Frances Payne Bolton School of Nursing

First Year PhD Book

The executive committee members of the
PhD Student Nurses Association (PSNA)
extend their **warmest welcome**
to Case Western Reserve University and
the Frances Payne Bolton School of Nursing!

All FPB PhD students are PSNA members,
and we hope you'll join us for PSNA meetings
and events during your time here.

1 · Getting to Know Your Classmates!

Get to know those joining you in this new adventure!

We suggest working together to gather basic information on each student in your cohort and share the compilation of answers as an electronic file within your group.

You will be taking on these next few years together and you never know when this information will come in handy!

Name	
Phonetic Pronunciation of First Name ☺	
Birthday	
Home Address	
Hometown/Birthplace	
Cell Phone Number	
Email (besides your CWRU one)	
Family, including pets	
Favorite Color	
Favorite Candy	
Favorite Snack	
Favorite Food or Meal	
Favorite (Local) Restaurant	
Favorite Dessert	
Guilty Pleasure (food or otherwise!)	
Favorite Magazine	
Favorite TV Show	
Favorite Book	
Favorite Flower	
Other Things You Love	
Hobbies	

This is the sheet that the 2019 cohort made to get you started!

Research Interests	
Advisor	
Past Jobs	
Your "Networks"	

2 · FPB Leadership & PSNA Contacts

Doctoral Program Contacts

Dr. Joachim Voss	jgv20@case.edu	Director, Frances Payne Bolton PhD Program
Atreya McCall	ajm348@case.edu	Dept. Assistant, Frances Payne Bolton PhD Program

FPB Leadership

Dr. Carol Musil	cmm4@case.edu	Dean, Frances Payne Bolton School of Nursing
Bob Book	rxb554@case.edu	Executive Aide to Dean Musil
Dr. Ron Hickman	rlh4@case.edu	Associate Dean for Research
Dr. Diana Morris	dlm5@case.edu	Interim Associate Dean of Academic Affairs
Dr. Mary Quinn Griffin	mtq2@case.edu	Associate Dean for Global Affairs

PhD Student Nurses Association (PSNA): 2020-2021 Executive Committee

Find out more on the **PSNA Website** and in **section 36** of this book!

Suzanna Thiese	sxt587@case.edu	Co-Chair & Graduate Student Council (GSC) Rep
Megan Alder	mla88@case.edu	Co-Chair
Jessica McCullough	jnm73@case.edu	Treasurer & GSC Rep
Zeyana Al Ismaili	zaa11@case.edu	Secretary
Garlandria Johnson	gxj76@case.edu	Diversity and Inclusion Co-Chair
Shanell Hill	sxh1050@case.edu	Diversity and Inclusion Co-Chair
Megan Foradori	maf195@case.edu	Community Liaison Chair
Lisa Brannack	lab199@case.edu	Professional Development Chair & GSC Rep

Have some other contacts you want to keep handy? Write them here!

3 · 2020 - 2021 Academic Calendar

Academic Calendar on Registrar's Website   *Note that fall classes may change due to COVID.

Fall Classes Begin	August 24	**Spring Classes Begin**	January 11
Classes Held Labor Day	September 7	**MLK Holiday**	January 18
No Classes	November 23 - 27	**Spring Break**	March 8-12
(Remote) Classes End	December 4	**Spring Classes End**	April 25
(Remote) Exams End	December 16	**Spring Exams End**	May 5

4 · ID Badges [Case One Card]

Your Case ID will allow you access to school buildings (including where your classes and meetings are) and student access/discounts in the community. You can submit your own photo (see specifications on the website) or have a photo taken at Access Services (Crawford Hall, Room 18).   **ID Card Website**

5 · Finding Housing

Depending on your situation, you may be looking for housing near campus - links to housing resources are linked below. Many students with families choose to buy or rent in nearby communities, including: Little Italy (~0.8 mi), Edgehill Road (~2.0 mi), Coventry Village (~1.9 mi), University Heights (~4.1 mi), Cleveland Heights (~3.4 mi), Shaker Heights (~4.3 mi), and South Euclid (~5.2 mi), and Beachwood (~6.9 mi). Feel free to reach out to others in the PhD program with your questions about where to live!

CWRU Graduate Student Housing Page and the **Off Campus Housing Property Search**

6 · Finding Child Care

Find childcare options by county (we are in Cuyahoga) at **ChildCare.gov** or on the Ohio website **Bold Beginnings**. Information on baby/toddler childcare is available **here**. We know of three local childcare centers near University Circle: **The Music Settlement** (with $1000 CWRU subsidy for students, faculty, and staff), **Kindercare**, and **Sweet Kiddles**. Some childcare providers offer discounts if your child is eligible for Head Start funds. Find out how to get help paying for childcare **here** (select "Head Start School" if you are hoping to use this subsidy).

CWRU highly recommends using **Erin's Nannies** which provides a variety of babysitting services (even in hotels!). CWRU will pay your registration fee, and you are responsible for the $15-20/hr fee - see the important details here. The school also offers help with temporary and backup childcare - find more information here.

With COVID, this website includes an active list of open local childcare facilities, a PDF list is here.

7 · Health Education Campus [HEC]

The Samson Pavilion is a beautiful new (first opened in 2019!) multidisciplinary learning center. Your classes (*pending COVID!) will be here, likely on the second floor. FPB faculty have offices on the 2nd and 4th floor, and there are great places to meet up/eat (1st floor atrium) and study (2nd floor library and 4th floor lounges) here. Find out more about the building here!
(*The physical building address is* **9501 Euclid Ave., Cleveland, 44106**)

For parking, there is a deck across the street - "**Lot JJ**" - though it is often very full (see **section 15** for parking). Campus shuttles (see **section 16**) also stop here.

There are **two entrances**, both with badge to access, but security guards do sit at one side entrance if you can't swipe in. Those in the know call the space between Lot JJ and Samson the "Cookie Sheet." ☺
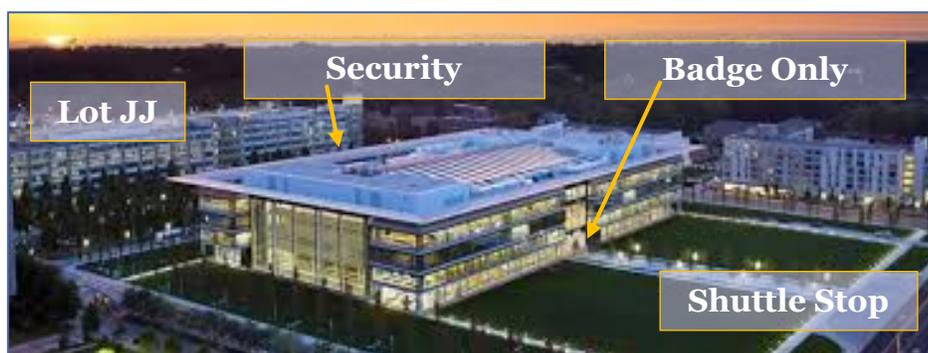
Lockers on the 4th floor of the HEC are available on a first come, first served basis. Lockers must be shared with at least one additional person, and you must provide your own lock. Email fpbreg@case.edu with your information (your name & phone number and your locker partner's name), and they will let you know your locker number.

A **copy machine/printer** is available for student use on the 4th floor. Each student is allocated $20 per semester (use your CWRU ID badge) in printing costs. You will need to register your badge on the WEPA website.

A **cafeteria, coffee/snacks, vending machines, and microwaves/fridges** are available for students. The cafeteria (1st floor atrium) is open for breakfast and lunch and accepts cash and credit. The coffee shop (1st floor atrium, opposite side) has hot drinks, to go lunches, and snacks. Refrigerators, microwaves, and water bottle filling stations are available if you choose to pack/bring. We've included **section 42** on "food nearby" later in this guide, including a couple options within quick walks.

You can **reserve an HEC room** for group work or club meetings by going to case.edu/rooms and sign into your Case account. Once signed in, you'll click "create a reservation" on the left hand side of the screen, then choose the building (Samson Pavilion Student Request) and follow the steps from there. Even though rooms seem empty, and you could probably tuck in somewhere for a study group or informal meetup, it's best to reserve a room to make sure you can have (and stay in!) the room you'd like for your gathering, rather than pack up and move when someone with a reservation arrives.

Best **study spaces** are on the first floor (atrium), second floor (in the HEC library and on the tables outside), and fourth floor (lounges and more tables). There's a ping pong table on the fourth floor if you need a break!

8 · Health Research Campus [HRC]

The old FPB is now the **Health Research Campus**, tucked in near Rainbow Babies Hospital and the Biomedical Research Building (BRB). Faculty offices and research labs are still in use here - and if someone asks you to meet them at "HRC," this is where they mean.
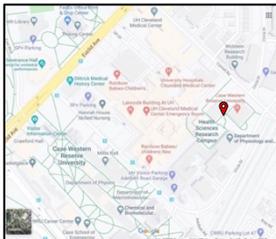
The HRC is badge access only (at two entrances), so be sure to have it with you - no one sits at either door and foot traffic is fairly light.

For parking, there is a garage underneath the building "**Health Sciences Garage**," some metered parking on the street (watch out, they ticket!), or you can park at the **Veale Deck** (a short walk).

9 · CWRU Email and Tech Support

You will receive notification for your CWRU email at your personal email address on file with your CWRU account. You will have two addresses - one with your initials and a number (like **fpb123**) and one with your **firstname.lastname** - both will be **@case.edu**. We encourage you to use these regularly - you don't have to drop your personal email account, but many classmates and faculty will be trying to reach you via your CWRU account, so be sure to check it. CWRU email is Gmail based. For tech support, do yourself a favor and visit the **Tech Help Desk** at the Samson Pavilion (in the 1st floor atrium, in front of the coffee counter) as soon as you can with your laptop in hand. Ask to be set up with **VPN** (use the CWRU network) and **DUO** (identification system). The IT staff is great and will help you set this up - it's important for accessing library resources (full text articles) as well as most CWRU protected sites.

Check out the CWRU [U] Tech Site and tap in to 24/7 help using live chat or call (216) 368-HELP. With your email, you will have access to your own **CWRU Google Drive** (find a video tutorial here), including Google Docs and Slides, which makes collaborating with other students easy. Use your Google Drive for easy, secure backup for your work - you'd hate to lose anything!

To **upload copies of software**, you must have an active Case User ID. When you do, you can obtain various software, such as Microsoft Office, Anti-Virus, Adobe Acrobat and others from the Software Center. The access instructions can be found at https://case.edu/utech/help/knowledge-base/software-center. You must be connected to VPN in order to access the software center.

See **Appendix A** for more helpful information from Utech, including computer specifications!

10 · Safety

Check out the **CWRU Safety on Campus** website. Services such as SafeRide, walking escorts, and on-campus shuttles are reliable and heavily used!

Save these numbers in your cell phone so you don't have to scramble when you need them:
CWRU Security: (216) 368-3333 / **Security Non-Emergency:** (216) 368-3300
SafeRide: saferide.case.edu or (216) 368-3000 *and* **Walking Escort:** (216) 368-3000

Be sure to register on the **Guardian App** on your phone as a safety feature. Note that, in the current state of COVID, you will likely be required to report your health status on the app (see **Appendix C**).

11 · Course Registration

Your advisor will help you log on to [SIS](#) (Student Information System) with your User ID (initial/numbers code) and password to register for classes. You can sort by NURS classes and the course title/numbers to make it easier. Be sure to register as soon as you can - and check the course website (on Canvas - see **section 22**) before class starts to see the syllabus, textbook list, and any work due the first day (there may be some - especially for "intensives," classes taught in the span of a few days (such as Health Policy).

Though your advisor is here to help you - and the first year courses are fairly standard, take the time to explore SIS to see the offerings and communicate your choices. When you meet with your advisor, he/she will release your "advising hold" (this is a mechanism to make sure you've had some coaching on what to take!) so you can register.

If things happen and you'd like to consider dropping a class or take an incomplete (always a last resort!), please talk to your advisor and/or Dr. Voss. Dr. Voss's general rule is that it's always better to drop a class and retake - be sure to get some guidance on this before you make that call.

12 · First Year Courses

For **fall classes** (and again for the spring, of course), your advisor will help you register for what you need to take this semester.

Talk to your advisor about what you need (based on your program and previous degrees), but generally, if you enter the program in the fall semester, first year PhD students take:

First Year: Fall	First Year: Spring
Research Methods 1	Research Methods 2
Knowledge Development	Qualitative
Applied Statistics	Data Science

You may also want to consider taking another required course in the first year - your **NURS 615 course** (a topical nursing elective) and/or **Health Policy (NURS 609)**. Talk to colleagues and your advisor to figure out what works best for you.

For the PhD program, you will also need to complete a **240 hour research practicum**. This is not graded and is a requirement of the program (not for credits). The practicum can be completed in a semester or spread out over a year, but it's to your advantage to talk to your advisor about this early and make a plan. The [requirements](#) are somewhat flexible, so take some time to think about what skills you want to build as you prepare for your career as a nurse scientist! Your practicum can be your academic advisor or another researcher doing something that interests you. Before you begin, complete and sign (and have your advisor and Dr. Voss sign) [this form](#). Keep track of your hours and activities for a final report. Ask other PhD students what they did and how they fit in their schedules.

13 · Health and Wellness

Take the time to care for yourself during the PhD program - physically and mentally. This round of schooling will use so much of your personal batteries - and, at this point in your life, you might have more responsibilities (to partners and/or children) than you did during previous degrees.

Give some thought to one or two things you can try to incorporate into your day (maybe a daily walk, or five minutes to meditate, or a text to a friend to catch up) to take care of yourself. It's better to do this now than to get to an unhealthy place and then scramble for a way to make things better (though that can be done too, so don't beat yourself up if it happens!). Be kind to yourself - we are nurses, and we're so good at talking patients through hard times and helping them get to a better headspace. Use that caring, patient nurse voice on yourself as your internal dialogue. Ask other students for help, too!

Logistically, you will need health insurance (the schools or proof of your own) first.

Student Insurance Plan information can be found [here](#). If you already have coverage, you will need to opt out of student insurance each semester on [SIS](#) (go to "Finances" in the dropdown and select "Waive Optional Fees" - this will take you to the Health Insurance option).

* And . . . while we're on the topic of Opting Out, if you would NOT like to enroll in **One to One Fitness Center**, you will need to "Opt Out" of this membership each semester ($126 fee). Find out more about [One to One](#) (very close to the HRC) and compare to the [other gym facilities on campus](#) (FREE to use, see **section 25**) to make a decision. This opt-out is in the same place in SIS.

Emergency Care, Student Health Center, and Student Counseling Services information can be found [here](#). If you have an On Campus Emergency, call (216) 368-3333. Medical advice is available all hours at (216) 368-2450, as is a counselor on call at all times at (216) 368-5872.

The **Black Student Union** works to foster a welcoming community for black students on campus, getting involved in the community, advocating in times of need, and creating a strong student and alumni network. Find out more, signup for their newsletter, and see their events [here](#).

The CWRU **LGBT Center** is located on the first floor of the Tinkham Veale Student Center, more information can be found [here](#). They provide support and advocacy to LGBT individuals and provide a haven for those who are seeking solidarity and community.

WISHED (Women in Sciences and Humanities Earning Doctorates) is a student-run group supported by the Flora Stone Mather Center for Women at CWRU. WISHED is a community of female doctoral students that provides social and professional resources for personal and community development. Find out more about WISHED and join their email list [here](#).

Disability Services (Learning Differences and others) information can be found [here](#).

A **Food Pantry** is offered on Thursdays from 12noon to 5pm for those who need at The Connection Center at [Church of the Covenant](#). Bring your student ID; contact [Kevin Lowry](#) for more information.

Explore apps that might help you manage your time, lead you in daily meditation, or provide encouragement. One we know is **Headspace**, which offers a $10/year student plan - find out more information [here](#).

14 · Textbooks

Textbooks needed for each class will be listed on each class's syllabus (found on the course site on Canvas). You can purchase from the bookstore, rent/buy from an online seller, ask other students to purchase theirs, or borrow books through CWRU Library or OhioLINK (OhioLINK instructions here).

Many students purchase their own copy of the **APA Publication Manual (new 7th edition)** - and you may find there are some course books you decide you want to purchase to have in your personal collection (Using Sources Effectively by Robert Harris is a resource book that Dr. Voss recommends).

15 · Parking

Parking information for campus is available here. The parking office is in the Lower Level of Crawford Hall (see **section 4** on ID Badges for a map), and their number is (216) 368-2273. If you are commuting, you will need to figure out a plan for parking in advance, which likely includes purchasing a parking pass each semester from the parking office.

Not all lots are available for graduate student permits, but **Veale (Lot #53)** is one option open to us. There is a nearby surface lot (**Lot #44**) for about $20 less per month. Both are close to the HRC and an easy shuttle ride from the HEC.

Lot #14 is a satellite lot near the Wade Oval, which has also been an option in the past. This is a short shuttle ride to the HEC, but far from the HRC. These make sense if you will be on campus a few days per week and will need parking.

If you are only coming for class twice a week, you may decide that paying per day ($10 daily max) in the **JJ Lot** across from Samson makes sense for you (see **section 7**). If you are having a short meeting with a professor or meeting briefly with a group and you don't have a monthly parking permit, you may want to consider metered parking spot (near HRC) or hourly parking in a deck around campus.

If you are living in Little Italy, you can purchase a Residential Cleveland Parking Permit for $10/year (or $5 for 6 mos.) and walk to campus (5-10 min walk). Some CWRU shuttles go to the Coventry area.

16 · Transportation

CWRU Campus Shuttles are available, and many students use them. Find more information about the shuttles here (scroll down to Health Education Campus Shuttles), and be sure to download the Transloc Rider App on your phone so you can see where shuttles are in relation to your stop. In the Rider App, you want to add the **NURSING, HEC MAIN, and HEC FLYER routes** onto your tracking. All of these drop off at the HEC for classes and run regularly.

You can also request a **SafeRide** (see **section 10**) at saferide.case.edu or by calling (216) 368-3000. **Cleveland RTA Passes** for the semester are available, more information can be found here.

17 · Helpful Apps for your Cell Phone

It's helpful to have the following apps on your phone - ask colleagues to help navigate them if you need.

Guardian (see **section 10**) is one the school recommends for safety and will be used to chart your health status during COVID (see **Appendix C**),

SafeRide (see **sections 10 & 16**) can get you a ride on campus,

Rider for the shuttles (see **section 16**),

Duo for user authentication - this is our online security system to verify it's you - you will need a US cell phone for this (see **section 9**), and

Canvas (the home of your course websites - see **section 22**).

18 · FAQ's: Preparing for Doctoral Study

What should I do if my computer does not work?

CWRU [U] Tech is about to be your best friend! (see **section 9**) Do yourself a favor and start the year with a computer that's in good working order and set up (or get help to set up!) as much of what we've outlined in this guide as you can.

How can I get my CWRU email on my iPhone?

[U] Tech can help you with this too (see **section 9**). CWRU email is Gmail based, so if you already have Gmail on your phone, you can just add your case.edu account as one of your mailboxes.

How should I prepare for my first day of class?

If at all possible, we encourage you to **visit campus** at least two weeks before the semester starts. A good place to start would be meeting with your advisor (at the HRC or HEC) - reach out by email, they'll be excited to hear from you! They'll help you register for classes and talk about the program - and the two of you can get to know each other better, too!

If you can, do as much of the school year prep as you can, such as getting your ID badge and parking squared away. Practice taking the shuttle between the HRC and HEC if you'll be doing that during the school year. When classes start, you will find your life get instantly busier - so give yourself the benefit of a head start if you can!

Before the first day of class, you'll want to log on to Canvas and read each course's Canvas page. Check the syllabus for the required textbooks and start the process of purchasing or borrowing those books. Read the syllabus completely (will be posted before class starts) and read the first class's assignments so you're ready (Dr. Voss recommends reading the first two weeks' assignments for each class!). There might even be an assignment - such as a reflection paper, or a simple assignment - so you'll want to be sure you check Canvas for each class.

Have your laptop in working order for your first day - and if you plan to take handwritten (or other) notes, have those supplies ready too. Some students prefer taking notes on their computer during class (this is very doable - most slide decks are available to the class via Canvas before the course meeting time) and others prefer pen and paper in notebooks. Have the supplies for your preference, and know that it's okay to change after the first class if what you had in mind doesn't work out!

What bank should I use?

Find out more about the banks available using this site from the Center for International Affairs. If you use PNC Bank, you can set up your student ID as your bank debit card, which may be a perk if you're creating a new account as you start school. Other choices are Chase, Citizens, Fifth Third, First Merit, Huntington, Key, and US Bank. PNC and Key are very close to the HEC and also have ATMs near the HRC.

How do I get an Ohio Driver's License? &
How do I get a social security number (international students)?

You can find out more about getting a Driver's License at the Ohio DMV website.

After you have the authorization to get a social security number and have a job lined up on campus, find out more about getting a social security number on this page.

Advice from a current International Student on getting a license:

As a F1 student, you should not drive in the states without US driver's license. The driver's license has two processes: computer written testing, and road driving. First, you should review the Ohio BMV guide. You can do your test in other language other than English. The BMV has many practice test questions. Once you are ready to take the written test, go to the Ohio BMV driver's license center (make sure that the center provides the service!). You should also make sure to have a HARD COPY of I 20, International driving license, I 94 history track, passport, CWRU ID, TWO recent bills (Amazon, electricity BUT not your house payment bill). If you have a social security card, then take a HARD COPY of this. Once you passed the written test, you should register to get temporary driving permits and make sure you have the HARD COPIES with you when you drive! The second step is very important to SCHEDULE AN APPOINTMENT for road driving test and bring with you the HARD COPIES. Once you pass, you get the permanent Ohio driver's license.

How can I register to vote in Ohio?

New to Ohio? Find out how to register to vote online at the Ohio Secretary of State's Voting Page. Requesting an Ohio Absentee Ballot this year? Complete this form and send to your county's BOE.

How do I move my Nursing Licensure to Ohio?
What is required annually to keep my Ohio license?

Obtain your Ohio Board of Nursing Licensure in the Ohio eLicense system using these instructions. The RN licensure period is two years through October 31 of the following odd numbered year.

Each person licensed as a registered nurse in Ohio must complete twenty-four contact hours of continuing education during each licensure period. At least one of the required contact hours must be related to Chapter 4723 of the Ohio nurse practice code and rules (Category A).

You should also keep your CPR/BLS certification current. You can take a renewal course through CWRU or the American Red Cross.

Is it safe to walk around campus?

Like any school in an urban setting, you need to be smart. Know that campus is generally safe *AND* there are many resources available. Become familiar with the safety resources in **section 10** and use them. Find out more information on the Campus Security website.

Can I ride my bike to/around campus?

You can find some great tips on biking safely in and around campus here. Be sure to register your bike for free with Campus Security and get a free U-Lock! Find out more here.

There are two bike racks are available near the HRC - one on Cornell (near the old Emergency drive, outside the basement door) and one near the Biomedical Research Building (near the first floor card access entry. Though students lock their bikes on the rails near the HEC, the HRC seems to be a better bike situation (we recommend using the available shuttles to get to HRC after locking your bike). Many other bike racks are available on campus (near the gym, library, and student center) - we encourage you to use them whenever you are stepping inside a building, even briefly.

What places of worship are near CWRU?

The Division of Student Affairs has this general list - for more specific guidance, use the links below:
Mosques: Uqbah Mosque Foundation and Masjid Bilal of Cleveland
Hillel at CWRU has a list of synagogues, as well as a listing of kosher and Judaica shops
List of Christian Churches near CWRU campus

Are there Halal/Kosher stores and restaurants?

Rumi's Market is the closest (near HEC). However, there are multiple stores in Lorain, including Holyland and Al Madina. Students recommend going to Rumi's if you're in a hurry and if you have some time, go to Holyland. Whole Foods and Heinen's (at Green Road) both sell many Kosher products as well (see **section 43**). There is a Halal restaurant in uptown - Inchin Bamboo Garden - and multiple in Lorain.

What do I need to know if I'm traveling to CWRU?

CWRU is closest to the [Cleveland International Airport](#) (airport code CLE), but it is on the other side of town (about 20 minutes if there is no traffic). [Multiple airlines](#) fly into and out of Cleveland.

New International Students should contact **Rachel Grdina** from FPB International Office about arranging that first ride from the airport!

There are multiple hotels close to campus - use [this link](#) on the CWRU page to find one that works for you. This [Courtyard by Marriott](#) is very close to the HRC/UH campus and the [Residence Inn by Marriott](#), [Intercontinental Suites](#), and [Holiday Inn](#) are close to the HEC/Cleveland Clinic Campus.

Alternately, [AirBNB](#) has many options available in Cleveland - use [this link](#) to search for something near the medical campus.

19 · Advice from Colleagues: Preparing

How should new students prepare and start doctoral studies?

"Know that a lot of your plan is determined by you and your advisor early on. Sure, things can change, but you want to have something in place as you start. It's really important that you have many conversations as you start - you don't want to be lost. I met with my advisor every other week as soon as I was assigned. Even when it didn't seem like we were making much headway, we were talking out my options and building our mentor-mentee relationship, which is important too."

"I was relocating from out of state, so I moved 3 weeks before school started to get settled into Cleveland and familiar with campus. This also gave me time to get my student ID and parking pass. I waited until after the first day of class to get books because I knew the syllabus and required/recommended books would be discussed on day one. However, I did read the syllabus in advance to have a general idea and know what articles to read in preparation for the first day. I also had notebooks, my computer, and an agenda ready to go on day one to write down literally everything."

"I wrote out my professional goals & made a list and timeline of how/when I would achieve those goals, so I knew what I wanted to study before I even applied. I made very specific objectives with deadlines to keep me accountable. So far, I am right on schedule. When you meet with your advisor, give her a copy of your goals so that you can work on them together."

"I think being positive, building a collegial network, and never ever compromise social and family life, because your success is also based on a strong social life support and even maintenance of social relationships. PhD study is honestly is my best period that I enjoyed the most. Make sure to build network, network, network!!! Especially with your PhD cohort, faculties, organizations … etc. Enjoy every moment during your PhD study."

20 · FPB's PhD Program Faculty

Elizabeth G. Damato, PhD, RN, CPNP-PC
- Effects of premature birth on neurodevelopment
- Effects of neurostimulation on autonomic nervous system response
- Effects of sleep loss

Mary A. Dolansky, PhD, RN, FAAN
- Implementation Science
- Self-Management and Cardiovascular Disease
- Quality Improvement and Patient Safety
- Interprofessional collaboration

Sara L. Douglas, PhD, RN
- Caregivers of patients with advanced cancer.
- End of life decision making
  - Cancer Patients
  - Chronically critically ill patients

Donna A. Dowling, PhD, RN
- Improving adherence to Sudden Infant Death Syndrome risk reduction recommendations by parents of preterm infants

Joyce J. Fitzpatrick, PhD, MBA, RN, FAAN
- Health Care Delivery Systems
- Public Policy of Health Care
- Geriatric Mental Health Issues, especially Depression and Suicide

Faye A. Gary, EdD, RN, FAAN
- Prevention of Mental Health Problems
- High Risk Behaviors
- Attention Deficit and Hyperactivity in Children
- Depression in African-Americans
- Homeless & Runaway Youth

Heather Hardin, PhD, RN
- Self-management of health and illness among health disparate adolescents
- Trust-building behavior change interventions
- Adolescent cognitive development and neuroprocessing

Stephanie Griggs, PhD, RN
- The role of sleep and the circadian system in childhood chronic conditions
- Sleep promotion in adolescents and young adults
- Type 1 Diabetes

Ronald Hickman Jr., PhD, RN, ACNP-BC, FAAN, FNAP
- Decision making under uncertainty and risk
- Self-management of chronic illness among health disparate populations
- Family- and patient-centered critical care

Chao-Pin Hsiao, PhD, MSN, RN
- Symptom management in patients with cancer
- Molecular-Genetic Mechanisms of Cancer-related Fatigue
- Mitochondrial Bioenergetic Mechanisms of Radiation-induced Fatigue.

Shanina C Knighton, PhD RN
- Infection prevention
- Technology-enhanced self-management
- Medical-device innovation in clinical settings
- Gerontology
- Quality improvement and patient safety

Cheryl Killion, PhD, RN, FAAN
- Qualitative Methods
- Housing Instability & Health
- Health Disparities
- Self-Management among African-Americans

Susan M. Ludington, PhD, FAAN
- Kangaroo Care and its effects on neonatal health
- Postnatal collapse in newborns
- Modernizing the Appearance, Pulse, Grimace, Activity, Respiration scoring system

Susan R. Mazanec, PhD, RN, AOCN
- Cancer survivorship
- Interventions for family caregivers of Individuals with cancer
- Symptom distress
- Psychosocial issues in cancer

Scott Moore, PhD, APRN, AGPCNP-BC
- Care of Vulnerable Populations
- Gerontology and Biological Aging
- HIV/AIDS

Diana L. Morris, PhD, RN, FAAN, FGSA
- Aging and mental health
- Caregivers' and minority elders' health
- Interventions for persons with cognitive impairment and depressive symptoms

Carol M. Musil, PhD, RN, FAAN, FGSA
- Women, Caregiving and Health
- Self-Management
- Survey Research
- Cognitive Behavioral Interventions

Grant O'Connell, PhD
- Development of immunodiagnostics and immunotherapeutics for stroke and brain injury
- Precision biomarkers for stroke triage
- Molecular diagnostics

Grant Pignatiello, PhD, RN
- Decision-making during critical illness
- Decision aid development
- Psychometric principles

Matthew Plow, PhD
- Rehabilitation and telehealth
- Disability and wellness promotion
- Physical activity and Physical function
- Behavior change: obesity and physical activity
- Neurological conditions and self-management

Andrew Reimer, PhD, RN, CFRN
- The application of supervised and unsupervised machine learning techniques to big data within the context of flight nursing and critical care
- Developing the science of simulation training

Nathanial Schreiner, PhD, MBA, RN
- Chronic condition self-management adherence and outcomes
- Treatment Burden
- Symptom Burden
- Executive Functioning
- Multiple Chronic Conditions

Nicholas K. Schiltz, PhD
- Applied data science and predictive analytics
- Healthcare cost, quality, and outcomes
- Multiple chronic conditions and polypharmacy

Carolyn H. Still, PhD, CNP, MSM, AGPCNP-BC
- Health Disparities in Minority Populations
- Self-Management of Chronic Illness and Neuroprocessing
- Stroke and Brain Health
- Cardiovascular Disease and Hypertension

Valerie A. Toly, PhD, RN, CPNP
- Families Caring for Children Dependent on Medical Technology at Home
- Children and Adolescents Living with Chronic Illness
- Promoting Resourcefulness as an Intervention for Parents of Children who are Technology-Dependent

Joachim G. Voss, PhD, RN, ACRN, FAAN
- Symptom management in HIV and cancer
- Biomarker studies to improve diagnosis and progression of disease
- Evidence-based practice and implementation
- Genomics

Allison Webel, PhD, RN
- Developing and testing HIV self-management interventions
- Examining the social and behavioral determinants of aging well with HIV
- Assessing physical activity and dietary intake in people living with multiple chronic illnesses
- Symptom science

Chris Winkelman, PhD, ACNP, CCRN, CNE, FAANP, FCCM
- Positioning and early progressive mobility in critically ill adults
- Biomarkers to evaluate efficacy/dose of mobility interventions
- Biomarker discovery to diagnose and manage patients with acute stroke and brain injury

Jaclene A. Zauszniewski, PhD, RN-BC, FAAN
- Family caregivers of persons with serious mental illness (e.g., bipolar disorder), depression, and dementia
- Promoting resourcefulness in adults and elders, caregivers, and grandmothers
- Instrument and intervention development and testing

Amy Y. Zhang, PhD
- Intervention to Urinary Incontinence of Prostate Cancer Survivors
- Psychosocial Behavioral Studies of Patients with Cancer: Depression in Cancer Patients
- Cancer Disparities

21 · Writing Support

You'll be doing plenty of writing during the program, and writers at all levels rely on the CWRU **Writing Resource Center** for support. You can make an appointment using this link for an online or in person session. You have some options in the drop down box in the center (labeled "limit to"), and while everyone at the center is helpful, we recommend selecting English graduate students or SAGES faculty. When you click on a time slot (you'll likely need an hour for class papers, so choose a set of two boxes), you can see more information about your assigned tutor. Again, all are helpful, but some of our best coaching at this level has come from English PhD students (you'll be able to see this when you confirm a slot).

If you choose an In Person session, the Writing Resource Center is located in **Bellflower Hall** (other locations available, too), near the Wade Oval. It's walkable from the HRC - or the Nursing shuttle (see **section 16**) will get you close.

FPB also has a nursing editor, primarily for faculty to use. If you have a completely written manuscript with one or more FPB faculty as co-authors, you can reach out to **Matt McGinnis** for a helpful read. If you are submitting a grant application (including training grants), these services are available to you.
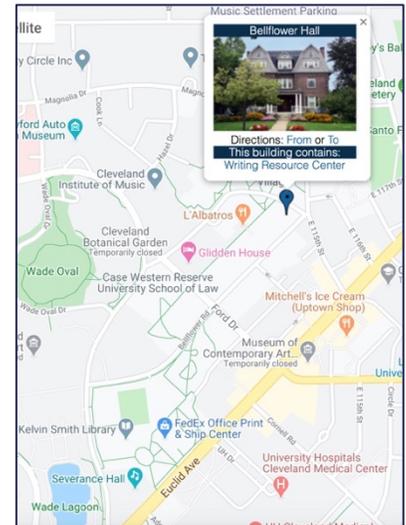
22 · Canvas

Canvas is the home of all your course websites - you'll need your CWRU email username and password to login. You'll want to check this regularly - and at least once before class starts! - so you can read messages from the faculty, check the syllabus and book list, and find out about assignments. Canvas also has a cellphone app, if you'd like access on your phone as well as your computer.

For most classes, you'll be submitting your assignments on Canvas as well. The faculty will use the **TurnItIn** feature to check for plagiarism. You'll be able to see the similarity scores before you submit the paper, so you can check highlighted areas that sound too close to pieces that have already been submitted or published elsewhere. Ask your faculty member or colleagues about the colored flag system in TurnItIn to make sure you are meeting class and FPB expectations.

23 · Audio/Visual

The HEC has great tech available to you, and you'll use it often! In classrooms, there is at least one touch screen with a camera and an accompanying control panel on the wall. Microphone and stereo are embedded in the classroom. Each screen has four flash drive ports. For the classrooms with two or more screens, all screens can be controlled by the main wall panel to show the same or different content. The system uses Windows 10. Questions about how to use classroom A/V? Email hectechquestions@case.edu.

ProTip: if there is someone in your cohort who's taking the same remote course as you and you want to take it together (more like a regular class), try Zooming in to the session with an open classroom's A/V setup (be sure to reserve the room in advance - see **section 7**).

24 · Library Resources

FPB has access to great library services through the **Cleveland Health Sciences Library**. Be sure to bookmark the CHSL page and complete all searches through their portal. Be sure you are logged in to VPN! (see **section 9**) Both PubMed and other eJournals are accessible here, and using this will allow you to see which articles CWRU has as full text PDFs. In PubMed, you'll want to set up **MyNCBI** to save your searches and articles of interest.
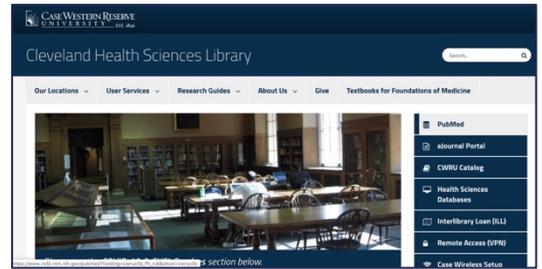
The **HEC also has a CHSL library** of reserved books for classes taught at HEC (check out for two hour periods). You can pick up OhioLINK books here too! The space is a favorite Quiet Study Area. As you decide on your research topic, other FPB students have found the CHSL librarians to be a great help in initial searches (and setting up alerts when new material is published on your topic). You can email them at **chslref@case.edu** to ask for a virtual or in-person session with a reference librarian. Pro Tip: Jessica DeCaro is especially terrific!

The main CWRU library, Kelvin Smith (between Severance Hall and the CWRU Student Center), is also available to you. They offer some great lectures and programming (watch your CWRU email for this). You will need your ID badge to enter.

While we're thinking about journal articles, you may want to consider creating your own "library" of articles on your research topic with a **Reference Manager** system. Popular choices among FPB students are **EndNote**, **Zotero**, and **Mendeley**. Ask faculty and colleagues what they prefer, and explore to see what fits your needs best. Pro Tip: Librarian Vivian McCallum is an EndNote guru!

Also, if you're researching your topic or looking for a journal of best fit or your work, **try JANE**!

25 · Exercise Facilities On Campus

There are several options for students to work out on campus, two that are included with tuition and One to One which is an additional fee. You will need your student ID to enter each facility.

Veale Athletic Center - This is the larger fitness center on campus that is included in your tuition. It is off of Adelbert Road near Veale parking garage. It has an indoor track, cardio equipment, weights, a pool, and a gym. Close to the HRC, Veale has a great track for when you need to move! ☺

Wyant Athletic Center - This is a smaller fitness center on campus that is included in your tuition. It is near the parking lot 46 and the football field. It has cardio equipment and weights.

One to One Fitness - This is a service that comes with an additional fee every semester. Graduate students must opt-out each semester if they **do not** want access to this service. One to One has cardio equipment, weights, and a full roster of fitness classes.

26 · CWRU Graduate Student Office

Did you know that graduate students outnumber undergrads at CWRU? The campus has a strong graduate community and an active **Graduate Student Life** Office to help with any questions you have. (This is how the 2019 cohort found out about gyms on campus! A quick email to Julie Gregg gave us all the information we needed!)

Watch for events (including lectures, events, and a Thanksgiving meal!) in the CWRU e-newsletter "The Daily." The **Graduate Student Council** ("GSC") is a great resource, as well (see **section 36** on how to get involved!).

27 · Advising and Mentoring

Initiating a **mentoring relationship** requires you to become clear about what you need and want from your main advisor and any additional advisor. The main advisor was carefully chosen based on your initial research interests. If they change, speak to your current and then to a potential new advisor. If you make a switch you need to let Dr. Voss know about the switch, and you need to complete a form that goes to the Graduate School. Please read the **2020 Mentoring Handbook** from the Graduate Student Council to understand your expectations and those of your mentors. For more on this topic, see **section 31** of PhD student advice in this book.

When you have taken your required coursework (for most people, this takes two years), you will sit for Candidacy (thus beginning your dissertation work!). Your advisor's role throughout the coursework process is to make sure you are on track to meet these **Objectives of the Candidacy Exam** at that time.

28 · CWRU Templates and Logos

Need a professional CWRU background for your PowerPoint slide deck? You can find **templates for Powerpoint** online. If you'd like a sample **research poster template** or **school logos**, they're also available for your use.

29 · Time Management

Being a PhD student will put your time management skills to the test! Use what you have found to work in your previous school programs and gather tips from FPB colleagues, too.

We think you know what we'll say next - be sure to find time for yourself and do things you enjoy, too. Your classmates are handling the same careful balancing act, so they will be a helpful source of strength for you! We definitely recommend connecting by phone or in person with your classmates (and other FPB students!) to do non-school related activities - even if it's lunch or coffee. Others in the program will know where you are coming from and be able to offer support and suggestions.

Here are five suggestions from "Grad School Hub" with some tips from FPB colleagues:

1. Use a planner to keep everything straight.
Use paper and/or electronic, and stick to it. Canvas has a helpful list of your assignments coming up!
2. Be honest about how you use your time.
Is social media sucking up your life? It's important to stay connected, but definitely keep it in check.
3. Work smarter instead of harder.
How can you use class assignments to explore aspects of your research you need to develop more?
4. Don't overcommit yourself.
Don't be afraid to say 'no' to extra commitments inside and outside of school. Time is valuable!
5. Maintain a healthy lifestyle.
Consider walking the halls at Samson or use the Veale track (maybe even with your classmates!).

30 · FAQ's: As You Get Started

Can I work while I pursue my PhD?

PhD study is a LOT of work, and - in the best case scenario - you can do it without any work commitments. Do some students work clinically or otherwise? Yes. Dr. Voss recommends not to have more than a 50% position if at all possible. Talk to your advisor, Dr. Voss, and other students to figure out what is right for you.

Can I miss PhD classes?

Because they meet just once a week and are lengthy, do your very best to come to class. Much of your grade in most courses is class participation, so not only are you missing the content presented, you're also passing up a chance to be involved in the discussion. If you're home with a sick child, consider asking to call in to class so you don't miss important content.

If you must miss, you need to let your professor know by email BEFORE that class session. This is an expectation, so be sure to do this! Check each courses' syllabus for the attendance policy.

There is so much reading, how do I get through it all?

There is a boatload of reading. Be ready for this. Dr. Voss advises students that there is three hours of reading per credit hour of class - so if you are taking 9 credits, plan for 27 hours of reading per week.

Find a way to make this work for you. Some students choose to read the assignments most applicable to their area of interest first to make sure they have a "fresh mind" for the most important content. Know that these readings will be critical to your participation in class. It's worthwhile to highlight, star, or otherwise mark what stood out to you in the readings, or questions you have. It's not uncommon for professors to just call on you (!), so be ready with some good things to say!

And - this is true with all assignments - don't procrastinate. Large chunks of reading, and papers, and big assignments don't get done well the night before. You'll likely only have one or two class days - use your time wisely and work on schoolwork every day you can so that you don't have to struggle at the last minute to get something done.

Who can help if our whole class is struggling in a certain course?

When you are new, it can be hard to know where to turn for help - but please know that the school and faculty want you to succeed, and help is always available! We recommend talking to Dr. Voss if many people are struggling in a specific class. As the PhD program director, he is here to help and is a trusted resource for all of us.

If you personally are struggling in a class, your advisor and/or Dr. Voss are good places to start, too. Consider also talking to the professor. We are all adults here, and maybe it's just a misunderstanding, or maybe they have some tips and tricks for success in the class. Don't underestimate the power of diplomacy here - they also want to see that you care about learning the material.

When should I choose my topic?

We don't want you to rush - this is a big decision that shouldn't be taken lightly! - but the sooner you have a topic (even a general one), the sooner you can use your class assignments to start exploring it. Most courses - thankfully! - allow you to key into your area of interest and tailor the assignments to your area of interest. This is when you start reading everything related to your topic and really start thinking critically about the gaps and how you will tackle your dissertation work. If you're struggling to choose, talk to your advisor and Dr. Voss. Know that every PhD student has been through this, and we're all here to help and support you as you find your passion!

Who should I talk to if I want to change my topic?

If you find yourself in a place where you feel like you need to change your topic, talk with your advisor and Dr. Voss. This will likely mean a change in your advisor as well, which both have forms (linked here) attached.

Dr. Voss will talk to you about what it means to change topics - if you are far into the program, it will likely mean you have added time to your period of PhD study, as it will take time to get up to speed (do the reading and thinking) with your new topic.

Where can I find examples of dissertations?

You can find the dissertations of former FPB students on OhioLINK here. Reading these and looking at what others have done often helps you think about your own topic and the scope expected of PhD work.

Who is on my committee, and what roles do they play?

Much more information comes at the end of your first year on this, but it's good to keep a general sense of the makeup of a dissertation committee so you can think about faculty members you'd like to ask as you move through your coursework and network at FPB.

This information is from the FPB Candidacy/Dissertation site found here:

For your Candidacy Committee (this the oral examination that allows you to start working on your dissertation):

A candidacy committee consists of at least three faculty members in the Frances Payne Bolton School of Nursing.

__The chairperson__ for the candidacy committee is to be selected by the student. The chairperson of the student's candidacy committee must hold the rank of Assistant Professor or above; be tenured or on the tenure-track; have served on a minimum of two candidacy committees at the FPB School of Nursing or a comparable institution; and have considerable expertise in the student's content and/or research area. Expertise is determined by the faculty member's authorship of research publications in refereed journals and recognition by peers as an expert in the student's content and/or research area.

The student must consult with the Chair to identify and select __two additional members of the FPB faculty__ with research doctorates to serve as candidacy committee members. Selection these two members should be based on faculty expertise in the student's substantive area of study, theoretical and conceptual expertise, or methodological expertise.

The PhD Program Director must approve the composition of the candidacy committee and candidacy proposal topic.

For your Dissertation Defense (when you've written your dissertation and are presenting it to become a PhD):

The research advisor is expected to provide mentorship in research conception, methods, performance and ethics, as well as focus on development of the student's professional communication skills, building professional contacts in the field, and fostering the professional behavior standard of the field and research in general. The research advisor also assists with the selection of at least two other School of Nursing faculty to serve as members of the dissertation advisory committee. __At a minimum, the dissertation defense committee must consist of a minimum of four members of the university faculty, including the advisor/chair, the two nursing members and at least one whose primary appointment is outside the student's program, department or school.__

31 · Advice on Topic Selection & Mentoring

How did you choose your dissertation topic?

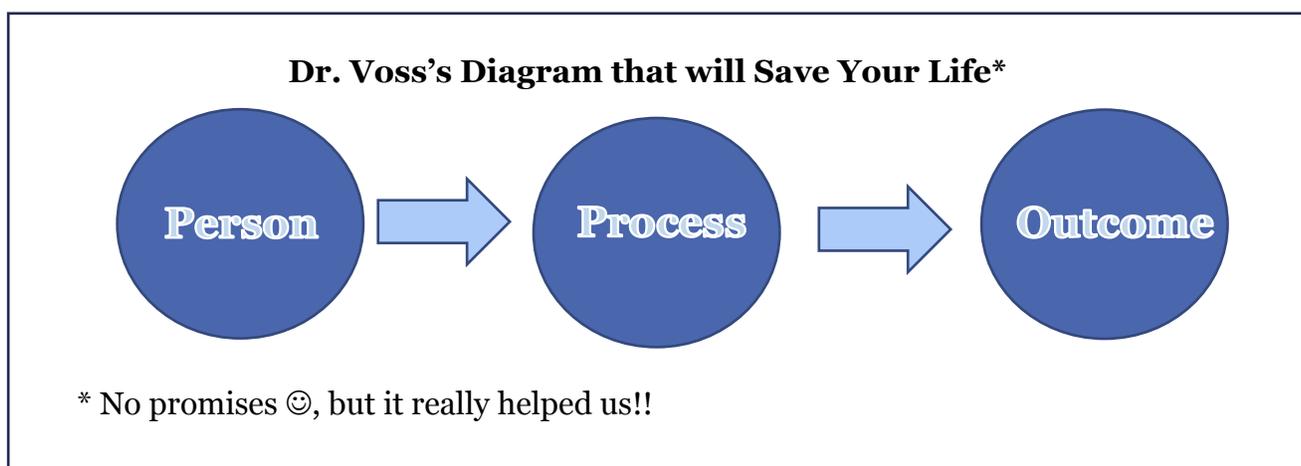"I came into the program with a broad area of interest. Over time my interactions with my advisor, postdocs, and professors helped me narrow in. Also gaining research experience on several projects helped me pick a topic. I honed in my topic, switched advisors, and selected my committee at the end of year 2. My advice would be to be open as you hear comments and suggestions of your peers, faculty, and advisor."

"Your topic of research should be something you are truly passionate about. If you are not passionate about your research, DON'T DO IT. I came in with a topic and further explored my concepts during the first year, fine tuning as I went. Again, your research is what will define you as a nurse scientist. Make it count while you are here. Design a study that will excite you and others."

"I chose my topic based on prior research experience I had at Vanderbilt University Medical Center. My advice would be to follow your passion. This is going to be the rest of your life, so make sure you do not neglect the reason why you were inspired to pursue a research career. However, also keep in mind that you might not be able to do your dream dissertation project due to limited funding, resources, time, etc. Still, you want to be passionate and eager to better your population of choice so that you will never give up when times are difficult or when journals keep rejecting you etc."

"Think about your background. Not just your nursing background, but experiences who have shaped you into who you are. What are you passionate about? What answers do you want to provide? I was very anxious about selecting a topic because I thought that it would pretty much determine my life course. It does in a way (meaning I couldn't get a job as a bench scientist), but Dr. Voss always reassured me to pick a subject that you could see yourself studying, researching, and reading about for 5-10 years. That helped me feel like it wasn't so "end all, be all" if that makes sense."

"To be honest, I had kicked around some ideas when I wrote my application, but nothing was really sticking out as a great idea. I felt a lot of pressure - even from the first day of classes! - the professor went around the room and asked for introductions with your area of interest, and I panicked a little bit! Two pieces of advice here - first, think about the work you've done and what you have truly enjoyed. I am back in school after 15 years as a nurse (doing many different things!), so I made a list of the roles/patient populations I'd worked with and thought long and hard about potential avenues to explore in each one. Topics started bubbling to the surface at that point, and I could make a better decision based on my own areas of clinical expertise and professional interest. Second, meet with Dr. Voss. After fumbling around so much, I did - and he has a great way of SIMPLFYING what you should study. Use the diagram below to help you think about this, and ask him for help. Remember - this doesn't have to win a Nobel Prize! This is the start of a long and productive career as a nurse scientist. Pick something that excites you, build some research chops and network in that space with your dissertation work, and then go out there and dive into your career!"

Dr. Voss's Diagram that will Save Your Life*

Person → Process → Outcome

* No promises ☺, but it really helped us!!

What tips do you have for working with your mentor?

"Schedule a meeting with your advisor within the first week of class. It is imperative that you get acquainted as soon as possible. This is the faculty member who will guide & direct you throughout your entire PhD experience; you want to develop a great rapport. Following the initial meeting, we met every single week to follow up on my progress throughout the semester. If you find yourself struggling these weekly meetings can help you stay afloat. I also asked my advisor to connect me with faculty and/or students to help ease myself into the program. The beauty of this orientation packet is for us to reach out to you to help you establish yourself and form connections within the FPB School of Nursing."

"Create semester goals and deadlines. Also, make sure you review the mentor handbook provided by CWRU graduate student council/grad studies. Make sure you set expectations for your mentor and discuss with your advisor what you think the expectations are. Also, understand that your advisor will also do the same for you in return. Make sure you maintain a professional manner at all times and respect your advisor's thoughts/advice. Ultimately, you are here to learn and grow as a nurse scientist. Even if you think your opinion/idea is correct, make sure to take the advice given to you by your mentor at ALL times. If you question the advice, be up front and question it. Make sure they are on the same page with you. Emails can sometimes be misinterpreted. Sometimes in-person meetings for difficult topics are MUCH better than emails. This will ensure that you and your advisor are on the same page and understand what the issue might be, rather than taking an email in an offensive manner."

"My advice would be to expect things to start slowly. I expected that I would have meetings with my advisor weekly and move things along quickly in the beginning. That was not the case. My advisor wanted me to get all I could from coursework and assignments as my thinking expanded, so we met once every month or two months for the first year. I sent her my course assignments along the way. This helped her see my thoughts on paper throughout that first year."

"Even early on, I made a list of things I wanted to talk about with my advisor and emailed it to him (with any supporting materials) before we met. This way, he could have a sense of what we'd be talking about beforehand and we'd have an agenda when we met to be respectful of his time. I also try to be in tune with the fact that he has a lot going on - mentoring other students, working on his own research, and teaching classes - so I don't want him to have to do any extra work to keep up with what I'm doing. The onus is on me to bring the agenda and keep him up-to-date on my work."

32 · Nursing Research Conferences

Ready to share your first research poster or talk? Join many from FPB on our annual journey to MNRS: **Midwest Nursing Research Society**. In 2021, the conference will be in Des Moines, IA from March 24-27. Many FPB students submit abstracts to be considered for the Student Poster Session - and being a part of this huge and impressive gathering of nurse scientists is something you don't want to miss! Watch for the call for abstracts for this meeting and consider putting your hat in the ring.

If you are selected to present a poster, find some helpful tips and resources at this FPB site.

It's helpful to have business cards made (others have used **Vistaprint** for this), as you'll be making many great new connections.

In the fall of your second year, consider presenting at CANS - the **Council for the Advancement of Nursing Science**. Ask other FPB students to share information on conferences they love, too!

33 · Conference/Travel Funding

If you are selected to attend a conference, the conference fees, travel, and lodging will add up quickly! Consider **applying for funding** from one of the following sources (being careful to read the guidelines about limits on how many times you can receive funds from each source:

PSNA - $300 travel limit, can only apply once per year
Graduate Student Travel Award - $500 USA and $1,000 international travel limit
Phi Beta Kappa - "up to a few hundred dollars", no limitations to applications sent/reviewed
Verhosek Fund (V-Fund) - up to $250, can only receive this money once during graduate school
Women in Science & Engineering Roundtable offers funding to women students (info **here**).

There are also funds available to offset the cost of childcare while you (as a graduate student) are on a school-related trip - more info **here**, scroll down to "Child Care Support During Travel".

34 · Research and Teaching Assistantships

Research and Teaching Assistant positions are posted on the Case HR website. Consider roles inside and outside FPB - you have valuable skills to bring to any table, and it's a great way to gain experience and build connections, too!

At the time of this book's printing, there is a hiring freeze because of COVID-19.
Your FPB contacts are Dr. Sara Douglas for RA positions and Dr. Diana Morris for TA positions.

35 · Topical Resources

Once you decide on your research topic, you will want to make some connections (at CWRU and beyond!) in groups with related foci. Here are some ideas to get you started - and be sure to ask others at FPB and do a Google search to find "Your People" too!

Autism: [International Center for Autism Research and Education](#) (ICARE - at CWRU), [Milestones](#)
Caregivers: [Family Caregiver Alliance](#), [National Family Caregiver Support Program](#)
Data Science: [Center for Nursing Informatics](#)' Big Data Initiative (U Minnesota)
Diabetes: [American Diabetes Association](#), [Juvenile Diabetes Research Foundation](#)
Disabilities: [FIND Lab](#) (CWRU)
Evidence-Based Practice: [Sarah Cole Hirsh Institute](#) (CWRU),
Health Disparities: [The Center for Urban Poverty and Community Development](#) (CWRU)
HIV: [Center for AIDS Research](#) (CWRU), [Association of Nurses in AIDS Care](#)
Geriatrics: [University Center on Aging & Health](#) (CWRU)
Military & Veterans: [TriService Nursing Research Program](#)
Implementation: [Clinical & Translational Science Collaborative](#) (CWRU), [Academy Health](#)
Oncology: [National Cancer Institute](#), [American Association for Cancer Research](#), [American Institute for Cancer Research](#), [Children's Tumor Foundation](#), [Breast Cancer Research Foundation](#)
Pediatrics: [Schubert Center for Child Studies](#) (CWRU), [Zero to Three](#), [Society for Pediatric Research](#)
Quality & Safety: [QSEN Institute](#) (CWRU)
Self-Management: [SMART Center](#) (CWRU)
Sleep & Circadian Science: [CTSC Sleep Research Collaborative](#) (CWRU), [Sleep Research Society](#)

36 · Student Leadership Opportunities

There are many ways to be involved on the CWRU campus, and FPB students have found ways to give their time and talents in a purposeful way through these leadership organizations. When you are ready, we hope you will too!

PhD Student Nurses Association (PSNA) - every FPB PhD student is a member!
- find your PSNA officers in **section 2** of this guide - and consider running for a position in 2021!

Graduate Student Council (GSC) - for all CWRU Graduate Students
- FPB GSC representatives are Suzanna Thiese, Jessica McCullough, and Lisa Brannack (**section 2**)

Women In the Sciences & Humanities Earning Doctorates (WISHED) - female students

American Association for Men in Nursing (AAMN), FPB Chapter - male students

Lesbian Gay Bisexual Transgender Center - hosts Spectrum and QGrad groups

Think about joining FPB Committees,
- including the **Diversity, Inclusion, and Equity Commitee**, contact Dr. Voss

37 · Nursing Organizations and Lectures

Because this is just the beginning of your career as a nurse scientist, be sure to check out these nursing organizations too! There are lots of interesting nursing talks on campus and virtually as well.

Midwest Nursing Research Society (MNRS)
- includes the **Emerging Scholars Network** (ESN) & **Research Interest Groups** (RIGs)

Sigma Theta Tau, **Alpha Nu Chapter** at FPB - contact Dr. Debbie Lindell -
if you have been inducted at another school, you can add membership to the FPB chapter, Alpha Nu!

American Association of Colleges of Nursing (AACN) **Graduate Nursing Student Academy Membership (GSNA)** - PhD student Megan Alder is a member and can tell you more

FPB's **Shaughnessy Nurse Leadership Academy** offers (free!) lectures

FPB hosts **Goldbag Lectures** at the HRC once a month on nursing research topics.

38 · International Student Resources

If you're an international student, we're so glad you're here with us! You've likely gotten through all the fanfare of getting here and getting settled, but we know you might still need some help with Visa status, leaving the country for your data collection, work with the Embassies, and other resources.

The **Center for International Affairs** has likely been a great help to you already - and we're sure you already know Adolfo Franco, CWRU's International Student Advisor for the professional schools. Be sure to check out their student events!

Rachel Grdina and Dr. Mary Quinn Griffin will also be great resources for you.

Other FPB students - especially those from your home country! - will certainly be incredible resources, too. If you're having a hard time finding others from your region, please do reach out to PSNA - we are happy to help make introductions!

39 · Build/Update Your CV

Early on in your FPB career, you'll want to put together (or clean up a previous version of!) your Curriculum Vitae (CV). Doing this in your first year will allow you to add new opportunities, awards, positions, and roles as you go through your doctoral program.

Need some assistance? Sign up for a session at the Career Center ("Post-Graduate Planning and Experiential Education") - we recommend meeting with **Ms. Robin Hedges**, who will ask you to arrange an appointment in the **Handshake** scheduling program.

Looking for some pointers? Check out CWRU's **Resume Tips for Graduate Students**.

40 · Join Email Lists on your Topic Area

Staying informed about opportunities will be one of your many superpowers in the doctoral program. An easy way to keep a finger on many pulses is to register for email lists from groups related to your research area of interest.

You will want to join NINR (applicable to everyone!), National Institute of Nursing Research, and then your colleagues and a good Google search will help you find groups with whom you should align. (see **section 35** for some topical websites as places to start)

41 · Annual Report

Atreya McCall will reach out to you annually to complete your **PhD Annual Report**. If you are on a Legacy Fellowship, this will also require annual listing of your research activities and hours worked. Legacy fellows must complete and return to the PhD Program Assistant by March 1st, and all students by April 1st for the PhD Council Review.

42 · Favorite Local Eateries & Go-To Spots

Earning a PhD is hungry work! Here are some of our go-to places for meals, coffee, and treats!
If you're on the **HEC**, the Health Education Kitchen (cafeteria) and Press & Bakery (coffee shop and Grab-and-Go) inside the school are really good options. Near the north side of the building, try Urban Kitchen, Penn Station East Coast Subs, and Fluffy Duck Cafe. There are also cafeteria and restaurant options on the south side of the building at Cleveland Clinic Main Campus (across the street).

If you're on the **HRC**, and you're into cafeteria style dining, you could try the BRB Cafe next door, which also has a coffee cart, the Atrium Cafe or Einstein Brothers Bagels (enter through Rainbow Babies and Children's Hospital), or Wolfgang Puck Express at the UH Seidman Cancer Center, with a Starbucks across the street from Seidman.

If you're willing to venture out a little bit near the HRC, there are tons of good options! If you'd like something a little fancy, try Michaelson and Morley for lunch (open 11-4) in the CWRU student center. There's also the Jolly Scholar Brewing Co. on campus for a drink or meal with friends. There are many restaurants going down Euclid Avenue, including Dr. Voss's favorites - BIBIBOP and Otani Noodle (and also the CWRU bookstore and Cleveland Clothing Co. while you're there). If you're on Euclid, be sure to treat yourself to some of Cleveland's best ice cream at Mitchell's (many locations, but this is their Uptown shop).

Consider yourself a bit of a foodie and want to try something close to CWRU? Aladdin's (Lebanese), Zhug (Middle Eastern Mezze), Luna (Bakery & Café), Barrio (tacos), and Little Italy restaurants are also favorites! Ask around - these are just places close to campus! - lots of great eating in Cleveland!

43 · Activities of Daily Living ☺ Resources

Looking for something close to campus? Here are a few tips:

Grocery Store options: [Dave's Market](), [Whole Foods](), [Heinen's](), [Giant Eagle](), [Walmart](), [Trader Joe's]()

Closest **Target** is down Cedar Road in University Heights (in weird, mostly empty shopping center!).

Beachwood Place is a nice mall nearby, and **Legacy Village** is a shopping area across the street.

Pinecrest shopping area (with a fancy movie theater and Whole Foods!) is also an easy drive.

There's a **FedEx** Print and Ship in the CWRU Student Center and a **UPS Store** close to campus.

There's a **US Post Office** a block away from the HEC.

Closest pharmacies are **CVS** (short walk) and **Rite Aid** and **Walgreens** (both across from the HEC).

44 · Social Events & Things to Do

If you're not from the Cleveland area - welcome! We hope you love it here. Lots of great things to see and do, and many discounts on admissions for CWRU students. Here are some of our favorites to get you started!

Severance Hall is right on the CWRU campus, and it's the home of the **Cleveland Orchestra** - not kidding, one of the best in the world (go see them so they can prove it to you!). **Free and discounted orchestra tickets** are available from the Office of Student Affairs.

In the summer, the Cleveland Orchestra plays at **Blossom Music Center** on weekends - an amazing outdoor venue in **the Cuyahoga Valley National Park** (which is also worth the trip - try **CVNRA's Towpath Trail** for walking, running, or biking!).

We are fortunate to have many cultural, scientific, and educational attractions near campus! With your student ID, you can use the **Free Access** program to visit (up to once per week) the **Cleveland Botanical Garden**, **Cleveland Museum of Art** (free for all), and **Cleveland Museum of Natural History** - all in Wade Oval! - and more.

Discounted Tickets are available for movies, **Cedar Point** Amusement Park (seasonally), and other local attractions through CWRU.

On Mondays, the **Cleveland Zoo** is free for residents of Cuyahoga County (note that this does not include admission to the RainForest).

Take a break from your studies and check these out with family and friends!

45 · FAQ: Next Steps

I made it through my first year - now what?

Hooray! You made it! After your first year of coursework, be sure you have completed your Planned Program of Study Form (see **section 41**) and start thinking about candidacy and your candidacy committee (see **section 30**). This is also a good time to talk to your advisor (and other mentors) and look in SIS for related electives (you will need at least one graduate-level class outside of FPB for your doctoral program). Ask other students what they have taken and enjoyed.

Some students choose to pursue additional certifications during PhD study, and it's a good time to think about if this is right for you. A popular choice is the business school's Certificate of Achievement in research skills for Quantitative Methodologies (known as AQM). Find out more at AQM [here](#).

46 · Advice on Balance and Helpful Tips

How do you balance PhD studies and life?

"To maintain school life balance, I would say try not to make your assignments your identity. Initially, I think it can be difficult to read a lot, think a lot, write a lot and receive critiques. Having something (or someone you enjoy) and doing that thing (or spending time with that person) as often as possible helps to keep you leveled. I participated in activities on campus and beyond to connect with people in the city and in other disciplines too. Also, making friends in the program helped immensely! I had virtual dinner dates with family/friends from out of town frequently too."

"I am probably not the best person to answer this question!! 🤣"

"1. Be active, eat healthy, boost your immune system, get outside and soak up the vitamin D, relax, do yoga, read books, visit the Edgewater beach, and most importantly make time for family. At the end of the day, what is most important is your mental health and endurance to complete the PhD program.

2. Know that this PhD program is rigorous and can sometimes be overwhelming. The most successful students are those that focused on what is most important and scheduled their time to achieve what they want in their future research career. You cannot complete everything! Make a list of the top things you wish to complete in this program and focus on the end goal. Where do you want to be after you receive the PhD? Additionally, keep in mind that conferences may interfere with your schoolwork and be mindful of this. For example, the poster presentation in May is not as important as your end of the semester research article. You will have time towards the end of the program to present your work at conferences. Do not rush to complete something that you are not proud of. Take your time and be thoughtful in everything that you do.

3. Seek advice! This is the time to learn from the resources CWRU provides to you as a graduate student. USE THE RESOURCES! Once you move onto your future career, you will not have time to

soak in all of the resources that are provided to you right now - you will be on the ticking time clock awaiting tenure.

4. Also, know that research is not always easy! This might sound obvious, but our minds were trained to memorize facts and critically think about facts. We have not been trained to expand and create new nursing knowledge! That in itself is the most challenging part of research. We are the 5% of society that chose to pursue at PhD in Nursing, if it were easy there would be many more individuals pursuing this degree. Give yourself credit for making it this far! You are called to a critical task-force. A task-force that can change the future thinking of nurses across the globe. You are called to create and expand new nursing knowledge. This is amazing! You are able to accomplish so much. Make sure you keep you patients in your mind and see how you can best help them."

More Pro Tips from Current PhD Students!

"A tip is to realize everyone is your colleague (or future colleague) and wants to see you succeed. Try not to compare yourself to anyone or see someone as competition, it can hinder your own thinking from moving forward. I wish I had known it is okay not to know. Early on, I also wish I saw the PhD as an ongoing journey for the rest of my career and not just an end goal. "You do not earn the PhD, you enter the PhD" is something one professor said my 2nd year that has stuck with me, even as I graduate and keep moving forward."

"Do not be afraid to ask for help...about anything. School related, personal, professional, anything. We are here to guide and help in any way we can. We didn't have this guide, so we stuck together like glue and held onto each other. Try and form friendships and professional bonds with those in your cohort. You will need them around week 7, trust me. Don't be afraid to reach out to Dr. Voss either. He is a tremendous resource and a lovely person. Don't freak out in Research Methods I. If you have any questions just reach out to any one of us & we will help you. Pay attention to the required documents needed for the PhD program. Dr. Voss will review them with you. Lastly, get involved with MNRS and other organizations and put your work out there early, i.e., the theory conference or the MNRS poster competition. These experiences are invaluable. Again, if you need anything at all please reach out to anyone on the board & if we can't help you we will find someone who can. Best wishes for an AMAZING year!"

"Download a reference manager [EndNote, Zotero, etc. - see **section 24**] and you will not regret it! I use this for managing the ~400 references in my dissertation. Wish I would have known about this earlier in the program. This will save you SO much time! Plus, if you stay in the field of study you are interested in, most likely you will use the same references across papers in various graduate school courses at CWRU. This will save you time in the long run. There is an extension to word that will format your in-text citations and bibliography. YouTube is super helpful in terms of figuring out the minor glitches you may encounter (i.e. my reference manager crashes every now and then because I have too many citations in one library. I suggest you split libraries once you start reaching the 200-reference mark to avoid crashing your computer ☺)."

"Write articles to publish, create collaborations across institutions, ask questions, seek advice, reach out to expand your scientific mentors, maintain friendships, study as much as you are able to do so, and share your thoughts! Others learn by hearing what you have to say. Ultimately, you are becoming

a professor...take any opportunity you are offered and ask to assist in teaching if you do not have a master's degree. Trust me, professors are well aware of this. They are more than willing to give you a chance to teach a small lecture. Also, you can always assist professors in courses without having a master's degree. YOU GOT THIS! Reach out to PhD students ahead of you in the program - they have the best advice and only want the best for you and your future career. The professors have the same mindset. Ask difficult questions, challenge others, achieve excellence...this is what CWRU is all about. This is a great institution. Utilize everything CWRU has to offer."

Computer Requirements: FPB School of Nursing (from SON University Technology)
For students enrolled in the PhD Program at the FPB School of Nursing, Academic Year 2020 – 2021, the following laptop computer recommendations apply.
The School of Nursing requires all students to have a laptop for use in the classroom. As a result, we have defined recommended laptop specifications. Preferred laptops are those with Core i-series 5th generation or newer processors, and Microsoft Windows version 10 or Apple Macintosh OS 10.12 (Sierra or newer. MacOS 10.15.x (Catalina).
If you need assistance configuring your laptops, please reach out to the HEC Support Team by joining their Zoom Room at https://bit.ly/2Dd5zZp, which is staffed 8:30 AM to 5:00 PM (EST) weekdays. When in the HEC, you can visit the Tech Bar (on the first floor in the atrium in front of the café). For questions, contact HEC Support via email: hecsupport@case.edu.

Frequently Asked Questions
Q: What are the minimum recommended specifications for a laptop?
We strongly recommend that you purchase a laptop that will perform adequately for your entire program of education. With that in mind, the following minimum specifications are recommended to meet PhD Program need.

Hardware Specifications	
Processor:	6th Gen Core i5 or i7
RAM:	8GB or more
Hard Drive:	1TB drive or 256 GB minimum HD or larger (512 GB SSD strongly recommended)
Screen Resolution:	1024 x 768 or better
Wireless:	802.11ac or better
Adapter:	Gigabit Ethernet built-in or with adapter
Screen Size:	13" or larger
Camera:	Built into the laptop or an external webcam
Battery Life:	4 hour or more (4 hours is the minimum requirement)
Operating Software:	Windows 10 (not Home Edition) or newer
Operating System:	MacOS 10.12 or newer

Q: Are there differences between Windows and AppleOS laptops as they relate to my courses?
There have been recorded lectures accessed through Canvas which have not been Mac compatible.

Q: Can I purchase a laptop through CWRU?
If you want to purchase a Dell or Apple laptop through the university, you may do so here:
https://case.edu/utech/resources/estore

Q: Does CWRU give us access to software, such as Microsoft Office, Anti-virus, etc. (in order to obtain the software, you must have a Case User id):
https://case.edu/utech/help/knowledge-base/software-center

Q: I would like more information:
https://case.edu/utech/new-to-cwru/equipment-and-software

Appendix B · Resource List

Recommendations for Incoming Nursing PhD Students

Software Recommendations: **Download all software from the CWRU software center if it is available (**https://softwarecenter.case.edu/eula.php**)**

Statistics:

- **SPSS Statistics** – you will need this for all of your statistics courses at CWRU FPB
  - Familiarize yourself with this program prior to starting coursework! Trust me this is the most helpful tip I can give you.
- **MATLAB** – may or may not need this depending on your program of research/coursework
- **R** – may or may not need this depending on your program of research/coursework

Virtual Conferencing:

- **Zoom** – you will need this for conferencing given the COVID-19 pandemic
  - This is also helpful for collaborating with colleagues across States/Regions/Countries. In addition, MNRS webinars are offered through Zoom.

Phone Apps:

- **CWRU Safe Ride**
  - A free "Uber" around campus (i.e. for dark rides, or for situations where you might feel unsafe leaving the lab super late at night)
- **CWRU SIS**
  - For transcripts, classes, financial aid information, etc.
- **CWRU Canvas**
  - For coursework, homework submission, etc.
- **CWRU Summit**
  - For CWRU-specific innovation
- **CWRU Campus Groups**
  - For campus events (graduate and undergraduate)
- **CWRU Duo Mobile**
  - Two-factor security system for logging into Gmail/BOX/HCM/etc.
- **Rider**
  - For CWRU shuttles to and from HEC and the HRC
- **Download all Google applications**
- **Download Zoom**

- **Download CWRU BOX**
  - For saving files you do not want to lose (this program is used in most research studies/practicum – I found it useful to save my dissertation on BOX so that if my computer crashes BOX will have a saved version I can access; also, I saved my EndNote library on BOX)
- **Evernote**
  - This is great for taking and sharing notes in courses, in each course you can start taking notes to study for your candidacy exam
- **Google Drive**
  - On the drive there is a PhD candidacy exam study folder that PSNA can share with you to study for your candidacy exam (I highly recommend utilizing the "Ultimate Candidacy Exam Study Guide.")
- **PubMed**
  - For articles/references/publications
- **ResearchGate**
  - For connecting with scientists and locating a postdoc, also for showing your work and sharing your work among scientists
- **Twitter**
  - This is a great way to connect to scientists. Most professors at CWRU FPB have an account. It is a good way to keep up with the latest science and share your work and ideas to a broad-audience.
- **Facebook**
  - Join the ESN MNRS Facebook page to be involved with ESN; also join the CWRU FPB PhD page

Online CWRU Websites:

- Center for Research and Scholarship Nursing (https://case.edu/nursing/research/CFRS)
- Graduate Studies Travel Awards and Fellowships (https://case.edu/gradstudies/current-students/fellowships-and-travel-awards)
- CWRU Flora Stone Mather Center for Women Scholarships, Fellowships, and Grants (https://case.edu/centerforwomen/wiseropportunities/scholarships-fellowships-and-grants)
- Software Center (https://softwarecenter.case.edu/eula.php)
- PSNA (https://case.edu/nursing/students/student-organizations/phd-student-nurses-association-psna)
- CWRU FPB Student Organizations (https://case.edu/nursing/students/student-organizations)
- CWRU Libraries (https://case.edu/libraries/)
- CWRU OhioLink (https://www.ohiolink.edu/members)
- CWRU MyLibrary Account (https://catalog.case.edu/patroninfo~S0)
- CWRU REDCap (https://redcap.case.edu/redcap/)
- CWRU Sparta IRB (https://spartairb.case.edu/IRB/sd/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[0A7646F3B149874E902185897C144551]]&redirect=https:%2F%2Fspartairb.case.edu%2FIRB%2Fsd%2F)

- CWRU HCM (payroll; for direct deposit information) (hcm.case.edu)
  - ***Make sure to clock in your 30-minute lunch break. You do not get paid for your lunch break!!!! ☺
  - Legacy Fellows make sure to enter direct deposit information for your monthly educational stipend.

Other Professional Websites:

- ORCiD (https://orcid.org/)
  - Connecting research and researchers
- Google Scholar (https://scholar.google.com/)
  - Basically, Google's version of PUBMed (all comprehensive search engine that will load all journals regardless of reference that is indexed)
  - You can also create a profile and see your citations, publications, h-index, and i10-index; also, can add co-authors
- Jane (Journal/Author Name Estimator) (http://jane.biosemantics.org/)
  - This program helps you find the highest impact journals, most cited journals, and authors for your area of interest. Super helpful to use if you do not know where to publish an article.
- NIH Reporter (T32/F31/Etc. Finder) (https://projectreporter.nih.gov/reporter.cfm)
  - This is a great way to locate a T32 postdoctoral fellowship.

Nursing Research Conference and/or Organization Websites:

- Sigma Theta Tau International Honor Society of Nursing (https://www.sigmanursing.org/)
- Jonas Scholars (https://jonasphilanthropies.org/jonas-scholars/)
- MNRS (https://mnrs.org/)
- MNRS ESN (https://mnrs.org/members-center/emerging-scholars-network/)
- CANS (https://www.nursingscience.org/home)
- American Academy of Nursing (https://www.aannet.org/home)
- GNSA AACN Nursing (https://www.aacnnursing.org/GNSA)
- APNA (https://www.apna.org/i4a/pages/index.cfm?pageid=1)

Appendix C · PhD Study During COVID-19

Daily Health Attestation
Please make sure that you adhere to taking your Daily Health Attestation prior to coming
campus *each day* (supplemental instructions are attached). Results should be reviewed and managed
daily by supervisors. For those who do not have access to the attestation portal, an example
spreadsheet has been attached for your use instead.

Prevention and Safety
Please ensure that you and your teams adhere to your unit operations plans accordingly.

Limit time in commonly shared spaces and abide by posted occupancy limits, including dining areas;
individuals should eat at their desk or outdoors when possible. Furniture has been limited or
rearranged in common spaces to abide by social distancing standards. Follow posted guidance on
elevators; those who are able are encouraged to use the stairs.

Please wear a mask or face covering at all times indoors, unless alone in a private office. You may pick
up CWRU issued face masks from Greg Gustovic in NO219F in the HRC.

Custodians will disinfectant high-touch surfaces daily. All employees are expected to disinfectant
high-touch areas in their work areas and common areas as needed. If you need hand sanitizer and
disinfectant supplies contact Greg Gustovic (gxg185@case.edu).

COVID-19 Symptoms
If you are sick, stay home. Follow the recommendations from the CDC
(https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html).

If you become symptomatic while on campus, call Health Services at 216.368.2450.

If you become symptomatic or ill while off campus, contact your primary medical provider,
supervisor, and stay at home.

Impact Solutions
Guidance from Impact Solutions on handling the return to work process can be found at the attached
flyer and additional information can be found at Impact Solutions' COVID-19 Resources Center at the
link below (Username: CWRU). http://www.myimpactsolution.com/

Reentry Orientation Webinar
For those who have not watched the All-staff Reentry Orientation webinar below, *please do so as soon
as possible* and let me know when this has been completed for reporting purposes.
https://cwru.zoom.us/rec/share/2pVXK6nA51JLRKPRzluGV5x8JLrfT6a81yZK8vcFzBpsfmqdmOHt
ChVqr_9YhT8T

Questions and Concerns
If you have any concerns or questions about the above items or return to campus process, please
contact Ron Hickman, Associate Dean for Research (rl4h@case.edu) or Kimberly Rossi, Director of
HR and Administrative Operations (kxr200@case.edu).

Additional information can be found at the University's Return to Campus web page below.
https://case.edu/return-to-campus/