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1

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 may be admitted to the program through any of these units. While much of the information in this handbook pertains to program-wide resources and requirements, this handbook is intended to be a local guide for you entering through the Department of Health Behavior (UAB School of Public Health). As such, it contains information about departmental requirements and resources that may not apply to others enrolled in one of the other two units.

Please Note:
Although a degree in HEHP prepares you for a variety of careers, the Health Behavior program emphasizes training for a career in research and other scholarly activities. If your career interests are not primarily research-oriented, then you be 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 2011-12 academic year are:

Stuart Usdan, Ph.D.     David Macrina, Ph.D.     Connie Kohler, Dr.PH.
Associate Professor     Professor      Professor
Department of Health Studies    Department of Human Studies    Department of Health Behavior
UA College of Human Environmental Sciences    UAB School of Education    UAB School of Public Health
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

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

1.4 Department of Health Behavior Staff

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

The Department of Health Behavior Administrative staff includes:
Carolyn Strahan Business Officer I
Jonathan Averett Financial Associate
Karen Beeching Office Services Specialist III
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. This will be counted in addition to the 67 credit hours required to complete the PhD program. A number of specific courses may cover any one of the four topic areas (see Table 1). 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 coursework. Examples of qualifying courses and the semesters in which they are typically taught are listed below in Table 1 next to each of the corresponding course titles. 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>
<thead>
<tr>
<th>Prerequisite Coursework Areas</th>
<th>Suggested Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>√ Must be at Master’s level or higher.</td>
<td></td>
</tr>
<tr>
<td>Administration of Health Education/Health Promotion/ Health Behavior Programs</td>
<td>HCO 618</td>
</tr>
<tr>
<td>Planning and Evaluating Effectiveness of Health Education and Promotion</td>
<td>HE 531 or HE 610</td>
</tr>
<tr>
<td>Behavioral Research Design/Methods &amp; Evaluation</td>
<td>HB 641 &amp; 643</td>
</tr>
<tr>
<td>Introductory Statistics</td>
<td>EPR 607 or 608</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

### Health Education and Health Promotion Core Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advanced Theoretical and Scientific Basis of Health Education and Health Promotion</td>
<td>HB 750</td>
<td>3 hours</td>
</tr>
<tr>
<td>Planning and Administration of Health Education and Health Promotion Programs</td>
<td>HB 760</td>
<td>3 hours</td>
</tr>
<tr>
<td>Health Communications Research</td>
<td>HB 730</td>
<td>3 hours</td>
</tr>
<tr>
<td>Doctoral Studies Seminar</td>
<td>HB 771/772/773</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

### Health Behavior Program Courses

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Epidemiologic Research</td>
<td>EPI 610</td>
<td>4 hours</td>
</tr>
<tr>
<td>Intermediate Statistical Analysis I/ Statistical Methods and Research in Education</td>
<td>BST 611* or EPR 609**</td>
<td>3 hours</td>
</tr>
<tr>
<td>Intermediate Statistical Analysis II/ Statistical Methods and Research in Education: Intermediate</td>
<td>BST 612 or EPR 710</td>
<td>3 hours</td>
</tr>
<tr>
<td>Data Management/Computer Technology</td>
<td>BST 619 or SOC 701</td>
<td>3 hours</td>
</tr>
<tr>
<td>Advanced Health Program Evaluation***</td>
<td>HB 740</td>
<td>3 hours</td>
</tr>
</tbody>
</table>
Program Evaluation/Research
Methods/Statistics Electives

Multiple Options   6 hours

Social and Behavioral Sciences Electives

Multiple Options   9 hours

Directed Research

HB 798    12 hours

Dissertation Research

HB 799    12 hours

TOTAL  67 hours

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

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

2.4 Planning a Course of Study

An advising form included in Appendix D outlines the required courses and the dissertation research requirements. Use this worksheet when meeting with your advisor the first time to map out a plan for taking required courses. Both you and your advisor keep a copy of this planning worksheet and it is updated 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 PhD program. In subsequent semesters you will meet with your academic advisor to have the registration hold removed before registering each semester. 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 [http://www.soph.uab.edu/students/studentforms] 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 PhD 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 committee, Graduate Program Director in the department, Associate Dean for Academic and Strategic Programs, and must be presented in writing to the dean of the Graduate School for consideration and approval. Courses taken more than 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

The academic pursuits of a doctoral student extend beyond required coursework. In order to follow your progress in these areas and provide faculty with opportunities to give feedback on these activities, the Department conducts an annual review of all your academic achievements. These include conference abstract submissions and presentations, fellowship awards, submitted and published manuscripts, grant submissions and awards, teaching, research, and service activities, and/or any other special skills training. This information is collected on an annual basis during the summer semester, and is used as a tool to enhance the mentoring relationship between you and your advisor. Evaluations are forwarded 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.
4

Directed Research and Other Scholarly Activities

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

4.1. Goals of the Directed Research

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

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

- To help you prepare for comprehensive examination and 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 90 hours per semester working 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.
4.4. Documenting Research Experiences

For each three credit hour segment, you and your mentor should agree upon a research work plan with clear goals/objectives. These activities should be put in writing and kept in your file in the Director of Student Programs office. Once the memo is received then you will be able to register for the course. If the mentor is not a faculty member, then a faculty member must review, approve, and then sign the agreement, as well as you and the outside mentor.

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 outside mentor completes and submits the proper form in a timely manner.

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/supervisor 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 the faculty member 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 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.
The Comprehensive Exam: General Information

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

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

You should NOT assume that “A” level performance in your course work is adequate preparation for either portion of the comprehensive exam.

5.1 UAB Graduate School Regulations

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

5.2 Grading of the Comprehensive Exams

Part I
Part I is written and graded by the four instructors for the six core courses. The instructors 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 sections require meeting with the instructor of that section to set up a time within the next three months to retake the same exam and/or conduct an oral exam to be completed satisfactorily before the incomplete can be resolved. No pass sections must be retaken at a subsequent regularly scheduled examination, which means the questions will be different. No pass sections can only be retaken once; not passing a second time will result in dismissal from the program.
Part II
Part II is written and graded by your comprehensive exam committee. Under usual circumstances each committee member writes and grades a question while the committee chair reads and grades all the questions. Questions are graded as “Pass” or “No Pass”. The committee will meet to discuss and resolve any disagreements regarding grades. An oral examination to clarify particular points or issues may be required before a final decision is reached by the committee. Additionally, an oral examination and/or further written work must be completed to satisfactorily resolve a grade of “no pass”.

5.3 Guidelines for Preparation - General
Core Comprehensive Exam (Part I)

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

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

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

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

Keep in mind; this is a criterion referenced exam. You are not competing with fellow students.
5.4 Specialized Comprehensive Exam (Part II)

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

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

3. EXAM FORMAT: Specialized exams will have written questions. The timing of these exams may be scheduled in any manner agreed upon by the student’s committee. You have a maximum of two weeks to complete the exam. In order to focus your responses on the questions and discourage lengthy answers that go beyond what is asked for, the committee will set a page limit for each response. Responses must be emailed to the committee chair no later than midnight of the day that is two weeks after receipt of the examination.

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

5. GRADING: Grading and the decisions of passing or failing are the responsibility of the specialized Comps Committee. All questions are graded as “Pass” or “No Pass”. The committee will meet to discuss and resolve any disagreements regarding grades. An oral examination to clarify particular points or issues may be required before a final decision is reached by the committee.

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

The Dissertation Process

The doctoral dissertation is the capstone of 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 12 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). 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 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.

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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.
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 (Part I)
5. Choosing individual comprehensive exam Part II committee
6. Passing of individual comprehensive exam (Part II)
7. Appointment of doctoral study committee – A completed Graduate School form is required (see Appendix F).
8. IRB and or IACUC approval obtained and HIPPA Training
9. Dissertation proposal successfully presented
10. Admission to Candidacy - This must occur no later than two terms before expected graduation. A typed Graduate School form is required (see Appendix G). Documentation of a student’s IRB approval must accompany this form when he/she submits it to the graduate school. Student’s name must be on the official IRB/IACUC approval.
11. 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: http://main.uab.edu/Sites/gradschool/deadlines/
12. Production of dissertation to be submitted for defense
13. Request for dissertation approval forms (See Appendix I). This must be done online at least 10 days before the defense date.
14. Final defense – The final defense must take place no later than 30 days before the expected date of graduation (see Graduate School deadlines).
15. A single PDF of the defended, committee-approved dissertation must be submitted to the UAB/ProQuest website no later than 2 weeks (10 business days) following the public defense.
16. One copy of dissertation on 100% rag bond to the Department of Health Behavior. The Department of Health Behavior will have this copy bound and will pay for the binding.
17. Conferring of degree will occur if there are not any financial holds. If there are then the diploma and transcript cannot be released to the student.
8

Useful Information

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

8.1 Office Policies

Phones:
Phones are available for your 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 to you in the School of Public Health Copy Room in the Ryals Building, for assistance call 934-7536.

Reserving Conference and Classrooms and Equipment (e.g., pointer, laptop):
Conference* and classrooms are to be reserved by Ms. Pheandrea Long. Her number is (205) 934-1961. Equipment is to be reserved for use and will be addressed by the MITS Department. Contact information for MITS: Phone: (205) 934-7731 Location: Ryals 127

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

8.2 People and Places

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

Office of Student and Academic Services:
Melissa Galvin Ph.D. (205/934-4993) is the Associate Dean of Academic and Strategic Programs. Her email address is mgalvin@uab.edu.
Internships & Career Services:
Ms. Emily Tubergen, M.P.H. is the Student Internships and Career Services Coordinator for the School of Public Health (205/934-7791). Her email address is ejt3@uab.edu.

Financial Aid:
Ms. Pheandreia Long, M.A. (205/934-1961) is the Financial Aid Coordinator for the School of Public Health. Her email address is pheandre@uab.edu.

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

Registration:
You will register by computer through BlazerNET. Before registering you must meet with your academic advisor to have the registration hold removed.
- Register on-line at https://blazernet.uab.edu/cp/home/displaylogin.

Other Useful Phone numbers:
- Blazer Bookstore (205) 996-2665
- Center for International Programs (205) 934-3328
- Graduate School (205) 934-8227
- Hill University Center Cashier’s Office (205) 934-3570
- Hill University Center Information (205) 934-8000
- Key Control (205) 934-3708
- Lister Hill Library (205) 934-2230
- Mervyn Sterne Library (205) 934-6364
- Office of Academic Appeals (205) 934-5504
- Student Health Services (205) 934-3580
- Student Housing (205) 934-2092
- UAB Parking (205) 934-3513
- UAB Police (205) 934-4434
- Emergency 911
- Escort Service (205) 934-8772

Public Health Student Association Representative:
Public Health Student Association (PHSA) elections are held during the fall term for departmental representatives. Students from each department elect one to two representatives. Mr. Richard Bennett is the staff advisor. His number is (205)934-4725 and email is rbennett@uab.edu.
8.3 Computer and Network Access

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

8.4 Professional Meetings

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

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

8.5 Seminars

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

8.6 Professional Behavior

**Availability of faculty member:**

Please give the professor advance notice for meetings. Faculty have many other responsibilities along with teaching. Unless a faculty member has specified office hours during which 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, many have found it easy and convenient to communicate with faculty and staff via e-mail. Faculty e-mail addresses and phone numbers are included in **Appendix A** of this handbook.
Lead time for review of papers:
Unless the faculty member tells you otherwise, expect that it will take ten to fourteen business days for a CAREFUL review of any written paper that is submitted. You may contact faculty member (s) receiving the paper to determine if they prefer hard copy or electronic file.

Required paperwork:
You are responsible for initiating all paperwork and obtaining faculty signatures related to advising (e.g. drop and add courses), applications for degree, committee appointments, etc. Deadlines are published on the UAB School of Public Health website. Faculty may not be available to sign forms at the last minute. You should 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 at: http://www.soph.uab.edu/studentsyou/honorcode

Disability Statement:
Any student with a disability that may need accommodations in order to successfully complete all requirements of this course should visit the Office of Disability Support Services, located in Room 516 of the Hill University Center, extension 4-4205. This office is responsible for registering you 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 instructors of the courses in which you are enrolled of your status and the specific nature of any accommodations required. If you require such accommodations you should discuss this with the course master and assure that the appropriate correspondence is sent from the Office of Disability Support Services.
Appendices
<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>David Coombs, Ph.D.</td>
<td>Mental Health Issues/Suicide Prevention; Community-Based Interventions</td>
<td>RPHB 227</td>
<td>(205) 975-0546</td>
<td><a href="mailto:dcoombs@uab.edu">dcoombs@uab.edu</a></td>
</tr>
<tr>
<td>Susan Davies, Ph.D.</td>
<td>Adolescent HIV/AIDS, Pregnancy and Violence Prevention; Family and Community-Based Interventions</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>Frank A. Franklin, MD, M.P.H., Ph.D. (Emeritus)</td>
<td>Nutrition Problems and Policies, Pediatrics, School Nutrition Promotion Programs, Head Start 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., MPH</td>
<td>Community Participatory Research, Hepatitis; Senior Citizens</td>
<td>RPHB 120B</td>
<td>(205) 934-0361</td>
<td><a href="mailto:mgalvin@uab.edu">mgalvin@uab.edu</a></td>
</tr>
<tr>
<td>Peter Hendricks, Ph.D.</td>
<td>Addiction, Tobacco Dependence, and Smoking Cessation Treatment.</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:phendricks@ms.soph.uab.edu">phendricks@ms.soph.uab.edu</a></td>
</tr>
<tr>
<td>Connie Kohler, Dr.P.H.</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, PhD, MPH</td>
<td>Adolescent Parenting, Child Maltreatment, Maternal Depression, Developmental Outcomes, Early Intervention Programs, Research Methods, Ethical Issues, and Social Policy</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>Terri Lewis, Ph.D.</td>
<td>Child Maltreatment, Youth Violence, Adolescent Risk Behaviors, Adolescent Pregnancy, Adolescent Substance Use, Unintentional Child Injury</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:tlewis@ms.soph.uab.edu">tlewis@ms.soph.uab.edu</a></td>
</tr>
<tr>
<td>Wynne E. Norton, Ph.D.</td>
<td>Implementation Science, Intervention 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, PhD</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>Martinique Perkins, Ph.D.</td>
<td>Quality of Life; Health and Well-being of Older Adults; Long-term Health Trajectories and Mortality</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:mperkins@ms.soph.uab.edu">mperkins@ms.soph.uab.edu</a></td>
</tr>
<tr>
<td>Kerstin Schroder, Ph.D.</td>
<td>Dieting and obesity interventions; HIV/AIDS Prevention and intervention; Adherence to medications; Substance use and HIV/AIDS;</td>
<td>RPHB 227</td>
<td>(205) 934-6426</td>
<td><a href="mailto:kschroder@ms.soph.uab.edu">kschroder@ms.soph.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>
<tr>
<td>Jalie Tucker, Ph.D., M.P.H.</td>
<td>Addictive Behaviors, HIV &amp; Substance Abuse, Telehealth, Behavioral Economics</td>
<td>RPHB 227</td>
<td>(205) 934-5256</td>
<td><a href="mailto:Jtucker@uab.edu">Jtucker@uab.edu</a></td>
</tr>
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</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
COURSES OUTSIDE OF THE SCHOOL OF PUBLIC HEALTH

**Department of Human Studies** (UAB School of Education)
HE 720 Evaluation of Health Education Programs

**Department of Educational Psychology**
EPR 608 Statistical Methods in Research and Education
EPR 695 Survey Methods in Education Research
EPR 696 Qualitative Research: Inquiry and Analysis

**Department of Psychology**
PY 716 Introduction to Statistics
PY 717 Applied Statistical Methods
PY 718 Research Design
PY 719 Multivariate Statistical Methods

**Department of Sociology**
SOC 603 Advanced Statistics
SOC 605 Methodology of Social Research
SOC 711 Qualitative Methods
SOC 778 Demography
Appendix C:

**Suggested Social and Behavioral Science Electives**

The following courses are recommended by the Department of Health Behavior to fulfill the PhD Program requirement of 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 (Spring)
- HB 604 High Technology Approaches to Health Communications and Change Interventions
- HB 605 Physical Activity in Public Health (Fall)
- HB 608 Women’s Health and Social Behavior
- HB 609 African American Health Issues
- HB 611 Mental Illness as a Public Health Issue
- HB 625 Dissemination and Implementation in Health
- HB 635 Communities Family & Health (Summer)
- HB 638 Geriatrics and Gerontology (Summer- online course)
- HB 660 Adolescent Health: A Social and Behavioral Perspective (Spring)
- HB 665 Family Violence & Victimization (Fall)
- HB 680 Health Promotion through Entertainment Education
- HB 692 Principles and Practices of Community Organization
- HB 720 Neighborhood Influences on Health Behavior

**Department of Epidemiology**
- EPI 621 AIDS/HIV & STD’s
- EPI 635 Genetics in Public Health
- EPI 708 Tropical/Infectious Disease
- EPI 713 Cancer and Epidemiology

**Department of Health Care Organization and Policy**
- HCO 606 Fundamentals of Maternal and Child Health (MCH) Part II: Research Methods, Needs Assessment and Program Planning
- HCO 608/708 Reproductive Health in Developing Countries
- HCO 611/711 Child Health and Development: Womb to Young Adulthood
HCO 619  Social Work in Public Health
HCO 625  Advanced Leadership in Maternal and Child Health (MCH) Part I: Introduction to Leadership
HCO 626  Advanced Leadership in Maternal and Child Health (MCH) Part II: Collaborative Leadership and Advocacy
HCO 627  Advanced Leadership in Maternal and Child Health (MCH) Part III: Into the Streets: Leadership Field Experience
HCO 631  Public Health Demography
HCO 670  Social and Ethical Issues in Public Health
HCO 677  Patient-Based Outcomes Measurement

COURSES OUTSIDE OF THE SCHOOL OF PUBLIC HEALTH

Department of Psychology
PY 731  Health Psychology I
PY 732  Health Psychology II

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

Department of Health Administration
HA 631  Organizational Theory and Behavior
Appendix D:

Department of Health Behavior Ph.D. Student Work Plan

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

Name: ____________________________________________

Date: ____________________________________________

Advisor: __________________________________________

<table>
<thead>
<tr>
<th>I. Course Prerequisites/Co-requisites*:</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Administration of Health Education, Health Promotion or Health Behavior (HCO 609, HCO 618)</td>
<td>3</td>
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<tr>
<td>Planning and Evaluating Effect of Health Education and Promotion (HE 531)</td>
<td>3</td>
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<tr>
<td>Research Design/Methods (HB 641)</td>
<td>3</td>
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</tr>
<tr>
<td>Research Design/Methods &amp; Evaluation (HB 643)</td>
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<tr>
<td>Statistics (EPR 607 or 608/NUR 600 Q)</td>
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</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.

<table>
<thead>
<tr>
<th>II. Health Education/Promotion Core Courses:</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Advanced Theoretical and Scientific Basis of Health Education/Promotion (HB 750, Fall)</td>
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<tr>
<td>Planning and Administration of Health Education/Promotion (HB 760, Spring)</td>
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<tr>
<td>Health Communications Research (HB 730, Fall)</td>
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<tr>
<td>Doctoral Studies Seminar I (HB 771, Fall)</td>
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<tr>
<td>Doctoral Studies Seminar II (HB 772, Spring)</td>
<td>1</td>
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<tr>
<td>Doctoral Studies Seminar III (HB 773, Fall)</td>
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TOTAL 12
### III. Advanced Research and Statistical Methods:

<table>
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<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>Advanced Epidemiological Research Methods (EPI 610)</td>
<td>4</td>
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<tr>
<td>Intermediate Statistical Analysis I/Statistical Methods and Research in Education: (BST 611* or EPR 609**)</td>
<td>3</td>
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<tr>
<td>Intermediate Statistical Analysis II/Statistical Methods and Research in Education: Intermediate - (BST 612 or EPR 710)</td>
<td>3</td>
<td></td>
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<tr>
<td>Data Management (BST 619 or SOC 701)</td>
<td>3</td>
<td></td>
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<tr>
<td>Advanced Health Program Evaluation (HB 740)</td>
<td>3</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
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* 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>
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<tr>
<td></td>
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<tr>
<td><strong>TOTAL</strong></td>
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</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>
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<tr>
<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
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</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>
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<th>Course Title</th>
<th>Credit</th>
<th>Term/Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td>Directed Research (HB 798)</td>
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<td>Directed Research (HB 798)</td>
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<tr>
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<tr>
<td><strong>TOTAL</strong></td>
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<td><strong>(Minimum)</strong></td>
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</table>

### VII. Comprehensive Examination:

<table>
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<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, 730, 760 771, 772 &amp; 773)</td>
<td>0</td>
<td></td>
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</tr>
<tr>
<td>Part II of II (must pass Part I)</td>
<td>0</td>
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</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>
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<tr>
<td>Dissertation Research (HB 799)</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>12</strong></td>
<td></td>
<td><strong>(Minimum)</strong></td>
</tr>
</tbody>
</table>

Date of Dissertation Defense: ________________________________

**GRAND TOTAL CREDIT HOURS**

67

__________________________  ____________________________
Student Signature          Date

__________________________  ____________________________
Advisor Signature           Date
UAB SCHOOL OF PUBLIC HEALTH
CHANGE OF ADVISOR
REQUEST FORM

Date of Request: _______________

Student Name: ____________________________ Student Number: ____________________________

Student Address: ____________________________ City/State/Zip: ____________________________

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

______________________________  ________________________________
Signature of Student                  Date

PLEASE CONSIDER THIS A REQUEST FOR CHANGE OF ADVISOR

FROM: ____________________________
      Current Advisor Name

TO: ____________________________
    New Advisor Name

Current Advisor Signature

New Advisor Signature

APPROVALS:

______________________________  ________________________________
DEPARTMENT CHAIR OR DESIGNEE    ACADEMIC AFFAIRS DEAN

PLEASE RETURN TO
Office of Student and Academic Services
RPHB 130

* Copies: OSAS (Original) * Department * Student

REV 10/24/07
Before continuing, please read the following instructions for submitting a Graduate Study Committee Letter.

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

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

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

☐ If 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. Please review the definitions of the graduate faculty appointments at http://main.uab.edu/sites/gradschool/faculty/categories/.

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

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

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

TO: Graduate School

FROM: (Program Director's Name)

Date: ________________

(Signature)

SUBJECT: Graduate Committee for ________________________________

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

________________________________________________________________________

who is enrolled in the Department of

________________________________________________________________________

graduate program and is working toward

the degree of __________________________________________________________________.

The Graduate Study Committee will be

Name ___________________________ Blazer ID ___________________________ Department/Program ___________________________

Chair

Enter Advisor/Mentor only if different from Committee Chair

Name ___________________________ Blazer ID ___________________________ Department/Program ___________________________

Advisor

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>MI</th>
<th>Dept.</th>
<th>Blazer ID</th>
<th>Email Address</th>
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</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
Application for Admission to Candidacy—Doctoral

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

Complete the following form, supplying all necessary information.

Use the name you are registered under with UAB.

Provide the address where you receive official UAB mail.

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

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

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

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

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

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

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

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

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

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

Updated 1/08/09
GRADUATE SCHOOL
UNIVERSITY OF ALABAMA AT BIRMINGHAM

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

Name_________________________________________ Email__________________________ Date____________________

Mailing Address________________________________________ Blazer ID___________________________

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

Dissertation Subject______________________________________________________________

Dates of Passing Qualifying Examinations

<table>
<thead>
<tr>
<th>Written</th>
<th>Oral</th>
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<tr>
<td>Major Subject</td>
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<tr>
<td>Minor Subjects</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td></td>
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<tr>
<td>And/or other Tool of Research</td>
<td></td>
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</tbody>
</table>

I hold the following degrees:

<table>
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<tr>
<th>Granted by</th>
<th>Year</th>
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</table>

☐ Yes ☐ No Project involves human subjects. (signature of candidate)

☐ Yes ☐ No Project involves animal subjects. If yes, attach approval or exemption.

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

We, the undersigned, record our dissenting.

Program Director/Department Chair (date)

Approved by the Graduate Dean (date)
Admission to Candidacy
Research Compliance Verification Form

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

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

Does the research proposed by the student involve human subjects?  □ Yes (continue below)  □ No
This research is:
Approved ___________________________  Date ___________________________

IRB Protocol No. ___________________________

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

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

Does the research proposed by the student involve animal subjects?  □ Yes (continue below)  □ No
This research is:
Approved ___________________________  Date ___________________________

IACUC Protocol No. ___________________________

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

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

Signature of IACUC representative ___________________________  Date: ___________________________

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

Student's Signature ___________________________  Dept. ___________________________  Date ___________________________

Signature of Student's Advisor ___________________________  Dept. ___________________________  Date ___________________________

Graduate Program Director ___________________________  Dept. ___________________________  Date ___________________________

Updated 10/31/08

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FORM MUST BE TYPED
Use both upper and lower case

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE
(Master's, Educational Specialist, or Doctoral Degree)

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

Reorder fee: $25.

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

<table>
<thead>
<tr>
<th>Date of Application</th>
<th>Degree for which you are applying (e.g., MA, MS, PhD)</th>
<th>Indicate month you expect to receive degree; enter year</th>
</tr>
</thead>
</table>

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

Blazer ID

Street Address

Graduate Program

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

Email Address

Home Phone

Work Phone

Hometown as you wish it to appear in the commencement program. List city, state, and country. Required to process degree. This section is used for federal reporting purposes only.

<table>
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<tr>
<th>Indicate race and sex, type in country of citizenship</th>
<th>American Indian</th>
<th>Asian/Oriental</th>
<th>Black</th>
<th>Hispanic</th>
<th>White</th>
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<tbody>
<tr>
<td>Male</td>
<td>Female</td>
<td>Citizenship</td>
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Check the Plan you are following: If Plan 1, you must enter thesis/dissertation title below.

Plan 1 ☐ Plan 2 ☐

Thesis/Dissertation Title: ____________________________

Courses currently enrolled:

<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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Courses to be enrolled:

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<th>Sem/Year</th>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Hours Credit</th>
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Transfer of credit from another institution

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

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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: ____________________________

(required: Application cannot be processed without original signatures.)

APPROVALS:

Advisor Date

Department Coordinator Date

Director of Graduate School Operations Date

Graduate Program Director Date

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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)

<table>
<thead>
<tr>
<th>Student:</th>
<th>Mentor:</th>
<th>Semester &amp; Year:</th>
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</table>

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>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
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Comments:_________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

**The student kept me informed of his or her progress.**

<table>
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<tr>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
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Comments:_________________________________________________________________________
________________________________________________________________________________
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**The student completed any necessary progress reports in an adequate and timely manner.**

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<tr>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
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Comments:_________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
Please comment on any strengths or weaknesses of the student’s performance not covered in these questions.

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Final Grade assigned:  PASS  FAIL  INCOMPLETE

Mentor’s Signature: ___________________________ Date: _____________

Please return the completed form to:
Julie Brown, MS
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:  

**PhD Annual Review**

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

Name _______________________________  Advisor ________________________________

*Please note that “this past academic year” refers to the period (Summer 2011-Spring 2012).*

1. List the manuscripts you’ve submitted this past academic year. Provide *authors’ names, manuscript title, journal, and date.*

2. List the manuscripts you’ve had accepted this past academic year. Provide *authors’ names, manuscript title, journal, and date.* *Please provide the PubMed number.*

3. List the conference abstracts you’ve submitted this past academic year. Provide *authors’ names, abstract title, conference, and date.*

4. List the conference abstracts you’ve had accepted this past academic year. Provide *authors’ names, abstract title, conference, and date.*

5. List any financial awards or fellowships that you have received this past academic year (including departmental, institutional or governmental funding).

6. List any service activities that you have participated in this past academic year.

7. List any special skills, training or certification that you have received beyond required coursework this past year (i.e. CHES, specialized software training, etc.)

8. List any additional honors or special acknowledgements that you might have received.

9. List other information that you feel is relevant.

10. Indicate the date you met/plan to meet the following requirements (indicate date using semester and year e.g. Fall 2009).

   - Comps I ________________________  Comps II ________________________

   Projected Date of Graduation ________________________________

   __________________________________________________________________
   __________________________________________________________________

   Student Signature ___________________  Date ___________________

   Advisor Signature ___________________  Date ___________________