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**Ph.D Student Handbook**

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*School of Public Health forms are available online at
http://www.soph.uab.edu/students/studentforms

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

***Department of Health Behavior forms are available online at:
http://www.soph.uab.edu/hb/studentforms
Introduction to the Program

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

Please Note:
Although a degree in HEHP prepares you for a variety of careers, this program (UAB School of Public Health, Department of Health Behavior) emphasizes training for a career in research and other scholarly activities. If your career interests are not primarily research-oriented, then you should be aware that this department emphasizes research training and requires more credit hours in research methods than do the other two units.

1.1 Program Goals

Upon completion of the Ph.D. program in HEHP you will be able to:
1. demonstrate theoretical knowledge from relevant social and behavioral sciences,
2. demonstrate knowledge and skills needed to become independent researchers,
3. effectively plan, implement, and evaluate health education and health promotion programs,
4. understand the theoretical, philosophical, and public health basis of health education and promotion.

1.2 Program Directors

The Program Director at each unit serves on the Executive Committee for the Health Education and Health Promotion Ph.D. program. Unit Program Directors for the 2013-14 academic year are:

Stuart Usdan, Ph.D.  Cynthia Petrie, Ph.D.  Robin Gaines Lanzi, Ph.D., M.P.H.
Professor & Associate Dean  Associate Professor  Associate Professor
Department of Health Studies  Department of Human Studies  Department of Health Behavior
UA College of Human  UAB School of Education  UAB School of Education
UAB School of Public Health
Environmental Sciences
1.3 Program Faculty

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

Department of Health Behavior Faculty

Kevin Fontaine, Ph.D.  Professor & Chair
JeeWon Cheong, Ph.D.  Assistant Professor
David Coombs, Ph.D., M.P.H.  Associate Professor
Susan Davies, Ph.D.  Associate Professor
Emily Dhurandhar, Ph.D.  Assistant Professor
Frank Franklin, M.D., M.P.H., Ph.D.  Professor Emeritus
Melissa Galvin, Ph.D., M.P.H.  Professor
Peter Hendricks, Ph.D.  Assistant Professor
Connie Kohler, Dr.P.H.  Professor Emeritus
Robin Gaines Lanzi, Ph.D., M.P.H.  Associate Professor & Graduate Program Director
Wynne E. Norton, Ph.D.  Assistant Professor
Dori Pekmezi, Ph.D.  Assistant Professor
Kerstin Schroder, Ph.D.  Associate Professor
Cathy Simpson, Ph.D.  Associate Professor

1.4 Department of Health Behavior Staff

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

The Department of Health Behavior Administrative staff includes:

Karen Beeching     Project Coordinator II
Michael Turner     Office Services Specialist III

Our professional staff is dedicated to supporting you and faculty in the educational process. You can reach the staff in the Department of Health Behavior at (205) 934-6020.
2

Coursework Requirements

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

2.1 Prerequisites

You must have completed coursework in the five subject areas listed below under Prerequisite Coursework and the coursework must be at the master’s level. If upon entering the program you have not already completed the prerequisite coursework, it must be completed as early as possible. Prerequisite coursework will not be counted in the 67 credit hours required to complete the PhD program. A number of specific courses may cover any one of the four topic areas (see Table 1). Your advisor will work with you to determine which prerequisite requirements have been met and how to meet those that have not been met.

Courses that qualify as prerequisites can be taken concurrently with other course work. Examples of qualifying courses and the semesters in which they are typically taught are listed below in Table 1 next to each of the corresponding course titles. You should check appropriate schedules to verify the semester in which courses are taught before registering. Credit hours earned in completing prerequisites will not count toward the required hours for the Ph.D. Please note, some prerequisites listed below must be taken before registering for certain Ph.D. program courses. For example, HB641 & HB 643 are required prerequisites for HB 740 if equivalent graduate courses have not been taken.

Table 1. Prerequisite Coursework Areas

<table>
<thead>
<tr>
<th>Must be at Master’s level or higher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Health Program Evaluation</td>
</tr>
<tr>
<td>• Planning and Evaluating Effect of Health Education and Promotion</td>
</tr>
<tr>
<td>• Research Design/Methods</td>
</tr>
<tr>
<td>• Statistics</td>
</tr>
</tbody>
</table>
2.2 Core and Required Courses

The Ph.D. program in HEHP requires completion of the courses listed below. Waivers and substitutions can be discussed with your academic advisor.

2.3 Required Coursework

<table>
<thead>
<tr>
<th>Health Education and Health Promotion Core Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>These courses are taken in sequence below:</td>
<td></td>
</tr>
<tr>
<td>Advanced Theoretical and Scientific Basis of</td>
<td>HB 724</td>
</tr>
<tr>
<td>Health Education and Health Promotion</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>(Fall 2014)</td>
</tr>
<tr>
<td>Planning and Administration of Health Education</td>
<td>HB 760</td>
</tr>
<tr>
<td>and Health Promotion Programs</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>(Spring 2014)</td>
</tr>
<tr>
<td>Advanced Health Program Evaluation</td>
<td>HB 740</td>
</tr>
<tr>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>(Fall 2015)</td>
</tr>
<tr>
<td>Doctoral Studies Seminar</td>
<td>HB 771/772/773</td>
</tr>
<tr>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>(Fall 2014/Spring 2014/Fall 2015)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Health Behavior Program Courses</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Epidemiologic Research</td>
<td>EPI 610 (Fall)</td>
</tr>
<tr>
<td></td>
<td>4 hours</td>
</tr>
<tr>
<td>Intermediate Statistical Analysis I/ Statistical</td>
<td>BST 611* or EPR 609**</td>
</tr>
<tr>
<td>Methods Research in Education</td>
<td>(Fall)</td>
</tr>
<tr>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Intermediate Statistical Analysis II/ Statistical</td>
<td>BST 612 or EPR 710</td>
</tr>
<tr>
<td>Methods and Research in Education: Intermediate</td>
<td>(Spring) (Fall)</td>
</tr>
<tr>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Qualitative or Mixed Methods Research</td>
<td>HCO 628/728 (Fall)</td>
</tr>
<tr>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Advanced Research Methods***</td>
<td>HB 741 (Spring)</td>
</tr>
<tr>
<td></td>
<td>even numbered years</td>
</tr>
<tr>
<td></td>
<td>3 hours</td>
</tr>
<tr>
<td>Program Evaluation/Research Methods/ Statistics Electives</td>
<td>Multiple Options</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>Social and Behavioral Sciences Electives</td>
<td>Multiple Options</td>
</tr>
<tr>
<td>Directed Research</td>
<td>HB 798</td>
</tr>
<tr>
<td>Dissertation Research</td>
<td>HB 799</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
</tr>
</tbody>
</table>

*BST 611 is a pre-requisite for BST 612*  
**EPR 609 is a pre-requisite for EPR 710**  
***Required prerequisites: HB 643 (if comparable course not taken prior to enrollment).*

**Effective fall 2014, all PhD students are required to take GRD 717 or HCO 670: Responsible Conduct of Research. This can count as three hours of your directed research or a social and behavioral science elective.**

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

### 2.4 Planning a Course of Study

An advising form included in Appendix D outlines the required courses, research and exam requirements. Use this worksheet when meeting with your advisor to map out a plan of study. Both you and your advisor keep a copy of this planning worksheet and update it every semester. If you have any questions about your program’s course of study (i.e. course substitution/waiver etc...), talk to your advisor.

### 2.5 Academic Advising

Upon admission to the program, you are assigned an academic advisor. You will consult with your academic advisor prior to registering for your first semester in the Ph.D. program. In subsequent semesters you will meet with your academic advisor to have the registration hold removed before registering. To ensure that you can register on time, talk to your academic advisor well in advance of the registration deadline. Advisors also can provide guidance about course substitutions, internship and research opportunities, and possible employment opportunities available upon program completion.

*You are free to change advisors*—you should work with the faculty member who you think is the best “fit” given research content area or personal “chemistry”. Consent to work with a student must be obtained from the new advisor before the change can be completed. Please see Ms. Julie Brown for the required paperwork. The School of Public Health Change of Advisor form can be obtained from the School of Public Health Website (see Appendix E). You will complete this form, obtain the appropriate signatures, and submit it to the Office of Student Affairs for processing in order to formally change advisors.
2.6 Time Limitations of the Ph.D. Program

As a doctoral student, you are generally expected to complete all degree requirements within **seven years of matriculation**. An extension of this time limit can be requested when mitigating circumstances preclude completion of requirements within this seven year-period. The recommendation for an extension includes a plan and timeline for completion. Such requests require the approval of your dissertation chair/advisor, Graduate Program Director in the department, Associate Dean for Academic and Strategic Programs, and must be presented in writing to the dean of the Graduate School for consideration and approval. Courses taken more than seven years before graduation may not be applied toward a degree without the approval of the graduate program director and graduate dean.
3

Annual Student Review

As a doctoral student, your academic pursuits should extend beyond required coursework. Pursuits include conference abstract submissions and presentations, fellowship awards, submitted and published manuscripts, grant submissions and awards, teaching, research, and service activities, and/or any other special skills training. In order to follow your progress in these areas and provide faculty with opportunities to give feedback, the Department conducts an annual review of your academic progress and achievements. This information is collected on an annual basis during the summer semester, and is used as a tool to enhance the mentoring relationship between you and your advisor. Evaluations are sent to you by mail and you are encouraged to meet with your advisor to discuss details. A copy of the Annual Student Review form can be found in Appendix K and on the departmental website.
4

Directed Research and Other Scholarly Activities

You are required to complete at least twelve directed research credit hours (HB 798).

4.1. Goals of the Directed Research

- To provide experience in planning, conducting, and reporting behavioral science research under the mentoring of a faculty member or a researcher employed by an agency such as the CDC, NIH, or health department.

- To provide you with opportunities to develop manuscripts for publication, conference paper presentations, grant submissions or other “research products”.

- To help you prepare for dissertation work.

4.2 Registering for Credit Hours

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

In general, the department encourages you to take no more than three credit hours of directed research per semester and no more than six credit hours during your first year in the program. You are expected to spend a minimum of ninety ‘work’ hours per semester for every three hours of credit received.

4.3 Content of the Directed Research

You are encouraged to participate in more than one research project over the course of your PhD studies. For example, in one semester you may choose a project that is in its planning stages and register for three credit hours to participate in that project. In another semester, you may choose to register for a project that involves data collection or data analysis. It is your responsibility to identify the research project and faculty with whom you will work. Your advisor or other faculty may have useful suggestions.
4.4. Documenting Research Experiences

For each three credit hour segment, you and your research mentor should agree upon a work plan in the form of a memo with clear goals/objectives that are approved by your advisor and kept in your file in the Director of Student Programs office. You cannot register for HB798 credit hours until we receive the approved memo.

You are required to document your research experiences at the end of each semester in which directed research credits are taken. This documentation includes:
1. A succinct report* describing the nature of experience, knowledge gained as well as relevant manuscript or conference presentations if appropriate.
2. A Supervisor Evaluation of Experience form (see Appendix J). It is your responsibility to ensure that the research mentor completes and submits the form so that you can receive a grade at the end of the term.

*Your short report should include the nature of the project and work accomplished in comparison to originally stated objectives along with any products such as conference abstracts, manuscript drafts, manuals, brochures, etc developed during the internship if relevant. You must submit all documentation to the mentor who supervises the experience (and the faculty sponsor, if different) and the Director of Student Programs.

4.5. Grading

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

Your mentor, if not HB faculty, will evaluate your work and will provide your advisor with a recommendation regarding a pass/fail grade. A copy of this evaluation form can be is found in Appendix J. All documentation regarding the directed research experience is due during exam week of the semester in which you are registered for your internship. This paperwork must be received before a grade can be given. If the requirements are not met you will receive an “incomplete” for the credit hours. Incomplete grades are changed to F’s (failed the course) if not completed within the next semester.
5

The Comprehensive Exam: General Information

A written comprehensive examination is required of all Ph.D. students. The examination questions require you to integrate and apply what you have learned in core and other courses.

The core comprehensive exam is offered the first full week of January and June of each year. You will be eligible to take comps after having completed the 12 core course hours. You should not assume that “A” level performance in your course work is adequate preparation for the comprehensive exam.

5.1 Grading of the Comprehensive Exams

The examination is written and graded by the core instructors along with secondary graders selected from among the other program faculty. We will grade all questions in a timely manner and inform you of your status. Faculty who grade this examination are blinded to your identity and grades are reached by consensus. All comprehensive examination questions are graded as either “pass”, “incomplete” or “no pass”. “Incomplete” exams require meeting with the primary grader to set up a resolution plan. “No pass” sections must be retaken at a subsequent regularly scheduled examination. “No pass” exams can only be retaken once; not passing a second time will result in dismissal from the program.

5.2 Preparation Guidelines

The Comprehensive Exam will cover and expand upon material outlined in the core courses:

- Advanced Theoretical and Scientific Basis of Health Education and Health Promotion
- Advanced Health Program Evaluation
- Planning and Administration of Health Education and Health Promotion Programs
- Doctoral Seminar I, II and III

Please Note: Your academic advisor must notify the graduate program director and/or the director of student programs that you have permission to take the Comprehensive Exam.

The purpose of the comprehensive exam is threefold. First, to test your knowledge of the basic material covered in these courses. Second, assess your ability to relate the material to the design, implementation, and evaluation of health education and health promotion programs. Finally, assess your ability to incorporate/cite the work of scholars in the field of health education and health promotion. Keeping these thoughts in mind, listed below are some guidelines to help you prepare for the exam.

Review course material, keeping in mind the stated course objectives.
Write brief summaries of theories, models, methods, etc.
Work with your fellow students to develop practice questions that require integration (e.g. the design, implementation, and evaluation of programs) and critique one another’s answers.
Get in the habit of outlining your thoughts before plunging in and answering.

Do not stress over it!
The Dissertation Process

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

The dissertation requires the completion of a minimum of twelve hours of dissertation credit. According to UAB Graduate School regulations, you may begin taking dissertation research credit hours after successfully completing required coursework, passing the comprehensive examination, and being admitted to candidacy. Before admission to candidacy, you must select a doctoral study committee and chair, receive IRB approval for the project, and develop and have approved a dissertation proposal. Part of the IRB approval is a departmental review and an annual continuing IRB review. When you submit your paperwork for the departmental review, you are required to fill out the Protocol Oversight Review Form (PORF) found at this link (FOR 205). You should consult with your advisor for guidance during this process. After selecting a committee, you must submit a Graduate Study Committee Letter form (see Appendix F) to the Graduate School. This form must be submitted prior to the proposal meeting. The committee will work with you in proposing the dissertation, conducting the research, and presenting the results in a final defense. It is recommended that the committee chair also become your academic advisor. The committee should include a minimum of five faculty members: at least one from either the UAB Department of Human Studies or UA Health Studies Program, and at least one from outside the Ph.D. program faculty. All committee members must have a Graduate School Faculty appointment. If they do not, please contact the Director of Student Programs for guidance with acquiring approval.

6.1 Proposal, Proposal Defense and Admission to Candidacy

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

The formal proposal document will typically include objectives, hypotheses, literature review, significance, study design, power analysis, analytical methods and strengths and limitations. If you choose the preprint/reprint option (three paper option), the proposal would also outline the relationship/rationale for the discrete research represented by the preprints/reprints.

This document is submitted to the doctoral dissertation committee at least 14 business days prior to the scheduled proposal presentation. The proposal should not be given to other committee members until the committee chair has given approval for the distribution. You are responsible for scheduling the oral proposal presentation and notifying committee members. The oral proposal presentation should be attended by all members of the doctoral study committee.
Members of the doctoral committee decide in a closed session whether or not you have presented an acceptable proposal and should be advanced to candidacy at that time. If so, the committee will complete the Application for Admission to Candidacy form (Appendix G). This form is submitted by the student to the Graduate School along with documentation of IRB approval for the proposed research. The committee may request revisions before allowing you to advance to candidacy. This will be negotiated between your faculty advisor and members of the committee. Revisions of the written proposal and/or an additional oral defense may be required.

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

6.2 Final Dissertation and Final Defense

The Graduate School regulations for the final dissertation and final defense are described, in detail, in the booklet, UAB Format Manual for Theses & Dissertations. If in the opinion of more than one member of the dissertation committee, you failed the final, oral examination, there is no consensus to pass. The chair of the committee will advise you that the dissertation fails to meet the requirements of the Graduate School. The chair will notify you in writing about the reason(s) for failure. If you resubmit or submit a new dissertation for consideration to the Graduate School, at least two members of the new examining committee must be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the Graduate School, you will be dismissed from the Graduate School.
7

Summary of Steps toward the Doctoral Degree

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

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

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

Office Policies

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

**Mail:**
Faculty mailboxes are in the departmental reception area. You may leave material for faculty in these boxes.

**Copying:**
A copier is accessible for all students in the School of Public Health Copy Room in the Ryals Building, for assistance call (205) 934-7536.

**Reserving Conference and Classrooms and Equipment (e.g., pointer, laptop):**
Conference* and classrooms are to be reserved through 25 Live. Equipment is to be reserved for use and will be addressed by the MITS Department. Contact information for MITS: Phone: (205) 934-7731; Location: Ryals 127

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

People and Places

**Dean’s Office:**
Max Michael, M.D. (205/975-7742) is Dean of the School of Public Health.

**Office of Student and Academic Services:**
Donna Arnett, Ph.D. (205934-4993) is the Associate Dean for Academic Affairs.
**Internships & Career Services:**
Rowland Yancey, M.Ed. is the Student Internships and Career Services Coordinator for the School of Public Health. His number is (205) 934-7791.

**Financial Aid:**
Pheandrea Jackson, M.A. (205.934.1961) is the Financial Aid Coordinator for the School of Public Health.

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

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

**Other Useful Phone numbers:**
- Barnes & Noble Blazer Bookstore: (205) 996-2665
- International Scholar and Student Services: (205) 934-3328
- Graduate School: (205) 934-8227
- Key Control: (205) 934-3708
- Lister Hill Library: (205) 934-2230
- Mervyn Sterne Library: (205) 934-6364
- Student Health Services: (205) 934-3580
- Student Housing: (205) 934-2092
- UAB Parking: (205) 934-3513
- UAB Police: (205) 934-4434
- Emergency: 911
- Escort Service: (205) 934-8772

**Public Health Student Association Representative:**
Public Health Student Association (PHSA) elections are held during the fall term for departmental representatives. Students from each department elect one to two representatives. Mr. Rowland Yancey is the staff advisor. His number is (205) 934-7791.
Computer and Network Access

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

Professional Meetings

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

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

Seminars

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

Availability of faculty member:
Please give the professor advance notice for meetings. Faculty members have many other responsibilities along with teaching. Unless a faculty member has specified office hours during which you may drop in without an appointment, it is in everyone’s best interest that you make an appointment. If a face-to-face visit is not necessary, you may find it easier and more convenient to communicate with faculty and staff via e-mail. Health Behavior faculty e-mail addresses and phone numbers are included in Appendix A of this handbook.

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

Required Paperwork:
You are responsible for initiating all paperwork and obtaining faculty signatures related to advising (e.g. drop and add courses), applications for degree, committee appointments, etc. Deadlines are published on the UAB Graduate School website. Faculty members may not be available to sign forms at the last minute. Please allow several days to obtain signatures.

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

Disability Statement:
Any student with a disability that may need accommodations in order to successfully complete all requirements of this course should visit the Office of Disability Support Services, located in the 9th Avenue Office Building at 1701 9th Avenue South. This office is responsible for registering students and in ensuring the University’s compliance with Section 504 of the Rehabilitation Act and the American with Disabilities Act. Once registered, this office will then inform course master of all courses in which you are enrolled of your status and the specific nature of any accommodations you may require. If you require such an accommodation you should discuss this with the course master and assure that the appropriate correspondence is sent from the Office of Disability Support Services.
Appendices
## Appendix A: Department of Health Behavior Faculty Research Interests and Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Research Interests</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>UAB E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>JeeWon Cheong, Ph.D.</td>
<td>Mediation Analysis, Structural Equation Modeling, Longitudinal Data Analysis, Intervention/Prevention Research, Substance Use and Problem Behaviors among Adolescents and Young Adults</td>
<td>RPHB 227</td>
<td>(205) 975-8030</td>
<td><a href="mailto:jcheong@uab.edu">jcheong@uab.edu</a></td>
</tr>
<tr>
<td>David Coombs, Ph.D. (Retired)</td>
<td>Mental Health Issues/Suicide Prevention; Community-Based Interventions</td>
<td>RPHB 227</td>
<td>(205) 975-8086</td>
<td><a href="mailto:dcoombs@uab.edu">dcoombs@uab.edu</a></td>
</tr>
<tr>
<td>Susan Davies, Ph.D.</td>
<td>Using CBPR, cognitive-behavioral theory, and qualitative methods to identify and address antecedents to unintended pregnancy, HIV/STI’s and maternal depression, particularly among those living in poverty</td>
<td>RPHB 227</td>
<td>(205) 975-8049</td>
<td><a href="mailto:sdavies@uab.edu">sdavies@uab.edu</a></td>
</tr>
<tr>
<td>Emily Dhurandhar, Ph.D.</td>
<td>Causes and prevention of obesity, energy balance, eating behavior, clinical feeding trials and interventions</td>
<td>RPHB 227</td>
<td>(205) 934-6032</td>
<td><a href="mailto:edhurand@uab.edu">edhurand@uab.edu</a></td>
</tr>
<tr>
<td>Kevin Fontaine, Ph.D., Chair</td>
<td>Obesity Treatment; Primal Lifestyle for Health and Fitness; Resistance Exercise; Placebo Effects</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:kfonta1@uab.edu">kfonta1@uab.edu</a></td>
</tr>
<tr>
<td>Frank A. Franklin, M.D., Ph.D., M.P.H., (Emeritus)</td>
<td>Nutrition Problems and Policies, Pediatrics, School Nutrition Promotion Programs, International Nutrition</td>
<td>RPHB 227</td>
<td>No office phone</td>
<td><a href="mailto:frankln@uab.edu">frankln@uab.edu</a></td>
</tr>
<tr>
<td>Melissa Galvin, Ph.D., M.P.H. (Retired)</td>
<td>Community Participatory Research, Hepatitis; Senior Citizens</td>
<td>RPHB 227</td>
<td>No office phone</td>
<td><a href="mailto:mgalvin@uab.edu">mgalvin@uab.edu</a></td>
</tr>
<tr>
<td>Peter Hendricks, Ph.D.</td>
<td>Addiction, Novel Interventions, Clinical Trials, Expectancies, Motivation, Positive Psychology</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:phendricks@uab.edu">phendricks@uab.edu</a></td>
</tr>
<tr>
<td>Connie Kohler, Dr.P.H. (Emeritus)</td>
<td>Tobacco, Chronic Disease, Health Communication, Entertainment-education</td>
<td>RPHB 227</td>
<td>(205) 975-8071</td>
<td><a href="mailto:ckoehler@uab.edu">ckoehler@uab.edu</a></td>
</tr>
<tr>
<td>Robin Gaines Lanzi, Ph.D., M.P.H., Graduate Program Director</td>
<td>Reducing family and child health disparities and promoting positive youth development; Community Based Participatory Research (CBPR) and application of findings</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:rlanzi@uab.edu">rlanzi@uab.edu</a></td>
</tr>
<tr>
<td>Wynne E. Norton, Ph.D.</td>
<td>Implementation Science, Sustainability, Scale-up/Spread, HIV/AIDS prevention and treatment interventions</td>
<td>RPHB 227</td>
<td>(205) 975-8055</td>
<td><a href="mailto:wenorton@uab.edu">wenorton@uab.edu</a></td>
</tr>
<tr>
<td>Dori Pekmezi, Ph.D.</td>
<td>Chronic Disease Prevention, Health Communication, Physical Activity, Health Disparities</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:dpekmezi@uab.edu">dpekmezi@uab.edu</a></td>
</tr>
<tr>
<td>Kerstin Schroder, Ph.D.</td>
<td>Dieting and obesity interventions; Diabetes Prevention; HIV-infection and multi-comorbidity; Patient-oriented outcomes research; Adherence to medications; Substance use</td>
<td>RPHB 227</td>
<td>(205) 934-6426</td>
<td><a href="mailto:kschroder@uab.edu">kschroder@uab.edu</a></td>
</tr>
<tr>
<td>Cathy Simpson, Ph.D.</td>
<td>Addictive Behaviors, HIV Prevention, Risky Choice. Community-based interventions and Research</td>
<td>RPHB 227</td>
<td>(205) 934-6082</td>
<td><a href="mailto:csimpson@uab.edu">csimpson@uab.edu</a></td>
</tr>
</tbody>
</table>
Appendix B:

Evaluation/Research Methods/Statistics Electives

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

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

DEPARTMENT OF HEALTH BEHAVIOR
HB 701 Theory Based Measurement Development
HB 714 Survey Research Methods

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

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY
HCO 677 Patient-Based Outcomes Measurement
Appendix C:

Suggested Social and Behavioral Science Electives

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

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

DEPARTMENT OF HEALTH BEHAVIOR
HB 602: Alcohol and Drug Abuse
HB 603: Obesity Prevention & Intervention
HB 605: Physical Activity in Public Health (Fall)
HB 609: African American Health Issues (Summer)
HB 614: Cancer Control in the Community (Fall)
HB 625: Dissemination and Implementation in Health (Fall)
HB 627: GIS for Public Health (Spring)
HB 635: Communities Family & Health
HB 660: Adolescent Health: A Social and Behavioral Perspective (Fall)
HB 692: Principles and Practices of Community Organization

DEPARTMENT OF EPIDEMIOLOGY
EPI 603: Injury – Epidemiologic Principles
EPI 613: Cancer and Epidemiology
EPI 621: AIDS/HIV & STD’s
EPI 635: Genetics in Public Health
EPI 708: Tropical/Infectious Disease

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY
HCO 608: Reproductive Health
HCO 611: Child Health and Development: Womb to Young Adulthood
HCO 617: International Children's Rights and Social Justice: Global Perspectives
HCO 619: Social Work in Public Health
HCO 628: Qualitative & Mixed Methods Research in Public Health
HCO 631: Public Health Demography
HCO 670: Social and Ethical Issues in Public Health
HCO 677: Patient-Based Outcomes Measurement
Appendix D:

Department of Health Behavior Ph.D. Student Work Plan

Students receiving a MSPH or PhD are required to complete a 37 hour, self-paced online course entitled “Overview of Public Health” by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean. Effective fall 2014, all PhD students are required to take GRD 717 or HCO 670: Responsible Conduct of Research. This can count as one three hours of your directed research or a social and behavioral science elective.

Name: ___________________________  Banner ID: ___________________________
Start Date: ___________________________  Current GPA: __________________
Advisor: ___________________________

I. Course Prerequisites/Co-requisites*:

<table>
<thead>
<tr>
<th>Topic (Suggested Courses**)</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Program Evaluation</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planning and Evaluating Effect of Health Education and Promotion</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Design/Methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* These courses are necessary for Ph.D. but are not counted towards the 67 hours required for graduation.
** The list of suggested courses is not exhaustive. These courses should be selected in coordination with the faculty adviser.

II. Health Education/Promotion Core Courses:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Theory (HB 724, Fall)</td>
<td>3</td>
<td>Fall 2014</td>
<td></td>
</tr>
<tr>
<td>Doctoral Studies Seminar I (HB 771, Fall)</td>
<td>1</td>
<td>Fall 2014</td>
<td></td>
</tr>
<tr>
<td>Planning and Administration of Health Education/Promotion (HB 760, Spring)</td>
<td>3</td>
<td>Spring 2015</td>
<td></td>
</tr>
<tr>
<td>Doctoral Studies Seminar II (HB 772, Spring)</td>
<td>1</td>
<td>Spring 2015</td>
<td></td>
</tr>
<tr>
<td>Advanced Health Program Evaluation (HB 740, Fall)</td>
<td>3</td>
<td>Fall 2015</td>
<td></td>
</tr>
<tr>
<td>Doctoral Studies Seminar III (HB 773, Fall)</td>
<td>1</td>
<td>Fall 2015</td>
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</table>

TOTAL 12
### III. Advanced Research and Statistical Methods:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Epidemiological Research Methods (EPI 610)</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate Statistical Analysis I/Statistical Methods and Research in Education - (BST 611* or EPR 609**)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intermediate Statistical Analysis II/Statistical Methods and Research in Education: Intermediate - (BST 612 or EPR 710)</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualitative or Mixed Methods Research</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clinical Research Methods (HB 741) - Spring even numbered years</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>16</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* BST 611 is pre-requisite for BST 612.  
**EPR 609 is a pre-requisite for EPR 710.  

### IV. Evaluation/Research Methods/Statistics Elective Courses*:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

### V. Social and Behavioral Sciences Elective Courses*:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>9</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directed Research (HB 798)</td>
<td>12-15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 12 – 18 (min 12 hours)

### VII. Comprehensive Examination:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part I of II (must complete HB 750, 760, 740, 771, 772 &amp; 773)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Date of Dissertation Proposal:**

### VIII. Dissertation Research in Health Education/Promotion:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Research (HB 799)</td>
<td>12-15</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 12 - 18 (min 12 hours)

**Date of Dissertation Defense:**

**GRAND TOTAL CREDIT HOURS** 67-79

---

Student Signature

Date

Advisor Signature

Date
Appendix E: Change of Advisor

UAB SCHOOL OF PUBLIC HEALTH
CHANGE OF ADVISOR
REQUEST FORM

Date of Request: ____________________

Student Name: ____________________ Student Number: ____________________

Student Address: ____________________ City/State/Zip: ____________________

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

Signature of Student ____________________ Date ____________________

PLEASE CONSIDER THIS A REQUEST FOR CHANGE OF ADVISOR

FROM: ____________________

Current Advisor Name ____________________ Current Advisor Signature ____________________

TO: ____________________

New Advisor Name ____________________ New Advisor Signature ____________________

APPROVALS:

DEPARTMENT CHAIR OR DESIGNEE ____________________ ACADEMIC AFFAIRS DEAN ____________________

PLEASE RETURN TO
Office of Student and Academic Services
RPHB 130

* Copies: OSAS (Original) * Department * Student

REV 10/24/07
Appendix F: Graduate Study Committee Letter

STOP

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

☐ Be sure to use the approved Graduate Study Committee Letter. Substitute forms will not be accepted.

☐ Be sure to use the faculty member’s full and professional name. Initials and partial names will not be accepted.

☐ Check the Graduate School Faculty Website (http://www.uab.edu/graduate/faculty/gradfaclist) for faculty members with approved graduate faculty status. If the faculty members are listed on this page, begin completing your Graduate Study Committee Letter.

☐ If a faculty member is not listed on this website, Graduate Faculty status must be obtained prior to that person being listed on this Graduate Study Committee recommendation form.

Committee members will need one of the three approved Graduate Faculty appointments—full Graduate Faculty, AdHoc or Adjunct. Click here to review the definitions of the graduate faculty appointments.

○ To obtain full Graduate Faculty, the faculty members should submit the Graduate Faculty Appointment form (http://www.uab.edu/graduate/images/acrobat/forms/gradfac/facdata.pdf), current CV and recommendation letter from the program director.

○ To obtain an Ad Hoc faculty appointment, the student’s department should submit a current CV and memo from the program director requesting this status.

○ To obtain an Adjunct faculty appointment, the student’s department should submit a current CV and memo from the program director requesting this status.
MEMORANDUM
MUST BE TYPED

TO: Graduate School

FROM: (Program Director’s Name) 

(Signature)

SUBJECT: Graduate Committee for ____________________________

I would like to request the following Graduate Study Committee be appointed for

__________________________ who is enrolled in the

__________________________ graduate program and is working toward
the degree of ____________________________.

The Graduate Study Committee will be

__________________________ , Chair

Name Blazer ID Department/Program

Enter Advisor/Mentor only if different from Committee Chair

__________________________ , Advisor

Name Blazer ID Department/Program

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Dept.</th>
<th>Blazer ID</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Check one: □ Plan I
Thesis/Dissertation □ Plan II
Nonthesis

TITLE:____________________________________________________

____________________________________________________
Blazer ID ____________________________
Email Address ____________________________

By means of this memorandum, I am asking the above named faculty members to serve
as the Graduate Student Committee for ____________________________.

Thank you for undertaking this important Graduate School activity.

__________________________
Dean, UAB Graduate School

27 Ph.D. Student Handbook 2014-15
Appendix G: Admission to Candidacy

Please click on this link for the Admission to Candidacy forms.
Appendix H: Application for Degree

Please carefully follow the below Instructions for submitting an application for degree for a doctoral graduate program.

- All applications for degree must be typed.
- All applications for degree must be hand-delivered or sent as an email attachment (mcjones@uab.edu). We cannot accept faxed applications for degree.
- All applications for degree must arrive at the Graduate School with all required signatures (advisor, program director, etc). Check with your department as some programs may require the form to be submitted directly to the department (i.e. School of Education).
- You must be registered for graduate level courses in the semester in which you apply for graduation.
- The graduation fee ($50 for first time application; $25 for reorder applications) will be added to your student account within 2-3 weeks after receipt of your application for degree. Please do not submit a check with this form.
- The Graduate School’s deadline for submitting the application for degree can be found at: http://www.uab.edu/graduate/deadline-dates#graduation. However, always check with your graduate program as some programs have earlier deadline dates and slightly different procedures.
- Additional information for completing a doctoral degree can be found at: http://www.uab.edu/graduate/area-3/completing-a-graduate-degree
- Additional information for Dissertation requirements can be found at: http://www.uab.edu/graduate/theses-and-dissertations-at-uab

If you have any questions about submitting the application for degree, please contact Marla Jones (mcjones@uab.edu).
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE – DOCTORAL DEGREE

FORM MUST BE TYPED - Use both upper and lower case
You will be billed for the $50 graduation fee or the $25 reorder fee. Your diploma cannot be mailed if you owe any fees to UAB.

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Degree for which you are applying (EDD, DRPH, DSc, DPT, PhD)</th>
<th>December □ May □ August □</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Type your legal name above as you wish it to appear on your diploma</th>
<th>Banner Student Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Street Address</th>
</tr>
</thead>
</table>

| City, State, ZIP Email Address |
|-------------------------------|------------------------|

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

Graduate Program

<table>
<thead>
<tr>
<th>Dissertation Title:</th>
</tr>
</thead>
</table>

Mentor/Advisor: ____________________________________________

<table>
<thead>
<tr>
<th>Chair of Committee if other than mentor/advisor:</th>
</tr>
</thead>
</table>

Courses enrolled in for the semester of graduation:

<table>
<thead>
<tr>
<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Transfer of credit from another institution:</th>
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<table>
<thead>
<tr>
<th>Institution Name</th>
<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
</tr>
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Courses with grades of I, N, or O to be removed:

<table>
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<tr>
<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
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Applicant’s Signature: ____________________________

APPROVALS:

<table>
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<tr>
<th>Advisor</th>
<th>Date</th>
<th>Graduate Program Director</th>
<th>Date</th>
</tr>
</thead>
</table>

Department Coordinator (School of Public Health) Date

30 Ph.D. Student Handbook 2014-15
Appendix I:

Please click on this link for the Request for Dissertation Approval Forms.
Appendix J:

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

Student: ____________________________________________________________
Mentor: ____________________________________________________________
Semester & Year: _____________________________________________________

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

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

<table>
<thead>
<tr>
<th></th>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comments:</td>
<td>____________________________________________________________</td>
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The student kept me informed of his or her progress.

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<tr>
<th></th>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
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<tbody>
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<td>Comments:</td>
<td>____________________________________________________________</td>
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The student completed any necessary progress reports in an adequate and timely manner.

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<th></th>
<th>SA</th>
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<th>N</th>
<th>D</th>
<th>SD</th>
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<tbody>
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<td>____________________________________________________________</td>
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Please comment on any strengths or weaknesses of the student’s performance not covered in these questions.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Final Grade assigned:  PASS  FAIL  INCOMPLETE

Mentor’s Signature: ___________________________  Date: ____________

Please return the completed form to:
Julie Brown, MS
Director of Student Programs
RPHB 227
1530 3rd Ave S
Birmingham AL 35294-0022
Phone: 205 975-8075
Fax: 205 934-9325
Email: jebrown@uab.edu
Appendix K

UAB Graduate Health Behavior Student Achievements
2014-15

Directions: Please enter information about your achievements in the following areas: scholarly papers/abstracts submitted for publication and/or presentation; scholarships, grants, fellowships and assistantships received; professional or community service activities, awards and recognition; special skills, training or certification; and anticipated dates (or if you have already completed please enter the dates) to meet program requirements.

Please email the completed form and your current CV/resume to Ms. Julie Brown within one week.

NAME: ___________________ FACULTY ADVISOR: ___________________

Year Entered the Program: ___________________

I. Scholarly Papers/ Abstracts Submitted for Publication

<table>
<thead>
<tr>
<th>Authors’ Names</th>
<th>Title</th>
<th>Journal</th>
<th>Date</th>
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II. Scholarly Papers/Conference Abstracts Accepted for Publication and/or Presentation at Professional Meetings

<table>
<thead>
<tr>
<th>Authors’ Names</th>
<th>Title</th>
<th>Journal/Meeting</th>
<th>Date</th>
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III. Scholarships, Grants, Fellowships, and Assistantships (specify title and source)

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<th>Title and Source</th>
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IV. Professional Service Activities, Awards, and Recognition
### V. Community Service Activities, Awards, and Recognition

**Description of Service, Award or Recognition**

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<thead>
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<th>Description of Service, Award or Recognition</th>
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### VI. Special Skills, Training or Certification (beyond required coursework)

**Description of Skill, Training or Certification**

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<th>Description of Skill, Training or Certification</th>
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### VII. Additional Honors or Special Acknowledgements (not listed above)

**Description of Service, Award or Recognition**

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<th>Description of Service, Award or Recognition</th>
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### VIII. Additional Information that you feel is relevant

**Description**

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<th>Description</th>
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### IX. Anticipated/Completed Dates to Meet Program Requirements

<table>
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<tr>
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<th>Proposal Defense</th>
<th>Final Defense</th>
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*Indicate date using semester and year, e.g. Spring 2015*