
UAB School of Public Health
Department of Health Behavior
PhD Plan Student Handbook
2010- 11

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***School of Public Health Forms are available online at www.soph.uab.edu**

****Graduate School forms are available online at www.uab.edu/graduate**

1

Introduction to the Program

The mission of the Joint Ph.D. program in Health Education and Health Promotion (HEHP) is to provide students with the academic courses, scholarly activities, and practical experiences that will enable them to become leading researchers, teachers, and practitioners in the field. The program is based in three separate - and in many ways distinct - academic departments that share a common mission: (1) the Department of Health Behavior, School of Public Health (SOPH) at UAB; (2) the Health Studies Program in the College of Human Environmental Sciences at the University of Alabama (UA); and (3) the Department of Human Studies, School of Education at UAB. Students may be admitted to the program through any of these units. While most of the information in this handbook pertains to program-wide resources and requirements, this handbook is intended to be a local guide for students entering through the *Department of Health Behavior (UAB School of Public Health)*. As such, it contains information about departmental requirements and resources that may not apply to students entering through the other two units.

Health Behavior Students Please Note:

Although a degree in HEHP prepares students for a variety of careers, the Health Behavior program emphasizes training for a career heavily invested in research and other scholarly activities. If a student's career interests are not primarily research-oriented, he/she should be aware that this department emphasizes research training and requires extra credit hours in research methods that may or may not be as relevant to his/her career goals.

1.1 Program Goals

Upon completion of the Ph.D. program in HEHP students will be able to:

1. demonstrate theoretical knowledge from related social and behavioral sciences;
2. demonstrate knowledge and skills needed to become independent researchers;
3. effectively plan, implement and evaluate health education and health promotion programs;
4. understand the theoretical and philosophical basis of health education and promotion.

1.2 Program Directors

The Program Director at each unit serves on the Executive Committee for the Health Education and Health Promotion Ph.D. program. Unit Program Directors for the 2010-11 academic year are:

Stuart Usdan, Ph.D.
Associate Professor
Department of Health Studies
UA College of Human

Brian Geiger, Ph.D.
Professor
Department of Human Studies
UAB School of Education

Connie Kohler, Dr.PH.
Professor
Department of Health Behavior
UAB School of Public Health

1.3 Program Faculty

Faculty in the Ph.D. Program in Health Education and Health Promotion consist of faculty from all three participating academic units. Health Behavior Departmental and Program faculty are listed below. Contact information and areas of research interest for Department of Health Behavior faculty can be found in Appendix A. Program faculty from the other two units are also listed in Appendix A.

Department of Health Behavior Faculty

Jalie Tucker, Ph.D., M.P.H.	Professor & Chair
David Coombs, Ph.D., M.P.H.	Associate Professor Emeritus
Susan Davies, Ph.D.	Associate Professor
Russ Foushee, Ph.D.	Assistant Professor
Frank Franklin, MD, MPH, Ph.D.	Professor Emeritus
Melissa Galvin, MPH Ph.D.	Associate Professor
Diane M. Grimley, Ph.D.	Professor
Peter Hendricks, Ph.D.	Assistant Professor
Connie Kohler, DrPH.	Professor & Director of Training
Robin Gaines Lanzi, Ph.D., MPH	Associate Professor
Terri Lewis, Ph.D.	Assistant Professor
Wynne E. Norton, Ph.D.	Assistant Professor
Dori Pekmezi, Ph.D.	Assistant Professor
Martinique Perkins, Ph.D.	Assistant Professor
Kerstin Schroder, Ph.D.	Associate Professor
Cathy Simpson, Ph.D.	Associate Professor

1.4 Department of Health Behavior Staff

The Student Program Director for the Department of Health Behavior is:
Julie Brown, MS (205) 975-8075 jebrown@uab.edu

The Department of Health Behavior Administrative staff includes:

Carolyn Strahan	Business Officer I
Jonathan Averett	Financial Associate
Michael Turner	Office Services Specialist III

Our professional staff is dedicated to supporting students and faculty in the educational process. Students can reach the staff in the Department of Health Behavior at (205) 934-6020.

2

Coursework Requirements

This section describes: 1) Prerequisite course work required of all doctoral students entering the program and 2) the minimum course work required to complete the doctoral program. There is also information on how to plan coursework and academic advising.

2.1 Prerequisites

All students must have completed coursework in the five topical areas listed below under Prerequisite Coursework and the coursework must be at the master's level. It is expected that if students enter the program not having already completed the prerequisite coursework, it must be completed as early as possible in addition to the 67 credit hours required to complete the PhD program. A number of specific courses may cover any one of the four topic areas (see Table 1). Judgments about needed prerequisite courses will be communicated to the student upon admission.

Courses that qualify as prerequisites can be taken concurrently with other course work. Students must develop with their advisor a plan for completing prerequisite coursework. Examples of qualifying courses and the semesters in which they are typically taught are listed below in Table 1 next to each of the corresponding course titles. Students should check appropriate schedules to verify the semester in which courses are taught before registering. Credit hours earned in completing prerequisites will not count toward the required hours for the Ph.D. *Please note, some prerequisites listed below must be taken before registering for certain Ph.D. program courses. For example, HB642 is the required prerequisites for HB 740 if equivalent graduate courses have not been taken.*

Table 1. Prerequisite Coursework Areas Suggested Courses

<u>√ Must be at Master's level or higher.</u>	
Administration of Health Education/Health Promotion/ Health Behavior Programs	HCO 618
Planning and Evaluating Effectiveness of Health Education and Promotion	HE 531 or HE 610
Behavioral Research Design/Methods & Evaluation	HB 641 & 643
Statistics	BST 600

2.2 Core and Required Courses

The Ph.D. program in HEHP requires completion of the following:

(1) four core courses, (2) five specific research methods and statistics courses, (3) two elective courses in evaluation / research methods / statistics, (4) three elective courses in the social and behavioral sciences, and (5) a research internship. Students may substitute a maximum of six research internship credit hours for six elective course hours with permission of the advisor.

2.3 Required Coursework

These courses should be taken in sequence as listed below:

<u>Health Education and Health Promotion Core Courses</u>		<i>Credits</i>
Advanced Theoretical and Scientific Basis of Health Education and Health Promotion	HB 750 (Fall 2010 UA Tuscaloosa)	3 hours
Health Communications Research	HB 730 (Spring 2011 UAB SOPH)	3 hours
Planning and Administration of Health Education and Health Promotion Programs	HB 760 (Fall 2011 UAB SOE)	3 hours
Doctoral Studies Seminar	HB 770 (Spring 2012 UA Tuscaloosa)	3 hours
 <u>Health Behavior Program Courses</u>		
Research Methods	EPI 610 (Fall UAB)	4 hours
Data Management/Computer Technology	BST 619 or SOC 701 (Spring UAB) (Fall UAB)	3 hours
Intermediate Statistical Analysis I/ Statistical Methods and Research in Education	BST 611* or EPR 609** (Fall UAB) (Fall UAB)	3 hours
Advanced Health Program Evaluation***	HB 740 (Spring UAB)	3 hours
Intermediate Statistical Analysis II/ Statistical Methods and Research in Education: Intermediate	BST 612 or EPR 710 (Spring UAB) (Fall UAB)	3 hours

<u>Program Evaluation/Research Methods/ Statistics Electives¹</u>	Multiple Options	6 hours
<u>Social and Behavioral Sciences Electives²</u>	Multiple Options	9 hours
<u>Directed Research</u>	HB 798 ³	12 hours
<u>Dissertation Research</u>	HB 799	12 hours
TOTAL		67 hours

*BST 611 is a pre-requisite for BST 612

** EPR 609 is a pre-requisite for EPR 710

***Required prerequisites: HB 642 (if comparable course not taken prior to enrollment). This course will be offered even numbered years.

Please note that the start and end dates for classes in Tuscaloosa may not follow UAB's course schedule due to a slight difference in semester scheduling. Prior to beginning a course at the University of Alabama, please identify term start and end dates.

2.4 Planning a Course of Study

An Advising Form, included in **Appendix D** outlines the required courses and the dissertation research requirements. This worksheet should be used when students meet with their advisor the first time to map out a plan for taking required courses. Both the student and advisor should keep a copy of this planning worksheet and it should be updated every semester. Students having any questions about their program's course of study (i.e. course substitution/waiver etc...), should see their advisor.

2.5 Academic Advising

Upon admission to the program, students are assigned an academic advisor. Students should consult with their academic advisor prior to registering for their first semester in the PhD program. In subsequent semesters students must meet with their academic advisor before registering each semester to have the registration hold removed. To ensure that students are able to register on time, they should talk to their academic advisor well in advance of the registration deadline. Advisors are also available to provide guidance about course substitutions, internship and research opportunities, and possible employment opportunities available upon program completion.

Students are free to change advisors—students should work with the faculty member who

¹The program evaluation/research methods/statistics elective course list is provided as Appendix B. HB 714 is strongly recommended by the Department.

²The social and behavioral science elective course list is provided as Appendix C.

³ No more than 6 credit hours out of the 12 elective hours can be HB 798 without advisor approval.

they think is the best “fit” for them given their research content area or personal “chemistry”. Consent to work with a student must be obtained from the new advisor before the change can be completed. Please see Ms. Julie Brown for the required paperwork. The *School of Public Health Change of Advisor Form* can be obtained from the School of Public Health Website [(<http://www.soph.uab.edu/students/studentforms>) see Appendix E]. Students must complete this form, obtain the appropriate signatures and submit it to the Office of Student Affairs for processing in order to formally change advisors.

2.6 Time Limitations of the PhD Program

Doctoral students are generally expected to complete all degree requirements within **seven years of matriculation**. An extension of this time limit can be requested when mitigating circumstances preclude completion of requirements within this seven year-period. The recommendation for an extension should include a plan and timeline for completion. Such requests for doctoral students require the approval of the student’s dissertation committee, Graduate Program Director in the department, Associate Dean for Academic and Strategic Programs, and must be presented in writing to the dean of the Graduate School for consideration and approval. Courses taken more than 7 years before graduation may not be applied toward a degree without the approval of the graduate program director and graduate dean.

3

Annual Student Review

The academic pursuits of a doctoral student extend beyond required coursework. In order to follow students' progress in these areas and provide faculty with opportunities to give feedback on these activities, the Department conducts an annual review of all doctoral students' academic achievements. These include conference abstract submissions and presentations, fellowship awards, submitted and published manuscripts, grant submissions and awards, teaching, research, and service activities, and/or any other special skills training. This information is collected on an annual basis during the Spring semester, and is used as a tool to enhance the mentoring relationship between students and their advisors. Evaluations are forwarded by mail and students are encouraged to meet with their advisors to discuss details. A copy of the Annual Student Review Form can be found in Appendix K.

4

Directed Research and Other Scholarly Activities

Students are required to complete at least 12 directed research credit hours (HB 798).

4.1. Goals of the Directed Research

- To provide experience in planning, conducting, and reporting behavioral science research under the mentoring of a faculty member or a researcher employed by an agency such as the CDC, NIH, or health department.
- To provide students with opportunities to develop manuscripts for publication, conference paper presentations, grant submissions or other “research products”.
- To help students prepare for comprehensive examination and dissertation work.

4.2 Registering for Credit Hours

Students should register for hours under a faculty member who will supervise their experience during a particular semester using course number HB 798.

In general, the department encourages students to take no more than three credit hours of directed research per semester and no more than six credit hours during their first year in the program. Students are expected to spend a minimum of 240 hours per semester working for every three hours of credit received.

4.3 Content of the Directed Research

Students are encouraged to participate in more than one research project over the course of their PhD studies. For example, in one semester a student may choose a project that is in its planning stages and register for three credit hours to participate in that project. In another semester, a student may choose to register for a project that involves data collection or data analysis.

4.4. Documenting Research Experiences

For each three credit hour segment, students and mentors should agree upon a research work plan with clear goals/objectives. These activities should be put in writing and kept in the student's file. If the mentor is not a faculty member, then a faculty member must review, approve, and then sign the agreement, as well as the student and outside mentor.

Please note: If the research mentor is not HB faculty then the student must sign up for credit hours under a department faculty member sponsor, usually the student's academic advisor.

Students are required to document their research experiences at the end of each semester in which directed research credits are taken. This documentation includes:

1. A succinct report describing the nature of experience, knowledge gained as well as relevant manuscript or conference presentations if appropriate.
2. A Supervisor Evaluation of Experience form (see Appendix J for this form). It is the student's responsibility to ensure that the outside mentor completes and submits the proper form in a timely manner.

The student's short report should include the nature of the project and work accomplished in comparison to originally stated objectives along with any products such as conference abstracts, manuscript drafts, manuals, brochures, etc developed during the internship if relevant. Students must submit all documentation to the mentor who supervises the experience (and the faculty sponsor, if different) and the student coordinator, Ms. Julie Brown.

4.5. Grading

A faculty mentor/supervisor will assign a grade of pass/fail for the research internship hours.

The student's mentor, if not HB faculty, will evaluate the student's work and will provide the faculty member the student registered under for credit hours with a recommendation regarding a pass/fail grade. A copy of this evaluation form can be found in Appendix J and copies the student and his/her academic advisor and Ms Julie Brown to be placed in the student's academic file.

All documentation regarding the directed research experience is due exam week of the semester in which students are registered for their internship. All paperwork must be submitted to the HB faculty mentor/supervisor and Ms. Julie Brown before a grade can be received. If the requirements are not met the student will receive an "incomplete" for the credit hours. Incomplete grades are changed to Fs (failed the course) if not completed within the next semester

5

The Comprehensive Exam: General Information

A two part, written comprehensive examination is required of all candidates for the Ph.D. degree. Part I examines the broad content areas introduced in the four core courses. Part II covers specialized content which will vary for each student, and will be more specific to the student's proposed area of dissertation research.

The core comprehensive exam (Part I) is offered the first full week of January (or November) and June of each year. Students will be eligible to take Part I after having completed the 12 core course hours. Although the four parts of the Part I exam correspond to the four core course topics, examination questions are **not limited to** content presented in class or assigned during the course. Students should be prepared to demonstrate knowledge that goes beyond coursework. The content of the specialized comprehensive exam (Part II) is negotiated between the student and the members of the committee formed for this purpose. Part I must be passed unconditionally before taking Part II. Both parts must be passed unconditionally before the student can present his/her dissertation proposal and be advanced to candidacy.

Students should NOT assume that "A" level performance in their course work is adequate preparation for either portion of the comprehensive exam.

5.1 UAB Graduate School Regulations

According to UAB Graduate School regulations students must be registered for at least three semester hours of graduate work during the term(s) in which the comprehensive exams are taken.

5.2 Grading of the Comprehensive Exams

Part I

Part I is written and graded by the four instructors for the four core courses. The instructors will grade all questions in a timely manner and inform students of their status. Faculty who grades this examination is blinded to the student's identity and grades are reached by consensus. All comprehensive examination questions are graded as either "pass", "incomplete" or "fail". Incomplete sections require meeting with the instructor of that section, to set up a time within the next three months to retake the same exam and/or conduct an oral exam to be completed satisfactorily before the Incomplete can be lifted. Failed sections must be retaken at a subsequent regularly scheduled examination, which means the questions will be different. Failed sections can only be retaken once; failure a second time will result in dismissal from the program.

Part II

Part II is written and graded by the student's comprehensive exam committee. Under usual circumstances each committee member writes and grades a question while the committee chair reads and grades all the questions. Questions are graded as "Pass" or "Fail". The committee will meet to discuss and resolve any disagreements regarding grades. An oral examination to clarify particular points or issues may be required before a final decision is reached by the committee. Additionally, an oral examination and/or further written work must be completed to satisfactorily resolve a grade of "fail".

5.3 Guidelines for Preparation - General

Core Comprehensive Exam (Part I)

Part I of the Comprehensive Exam will cover and expand upon material outlined in the four core courses:

- Advanced Theoretical and Scientific Basis of Health Education and Health Promotion
- Health Communications Research
- Planning and Administration of Health Education and Health Promotion Programs
- Doctoral Seminar

Please Note: A student's academic advisor must notify the graduate program director and/or the director of student programs that the student has permission to take the Comprehensive Exam.

The purpose of this part of the comprehensive exam is threefold. First, to examine the knowledge of the basic tenets covered in these courses. Second, examine the ability to relate these tenets to the design, implementation, and evaluation of health education and health promotion programs. Finally, to assess the ability to build cogent answers based on the work of scholars in the field of health education and health promotion. Keeping these thoughts in mind, listed below are some guidelines to help students prepare for the exam.

Students are expected to gather and review supporting documents and publications in order to cite the work of others as they frame their answers. Exact bibliographic data will not be required, but students are expected to reference the work of other scholars beyond programmatic instructors.

1. work with others
2. study with other students
3. share materials
4. consult with students who have taken the test previously
5. discuss key concepts with faculty
6. write and critique hypothetical questions and responses with other students

Keep in mind; this is a criterion referenced exam. Students are not competing with fellow students.

5.4 Specialized Comprehensive Exam (Part II)

1. COMPOSITION OF COMMITTEE: The student will form a Comprehensive Committee of at least 3 faculty members. The chair of the committee must be from the Department of Health Behavior and should, under usual circumstances, be the student's academic advisor. Other members may be faculty from within the Health Behavior Department, UAB School of Education, UA School of Human Environmental Sciences, or other UAB departments (e.g. Psychology, Sociology) or programs (e.g. Preventive Medicine). The committee should be chosen by the student and his/her advisor. .

2. EXAM TIMING: It is recommended that students take the specialty portion within 18 months of the release of a passing grade for Part I. Students may not take Part II without first successfully passing Part I. *Please remember that students must be registered for at least three semester hours of graduate work during the term(s) in which the comprehensive exams are taken.*

3. EXAM FORMAT: Specialized exams will be given during school hours as written questions. The timing of these exams should cover the equivalent of 8 hours of testing but may be scheduled in any manner agreed upon by the student's committee. Students may bring reference materials to the exam, but can not bring wholly or partially pre-written responses (on paper or in electronic format) to the examination.

4. EXAM CONTENT: Generally one-half of the exam will be weighted in terms of methods, evaluation, and statistics/analysis, with the questions requiring application of knowledge within the context of the student's topic of expertise. In addition, theories, implementation, treatment modalities, types of research studies and findings, prevalence and etiology issues for the content area of interest, and cutting edge issues relevant to the topic area will be considered relevant domains of content for questions to address.

5. GRADING: Grading and the decisions of passing or failing are the responsibility of the specialized Comps Committee. All questions are graded as "Pass" or "Fail". The committee will meet to discuss and resolve any disagreements regarding grades. An oral examination to clarify particular points or issues may be required before a final decision is reached by the committee.

6. STUDY GUIDELINES: Student and committee members will work together to develop the study areas. It is appropriate and recommended that the committee provide the student with study information in the form of relevant reading or reading lists, outlines of the content to be covered, and/or *example study questions*. ***Actual test questions are not given ahead of time.***

6

The Dissertation Process

The doctoral dissertation is the capstone of a student's training. It demonstrates the student's capacity to conceptualize, design, implement and report a research project. The dissertation should constitute an original contribution to the literature.

The dissertation requires the completion of 12 hours of dissertation credit. According to UAB Graduate School regulations, students may begin taking dissertation research credit hours after successfully completing required coursework, passing the comprehensive examination, and being admitted to candidacy. Before admission to candidacy, students must select a doctoral study committee and chair, receive student initiated IRB approval for the project, and develop and have approved a dissertation proposal. After selecting a committee, the student must submit a Graduate Study Committee Letter form (an example of this form can be found in Appendix F) to The Graduate School. This form must be submitted prior to the proposal defense. The committee will work with the student in proposing the dissertation, conducting the research and presenting the results in a final defense. It is recommended that the committee chair also become the student's academic advisor. The committee should include a minimum of five faculty members: at least one from either the UAB Department of Human Studies or UA Health Studies Program, and at least one from outside the Ph.D. program faculty. All committee members must have a Graduate School faculty appointment.

6.1 Proposal, Proposal Defense and Admission to Candidacy

Once the comprehensive examinations are passed, the student must prepare a formal document outlining the proposed dissertation topic. Many students begin the process by providing potential committee members with a pre-proposal or concept paper of 3-10 pages in length that outline hypothesis (ses), background, significance, methods, time line and concerns and questions. Sometimes a pre-proposal meeting of committee members is held.

The formal proposal document will typically include objectives, hypotheses, literature review, significance, study design, power analysis, analytical methods and strengths and limitations. For those students choosing the preprint/reprint option⁴, the proposal would also outline the relationship/rationale for the discrete research represented by the preprints/reprints. This document is submitted to the doctoral dissertation committee **at least 14 days prior** to the scheduled proposal presentation. The proposal should not be given to other committee members until the committee chair has given approval for the distribution. The student is responsible for scheduling the oral proposal presentation and

⁴For a detailed description of this option, please refer to the booklet, [Theses and Dissertations: A Guide to Preparation](http://www.uab.edu/graduate/thesguid.htm), which is available online at www.uab.edu/graduate/thesguid.htm and can also be obtained from The Graduate School office in the Hill University Center, Suite 511.

notifying committee members. The oral proposal presentation should be attended by all members of the doctoral study committee and you are required to invite the Dean of the Graduate School.

Members of the doctoral committee decide in a closed session whether or not the student has presented an acceptable proposal and should be advanced to candidacy at that time. If so, the committee will complete the Application for Admission to Candidacy Form (Appendix G). This form is submitted by the student to the Graduate School along with documentation of IRB approval for the proposed research. It may be, however, that the committee is not comfortable with the proposal as it currently stands and may request revisions before allowing the student to advance to candidacy. This will be negotiated between the student's faculty advisor and members of the committee. Revisions of the written proposal and/or an additional oral defense may be required.

Admission to candidacy must take place before the last two regular terms in which the student wishes to complete the doctoral program. For example, if a student wishes to graduate at the end of Spring semester, they must be admitted to candidacy before the previous fall semester begins. Students must be admitted to candidacy before they can register for dissertation research hours (HB 799). A student must be in good academic standing to be admitted to candidacy.

6.2 Final Dissertation and Final Defense

The Graduate School regulations for the final dissertation and final defense are described, in detail, in the booklet, Theses and Dissertations: A Guide to Preparation, which is available from The Graduate School office in the Hill University Center, Suite 511 or online at <http://main.uab.edu/Sites/gradschool/students/current/theses>. If in the opinion of more than one member of the dissertation committee, the student has failed the final, oral examination, there is no consensus to pass. The chair of the committee shall advise the student that the dissertation fails to meet the requirements of the Graduate School. The chair shall notify the student in writing about the reason(s) for failure. If the student resubmits or submits a new dissertation for consideration by the Graduate School, at least two members of the new examining committee shall be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the Graduate School, the student shall be dismissed from the Graduate School.

7

Summary of Steps toward the Doctoral Degree

All forms are available on the UAB Graduate School Website at www.uab.edu/graduate

1. Admission to doctoral degree program
2. Assignment of faculty advisor – Student’s should feel free to change advisors to best suit their interests. A School of Public Health form is required to make the change official (see Appendix E).
3. Maintenance of good academic standing - This is defined by a grade point average of at least a 3.0 and overall satisfactory performance on pass/not pass courses.
4. Passing of core comprehensive exam (Part I)
5. Choosing individual comprehensive exam Part II committee
6. Passing of individual comprehensive exam (Part II)
7. Appointment of doctoral study committee – A completed Graduate School form is required (see Appendix F).
8. IRB and or IACUC approval obtained and HIPPA Training
9. Dissertation proposal successfully presented
10. Admission to candidacy - This must occur no later than two terms before expected graduation. A typed Graduate School form is required (see Appendix G). Documentation of a student’s IRB approval must accompany this form when he/she submits it to the graduate school.
11. Application for degree – Students must submit their application to the Graduate School no later than three weeks into the expected term of graduation (see Appendix H).
12. Production of dissertation to be submitted for defense
13. Request for dissertation approval forms - (Appendix I). This must be done online at least 10 days before the defense date.
14. Final defense – The final defense must take place no later than 30 days before the expected date of graduation (see Graduate School deadlines).
15. A single PDF of the defended, committee-approved dissertation must be submitted to the UAB/ProQuest website no later than 2 weeks (10 business days) following the public defense.
16. One copy of dissertation on 100% rag bond to the Department of Health Behavior - The Department of Health Behavior will have this copy bound and will pay for the binding.
17. Conferring of degree

8

Getting Around

Departmental Office Policies and the names of key personnel and places are outlined below. Other helpful documents are the SOPH Catalog, the UAB Class Schedule, the SOPH Academic Calendar and the UAB Graduate School Catalog.

8.1 Office Policies

Phones:

Phones are available for student use in the Ryals Building first floor lobby near the elevators.

Mail:

Faculty mailboxes are in the departmental reception area. Students may leave material for faculty in these boxes.

Copying:

A copier is accessible to students in the School of Public Health Copy Room in the Ryals Building, for assistance call 934-7536.

Reserving Conference and Classrooms and Equipment (e.g., pointer, laptop):

Conference* and classrooms are to be reserved by Ms. Pheandrea Long. Her number is (205) 934-1961. Equipment is to be reserved for use and will be addressed by the MITS Department. Contact information for MITS: Phone: (205) 934 -7731

Location: Ryals 127

*The Health Behavior Conference Room can be reserved through the front HB office staff.

8.2 People and Places

Dean's Office:

Max Michael, M.D. (205/975-7742) is Dean of the School of Public Health. His email address is maxm@uab.edu.

Office of Student and Academic Services:

Melissa Galvin Ph.D. (205/934-4993) is the Interim Associate Dean for Academic Affairs. His email address is mgalvine@uab.edu.

Pam Williams (205/934-4993) is Director of Student and Academic Services. Her email address is pwilliam@uab.edu.

Internships & Career Services:

The Coordinator for Student Internships and Director of Alumni Relations is Joan Ohrn (205/934-7799). Her email address is ohrn@uab.edu.

Financial Aid:

Pheandrea Long (205/934-1961) is the Financial Aid Coordinator for the School of Public Health. Her email address is pheandre@uab.edu

The UAB Office of Student Financial Aid number is (205) 934-8223.

Registration:

Students will register by computer through BlazerNET. Before registering students must meet with their academic advisor to have the registration hold removed.

- Register on-line at <https://blazernet.uab.edu/cp/home/displaylogin>.

Other Useful Phone numbers:

Blazer Bookstore	(205) 934-2665
Center for International Programs	(205) 934-3328
Graduate School	(205) 934-8227
Hill University Center Cashier's Office	(205) 934-3570
Hill University Center Information	(205) 934-8000
Key Control	(205) 934-3708
Lister Hill Library	(205) 934-2230
Mervyn Sterne Library	(205) 934-6364
Office of Academic Appeals	(205) 934-5504
Student Health Services	(205) 934-3580
Student Housing	(205) 934-2092
UAB Parking	(205) 934-3513
UAB Police	(205) 934-4434
Emergency	911
Escort Service	(205) 934-8772

Student Government Association Representative:

Student Government Association (SGA) elections are held during the fall term. Students from each department elect one representative. *Richard Bennett* is the staff advisor. His number is (205)934-4725 and email is rbennett@uab.edu.

8.3 Computer and Network Access

Computers are available for student use in the Computer Resource Lab (CRL) located on the first floor in the Ryals Building. **Students need to obtain an access account and an e-mail address (Blazer ID) by contacting the CRL staff at 934-7731.** Hardware and software support for the CRL is provided by the CRL staff. Students must advise the Director of Student Programs, Ms. Julie Brown in Health Behavior of their e-mail address. Students can e-mail the information to jebrown@uab.edu or call (205) 975-8075. **It is the student's responsibility to ensure that the department has their current UAB e-mail address and telephone number.** This will enable students to receive important information from the Department regarding School and University deadlines as well as research, internship, and employment opportunities.

8.4 Professional Meetings

Student involvement in national public health organizations, as well as attendance at national professional meeting, is encouraged. Below is a list of recommended organizations to which students should seek to participate.

- Alabama Public Health Association (APHA) (334) 947-6206
- American College of Preventive medicine (ACPM)..... www.acpm.org
- American Evaluation Association (AEA) www.eval.org
- American Public Health Association (APHA).....www.apha.org
- Association for Prevention Teaching & Research (ATPR)..... www.atpm.org
- Society of Public Health Educators (SOPHE)www.sophe.org
- Society of Behavioral Medicine (SBM)..... www.sbm.org
- American Association of Cancer Education (AACE)..... www.aaceonline.com

8.5 Seminars

There are a variety of other seminars that take place on campus. In the department we offer monthly seminars: Mid-Day Wednesday and Thursday Topics. We also have a monthly journal club. Please look for announcements on the bulletin boards in the student lounge and outside the department suite, in the UAB Reporter, and via emails from Ms. Julie Brown. If you wish to present, please contact Ms. Brown for additional information.

8.6 Professional Behavior

Availability of faculty member:

Give the professor advance notice for meetings. Faculty have many other responsibilities along with teaching. Unless a faculty member has specified office hours during which students may drop in without an appointment, it is in everyone's best interest that students make an appointment. If a face-to-face visit is not necessary, many students have found it easy and convenient to communicate with faculty and staff via e-mail. Faculty e-mail addresses and phone numbers are included in Appendix A of this handbook.

Lead time for review of papers:

Unless the faculty member tells a student otherwise, expect that it will take *ten to fourteen* business days for a CAREFUL review of any written paper that is submitted. ***Students may contact faculty member (s) receiving the paper to determine if they prefer hard copy or electronic file.***

Required paperwork:

Students are responsible for initiating all paperwork and obtaining faculty signatures related to advising (e.g. drop and add courses), applications for degree, committee appointments, etc.. Deadlines are published on the UAB School of Public Health website. **Faculty may not be available to sign forms at the last minute.** Students should allow themselves **several days** to obtain signatures.

Honor Code:

As a student in the UAB School of Public Health, you are subject to the SOPH Student Honor Code. You are responsible to understand the contents of the Honor Code and to abide by it. Academic Dishonesty: Plagiarism is the undocumented use of other authors' words, texts, images, and ideas that don't come from your own head. Making up sources, altering numbers, statistics, or just a few words of a document is considered plagiarism. Poor documentation or paraphrasing of a source is also considered plagiarism. Plagiarism is taken seriously; any violations will be punished to the full extent allowable under the SOPH Honor Code. Please review the student honor code at:

<http://www.soph.uab.edu/students/honorcode>

Disability Statement:

Any student with a disability that may need accommodations in order to successfully complete all requirements of this course should visit the Office of Disability Support Services, located in Room 516 of the Hill University Center, extension 4-4205. This office is responsible for registering students and in ensuring the University's compliance with Section 504 of the Rehabilitation Act and the American with Disabilities Act. Once registered, this office will then inform faculty members of all courses in which the student is enrolled of the students status and the specific nature of any accommodations required. Any student requiring such accommodation should discuss this with the course master and assure that the appropriate correspondence is sent from the Office of Disability support Services.

Appendices

Appendix A: Department of Health Behavior Faculty Research Interests and Contact Information

Name	Research Interests	Campus Address	Telephone	UAB E-Mail
David Coombs, Ph.D.	Mental Health/Suicide; Adolescent Risk Behavior	RPHB 227	(205) 975-0546	dcoombs@uab.edu
Susan Davies, Ph.D.	Adolescent HIV/AIDS, Pregnancy and Violence Prevention; Family and Community-Based Interventions	RPHB 227	(205) 975-8049	sdavies@uab.edu
H. Russ Foushee, Ph.D.	Survey Research Methodology; Mass Communication	RPHB 227	(205) 975-8030	rfoushee@uab.edu
Frank A. Franklin, MD, M.P.H., Ph.D. (retired)	Nutrition Problems and Policies, Pediatrics, School Nutrition Promotion Programs , Head Start Nutrition	RPHB 227	No office phone	frankln@uab.edu
Melissa Galvin, Ph.D., MPH	Community Participatory Research, Hepatitis; Senior Citizens	RPHB 120B	(205) 934-0361	mgalvin@uab.edu
Diane Grimley, Ph.D.	STD/HIV Prevention & Control; Reproductive Health; Internet-based and short message service (SMS) interventions via cell phones; nonmedical use of prescription drugs (NMUPD); integration of clinical psychology & public health principles to impact population health.	RPHB 227	(205) 975-8397	dgrimley@uab.edu
Peter Hendricks, Ph.D.	Addiction, Tobacco Dependence, and Smoking Cessation Treatment.	RPHB 227	(205) 934-6020	
Connie Kohler, Dr.P.H.	Tobacco, Chronic Disease, Health Communication, Entertainment-education	RPHB 227	(205) 975-8071	ckohler@uab.edu
Robin Gaines Lanzi, PhD, MPH	Adolescent Parenting, Child Maltreatment, Maternal Depression, Family Systems, Early Intervention Programs, Research Methods, Ethical Issues, and Social Policy	RPHB 227	(205) 934-6020	rlanzi@uab.edu
Terri Lewis, Ph.D.	Child Maltreatment, Youth Violence, Adolescent Risk Behaviors, Adolescent Pregnancy, Adolescent Substance Use, Unintentional Child Injury	RPHB 227	(205) 934-6020	
Wynne E. Norton, Ph.D.	HIV/AIDS Prevention, Treatment, and Engagement in Care Interventions; Implementation Science	RPHB 227	(205) 975-8055	wenorton@uab.edu
Dori Pekmezi, PhD	Chronic Disease Prevention, Health Communication, Physical Activity, Health Disparities	RPHB 227	(205) 934-6020	dpekmezi@uab.edu
Martinique Perkins, Ph.D	Quality of Life; Health and Well-being of Older Adults; Long-term Health Trajectories and Mortality	RPHB 227	(205) 934-6020	mperkins@ms.soph.uab.edu
Kerstin Schroder, Ph.D.	Dieting and obesity interventions; HIV/AIDS Prevention and intervention; Adherence to medications; Substance use and HIV/AIDS;	RPHB 227	(205) 934-6020	kschroder@uab.edu
Cathy Simpson, Ph.D.	Addictive Behaviors, HIV Prevention, Risky Choice. Community-based interventions and Research	RPHB 227	(205) 934-6082	csimpson@uab.edu
Jalie Tucker, Ph.D., M.P.H.	Addictive Behaviors; HIV & Substance Abuse & Mental Health	RPHB 227	(205) 934-5256	Jtucker@uab.edu

University of Alabama, Department of Health Science, Faculty Research Interests and Contact Information

Name	Department	Research Interest
Brian Gordon, Ph.D.	Health Science	Adolescent and School Health
John C. Higginbotham, Ph.D., M.P.H.	Community and Rural Med	Epidemiology, Health Disparities, Preventive Medicine, Community Health
Linda Knol, Ph.D., R.D.	Human Nutrition and Hospitality Management	Food selection/choice among young children and adolescents
Ralph H. Lane, Ph.D.	Human Nutrition and Hospitality Management	Fat Content, Fatty Acid Profiles, and Free Fatty Acid Content of Cereal Products and Their Influence on Textural Characteristics, Flavor Attributes, and Objective Freshness Measurements of Cereal Products
Deidre Leaver-Dunn, Ph.D.	Health Science	Athletic Training, Sports Medicine, Adolescent Health, Disordered Eating
James D. Leeper, Ph.D.	Community and Rural Med	Statistical Methodology, Rural Health, Maternal and Child Health Issues
Yasmin Neggers, Dr.P.H., R.D.	Human Nutrition and Hospitality Management	Zinc Status During Pregnancy, Factors Related to Infant Birth Weight, Nutritional Status During Pregnancy
Jen Nickelson, Ph.D.	Health Science	Nutrition, Health Promotion and Social Marketing
Lori Turner, Ph.D.	Health Science	Nutrition and Osteoporosis
Stuart Usdan, Ph.D.	Health Science	Substance Abuse and Alcohol Prevention, College Health
Kenneth Wright, DA	Consumer Science	Sports Management, Injury Control and Prevention
Jeri Zemke, Ph.D.	Health Science	Athletic Training and Sports Medicine

Contact Information: The University of Alabama
 Department of Health Science
 209 East Annex
 Box 870311
 Tuscaloosa, AL 35487-0311
 Phone: (205) 348 - 8371
 Fax: (205) 348 - 7568
 E-mail: wtucker@ches.ua.edu

Department of Human Studies, UAB School of Education Faculty Research Interests and Contact Information

<i>Name</i>	<i>Program Area/Research Interest</i>	<i>Campus Address</i>	<i>Telephone</i>	<i>Email</i>
David Macrina, Ph.D.	Health Education/ Program planning and administration	EB 207	(205) 934-2446	dmacrina@uab.edu
Brian Geiger, Ed.D.	Health Education/ Coordinated school health / Program planning, implementation, and evaluation / Community coalitions and youth development / Technology for health education / Healthy aging and quality of life / Evidence-based clinical research	EB 209 / 233	(205) 975-5388. 934-8326	bgeiger@uab.edu
Cindy Petri, Ph.D.	Health Education/ Need assessment, education interventions for youth obesity, HIV/AIDs	EB 206	(205) 934-8342	cpetri@uab.edu
Retta Evans, Ph.D.	Health Education/ Adolescent health, nutrition & physical activity, eating disorders, school health / Evidence-based clinical research	EB 259	(205) 934-9463	rrevans@uab.edu
Wajih Ahmad, Ph.D.	Health Education/ Health education planning, emergency response, international health / Cardiovascular and clinical health care	EB 232Q	(205) 975-6166	wahmad@uab.edu
Donna Hester, Ph.D.	Physical Education/ Youth fitness/developmentally appropriate physical activity for children and youth	EB 224	(205) 934-8336	dhester@uab.edu
Gary Hunter, Ph.D.	Physical Education/ Exercise physiology, effects of exercise, obesity	EB 205	(205) 934-2446	ghunter@uab.edu
Jane Roy, Ph.D.	Physical Education/ Fitness & body image, exercise physiology	EB 232N	(205) 934-1757	jroy@uab.edu
Kristi Menear, Ph.D.	Physical Education/ Adapted physical education, special needs children	EB 232L	(205) 975-7409	kmenear@uab.edu
Sandra Sims, Ph.D.	Physical Education/ Youth fitness, school health & fitness / Advocacy initiatives and legislation for healthy youth	EB 232O	(205) 996-2721	sksims@uab.edu
Tammy Blaudeau, Ph.D.	Physical Education/ Exercise physiology, pediatric obesity, eating disorders	EB 232P	(205) 934-2375	blaudeau@uab.edu
Scott Snyder, Ph.D.	Educational Psychology /Program evaluation, scale construction, research design	EB 233	(205) 934-5389	SSNYDER@uab.edu
Laura Talbott-Forbes, Ph.D.	Health education program planning and administration / Youth and adult drug use prevention programs / Student assistance programs	EB 255	(205) 975-5368	ltalbott@uab.edu
Gypsy Abbott, Ph.D.	Educational Psychology /Research design	EB 203	(205) 934-3701	GAbbott@uab.edu
Maxie Kohler, Ph.D.	Educational Psychology, Human Development, Personality Development and Assessment	EB 204	(205) 934-3701	mkohler@uab.edu
Nataliya Ivankova, Ph.D.	Educational Psychology /Research design, program evaluation, mixed methods analysis / Evidence-based clinical research / qualitative research methodology	EB 202	(205) 996-7909	nivankov@uab.edu
Melanie Shores, Ph.D.	Educational research design and methods / statistical analyses	EB 232K	(205) 975-8487	mshores@uab.edu
Marcia O'Neal, Ph.D.	Educational Psychology /Research design, program evaluation, survey development / Educational technology / Healthy aging and quality of life / Evidence-based clinical research / Statistical analyses	EB 233	(205) 934-6549	moneal@uab.edu
Larry Tyson, Ph.D.	School counseling, factors affecting academic performance, adventure based counseling	EB 152	(205) 934-3701	ltyson@uab.edu
Michael Brooks, Ph.D.	Counseling /Addiction counseling, minority health	EB 152	(205) 934-3701	drmike@uab.edu

Appendix B:

Evaluation/Research Methods/Statistics Electives

The following courses are recommended by the Department of Health Behavior to fulfill the PhD Program requirement of six credit hours of electives in the three areas of evaluation/research methods/statistics. Some courses are taught in the Department; others are taught elsewhere in the School of Public Health, at UAB or at the University of Alabama at Tuscaloosa (UA). Only courses carrying graduate credit are allowed. Selection of specific courses is made by the student and his/her academic advisor based on student needs and interests.

The list is not exhaustive. Appropriate courses not on this list may be considered by the student and approved by his/her academic advisor.

Please Note: These or any other electives chosen to fulfill this requirement cannot be used as substitutes for the four specific evaluation/research methods/statistics courses that are required of all doctoral students. These four courses are listed in the PhD student handbook under Required Coursework.

Department of Health Behavior

HB 714 Survey Research Methods

Department of Epidemiology

EPI 603 Injury-Epidemiologic Principles and Prevention Strategies.-
EPI 606 The Epidemiology of Cardiovascular Disease
EPI 607 Fundamentals of Clinical Research
EPI 612 Nutritional Epidemiology
EPI 616 Environmental Epi
EPI 617 Occupational Epi
EPI 625 Quantitative Methods in Epidemiology
EPI 626 Introduction to Data Analysis with SAS.-
EPI 709 Theoretical Basis of Epidemiology
EPI 710 The Analysis of Case Control Studies

Department of Health Care Organization and Policy

HCO 677 Patient-Based Outcomes Measurement

COURSES OUTSIDE OF THE SCHOOL OF PUBLIC HEALTH

Department of Human Studies (UAB School of Education)

HE 720 Evaluation of Health Education Programs

Department of Educational Psychology

EPR 608 Statistical Methods and Research in Education

EPR 695 Survey Methods in Education Research

EPR 696 Qualitative Research: Inquiry and Analysis

Department of Psychology

PY 716 Introduction to Statistics

PY 717 Applied Statistical Methods

PY 718 Research Design

PY 719 Multivariate Statistical Methods

Department of Sociology

SOC 603 Advanced Statistics

SOC 605 Methodology of Social Research

SOC 711 Qualitative Methods

SOC 778 Demography

Appendix C:

Suggested Social and Behavioral Science Electives

The following courses are recommended by the Department of Health Behavior to fulfill the PhD Program requirement of 12 credit hours of electives in the areas of social and behavioral sciences. Some courses are taught in the Department; others are taught elsewhere in the School of Public Health, at UAB or at the University of Alabama at Tuscaloosa (UA). Only courses carrying graduate credit are allowed. Selection of specific courses is made by the student and her/his academic advisor based on student needs and interests.

The list is not exhaustive. Appropriate courses not on this list may be considered by the student and approved by her/his academic advisor.

Department of Health Behavior

HB 602	Alcohol and Drug Abuse (<i>Fall of odd numbered years</i>)
HB 607/707	Nutrition in Maternal & Child Health (<i>Summer</i>)
HB 608	Women's Health and Social Behavior (Fall)
HB 611	Mental Illness as a Public Health Issue (<i>Spring of even numbered years</i>)
HB 635	Communities Family & Health (Fall)
HB 638	Geriatrics and Gerontology (Summer- online course)
HB 660	Adolescent Health: A Social and Behavioral Perspective (May Mini-term)
HB 695	Seminar on Selected Health Behavior Topics

Department of Epidemiology

EPI 613	Cancer Epi & Control
EPI 650	Global Perspectives on Disease Prevention and Control

Department of Health Care Organization and Policy

HCO 605	Fundamentals of Maternal and Child Health (MCH) Part I: Issues, Programs & Policies
HCO 606	Fundamentals of Maternal and Child Health (MCH) Part II: Research Methods, Needs Assessment and Program Planning
HCO 608/708	Reproductive Health in Developing Countries
HCO 609	Organizational Concepts Applied to Health Programs
HCO 611/711	Child Health and Development: Womb to Young Adulthood
HCO 616	Marketing Public Health
HCO 617	International Children's Rights and Social Justice: Global Perspectives
HCO 619	Social Work in Public Health
HCO 625	Advanced Leadership in Maternal and Child Health (MCH) Part I: Introduction to Leadership

HCO 626	Advanced Leadership in Maternal and Child Health (MCH) Part II: Collaborative Leadership and Advocacy
HCO 627	Advanced Leadership in Maternal and Child Health (MCH) Part III: Into the Streets: Leadership Field Experience
HCO 631	Public Health Demography
HCO 670	Social and Ethical Issues in Public Health
HCO 677	Patient-Based Outcomes Measurement

COURSES OUTSIDE OF THE SCHOOL OF PUBLIC HEALTH

Department of Psychology

PY 731	Health Psychology I
PY 732	Health Psychology II

Department of Sociology

SOC 721	Social Psychology of Health and Illness
SOC 759	Social Gerontology
SOC 772	Medical Demography
SOC 780	Medical Sociology
SOC 781	Sociology of Health
SOC 786	Health and Service Delivery for Disadvantaged Populations
SOC 787	Sociology of Mental Health
SOC 788	Social Medicine

Department of Health Administration

HA 631	Organizational Behavior in Health Services
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Department of Public Administration

MPA 663	Organizational Development
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Appendix D:

Department of Health Behavior Ph.D. Student Work Plan

Students receiving a PhD, MSPH or MS are required to complete a 12 ½ hour WebCT course entitled “Overview of Public Health” by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean.

Name: _____

Date: _____

Advisor: _____

I. Course Prerequisites/Co-requisites*:			
Topic (Suggested Courses**)	Credit	Term/Year	Grade
Administration of Health Education, Health Promotion or Health Behavior (HCO 609, HCO 618)	3		
Planning and Evaluating Effect of Health Education and Promotion (HE 531)	3		
Research Design/Methods & Evaluation (HB 642)	3		
Statistics (BST 600)	4		

* These courses are necessary for Ph.D. but are **not** counted towards the 67 hours required for graduation.

** The list of suggested courses is not exhaustive. These courses should be selected in coordination with the faculty adviser.

II. Health Education/Promotion Core Courses:			
Course Title	Credit	Term/Year	Grade
Advanced Theoretical and Scientific Basis of Health Education/Promotion (HB 750/HE 705/HHE 605) (Fall)	3		
Health Communications Research (HB 730/HE 701/HHE 607) (Spring)	3		
Planning and Administration of Health Education/Promotion (HB 760/HE 710/HHE 606) (Fall)	3		
Doctoral Studies Seminar (HB 770/HE 695/HHE 604) (Spring)	3		

TOTAL

12

III. Advanced Research and Statistical Methods:			
Course Title	Credit	Term/Year	Grade
Advanced Epidemiological Research Methods (EPI 610)	4		
Intermediate Statistical Analysis I/ Statistical Methods and Research in Education.- (BST 611*or EPR 609**)	3		
Data Management (BST 619 or SOC 701)	3		
Advanced Health Program Evaluation (HB 740)	3		
Intermediate Statistical Analysis II/ Statistical Methods and Research in Education: Intermediate - (BST 612 or EPR 710)	3		

TOTAL

16

* BST 611 is pre-requisite for BST 612.

**EPR 609 is a pre-requisite for EPR 710.

IV. Evaluation/Research Methods/Statistics Elective Courses*:			
Course Title	Credit	Term/Year	Grade
	3		
	3		

TOTAL

6

(Minimum)

*These courses should be selected in coordination with the faculty advisor. All must be at the 500-level or higher. HB 714 (Survey Research Methods) is strongly recommended (but not required) by the Department.

V. Social and Behavioral Sciences Elective Courses*:			
Course Title	Credit	Term/Year	Grade
	3		
	3		
	3		

TOTAL

9

(Minimum)

*These courses should be selected in coordination with the faculty advisor. All must be at the 500-level or higher.

VI. Directed Research:			
Course Title	Credit	Term/Year	Grade
Directed Research (HB 798)	3		
Directed Research (HB 798)	3		
Directed Research (HB 798)	3		
Directed Research (HB 798)	3		
TOTAL (Minimum)			12

VII. Comprehensive Examination:			
Course Title	Credit	Term/Year	Grade
Part I of II (must complete HB 750, 730,760 & 770)	0		
Part II of II (must pass Part I)	0		

Date of Dissertation Proposal: _____

VIII. Dissertation Research in Health Education/Promotion:			
Course Title	Credit	Term/Year	Grade
TOTAL			XX

Date of Dissertation Defense: _____

GRAND TOTAL CREDIT HOURS **XX**

Student Signature Date

Advisor Signature Date

UAB SCHOOL OF PUBLIC HEALTH
CHANGE OF ADVISOR
REQUEST FORM

Date of Request: _____

Student Name: _____ Student Number: _____

Student Address: _____ City/State/Zip: _____

I understand that it is my responsibility to obtain the signatures of my current and new advisor as well as the Department Chair or Designee and assure that this form is delivered to the Office of Student and Academic Services for processing. I also understand that the change is not official until all signatures and approvals have been obtained.

Signature of Student

Date

PLEASE CONSIDER THIS A REQUEST FOR CHANGE OF ADVSIOR

FROM:	_____ Current Advisor Name	_____ Current Advisor Signature
TO:	_____ New Advisor Name	_____ New Advisor Signature

APPROVALS:

DEPARTMENT CHAIR OR DESIGNEE

ACADEMIC AFFAIRS DEAN

PLEASE RETURN TO
Office of Student and Academic Services
RPHB 130

* Copies: OSAS (Original) * Department * Student

REV 10/24/07



Before continuing, please read the following instructions for submitting a Graduate Study Committee Letter.

- Be sure to use the approved Graduate Study Committee Letter. **Substitute forms will not be accepted.**
- Be sure to use the faculty member's full and professional name. **Initials and partial names will not be accepted.**
- Check the Graduate School Faculty Website (<http://main.uab.edu/sites/gradschool/faculty/graduatefaculty/>) for faculty members with approved graduate faculty status. If the faculty members are listed on this page, begin completing your Graduate Study Committee Letter.
- If the faculty members are not listed on this website, then they will need one of the three approved Graduate Faculty appointments—**full Graduate Faculty, Ad Hoc or Adjunct**. Please review the definitions of the graduate faculty appointments at <http://main.uab.edu/sites/gradschool/faculty/categories/>.
 - To obtain **full Graduate Faculty**, the faculty members should submit the Graduate Faculty Appointment form (<http://www.uab.edu/graduate/gradfac/facdata.pdf>), current CV and recommendation letter from the program director.
 - To obtain an **Ad Hoc** faculty appointment, the student's department should submit a current CV and memo from the program director requesting this status.
 - To obtain an **Adjunct** faculty appointment, the student's department should submit a current CV and memo from the program director requesting this status.

MEMORANDUM
MUST BE TYPED

TO: Graduate School Date: _____
FROM: _____
(Program Director's Name) (Signature)
SUBJECT: Graduate Committee for _____

I would like to request the following Graduate Study Committee be appointed for _____ who is enrolled in the Department of _____ graduate program and is working toward the degree of _____.

The Graduate Study Committee will be

_____, Chair
Name Blazer ID Department/Program

Enter Advisor/Mentor only if different from Committee Chair

_____, Advisor
Name Blazer ID Department/Program

Last	First	MI	Dept.	Blazer ID	Email Address
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Check one: Plan I Thesis/Dissertation Plan II Nonthesis

TITLE: _____
Blazer ID _____
Email Address _____



By means of this memorandum, I am asking the above named faculty members to serve as the Graduate Student Committee for _____.
Thank you for undertaking this important Graduate School activity.

Appendix G

Application for Admission to Candidacy—Doctoral

****MUST BE RECEIVED BEFORE YOU CAN REGISTER
FOR DISSERTATION RESEARCH HOURS****

Complete the following form, supplying all necessary information.

Use the name you are registered under with UAB.

Provide the address where you receive official UAB mail.

Under Dates of Passing Qualifying Exams, list the dates you passed the written or oral examinations in these subjects. If no exam was given, put *NA* in the blank(s).

Under Major Subject, list the name of your graduate program.

Under Minor Subject, list any minor specialties you are pursuing. Put *NA* in the blank if you have no minor subjects.

If a Foreign Language or Other Tool of Research is required by your degree program, list it here. Otherwise, put *NA* in the blank.

List the two most recent degrees you have been granted, along with the university name(s) and date(s) of degree conferral.

If your research involves the use of human subjects, a copy your Institutional Review Board (IRB) approval form must be attached to the Admission to Candidacy form. Your name must appear on the form, either as the principal investigator or as an investigator participant. This approval must be kept current for the duration of your research. If you have questions about this requirement or about the status of your IRB approval, contact the IRB office (934-3789).

If your research involves the use of animal subjects, a copy of your Institutional Animal Care and Use Committee (IACUC) approval form must be attached to the Admission to Candidacy form. The animal project number that applies to your research must appear on the form. This approval must be kept current for the duration of your research. If you have questions about the status of your IACUC approval, contact the IACUC office (934-7847 or 934-7692).

Be sure to sign the form, and obtain the signatures of your Graduate Study Committee and Graduate Program Director.

The Graduate Dean's is the last signature and will be obtained by the Graduate School.

If you have questions about this form or the requirements for graduation, contact the Graduate School Office at 934-0656.

Updated 1/08/09

**GRADUATE SCHOOL
UNIVERSITY OF ALABAMA AT BIRMINGHAM**

APPLICATION FOR ADMISSION TO CANDIDACY FOR THE DEGREE OF DOCTOR OF PHILOSOPHY

Name _____ Email _____ Date _____

Mailing Address _____ Blazer ID _____

I hereby petition the Graduate Dean to be admitted to candidacy for the degree of Doctor of Philosophy.

Dates of Passing Qualifying Examinations

Written

Oral

Major Subject _____

Minor Subjects _____

Foreign Language _____

And/or other Tool of Research

Dissertation Subject _____

I hold the following degrees:

_____ **Granted by** _____ **Year** _____

_____ **Granted by** _____ **Year** _____

Yes No

Project involves human subjects.

Yes No

**Project involves animal subjects.
If yes, attach approval or exemption.**

(signature of candidate)

SUPERVISORY COMMITTEE: We, the undersigned, certify that the above named student has passed his/her qualifying examination for the degree of Doctor of Philosophy. We approve the dissertation subject. We recommend the applicant to the Graduate Dean for admission to candidacy for the degree.

We, the undersigned, record our dissenting.

Program Director/Department Chair (date)

Approved by the Graduate Dean (date)

**Admission to Candidacy
Research Compliance Verification Form**

Instructions

Complete this form, including all applicable forms and the signatures of the student, the student's advisor, and the Graduate Program Director. For research approval forms, contact the Institutional Review Board (IRB) (<http://www.uab.edu/irb> or 934-3789), or the Institutional Animal Care and Use Committee (IACUC) (<http://www.uab.edu/iacuc> or 934-7692).

Human Subjects

The University of Alabama at Birmingham defines a human subject as not only a living human being, but also human tissue, blood samples, pathology or diagnostic specimens, study of medical records, observation of public behavior, and all questionnaires or surveys.

Does the research proposed by the student involve human subjects? Yes (continue below) No

This research is:

Approved _____ Date _____

IRB Protocol No. _____

Attach a copy of your IRB approval. Your own name must appear on the original approval or on an attached amendment.

Animal Subjects

The University of Alabama at Birmingham defines a laboratory animal as any vertebrate animal (e.g., traditional laboratory animals, farm animals, wildlife, and aquatic animals) and certain higher invertebrate animals used in research, teaching, or testing at UAB or sponsored through UAB but conducted off-site (i.e., field research or at collaborating institutions, etc.).

Does the research proposed by the student involve animal subjects? Yes (continue below) No

This research is:

Approved _____ Date _____

IACUC Protocol No. _____

Attach a copy of your IACUC Notice of Approval, showing your research subject and the animal project number. If your own name does not appear on the Notice of Approval, take this form to the IACUC office for verification of approval.

The IACUC office verifies that _____ is covered under the attached approval.
(name of candidate)

Signature of IACUC representative _____ Date: _____

NOTE: The student's advisor, the student, and the Graduate Program Director agree that no research will be initiated until an application is submitted for review and approved by the appropriate review boards (IRB and/or IACUC) if the proposed thesis or dissertation project requires approval. If approval already exists, this student's name must be added to the existing protocol before candidacy will be approved by the Graduate School. It is the responsibility of the student's advisor and the student to comply with federal and UAB regulations associated with this research. Documentation of continuous, appropriate approval will be required before degree conferral; all required IRB and/or IACUC approvals must be current at the time final versions of theses or dissertations are submitted to the Graduate School.

Student's Signature D ept. D ate

Signature of Student's Advisor D ept. D ate

Graduate Program Director D ept. D ate

Appendix H

FORM MUST BE TYPED
Use both upper and lower case
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE
(Master's, Educational Specialist, or Doctoral Degree)

Note: It is the student's responsibility to see that this application is received in the Graduate School by the appropriate deadline date. You will be billed for the \$50 diploma fee. Your diploma cannot be released if you owe any fees to UAB.

Reorder fee: \$25.

When a student has completed a graduate degree program at UAB and wants to continue in graduate study, the student must be admitted to a new graduate program or with nondegree status.

December May August

 Date of Application Degree for which you are applying (e.g., MA, MS, PhD) Indicate month you expect to receive degree; enter year _____

_____ Blazer ID _____
 Type your legal name above as you wish it to appear on your diploma

_____ Graduate Program _____
 Street Address

_____ Email Address _____
 City, State, ZIP (Your diploma will be mailed to this address. If you change your address, you must notify the Graduate School.)

_____ Home Phone Work Phone _____

Hometown as you wish it to appear in the commencement program. List city, state, and country. Required to process degree.

This section is used for federal reporting purposes only.
 Indicate race and sex, type in country of citizenship American Indian Asian/Oriental Black Hispanic White
 Male Female Citizenship _____

Check the Plan you are following: If Plan 1, you must enter thesis/dissertation title below. Plan 1 Plan 2

Thesis/Dissertation Title: _____

Courses currently enrolled:				Courses to be enrolled:			
Sem/Year	Course Prefix	Course Number	Hours Credit	Sem/Year	Course Prefix	Course Number	Hours Credit
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Transfer of credit from another institution

Courses with grades of I, N, or O to be removed:				Institution Name _____			
Sem/Year	Course Prefix	Course Number	Hours Credit	Sem/Year	Course Prefix	Course Number	Hours Credit
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____

Applicant's Signature: _____
 (Required: Application cannot be processed without original signatures.)

APPROVALS:

_____	_____	_____	_____
Advisor	Date	Department Coordinator	Date
_____	_____	_____	_____
Director of Graduate School Operations	Date	Graduate Program Director	Date

Appendix I:

Please click on this link for the [Request for Dissertation Approval Forms](#) .

Appendix J:

**UAB SCHOOL OF PUBLIC HEALTH
DIRECTED RESEARCH EVALUATION
(Please Print or Type)**

Student: _____

Mentor: _____

Semester & Year: _____

Please answer the following questions based on the student's performance.

(SA=strongly agree, A=agree, N=neither agree nor disagree, D=disagree, SD=strongly disagree, NA=not applicable)

The student was adequately prepared to meet the objectives of the directed research.

SA A N D SD NA

Comments: _____

The student kept me informed of his or her progress.

SA A N D SD NA

Comments: _____

The student completed any necessary progress reports in an adequate and timely manner.

SA A N D SD NA

Comments: _____

Please comment on any strengths or weaknesses of the student's performance not covered in these questions.

Final Grade assigned: PASS FAIL INCOMPLETE

Mentor's Signature: _____ Date: _____

Please return the completed form to:

Julie Brown, MS
Student Coordinator
RPHB 227
1530 3rd Ave S
Birmingham AL 35294-0022
Phone: 205 975-8075
Fax: 205 934-9325
Email: jebrown@uab.edu

Appendix K:

As a means of tracking students' academic pursuits beyond required coursework, we are asking all students to provide the following information on an annual basis. Please respond following each question taking as much space as you need. Please return this form *along with* your CV/resume to Julie Brown (mailbox RPHB 227).

Name _____ Advisor _____

Please note that "this past academic year" refers to the period (Summer 2010-Spring 2011).

1. List the manuscripts you've submitted this past academic year. Provide *authors' names, manuscript title, journal, and date*.
2. List the manuscripts you've had accepted this past academic year. Provide *authors' names, manuscript title, journal, and date*. **Please provide the PubMed number.**
3. List the conference abstracts you've submitted this past academic year. Provide *authors' names, abstract title, conference, and date*.
4. List the conference abstracts you've had accepted this past academic year. Provide *authors' names, abstract title, conference, and date*.
5. List any financial awards or fellowships that you have received this past academic year (including departmental, institutional or governmental funding).
6. List any service activities that you have participated in this past academic year.
7. List any special skills, training or certification that you have received beyond required coursework this past year (i.e. CHES, specialized software training, etc.)
8. List any additional honors or special acknowledgements that you might have received.
9. List other information that you feel is relevant.
10. Indicate the date you met/plan to meet the following requirements (indicate date using semester and year e.g. Fall 2009).

Comps I _____ Comps II _____

Projected Date of Graduation _____

Student Signature

Date

Advisor Signature

Date