Ph.D. in Dispute Resolution Student Handbook

Nova Southeastern University
# Department of Dispute Resolution
## Student Handbook - Ph.D. Program

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Introduction

This handbook provides information specific to the Ph.D. Program in Dispute Resolution. You will find details about the policies and procedures of the program, as well as a suggested degree plan. Rules and regulations that are school-wide, as well as course descriptions and curricula of each of the school’s programs, can be found in the catalog.

We ask that you read the catalog and handbook through, attest to having done so by signing and dating the back page of this handbook, and then submit this page to the program office prior to the fall semester. The catalog and handbook are, in a sense, contracts. You enter into the program under the policies outlined in these documents; any changes made in the program subsequent to your entry into it can be voluntarily adopted by you, but you maintain the right to continue to be governed by the rules set out below. By signing the back page, you also agree to abide by these rules.

The Program

The Ph.D. in Dispute Resolution is a 82-credit-hour program designed for individuals holding master’s degrees who wish to: ground themselves in the foundational and current theoretical ideas informing the field of dispute resolution; enhance their practitioner skills; learn the logic and practice of research, particularly qualitative methodologies; and become supervisors and teachers in academic and practitioner settings.

Most students complete the program in three to four years. Full-time enrollment (at least nine credit hours per semester, including the summer) must be maintained throughout the program; however, in special circumstances leaves of absence can be obtained. Depending on how many courses you transfer in and the point at which you are in the program, there may be some semesters when there are fewer than three courses (nine credit hours) being offered that you require to complete your degree. In such cases, the program will consider you enrolled full time when you are registered in all of the outstanding degree-plan courses available to you. Once you begin your dissertation, you are considered full-time when you are registered for at least three credits per semester.

Your admission into the program is provisional until you successfully pass the Preliminary Review, undertaken during your third semester (see below). You will need to maintain a grade of B or better in all your courses during your first year in order to be considered to be making satisfactory progress.
Transfer of Credit

Doctoral program applicants may request up to nine hours (three courses) of transfer of credit for graduate courses taken at other regionally accredited universities. Applicants who have more than three transferrable classes may be given transfer of content for up to two additional courses. Although no additional credit hours will be given for these courses, such a transfer can allow a student not to retake a course he or she has taken elsewhere, and thus to enroll in another class in its place. This can provide more flexibility in the student’s degree plan, allowing him or her to take an elective.

All courses to be transferred must be substantially equivalent to courses taught at Nova Southeastern University. To receive transfer of credit, fully complete the transfer-of-credit application form and submit official course descriptions and syllabi that document the content of the course(s) you wish to transfer. The course descriptions should be copied from the original catalog and pasted into the application; the respective syllabi should each be clearly labeled and appended to the back of the application. No more than two courses may be used to establish equivalence with a Nova Southeastern course.

To be considered for transfer, courses must have been completed prior to admission to the doctoral program and less than seven years prior to the beginning of the student’s first fall semester. Also, course grades must be "B" or higher. The complete request for transfer of credit must be submitted to the program office no later than August 1st.

Transfer requests are considered by the faculty as a whole. Courses which are approved will be recorded on your Nova Southeastern transcript.

Students who have graduated from the school’s dispute resolution master’s program are not required to apply for transfer of credit in the manner described above. If you are one of our master’s graduates, you will be given credit for the following courses, provided that you completed them within the last seven years and obtained a grade of B or higher:

- Introduction to Alternative Dispute Resolution (ADRD 5000)
- Legal Concepts for Non-Attorneys (ADRD 5010)
- Communication Dynamics in DR: The Human Factor (ADRD 5040)
- Ethical and Professional Issues in ADR (ADRD 5210)
- Family Mediation or Civil and Commercial Mediation (ADRD 5100 or ADRD 5110)
- Non-Mediation Approaches to ADR (ADRD 6110)
- Cross-Cultural Conflict Resolution: Issues and Approaches (ADRD 6120)
- ADR Research I (ADRD 5200)
- ADR Research II (ADRD 6200)
- ADR Practicum I (ADRD 5130)
- ADR Practicum II (ADRD 6130)
In order to receive transfer credit for these courses, complete the SSSS Internal Transfer Credit form, available from the program office.

Degree Plans

Two sample degree plans are offered below. The first sets out a suggested sequence of classes for people who enter the program with no transfer-of-credit courses; the second offers a possible sequence for those who have graduated from our master’s program. Many students will fall somewhere in the middle—some of their courses may transfer in, some not, or they may have some transfer-of-content credit (see section on transfer of credit), allowing them to take one or two extra electives. If this applies to you, you will need to create a plan that amalgamates elements from each of the plans presented below.

Degree-plan forms are available from the program office. Consult the templates below, and then create a plan for yourself that fits your particular situation. Once you have completed the form, meet with the Program Coordinator at your earliest mutual convenience and present your proposed plan. If the program coordinator approves your plan, have him or her sign in the space provided, sign it yourself, and then return the form to the program office. A copy will be made and returned to you, and the original will go into your student file.

Degree Plan Template A: 82 credit hours

For students who enter with no transfer of credit, the following degree plan is recommended.

Year 1

**Fall:** 10 credits
- Introduction to ADR (ADRD 5000)
- Legal Concepts for Non-Attorneys (ADRD 5010)
- Comm. Dynamics in ADR: The Human Factor (ADRD 5040)
- Doctoral Seminar (ADRD 7000) [1 credit]

**Winter:** 9 credits
- Family Mediation or Civil & Commercial Mediation (ADRD 5100/5110)
- Communication Patterns (ADRD 7200)
- Cross Cultural Conflict Resolution (ADRD 6120)
Summer Session I: 6 credits (7 weeks)
* Preliminary Review*
Ethics & Professional Issues (ADRD 5210)
ADR Research I: Tools for Practitioners (ADRD 5200)

Summer Session II: 6 credits (7 weeks)
ADR Research II: Logic & Methods (ADRD 6200)
Non-Mediation Approaches to ADR (ADRD 6110)

Year 2

Fall: 9 credits
Theories of Conflict & Conflict Resolution (ADRD 6100)
Quantitative & Statistical Methods (ADRD 7100)
ADR Practicum I (ADRD 5130)

Winter: 9 credits
Comparative Legal & Conflict Resolution Systems (ADRD 7030)
Qualitative Research I (ADRD 7110)
ADR Practicum II (ADRD 6130)

Summer Session I: 6 credits (7 weeks)
* Qualifying Exam*
System Design (ADRD 7020)
Qualitative Research II (ADRD 7120)

Summer Session II: 6 credits (7 weeks)
Teaching & Training in ADR (ADRD 7500)
Philosophical & Social Issues in ADR (ADRD 7010)

Year 3

Fall: 9 credits
Teaching & Training in ADR Practicum (ADRD 7510)
Administration & Supervision in ADR (ADRD 7520)
Dissertation (ADRD 7900)

Winter: 6 credits
Dissertation (ADRD 6900)
Administration & Supervision in ADR Practicum (ADRD 7530)
Summer Session I: 3 credits (7 weeks)
Dissertation (ADRD 7900)

Summer Session II: 3 credits (7 weeks)
Dissertation (ADRD 7900)

Total Credits: 82

Degree Plan Template B: 49 credit hours

For students who enter from Nova Southeastern’s master’s program in dispute resolution, the following degree plan is recommended.

Year 1

Fall: 7 credits
Theories of Conflict & Conflict Resolution (ADRD 6100)
Quantitative Statistics (ADRD 7100)
Doctoral Seminar (ADRD 7000)[1 credit]

Winter: 9 credits
Communication Patterns in Dispute Resolution (ADRD 7200)
Comparative Legal & Conflict Resolution Systems (ADRD 7030)
Qualitative Research I (ADRD 7110)

Summer Session I: 6 credits (7 weeks)
* Preliminary Review*
Systems Design (ADRD 7020)**
Qualitative Research II (ADRD 7120)

Summer Session II: 6 credits (7 weeks)
Teaching & Training in ADR (ADRD 7500)
Philosophical & Social Issues ADR (ADRD 7010)

**Students who have taken Advanced Topics II may substitute an elective.
Year 2

Fall: 9 credits
Administration & Supervision in ADR (ADRD 7520)
Teaching & Training in ADR Practicum (ADRD 7510)
Dissertation (ADRD 7900)

Winter: 6 credits
Administration & Supervision in ADR Practicum (ADRD 7530)
Dissertation (ADRD 7900)

Summer Session I: 3 credits
* Qualifying Exam*
Dissertation (ADRD 7900)

Summer Session II: 3 credits
Dissertation (ADRD 7900)

Total Credits: 49

Evaluations

There are two program exams that you must pass in the course of your studies. Each are described in detail below.

Preliminary Review

At some point during the summer semester at the end of your first year of study, your progress in the program will be formally assessed by the faculty. The data for this examination will be the practicum and writing evaluations from your first two semesters (supplied to the faculty by the staff) and a three- to five-page (double-spaced) self-evaluation submitted by you at least one week in advance of the preliminary review meeting. This self-evaluation should provide an in-depth accounting of your accomplishments and difficulties in the practitioner and academic areas of the program and a clear indication of your plans for the forthcoming year. It must be typewritten and free of errors.

The meeting, lasting approximately one-half hour in length, will be attended by you and two or three faculty members. Successes and challenges will be discussed. Following the meeting, your committee will make one of the following recommendations to the faculty as a whole:
a) Full admission into the program, effective the fall semester of your second year.

b) Full admission into the program, effective the fall semester of your second year, with faculty recommendations for changes.

(In order to obtain one of these recommendations, all your grades must be B or higher, with no I’s. Courses with a grade C may have to be retaken, pending the recommendation of the committee)

c) A continuation of your provisional status, with full admission contingent on you satisfying one or more specified criteria in the course of a specified amount of time.

d) A refusal to fully admit you or to allow provisional continuation in the program.

The faculty vote to accept or to question the committee’s recommendations. If the recommendations are accepted by the faculty, you will receive a letter informing you of the committee’s determination.

If the faculty accepts a committee recommendation for dismissal, it becomes effective immediately. Tuition and registration fees for the semester in which you were presently enrolled would, in such a case, be fully refunded.

If the faculty votes to question a committee recommendation, you will receive a letter explaining this and asking you to attend a meeting with the director and the faculty as a whole. During this second meeting your situation will be discussed and you will have an opportunity to present your views and ideas. Subsequent to this second meeting, the faculty will come to a decision regarding your status in the program, and you will be informed of it by mail.

You have the right to appeal such faculty decisions. See the section on Student Rights and Responsibilities in the school catalog for procedural information.

**Qualifying Exam**

On the first Monday in July of your second year in the program, you will submit your qualifying exam, a publishable-quality paper on a topic that is relevant to the field of dispute resolution. Three members of the faculty serve as a review committee for the paper, as if they were members of an editorial board for a dispute resolution or social science journal.

Your initial submission should include four copies of your paper and one copy of a signed letter that makes reference to the title of the article, briefly describes the content, and names a particular juried journal for which it would be relevant. Your work is blind reviewed, so ensure that your name does not appear on the title page or in the body of the article. The program coordinator will keep the original letter and attach copies (with your name masked) to the copies of your paper before distributing them to your reviewers.
The text of the paper, exclusive of the title page, abstract, and references, may not exceed 25 pages. Papers, which must follow stylistic guidelines of the American Psychological Association (APA), may be case studies, research reports, theoretical essays, or professional issue position papers. If you write a case study or a research report, you must preserve, until the paper has passed the process, the data on which the work is based (e.g., videotapes, detailed case notes, research protocols, transcripts), as well as the signed informed-consent forms of the participants.

The faculty committee members read, make comments on, and evaluate your paper on a total of fourteen criteria, each of which is given a numerical rating between 1 and 3. A 3 on a criterion means that you successfully demonstrated skill in that area. A 2 means that you inconsistently demonstrated the criterion. A 1 means that you failed to demonstrate the criterion. The grades for the exams are determined in the following way:

<table>
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<th>IV</th>
<th>Pass: No Is; no more than one 2</th>
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<tr>
<td>III</td>
<td>Pass, return ASAP with minor changes: No Is; no more than three 2s</td>
</tr>
<tr>
<td>II</td>
<td>Resubmit with changes at next submission date: One I; or more than three 2s</td>
</tr>
<tr>
<td>I</td>
<td>Resubmit with major changes within one year: Two Is; or one I and more than three 2s</td>
</tr>
<tr>
<td>I</td>
<td>Fail: Three or more Is</td>
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Criteria 1 and 2 (Writing skills and Adherence to APA conventions) are divided into a number of subcategories, each of which addresses a specific component of the criterion as a whole. Each subcategory is given a check when there are fewer than three errors of this type noted throughout the paper. When three or more errors on a particular subcategory are present in a paper, that subcategory is given an x.

The numerical assessment of criteria 1 and 2 is determined by the number of xs given to the subcategories within them. When there are one or no xs within a criterion, it is assessed as a 3. Two xs given to subcategories in a criterion translates into a 2, and more than two xs result in an overall score of 1 for the criterion.

To pass the exam, you must obtain a IV or higher when the assessments from the three faculty reviewers are averaged. Papers that pass may still need minor changes or corrections before being officially accepted by the School and placed in its library. Corrected manuscripts may be turned back in at the student’s convenience anytime before the next submission date.

If you obtain less than a IV average, you must wait until the next submission date (in the first week in January) before resubmitting your paper. If you obtain less than a III average, you may wait up to a year before resubmitting your paper. If you obtain less than a II average, you fail the exam. If you fail the qualifying exam twice, you will be dismissed from the program.
Papers that are resubmitted, whether with minor corrections or major changes (even to the extent that an entirely new paper has been written) must include a letter that specifies in detail how you have responded to each of the reviewers' concerns and comments. A sample of such a letter can be obtained from the program office.

The criteria assessed for the qualifying papers are as follows:

1. Writing skills:
   - Accurate typing and spelling
   - Predominant use of active voice
   - Correct use of tenses
   - Agreement of subjects and verbs
   - No misplaced or dangling modifiers
   - Parallel construction
   - Non-sexist and non-ethnically-biased language
   - Correct use of punctuation
   - Complete sentences
   - Appropriate introduction of quotes

2. Adherence to APA conventions:
   - Underlining
   - Headings and subheadings
   - Seriation
   - Quotations
   - Reference list construction
   - Citations
   - Line spacing, spacing after punctuation, margins, abstract, title page, running head

3. Tone of voice appropriate to a juried journal and the intended audience

4. Concise, well constructed, and flowing sentences

5. Concise, well constructed, and coherent paragraphs

6. Concise and coherent presentation, development, and application of ideas

7. A clear relationship between introduction, body of paper, and conclusion

8. Inclusion and organization of sections appropriate to the type of article (i.e., theory, case study, or research)

9. A comprehensive literature review with appropriate citation of sources

10. A literature review appropriate to the topic and the balance of the paper
11. Relevance of the topic to dispute resolution

12. Originality

13. Accuracy of theoretical/clinical/research/historical assertions

14. Comprehensive coverage of relevant theoretical/clinical/research/historical issues

The committee reading your qualifying exam operates like an editorial board for a professional journal, and we thus make the same stipulations of you that the board of Mediation Quarterly or the Negotiation Journal would make: Your paper must be original—that is, it must have been written solely by you and must not have been submitted as an article to a journal for publication.

It is appropriate and acceptable for you to have your classmates read and comment in a general way on your work; however, under no circumstances can anyone but you compose any part of your paper. (See below for a description of plagiarism.) You are encouraged to talk to faculty members before your first submission and/or embarking on revisions. They may discuss ideas and go through a detailed outline with you; however, they may not review drafts of the text.

A number of students whose papers have passed a similar qualifying exam process in the Department of Family Therapy have had them published in a variety of journals, including Family Process, JMFT, and Ericksonian Monographs. However, you must wait until you have completed any required revisions and your paper has been passed by your committee before you can send it out for review. Any paper not deemed original will fail.

Writing Evaluation

In order to help you prepare for the writing of your dissertation, the program provides you with numerous opportunities for writing, from class assignments to the qualifying exam. The method of evaluation for course-specific written assignments accords with the criteria set out in the qualifying exam evaluation form; however, individual course instructors may choose to stress some aspects of the Writing Evaluation Form over others, and to modify the system of assigning grades.

Plagiarism

The word plagiarize comes from the Latin plagiarus, kidnapper. Plagiarism is literary thievery and it is not tolerated by the program nor the university (see the catalog under "Student Rights
and Responsibilities”). In class assignments, your qualifying exam, your dissertation, and any articles you write for publication, sources for your ideas must be acknowledged. Quotations from, and paraphrases and summaries of, the work of others must be referenced in APA format.

Student Evaluation Of Classes

At the end of each semester, you are given the opportunity to provide the program with your responses to the courses you took. Your anonymity is protected in the following ways: a) you are asked not to sign your evaluation; b) all evaluations are completed and sealed in an envelop while the faculty member remains outside of the room; c) the envelop is delivered directly to the staff by a student volunteer, and the handwritten comments are typed into the computer; d) the original, handwritten sheets are shredded; e) faculty members do not receive typed copies of the evaluations until after grades have been submitted to the registrar.

Dissertation

Specific details about how to go about writing your dissertation can be found in the school’s Dissertation Guidelines, available from the program office.

You may begin enrolling in dissertation hours once you have successfully passed the qualifying exam. You must take a minimum of three hours of dissertation credit per semester. Three hours of dissertation is considered by the program to be full-time enrollment.

Students must continue to register for dissertation hours until they complete and successfully defend their document. This may entail taking more than the minimum 12 dissertation credit hours stipulated in the catalog. If, for some reason, you cannot continue working on your dissertation, you may apply in writing for a leave of absence. If you request a leave for longer than a semester, or if you take a second semester-long leave, it may not be possible, upon your return, to continue with the chair with whom you had earlier been working.

Graduation

You have seven calendar years from the beginning of your first fall semester in the doctoral program to complete your degree requirements. If, after seven years you have not yet graduated, you will need to retake all courses for which you received transfer of credit. Each semester thereafter you will be responsible for the Ph.D. courses taken more than seven years before that point in time. A one-year extension may be granted under extenuating circumstances. Leaves of absence taken during the course of the program do not extend the seven year deadline.
Human Subjects Research Committee

All research projects undertaken at NSU, whether within a particular class, as part of your qualifying exam or dissertation or under the auspices of a grant must, prior to commencement, be approved by the program's Human Subjects Committee. A proposal must be submitted that includes a detailed description of:

1. Where and with whom the research will be conducted.
2. Your (and your colleagues') role in the project.
3. The research participant's role in the project.
4. How the research participants will understand your role, i.e. how you will be identifying yourself to them.
5. What recording materials you will be using.
6. How you intend to ensure the confidentiality of research participants, i.e. use of pseudonyms, plans for erasing tapes, etc.
7. The research agreement form you will be giving to the research participants to sign prior to their involvement.
8. How you intend to analyze and use the data, i.e. publication and/or presentation plans.

Further Questions

If you have questions that are not addressed in this handbook, you may wish to refer to the school catalog. If your query remains unanswered, or if you require clarification, please contact the program office.

revised 6/15/94
I have read and understood the Dispute Resolution Student Handbook for the Ph.D. program and agree to abide by the policies and procedures outlined in the handbook.

______________________________
PRINT NAME

______________________________
SIGNATURE