



UNIVERSITY OF HAWAI'I
AT MĀNOA

OFFICE *of* Public Health Studies

DEPARTMENT *of*
Public Health Sciences

Student
Handbook

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To Our Graduate Students:

Aloha and welcome to all new and continuing graduate students in Public Health. I hope that the academic work which you are undertaking proves to be a rewarding experience.

The program has many resources to draw upon to help you in your studies. They include our faculty, your fellow students, the staff, and our alumni. Faculty involvement in community research and service, national initiatives and health issues in the Asia-Pacific region will provide you with an exposure to a wide range of educational opportunities. Our alumni (currently 3,700 worldwide) serve in many influential positions locally, nationally and internationally. As part of the Public Health 'ohana, you will benefit from being a part of that rich network of health professionals.

As a student beginning (or continuing) your academic journey, it is important for you to be mindful of the values that guide the program and the profession. These values reflect a commitment to a health care framework broader than medical care, to population health as well as individual health, and to prevention and health promotion in preference to treatment and cure. The public health professionals' International Declaration of Health Rights on the following page serves as a foundation for our curriculum.

A list of faculty with their contact information is just one of the items you will find in this Student Handbook that will help you on your academic journey. The handbook is designed to offer information to supplement the UH catalog. It serves as a reference document for services, policies, and procedures for all of us in the Office of Public Health Studies. Please feel free to consult me or the staff of the Office of Graduate Student Academic Services if you need assistance with your program beyond that offered by your advisor.

Jay Maddock, PhD
Director, Office of Public Health Studies

The International Declaration of Health Rights*

We, as people concerned about health improvement in the world, do hereby commit ourselves to advocacy and action to promote the health rights of all human beings. The enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being. It is not a privilege reserved for those with power, money or social standing.

- Health is more than the absence of disease, but includes prevention of illness, development of individual potential, a positive sense of physical, mental and social well being.
- Health care should be based on dialogue and collaboration among citizens, professionals, communities and policy makers. Health services should be affordable, accessible, effective, efficient, and convenient.
- Health begins with health development of the child and a positive family environment. Health must be sustained by the active role of men and women in health and development. The role of women, and their welfare, must be recognized and addressed.
- Health care for the elderly should preserve dignity, respect and concern for quality of life and not merely extend life.
- Health requires a sustainable environment with balanced human population growth and preservation of cultural diversity.
- Health depends on the availability to all people of basic essentials: food, safe water, housing, education, productive employment, protection from pollution and prevention of social alienation.
- Health depends on protection from exploitation without distinction of race, religion, political belief, economic or social condition.

Health Requires Peaceful and Equitable Development and Collaboration of All Peoples.

*Created by the faculty, students, and alumni of the Johns Hopkins Bloomberg School of Public Health

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STUDENT HANDBOOK OVERVIEW

The Student Handbook for the Department of Public Health Sciences provides information about program objectives, degree requirements and departmental procedures. Students are subject to the requirements and policies outlined in the handbook based on their year of matriculation. If a currently enrolled student elects to fulfill revised degree program requirements, the student must obtain approval from the graduate chair who, in turn, will need to notify the Graduate Records Office via memo.

This handbook was prepared to provide information and does not constitute a contract. The department reserves the right to change or delete, supplement, or otherwise amend at any time and without prior notice the information, requirements, and policies contained in this handbook.

This publication is also available on the department website at <http://www.hawaii.edu/publichealth/>. The Office of Graduate Student Academic Services (OGSAS) is happy to provide additional information and assistance on student- and university-related matters.

STUDENT'S RESPONSIBILITY FOR COMPLETING DEGREE REQUIREMENTS

It is the responsibility of students to know and observe all regulations and procedures relating to the program they are pursuing, as well as those of the University and Graduate Division. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the dean of the Graduate Division.

VISION, MISSION, GOALS AND OBJECTIVES

Program Vision Statement

We envision a future in which society promotes and nurtures the health of its people through far-sighted and responsible policies that preempt avoidable illness and distress. We see a future in which the natural environment, our built environment, and our lifestyles are maintained in ways that consider healthy people a priority. We see all people living lives of the highest possible standards of health and wellness, enjoying the emotional and physical rewards of active, engaged, and rewarding lives amongst vibrant, connected communities.

Within this future, we see the key role that the Department of Public Health Sciences will play, as a full and trusted partner of the community, as an exemplar in research and discovery, and as an innovative and responsive educator and mentor to generations of professionals. We see the Department working with and within the many communities and countries across Hawai‘i, the nation, the Pacific and Asia. We see an organization continually changing and innovating, adapting to the changing needs of populations, the changing demands of the health professions, and the changing capabilities of human science and knowledge.

Program Mission Statement

The mission of the Department of Public Health Sciences is to advance the health of the peoples of Hawai‘i, the nation, and the Asia-Pacific region through the education and training of public health professionals, innovative research in the public health sciences, and service to the community.

Education Goals and Objectives

1. To recruit quality students into our degree programs.

Objectives:

- Admission standards will be maintained.
- The majority of students admitted will have previous health experience.
- Students will maintain favorable academic standing.

2. To offer required and electives courses and field experiences that facilitate student mastery of public health competencies.

Objectives:

- Course/field learning objectives will be reviewed against the student competencies each year.
- Faculty will offer four courses per year or the equivalent.
- Faculty will evaluate their regular and formal continuing education courses and consider feedback in revising courses.
- Graduating MPH students will complete the “culminating experience,” which includes 240 hours of fieldwork, completion of a research report or comprehensive literature review on a public health issue, and a formal oral presentation.
- Students will complete their degrees in 2 years.
- Student evaluations will rate aspects of the Program that facilitate mastery of public health competencies as “excellent or good.”

3. To assure graduates master the core competencies for their degree.

Objectives:

- Members of the student’s committee will agree, following the oral exam and review of written work that the student has mastered the public health and specialty competencies for the student to graduate.
- Alumni currently working in health fields will agree that their specific program of study adequately prepared them for their present job or responsibilities.
- Employers in health-related fields will indicate that the program’s graduates can effectively perform the competencies in a practice setting.
- Alumni are employed within 12 months of graduation.

Research Goals and Objectives

1. To discover and create new knowledge, evaluate health service needs, and apply research.

Objectives:

- Faculty will be actively engaged in research projects.
- Faculty will secure research dollars.
- Research dollars per FTE faculty will increase each year.

2. To disseminate research findings through publications and participation in local, national and international professional societies.

Objectives:

- Faculty are engaged in regular publishing of their work in peer-reviewed journals.
- Faculty will present on their research to national or international professional society meetings each year.
- Faculty will present on their research to local public health audiences each year.

3. To involve students in research and evaluation projects.

Objectives:

- MPH students are provided opportunities to engage in research and evaluation projects in the classroom, practicum, and capstone paper.
- Students will participate in faculty research as evidenced by participation in Graduate Assistantships and/or authorship on presentations, reports, and manuscripts.
- MPH students are supported to secure travel funds to present at out-of-state conferences.

Service Goals and Objectives

1. To enhance continuing education and training of Department of Health personnel and other health professionals.

Objectives:

- Faculty will contribute to local continuing education activities.
- Faculty will contribute to local public health endeavors.
- Faculty and students regularly will assess the needs of local public health practitioners for continuing education and public health service.
- Faculty will offer courses for local health professionals.

2. To provide consultative and direct services to community, state, federal, and international organizations in support of the program's mission.

Objectives:

- Faculty will provide professional service to national or international professional societies or organizations.
- Faculty will provide professional service to local public health societies or agencies.

Program-wide Goals and Objectives

1. To ensure academic excellence by systematically evaluating the program and considering findings in program development.

Objectives:

- Faculty and students will annually review the mission, goals and objectives of the program.
- Faculty will review governance policies and procedures every 3 years.
- Students will complete the Exit Survey.
- Fieldwork preceptors will complete the student evaluation form.
- Alumni will be surveyed every three years.
- An Employer Survey will be administered every three years.
- A Report of Evaluation Indicators (REI) will be reviewed annually.

2. To ensure academic excellence by garnering adequate resources for delivery of a quality public health program.

Objectives:

- The program will maintain a favorable student/faculty ratio.
- The program will maintain adequate institutional support per student FTE.
- The program will maintain research dollars per FTE faculty.
- The program will track extramural funding (service or training) as part of the total budget.
- The program will maintain favorable salary offset per FTE faculty.
- The program will provide access to computer facilities.
- The program will secure adequate space and facilities.
- The program will assure quality faculty.

PROGRAM AND SPECIALIZATION COMPETENCIES

The MPH student's public health knowledge, attitude, skills, and practice are evaluated against key public health competencies. The competencies for the MPH at OPHS are based on those approved by the Association of Schools of Public Health (ASPH) in 2006. By graduation, all MPH students must demonstrate ability to apply public health perspectives, knowledge, and skills in five core areas (biostatistics, epidemiology, environmental health science, health policy and management, social and behavioral health sciences) and seven cross-cutting areas (communication and informatics, diversity and culture, leadership, professionalism, program planning, systems thinking, and public health biology). In addition, MPH students are evaluated on competencies associated with their chosen specialization: epidemiology, health policy and management, or social and behavioral health sciences. Competencies are mastered through coursework, seminars, practica, public health projects, experiences, and other activities of the MPH program. Knowledge and skills are assessed by means of student performance in the classroom, and application is assessed through the capstone experience made up of the 1) practicum, 2) final paper and 3) final oral examination.

Upon completion of the Master of Public Health (MPH) program at the University of Hawai'i, the graduate should master the following competencies:

Epidemiology Competency

Identify patterns of disease and injury in human populations and apply epidemiological methods to the identification and control of health problems.

Criteria to evaluate mastery of this competency:

- Identify key sources of data for epidemiologic purposes.
- Identify the principles and limitations of public health screening programs.
- Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
- Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
- Apply the basic terminology and definitions of epidemiology.
- Calculate basic epidemiology measures.

- Communicate epidemiologic information to lay and professional audiences.
- Interpret results of statistical analyses found in public health studies.
- Evaluate strengths and limitations of epidemiologic reports.
- Apply descriptive techniques commonly used to summarize public health data.
- Apply common statistical methods for inference.
- Describe a public health problem in terms of magnitude, person, time, and place.
- Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.

Additional criteria for students in the epidemiology specialization:

- Identify the epidemiological dimensions of the major causes of morbidity and mortality regionally, nationally and internationally with particular emphasis on chronic and infectious disease.
- Identify public health practices for disease control including surveillance, screening and outbreak investigation.
- Identify practices for disease detection including the use of biomarkers and molecular biology.
- Demonstrate proficiency in computer based data collection, management and analysis using major statistical software and fundamental strategies for biostatistical analysis.
- Demonstrate application of epidemiology knowledge and skills through a practicum, by 1) developing and achieving practicum learning objectives; 2) demonstrating application of dimensions of epidemiology in the field; 3) completing an epidemiological practicum project; and 4) articulate how the project contributes to the field of public health.
- Demonstrate skills in the synthesis of epidemiological knowledge and practice, by including in the final paper/oral: 1) a critical assessment of the epidemiological data and literature relevant to a public health problem or topic; 2) an overview of the existing studies that address the public health problem or topic; 3) an overview of the practicum project and application of appropriate approach; 4) presentation and interpretation of the findings; 5) implications for public health.

Health Policy and Management Competencies

Health policy and management (HPM) is a multidisciplinary field of inquiry and practice concerned with the delivery, quality and costs of health care for individuals and populations. This definition assumes both a managerial and a policy concern with the structure, process and outcomes of health services including the costs, financing, organization, outcomes and accessibility of care.

The competencies are:

- Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.
- Describe the legal and ethical bases for public health and health services.
- Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
- Apply “systems thinking” for resolving organizational problems.

Additional competencies for students in the HPM specialization:

- Discuss the policy process for improving the health status of populations.
- Apply principles of strategic planning and marketing to public health.
- Apply quality and performance improvement concepts to address organizational performance issues.
- Communicate health policy and management issues using appropriate channels and technologies.
- Demonstrate leadership skills for building partnerships.

Criteria to evaluate the mastery of these competencies are:

- Demonstrate application of HPM knowledge and skills through a practicum, by 1) developing and achieving practicum learning objectives.
- Compile a portfolio of deliverables (e.g., papers, presentations) from MPH coursework focusing on the relevant competencies.
- Demonstrate skills in the synthesis of HPM knowledge and practice, by including in the final paper/oral: 1) a critical assessment of the data and HPM literature relevant to a public health problem or topic; 2) an overview of the existing programs and policies that address the public health problem/topic; 3) presentation and interpretation of findings; and 4) implications for public health.

Social and Behavioral Health Sciences Competencies

- Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- Identify the causes of social and behavioral factors that affect health of individuals and populations.
- Describe the merits of social and behavioral science interventions and policies.
- Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.

Additional competencies for students in the SBHS specialization:

- Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
- Describe the role of social and community factors in both the onset and solution of public health problems.
- Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.
- Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.
- Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.
- Apply ethical principles to public health program planning, implementation and evaluation.
- Demonstrate application of SBHS knowledge and skills through a practicum, by 1) developing and achieving a practicum learning objectives; 2) demonstrating application of dimensions of SBHS in the field; 3) completing a practicum project; and 4) articulate how the project contributes to the field of public health.
- Demonstrate skills in the synthesis of SBHS knowledge and practice, by including in the final paper/oral: 1) a critical assessment of the data and SBHS literature relevant to a public health problem or topic; 2) an overview of the existing programs and policies that address the public health problem/topic; 3) an overview of the practicum project and application of appropriate approach; 4) presentation and interpretation of findings; and 5) implications for public health.

Biostatistics Competency

Apply basic statistical methods to address, analyze and solve problems in public health.

Criteria to evaluate the mastery of this competency:

- Describe the roles of biostatistics in the discipline of public health.
- Describe the basic biostatistics concepts such as summary statistics, probability, and statistic inference.
- Apply exploratory data analysis and descriptive statistics to summarize public health data.
- Apply common statistics methods to analyze public health data.
- Interpret results of statistical analyses found in public health studies.

Environmental Health Competency

Describe how environmental factors (biological, physical, and chemical) affect the health of a community.

Criteria to evaluate the mastery of this competency:

- Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents.
- Describe genetic, physiologic and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
- Describe federal and state regulatory programs, guidelines and authorities that control environmental health issues.
- Specify current environmental risk assessment methods/technology.
- Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.

Diversity and Culture Competency

Explain why cultural competence alone cannot address health disparities; be able to interact with both diverse individuals and groups on public health issues.

Criteria to evaluate the mastery of this competency:

- Describe the roles of history, power, privilege and structural inequality in producing health disparities.
- Explain how professional ethics and practices relate to equity and accountability in diverse community settings
- Differentiate among availability, acceptability, and accessibility of health care across diverse populations.
- Demonstrate ability to interact effectively in diverse groups in class, practicum, student governance, and committees.

Leadership Competency

Organize community partnerships to create and communicate a shared vision for a changing future; discuss solutions to organizational and community challenges; and maximize motivation to reach public health goals.

Criteria to evaluate the mastery of this competency:

- Describe the attributes of leadership in public health.
- Articulate an achievable mission, set of core values, and vision.
- Engage in dialogue and learning from others to advance public health goals.

Public Health Biology Competency

Discuss how public health biology – the biological and molecular context of public health – impacts public health practice.

Criteria to evaluate the mastery of this competency:

- Specify the role of the immune system in population health.
- Explain the role of biology in the ecological model of population-based health.
- Apply biological principles to development and implementation of disease prevention, control, or management programs.

Systems Thinking Competency

Recognize system-level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments.

Criteria to evaluate the mastery of this competency:

- Identify characteristics of a system.
- Explain how systems (e.g. individuals, social networks, organizations, and communities) may be viewed as systems within systems in the analysis of public health problems.
- Discuss the effects of political, social and economic policies on public health systems at the local, state, national and international levels.
- Discuss the impact of global trends and interdependencies on public health related problems and systems.

Program Planning Competency

Plan for the design, development, implementation, and evaluation of strategies to improve individual and community health.

Criteria to evaluate the mastery of this competency:

- Describe the tasks necessary to assure that program implementation occurs as intended.
- Explain how the findings of a program evaluation can be used.

Ethics and Professionalism Competency

Demonstrate ethical choices, values and professional practices implicit in public health decisions; consider the effect of choices on community stewardship, equity, social justice and accountability; and to commit to personal and institutional development.

Criteria to evaluate the mastery of this competency:

- Discuss sentinel events in the history and development of the public health profession and their relevance for practice in the field.
- Apply basic principles of ethical analysis (e.g. the Public Health Code of Ethics, human rights framework, other moral theories) to issues of public health practice and policy.
- Apply evidence-based principles and the scientific knowledge base to critical evaluation and decision-making in public health.
- Apply the core functions of assessment, policy development, and assurance in the analysis of public health problems and their solutions.
- Promote high standards of personal and organizational integrity, compassion, honesty and respect for all people.
- Distinguish between population and individual ethical considerations in relation to the benefits, costs, and burdens of public health programs.
- Embrace a definition of public health that captures the unique characteristics of the field (e.g., population-focused, community-oriented, prevention-motivated and rooted in social justice) and how these contribute to professional practice.
- Appreciate the importance of working collaboratively with diverse communities and constituencies (e.g. researchers, practitioners, agencies and organizations).
- Value commitment to lifelong learning and professional service including active participation in professional organizations.

Communication and Informatics Competency

Collect, manage and organize data to produce information and demonstrate ability to present this information in meaningful ways to different audiences.

Criteria to evaluate the mastery of this competency:

- Describe how the public health information infrastructure is used to collect, process, maintain, and disseminate data.
- Describe how societal, organizational, and individual factors influence and are influenced by public health communications.
- Apply legal and ethical principles to the use of information technology and resources in public health settings.
- Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities.
- Use information technology to access, evaluate, and interpret public health data.

MS COMPETENCIES

Each specialization requires additional competencies for Master of Science (MS) students. They are as follows:

MS in Epidemiology

1. Demonstration of an understanding of epidemiologic-specific theoretical constructs, research design, research methodology, and analytic strategies.
2. Participation in an original research project that makes a contribution to the body of knowledge in epidemiology.

MS in Social and Behavioral Health Sciences

1. Develop a study protocol detailing research questions, sampling strategies, and quantitative and/or qualitative research methods.
2. Use the scientific method to design, conduct and report on a study about a question concerning the social and behavioral health sciences.

DrPH COMPETENCIES

Upon completion of the Doctor of Public Health (DrPH) program at the University of Hawai'i, the graduate should master the following competencies:

Planning and Evaluation

1. Integrate evidence and community experience to describe, anticipate, and mediate public health needs and problems.
2. Identify and apply appropriate theory to inform the design and evaluation of public health interventions.
3. Integrate theory, empirical knowledge, and community needs with financial planning and infrastructure design in the context of acquiring external funds.

Advocacy and Policy Development

1. Serve as a liaison and advocate to the policy community for the diverse pressing public health issues.
2. Interact productively with stakeholders and decision-makers to have an impact on public policy.
3. Identify, develop, and apply policies, laws and regulations for public health improvement.
4. Translate policy into organizational plans, structures and programs.

Ethics

1. Demonstrate and apply high ethical standards to all activities, including the communication and interaction with diverse populations, the general conduct of research, and the handling of information and data.

Culturally Sensitive Community Collaboration

1. Facilitate and expand collaborative relationships among a variety of entities (e.g., governmental, non-governmental, public, private, and academic).
2. Apply appropriate skills to integrate community entities into the planning, implementation, evaluation and interpretation of PH projects.
3. Utilize the integrating concepts and skills involved in culturally appropriate community engagement and empowerment with diverse communities.

Research

1. Promote co-learning between researchers, public health professionals and communities.
2. Critique research appropriateness, including the ethical aspects of research designs, subject recruitment and data collection.
3. Select appropriate research designs and methods to address questions of PH importance.
4. Review and synthesize a body of research literature.
5. Select and apply appropriate approaches for evaluation and quality improvement to assess program implementation.

Teaching

1. Teach, advise, and mentor to enhance the capacity of students, peers, and community members.
2. Identify, develop and implement engaged teaching methods that are appropriate for the respective audiences and conditions.

Leadership

1. Develop strategies to promote collaborative problem solving, decision making and evaluation.
2. Engage stakeholders and manage teams, groups, and organizations to work toward a defined goal.

Communications

1. Demonstrate effective written and oral skills for communicating with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds and persons of all ages and lifestyle preferences.

Informatics

1. Collaborate with communication and informatics specialists in the process of design, implementation and evaluation of PH programs.

Critical Analysis and Systems Thinking

1. Critically analyze, use and synthesize information from multiple sources to address public health problems/issues.
2. Analyze and evaluate the impact of inter-relationships among systems that influence the quality of life of diverse populations in their communities.
3. Analyze the impact of local, national, and global trends and interdependencies on PH related problems and systems.

MASTER'S DEGREE REQUIREMENTS

Degree Plans

The Office of Public Health Studies (OPHS) offers the master of public health (MPH) and the master of science (MS) degrees. In general, the MPH is regarded as oriented toward professional practice and the MS toward research. Students complete either the MS thesis degree program or the MPH non-thesis degree program.

Interim Faculty Advisor

The interim faculty advisor (IFA) is a faculty member assigned to advise the newly admitted student. The new student meets with the IFA prior to registering for his/her first semester to discuss course options and select appropriate courses. The student is not obligated to retain the IFA as chair.

Permanent Faculty Advisor

Before completing 12 credits of course work, each new master's student is responsible for selecting an individual to serve as his/her program or thesis committee chair. See the sections on thesis and program committees for additional information.

Advisory Committee

Each student selects an advisory committee for guidance through the degree program. The faculty advisory committee for MS students is referred to as the "thesis committee" and for MPH students as the "program committee." Additional information is provided in the sections describing the MPH and MS degree programs.

Required Core Courses

The required core courses provide a broad and common framework for all master's degree students and enhance the work within the specialization area. Required core courses for the MS in epidemiology differ from those for the MPH degrees and the MS in social and behavioral health sciences. The sequence in which these core courses are taken will vary with the student's background and experience.

The precise degree requirements for each student will be determined in consultation with his/her advisor and program or thesis committee members.

Continuing Enrollment

After admission, all students must be enrolled each semester (excluding summer sessions) until they graduate. Domestic students need to enroll in at least one credit of course work, thesis, or research credit. International students need to enroll as full-time students each semester, in order to maintain their visa status. If s/he is unable to be enrolled, a student who has been admitted to candidacy may apply for an approved leave of absence from the degree program. A student who has not been admitted to candidacy is not eligible for an approved leave of absence. Students who are not enrolled nor on approved leaves of absence will be required to apply for readmission in accordance with the established regulations if they wish to resume their studies.

Satisfactory Progress Toward the Degree

A student must make satisfactory progress toward the public health degree in order to remain enrolled in the degree program. Satisfactory progress may be measured by academic performance (for example, grade point average, number of incompletes) and whether or not the student is following the planned course sequence as shown on the Form 14. The program/thesis committee is responsible for supervising the student's progress.

Residence Requirement

Residence is defined as registration. Transfer credits may not be used to reduce the university's residence requirements. For part-time students, each eight credits completed as a degree seeking graduate student will be equivalent to one full-time semester of residence. The minimum residence requirement for the master's degree is two semesters of full-time work or four six-week summer sessions or the equivalent in credits. This work is to be completed on the Mānoa campus after admission to the degree program.

Seminar Requirement

All master's degree candidates must satisfactorily complete a graduate seminar. A seminar course places emphasis on reading and discussion with interaction among class members required. If a student has no course entitled "seminar" on his/her record but has indeed taken a course conducted as a seminar, the student's program/thesis committee may petition the Graduate Division to accept that course to fulfill the seminar requirement.

Directed Reading/Research (699)

Directed reading/research courses allow students to complete individualized projects and instruction. PH 699 credits may be taken under any regular public health faculty member. MPH students may count no more than 9 credits of 699 toward their degrees, and MS students may count no more than 6 credits. Student must complete Form 12: PH 699 Content Form outlining the course objectives, bibliography, and achievements for each PH 699. Form 12: PH 699 Content Form is available at OGSAS, Biomed D204 or in PDF format at <http://www.hawaii.edu/publichealth/students/forms.html>.

PH 699 may be taken for *Cr/NC* rather than for a letter grade due to the nature of the course content.

Student Research

Surveys and Questionnaires

The Department Chair must approve, in advance, all student surveys/questionnaires conducted within or outside of the department in connection with course work or field training. A student who wishes to use one of these instruments should:

1. Obtain a memo from the instructor involved recommending approval of the proposed survey/questionnaire (if for a course), and
2. Submit the proposed instrument with the memo to the department chair for approval at least two weeks prior to the study's intended initiation. Upon receiving approval, the student may proceed with survey/questionnaire administration.

Human Experimentation

Research involving human subjects raises ethical and legal issues of sufficiently serious and widespread concern that the University has established the Committee on Human Studies (CHS). CHS functions as the federally mandated Institutional Review Board for the UH system. This committee reviews and approves all requests for research projects involving human subjects. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions. Please contact the CHS staff at 956-5007 or visit the CHS website at <http://www.hawaii.edu/irb/index.htm> for questions regarding the application requirements, required forms, or eligibility criteria.

Time Allowed

Candidates for the master's degree must complete all requirements within seven years. Failure to complete the degree within five years will result in the student being placed on probation; the probation notice will be rescinded if the student completes the degree within seven years. This revision to procedure is effective Fall 2011 for all master's students. Students who do not complete the degree within seven years are subject to dismissal.

If after the seventh year more time is needed to complete the degree due to circumstances beyond the student's control, and the student has completed all of the degree requirements except the thesis or capstone experience, an extension may be requested. To request an extension, the student's graduate program submits a petition to the Graduate Records Office. If the program does not file for an extension, the student will be dismissed.

MPH (NON-THESIS) DEGREE PROGRAM

Credit Hour Requirements

The required number of credits for graduation is 42. A minimum of 18 credits must be earned in courses numbered 600-798, including at least one graduate seminar in the major or a related field. No more than 9 credits of PH 699 (directed reading/research) may be applied to meet degree requirements. The table on pages 15-16 illustrates the courses required for students pursuing the MPH degree.

Candidates must be registered during the semester in which they graduate (see “Enrollment During the Semester of Graduation” on page 35). Candidates who have completed all course work enroll for PH 500, which is offered as a 1 credit course with a mandatory grade of S/NG but does not carry credit toward meeting degree requirements.

Program Committee: Membership and Responsibilities

The MPH student selects a faculty committee made up of a chair from his/her specialization area and at least one additional member. The student should form his/her committee by the end of the first semester (or before completing 12 credits). Adjunct, affiliate, or non-graduate faculty may serve on the committee; clinical faculty may serve as an additional member.

The program committee is responsible for guiding the student through the academic program and supervising his/her progress toward the degree. Committee responsibilities include the following:

1. Meet with the entering full-time student before the end of the first semester of enrollment, and the part-time student before s/he has earned 12 credits, to determine the specific requirements the student must meet prior to graduation. Form 14 is completed at this meeting (see Appendix A-C on pages 49-51). This is the student’s “contract” for academic work and is intended to ensure that the department’s educational outcomes are met. The Form 14 is kept in the student folder; forms can also be downloaded at <http://www.hawaii.edu/publichealth/students/forms.html>.
2. Advance the student to candidacy. MPH students are advanced to candidacy upon enrollment in their first semester.
3. Assist the student to plan practicum -- PH 791: Advanced Public Health Practice -- and to locate an appropriate site. Form 15 is completed (see Appendix I on page 57). Forms 15 and 16 are kept in the student’s folder; the forms can also be downloaded at <http://www.hawaii.edu/publichealth/students/forms.html>.
4. Verify that the student has completed all course work required for graduation (Form 14). Verify that the student satisfactorily completed the required final oral presentation and paper (Form 19).

Changes in Membership

A change of program committee chair (advisor) and other program committee membership changes are reported to OGSAS.

Practicum Training

The practicum, also known as practice placement, is a planned, approved, supervised and evaluated practical experience and one of the distinguishing features of the curriculum for the master of public health (MPH). The purpose of the practicum is to provide students with the opportunity to apply academic knowledge in partnership with community organizations and other agencies, to learn practical skills in a public health-related setting, and to develop problem-solving skills in a supervised practicum experience.

The practicum is carried out as a formal course called PH 791, Advanced Public Health Practice, for 3 credits. Each MPH student must register for PH 791 during the semester they begin or complete their practicum experience. All practicum placements must be approved in advance by the student’s program committee and practicum preceptor in order to receive credit for the practicum experiences. The completion of Form 15 is used to assure compliance with this policy. This form specifies the student’s scope of work, learning objectives, as well as the expected outcomes and/or deliverables. Form 15 is signed by the student, their program committee and the preceptor. Community experiences completed before the approval of the student’s committee members and community preceptors are just community experiences and cannot be considered a focused and supervised practicum training that involves the scholarly activity and application of course knowledge, attitudes, and skills.

Selection of the practicum placement can be streamlined with the help of the student’s faculty advisor and the Practice Coordinator, Dr. Valerie Yontz. Meeting with the Practice Coordinator will help the student understand the range of choices that exist for possible practicum sites. For further information on the public health practicum, students should contact Dr. Valerie Yontz (vyontz@hawaii.edu; 956-5771) and obtain a copy of the department’s Practicum Handbook. The Practice Coordinator also maintains an updated list of community requests for practicum students.

The practicum placement must be an approved site and the preceptor must be an approved preceptor with at least a master's degree and one to two years of public health experience. The Practicum Handbook includes a checklist to guide the student through the necessary steps for the practicum experience. See Appendix J on page 60 for the checklist.

The student's public health knowledge, attitude, and skills are evaluated based on the completion of key public health competencies. These competencies are taught and learned throughout the coursework and other activities of the MPH program. The practicum is considered one of the three capstone components of the MPH program. The other capstone components are the final paper and oral examination. The practicum allows the student to begin the real world experience with public health practice.

Liability Insurance

The university is prohibited from providing malpractice or liability insurance for students enrolled in their practicum. However, an excellent low cost Student Professional Liability Insurance Program is available. The cost of the insurance for students is \$15.00 and will be effective for one year. Liability insurance payment is made in OGSAS, Biomed D204.

Student coverage in the policy is \$1,000,000 per occurrence, with \$2,000,000 for all occurrences and includes:

- Legal representation, with fees and court costs covered in addition to limits of liability, starting with the first dollar.
- All related medical expenses for first aid rendered to others as a result are reimbursed, up to \$2,000 per incident with up to \$100,000 annual aggregate.
- Up to \$1,000 per incident (up to \$25,000 per policy year) for any medical expenses as a result of any bodily injury to the insured or damage to property owned by the insured, if they are assaulted at their educational premises. This coverage is in excess over any other available insurance covering such injury or damage.
- Property damage benefits up to \$250 per incident, \$10,000 annual aggregate, for any damage to the property of others caused by the insured.
- Reimbursement of up to \$1,000 per incident, up to \$10,000 annual aggregate, for covered expenses for an appearance before a school grievance committee or Academic Disciplinary Board.

To implement this policy, it will be necessary to obtain approval for all PH 791 registrations. The approval will not be given until the student has paid the policy cost of \$15.00 to OGSAS, Biomed D204. Make the check or money order payable to the University of Hawai'i. **No cash payments.** This requirement makes it even more important that students are registered for their practicum when they begin, not when it is more convenient (e.g., registering in fall when the practicum actually begins in summer).

Final Paper and Oral Examination

An MPH degree candidate is required to complete a final scholarly paper and oral examination. The final paper and presentation integrate the academic aspects of the MPH experience with the practicum. The final oral presentation should demonstrate a summary of the final paper and the student's understanding of his/her major area of emphasis as well as the scope and nature of the field of public health and is generally held during the student's final semester. Appendices K, L, and M on pages 61-64 provide recommended outline for the MPH final paper and oral exam for the epidemiology, health policy and management and social and behavioral health sciences specializations.

At least eight weeks prior to the oral, the candidate should provide a plan for the presentation to his/her program committee for approval. At least two weeks prior to the date of the oral, a draft of the student's paper should be submitted to committee members and arrangements should be made with the faculty advisor if the use of a laptop and/or projector is required for the presentation. Final oral presentations are announced in advance to allow for broad attendance. Students should check the room reservation calendar at <https://sites.google.com/site/ogsas204/> for room availability and email ogsas@hawaii.edu to reserve the room. Final oral presentations are announced in advance to allow for broad attendance. At least two weeks prior to the date of the oral, students must email ogsas@hawaii.edu the following information regarding their oral presentation: (1) name, (2) title, (3) date, (4) time, and (5) location of the presentation. Final paper and oral presentation must be completed prior to the deadline for examinations shown on the calendar located on the back of this handbook, if the student plans to graduate at the end of that semester. Subsequent to the presentation, the candidate shall submit to the committee the final paper supporting his/her oral presentation. In preparing the final paper, it is important that the student follows the title page format guidelines (see Appendix J on page 60). The final paper must also be submitted digitally to OGSAS (usually as a PDF document on a CD). This should be done after successfully completing the final oral and revisions to the paper, if any, are made.

MS (THESIS) DEGREE PROGRAM

Credit Hour Requirements

The MS (Thesis) program for the epidemiology specialization requires a minimum of 31 credit hours. The MS in social and behavioral health sciences requires 34-40 credits, depending on the student's background and/or research experience in the specialization. A minimum of 6 credits of PH 700 (thesis research) is required for the MS degree program. The table on page 17 illustrates the courses required for students pursuing the MS degree.

All MS students must complete at least 18 credits of course work, 12 of which must be earned in courses numbered 600-798 (excluding 699 and Thesis 700), including at least one graduate seminar in the major or a related field. With advanced approval from the graduate program and the Graduate Division, MS students may count up to six credits of 699 toward their degree.

MS students must also complete between six to 12 credits of PH 700. Upon request by the student's graduate program, the Graduate Records Office will count PH 699 (directed reading/research) as 700 thesis work for degree check purposes. However, no more than 12 credits (combined total) in PH 699 (directed reading/research) and PH 700 (thesis research) may be counted towards the degree. MS students must register for at least one (1) credit of 700 during their final semester of their program of study.

Student Progress Forms

The Graduate Division has a set of three forms used to track and monitor student progress. As the student completes each step in the graduate degree program, the appropriate form must be completed and submitted to the Graduate Records Office. The forms should be submitted in sequence and are available for download at <http://manoa.hawaii.edu/grad/download>.

Form I – Pre-Candidacy Progress

- Selection of or admission into a specialization within the graduate program (if applicable).
- Date of the preliminary conference (initial advising) with the interim academic advisor.
- Transfer of credits (if applicable).
- Remedy of all undergraduate deficiencies (if applicable).
- Results of the general or qualifying exam (if required).
- Results of the first foreign language exam (if required).

Submit Form I immediately after results of the general qualifying exam become available.

Form II – Advance to Candidacy

- Appointment of thesis committee.
- Approval of thesis topic.
- Results of comprehensive exam.
- Results of second foreign language exam (if required).

Submit Form II before registering for Thesis 700 or before the last day to add courses during the semester of registration. Registration in Thesis 700 is allowed only after this form and all necessary attachments have been received and approved by the Graduate Division. Use the Petition to Revise Thesis/Doctoral committee form whenever a change must be made after Form II has been approved.

Form III – Thesis Evaluation

- Results of the final oral exam.
- Judgment of thesis.

Submit Form III immediately after results of the final exam become available or no later than three weeks prior to the thesis due date as indicated on the academic calendar.

Form IV – Thesis Submission

- Form replaces what was formerly the signature page.
- Form should be signed by the chair and a majority of the committee

Submit Form IV along with the final digital or printed copy of the manuscript by the due date indicated on the academic calendar. Do not physically attach the form to the manuscript.

Thesis Committee: Membership and Responsibilities

Prior to completing 12 credits of course work, the MS student selects a thesis committee of at least three graduate faculty members (chairperson from the student's specialization area; one non-departmental faculty member is optional).

The thesis committee chair holds primary responsibility for directing and guiding the candidate's research and writing activities. It is the responsibility of the student to keep all members of the committee informed about the scope, plan, and progress of both the research and the thesis.

The thesis committee's responsibilities are to guide the student through the academic program, supervise the thesis, supervise his/her progress toward the degree, and file Graduate Division Student Progress Forms at the appropriate times.

Committee responsibilities include the following:

1. Meet with the entering full-time student before the end of the first semester of enrollment, or with the part-time student before s/he has earned 12 credits, to determine the specific requirements the student must meet prior to graduation. Progress Form I and Form 14 are completed at this meeting (see Appendix D and E on pages 52-53). Form 14 is the student's "contract" for academic work and is designed to ensure that the department's specified educational outcomes are met. The Form 14 is kept in the student's folder; forms can also be downloaded at <http://www.hawaii.edu/publichealth/students/forms.html>.
2. Advance the student to candidacy and recommend thesis proposal approval to the chair of the field of study, who, in turn, recommends it to the Graduate Division. (Progress Form II is completed.)
3. Verify that the student has completed all course requirements. Arrange with the student for the required final oral defense of the thesis and related areas. (Progress Form III is completed when the student has passed this examination. Progress Form IV is completed when the student is ready to submit his/her final manuscript to the Graduate Division.)

Changes in Membership

Requests for thesis committee membership changes are made on the Graduate Division "Petition to Revise Dissertation/Thesis Committee" form which is available from OGSAS, Biomed D204 or in PDF format at <http://www.hawaii.edu/publichealth/students/forms.html>.

Thesis Requirement

The student's committee must approve the thesis proposal and recommend it to the graduate chair (Progress Form II). The chair, in turn, must request and receive Graduate Division approval of the topic before the student may enroll in PH 700 (thesis research). The thesis committee may petition the Graduate Division to allow the student to utilize relevant work completed in PH 699 (directed reading/research) as part of the thesis research (a combined total of no more than 12 credits of PH 700 and PH 699 may be counted toward the degree). Failure to make satisfactory progress on the thesis does not entitle the student to a tuition refund.

Proprietary or classified information is not an appropriate basis for thesis research because free and full dissemination of research results and a public defense of the thesis are required. Data which cannot be made public are not suitable for including in thesis research.

Instructions for thesis preparation are available from the Graduate Records Office or can be downloaded at http://manoa.hawaii.edu/grad/downloads/tdstylepolicy_e.pdf.

Copies of the completed thesis must be submitted to committee members at least two weeks prior to the date of the final oral examination. Keep in mind, however, that this should be considered a minimum as outside members or members who are away from campus must be sent the thesis long enough in advance to accommodate mailing transit times.

The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and Form IV are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Graduate Records Office. Please see the Academic Calendar located on the back cover of this handbook for the submission deadline date.

Publication is optional for the thesis. Students may publish through ProQuest or an alternative publisher approved, in advance, by the Graduate Division. To publish through ProQuest, students must submit:

1. a second copy of the manuscript in digital format (file size limited to 250 MB), in addition to the copy required by the Graduate Division,
2. an abstract of 150 words (a longer abstract may be included in the manuscript),
3. a money order or cashier's check with no expiration date (\$55), and
4. a completed ProQuest publication agreement form (available at the Graduate Records Office).

To publish a thesis through an alternative publisher, see <http://manoa.hawaii.edu/grad/thesis-dissertation/submission-publication> for information.

All candidates, including those who have already accumulated the maximum number of thesis credits must be registered for at least one credit of PH 700 in the semester of graduation (see "Enrollment During the Semester of Graduation" on page 35).

Final Oral Examination

An examination covering the thesis and related areas is conducted by the thesis committee and is open to all faculty members and students. Students who fail the final examination may repeat it only once, upon committee recommendation and with Graduate Division approval.

Scheduling Final Oral Examinations

At least two weeks prior to the date of the oral, arrangements should be made with the faculty advisor if the use of a laptop and/or projector is required. Students should check the room reservation calendar at <https://sites.google.com/site/ogsas204/> for room availability. To reserve a room for your final oral exam, email OGSAS at ogsas@hawaii.edu. Include the following information in your email so an announcement can be prepared in advance to allow for broad attendance: (1) name, (2) title, (3) date, and (4) time. Examinations must be completed prior to the deadline shown on the calendar located on the back of this handbook if the student plans to graduate at the end of that semester. Most students complete their final examinations during their last semester of course work.

REQUIRED COURSEWORK FOR THE MPH DEGREE PROGRAM**Epidemiology Specialization**

Epidemiology	MPH Core Courses	Courses	Credits	F	S
		PH 600 Introduction to Public Health	2	X	
		PH 602 Introduction to Health Services	3	X	
		PH 623 Social Science and Public Health	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 656 Biostatistics II	3		X
		PH 658 Computer Applications in Public Health	3		X
		PH 664 Principles of Epidemiology II	3		X
		PH 669 Epidemiological Study Design Critique	2	X	X
		PH 666 Seminar in Infectious Disease Control or PH 748 Chronic Disease Epidemiology	3 3		X X
		PH 747 Statistical Methods in Epidemiological Research	3	X	
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Practicum	3	X	X
	Capstone	Written and oral presentation (Final paper and oral)		X	X
	Electives	3 credits required	3	X	X
	Grand Total		42		

Health Policy and Management Specialization

Health Policy and Management	MPH Core Courses	Courses	Credits	F	S
		PH 600 Introduction to Public Health	2	X	
		PH 602 Introduction to Health Services	3	X	
		PH 623 Social Science and Public Health	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 626 Health Economics	3		X
		PH 641 Introduction to Health Policy	3		X
		PH 648 Public Health Program Planning	2		X
		PH 660 Current Topics in Community Health	2	X	
		PH 672 Public Health Leadership and Systems Thinking	2		X
		PH 765 Program Evaluation	3	X	X
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Practicum	3	X	X
	Capstone	Written and oral presentation (Final paper and oral)		X	X
	Electives	5 credits required	5	X	X
	Grand Total		42		

Social and Behavioral Health Sciences Specialization

Social and Behavioral Health Sciences	MPH Core Courses	Courses	Credits	F	S
		PH 600 Introduction to Public Health	2	X	
	PH 602 Introduction to Health Services	3	X		
	PH 623 Social Science and Public Health	3	X		
	PH 655 Biostatistics I	3	X		
	PH 663 Principles of Epidemiology I	3	X		
	PH 681 Environmental Determinants of Health	3	X		
	Specialization Courses	PH 649 Needs Assessment	3		X
		PH 660 Current Topics in Community Health	2	X	
		PH 702 Health Promotion Research	3		X
		PH 750 Health Behavior Change	3		X
		PH 765 Program Evaluation	3	X	X
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Practicum	3	X	X
Capstone	Written and oral presentation (Final paper and oral)		X	X	
Electives	6 credits required	6	X	X	
Grand Total		42			

REQUIRED COURSEWORK FOR THE MS DEGREE PROGRAM

MS Degree Program in Epidemiology+

Epidemiology	Biostatistics Courses	Courses	Credits	F	S
		PH 655 Biostatistics I	3	X	
		PH 656 Biostatistics II	3		X
		PH 747 Statistical Methods in Epidemiological Research	3	X	
		Advanced Statistical Methods	3*	X	X
	Epidemiology Courses	PH 663 Principles of Epidemiology I	3	X	
		PH 664 Principles of Epidemiology II	3		X
		PH 669 Epidemiological Study Design Critique	2	X	X
		PH 699 Directed Reading/Research	**	X	X
		PH 700 Thesis Research	6-12**	X	X
		Advanced Epidemiology Courses	^	X	X
	Other Courses	PH 600 Introduction to Public Health	2	X	
		PH 658 Computer Applications in Public Health	3		X
	Grand Total	A minimum of 31 credits required	31		

+ Undergraduate courses may be required, depending on the student's academic and professional background. Courses below the 300-level cannot be counted toward the MS degree.

* A minimum of 3 credits is required.

** A minimum of 6 credits of PH 700 thesis work is required. No more than 12 credits (combined total) of PH 699 and PH 700 may be applied to the minimum degree requirement. Upon request by the student's graduate program, the Graduate Records Office will count PH 699 (directed reading/research) as 700 thesis work for degree check purposes.

^ Credit hours will be determined by advisor based on the student's experience and professional goals.

Social and Behavioral Health Sciences Specialization

Social and Behavioral Health Sciences	Core Courses	Courses	Credits	F	S
		PH 602 Introduction to Health Services	3	X	
		PH 623 Social Science and Public Health	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 656 Biostatistics II	3		X
		PH 660 Current Topics in Community Health	2	X	
		PH 699 Directed Reading/Research (data analysis study)	1	X	X
		PH 702 Health Promotion Research	3		X
		PH 750 Health Behavior Change	3		X
		PH 700 Thesis Research	6	X	X
	Elective Courses	Up to 6 of the 7 credits may not be required for students with a related advanced degree	1-7	X	X
	Grand Total		34-40		

DOCTORAL DEGREE REQUIREMENTS

The Doctor of Public Health (DrPH) program will prepare students to lead programs and conduct independent investigations addressing public health topics relevant to culturally diverse groups, with a special focus on those in the state of Hawai'i and the Asia-Pacific region. The DrPH program focuses on translational research and emphasizes community-based participatory research methodologies. The DrPH is accredited by the Council on Education for Public Health.

The Doctor of Philosophy (PhD) in Epidemiology will prepare students to teach in academic and other settings, conduct independent and collaborative epidemiologic research, and provide consultative services to academic, not-for-profit, governmental, and private organizations.

Residence Requirement

Residence is defined as registration. Transfer credits may not be used to reduce the university's residence requirements. For part-time students, each eight credits completed as a degree seeking graduate student will be equivalent to one full-time semester of residence. The minimum doctoral residence requirement is three semesters of full-time work or the equivalent in credits at the University of Hawai'i at Mānoa.

Continuing Enrollment

After admission, all students must be enrolled each semester (excluding summer sessions) until they graduate. Domestic students need to enroll in at least one credit of course work, thesis, or research credit until they graduate. International students need to enroll as full-time students each semester, in order to maintain their visa status. If s/he is unable to enroll, a student who has been admitted to candidacy may apply for an approved leave of absence from the degree program. A student who has not been admitted to candidacy is not eligible for an approved leave of absence. Students who are not enrolled nor on an approved leave of absence will be required to reapply for readmission in accordance with the established regulations if they wish to resume their studies. Students must be registered for PH 800 during the semester in which they expect to graduate.

Time Allowed

Candidates for the doctoral degree who do not complete the degree in seven years will be placed on probation. The probation notice will be rescinded if the student completes the degree within ten years. Students who do not complete the degree within ten years are subject to dismissal. In addition, a doctoral student who has not advanced to candidacy after five years will be placed on probation. The probation notice will be rescinded if the student advances to candidacy within seven years. This revision to procedure is effective Fall 2011 for all doctoral students.

If at the end of the tenth year more time is needed for completion of the doctoral degree due to circumstances beyond the student's control, and the student has completed all degree requirements except the dissertation, an extension may be requested. To request an extension, the student's graduate program submits a petition to the Graduate Records Office. If the program does not file an extension, the student will be dismissed.

Satisfactory Progress Toward the Degree

A student must make satisfactory progress toward the degree in order to remain enrolled in the degree program. The interim advisor or doctoral committee is responsible for supervising the student's progress. Satisfactory progress may be measured by academic performance (for example, grade point average, number of incompletes), whether the student completes the qualifying and comprehensive examinations during the required periods, and whether the student completes the required or recommended course work as planned with the advisor or doctoral committee.

Student Research

Surveys and Questionnaires

The Graduate Chair must approve, in advance, all student surveys/questionnaires conducted within or outside of the department in connection with course work or practicum. A student who wishes to use one of these instruments should:

1. Obtain a memo from the instructor involved recommending approval of the proposed survey/questionnaire (if for a course), and
2. Submit the proposed instrument with the memo to the graduate chair for approval at least two weeks prior to the study’s intended initiation. Upon receiving approval, the student may proceed with survey/questionnaire administration.

Human Experimentation

Research involving human subjects raises ethical and legal issues of sufficiently serious and widespread concern that the University has established the Committee on Human Studies (CHS). CHS functions as the federally mandated Institutional Review Board (IRB) for the UH system. This committee reviews and approves all requests for research projects involving human subjects. Federal guidelines allow for some research to be exempt from IRB review. However, only the CHS may grant such exemptions. Please contact the CHS staff at 956-5007 or visit the CHS website at <http://www.hawaii.edu/irb/index.htm> for questions regarding the application requirements, required forms, or eligibility criteria.

Student Progress Forms

The Graduate Division has a set of three forms used to track and monitor student progress. As the student completes each step in the graduate degree program, the appropriate form must be completed and submitted to the Graduate Records Office. The forms should be submitted in sequence and are available for download at <http://manoa.hawaii.edu/grad/download>.

Form I – Pre-Candidacy Progress

- Selection of or admission into a specialization within the graduate program (if applicable).
- Date of the preliminary conference (initial advising) with the interim academic advisor.
- Transfer of credits (not applicable for doctoral students).
- Remedy of all undergraduate deficiencies (if applicable).
- Results of the general or qualifying exam (if required).
- Results of the first foreign language exam (if required).

Submit Form I immediately after results of the general qualifying exam become available.

Form II – Advance to Candidacy

- Appointment of dissertation committee.
- Approval of dissertation topic.
- Results of comprehensive exam.
- Results of second foreign language exam (if required).

Submit Form II before registering for Dissertation 800 or before the last day to add courses during the semester of registration. Registration in Dissertation 800 is allowed only after this form and all necessary attachments have been received and approved by the Graduate Division. Use the Petition to Revise Thesis/Doctoral committee form whenever a change must be made after Form II has been approved.

Form III – Dissertation Evaluation

- Results of the final oral exam.
- Judgment of dissertation.

Submit Form III immediately after results of the final exam become available or no later than three weeks prior to the thesis due date as indicated on the academic calendar.

Form IV – Dissertation Submission

- Form replaces what was formerly the signature page.
- Form should be signed by the chair and a majority of the committee

Submit Form IV along with the final digital or printed copy of the manuscript by the due date indicated on the academic calendar. Do not physically attach the form to the manuscript.

DRPH DEGREE PROGRAM

Credit Hour Requirement

The DrPH program recommends a minimum of 39 credits for students who have an MPH degree. The recommended minimum number of credits for students who do not have an MPH is 39 credits plus the number of credits associated with missing prerequisites.

Annual Review

Annually, continuing students must complete a written report summarizing their progress in the DrPH program and their plans for the upcoming semesters. These reports are presented to the DrPH Program Committee by the student's chair or interim advisor.

DrPH Portfolio

In addition to the DrPH Milestones described below, students will prepare a portfolio of scholarly products and achievements, which are direct outcomes of one or more specific classes (noted in parentheses). Completion of portfolio products is certified by the Dissertation Chair prior to the Final Exam. Each student's portfolio will include:

1. A paper that critically reviews the scholarly literature in the student's area of interest (PH 770 - DrPH seminar).
2. A paper that critically analyzes public health policy (PH 770 - DrPH seminar).
3. At least two pieces of written advocacy (PH 770 - DrPH seminar).
4. The syllabus and teaching evaluations from a public health class taught by the student (teaching practicum).
5. A proposal for a research project or program suitable for submission. (PH 770 - DrPH seminar).
6. Presentation of a quantitative research project to a scientific meeting or community-based event (PH 770 - DrPH seminar, research courses, research practicum).
7. Presentation of a qualitative research project to a scientific meeting or community-based event (PH 770 - DrPH seminar, research courses, research practicum).
8. At least one first-authored manuscript submitted for peer reviewed publication (PH 770 - DrPH seminar, research courses, research practicum).
9. For students required to take PH 649, 702, or 765, a report of findings from a needs assessment, research project, or program evaluation.
10. Other academic and scholarly products (DrPH coursework and practica).

Doctoral Committee

Students assemble their doctoral committee near the end of the Specialization and Practice Phase (see below). The doctoral committee must consist of at least five members of the graduate faculty (a list of eligible graduate faculty members is available at <http://www.hawaii.edu/graduate/wa/selectmember.php>). The student should first seek a graduate faculty member to serve as chair of the doctoral committee. The chair of this committee must be a full member of the graduate faculty and a full or cooperating member of the public health faculty. The chair must not have any relationship with the student that could be interpreted as a conflict of interest and thus may jeopardize the integrity of the DrPH degree-granting process. Possible conflicts of interest should be disclosed by other committee members as well. The majority of committee members should be from the approved DrPH faculty, however, one member of the committee must be a full member of the graduate faculty and from another field of study. The chair of the graduate field of study, on behalf of the student, recommends the committee to the Graduate Dean via Form II – Advance to Candidacy.

The approved doctoral committee conducts the comprehensive examination and approves the dissertation research proposal, conducts the final defense of the dissertation and approves the final copy of the dissertation.

It is the student's responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member in public health who is willing to work with the student and chair the committee.

Changes in Membership

Approval of any change in doctoral committee membership are made on the Graduate Division "Petition to Revise Dissertation/Thesis Committee" form available from OGSAS, Biomed D204 or in PDF format at <http://www.hawaii.edu/publichealth/students/forms.html>.

Milestones

Qualifying Phase

The purpose of the qualifying phase is to determine whether to encourage students to proceed in a doctoral program and if encouraged, to enable their advisors to assist them in planning an appropriate program and completing the dissertation. The qualifying phase is supervised by the student's interim advisor. In most cases, a student's interim advisor will be an instructor of one of the four required DrPH seminars.

The milestones of the qualifying phase are 1) the approval of the qualifying paper and public presentation of the approved paper and 2) the passing of the Qualifying Exam.

Successful passing of this phase is reported to the Graduate Division on Doctoral Form I: Pre-Candidacy Progress.

At the end of the qualifying phase, the student selects a primary faculty advisor from public health to supervise the next phase of work. It is expected, but not required, that this faculty advisor will chair the student's doctoral committee.

Full-time students (those taking 8 credits or more) entering with an MPH are expected to complete the requirements of the qualifying phase at the end of the first year in the program. Full-time students entering without an MPH are expected to complete the requirements of the qualifying phase by the end of the second year in the program.

Specialization and Practice Phase

In this phase, the student completes courses required by the DrPH program, at least two courses specifically relevant to his/her chosen area of dissertation research, and both a teaching and a research practicum. The student is expected to complete these within three or four semesters of successful completion of the qualifying phase. This phase is supervised by the student's primary faculty advisor.

Advance to Candidacy Phase

In this phase, the student must complete a dissertation proposal and must pass an oral comprehensive exam (which includes the defense of the dissertation proposal). This phase is supervised by the doctoral committee.

Dissertation Proposal

A proposal for the dissertation must be approved by the student's doctoral committee, and the research must be approved by the University of Hawai'i Committee on Human Studies prior to data collection. Doctoral dissertations are in the form of an overview and three manuscripts of publishable quality related to a central research theme. The overview should contain a brief review of the central theme, problem statement, conceptual framework, and relevant literature (including gaps), and how the three chapters further our knowledge related to the central theme. At least two of the three manuscripts must be based upon empirical research conducted by the student. The third manuscript may be non-empirical, for example a comprehensive literature review or a theoretical policy paper. Appendices may be included, as the committee deems necessary, for presentation of a student's detailed literature search, data collection instruments, and informed consent forms.

Oral Comprehensive Examination

The student defends his/her dissertation proposal at the oral comprehensive exam during a meeting of his/her doctoral committee. Examination questions are developed by the student's doctoral committee in the areas of quantitative methods, qualitative methods, culture/community, policy/advocacy, and theory/application.

A majority of the committee must vote "pass" in order for the student to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may do so by submitting a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council. A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and the Graduate Division.

Once the student successfully passes the oral comprehensive examination, which includes approval of the dissertation proposal, she/he seeks approval from the University's Committee on Human Studies (Institutional Review Board) for his/her research.

The chair of the DrPH program reports the results of the oral comprehensive examination and the IRB approval of the student's research to the Graduate Division on Doctorate Form II – Advance to Candidacy. Results of a subsequent retaken examination should also be reported on the Form II.

Approval of Dissertation Topic

The approval of dissertation topic is indicated by the committee on Form II. Once the form is approved by the Graduate Division, the student may then register for PH 800 (dissertation research) during the next registration period.

Students should look to the chair of the doctoral committee for primary direction regarding research methods and presentation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation.

Dissertation

The doctoral dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. The dissertation presents research that has been conducted by the student under the supervision of the chair of his/her doctoral committee. Proprietary or classified information is not an appropriate basis for dissertation research. Data which cannot be made public are not suitable for inclusion in dissertation research. Doctoral research involves free and full dissemination of research results and a public defense of the dissertation.

Doctoral dissertations are in the form of an overview and three manuscripts of publishable quality relate to a central research theme. Doctoral students should refer to the Style and Policy Manual for instructions on preparing the dissertation. This publication may be obtained from the Graduate Records Office, Spalding 352 or via the Graduate Division website at http://manoa.hawaii.edu/grad/downloads/tdstylepolicy_e.pdf.

Copies of the completed dissertation must be submitted to the committee members at least four weeks prior to the date of the final oral examination. The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and Form IV are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Graduate Records Office. Please see the Academic Calendar located on the back cover of this handbook for the submission deadline date.

The Graduate Division requires that all doctoral dissertations be published through ProQuest or an alternative publisher approved, in advance, by the Graduate Division. To publish through ProQuest, students must submit:

1. a second copy of the manuscript in digital format (file size limited to 250 MB), in addition to the copy required by the Graduate Division,
2. an abstract of 350 words (a longer abstract may be included in the manuscript),
3. a money order or cashier's check with no expiration date (\$65), and
4. a completed ProQuest publication agreement form (available at the Graduate Records Office).

To publish a dissertation through an alternative publisher, see <http://manoa.hawaii.edu/grad/thesis-dissertation/submission-publication> for information.

Candidates must be registered in the appropriate dissertation research course (PH 800) during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

All-But-Dissertation (ABD) Certificate

Upon recommendation by the graduate chair on Form II, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate, which indicates that all requirements for the doctorate have been completed except the dissertation.

Final Examination/Defense

A final examination in defense of the dissertation, which may also cover subjects related to the DrPH Program Competencies, is required of all candidates for the doctoral degree. The exam is oral and is conducted by the candidate's full doctoral committee. It is never less than one hour in length.

Arrangements for the exam must be made at least one month in advance, by which time the doctoral committee should have a complete copy of the dissertation and a summary of the student's portfolio products. Students should also distribute a copy of the abstract to the faculty of the graduate program. The abstract may be distributed via email or other electronic means as appropriate.

The defense must be announced in the Events Calendar and is open to the public. Announcements for the defense must be submitted to the Graduate Records Office no later than two weeks prior to the date of the defense. The announcement must specify the title, date, time and place of the defense and must be signed by the committee chair. Candidates may not proceed to the final defense of the dissertation until the comprehensive examination has been passed.

The dissertation defense may be scheduled on any working day during normal working hours, regardless of whether or not it is during an instructional period. The committee members and graduate chair must agree as to the time and place. Most committee members must be physically present at the dissertation defense. For committee members unable to physically attend, advance written agreement must be obtained for distance participation through video- or tele-conferencing via the Petition for Remote Committee Participation Form (<http://www.hawaii.edu/graduate/download/forms/miscellaneous/remote.pdf>).

A majority of the committee, including the committee chair, must approve of the defense in order to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may submit a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council.

Candidates failing the final examination may repeat it only with the approval of both the graduate faculty concerned and the Graduate Division. Candidates failing the final examination twice are dropped both from the program and Graduate Division. Candidates who pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term. The results of the final examination/dissertation defense and judgment of the content of the final dissertation are reported on Forms III and IV.

REQUIRED COURSEWORK FOR THE DrPH DEGREE PROGRAM

Community-Based and Translational Research	Courses	Credits	F	S	
		PH 600 Introduction to Public Health	2	X	
	PH 602 Introduction to Health Services	3	X		
	Required Pre-requisite Courses (for those without an MPH)	PH 649 Needs Assessment or PH 702 Health Promotion Research	3		X
		PH 702 Health Promotion Research	3		X
	PH 655 Biostatistics I	3	X		
	PH 663 Principles of Epidemiology I	3	X		
	PH 765 Program Evaluation	3	X	X	
	Restricted DrPH Courses	PH 770B Domestic & Global Health Disparities	2		X
		PH 770C Research Methods in Health Disparities	2	X	
		PH 770D Evidence-Based Programs in Global Health & Health Disparities	2	X	
		PH 770E Topics in Health Disparities & Policy	2		X
		PH 771 Teaching Practicum	3	X	X
		PH 772 Research Practicum	3	X	X
		PH 800 Dissertation Research	1	X	X
	Other Required DrPH Courses	PH 656 Biostatistics II	3		X
		PH 630 Cultural Competency in Health Care	3		X
		PH 704 Community-Based Participatory Research	3	X	
		Qualitative Research Course	3	X	X
		Multivariate & Quantitative Methods Using SPSS Course	3	X	X
Other Research Methods & Biostatistics Courses		3-6	X	X	
Specialization Courses	6-9	X	X		
Grand Total	A minimum of 39 credits	39*			

*The recommended minimum number of credits for students who do not have an MPH is 39 credits plus the number of credits associated with missing prerequisites.

PHD DEGREE PROGRAM

Credit Hour Requirement

The PhD program requires a minimum of 30 credits for students who have an MPH or MS degree with a concentration in epidemiology or biostatistics. Candidates without a master's degree in epidemiology, biostatistics or related field will be required to pass with a B+ or better the 6 core prerequisite courses in epidemiology and biostatistics (18 credits total). Other candidates may be advised or required to enroll in one or more of these courses, if, in the opinion of their advisors or the faculty in charge of the program of study, these courses are essential to preparation for the examinations required of all candidates. The program includes 15 credits of required course work plus 15 credits of elective course work. Up to 9 elective credits may be taken outside of Public Health Sciences. At least a B+ (3.3 grade-point) average must be achieved in all course work to maintain graduate standing in this program.

Doctoral Committee

The student selects his/her doctoral committee after he or she advances to candidacy, meets all other program requirements and passes his or her comprehensive examination (see below). The doctoral committee must consist of at least five members of the graduate faculty (a list of eligible graduate faculty members is available at <http://www.hawaii.edu/graduate/wa/selectmember.php>). The student should first seek a graduate faculty member to serve as chair of the doctoral committee. The chair of this committee must be a full member of the graduate faculty and from the student's field of study. The chair must not have any relationship with the student that could be interpreted as a conflict of interest and thus may jeopardize the integrity of the PhD degree-granting process. Possible conflicts of interest should be disclosed by other committee members as well. The majority of committee members should be from the graduate faculty of epidemiology, however, one member of the committee must be a full member of the graduate faculty and from another field of study.

The committee, once appointed by the Graduate Dean, conducts the comprehensive examination and approves the dissertation research topic and proposal, conducts the final defense of the dissertation, and approves the final copy of the dissertation. After passing the comprehensive examination (see below), the chair of the graduate field of study, on behalf of the student, recommends the committee to the Graduate Dean via Form II – Advance to Candidacy.

It is the student's responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member in their field who is willing to work with the student and chair the committee.

Changes in Membership

Approval of any change in doctoral committee membership are made on the Graduate Division "Petition to Revise Dissertation/Thesis Committee" form available from OGSAS, Biomed D204 or in PDF format at <http://www.hawaii.edu/publichealth/students/forms.html>.

Qualifying Examination

This examination is an 8-hour 2-part written test consisting of questions that assess the student's knowledge of and competency in (1) key areas of epidemiology, including study design, causal inference, statistical methods, and epidemiologic data analysis and interpretation, and (2) the student's area of specialization. This exam is taken after the student has completed all the required prerequisite courses as well as the 2 core courses in infectious diseases (PH 665) and chronic disease epidemiology (PH 748). The purpose of this examination is to determine whether to encourage students to proceed in a doctoral program and if encouraged, to enable their advisors to assist them in planning an appropriate program which will familiarize them with the requisite knowledge and techniques in their chosen fields of study. Results of the examination are generally posted within 1 to 2 weeks. Form I, Pre-Candidacy Progress is filed upon the student's successful completion of this examination. A student who fails the qualifying examination may repeat it once. Students failing a second time are dropped from the program by the Graduate Division.

Upon passing the qualifying exam, the student selects a faculty mentor to supervise the research practicum and the same or another mentor to supervise the teaching practicum. It is expected, but not required, that one of these faculty advisors will chair the student's dissertation committee. At least one manuscript of which the student is first author will be submitted for peer-reviewed publication at the conclusion of the research practicum.

Dissertation Proposal and Oral Comprehensive Examination

The student is required to complete a dissertation proposal and pass an oral comprehensive examination focusing on the student's dissertation topic and specialization area. The dissertation proposal outlines the research to be undertaken by the student. The purpose of the examination is to ascertain the student's comprehension of the chosen field and the suitability and feasibility of the proposed research. The examination is given only when, in the judgment of the faculty, the student has had sufficient preparation either through course work or individual study and research. The comprehensive examination is an oral examination and is conducted by the prospective doctoral committee. Although not required by the Graduate Division, it is highly recommended that the committee's University Representative be present for the examination. This examination generally takes a few hours and results are given immediately after the exam is finished.

A majority of the committee must vote "pass" in order for the student to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council.

The chair of the graduate field of study reports the results of the examination (whether passed or failed) to the Graduate Division on Student Progress Form II, Advance to Candidacy. Results of a subsequent retaken examination should also be reported on a copy of Form II.

A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and the Graduate Division. Students who do not successfully pass the oral comprehensive exam will not be permitted to remain in the program.

Approval of Dissertation Topic

The approval of dissertation topic is indicated by the committee on Form II. Once the form is accepted by the Graduate Division, the student advances to candidacy and may then register for PH 800 (dissertation research) during the next registration period. Eligibility for PH 800 credit is contingent on doctoral students having all of their required courses completed and, if their research involves human subjects, animals or hazardous chemicals, IRB approvals as well.

Students should look to the chair of the doctoral committee for primary direction regarding research methods and presentation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation.

Dissertation

The doctoral dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. It is highly recommended that the dissertation take the form of a series of 3 or more related papers suitable for publication as scientific journal articles. The dissertation presents research that has been conducted by the student under the supervision of the chair of his/her doctoral committee. The document may not have been published previously, and the research must be successfully defended in an oral examination. Proprietary or classified information is not an appropriate basis for dissertation research. Data which cannot be made public are not suitable for inclusion in dissertation research.

Doctoral students should refer to the Style and Policy Manual for instructions on preparing the dissertation. This publication may be obtained from the Graduate Records Office, Spalding 352 or via the Graduate Division website at http://manoa.hawaii.edu/grad/downloads/tdstylepolicy_e.pdf.

Copies of the completed dissertation must be submitted to the committee members at least four weeks prior to the date of the final oral examination. The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and Form IV are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Graduate Records Office. Please see the Academic Calendar located on the back cover of this handbook for the submission deadline date.

The Graduate Division requires that all doctoral dissertations be published through ProQuest or an alternative publisher approved, in advance, by the Graduate Division. To publish through ProQuest, students must submit:

1. a second copy of the manuscript in digital format (file size limited to 250 MB), in addition to the copy required by the Graduate Division,
2. an abstract of 350 words (a longer abstract may be included in the manuscript),
3. a money order or cashier's check with no expiration date (\$65), and
4. a completed ProQuest publication agreement form (available at the Graduate Records Office).

To publish a dissertation through an alternative publisher, see <http://manoa.hawaii.edu/grad/thesis-dissertation/submission-publication> for information.

Candidates must be registered in the appropriate dissertation research course (PH 800) during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

All-But-Dissertation (ABD) Certificate

Upon recommendation by the graduate chair on Form II, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate, which indicates that all requirements for the doctorate have been completed except the dissertation.

Final Examination/Defense

A final examination in defense of the dissertation, which may also cover related subjects, is required of all candidates for the doctoral degree. The exam is oral and is conducted by the candidate's full doctoral committee. It is never less than one hour in length.

Arrangements for the exam must be made at least one month in advance, by which time the doctoral committee should have a complete copy of the dissertation, and it must occur prior to the specified deadline before the end of the semester in which the degree is granted. Students should also distribute a copy of the abstract to the faculty of the graduate program. The abstract may be distributed via email or other electronic means as appropriate.

The defense must be announced in the Events Calendar and is open to the public. Announcements for the defense must be submitted to the Graduate Records Office no later than two weeks prior to the date of the defense. The announcement must specify the title, date, time and place of the defense and must be signed by the committee chair. Candidates may not proceed to the final defense of the dissertation until the comprehensive examination has been passed.

The dissertation defense may be scheduled on any working day during normal working hours, regardless of whether or not it is during an instructional period. The committee members and graduate chair must agree as to the time and place. The committee chair and the outside member must be physically present at the dissertation defense. If another committee member is unable to physically attend, the first preferred alternative should be to postpone the defense. As a second alternative, participation via video- or teleconferencing may be allowed under special circumstances. Advance written agreement of the student and all committee members must be obtained and submitted to the Graduate Records Office via the Petition for Remote Committee Participation Form (<http://www.hawaii.edu/graduate/download/forms/miscellaneous/remote.pdf>).

A majority of the committee, including the committee chair, must approve of the defense in order to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may submit a written request to the Graduate Division. The request must state specific reasons. Upon approval of the request, the review will be undertaken by the Graduate Council.

Candidates failing the final examination may repeat it only with the approval of both the graduate faculty concerned and the Graduate Division. Candidates failing the final examination twice are dropped both from the program and Graduate Division. Candidates who pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term. The results of the final examination/dissertation defense and judgment of the content of the final dissertation are reported on Forms III and IV.

REQUIRED COURSEWORK FOR THE PhD DEGREE PROGRAM

Epidemiologic Research	Required Pre-requisite Courses (for those without an MPH or MS degree in Epidemiology or Biostatistics)	Courses	Credits	F	S
		PH 655 Biostatistics I	3	X	
		PH 656 Biostatistics II	3		X
		PH 658 Computer Applications in Public Health	3		X
		PH 663 Principles of Epidemiology I	3	X	
		PH 664 Principles of Epidemiology II	3		X
		PH 747 Statistical Methods in Epidemiological Research	3	X	
	Required PhD Courses	PH 665 Infectious Disease Microbiology I	3	X	
		PH 669 Epidemiological Study Design Critique	2	X	X
		PH 748 Chronic Disease Epidemiology	3		X
		PH 771 Teaching Practicum	3	X	X
		PH 772 Research Practicum	3	X	X
	PH 800 Dissertation Research	1	X	X	
	Elective PhD Courses+	PH 647 Analytic Approaches to MCH	3	X	
		PH 651 Introduction to Human Population	3	X	
		PH 652 Interdisciplinary Seminar	1		X
		PH 666 Seminar in Infectious Disease Control	3		X
		PH 667 Infectious Disease Microbiology II	3		X
		PH 689 Nutritional Epidemiology	3		X
		PH 690 Introduction to Global Health	3	X	
PH 691 Fundamentals of Environmental Epidemiology		2	X		
PH 692 Clinical Epidemiology		3	X		
PH 751 Social Epidemiology		3	X		
PH 753 Survival Analysis		3		X	
PH 754 Neuroepidemiology		2	X		
PH 792 Current Issues and Topics in Epidemiology (E) and Biostatistics (B)**		2-3	X	X	
PH 794 Exploration in Epidemiology (E) and Biostatistics (B)***		2-3	X	X	
Courses outside the Department of Public Health Sciences^	9	X	X		
Grand Total	A minimum of 30 credits required	30			

* The minimum number of credits for students who do not have an MPH or MS degree (with a specialization in epidemiology or biostatistics) is 30 credits plus the number of credits associated with missing prerequisites.

+ The minimum number of elective credits is 15.

** Course topics include systematic reviews and meta analysis and issues in clinical epidemiology, among others.

*** Course topics include longitudinal data analysis, genetic epidemiology, field methods in epidemiology, and measurement error and reliability in epidemiological research, among others.

^ Students may select up to 9 credits outside of the Department of Public Health Sciences with the approval of the academic advisor (e.g., TRMD 650 Advanced Epidemiological Ecology of Infectious Diseases).

REGISTRATION AND ENROLLMENT INFORMATION

UH Username/Internet & Email Access

A student's UH Username is needed to gain access to the university's online services, such as email, internet access and registration services. Students may request a UH Username from the UH Account Management website at <http://www.hawaii.edu/account/>. Detailed information regarding the UH Username is available at <http://www.hawaii.edu/infotech/uhusernamepractices.html>.

Students have access to a university email once they sign up for a UH Username. University and departmental communication will be sent to the student's hawaii.edu email address. All students **must** check their hawaii.edu email address regularly for university and departmental news and information. Failure to read your UH email account is not an acceptable excuse for not knowing important information. Internet access is available at the ITS computer labs located in Hamilton Library, 1st Floor and Sinclair Library, 1st Floor. Public health students also have access to the department's computer lab in Biomed D205. Hours of operation will be posted. A valid student ID is required to use the computer labs.

Change of Name, Contact Information or Email Address

Students should communicate any changes of name, address, telephone number or email promptly to OGSAS, Biomed D204, and the University's Office of Admissions and Records, QLC 001. Students may update their address and telephone information via the MyUH website at <http://www.hawaii.edu/myuh/manoa> or download the Student Data Change form from the Office of Admissions and Records website at <http://manoa.hawaii.edu/records/forms.html>. It is imperative that students keep their address and phone numbers current.

Registration

Registration is held one semester in advance for continuing students. For new students, it is immediately prior to their first semester. The registration system is computerized and available via the MyUH website at <http://www.hawaii.edu/myuh/manoa/>. Complete instructions are provided in the *Registration Guide* and on MyUH each semester. Students may log on MyUH for their scheduled time for registration and to also check for any "Holds" that may prevent their registration.

English Language Institute (ELI)

The institute evaluates English language capabilities for all new and transfer foreign students and provides suitable instruction for those whose English fails to meet standards determined by the university to be sufficient for pursuit of full-time studies. The ELI evaluation must be completed before students are allowed to register for university courses.

The following international students are exempted from ELI training: (a) those whose native language is English; (b) those holding a bachelor's or master's degree from an accredited university in the United States, Australia, Canada, England or New Zealand; and (c) those whose English meets the university's standards for full-time study.

With approval of the students' advisor, ELI, and the Graduate Division Dean, graduate students may be exempted from ELI 80 and 83. Exemptions may be granted only by the Graduate Division Dean.

Students not exempted are assigned to an ELI program. ELI courses take precedence over all other course work. They may not be postponed to a subsequent semester, nor may they be dropped or audited. Students failing to comply with ELI assignments will be denied further registration.

Students with ELI assignments generally take a reduced academic load and may expect to make proportionately slower progress toward their degrees.

Course Waivers

Students may be waived from specific required courses as appropriate. In most instances, a more advanced course in that area will be substituted for the waived course. Waivers are granted by the student's advisor/committee, with the agreement of the instructor of the course in question and must be approved by the Graduate Division. To waive a required course, the rationale for the waiver must be documented on the Petition to Substitute or Waive Courses form, which is available at <http://www.hawaii.edu/publichealth/students/forms.html>. This form will be made a permanent part of the student's academic record.

Course Auditing

Classified graduate students may register for courses as an auditor with the consent of the instructor. Audit courses are reflected on student transcripts, included in tuition calculation and receive a grade of *L*. Audit courses may not be used for purposes of determining enrollment status or graduate assistantship eligibility. Those who wish to audit a course must complete their registration in-person at the Records Office, QLC 010. Courses completed under an audit mode may not be counted toward a degree.

Withdrawal From Courses

A student wishing to withdraw from a course without penalty and without showing the course withdrawal on his/her transcript must do so via MyUH by the deadline specified in the academic calendar. After this deadline, a student must complete a Drop Form, which is available at http://manoa.hawaii.edu/records/pdf/Drop_Form.pdf, obtain the appropriate signatures on the form and return the completed form to the Records Office, QLC 010 for processing. A graduate student will receive a designation of *W* on his/her record, signifying course withdrawal. A student may not withdraw from a course after the ninth week of instruction except under extremely extenuating circumstances. To withdraw after the ninth week, a student files an emergency petition which must be approved by the Graduate Division.

If a student stops attending classes without officially withdrawing, s/he will receive a final grade at the instructor's discretion (an instructor may not award a *W*). A grade of *F* or *NC*, as appropriate will be automatically assigned in any case in which an instructor has not assigned the student a grade.

Complete Withdrawal From the University

Students may completely withdraw from the university via MyUH prior to the first day of the semester. Once the semester begins, a student must obtain a complete withdrawal form from the Graduate Records Office, obtain the signatures indicated on the form, and return the completed form to the UHM Cashier's Office. A complete withdrawal is considered a withdrawal from the University and the student must petition the Graduate Division for subsequent readmission to his/her graduate program. Readmission is neither automatic nor guaranteed. An eligible student may, alternatively, request a leave of absence at the time of withdrawal. If the leave is approved, the student may file a returnee form to reenroll. Only students who are admitted to candidacy are eligible for a leave of absence. Newly admitted students who completely withdraw prior to the drop period are considered "no shows" and their admission status becomes invalid.

Leave of Absence

To apply for a leave of absence, students must be currently enrolled, in good academic standing, and have completed at least one semester of course work relevant to the degree objective. A leave of absence is normally granted for a period of no longer than one year. The return date must be set at the time the leave is requested. Students not returning from leave on time will be required to apply for readmission to the university in accordance with the established regulations. A student who wishes to petition for a leave of absence must file a Petition for Leave of Absence with the Graduate Records Office. Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans must obtain approval from their respective offices before petitioning for leave.

Students on approved leave do not pay tuition or fees. Time on approved leave is not counted against the seven-year limit for completion of degree programs, and no readmission procedure is required.

Transfer/UHM PBU Credits

Regardless of the number of credits transferred, more than half of the total number of credits used to fulfill the master's degree requirements must be earned at UHM while enrolled as a graduate student and the minimum residency requirements must be met. For non-UHM credits earned after enrolling at UHM as a graduate student, up to nine credits may be transferred, with advance approval by the graduate program and the Graduate Division. Transfer of credits may not be used to fulfill practicum, seminar or thesis requirements, or more than half of the required courses numbered 600 and above. **Transfer credits and UHM PBU credits are not applicable toward doctorate requirements.** The Petition to Transfer Credits form can be downloaded at <http://www.hawaii.edu/publichealth/students/forms.html>. New students should submit the petition during their first semester of enrollment.

Concurrent Degree Programs/Double Counting Credits

Students occasionally elect to work toward two graduate (generally master's) degrees simultaneously. The university's Graduate Division recognizes that subject matter in one field is often applicable to that in another, and therefore allows the counting of some earned course credits toward two degrees. Students must apply to and be admitted to each field separately. A joint memo signed by the Graduate Chairs of both fields of study must be sent to the Graduate Division noting their approval of the concurrent degree program. Students must satisfy the minimum requirements for each degree.

Students working on two graduate degrees concurrently may petition to double count no more than six credits provided that all the credits to be double counted are electives for both degrees, all the credits to be double counted were taken at the University of Hawai'i, and both fields of study accept the credits common to both program. Credits for PH 791 (practicum), PH 700 (thesis research), and PH 800 (dissertation) may not be double counted toward a degree in another field, and core courses in another field may not be counted toward a public health degree.

Registration for Thesis 700, Dissertation 800 or GRAD 700F

Registration for Thesis 700 or Dissertation 800 is not permitted until Form II has been submitted to and accepted by the Graduate Record Office. Students may register for GRAD 700F after completing all Plan A requirements, including the required Thesis 700 credits. To register for 700F for the first time, students must submit the Petition to Enroll in GRAD 700F. Upon approval of the petition by the Graduate Division, the student will receive the course reference number for the course. A student who wishes to enroll in 700F more than once should contact the Graduate Records Office.

Change in Specialization Area

On occasion, a student's educational objectives may change during the degree program. Students should make changes in specialization area only after careful consideration. The new specialization must agree to accept the student before a change may be completed. Procedures to change specialization areas are as follows:

1. Student obtains Form 13 – Request for Change in Specialization from <http://www.hawaii.edu/publichealth/students.forms.html> and has the current faculty advisor and head of the new specialization complete and sign the form to indicate approval. The student returns the form to OGSAS.
2. OGSAS will send the form to the graduate chair for approval.
3. OGSAS will notify the student via email.

Full-Time/Part-Time Status and Maximum/Minimum Credit Hour Loads

Once admitted to UHM, all graduate students must be enrolled continuously (excluding summer session) until they graduate. Domestic students need to enroll in at least one credit each semester. International students must be enrolled as full-time students each semester in order to maintain their visa status. DrPH students must be enrolled in at least eight degree-related credits per semester during the Qualifying and Specialization and Practice Phases.

The minimum full-time load for graduate students is eight degree-related credits per semester. The minimum full-time load for graduate assistants is six degree-related credits per semester. Graduate students may register for a maximum of 16 credits in a semester and eight credits in each summer session. Graduate assistants may register for a maximum of nine credits per semester. Students may exceed the maximum load limits only with approval from the Graduate Division.

Doctoral students enrolled for one credit of PH 800 are considered full-time. MS students who have completed all requirements for the degree including the minimum requirements for thesis, and who are enrolled only in PH 700 are considered to be full-time students only if they have completed the appropriate form available at the Graduate Division.

Grades

Student achievement is designated by the following grades: A+, A, A- (excellent), B+, B, B- (above average), C+, C, C- (average), D+, D, D- (minimal passing), F (failure), CR (credit), NC (no credit), I (incomplete), and L (audit). For PH 500 and PH 700/800 (thesis dissertation), the grade of S is given upon satisfactory completion. During registration, students must indicate "letter grade" for S designated courses. Only grades of A, B, and C (including C-), may be used to fulfill requirements for advanced degrees, with the exception of PH 699 which may be taken under the Cr/NC option and counted toward the degree and PH 788 which only offers the Cr/NC option.

Incomplete Grades

An instructor may give a student a grade of I if she/he fails to complete a small but important part of a semester's work before the semester grades are determined. Awarding an I is strictly at the instructor's discretion; s/he is not required to grant a student's request for an I. An I grade is issued if and only if the course instructor believes that the failure is due to reasons beyond the control of the student, and not due to carelessness or procrastination on the part of the student.

Students are expected to complete all courses. Students receiving an I are responsible for consulting with the instructor to determine the step necessary to remove the I. The deadline for removing an I received in the Fall semester is the following April 1; for the Spring semester or summer sessions, the deadline is the following November 1.

The instructor evaluates work completed and submits a grade change form by the deadline to clear an I grade. If a student does not remove an I by the deadline, the I grade remains on the student's record. The Graduate Division may consider, on a case by case basis, an instructor's petition to convert the I grade to a letter grade within one full academic year following the end of the semester in which the I grade was earned. The instructor also has the option to initially issue an I grade with an alternative grade. In this case, the I grade automatically converts to the alternative grade if not converted otherwise before the deadline.

Credit/No Credit Option

The Credit/No Credit option is recommended for PH 699 (directed reading/research), as the course content is generally not suited to letter grading. Its other function is to encourage students to venture into subject areas outside their fields of specialization without hazarding a relatively low grade. Under this option, students may receive grades of *Cr* (Credit) or *NC* (No Credit). These do not carry grade points and are not included in the grade-point ratio.

Courses taken under the *Cr/NC* option, with the exception of PH 699 and PH 788, may not be applied toward the requirements of the master's degree.

The *Cr/NC* option must be exercised at the time of registration. Subsequent changes from *Cr/NC* to a letter grade or vice-versa are allowed only during the change-in-registration period.

Grade Reports

The Office of Admissions and Records (A&R) no longer mails the student's grade reports. Student must check their MyUH online account for final grades at the end of each semester. Grades are normally posted within two weeks following the last day of exams.

Instructors may inform students of their grades in any manner they elect as long as the students' rights to privacy are protected. It is against the Office of Public Health Studies policy for OGSAS to release grades.

Academic Performance

To remain eligible for further graduate work and to be awarded a graduate degree, students must have a *B* average or 3.0 Grade Point Ratio (GPR) for all courses taken numbered 300-498 and 600 and above. They must also have a *B* average for all graduate courses (numbered 600 and above), and for all courses taken as a classified graduate student. The Graduate Division disregards 399 and 499 courses. The Graduate Division may deny further registration to any student whose academic work falls below the required performance level, or who has not made satisfactory academic progress.

The Graduate Division only considers course work completed after admission to the Graduate Division when determining a student's academic eligibility to proceed in the degree program. At graduation, grades for any unclassified course work completed at this university, which are to be counted toward the degree, will be brought into the student's overall grade point average.

Academic Probation and Dismissal

Students on probation are not considered to be in good academic standing. A student may be placed on probation for any of the following reasons:

- Failure to maintain the required GPA (see the Graduate Division website at <http://manoa.hawaii.edu/grad/grades-regulations/required-gdgra> for detailed information). A student whose cumulative GPA falls below 3.0 after completing 8 credits of course work is placed on probation for the following semester.
- Failure to make adequate academic progress, including having too many incompletes or exceeding the time allowed for completing degree requirements.
- Failure to comply with the conduct code.

A student on probation is required to register during the probationary semester. If there are extenuating circumstances preventing registration, the student may obtain approval from the graduate chair and petition the Graduate Division to waive this requirement. Normally, no extensions of the probationary semester will be granted, however, under extenuating circumstances, a student with approval from his/her graduate chair may petition the Graduate Division for an extension.

A student on academic probation who fails to attain the minimum standards at the end of the probationary semester will be dismissed. A student may be placed on academic probation only once. A student who has already been on probation will be dismissed if s/he again fails to meet the minimum required academic standards in any subsequent semester.

A student may also be dismissed for the following reasons:

- Failure to pass the general, comprehensive or final examinations required by the graduate program.
- Failure to comply with the conduct code.

Academic probations and dismissals are noted on transcripts.

Transcripts

The UHM Records Office provides official transcripts bearing the UH Mānoa seal and the signature of the university registrar. UHM transcripts may be obtained from the Office of Admissions and Records, QLC 010 or <http://manoa.hawaii.edu/records/pdf/transcript.pdf>. Standard requests for transcripts are mailed out or available for pick-up within five business days of receiving the request and the fee is \$5.00 per copy. Rush requests for transcripts are mailed out or available for pick-up within two days of receiving the request and the fee is \$15.00 per copy. Students with financial obligations will not be issued a transcript until the financial obligation has been cleared.

Financial Information

Graduate Division Achievement Scholarship (GDAS)

GDAS are funded from tuition revenues and are intended to provide financial assistance for U.S. and international students based on merit and service. The award amounts, which vary, are credited toward the student's overall tuition costs. To be eligible for a GDAS, students must have a cumulative GPA of 3.5 or above and demonstrate a commitment to the mission, goals and objectives of the Department of Public Health Sciences. The GDAS may be awarded to new or continuing students. Waivers do not cover summer session tuition. Awardees are expected to have and maintain a 3.5 or better GPA and register for at least one credit of public health degree-related course work. OGSAS will solicit and receive students' applications each semester for tuition awards for the following semester.

Graduate Teaching and Research Assistantships

A limited number of Graduate Assistant positions may be available with specific projects. The positions are advertised as they become available. Graduate Assistants (GAs) must carry between 6 and 9 credits (or 1 credit of PH 700 or PH 800) each semester and maintain at least a 3.0 average. Assistantships cover tuition and a monthly salary, and GAs pay their own registration fees. Graduate assistantship positions are posted at <http://workatuh.hawaii.edu/>.

Joseph E. Alicata Memorial Award

Joseph E. Alicata, Ph.D., played a vital role in establishing the former School of Public Health. Renowned as a University of Hawai'i researcher, he was also a recipient of the UH Board of Regents' Medal of Excellence in Research. At the bequest of Dr. Alicata and his family an endowed fund was created to recognize outstanding students in public health. The Joseph E. Alicata Memorial Award honors one public health student each year with a scholarship to be used toward tuition or for select international travel connected with the practicum portion of the awardee's academic program. All full-time graduate students in the department are eligible to apply. Selection is based on academic achievement and the submission of a five page essay. The announcement for application is made in the spring semester.

Elmer J. Anderson Professional Travel Award

This award is established as a lasting tribute to Elmer J. Anderson, former director of health education in the Hawai'i Territorial Department of Health from 1944-1950. It assists graduate students in the department who have had a professional paper accepted for presentation at a national or international public health meeting by defraying travel costs and/or paying for meeting registration fees. Awards are made once a year, usually in the fall semester. The announcement for applications is made in August.

Chin Sik and Hyun Sook Chung Memorial Award

This award is established as a lasting tribute to the Dr. Chin Sik Chung, a Professor at the School of Public Health from 1965-1995, and Hyun Sook Chung, his beloved wife of 51 years. The Chin Sik and Hyun Sook Memorial Award honors one student who will be traveling outside of the United States to complete practicum/training experience with a scholarship to be used to cover travel expenses incurred while working "on the ground" in international public health settings. Preference is given to students who will be participating in settings with official exchange agreements with OPHS. The announcement for application is made in the spring semester.

Frances Ayako Matsuda Sano Fellowship

Supported by the Frances Ayako Matsuda Sano Endowment Fund, this fellowship was developed to provide opportunity for individuals with demonstrated commitment to the field of public health to pursue advanced study in a doctoral program in the department. The fellowship may be used to cover tuition, fees, books, supplies, living expenses, airfare and any other expenses necessary for successful completion of a doctoral program. Full-time doctoral students in the department who are from the Asia Pacific Region (including Hawai'i) and have an interest in fostering relationships with Japan are eligible to apply. The award is renewable for up to three years of funding. The announcement for applications is made in the fall semester.

Robert M. Worth Epidemiology Scholarship

Robert M. Worth, Ph.D., considered a pioneer in the public health field in Hawai'i, began his career as a physician at Kalaupapa and was instrumental in having the century-long Hansen's disease quarantine lifted in 1969. Dr. Worth served on the faculty of the University of Hawai'i schools of medicine and public health for 22 years. He was also chief of the Communicable Disease Division of the Hawai'i State Department of Health. At the bequest of Dr. Worth and his family, an endowed fund was created to offer financial assistance to students pursuing a degree in public health. The announcement for application is made in the spring semester.

Koseki Award for Excellence in Community Service

Lawrence K. Koseki was a faculty member of the School of Public Health whose career in public service spanned over 36 years. During this time, he shared his expertise with many local, national and international organizations devoted to improving the health and well being of others. Part of Dr. Koseki's great contribution to this community was the outstanding support and wisdom he provided for many of the programs in which he participated. Each year, students are nominated to receive the Koseki Award for Excellence in Community Service based on their record of service to individuals and organizations as well as service in public policy. The Department selects the student who best exemplifies Dr. Koseki's passion for community service to receive the award certificate and an honorarium of \$100. The request for nominations is made in the fall semester.

Pauline Stitt Award for Outstanding Graduate Student

In recognition of over half century of service to public health, the Department's Outstanding Public Health Graduate Student Award was established in honor of Dr. Pauline Stitt, Professor Emerita of the Maternal and Child Health specialization. The award is intended to foster a spirit of excellence similar to that which Dr. Stitt cultivated in so many people she touched in her long and distinguished career. Nominations for this award are made both by the student body and the faculty. Award criteria include scholarship and participation in the department's governance, student activities, and community service. The recipient must be a well-rounded individual as well as an excellent performer in the academic arena. A certificate and an honorarium of \$100 is presented to the student selected to receive this award. The request for nominations is made in the spring semester.

UH Financial Aid Services

This office provides information and assistance on financial programs offered by the university. The office is located in QLC Room 112, 956-7251. Students may visit their website at <http://www.hawaii.edu/fas/> for additional information

Veterans Benefits

Students who are eligible for VA benefits may receive information and assistance from the Veteran Affairs staff at the Office of Admissions and Records, QLC 010, phone 956-8010. Information is also available at <http://manoa.hawaii.edu/records/veterans/>.

GRADUATION INFORMATION

Enrollment During the Semester of Graduation

Students must be enrolled during the term in which the degree is awarded with the following exceptions:

1. Students who complete all requirements for their degree but who missed the deadline for submission of the “Application for Degree” will graduate the following semester. Students will not be required to register for that semester; however, an “Application for Degree” must be submitted by the established deadline for the semester in which they graduate.
2. Students with an “Application for Degree” on file who fail to meet established deadlines during their “final” semester, but complete all requirements for their degree no later than the last working day before commencement, will graduate the following semester.

Students in either of these categories need a memo and certification of completion of degree requirements sent to the Graduate Division no later than the second week of the new semester.

Diploma Applications

An application for a diploma must be filed by the published deadline at the beginning of the semester in which the student expects to complete the degree requirements (see the Academic Calendar on the back of this handbook). Application forms may be obtained at the Graduate Division (from the self-service rack outside Spalding 352), and fees may be paid via MyUH or at the Cashier’s Office, QLC 105. All students must be registered during the semester in which they expect to graduate. (For exceptions, see “Enrollment During Semester of Graduation”).

Degree Checks

A degree check will be made for all students who file diploma applications. The Graduate Division will automatically delete from the graduation list the name of any student whose final grades contain either a grade of *I* (incomplete) or a missing grade, or whose records have any other discrepancies.

Conferring of Degrees – Degree Certification – Diplomas

Degrees are conferred and diplomas awarded two times annually, in December and May. Students completing their degree requirements at any time during the year may upon written request, receive certification from the Graduate Division that the degree will be conferred at the end of the appropriate semester, provided that their records are clear of all discrepancies.

Diplomas are generally ready for pick-up at the Office of Admissions and Records, QLC 010 approximately ten weeks after commencement exercises. Students who will be moving off O’ahu should complete a “Request to Mail Diploma” form at A&R. Additional information is available on the A&R website at <http://manoa.hawaii.edu/records/diplomas.html>. Inquiries regarding diplomas should be directed to A&R (956-8010), not to the Graduate Division or the department.

SUPPORT SERVICES

Graduate Student Academic Services

The Office of Graduate Student Academic Services (OGSAS) is located in Biomed D204. The staff assists individuals with general information, admission, registration, financial assistance, graduation, and alumni relations. OGSAS acts as a liaison with other university offices which offer student services such as the Graduate Division, Admissions and Records, Financial Aid Services, and International Student Services. The staff assists students in handling a wide variety of problems and advocate for student concerns.

Student Mailboxes

OGSAS maintains mailboxes for all public health students to be used for departmental and university mail only. Mailboxes are located in D104.

Check your mailbox regularly. Students, faculty, and staff should have their personal mail directed to their home address.

Computer Laboratory/Classroom

All classified students should apply for an individual passcode that will give them access to the computer laboratory located in Biomed D205. The computer laboratory hours are Monday – Friday, 8:00 a.m. to 7:00 p.m. The lab may not be accessed during scheduled classes and/or special workshops. Signs are posted on the door alerting students to these times and special operating hours. All computers have network access and a zipdrive. Some computers have the capability of writing to a CD-ROM. Computers are equipped with the Microsoft Office Suite (Word, Excel, Powerpoint), as well as SPSS, EndNote, SAS, Adobe Acrobat Reader and CD burning software. One scanner is available. All computers are hooked up to a network printer. Please be judicious in your printing and no food or drink in the computer lab. Students must apply for a passcode with OGSAS in room D204 and read and sign an agreement regarding the use of the lab.

Library Resources

University of Hawai'i Libraries

The University of Hawai'i at Mānoa Libraries (housed in Hamilton and Sinclair Libraries) provide the largest collection of information and research materials in the state. The collections contain more than 3 million volumes, and approximately 25,000 currently received serial and periodical titles received in paper and/or electronic format. Its online catalog (<http://library.manoa.hawaii.edu>) provides access to other local and national indexes, specialized databases (including MEDLINE), and library catalogs throughout the nation. Additional information on the UHM Libraries is available at <http://library.manoa.hawaii.edu/>.

Hamilton Library contains the main book, periodical, and microform collections. Separate components include Asia Collections; Special Collections (Hawaiian, Pacific, Rare Books, and Charlot Collections); Government Documents, Maps, and Microforms; Humanities and Social Sciences (including business and education); Science and Technology (including medicine); and University of Hawai'i system, U.S., and foreign college catalogs and selection aids. The Interlibrary Loan service helps faculty and students obtain research material from off-campus sources. Faculty and students may obtain subsidized copies of journal articles not owned by the Library.

The Gregg M. Sinclair Library holds the Reserve Book Room, the Computerized Learning Information Center (CLIC), the Wong Audiovisual Center, the Music collection and older, bound journals in all subjects.

Hours are posted at the entrances, on the web at <http://library.manoa.hawaii.edu/about/hours.html>, and a recording is available by calling 956-7205. Special hours may be established during holiday recesses, mid-terms, and final examination weeks.

Hamilton Library charges overdue fines of \$.25 per day, per item and \$.50 per day, per item for special permission loans and loans from special collections. Detailed information is available at http://library.manoa.hawaii.edu/about/policies/policies_circ.html#POLICY_OVERDUE. Library borrowing privileges will be blocked if fines are \$10.00 or more. Users falling in this category will be denied further registration, transcript request, and graduation until the block is cleared.

Health Sciences Library

The Health Sciences Library at the University of Hawai'i John A. Burns School of Medicine is the state's newest library and a biomedical information resource for the region. Located on the ground floor of the Medical Education Building at 651 Ilalo Street in the Kaka'ako Waterfront area of Honolulu, the library emphasizes electronic access to clinical resources through its website at <http://hslib.jabsom.hawaii.edu>. Library hours are Monday through Thursday, 8:00 a.m. to 10:00 p.m., Friday 8:00 a.m. to 5:00 p.m., Saturday 9:00 a.m. to 5:00 p.m. and Sunday 12:00 p.m. to 5:00 p.m. Phone number is 692-0810. This collection is particularly strong in public health as it used to be administratively part of the Public Health department. Websites of particular interest to public health students and faculty can be found at <http://hslib.jabsom.hawaii.edu/infofor/phstudents.html>.

Cooperative purchasing of electronic resources by the UH Mānoa Libraries (Hamilton Library) and the Health Sciences Library provides a strong collection of books and journals for the use of all University of Hawai'i at Mānoa students. All resources available through the Health Sciences Library and Hamilton Library can be accessed directly from anywhere on the Mānoa campus or via Hamilton Library's proxy server from off campus. For materials not available at either library, Interlibrary loans may be requested at no charge via Hamilton Library's website: <http://illiad.manoa.hawaii.edu/login/>.

Sessions on effectively searching the library databases and resources are offered at the beginning of the semester. Also, librarians are available for library research assistance. Please call 692-0810 or email hsinfo@hawaii.edu. Please identify yourself as a public health student.

Other Libraries

The East-West Center has a library collection called the Research Information Services (RIS) in Burns Hall, Room 4063. The RIS collection features a current and interdisciplinary coverage of selected social, cultural, political, and economic development issues in Asia and the Pacific region.

The Queen's Medical Center's **Hawai'i Medical Library** (HML) is located on the grounds of Queen's Medical Center at 1221 Punchbowl Street (547-4300) and is the library for Queen's Medical Center. Students may access their electronic resources and the print resources located on the first floor on-site only.

Action required by students to fully access library electronic resources

All students are assigned a UH Number as well as a hawaii.edu email account. Either of these will generally work for accessing the electronic resources. If you have a problem, either fill in the form that says "Contact Us" on the web page or call the Health Sciences Library at 692-0810 or go to the Hamilton Library Circulation Desk where someone can assist you. Also students are encouraged to sign-up for a hands-on workshop of library and Internet resources available to them. This will be announced at orientation.

University Identification Cards

You will need a University of Hawai'i picture identification card to borrow library books, purchase student tickets to campus events, play in intramural sports, etc. Once you have an ID, it must be validated each semester.

To obtain an ID card, go to the ID Office, Campus Center 212, **after tuition payment has been made** and complete the Student ID application and valid photo ID. Lost ID cards can be replaced for a \$15.00 fee. Additional information may be found at <http://www.hawaii.edu/campuscenter/services/uhmanoaid.html>.

International Student Services

The International Student Services (ISS) office offers general assistance for the special problems which students from other countries may encounter. Foreign students may seek personal counseling for problems related to health, finances, visas, and governmental regulations. ISS offers various types of social and educational activities as well as coordinating all university activities relating to foreign nationals. ISS, located in QLC 206, also advises American students seeking opportunities for overseas service and travel or wishing to engage in international student activities at the University of Hawai'i. ISS staff may be contacted at 956-8613 or visit their website at <http://www.hawaii.edu/issmanoa/>.

University Health Services

The University Health Services Mānoa (UHSM) is staffed by physicians, nurse clinicians, nurses, and other support staff. A wide range of medical services in primary care, women's health, sports medicine, dermatology, physical therapy, nutritional counseling, travel clinic, mental health, pharmacy, and laboratory tests. Health education and promotion and volunteer programs are also available. Although their primary service population is the students of UHM, many services are also available to faculty and staff members, and students from other campuses. Information on service fees is available on the University Health Services website at <http://www.hawaii.edu/shs/>. Clinic hours are Monday – Friday (except Wednesdays) 8:30 am – 12:00 pm, 12:30 pm – 4:00 pm; Wednesday 8:30 am – 12:00 pm, 1:30 pm – 4:00 pm; closed on holidays. Overnight and weekend services are not provided. For appointments or information, call 956-8965.

UHSM is not staffed to care for serious ailments or hospitalizations. Every student is urged to purchase a supplemental health and accident insurance policy. University of Hawai'i Students' Health Insurance plans are available, as are commercial plans in the community. Prospective subscribers are urged to carefully evaluate all aspects of any plan under consideration.

KOKUA Program (Disability Access Services)

The KOKUA program offers services to students with disabilities. If you have a disability and need registration or other academic support services, you are invited to contact the KOKUA Program, QLC 013, call (V/T) 956-7511 or 956-7612, or visit their website at <http://www.hawaii.edu/kokua/>. Early contact is strongly recommended to ensure that quality services may be rendered. Creating equal access is a shared responsibility.

Counseling and Student Development Center (CSDC)

CSDC offers students individual and group counseling and therapy, crisis intervention, and stress management assistance at no charge. CSDC also has a Learning Assistance Center which offers programs, commercial materials and diagnostic services to help develop more effective study habits and learning skills. CSDC staff include psychologists, psychiatrists, psychometrists, and interns. Their office is located in QLC 312 (956-7927) and their website is <http://www.hawaii.edu/csdc/>.

Graduate Student Organization (GSO)

Each classified graduate student is a GSO member. The GSO functions through an assembly composed of representatives elected during the fall semester from each of the graduate fields of study, and a council which is elected by and from the assembly members.

The GSO provides views on policies affecting graduate students, is an advisory body to the Graduate Division Dean, recommends graduate student representatives for service on campus-wide committees, and initiates and maintains extra-curricular programs relevant to graduate students. The GSO office is in Hemenway 212 (956-8776) and their website is <http://gso.hawaii.edu/>.

Writing Center

The Writing Center is a resource available to assist students and faculty of the University with their writing. The Center is located in Sinclair Library and their website is <http://www.english.hawaii.edu/writingcenter/>.

Career Services

The Career Services office offers a wide range of services, programs and resources to help students and alumni in all areas of career planning and job search. Services include:

- Online Jobs, is a web based job announcement system accessible to UHM students and alumni 24 hours a day, 7 days a week.
- Career Services Library provides recruiting literature, annual reports, and other publications useful in researching an employer's organization.
- Periodic workshops on resume preparation, interviewing skills, and job search skills.
- Credential files.

Careers Services is located in QLC 212 (956-8136) and their website is <http://cdse.hawaii.edu/>.

Students may also visit the Department's website at <http://www.hawaii.edu/publichealth/resources/links.html> for employment resources/job openings.

Campus Security

Campus Security provides protection and security for the UHM campus and community 24 hours a day throughout the year. Services include:

- Escort Service. Campus security provides transportation or a walking escort from dusk to dawn for anyone walking alone on campus at night. Call 68211 (V/T) from a campus phone to request an escort.
- Emergency call boxes. There are 68 emergency call boxes located throughout the campus which connect the caller directly with the Campus Security dispatcher. These emergency call boxes are activated by picking up the handset. Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

Visit the Campus Security website at <http://www.hawaii.edu/security/index.html> for safety tips and additional information.

UNIVERSITY POLICIES AND PROCEDURES

The university's commitment to academic quality and integrity, as well as to academic freedom, rest upon honesty and fairness in all aspects of scholarly endeavor. Faculty must test, grade, and review student work in a manner that is fair and reasonable and students must maintain scholastic honesty beyond reproach. Disputes that arise about fairness and honesty are best resolved through open and sincere communication among all parties – students, faculty, committees, and administrators.

It is the policy of the University of Hawai'i at Mānoa (UHM), that faculty and students of UHM be provided consistent and equitable treatment in resolving disputes arising from the academic relationship between faculty and student(s). The applicability of this policy is limited to those issues directly associated and concomitant with the faculty member's responsibilities as a teacher and the students' responsibilities as a learner. For matters involving alleged academic dishonesty, the **Student Conduct Code** should be consulted. This policy, with included procedural provisions, is established by the Vice President for Student Affairs with the concurrence of the Faculty Senate, the Associated Students of the University of Hawai'i and the Graduate Student Organization.

Information on the **Academic Grievance Procedure** is available from the Dean of Students, who is the campus administrator responsible for facilitating the grievance process described below. Students enroll in the professional schools of law and medicine are not governed by this procedure. Law and medical students have access to academic grievance procedures established by their schools and they may seek redress through those procedures. Decisions reached through University academic grievance procedures shall be considered final within the UHM.

Copies of the Student Conduct Code and Academic Grievance Procedures are available from the Office of Judicial Affairs, QLC 207 and a copy is posted on the University website at:

Student Conduct Code – http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/

Academic Grievance Procedures – http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/

Student Conduct

As a member of the University of Hawai'i at Mānoa community, students are expected to respect the special interests of the institution. When the interests of the University is violated by a student, the student is accountable to the institution and may face serious disciplinary action. The interests of the University are detailed in the *Student Conduct Code*. The following are examples of violations as stated in the *Student Conduct Code*.

Academic Integrity

The integrity of a university depends upon academic honesty, which consists of independent learning and research. Academic dishonesty includes cheating and plagiarism. The following are examples of violations of the Student Conduct Code that may result in suspension or expulsion from UH.

Cheating

Cheating includes but is not limited to giving or receiving unauthorized assistance during an examination; obtaining unauthorized information about an examination before it is given; submitting another person's work as one's own; using prohibited sources of information during an examination; fabricating or falsifying data in experiments and other research; altering the record of any grade; altering answers after an examination has been submitted; falsifying any official University record; or misrepresenting of facts in order to obtain exemptions from course requirements.

Plagiarism

Plagiarism includes but is not limited to submitting, in fulfillment of an academic requirement, any work that has been copied in whole or in part from another individual's work without attributing that borrowed portion to the individual; neglecting to identify as a quotation another person's idea and particular phrasing that was not assimilated into the student's language and style or paraphrasing a passage so that the reader is misled as to the source; submitting the same written, oral or artistic material in more than one course without obtaining authorization from the instructors involved; or "drylabbing", which includes obtaining and using experimental data and laboratory write-ups from other sections of a course or from previous terms.

Disciplinary Action

The faculty member must notify the student of the alleged academic misconduct and discuss the incident in question. The faculty member may take academic action against the student as the faculty member deems appropriate. These actions may be appealed through the Academic Grievance Procedure, available in the Office of Judicial Affairs. In instances in which the faculty member believes that additional action (i.e., disciplinary sanctions and a UH record) should be established, the case should be forwarded to the Dean of Students.

Academic Grievance Procedures

Responsibilities of Students and Faculty

In the classroom, in seminars, in the laboratory, practicum or other instructional setting, and in conference, students and faculty are expected to adhere to the highest academic standards of behavior and conduct. The responsibilities of students and faculty include, but are not limited to, the following:

Students

- to exhibit behavior which does not interfere with the rights of other students and faculty to learn or carry out their research or creative activities;
- to attend classes, seminars, and laboratories or follow other courses of study as required by the instructor and/or degree committee, recognizing that absences or deviation may adversely affect the final grade and/or progress in a degree (or certificate program);
- to fulfill assignments and requirements as described by the instructor and/or degree committee, recognizing that failure to do so may adversely affect the final grade and/or progress in a degree (or certificate) program;
- to provide required written, artistic, or other required materials to the degree committee in a timely fashion, allowing the faculty sufficient time to adequately review such materials;
- to abide by the UHM Student Conduct Code and other academic regulations in effect at UHM;
- to follow this Academic Grievance Procedure in pursuing redress of an academic grievance, as failure to do so may result in dismissal of the grievance;
- to recognize that the burden of proof rests upon the grievant; and
- to refrain from frivolous grievances.

Faculty

- to exhibit behavior which does not interfere with the rights of other faculty and students to learn or carry out their research or creative activities;
- to provide students equitable and unbiased treatment in an educational climate free from harassment and discrimination based on race, color, religion, national origin, status as veteran, sex, disability, arrest and court record, age, and sexual orientation;
- to provide students with sufficient and timely information, in writing, on the standards they are expected to meet and the procedures used to evaluate their achievements in their academic program, including (if relevant) an explanation of degree requirements, course objectives, general grading policy, attendance policy (see II, B), and related matters;
- to ensure that each course offered is in fundamental accord with the latest course description provided at the beginning of the course;

- to permit students who act in accordance with the responsibilities indicated in Responsibilities of Students (Section II) to complete any course in which they are enrolled;
- to provide instruction as scheduled with class meetings beginning and ending at the stated times, and to comply with other stipulations of the UHM calendar and examination schedule;
- to provide students timely evaluation in a fair, objective, and consistent manner;
- to retain student papers, tests, projects, reports, and examinations, as well as any other records maintained for the purpose of issuing grades, through the ensuing semester unless returned to the students; Summer Session papers should be retained through the Fall semester;
- to allow students to question and discuss the options, written materials, and other data considered part of each course or instructional program;
- to maintain reasonable office hours during the semester at times which are mutually convenient to students and faculty;
- to adhere to the policies of the Faculty Senate and the Graduate Division concerning authors, recognition of contributions to their work by students and others (refer to [Standards of Ethical Conduct for Research and Scholarly Activities and Procedures for Handling Unethical Misconduct in Research and Scholarly Activities](#), dated April 1992); and
- to refrain from any interference with these academic grievance procedures, or from any retaliatory action against a student because the student has filed a grievance.

For grievance situations involving graduate students and faculty, such as the assignment of grades and disciplinary actions based on violations of the student conduct code, the established grievance procedures promulgated by the Vice Chancellor of Students are appropriate and should be utilized to address the grievance (http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/).

Certain grievance situations are unique to graduate students, such as grievances involving:

- specific graduate program requirements and procedures, including adequate progress and professional competence,
- qualifying and comprehensive exams,
- formation and composition of the thesis or dissertation committee,
- final defense of the thesis or dissertation.

For grievances in these areas, students follow the Graduate Division Procedures found on: <http://manoa.hawaii.edu/grad/academic-grievance>.

For all other academic grievances, if a student has fulfilled all of his/her responsibilities as set forth in this document noted above and believes that a faculty member has failed to meet any of these responsibilities, or has acted arbitrarily and/or capriciously in the exercise of these responsibilities, the student may initiate action to achieve remedy. Such action should be taken in accord with this Academic Grievance Procedures.

The procedure to resolve grievances is outlined below and must be initiated not later than the end of the semester following the one in which the cause of the grievance occurred. Since the Academic Grievance Committee (AGC) is not ordinarily convened during summer sessions, grievances deriving from spring semester or from either summer session will usually be heard during the subsequent fall semester. However, if necessary, and as request by the grievant, a hearing before an ad hoc grievance committee may be arranged by the Dean of Students.

- A. Step 1 – The student shall attempt, insofar as possible, to resolve the problem with the faculty member(s) involved. In the attempt to resolve the matter with the faculty member, the student may wish to consult, in the following suggested order:
1. the Department Chairperson (or the Graduate Faculty Chairperson, if appropriate);
 2. campus mediation services (as available); and/or
 3. the Dean of Students.

In addition, any combination of the above may be approached to assist in an informal resolution.

- B. Step 2 – Failing to resolve the problem at Step 1, the student/grievant shall prepare a formal complaint in writing indicating:
1. the statement of facts as the grievant perceives them, citing specific violations where possible;
 2. the remedy sought by the grievant; and
 3. the respondent's statement or actions, if any, during or after the consultations under Step 1.

This written complaint is presented to the department chairperson (or the graduate faculty chairperson, if appropriate) of the respondent, with a copy for the respondent, and must be filed within 10 working days of the date on which the outcome reached in Step 1 is known to the grievant. For the purpose of this procedure, where the respondent is the chairperson of the department, the dean of the school or college shall assume the responsibilities of a department chairperson. If the department chairperson (or the graduate faculty chairperson, as appropriate) becomes aware that

sexual harassment is a possible basis of the academic grievance and the grievant confirms this opinion, the department chairperson (or graduate faculty chairperson) will notify, in writing, the Director of the Equal Employment Opportunity/Affirmative Action Office that said academic grievance may involve sexual harassment. In such cases the department chairperson (or graduate faculty chairperson) will provide the grievant a copy of the UHM Sexual Harassment Policy and Procedure (E1.203) and the Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission (A9.920). Notwithstanding this notification, the procedures for academic grievance shall continue as stated below.

The department chairperson (or graduate faculty chairperson) shall meet separately with the grievant and the respondent, or if both parties agree, jointly, to discuss the complaint. Within 10 work days of receipt of the written complaint, the department chairperson (or graduate faculty chairperson) shall complete any consultation and shall notify in writing the grievant and respondent of the department chairperson's determination and decision in a letter sent registered mail, return receipt requested, sending a copy of the findings to the dean of the school or college, or to the Graduate Division Dean, as relevant.

- C. Step 3 (Appeal) – Failing to achieve a satisfactory solution at Step 2, the grievant may file and appeal in writing via the Office of the Dean of Students with the chairperson of the ACG. Such filings must be done within 10 working days after the grievant has been notified of the decision reached and any action(s) taken at Step 2. The grievant shall provide as part of the appeal complete copies of all materials associated with Steps 1 and 2 and shall notify the chairperson of the AGC of the names of other custodians of relevant material which the grievant may not possess. It is the responsibility of the chairperson of the AGC to insure that all notifications required under section IV, B of the Academic Grievance Procedure are accomplished.

Advice or assistance on matters related to grievance procedures is available from the Office of Judicial Affairs, QLC 207 or at 956-4416.

Family Educational Rights and Privacy Act

The following items outline UH policies which conform with the Family Educational Rights and Privacy Act of 1974. Faculty and staff are responsible for maintaining student records and should be familiar with these policies. Students should also be aware of these policies so they may make appropriate requests.

Access to Files

Students have access to their own files in order to inspect and review their educational records. This inspection is done in the presence of a faculty/staff member. As an adjunct, a file should never be given to a student or put in delivery, but should always be hand-carried by a faculty/staff member or their designate.

Making Copies of Documents in Student Files

Student may request that copies of documents in their files be made for the purpose of an application for admission to another program at the University of Hawai'i at Mānoa and for academic purposes (advising or UHM-administered scholarships and fellowships). Copies are sent directly to those offices -- not given to students. Please note these are the only cases when copies may be made; copies will not be made for any purpose outside the UHM (i.e., employment, private scholarships, etc.). In order to request copies for the allowed purposes, a student must complete a release form, available at OGSAS.

Directory Information

Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information: (a) name of student; (b) local address and zip code maintained in the campus locator printout; (c) local telephone number maintained in the campus locator printout; (d) major field of study; (e) fact of participation in officially recognized activities and sports; (f) weight and height of members of athletic teams; (g) dates of attendance; (h) most recent educational institution attended; and (i) degrees and awards received.

A student has the right to request that all of the above items not be designated Directory Information with respect to the student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar he or she is attending which of the above items are not to be disclosed without the prior consent of that student.

University Smoking Policy

As the leading educational institution in this state, the University of Hawai'i's policy is to provide a safe and healthy learning and working environment for students and employees.

Smoking is prohibited in the following areas: (a) all interior space owned, rented or leased by the university; (b) in building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces and lanais; (c) within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned; (d) within 50 feet of designated pick-up and drop-off points for campus and public bus transportation; (e) within the gates of the university's outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and (f) any area that has been designated by the person having control of the area as a non-smoking area marked with a no smoking sign.

As of the 2004-2005 academic year, all university residences are 100 percent smoke-free. All advertising and sales of tobacco products on university campuses are prohibited (except for the sale or free distribution of non-university supported magazines and newspapers that incidentally contain tobacco product advertising). The sponsorship of campus events or campus organizations by the tobacco industry or tobacco promoting organizations is prohibited. Additional information on the university's smoking policy may be found at <http://www.hawaii.edu/smokingpolicy/>.

Parking for Disabled Persons

The UHM Parking Office will recognize only the City and County Certificate of Disability as the official authorized identification card for mobility-impaired parking applications. Applications for the City and County Certificate of Disability are available at the Office of the Director of Transportation, 650 S. King St., 527-4245. Upon receiving the certificate and the vehicle identification placard, please submit a formal request for a UHM Special Parking Permit at the UH Parking Office.

FACULTY AND STAFF DIRECTORY

Name	Phone	Email	Office
Bass, Luana	956-8894	lbass@hawaii.edu	Biomed D209
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Partika, Nancy	956-5756	nantika@hawaii.edu	Biomed C103
Sensano, Kirsten	956-8267	ogsas@hawaii.edu	Biomed D204
Sentell, Tetine	956-5781	tsentell@hawaii.edu	Biomed D104G
Sy, Angela	956-8711	sya@hawaii.edu	Biomed D104D
Tanji, Ginny	692-0810	tanji@hawaii.edu	Health Sciences Library
Taualii, Maile	591-6653 or 956-7231	mtaualii@hawaii.edu	Biomed C104C
Wilcox, Bruce	956-8577	bwilcox@hawaii.edu	Biomed T102
Yontz, Valerie	956-5771	vyontz@hawaii.edu	Biomed D202

BIOMEDICAL SCIENCES ROOM RESERVATIONS

To reserve a room in the Biomedical Sciences Building:

1. Go to <https://sites.google.com/site/ogsas204/>
2. Check the appropriate Room Calendar for availability
3. Contact OGSAS at ogsas@hawaii.edu or x68267 and provide the following information:
 - Room Number
 - Day and Date of Event
 - Start and End Times
 - Event Name
 - Contact person (include phone number if not DPHS faculty/staff)

To reserve all other class/meeting rooms in the Biomedical Sciences Building, please contact the UHM Scheduling Office at x67953.

Room	Use	Capacity	Features
C104	Classroom	30	Large conference table with surrounding seats, VTC data jacks
D106	Classroom	15	Conference table with surrounding seats
D107	Classroom	15	Conference table with surrounding seats
D211	Classroom	25	Conference table with surrounding seats, VTC data jacks, TV monitor, VCR

Arrangements with Facilities Management must be made for use of these rooms on weekends, holidays, and after 5:30 p.m.

COURSES

The course offerings in this publication are subject to change without notice. Please consult MyUH for confirmed course offerings each semester. Individuals who are not public health students require instructor consent to enroll in courses; all courses 600-level and above require graduate standing. The minimum required grade for prerequisites is C- or better. For additional information, contact the Office of Graduate Student Academic Services, Biomed D204.

PH 301 Introduction to Public Health Issues (2)

Seminar will explore current issues and case studies in epidemiology, issues and causes of chronic and infectious diseases, how the environment interacts with health, and how social and behavioral factors affect personal health.

PH 302 Introduction to Epidemiology (2)

Lecture/discussion on the fundamental principles of epidemiology, exploring patterns of disease, threats to health and EPI methods for prevention, control and treatment.

PH 303 Seminar in Global Health (2)

Introduction to the basic principles of global PH. Topics include the application of these principles to global PH issues, exploration of links between health, economic and social status, health disparities and global interventions.

PH 500 Master's Plan B/C Studies (1)

Enrollment for degree completion. Pre: master's Plan B or C candidate and consent.

PH 600 Introduction to Public Health (2)

This course will provide a broad introduction to the field of public health and orientation to overarching issues in the field. A-F only. Pre: consent. (Fall only)

PH 602 Introduction to Health Services (3)

This course presents an overview of the historical, conceptual, ethical, and political context for health care delivery. It also explores current trends, practices, and issues in the delivery of health care services. Repeatable one time.

PH 610 Public Health Biology (3)

Writing-intensive asynchronous computer-based course examines biological processes and challenges relevant to the public health professional. Topics include anatomical, pathophysiological, and molecular bases of public health; genetics, immunology, ethics; disease prevention, control, and management. (Once a year) (Cross-listed as CMB 610)

PH 623 Social Science and Public Health (3)

Individual and community health; implications for public health practice, individual and social change processes.

PH 626 Health Economics (3)

Integrated concepts in health economics and its application towards health policy issues; market failures in health care; factors affecting U.S. health care spending potential impact on equity/efficiency stemming from changes in health care delivery. A-F only. (Once a year)

PH 628 Stress and Stress Management in Public Health (3)

Lecture/discussion on theoretical concepts of stress and stress management, management issues, selected application areas, and prevention and treatment skills relevant to public health. Format includes readings, guest speakers, student paper, and practical exercises. A-F only. (Once a year)

PH 630 Cultural Competency in Health Care (3)

Course presents both analytical and practical approaches to cultural competency domains, concepts, models, frameworks, patterns and communication that occur in cross-cultural health care situations. A-F only.

PH 641 Introduction to Health Policy (3)

Lecture/discussion on historical and current public health policies; the role of stakeholders in health policy making and advocacy; using health policy frameworks for conducting policy analysis. Group activities apply the concepts presented in class. Pre: 602 or consent. (Once a year)

PH 646 Grant Writing in Public Health (1)

Lecture/discussion on grant writing with public health focus. Includes basic components of grant proposals, assessing appropriate funding opportunities, data sources/resources for justifying grants, and the funder's perspective. Student will prepare a brief foundation grant proposal. A-F only. (Once a year)

PH 647 Analytic Approaches to MCH (3)

Application of analytic methods to the identification of health problems in children and women of reproductive age. Evidence-based approach in MCH. Repeatable one time.

PH 648 Public Health Program Planning (2)

Combined lecture and seminar style course on the theory and practice of public health program planning. Open to non-majors. A-F only. Pre: consent.

PH 649 Needs Assessment (3)

Knowledge and skills acquisition in conducting needs assessment and program planning in public health practice. Pre: consent.

PH 650 Ecological Epidemiology (2)

Applications of population biology, pathogen/host life history, and population genetics to infectious disease epidemiology, including micro- and macroparasites, and implications to disease control and prevention of strategies. A-F only. Pre: consent. (Alt. years: spring) (Cross-listed as TRMD 650)

PH 651 Introduction to Human Population (3)

Comparative analysis of quantitative and qualitative aspects of population; factors affecting size, distribution, and composition; impact of population size and composition on society. (Cross-listed as PPST 650 and SOC 650)

PH 652 Interdisciplinary Seminar (1)

Topics such as contemporary issues in global health and population studies, international health programs, demographic methods, global economy and health, human rights and humanitarian assistance, social justice, global environmental changes and health. Pre: consent. (Cross-listed as PPST 649)

PH 655 Biostatistics I (3)

Introduction to statistical methods for public health sciences. Probability, experimental design, t tests and analysis of variance, 2X2 contingency tables, linear regression, introduction to life tables.

PH 656 Biostatistics II (3)

Poisson distribution, Fisher's exact test, contrasts in ANOVA, two way ANOVA, multiple linear regression and analysis of covariance, path analysis, logistic regression, method of maximum likelihood, likelihood ratio tests. Pre: PH 655, completion of one semester of calculus or consent.

PH 658 Computer Applications in Public Health (3)

Applications of computers to problems common to public health. Emphasis on data analysis and processing using existing computer programs.

PH 659 Methods of Demographic Analysis (3)

Statistical evaluation and analysis of population data; data sources; population growth; composition; standardization of rates; mortality and the life table; nuptiality and fertility; distribution, migration, and urbanization; projections and stable population theory. Pre: graduate standing or consent. (Cross-listed as PPST 691 and SOC 691)

PH 660 Current Topics in Community Health (2)

Critique of published articles in community health as they relate to public health. Skill building in community health development techniques. Emphasis on exchange of ideas and alternative approaches. Stresses group approaches to solve community health problems. A-F only.

PH 663 Principles of Epidemiology I (3)

Introduction to epidemiologic principles and methods. Topics covered include: outbreak investigation, measures of morbidity and mortality, measurements of risk, biological variability, screening, measurements of error, sampling, statistical significance, study design, and association and causation.

PH 664 Principles of Epidemiology II (3)

Lecture/discussion on: design and interpretation of experimental and observational studies; causation and casual inference; biases in study design; random error and statistics role in epidemiology; and epidemiological data analysis. Pre: 655 and 663, or consent

PH 665 Concepts in Immunology and Immunopathogenesis (2)

Immunological concepts relating to infectious diseases and host pathogen interactions. Repeatable one time. A-F only. Pre: MICR 461 (or equivalent) or consent. (Cross-listed as TRMD 604)

PH 666 Seminar in Infectious Disease Control (3)

Strategies for controlling important infectious diseases in the Pacific area. Emphasis on epidemiology, ecology, and public health principles. Pre: 663 (or concurrent) and one semester in microbiology, or consent.

PH 667 Infectious Disease Microbiology II (3)

Will cover different families of animal viruses of importance to human diseases. The genome, structure, replication, as well as host immune responses, epidemiology, clinical features, and animal models will be presented. Repeatable one time. A-F only. Pre: TRMD 604 and MICR 351, or consent. (Cross-listed as TRMD 605)

PH 668 Tropical Medicine Laboratory Rotation (V)

Practical experience in use of equipment and procedures in infectious disease and immunology research; introduction to research in tropical medicine. Pre: TRMD 604/PH 665 (or concurrent), or consent. (Cross-listed as TRMD 606)

PH 669 Epidemiological Study Design Critique (2)

Critique of study design using published public health literature. Emphasis on exchange of ideas, alternative approaches; stresses epidemiology as science of public health. Repeatable. A-F only. Pre: 663 or consent.

PH 671 Community and Public Health Practice (2)

Community organization and development applicable to the delivery of health services. Understanding community dynamics, mobilizing community groups for effective health care practice and delivery. Pre: 647 or 737; or consent. (Cross-listed as SW 674)

PH 672 Public Health Leadership and Systems Thinking (2)

Assess how to organize community partnerships to create and communicate a shared vision for a changing future; discuss solutions to organizational and community challenges; maximize motivation to reach public health goals. A-F only. Pre: 600 or consent.

PH 673 Health Ethics, Law and Politics (3)

Review theories and case studies concerning health care ethics, law and politics. Topics include health care quality, key health care policymakers, and the intersecting issues of policy and law with medicine, public health and ethics. A-F only. (Once a year)

PH 681 Environmental Determinants of Health (3)

Environmental factors in personal and community health; implications for public health practice. Consideration of major issues from local, U.S., and international perspectives.

PH 683 Global Nutrition (2)

Examination of global food and nutrition problems, programs, issues, policies, and strategies for improvement. Pre: statistics and consent. (Alt. years: fall) (Cross-listed as FSHN 683)

PH 689 Nutritional Epidemiology (3)

Dietary, biochemical, anthropometric and clinical methods used for evaluating nutrition and diet in the etiology and epidemiology of disease. Pre: 663 and FSHN 685 or consent. (Cross-listed as FSHN 689)

PH 690 Introduction to Global Health (3)

Current global health issues such as: global health workforce distribution/shortages, maternal and child health, emerging infectious diseases, population aging, chronic diseases, nutrition, global environmental change, health and human rights of special population groups. A-F only. (Once a year) (Cross-listed as PPST 690)

PH 691 Fundamentals of Environmental Epidemiology (2)

Examines the complex relationship between environmental contaminants and human health. Emphasis on environmental epidemiology study design, environmental exposure monitoring and risk assessment, disease and environmental exposure mapping, and spatial data analysis and modeling with GIS. A-F only. (Once a year)

PH 692 Clinical Epidemiology (3)

Combined lecture-discussion on health measurement and the use of epidemiologic principles to questions applicable at both individual and population levels on diagnosis, screening, prognosis, and the safety and efficacy of therapeutic and preventive interventions. Pre: 664 or consent. Fall only.

PH 696 Continuing Education in Public Health (1)

Seminar designed to provide practical, community-focused, continuing education for the practicing public health professional. The application of public health principles to address practical public health problems is stressed. Weekly discussions and reports will cover a variety of relevant public health topics. Repeatable unlimited times. A-F only.

PH 699 Directed Reading/Research (V)

Pre: consent.

PH 700 Thesis Research (V)

Pre: consent.

PH 701 Health Communication (3)

Skills-oriented course introduces the basic structure of health communication strategies in different settings, selected elements of communication theory, the development of health communication material, and a practical training in motivational counseling skills. Pre: 623 or consent.

PH 702 Health Promotion Research (3)

Focus on research methods commonly used in health promotion. Topics will include randomized trials, quasi-experimental design, sampling, measurement, and correlational studies. Labwork will focus on the use of SPSS to analyze data for applied research problems. A-F only. Pre: 623 and 655, or consent.

PH 704 Community-Based Participatory Research (3)

Explores ways academic and lay communities collaborate on research, key theoretical perspectives in the development of CBPR, and the challenges in implementing CBPR approaches. Format includes lectures, discussions, readings, writing assignments, and a fieldwork project. DrPH majors only. A-F only.

PH 737 Policies/Programs in MCH Services (3)

Development and organization of health services for mothers and children; review and analysis of policies and events, legislation and programs, current issues. Pre: consent.

PH 742 Qualitative Methods (3)

Application of qualitative research methods in the development of health sciences disciplinary knowledge related to culturally diverse populations. A-F only. Pre: 655 (or equivalent) or consent.

PH 745 MCH and Disabilities I (1-4)

This course is designed to teach leadership development for health professionals in an interdisciplinary seminar format. Inquiry-based learning approaches are applied with a series of families and children with neurodevelopmental and related disabilities to explore clinical, cultural, policy and program implications for services and supports for individuals with disabilities and family members. Program evaluation and research analysis are also conducted with relevance to best practice with the MCH/CSHN population.

PH 746 MCH and Disabilities II (1-4)

This course is designed to apply leadership development for health professionals in an interdisciplinary seminar format. Inquiry-based learning approaches are applied with a series of families and children with neurodevelopmental and related disabilities to explore clinical, cultural, policy, and program implications for services and supports for individuals with disabilities and family members. Program evaluation and research analysis are also conducted with relevance to best practice with the MCH/CHSN population.

PH 747 Statistical Methods in Epidemiological Research (3)

Multiple variable statistical methods currently used in chronic disease epidemiology. Logistic regression, conditional logistic regression, proportional hazards regression modeling, generalized estimating equation-based methods, delta method approximations, exact tests. Pre: 656, 663, completion of one semester of calculus; or consent.

PH 748 Chronic Disease Epidemiology (3)

Will cover selected topics in chronic diseases with critical analysis of the current epidemiologic literature. Methodologic issues, contemporary findings and recommendations for future research will be discussed. A-F only. Pre: 663 or consent.

PH 749 Epidemiology of Diabetes and Obesity (2)

Provides an overview of the epidemiology of neurological and neurodegenerative diseases and their risk factors, and methodological considerations for the student of these diseases. A-F only. Pre: 663 or consent.

PH 750 Health Behavior Change (3)

Provide an understanding of the relationship between health behaviors and outcomes including psychological, physiological and quality of life aspects. The course will also focus on the major theories of behavior and behavior change. Emphasis will be placed on understanding concepts, principles and explanations and how these are translated into practical interventions for adoption and maintaining behavior change. A-F only. Pre: 623 or consent.

PH 751 Social Epidemiology (3)

Examine the epidemiologic study of the social distribution and social determinants of states of health, including the identification of social-environmental exposures and their relation to physical and mental health outcomes. Repeatable one time. A-F only

PH 753 Survival Analysis (3)

Construction and interpretation of various types of life tables, treatment of censored data, proportional hazards, relative risk regression models, and parametric survival analysis. Pre: 655 or consent.

PH 754 Neuroepidemiology (2)

Lecture/discussion providing an overview of the epidemiology of neurological and neurodegenerative diseases and their risk factors, and methodological considerations for the study of these diseases. Pre: 663 or consent. (Fall only).

PH 755 Seminar in Tropical Medicine & Public Health (1)

Weekly discussion and reports on current advances in tropical medicine and public health. Repeatable unlimited times. (Cross-listed as TRMD 690)

PH 756 Special Topics in Tropical Medicine (V)

Advanced instruction in frontiers of tropical medicine and public health. Repeatable unlimited times. (Cross-listed as TRMD 705)

PH 765 Program Evaluation (3)

Presented are principles of and frameworks for program evaluation. Students develop logic models and evaluation plans for a community program and collect and analyze evaluation data. A-F only. (Spring only)

PH 770 (Alpha) Doctoral Seminar in Translational Research (2)

Required for students in the DrPH program. (B) domestic & global health disparities; (C) research methods in health disparities; (D) evidence-based programs in global health & health disparities; (E) topics in health disparities & policy. Repeatable up to 8 credits. A-F only. Pre: 600 (or concurrent) and 623 (or concurrent) and 649 (or concurrent) and 655 (or concurrent) and 663 (or concurrent) and 765 (or concurrent), or departmental approval. (702 (or concurrent) may be substituted for 649).

PH 771 Teaching Practicum (3)

Provide doctoral students with theoretical and practical teaching and course development experiences under the guidance of a faculty mentor. Students will have a portfolio documenting their accomplishments. Graduate standing in PH only. A-F only. Pre: 600 and 623 and 649 and 655 and 663 and 765 and 770, or departmental approval. (702 (or concurrent) may be substituted for 649)

PH 772 Research Practicum (3)

Hands-on research experience with a faculty mentor. Meet in small groups to discuss issues related to research in public health. Final project will be submission of a publishable quality paper. Graduate standing in PH only. A-F only. Pre: 600 and 623 and 649 and 655 and 663 and 765 and 770, or departmental approval. (702 (or concurrent) may be substituted for 649)

PH 781 Environmental Health Lab Methods (1)

Hands-on training for laboratory methods used in monitoring and detecting environmental health risk factors; learning and application of immunological-, animal cell culture- and molecular biology-based techniques for studying environmental pathogens and toxic pollutants. Repeatable one time. A-F only. (Once a year)

PH 788 Seminar in Public Health Sciences (V)

Topics related to recent developments in major areas; student and faculty research activities. Sections: (1) biostatistics; (2) environmental health; (3) epidemiology; (4) public health nutrition. Repeatable unlimited times.

PH 789 Integrative Seminar (2)

Integrative seminar in public health required as part of the student capstone experience to bring together key aspects of their courses, competencies, and practicum. A-F only. Pre: completed PH field practicum and consent.

PH 791 Advanced Public Health Practice (3)

Observation, study, and practical work in student's area of specialization. Pre: public health degree candidate and consent.

PH 792 (Alpha) Current Issues & Topics in Public Health (V)

Current and emerging issues and topics related to public health. (B) biostatistics; (E) epidemiology; (H) health policy and management; (S) social and behavioral health sciences; (U) public health. Repeatable unlimited times.

PH 793 Special Practicum/Project (V)

Supervised practical training beyond the required practicum in an area of particular interest. Provides additional opportunity to synthesize, integrate, and apply practical skills and knowledge in a public health work environment. Repeatable one time. Pre: 791 and a minimum of 6 credit hours of PH core courses, or consent.

PH 794 (Alpha) Exploration in Public Health (V)

Investigation of emergent fields of inquiry in public health. (B) biostatistics; (E) epidemiology; (H) health policy and management; (S) social and behavioral health sciences; (T) public health science; (U) public health. Repeatable up to three credits.

PH 800 Dissertation Research(V)

Pre: consent.

Appendix A

Form 14 MPH (E): MPH Program Plan (Epidemiology)*

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits
*Must submit a petition for the transfer to the Graduate Division during first semester of enrollment.				Total Transferred Credits	

Core Public Health Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 600 Introduction to Public Health (2)			
	PH 602 Introduction to Health Services (3)			
	PH 623 Social Science and Public Health (3)			
	PH 655 Biostatistics I (3)			
	PH 663 Principles of Epidemiology I (3)			
	PH 681 Environmental Determinants of Health (3)			
		alternate		
+Must submit a course waiver for each course to be waived. If applicable, list alternate course above.			Total Core Credits	

Specialization Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 656 Biostatistics II (3)			
	PH 658 Computer Applications in Public Health (3)			
	PH 664 Principles of Epidemiology II (3)			
	PH 669 Epidemiological Study Design Critique (2)			
	PH 666 Seminar in Infectious Disease Control (3) or PH 748 Chronic Disease Epidemiology (3)			
	PH 747 Statistical Methods in Epidemiological Research (3)			
	PH 789 Integrative Seminar (2)			
Practicum	PH 791 Practicum			3
+Must submit a course waiver for each course to be waived. If applicable, list alternate course above.			Total Specialization Credits	

Elective Courses	Course Number & Title	Sem/Year to be Taken	Credits
Minimum of 3 credits required		Total Elective Credits	

Total MPH Credits (42 credits required)		
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Student's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Appendix B**Form I4 MPH (H): MPH Program Plan (Health Policy and Management)***

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits
*Must submit a petition for the transfer to the Graduate Division during first semester of enrollment.				Total Transferred Credits	

Core Public Health Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 600 Introduction to Public Health (2)			
	PH 602 Introduction to Health Services (3)			
	PH 623 Social Science and Public Health (3)			
	PH 655 Biostatistics I (3)			
	PH 663 Principles of Epidemiology I (3)			
	PH 681 Environmental Determinants of Health (3)			
		alternate		
+Must submit a course waiver for each course to be waived. If applicable, list alternate course above.			Total Core Credits	

Specialization Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 626 Health Economics (3)			
	PH 641 Introduction to Health Policy (3)			
	PH 648 Public Health Program Planning (2)			
	PH 660 Current Topics in Community Health (2)			
	PH 672 Public Health Leadership & Systems Thinking (2)			
	PH 765 Program Evaluation (3)			
	PH 789 Integrative Seminar (2)			
	alternate			
Practicum	PH 791 Practicum (3)			3
+Must submit a course waiver for each course to be waived. If applicable, list alternate course above.			Total Specialization Credits	

Elective Courses	Course Number & Title	Sem/Year to be Taken	Credits
Minimum of 5 credits required		Total Elective Credits	

Total MPH Credits (42 credits required)

Student's Signature_____
Date_____
Faculty Advisor's Signature_____
Date

Appendix C

Form I4 MPH (S): MPH Program Plan (Social & Behavioral Health Sciences)*

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits
*Must submit a petition for the transfer to the Graduate Division during first semester of enrollment.				Total Transferred Credits	

Core Public Health Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 600 Introduction to Public Health (2)			
	PH 602 Introduction to Health Services (3)			
	PH 623 Social Science and Public Health (3)			
	PH 655 Biostatistics I (3)			
	PH 663 Principles of Epidemiology I (3)			
	PH 681 Environmental Determinants of Health (3)			
		alternate		
+Must submit a course waiver for each course to be waived. If applicable, list alternate course above.			Total Core Credits	

Specialization Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 649 Needs Assessment (3)			
	PH 660 Current Topics in Community Health (2)			
	PH 702 Health Promotion Research (3)			
	PH 750 Health Behavior Change (3)			
	PH 765 Program Evaluation (3)			
	PH 789 Integrative Seminar (2)			
	alternate			
Practicum	PH 791 Practicum (3)			3
+Must submit a course waiver for each course to be waived. If applicable, list alternate course above.			Total Specialization Credits	

Elective Courses	Course Number & Title	Sem/Year to be Taken	Credits
Minimum of 6 credits required		Total Elective Credits	

Total MPH Credits (42 credits required)		
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Student's Signature

Date

Faculty Advisor's Signature

Date

Appendix D

Form 14 MS (E): MS Program Plan (Epidemiology)*

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits

*Must submit a petition for the transfer to the Graduate Division during first semester of enrollment. **Total Transferred Credits**

Required Biostatistics Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
		PH 655 Biostatistics I (3)		
	PH 656 Biostatistics II (3)			
	PH 747 Statistical Methods in Epidemiology (3)			
		alternate		

+Must submit a course waiver request form for each course to be waived. If applicable, list alternate course above. **Total Biostatistics Credits**

Required Epidemiology Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
		PH 663 Principles of Epidemiology I (3)		
	PH 664 Principles of Epidemiology II (3)			
	PH 669 Epidemiological Study Design Critique (2)			
		alternate		

+Must submit a course waiver request form for each course to be waived. If applicable, list alternate course above. **Total Epidemiology Credits**

Thesis Work	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
		PH 699 Directed Reading/Research++		
	PH 700 Thesis Research (6-12 credits)++			

++A minimum of 6 credits of PH 700 is required. PH 699 credits taken as thesis work may be applied to this minimum. The combined total of 699 and 700 credits applied toward the degree requirement shall not exceed 12. **Total Epidemiology Credits**

Other Courses	Course Number & Title	Sem/Year to be Taken	Credits
		PH 600 Introduction to Public Health (2)	
	PH 658 Computer Applications in Public Health (3)		

Total Other Courses

Advanced Statistical Methods*	Course Number & Title	Sem/Year to be Taken	Credits

*A minimum of 3 credits required. **Total Advanced Statistics Credits**

Advanced Epidemiology Courses*	Course Number & Title	Sem/Year to be Taken	Credits

*Credit hours to be determined by adviser based on student's experience and professional goals. **Total Advanced Epidemiology Credits**

Other Elective Courses	Course Number & Title	Sem/Year to be Taken	Credits

Total Other Elective Courses

Total MS Credits (a minimum of 31 credits required)

Student's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Appendix E

Form I4 MS (S): MS Program Plan (Social & Behavioral Health Sciences)*

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits
*Must submit a petition to the Graduate Division during first semester of enrollment.				Total Transferred Credits	

Core Public Health Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 602 Introduction to Health Services (3)			
	PH 623 Social Science and Public Health (3)			
	PH 655 Biostatistics I (3)			
	PH 663 Principles of Epidemiology I (3)			
	PH 681 Environmental Determinants of Health (3)			
		alternate		
+Must submit a course waiver request form for each course to be waived. If applicable, list alternate course above.			Total Core Credits	

Specialization Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 656 Biostatistics II (3)			
	PH 660 Current Topics in Community Health (2)			
	PH 699 Directed Reading/Research (data analysis study) (1)			
	PH 702 Health Promotion Research (3)			
	PH 750 Health Behavior Change (3)			
	PH 700 Thesis Research (6)			6
		alternate		
+Must submit a course waiver form for each course to be waived. If applicable, list alternate course above.			Total Specialization Courses	

Elective Courses*	Course Number & Title	Sem/Year to be Taken	Credits
*Up to 6 of the 7 credits may be waived for students with related advanced degree.		Total Elective Credits	

Total MS Credits (34-40 credits required)		
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Student's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Appendix F

Form I4 DrPH (T): DrPH Program Plan (Translational Research)*

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses (for those without an MPH)	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits
	PH 600 Introduction to Public Health (2)		
	PH 602 Introduction to Health Services (3)		
	PH 649 Needs Assessment (3) or PH 702 Health Promotion Research (3)		
	PH 655 Biostatistics I (3)		
	PH 663 Principles of Epidemiology I (3)		
	PH 765 Program Evaluation (3)		

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits
*Must submit a petition to the Graduate Division during first semester of enrollment.				Total Transferred Credits	

Restricted DrPH Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 770B Domestic & Global Health Disparities (2)			
	PH 770C Research Methods in Health Disparities (2)			
	PH 770D Evidence-Based Prgms in Global Hth & Hlth Disparities (2)			
	PH 770E Topics in Health Disparities and Policy (2)			
	PH 771 Teaching Practicum (3)			
	PH 772 Research Practicum (3)			
	PH 800 Dissertation Research (1)			
	alternate			
+Must submit a course waiver request form for each course to be waived. If applicable, list alternate course above.			Total Restricted DrPH Credits	

Other Required DrPH Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 656 Biostatistics II (3)			
	PH 630 Cultural Competency in Health Care (3)			
	PH 704 Community-Based Participatory Research (3)			
	Qualitative Research Course (3)			
	Multivariate & Quantitative Methods Using SPSS Course (3)			
	Other Research Methods & Biostatistics Courses (3-6)			
	Specialization Courses (6-9)			
		alternate		
+Must submit a course waiver form for each course to be waived. If applicable, list alternate course above.			Total Other DrPH Credits	

Total DrPH Credits (39 credits required)			
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Student's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Appendix G

Form I4 PhD Program Plan (Epidemiology)*

*For students admitted Fall 2010 and later

Student's Name: _____

Required Prerequisite Courses (for those without an MPH or MS degree in Epidemiology or Biostatistics)	Course Number & Title (credits will not count towards the degree)	Sem/Year to be Taken	Credits
	PH 655 Biostatistics I (3)		
	PH 656 Biostatistics II (3)		
	PH 658 Computer Applications in Public Health (3)		
	PH 663 Principles of Epidemiology I (3)		
	PH 664 Principles of Epidemiology II (3)		
	PH 747 Statistical Methods in Epidemiological Research (3)		

Transferred Courses (by petition*)	Course Number & Title	UHM	Other	Sem/Year Taken	Credits
*Must submit a petition to the Graduate Division during first semester of enrollment.				Total Transferred Credits	

Required PhD Courses	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 665 Infectious Disease Microbiology I (3)			
	PH 669 Epidemiological Study Design Critique (2)			
	PH 748 Chronic Disease Epidemiology (3)			
	PH 771 Teaching Practicum (3)			
	PH 772 Research Practicum (3)			
	PH 800 Dissertation Research (1)			
	alternate			
+Must submit a course waiver request form for each course to be waived. If applicable, list alternate course above.			Total Restricted DrPH Credits	

Elective PhD Courses^	Course Number & Title	Waived+	Sem/Year to be Taken	Credits
	PH 647 Analytic Approaches to MCH (3)			
	PH 651 Introduction to Human Population (3)			
	PH 652 Interdisciplinary Seminar (1)			
	PH 666 Seminar in Infectious Disease Control (3)			
	PH 667 Infectious Disease Microbiology II (3)			
	PH 689 Nutritional Epidemiology (3)			
	PH 690 Introduction to Global Health (3)			
	PH 691 Fundamental of Environmental Epidemiology (2)			
	PH 692 Clinical Epidemiology (3)			
	PH 751 Social Epidemiology (3)			
	PH 753 Survival Analysis (3)			
	PH 754 Neuroepidemiology (2)			
	PH 792 Curr Issues & Tpcs in Epidemiology (E) & Biostatistics (B) (2-3)			
	PH 794 Exploration in Epidemiology (E) & Biostatistics (B) (2-3)			
	Courses Outside the Department of Public Health Sciences (9)			
		alternate		
+Must submit a course waiver form for each course to be waived. If applicable, list alternate course above. ^Minimum number elective credits is 15.			Total Elective Courses	

Total PhD Credits (A minimum of 30 credits required)			
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Student's Signature _____ Date _____

Faculty Advisor's Signature _____ Date _____

Appendix H**Practicum Checklist**

- ✓
- Liability Insurance**
 - Paid the \$15.00 fee at Office of Graduate Student Academic Services (OGSAS) in Biomed D204. (Only checks are accepted and they are made out to “University Of Hawai‘i”.)
 - Selected Practicum Placement Site**
 - Found a site that meets your interest
 - Discussed the site with your faculty advisor
 - Faculty advisor approved the site
 - Site offers the basic activities that will meet the requirements of your specialization areas
 - Site has a memorandum of agreement with the Department of Public Health Sciences (DPHS)
 - Selected Qualified Field Preceptor**
 - Selected qualified field preceptor that is willing to oversee your practicum activities
 - Field preceptor has at least a master’s degree
 - Field preceptor has at least two years experience in the field
 - Faculty advisor approves of the field preceptor
 - Field preceptor has enough time to meet regularly with the student
 - Form 15**
 - All sections of Form 15 completed
 - All signatures on Form 15 obtained
 - Completed Form 15 submitted to OGSAS
 - Signed Memorandum of Agreement (MOA)**
 - Selected practicum site has a signed memorandum of agreement (MOA) with DPHS
 - MOA filed with the Practice Coordinator
 - Enrolled in PH 791: Advanced Public Health Practice**
 - Register for PH 791: Advanced Public Health Practice?
 - Practicum Site**
 - Logged time spent at practicum site
 - 240 hours (total) completed by the end of the practicum session
 - Practicum Reports and Outcomes**
 - Completed written blogs and critical thinking paper about meeting deliverables
 - Learning objectives have been met
 - Learning outcomes and deliverables have been met
 - Ensured that the final paper and final oral contains more than just the practicum experience
 - Preceptor Evaluation of Practicum.**
 - Has the Field Preceptor completed the Field Preceptor Evaluation Form and returned it to Practice Coordinator?
 - Have the faculty advisor and student received copies?

Appendix I

Department of Public Health Sciences

Form 15: PH 791 Advanced Public Health Practice

SUBMIT A COMPLETED COPY OF THIS FORM TO OGSAS, BIOMED D-204, IN ORDER TO REGISTER FOR PH 791.

Name: _____ **Specialization:** _____
Practicum Officially Begins: _____ **Liability Insurance Paid On:** _____
Semester Registering for PH 791: _____

Agency/Organization: _____ **Preceptor's Phone:** _____
Preceptor's Name: _____ **Preceptor's Email:** _____
Preceptor's Address: _____

Practicum Focus/Title: _____

DESCRIPTION OF PRACTICUM PLACE, PROGRAM & PRECEPTOR:

(Link this to the specifics of your practicum project)

STUDENT LEARNING OBJECTIVES: (Be sure every objective is linked to an outcome)	EXPECTED OUTCOMES AND/OR DELIVERABLES: (Be sure there is an outcome linked to every objective)
1. Reflect on practicum experience and competencies through posting monthly blogs and writing final critical thinking paper.	1. Complete monthly blogs and final critical thinking paper

EVALUATION

- The preceptor agrees to evaluate the student’s performance (Form 16: Field Preceptor’s Evaluation).
- The preceptor or student should direct any questions or problems regarding the field training to the student’s faculty. In the event that the faculty is unavailable, please contact the Department Chair, 956-8577.

APPROVALS

Chair, Program Committee:

Name: _____ Signature: _____

Address: _____

Phone No.: _____ Email: _____

Member, Program Committee:

Name: _____ Signature _____

Address: _____

Phone No.: _____ Email: _____

Student:

Name: _____ Signature _____

Address: _____

Phone No.: _____ Email: _____

By signing below, I hereby certify that I have received and read the ****Responsibilities of a Preceptor**** and do attest that I am qualified and will uphold these responsibilities as practicum preceptor to the best of my ability.

(For questions or concerns please contact Dr. Valerie Yontz at vyontz@hawaii.edu or 956-5771)

Preceptor

Name: _____ Signature: _____

Title: _____

Address: _____

Phone No.: _____ Email: _____

2nd Preceptor (if applicable)

Name: _____ Signature: _____

Title: _____

Address: _____

Phone No.: _____ Email: _____

Form 15: Responsibility Information for Preceptors

Responsibilities of the Preceptor and Practicum Site Agency:

1. Practicum Site Agency will provide orientation for the practicum student about its agency, its employees, how the agency operates, and its relationships in the community.
2. Practicum Site Agency will provide ample learning opportunities for practicum student especially those occasions that help the student meet the learning objectives that are designated on Form 15, the Advanced Public Health Practice Form.
3. Practicum Site Agency will provide Field Preceptors who will assist in establishing the learning objectives of the student and ensure that in-the-field training is given to the practicum student.
4. Field Preceptors will be available to meet regularly (weekly and/or every other week) with the practicum student throughout the 240 hours of practicum experience and will take time to observe the student's work and progress.
5. Field Preceptors will complete and return the Field Preceptor Evaluation Form using the OPHS's form called "Field Preceptor Evaluation Form (Form 16)," given to the faculty program advisor/chair and the Office of Public Health Studies in a timely manner (within 30 days of the practicum's completion)
6. Field Preceptor will review the evaluation results with the student and obtain the student's signature on the evaluation before submitting the completed evaluation form.

Responsibilities of the Office of Public Health Studies at the University of Hawai'i:

1. Office of Public Health Studies will provide liability insurance for all classified MPH students who pay the \$15.00 enrollment fee.
2. Office of Public Health Studies will provide the faculty member who serves as MPH student's program advisor and chair. The Faculty Program Advisor/Chair will be responsible for monitoring the student's academic progress and maintaining the liaison between the Office of Public Health Studies and the Practicum Site Agency.
3. The faculty program chair of the practicum student is responsible for assigning the final grade for the student enrolled in the course called PH 791: Advanced Public Health Practice, once the practicum is completed based on the input from the student and the field preceptor.
4. The faculty program chair (and/or the Practice Coordinator Faculty) will be available for meetings and communication in order to monitor and receive updates on the practicum student's progress.
5. It is the responsibility of the Program Advisor/Chair to resolve any problems or answer any questions that arise between the Office of Public Health Studies and the practicum site.

Appendix J**TITLE PAGE FORMAT FOR FINAL PAPER**

These are the guidelines you should follow when preparing your final paper or project report for submission to your committee chairperson. Final papers are retained and thus, it is important that the elements listed here are included on your title page (the actual wording and order may come from your faculty advisor).

- **TITLE**
 - These are the key words that students and others will use for retrieving the paper by subject.
 - Students are encouraged to give clear descriptive titles that signify the content of the paper.
 - In the case of a field training report, it is helpful to include the field training site in the title.
- **STUDENT'S FULL NAME**
 - Use the following format: First Name - Middle Initial/Name - Last Name (in that order).
- **SUBMISSION STATEMENT**
 - A statement such as the following is required by some programs: *Submitted to the University of Hawai'i at Mānoa John A Burns School of Medicine Office of Public Health Studies Department of Public Health Sciences In Partial Fulfillment of the Requirements for the Master of Public Health Degree in _____ (Specialization Area)*
 - The John A. Burns School of Medicine, Office of Public Health Studies, Department of Public Health Sciences, University of Hawai'i at Mānoa, degree sought, and area of specialization must be included in this statement.
 - Consult with your adviser for additional requirements, if any.
- **COMMITTEE MEMBERS**
 - List your program committee members' names and degrees.
 - Your program committee chair should be listed first.
- **GRADUATION DATE**
 - The month and year of graduation.

<p>SAMPLE TITLE PAGE</p> <p>An Evaluation of HIV Prevention Programs in the State of Hawai'i: A Field Training Report</p> <p>by</p> <p>John Q. Public</p> <p>Submitted to the University of Hawai'i at Mānoa John A. Burns School of Medicine Office of Public Health Studies Department of Public Health Sciences In Partial Fulfillment of the Requirements for the Master of Public Health Degree in (indicate specialization)</p> <p>Committee Members: Joan G. Brown, MD, MPH Richard Tom, MPH, MD</p> <p>December 2006</p>
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Appendix K

Recommended Outline: Final MPH Paper for Epidemiology

The paper starts with a title page. There is a specific format required for the MPH final paper title page (please see appendix J on page 60 of the Student Handbook for instructions). The title page is followed by an abstract. The text comes next, and is generally organized into four sections: introduction, methods, results, and discussion. The reference section follows the text of the paper.

The following is a summary of how to organize material for content within the final paper:

Abstract:

The abstract is limited to 200 words and should provide the context or background for the study and state the study's objective or purpose, basic methodological procedures (e.g., selection of study subjects, analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

Introduction

- Summarize the problem or topic under discussion.
- Outline the purpose and objective of the paper.
- Literature Review.
 - Define the problem and present information on incidence and prevalence nationally, locally, and in relation to special populations (if applicable).
 - Discuss the causes or determinants of the problem (consider biological, behavioral, social, cultural, environmental, and policy determinants).
- Incorporate your area of focus and learning objectives during your fieldwork experience.

Methods

- Articulate your method/approach.
- Include where relevant: sample size considerations/calculations; selection of participants; statistical methods used.

Results

- Present your findings.

Discussion (includes conclusions)

- Compare your findings to the literature.
- Discuss strengths and limitations of your approach/findings. Include where bias or confounding may have been introduced; how this was addressed; and the possible impact of identified bias/confounding on your findings.
- Suggest recommendations for public health.
- DO NOT JUST REPEAT YOUR RESULTS IN THE DISCUSSION SECTION.

References

- Cite proper references throughout the paper (do not use footnotes).
- List all references at the end of the paper using standard consistent format like APA (preferred).

References should be numbered consecutively in the order in which they are first mentioned in the text and cited in the text using superscript numbers. In the reference section, please list your references in the style adapted by the National Library of Medicine for its databases: http://www.nlm.nih.gov/bsd/uniform_requirements.html. Tables and figures can either be placed within the results section or after the reference section [with a parenthetical notation in the text alerting the reader where the table would be placed within the text: i.e., (Table 1)].

A key purpose of the final paper and presentation is for you to demonstrate mastery of epidemiologic concepts and integration of learning with practice. It is useful to keep this in mind in the preparation of your final paper. Suggested paper length ranges from 15 to 40 pages depending on the public health area of focus.

Throughout the paper, you are expected to demonstrate the following abilities:

- Access, use, interpret, and properly cite the public health and biomedical literature.
- Evaluate the quality and comparability of data.
- Correctly identify research designs used in public health, including advantages and limitations of specific designs.
- Identify where bias and confounding may be introduced into a study, how they can be prevented or controlled, and the impact they might have a study's findings.
- Identify gaps in research.
- Communicate clearly.

Format of Final Epidemiology Presentation/Exam

Work with your advisors to identify a 60-minute time slot for your final presentation/exam, and then email OGSAS (ogsas@hawaii.edu) to reserve a room. Students should check the room reservation calendar at <https://sites.google.com/site/ogsas204/> for room availability.

Provide the date, time, room number, and title of your final presentation to the instructor or to OGSAS at least 2 weeks prior to your presentation date. OGSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends. Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Do not plan to read your paper to the audience. Rather, prepare a power-point presentation that highlights the major points of your paper.

Appendix L**Recommended Outline: Final MPH Paper for Health Policy and Management**

- Title Page (See Appendix J on page 60 for format instructions)
- Abstract (200 words or less)
- Introduction
 - Provide background information on the area of interest for your project (e.g. statistics on prevalence, cost, burden on society).
 - Briefly summarize the relevant literature and identify gaps.
 - State the purpose of the paper.
 - Provide an overview of theories and conceptual frameworks used to define the program and design program/policies to address this problem (if relevant).
- Your Fieldwork
 - Describe the purpose, organization, and structure of your practicum agency/program.
 - Present your area of focus and learning objectives.
 - Describe at least one theory or conceptual framework relevant to your project.
 - Articulate your method/approach.
 - Present your findings.
 - Provide a self-assessment of your learning (e.g., were your learning objectives met).
- Discussion
 - Briefly summarize your findings.
 - Compare your findings to the literature.
 - Discuss limitations.
 - Suggest recommendations for public health policy (if applicable).
- Conclusion

The paper starts with a title page. Please see Appendix J on page 60 of the Student Handbook for format instructions. The reference section follows the text of the paper. References should be numbered consecutively in the order in which they are first mentioned in the text and cited in the text using superscript numbers. Tables and figures can either be placed within the results section or after the reference section.

Format of Final HPM Presentation/Exam

Work with your advisors to identify a 60-minute time slot for your final presentation/exam, and then email OGSAS (ogsas@hawaii.edu) to reserve a room. Students should check the room reservation calendar at <https://sites.google.com/site/ogsas204/> for room availability. Provide the date, time, room number, and title of your final presentation to the instructor or to OGSAS at least 2 weeks prior to your presentation date. OGSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends. Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Prepare a power-point presentation that highlights the major points of your paper.

Appendix M**Recommended Outline: Final MPH Paper for Social and Behavioral Health Sciences**

The final paper is one of three requirements of capstone experience in the MPH degree. The final paper is critical piece of writing that needs to show the integration of the students' course work with their practicum experience and the ability to critical evaluate, apply, and synthesize their learning around a selected public health area of focus.

Title Page (See Appendix J on page 60 of the Student Handbook for format instructions)

Table of Contents

- **Abstract**
The abstract is limited to 200 words and should provide the context or background for the paper and state the paper's purpose, main themes and discussion points of the paper. It should emphasize linkages and integration made around your public health area of focus.
- **Introduction**
 - **Overview:** Summarize public health area of focus.
 - **Purpose of the paper:** State the purpose and the organization and approach of paper.
- **Presentation of the Public Health area of focus**
 - **Literature Review:** Present relevant literature review about the issue.
 - Summarize the appropriate historical progression of the issue.
 - Discuss appropriate determinants, risk factors, and/or causes of the issue (consider biological, behavioral, social, cultural, environmental, and policy determinants).
 - **Impact of area:** Discuss the impact of the issue/area/problem on individuals, families, community, and society.
- **Interventions Strategies that Address the Issue/Area/Problem**
 - **Approaches:** Summarize the range and/or history of interventions, approaches, programs and policies to address the issue.
 - **Theoretical Connection:** Provide overview of any theories and conceptual frameworks to define/guide the interventions and approaches that might work best in dealing with the issue.
 - **Intervention Summary:** Give a brief summary of existing interventions – what works, what might work, what doesn't work, what isn't known and is still needed.
- **Linking Your Practicum Experience**
 - **Practicum Framework:** Describe the purpose, organization, structure and approaches of your practicum with your host agency.
 - **Linkages:** Describe how your practicum linked in with your stated public health area of focus.
 - **Outcomes:**
 - Present how your any of learning objectives and/or deliverables were applied o address your public health area of focus throughout your practicum.
 - Present any of your significant findings, outcomes and/or deliverables.
- **Integration and Discussion**
 - **Analysis:** Give a brief analysis of the impact of your outcomes and experiences.
 - **Comparison:** Compare and contrast your findings, outcomes, and/or experiences to the literature.
 - **Limitations and Challenges:** Discuss limitations, and challenges of your area in relationship to the bigger picture of the literature, the community, the agency, and/or the population you worked with.
 - **Current Best Practices:** Discuss promising approaches or needed direction that the interventions and policies need to continue to make better impact.

- Public Health Implications and Conclusions
 - Conclusion: Summarize the key points of the paper.
 - Recommendations: Suggest recommendations for future public health research and practice in dealing with the issue.
 - Public Health Implications: Describe the public health implications.
- References
 - Cite proper references throughout the paper (do not use footnotes).
 - List all references at the end of the paper using standard and consistent format like APA (preferred).

Expectations throughout the paper, demonstrate your ability to:

- Access, use, and properly cite the public health and social behavioral literature (avoid plagiarism)
- Evaluate and present the quality and comparability of data.
- Identify research designs used in public health, including advantages and flaws of specific designs.
- Identify gaps in the literature and related research.
- Communicate clearly, logical, precisely, and effectively.
- Write professionally in complete and academic sentences and paragraphs with proper grammatical usage

Format of Final SBHS Presentation/Exam

Work with your advisors to identify a 60-minute time slot for your final presentation/exam, and then email OGSAS (ogsas@hawaii.edu) to reserve a room. Students should check the room reservation calendar at <https://sites.google.com/site/ogsas204/> for room availability. Provide the date, time, room number, and title of your final presentation to the instructor or to OGSAS at least 2 weeks prior to your presentation date. OGSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends. Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Do not plan to read your paper to the audience. Rather, prepare a power-point presentation that highlights the major points of your paper.

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*Academic Calendar 2011-2012

*All dates subject to change; please check the MyUH website for registration/withdrawal deadlines

August 2011						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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28	29	30	31			

September 2011						
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30	31					

November 2011						
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December 2011						
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January 2012						
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29	30	31				

Fall 2011	
August 22	Instruction begins
August 29	Last day to drop courses (tentative)
August 31	Last day to register/add/change grade option (tentative)
September 5	Holiday: Labor Day
September 9	Last day for classified graduates to file fall degree applications
October 1	Last day for returning classified graduates to file for spring readmission
October 21	Last day for restricted withdrawals ("W" on record)
November 1	Last day for instructor's to submit "I" removal grades
November 4	Thesis/Dissertation due in Graduate Division
November 9	Last day to file petition for admission to doctoral program (only by currently enrolled Mānoa campus master's candidates graduating at end of semester)
November 11	Holiday: Veterans Day
November 21	Last day to submit MPH final examination results
November 24-25	Holiday: Thanksgiving Day/Instructional Holiday
December 8	Last day of instruction
December 12-16	Final examinations
December 17	Commencement; semester ends

Spring 2012	
January 9	Instruction begins
January 16	Holiday: Martin Luther King Jr. Day
January 17	Last day to drop courses (no "W") (tentative)
January 18	Last day to register/add/change grade option (tentative)
January 27	Last day for classified graduates to file spring degree applications Last day to file summer degree applications for spring commencement exercise on May 12, 2012
February 20	Holiday: President's Day
March 9	Last day for restricted withdrawals ("W" on record)
March 26-30	Spring Break
March 26	Holiday: Kuhio Day
April 2	Last day for instructor's to submit "I" removal grades Last day for returning classified graduates to file for fall readmission Thesis/Dissertation due in Graduate Division
April 6	Holiday: Good Friday
April 17	Last day to submit MPH final examination results
May 2	Last day of instruction
May 7-11	Final examinations
May 12	Commencement; semester ends

Summer 2012	
May 21	Summer Session I Begins
May 28	Holiday: Memorial Day
June 1	Last day to file summer degree applications for fall commencement exercises on December 22, 2012
June 8	Last day to file petition for admission to doctoral program (only by Mānoa campus master's candidates who graduated in the spring)
June 11	Holiday: Kamehameha Day
June 29	Summer Session I Ends Thesis/Dissertation due in Graduate Division
July 2	Summer Session II Begins
July 4	Holiday: Independence Day
July 9	Last day to submit MPH final examination results
August 10	Summer Session II Ends

February 2012						
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March 2012						
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April 2012						
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29	30					

May 2012						
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June 2012						
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July 2012						
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