
UAB School of Public Health
Coordinated MPH (Health Behavior)/Ph.D.
(Psychology or Sociology)
Student Handbook
2013-14

Suite 227
Ryals Public Health Building
1665 University Boulevard
Birmingham, AL 35294-0022
Phone:(205) 934-6020
FAX:(205) 934-9325

Table of Contents

MPH/PhD Student Handbook

<u>1. Introduction to the Program</u>	1
Mission of the UAB School of Public Health	1
Goals of the Health Behavior MPH Program.....	1
MPH Programs offered by the Department of Health Behavior	2
MPH/PhD Program Objectives	3
Department of Health Behavior Faculty.....	3
Department of Health Behavior Staff.....	4
<u>2. Coursework Requirements</u>	5
MPH Coursework Requirements in Psychology	5
MPH Coursework Requirements in Sociology	6
Academic Advising	7
Program Completion	7
Time Limitations	8
<u>3. Internship Requirements</u>	9
Objectives of the Internship Experience.....	9
Registering for the Internship Experience	9
Grading.....	9
<u>4. Useful Information</u>	10
Office Policies	10
People and Places	10
Computer and Network Access	12
Professional Meetings	12
Seminars	12
Professional Behavior.....	13
Appendices	
<u>Appendix A:</u> Faculty Research Interests and Contact Information	14
<u>Appendix B:</u> Behavioral Science Elective Courses.....	15
<u>Appendix C:</u> Curriculum Planning Worksheet, Psychology	16
Curriculum Planning Worksheet, Sociology	17
<u>Appendix D:</u> <i>UAB School of Public Health</i> <i>Application for Degree</i> form.....	18
<u>Appendix E:</u> Internship Evaluation Forms.....	20

1

Introduction to the Program

Teaching, research, and service in the [Department of Health Behavior](#) are focused on disease prevention and health promotion. The Department offers Master of Public Health (MPH) and Doctor of Philosophy (PhD) degrees.

In the Department of Health Behavior you will find a dynamic, rewarding environment where faculty, students, and practitioners collaborate to improve public health, increase understanding of health behavior, and add to the knowledge base of our discipline. Faculty activities entail many externally-funded community-based research and service programs. These include public health issues such as smoking and other addictive behaviors, HIV and other sexually-transmitted diseases, nutrition and eating disorders, cancer and heart disease prevention, maternal and child health, minority health, health communication and the development of technology-driven delivery systems. You are strongly encouraged to become involved in these activities.

You will acquire knowledge and skills from many strategic areas. These include application of behavioral theories, data analyses, program planning and evaluation, communication, epidemiology, public health policy, and other core public health disciplines.

Mission of the UAB School of Public Health

The mission of the School of Public Health is to discover, teach, and apply knowledge to promote health and prevent disease in the human population. The school achieves this mission by bringing the various disciplines of public health together to educate individuals who will be working to improve the health of the school's constituent populations.

The goal of the curriculum at the UAB School of Public Health is to combine innovative teaching methods with hands-on, community-based experience to give you the depth of expertise required of the public health professional in the 21st Century.

Goal of the Health Behavior MPH Program

The primary educational goal of the Department of Health Behavior MPH program is to teach you to assess health behaviors and needs in specific populations and to develop, manage, and evaluate health promotion and disease prevention programs.

MPH/MSPH Programs offered by the Department of Health Behavior

MPH

The *MPH* program admits students with a bachelor's degree. Students in this track take 43-46 credit hours. The number of credit hours you are required to complete is determined before admission by examining your education and professional experiences. The MPH may be completed in four semesters.

MPH Fifth Year Program

The MPH Fifth-year program admits students who are juniors at UAB. Students in this track take 43-46 credit hours. You generally complete this program one year after you complete your undergraduate degree.

Coordinated MPH (Health Behavior)/PhD (Sociology or Psychology)

The Coordinated MPH (Health Behavior)/PhD (Sociology or Psychology) degree program is offered with the University of Alabama at Birmingham Departments of Psychology and Sociology and the University of Alabama Department of Psychology. This program will enable you to obtain an MPH in Health Behavior simultaneously with a PhD in psychology or sociology. To be considered for this program, you must first be admitted to the PhD program in psychology or sociology at the University of Alabama at Birmingham or psychology at the University of Alabama (Tuscaloosa). The MPH degree requires a minimum of 43-46 (in Sociology) or 42-45 (in Psychology at UAB) credit hours.

Coordinated MSN (School of Nursing)/MPH (Health Behavior)

The Coordinated MSN (School of Nursing)/MPH (Health Behavior) degree program is offered with the University of Alabama at Birmingham School of Nursing. This program enables you to obtain an MPH in Health Behavior simultaneously with a MSN from the School of Nursing. The MPH degree requires a minimum of 43-46 credit hours.

MSPH in Clinical Research (Health Behavior)

The MSPH in Clinical Research degree program is a post-medical degree-training program primarily aimed at fellows and faculty members interested in developing skills required for the conduct of clinical research. The MSPH degree requires a minimum of 41 credit hours.

MPH Program Objectives

The goal of the MPH program in Health Behavior is to prepare you with the knowledge and skills necessary to assess health behaviors and needs in specific populations and to develop, implement, and evaluate health promotion and disease prevention programs. The MPH Program is designed to prepare you for public health practice, research, or doctoral study.

The objectives of the MPH program in Health Behavior are to enable you to:

- understand and apply social and behavioral science theories as they relate to solutions to public health problems;
- critically examine health behavior literature;
- develop and implement theory and/or evidence-based health promotion and disease prevention programs;
- apply principles and procedures for evaluating health promotion and disease prevention programs; and
- develop, implement, and evaluate behavioral research.

Department of Health Behavior Faculty

Jalie Tucker, Ph.D., M.P.H.	Professor & Chair
JeeWon Cheong, Ph.D.	Assistant Professor
David Coombs, Ph.D., M.P.H.	Associate Professor Emeritus
Susan Davies, Ph.D.	Associate Professor
Kevin Fontaine, Ph.D.	Professor
Frank Franklin, M.D., M.P.H., Ph.D.	Professor Emeritus
Melissa Galvin, Ph.D., M.P.H.	Professor & Associate Dean
Peter Hendricks, Ph.D.	Assistant Professor
Connie Kohler, Dr.P.H.	Professor & Graduate Program Director
Robin Gaines Lanzi, Ph.D., M.P.H.	Associate Professor & Co-Graduate Program Director
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

Faculty contact information and research interests can be found in [Appendix A](#).

Department of Health Behavior Staff

The Director of Student Programs for the Department of Health Behavior is:

Julie Brown, MS (205) 975-8075 jebrown@uab.edu

The Department of Health Behavior Administrative staff includes:

Jonathan Averett	Financial Associate
Karen Beeching	Project Coordinator II
Carolyn Strahan	Business Officer I
Michael Turner	Office Services Specialist III

Our professional staff is dedicated to supporting students and faculty in the educational process. You can reach the staff in the Department of Health Behavior at 205.934.6020.

2

MPH/PhD Coursework Requirements

MPH/PhD in Psychology

Course Name	Term Course Available			Credit Hours	Term /Year Taken	Grade
	Fall	Spr	Su m			
Core Requirement: 21 Hours						
PY 716: Introduction to Statistics (including lab)	X			4		
PY 717: Applied Statistical Analysis (including lab)		X		4		
ENH 600: Fundamentals of Environmental Health		X		3		
EPI 600: Introduction to Epidemiology	X			3		
HB 624: Advanced Theory**	X			3		
HCO 600: Intro to Public Health	X			3		
PUH 695: Integrative Experience*	X	X		1		
Department Track Requirements: 9 hours						
HB 636: Intervention Development	X			3		
HB 641: Research Methods**		X		3		
HB 643: Health Program Evaluation	X			3		
HB /Psychology Courses (Behavioral Science Electives): 6 hours***						
	X	X	X	3		
	X	X	X	3		
SOPH Requirements 3 - 6 hours						
GRD Writing Course	X	X	X	3-6		
Internship: 3 hours						
HB 697: Internship	X	X	X	3		
Total Credit Hours Earned for Degree				42-45		

* PUH 695, Integrative Experience, MUST be taken in the final semester of enrollment.

**HB 624 is a pre-requisite for HB 636, and HB 641 is a pre-requisite for HB 643.

*** One course can be from Psychology & must be approved as a behavioral science elective. A list of suggested electives is in Appendix B

MPH/PhD in Sociology

Course Name	Term Course Available			Credit Hours	Term /Year Taken	Grade
	Fall	Spr	Sum			
Core Requirement: 19 Hours						
SOC 703: Regression Analysis		X		3		
SOC 704: Categorical Data Analysis			X	3		
ENH 600: Fundamentals of Environmental Health		X		3		
EPI 600: Introduction to Epidemiology	X			3		
HB 624: Advanced Theory*	X			3		
HCO 600: Intro to Public Health	X			3		
PUH 695: Integrative Experience**	X	X		1		
Department Track Requirements: 9 hours						
HB 636: Intervention Development	X			3		
Soc 701: Sociological Research Methods	X			3		
HB 643: Health Program Evaluation	X			3		
HB /Sociology Courses (Behavioral Science Electives): 9 hours***						
	X	X	X	3		
	X	X	X	3		
	X	X	X	3		
SOPH Requirements 3-6 hours						
GRD Writing Course/s	X	X	X	3 - 6		
Internship: 3 hours						
HB 697: Internship	X	X	X	3		
Total Credit Hours Earned for Degree				43-46		

* HB 624 is a pre-requisite for HB 636.

** PUH 695, Integrative Experience, MUST be taken in the final semester of enrollment.

***One course can be from Sociology & must be approved as a behavioral science elective. A list of suggested electives is in Appendix B

Please note about the Coordinated MPH/PhD Program:

Because this is a coordinated dual degree track, graduation from the MPH program is contingent on completion of all requirements for graduation from the PhD program. If a coordinated degree student drops out of the PhD program, he/she must apply for transfer to the MPH track.

Academic Advising

Upon admission to the program, you are assigned an academic advisor. You will need to consult with Ms. Brown prior to registering for the first semester in the MPH program. In subsequent semesters you **must meet** with Ms. Brown before registering each semester to have the registration hold removed. Advisors are also available to provide guidance about course substitutions, internships, and research opportunities, and possible employment opportunities available upon program completion.

Should you wish to change advisors, consent 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](#). You must complete this form, obtain the appropriate signatures and submit it to the Office of Student Affairs for processing in order to change advisors.

If you have any questions about your program's course of study (i.e. course substitution / waiver, etc), please see Ms. Brown.

Program Completion

You are responsible for meeting deadlines for graduation. Graduation deadlines are available on the School of Public Health Academic Calendar. You must submit an *Application for Degree* form (see [Appendix D](#)) which can be obtained online on the [school's website](#). The *Application for Degree* form must be submitted to Ms. Brown no later than two weeks into the expected semester of graduation. *You are expected to be enrolled for at least three credit hours of graduate work in your final semester prior to graduation.*

Time Limitations

As a master student you are generally expected to complete all degree requirements within *five* years of matriculation. ***Only one extension of this time limit can be requested when mitigating circumstances preclude completion of requirements within five years.*** The recommendation for an extension should include a plan and timeline for completion. Courses taken more than five years before graduation may not be applied toward a degree without the approval of the graduate program director and graduate school dean.

3

Internship Requirements

As a student in the MPH program, you are required to complete three credit hours of an internship experience. The internship is a field experience which bridges professional academic preparation and public health practice. Knowledge and skills learned in coursework are applied in an agency setting under the supervision and guidance of an experienced public health specialist. You may check with the schools internship coordinator [Mr. Rowland Yancey](#) (205.934.7791), or the school's [website](#) for internship opportunities. Faculty research projects are not appropriate venues for an internship, neither are positions which are primarily administrative or focused on data management.

Registering for internship experience

Before the hold on the internship course can be lifted, we require that the internship description and agreement form is completed and on file. This form is to be completed in the online internship database Intern Track. You can log in to this program with your BlazerID and password at this [site](#). Your faculty advisor and site supervisor will also be required to sign off on this document, so it is important that you communicate with them as you complete the form, and do not wait until the deadline to register. A hyperlink allowing you to formally request the hold to be lifted will become active once all the signatures are on file.

You should register under your academic advisor for HB 697 – Internship in Health Behavior. For three credit hours, you are required to spend *a minimum of 240 hours* during the semester working for the agency. The internship must be completed in one semester, and all hours must be completed by the last day of exams. You are required to complete your core course work before registering for internship hours. Credit cannot be applied retroactively to work you have done prior to registering for the internship. Students should feel free to contact the Student Program Director ([Ms. Julie Brown](#)) or Internship Coordinator ([Mr. Rowland Yancey](#)) if you have any questions or problems during the internship.

Grading and Requirements

The internship is a pass/fail course. Your grade will be assigned by your faculty advisor based on the completion of all the components below. All forms related to the MPH internship will be completed in the InternTrack program.

- Internship Description and Agreement Form
- Midpoint Meeting Form, and confirmed meetings with the faculty advisor and site supervisor
- Final student evaluation
- Final student paper
- Completion of poster and attendance at the internship poster session
- Evaluations (Midpoint and Final) from the site supervisor
- Any additional product required by your internship site

Midpoint meeting: You will be required to complete a midpoint form halfway through your internship. This is to prompt your reflection on the internship to that point, and steps to make the remainder of the internship a success. You will set up times to individually meet with your faculty advisor and site supervisor; use the midpoint form as a guide for your conversation. If you are not able to meet in person, discussions via telephone, email, or Skype will be accepted. Your faculty advisor and site supervisor will need to confirm the meeting took place in the Intern Track system.

Internship Poster Session: At the end of the internship, prior to the end of exams for that semester, a poster session will be held to showcase the internships completed during that semester. You will receive additional instructions on creating your poster prior to the event. Attendance is mandatory, as it is a required component to the internship experience. Limited exceptions will be made for students completing internships out of the state or country or that are completing the MPH program online.

For complete internship requirements please review the [syllabus](#) on the UAB School of Public Health website.

4

Useful Information

Departmental Office Policies and the names of key personnel and places are outlined below. Other helpful documents are the [SOPH Catalog](#), the [SOPH Academic Calendar](#) and the [UAB Graduate School Catalog](#).

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. You may leave material for faculty in these boxes.

Copying:

A copier is accessible for all 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 through [25 Live](#). 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 HB office staff.

People and Places

Dean's Office:

[Max Michael, M.D.](#) (205/975-7742) is Dean of the School of Public Health.

Office of Student and Academic Services:

[Melissa Galvin Ph.D.](#) (205/934-4993) is the Associate Dean for Academic Affairs.

Internships & Career Services:

[Rowland Yancey, M.Ed.](#) (205/934-7791) is the [Student Internships and Career Services](#) Coordinator for the School of Public Health.

Financial Aid:

[Pheandrea Jackson, M.A.](#) (205/934-1961) is the Financial Aid Coordinator for the School of Public Health.

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

Registration:

You will register by computer through [BlazerNet](#). Before registering you must meet with Ms. Julie Brown to receive their Registration Access Code (RAC).

Other Useful Phone numbers:

Barnes & Noble Blazer Bookstore	(205) 996-2665
Center for International Programs	(205) 934-3328
Graduate School	(205) 934-8227
Key Control	(205) 934-3708
Lister Hill Library	(205) 934-2230
Mervyn Sterne Library	(205) 934-6364
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

Public Health Student Association Representative:

[Public Health Student Association](#) (PHSA) elections are held during the fall term for departmental representatives. Students from each department elect one to two representatives. [Mr. Richard Bennett](#) is the staff advisor. His number is (205) 934-4725.

Computer and Network Access

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

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 in which you are encouraged to participate.

- Alabama Public Health Association www.alphassoc.org
- American Association of Cancer Education www.aaceonline.com
- American College of Preventive medicine www.acpm.org
- American Diabetes Association www.diabetes.org
- American Evaluation Association www.eval.org
- American Professional Society on the Abuse of Children www.apsac.org
- American Psychological Association www.apa.org
- American Public Health Association www.apha.org
- Association for Prevention Teaching & Research www.atpm.org
- Association for Psychological Science www.psychologicalscience.org
- European Health Psychology Society www.ehps.net
- International Society for Prevention of Child Abuse and Neglect..... www.ispcan.org
- Society for Adolescent Health & Medicine www.adolescenthealth.org
- Society for Research in Child Development www.scrd.org
- Society of Behavioral Medicine www.sbm.org
- Society of Public Health Educators www.sophe.org
- The Obesity Society www.obesity.org

Seminars

There are a variety of other seminars that take place on campus. In the department we offer monthly seminars: Mid-Day Wednesday. 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.

Professional Behavior

Availability of faculty member:

Please give the professor advance notice for meetings. Faculty members have many other responsibilities along with teaching. *Unless a faculty member has specified office hours during which you may drop in without an appointment, it is in everyone's best interest that you make an appointment.* If a face-to-face visit is not necessary, you may find it easier and more convenient to communicate with faculty and staff via e-mail. Health Behavior 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 you otherwise, expect that it will take *ten to fourteen* business days for a CAREFUL review of any written paper that is submitted. ***You may contact faculty member (s) receiving the paper to determine if they prefer hard copy or electronic file.***

Required Paperwork:

You 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 members may not be available to sign forms at the last minute.** Please allow **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](#) .

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 course master of all courses in which you are enrolled of your status and the specific nature of any accommodations you may require. If you require such an accommodation you should discuss this with the course master and assure that the appropriate correspondence is sent from the *Office of Disability Support Services*.

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

Name	Research Interests	Campus Address	Telephone	UAB E-Mail
JeeWon Cheong, Ph.D.	Mediation Analysis, Structural Equation Modeling, Longitudinal Data Analysis, Intervention/Prevention Research, Substance Use and Problem Behaviors among Adolescents and Young Adults	RPHB 227	(205) 975-8030	jcheong@uab.edu
David Coombs, Ph.D. (Emeritus)	Mental Health Issues/Suicide Prevention; Community-Based Interventions	RPHB 227	(205) 975-8086	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
Kevin Fontaine, Ph.D.	Obesity Treatment; Primal Lifestyle for Health and Fitness; Resistance Exercise; Placebo Effects	RPHB 227	(205) 934-6020	kfonta1@uab.edu
Frank A. Franklin, M.D., M.P.H., Ph.D. (Emeritus)	Nutrition Problems and Policies, Pediatrics, School Nutrition Promotion Programs , Head Start Nutrition	RPHB 227	No office phone	frankln@uab.edu
Melissa Galvin, Ph.D., M.P.H.	Community Participatory Research, Hepatitis; Senior Citizens	RPHB 120B	(205) 934-0361	mgalvin@uab.edu
Peter Hendricks, Ph.D.	Addiction, Novel Interventions, Clinical Trials, Expectancies, Motivation, Positive Psychology	RPHB 227	(205) 934-6020	phendricks@uab.edu
Connie Kohler, Dr.P.H.	Tobacco, Chronic Disease, Health Communication, Entertainment-education	RPHB 227	(205) 975-8071	ckohler@uab.edu
Robin Gaines Lanzi, Ph.D., M.P.H.	Parenting and Developmental Outcomes, Prevention of Child Maltreatment, Maternal Depression, Adolescent Risk Behaviors (Adolescent Pregnancy and Parenting, STIs and HIV/AIDS, and Bullying), Community Based Participatory Research	RPHB 227	(205) 934-6020	rlanzi@uab.edu
Wynne E. Norton, Ph.D.	Implementation Science, Sustainability, Scale-up/Spread, HIV/AIDS prevention and treatment interventions	RPHB 227	(205) 975-8055	wenorton@uab.edu
Dori Pekmezi, Ph.D.	Chronic Disease Prevention, Health Communication, Physical Activity, Health Disparities	RPHB 227	(205) 934-6020	dpekmezi@uab.edu
Martinique Perkins Waters, Ph.D.	Caregiving; Health and Well-being of Older Adults; Long-term Health Trajectories and Mortality	RPHB 227	(205) 934-6020	mperki2@uab.edu
Kerstin Schroder, Ph.D.	Dieting and obesity interventions; Diabetes Prevention; HIV-infection and multi-comorbidity; Patient-oriented outcomes research; Adherence to medications; Substance use	RPHB 227	(205) 934-6426	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, Natural Recovery, Telehealth, HIV Prevention, Behavioral Economics	RPHB 227	(205) 934-5256	jtucker@uab.edu

Appendix B:

BEHAVIORAL SCIENCE ELECTIVE COURSES FOR HEALTH BEHAVIOR MASTER'S STUDENTS

This is not an exhaustive list of appropriate electives. Other behavioral science courses may be taken as electives with the approval of your advisor. School of Public Health course descriptions may be found in the School of Public Health Catalog. This is a tentative list and schedule.

DEPARTMENT OF HEALTH BEHAVIOR

- HB 602. Alcohol and Drug Abuse
- HB 603. Obesity Prevention & Intervention
- HB 605. Physical Activity in Public Health (Fall)
- HB 609. African American Health Issues (Summer)
- HB 625. Dissemination and Implementation in Health (Fall)
- HB 627. GIS for Public Health (Spring)
- HB 635. Communities Family & Health (Spring)
- HB 638. Geriatrics and Gerontology (Summer- online course)
- HB 660. Adolescent Health: A Social and Behavioral Perspective (Fall)
- HB 692. Principles and Practices of Community Organization

Appendix C:

**Department of Health Behavior
MPH/PhD Curriculum Planning Sheet for Psychology**

Name: _____

Banner ID: _____

PUH 695, Integrative Experience, MUST be taken in the final semester of enrollment for the MPH degree.

Course Name	Term Course Available			Credit Hours	Term /Year Taken	Grade
	Fall	Spr	Sum			
Core Requirement: 21 Hours						
PY 716: Introduction to Statistics (including lab)	X			4		
PY 717: Applied Statistical Analysis (including lab)		X		4		
ENH 600: Fundamentals of Environmental Health		X		3		
EPI 600: Introduction to Epidemiology	X			3		
HB 624: Advanced Theory	X			3		
HCO 600: Intro to Public Health	X			3		
PUH 695: Integrative Experience	X	X		1		
Department Track Requirements: 9 hours						
HB 636: Intervention Development	X			3		
HB 641: Research Methods		X		3		
HB 643: Health Program Evaluation	X			3		
HB /Psychology Courses (Behavioral Science Electives): 6 hours*						
	X	X	X	3		
	X	X	X	3		
SOPH Requirements 3 - 6 hours						
GRD Writing Course	X	X	X	3-6		
Internship: 3 hours						
HB 697: Internship	X	X	X	3		
Total Credit Hours Earned for Degree				42-45		

Student Signature _____

Date _____

Advisor Signature _____

Date _____

* One course can be from Psychology & must be approved as a behavioral science elective

**Department of Health Behavior
MPH/PhD Curriculum Planning Sheet for Sociology**

Name: _____

Banner ID: _____

PUH 695, Integrative Experience, MUST be taken in the final semester of enrollment for the MPH degree.

Course Name	Term Course Available			Credit Hours	Term /Year Taken	Grade
	Fall	Spr	Sum			
Core Requirement: 19 Hours						
Soc 703: Regression Analysis		X		3		
Soc 704: Categorical Data Analysis			X	3		
ENH 600: Fundamentals of Environmental Health		X		3		
EPI 600: Introduction to Epidemiology	X			3		
HB 624: Advanced Theory	X			3		
HCO 600: Intro to Public Health	X			3		
PUH 695: Integrative Experience	X	X		1		
Department Track Requirements: 9 hours						
HB 636: Intervention Development	X			3		
Soc 701: Sociological Research Methods	X			3		
HB 643: Health Program Evaluation	X			3		
HB /Sociology Courses (Behavioral Science Electives): 9 hours*						
	X	X	X	3		
	X	X	X	3		
	X	X	X	3		
SOPH Requirements 3-6 hours						
GRD Writing Course/s	X	X	X	3 - 6		
Internship: 3 hours						
HB 697: Internship	X	X	X	3		
Total Credit Hours Earned for Degree				43-46		

Student Signature

Date

Advisor Signature

Date

* One course can be from Sociology & must be approved as a behavioral science elective



Please carefully follow the below Instructions for submitting an application for degree for a **master's or EDS** graduate program.

- All applications for degree must be typed.
- All applications for degree must be hand-delivered or sent as an email attachment (lburchfiel@uab.edu). **Check with your department as some programs may require the form to be submitted directly to the department (i.e. School of Education).** We cannot accept faxed applications for degree.
- All applications for degree must arrive at the Graduate School with all required signatures (advisor, program director, etc).
- All applications for degree must be submitted with the curriculum planning/advising sheet (list of required courses) from your department. Applications for degree will not be accepted without this form.
- You must be registered for graduate level courses in the semester in which you apply for graduation.
- The graduation fee (\$50 for first time application; \$25 for reorder applications) will be added to your student account within 2-3 weeks after receipt of your application for degree. Please do **not** submit a check with this form.
- The Graduate School's deadline for submitting the application for degree can be found at: <http://www.uab.edu/graduate/deadline-dates#graduation>. However, always check with your graduate program as some programs have earlier deadline dates and slightly different procedures.

If you have any questions about submitting the application for degree, please contact Laura Burchfiel (lburchfiel@uab.edu).

**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE – MASTER’S or EDS**

FORM MUST BE TYPED - Use both upper and lower case

You will be billed for the \$50 graduation fee or the \$25 reorder fee. Your diploma cannot be mailed if you owe any fees to UAB.

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

Type your legal name above as you wish it to appear on your diploma _____ Banner Student Number _____

Street Address _____ Graduate Program _____

City, _____ State _____ ZIP _____ Email Address _____

(Your diploma will be mailed to this address. If you change your address, you must notify the Graduate School).

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

Thesis Title:

Mentor/Advisor: _____

Chair of Committee if Plan 1 (if different from mentor/advisor): _____

Courses enrolled in for the semester of graduation:

Sem/Year	Course Prefix	Course Number	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transfer of credit from another institution:

Institution Name _____				
Sem/Year	Course Prefix	Course Number	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Courses with grades of I, N, or O to be removed:

Sem/Year	Course Prefix	Course Number	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Notes

Applicant’s Signature: _____

APPROVALS:

Advisor _____ Date _____ Graduate Program Director _____ Date _____

Dept. Coordinator (For School of Public Health ONLY) _____ **Date** _____

Appendix E:

UAB SCHOOL OF PUBLIC HEALTH
INTERNSHIP DESCRIPTION & AGREEMENT

STUDENT INFORMATION

SEMESTER AND YEAR OF INTERNSHIP _____

TITLE FIRST NAME LAST NAME STUDENT NUMBER _____

HOME PHONE NUMBER CELL PHONE NUMBER EMAIL _____

DEGREE PROGRAM (MPH, MSPH, PhD, ETC.) AREA OF CONCENTRATION (BIOSTATS, EPI, HEALTH BEHAVIOR, ETC.) _____

EMERGENCY CONTACT PHONE NUMBER RELATIONSHIP _____

FACULTY INTERNSHIP ADVISOR INFORMATION

TITLE FIRST NAME LAST NAME _____

DEPARTMENT _____

OFFICE ADDRESS _____

PHONE NUMBER FAX NUMBER EMAIL _____

SITE SUPERVISOR INFORMATION

TITLE FIRST NAME LAST NAME _____

POSITION (FACULTY, DIRECTOR, MANAGER, ETC.) _____

AGENCY NAME _____

AGENCY ADDRESS _____

CITY STATE/COUNTRY ZIP/POSTAL CODE _____

PHONE NUMBER FAX NUMBER EMAIL _____

INTERNSHIP DESCRIPTION

Students should work with their agency supervisor and faculty advisor to determine the objectives for the internship, the SPH competencies that will be met, and the activities that will be performed to meet the competencies and objectives. The final products and evaluations will be turned in to the Department Program Coordinator at the end of the internship experience.

1. AGENCY'S SCOPE OF WORK OR PRIMARY FOCUS:

2. SHORT DESCRIPTION OF THE PROPOSED PROJECT AND YOUR ROLE IN THE PROJECT:

3. BRIEFLY DESCRIBE HOW THIS IS RELEVANT TO PUBLIC HEALTH:

4. MPH COMPETENCIES AND ACTIVITIES:

** Complete this information in the chart on the following page.

- Choose at least SIX competencies that will be the focus of your internship experience. The emphasis should be on the competencies within your department, but at least ONE should be from a different domain.

Biostatistics MPH 1-11

Environmental Health Sciences MPH 12-19

Epidemiology MPH 20-32

Health Behavior MPH 33-42

Health Care Organization and Policy MPH 43-53

- Write the specific activities you plan to perform during your internship that will help you demonstrate completion of your selected competency.

MPH COMPETENCY AND ACTIVITIES

Example:

MPH33: Identify basic theories, concepts & models from a range of social & behavioral disciplines that are used in public health research & practice.

Activity:

- 1) Review current survey instrument used to identify underlying behavioral model.
- 2) Make recommendations to add or remove survey items in order to obtain complete data used in predicting behavior change.

MPH COMPETENCY AND ACTIVITIES - continued

5) WILL IRB APPROVAL OF THIS PROJECT BE NECESSARY?

- Yes
- No

6) FINAL PRODUCTS:

The final products should reflect the public health relevance of the internship and will consist of:

- A final paper that addresses the objectives, activities, and competencies of the internship and is at least five pages in length
- A poster that will be displayed and presented in the School of Public Health at the end of the semester in which you complete your internship
- Evaluation forms:
 - Student evaluation form
 - Supervisor evaluation form. *It is the responsibility of the student to see to it that the agency supervisor completes and submits the Supervisor Evaluation of Student Performance.*

7) EXPECTED START AND END DATES: _____ TO _____

8) AMOUNT OF TIME TO BE SPENT ON SITE:

_____ / hours per week (equal to 240 total hours)

9) PAYMENT TYPE (Please check one):

- Unpaid
- Hourly Rate (\$ _____ / hour)
- Monthly Rate (\$ _____ / month)
- Lump sum payment for the internship (\$ _____)
- Other: _____

INTERNSHIP AGREEMENT

I. THE STUDENT AGREES TO:

- A. Locate an internship position within an appropriate agency.
- B. Develop a mutually acceptable work outline of the objectives, competencies, and activities with the agency supervisor and faculty advisor.
- C. Register for 3 credit hours of ***697 internship course
- D. Complete a minimum of 240 hours of contact time in the agency and keep a log of activities. This must be completed in one semester.
- E. Be aware of all provisions of the internship expectations and agreements.
- F. Establish effective working relationships with agency personnel and appropriate community representatives involved in the internship projects.
- G. Complete internship assignments as directed by the agency supervisor.
- H. Maintain scheduled periodic contact with the agency supervisor and faculty advisor throughout the internship experience.
- I. Evaluate and integrate suggestions and criticisms from the supervisor and advisor.
- J. Prepare evaluation forms and final products by the deadline.

II. THE FACULTY INTERNSHIP ADVISOR AGREES TO:

- A. Assist the student in identifying organizations interested in participating in the internship program.
- B. Review and approve the intern's plan. Aid the student in outlining the objectives, competencies, and activities, if necessary, ensuring that they meet CEPH requirements.
- C. Advise the student if IRB approval is necessary.
- D. Be accessible to students and the agency supervisor as needed during the period of field training. Discuss the student's progress at least once midway through the internship.
- E. Call the student for a conference whenever a potential problem appears to have arisen.
- F. Remove the student if it is deemed that either the student or the setting is inappropriate.
- G. Encourage the intern and the agency supervisor to provide constructive feedback regarding his/her academic preparation and the operation of the internship program.
- H. Evaluate the progress of the intern using program goals, supervisor reports, his/her evaluation, final report, and internship poster.
- I. Assign a final grade (pass/fail) for the internship based on the evaluation.

III. THE SUPERVISOR AGREES TO:

- A. Develop a job description along with the student intern before the internship begins.
- B. Explain the structure and function of the agency.
- C. Provide the student with space within the organization in which to work while doing the practice experience, and include the student in agency and interagency meetings.
- D. Introduce the student personnel within the agency and to representatives of other community agencies when relevant.
- E. Provide direct guidance and supervision of the student during planned internship activities.
- F. Notify the faculty advisor and internship coordinator if any problem arises.
- G. Provide a model of professional work habits and attitudes.
- H. Maintain periodic contact with the faculty supervisor and student intern. Discuss the student's progress at least once midway through the internship.
- I. Evaluate student performance on the form provided.

IV. THE AGREEMENT MAY BE TERMINATED FOR ANY OF THE FOLLOWING REASONS:

- A. Any illness or other unexpected events that necessitate the student's absence for a time, which is detrimental to the agency or student.
- B. Any action by the agency that is detrimental to the student or the academic department.
- C. Any action by the academic department or student that is detrimental to the agency.

V. NONDISCRIMINATION AGREEMENT:

The parties agree that there shall be no discrimination on the basis of race, color, religion, sex, national origin, age or disability.

VI. LIABILITY

UAB will provide public liability coverage for students participating in the School of Public Health internship program as paid/unpaid or full-time (temporary) or part-time interns for a host agency. The coverage will apply to claims arising out of injury or damage sustained by a third party while the student is acting within the course and scope of the assigned duties of their internship. The host agency will provide public liability coverage for UAB School of Public Health students participating in the School of Public Health internship program as full-time regular employees of the host agency (for example, when a student interns at his or her full-time regular place of employment). Students enrolled in the School of Public Health must maintain health insurance coverage for the duration of their programs.

Student Intern: _____ Date: _____

Supervisor: _____ Date: _____

Faculty Advisor: _____ Date: _____

** Students may not register for or begin their internship prior to completing and turning in this document to the HB Department Program Director.

UAB SCHOOL OF PUBLIC HEALTH
STUDENT EVALUATION OF INTERNSHIP EXPERIENCE

Student: _____

Agency: _____

Supervisor:

Faculty Advisor: _____

Internship Year & Semester: _____

Please answer the following questions based on your internship experience.

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

1. My experience allowed me to apply public health skills and knowledge.

SA A N D SD NA

Comments:

2. My prior course work at UAB adequately prepared me.

SA A N D SD NA

Comments:

3. My agency supervisor(s) answered my questions adequately and provided appropriate support.

SA A N D SD NA

Comments:

4. My faculty internship advisor answered my questions adequately and provided appropriate support.

SA A N D SD NA

Comments:

5. My internship experience will be useful in the area in which I plan to seek employment.

SA A N D SD NA

Comments:

6. I was given responsibility for which I was not prepared.

SA A N D SD NA

Comments:

7. I was not given enough responsibility.

SA A N D SD NA

Comments:

8. I benefited from my experience in the internship.

SA A N D SD NA

Comments:

9. I would recommend placing other students with this agency for an internship.

SA A N D SD NA

Comments: _____

10. I would recommend placing other students with this supervisor for an internship.

SA A N D SD NA

Comments: _____

Please comment on any strengths or weaknesses of your internship not covered in the above questions.

Student's Signature: _____ Date: _____

Please return the completed form to:

Julie Brown, MS
Director of Student Programs
UAB School of Public Health, Department of Health Behavior
Ryals Room 227
1530 3rd Avenue South
Birmingham, AL 35294-0022
Fax: 205 934-9325
Email: jebrown@uab.edu

UAB SCHOOL OF PUBLIC HEALTH
SUPERVISOR EVALUATION OF THE STUDENT INTERN
(Please Print or Type)

Student: _____

Agency: _____

Supervisor:

Internship Year & Semester: _____

Please answer the following questions based on the student's performance during her/his internship.
(SA=strongly agree, A=agree, N=neither agree nor disagree, D=disagree, SD=strongly disagree, NA=not applicable)

1. The student was adequately prepared to meet the objectives of the internship.

SA A N D SD NA

Comments: _____

2. The student successfully completed assigned tasks.

SA A N D SD NA

Comments: _____

3. The student accepted guidance and asked appropriate questions.

SA A N D SD NA

Comments: _____

4. The student worked well with agency staff.

SA A N D SD NA

Comments: _____

5. The student made good use of time and resources.

SA A N D SD NA

Comments: _____

6. The student kept the supervisor informed of his or her progress.

SA A N D SD NA

Comments: _____

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

SA A N D SD NA

Comments: _____

8. The host agency benefited from hosting an intern.

SA A N D SD NA

Comments: _____

9. I would be willing to accept another student for an internship.

Definitely

Possibly

Not willing

_____ Next semester

_____ In the future

_____ Contact me to discuss

Please note any suggestions for improving the UAB School of Public Health Internship Program.

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

Supervisor's Signature: _____

Date: _____

Please return the completed form to:

Julie Brown, MS

Director of Student Programs

UAB School of Public Health, Department of Health Behavior

Ryals Room 227

1530 3rd Avenue South

Birmingham, AL 35294-0022

Fax: 205 934-9325

Email: jebrown@uab.edu