception
[A.E. Holmes](#) - Cochlear Implants, Audiologic Rehabilitation
[K. J. Logan](#) - Fluency Disorders, Speech Production
[C. M. Sapienza](#) - Vocal Physiology, Voice Disorders

Assistant Professors:

[L. J. P. Altman](#) - Adult Language Disorders, Neurolinguistics
[D. M. Blischak](#) - Augmentative & Alternative Communication
[B. W. Johnson](#) - Early Language Development/Disorders
[D. Kendall](#) - Adult Neurogenic Disorders
[R. Shrivastav](#) - Voice Science/Disorders, Speech Acoustics
[M. Tuccelli](#) - American Sign Language
[B. P. Vinson](#) - Speech and Language Disorders