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Introduction

The Department’s Academic Procedures handout is meant to be a supplement to the Graduate School catalog and is intended to explain the policies and procedures particular to our department and the degrees we offer. Each student should access and become familiar with the UAB Graduate School of Public Health Catalog, online at http://catalog.uab.edu/graduate/

The first section of the Procedures covers subjects common to the department as a whole. The subsequent sections deal with subjects pertaining to particular degree tracks. These procedures may not satisfactorily address all possible circumstances; therefore, if the need arises, the procedures may be amended during the academic year. A copy of amendments will be provided to all EHS faculty, staff, and students.
The mission of the School of Public Health is to create, disseminate, apply, and teach knowledge to improve health and wellbeing.

Vision: To make a difference:
- To make a difference in the lives of our students,
- To make a difference in our scholarly fields,
- To make a difference in our communities and populations.

Values: Above all else, we value:
- Academic Freedom,
- Ethical Behavior and Integrity,
- Diversity and Inclusion,
- Collegiality.
Environmental Health Sciences Foci

The Department of Environmental Health Sciences focuses on understanding the causes, mechanisms, and consequences of environmental and occupational hazards, as well as the prevention and management of these hazards.

The department has three main areas:
- Environmental Toxicology (MSPH)
- Industrial Hygiene (MPH)
- Occupational and Environmental Health (MPH)

Environmental Toxicology focuses on the areas of toxicant exposure and human disease, and gene-environment interactions. It develops and uses model biological systems to determine the mechanisms through which exposure to environmental toxicants alters gene expression, and, how natural variation in gene expression causes altered susceptibility to environmental toxicants.

Industrial Hygiene is the science of anticipating, recognizing, evaluating and controlling the health hazards found in the work environment. The purpose of this degree is for the students to develop skills for protecting and enhancing the health and safety of people at work and in their communities. Health and safety hazards cover a wide range of chemical, physical, biological and ergonomic stressors.

Occupational and Environmental Health focuses on the identification and assessment of human health threats; on the prevention of disease and injury related to occupational and environmental agents; and, on the promotion of health among workers, individuals and communities.

The Department of Environmental Health Sciences offers MPH, MSPH, and PhD degree programs.
Environmental Health Science Competencies

CEPH requires competencies be identified for each degree program and area of specialization within the program. Below are the departmental competencies for the PhD program. The competencies that guide the development of specific specializations are listed under the individual programs.

Env Health Science General MPH/MSPH COMPETENCIES:

**MSPH-ENH 1:** Demonstrate the application of theories in environmental science including industrial hygiene and occupational safety in an area of specialization.

**MSPH-ENH 2:** Develop a plan for using appropriate sampling and analysis method in environmental health and toxicology.

**MSPH-ENH 3:** Demonstrate the ability to conduct environmental health research under the guidance of an environmental health science mentor.

**MSPH-ENH 4:** Write an environmental health sciences manuscript reporting appropriate research principles and methods in the design, conduct, analysis, and interpretation.

**MSPH-ENH 5:** Present environmental health science study findings to environmental health sciences faculty in a public forum.
<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Office</th>
<th>Email</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allen, Shantice</td>
<td>996-6915</td>
<td>RPHB 534B</td>
<td><a href="mailto:sallen1@uab.edu">sallen1@uab.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Brown, Julie</td>
<td>975-8075</td>
<td>RPHB 227B</td>
<td><a href="mailto:jebrown@uab.edu">jebrown@uab.edu</a></td>
<td>Coordinator, Graduate Programs</td>
</tr>
<tr>
<td>Dickinson, Dale</td>
<td>975-7493</td>
<td>EB 240</td>
<td><a href="mailto:dadickin@uab.edu">dadickin@uab.edu</a></td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Ginter, Peter</td>
<td>975-8970</td>
<td>RPHB 530C</td>
<td><a href="mailto:pginter@uab.edu">pginter@uab.edu</a></td>
<td>Professor and Interim Chair</td>
</tr>
<tr>
<td>Fanucchi, Michelle Ombudsperson</td>
<td>934-7230</td>
<td>RPHB 534C</td>
<td><a href="mailto:fanucchi@uab.edu">fanucchi@uab.edu</a></td>
<td>Associate Professor &amp; UAB</td>
</tr>
<tr>
<td>Fields, Tara</td>
<td>934-6080</td>
<td>RPHB 530</td>
<td><a href="mailto:tfields@uab.edu">tfields@uab.edu</a></td>
<td>Office Svcs Specialist III</td>
</tr>
<tr>
<td>Harvard, Ginny</td>
<td>975-7032</td>
<td>RPHB 534A</td>
<td><a href="mailto:ginnyd@uab.edu">ginnyd@uab.edu</a></td>
<td>Financial Associate</td>
</tr>
<tr>
<td>Holladay, Allyn</td>
<td>934-7209</td>
<td>RPHB 520C</td>
<td><a href="mailto:allynh@uab.edu">allynh@uab.edu</a></td>
<td>Continuing Education Director, DSC</td>
</tr>
<tr>
<td>Holt, Paulisha</td>
<td>934-7178</td>
<td>RPHB 520A</td>
<td><a href="mailto:pholt@uab.edu">pholt@uab.edu</a></td>
<td>Program Manager 1, DSC</td>
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<tr>
<td>Iles, Karen</td>
<td>975-9691</td>
<td>AB 719A</td>
<td><a href="mailto:kiles@uab.edu">kiles@uab.edu</a></td>
<td>Associate Professor &amp; Director, Conflict of Interest Review Board</td>
</tr>
<tr>
<td>Lungu, Claudiu</td>
<td>934-2072</td>
<td>RPBH 520B</td>
<td><a href="mailto:clungu@uab.edu">clungu@uab.edu</a></td>
<td>Associate Professor &amp; Director, DSC</td>
</tr>
<tr>
<td>McCormick, Lisa</td>
<td>934-7148</td>
<td>RPBH 140</td>
<td><a href="mailto:lmmccormick@uab.edu">lmmccormick@uab.edu</a></td>
<td>Associate Professor &amp; Associate Dean</td>
</tr>
<tr>
<td>Oh, Jonghwa</td>
<td>934-6089</td>
<td>RPBH 524 B</td>
<td><a href="mailto:jonghwa@uab.edu">jonghwa@uab.edu</a></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Wilson, Laura</td>
<td>934-7178</td>
<td>RPBH 520D</td>
<td><a href="mailto:wilson75@uab.edu">wilson75@uab.edu</a></td>
<td>Program Coordinator, DSC</td>
</tr>
<tr>
<td>Zierold, Kris</td>
<td>934-5931</td>
<td>RPBH 524 C</td>
<td><a href="mailto:kzierold@uab.edu">kzierold@uab.edu</a></td>
<td>Associate Professor</td>
</tr>
</tbody>
</table>
FACULTY RESEARCH INTERESTS

Shautice Allen, PhD, Assistant Professor and Program Director for One Great Community/Center for Clinical and Translational Science. Research interests include community resilience and livability; environmental justice and health equity along with community-based action research that enhances community health. sallen1@uab.edu

Dale A. Dickinson, PhD, Associate Professor and Director University Quality Enhancement Plan. Research interests include molecular mechanisms of the adaptive response to environmental toxicants and pollutants; mechanism of action of naturally occurring compounds; environmental justice; development and implementation of reflective pedagogies to enhance public health education. dadickin@uab.edu

Michelle V. Fanucchi, PhD, Associate Professor and UAB Ombudsperson. Research interests include environmental justice and community-based participatory research; childhood lung disease and its etiology; pulmonary cell biology and toxicology of air pollutants, including particulates, ozone, chlorine and various polyromantic hydrocarbons; and cell-to-cell interactions in the developing lung as well as in repair after lung injury and disease in children. fanucchi@uab.edu

Peter M. Ginter, Ph.D., Professor and Interim Chair. Research interests include preparedness and emergency response, strategic management, leadership, and health organizations. pginter@uab.edu

Karen E. Iles, PhD, Associate Professor and Director, Office of Conflict of Interest Review Board. Research interest include food disparity and specifically on the impact of global warming on food quality and quantity. Specific areas of focus include the impact of global warming on heavy metal uptake and contamination of food (specifically cadmium), and on reduced food production for already vulnerable populations. kiles@uab.edu
Claudiu T. Lungu, PhD, Associate Professor and Director of the Deep South Center. Research interests include evaluation of adsorption characteristics of granular activated carbon and activated carbon fibers used in respiratory protection, protective clothing, and environmental remediation applications. Use of carbon nanotubes in air sampling devices. Design of new respirators using 3D scanning and rapid prototyping technology. Measurement and evaluation of VOC exposure in various workplaces; VOC emissions from building materials; Exposure to ionizing radiation. clungu@uab.edu

Jonghwa Oh, PhD, Assistant Professor Research interests include Investigation of biomass-derived micro-/nano- materials for VOC sorption; innovative VOC analytical methods; Development of customized personal protective equipment (PPE) via 3D printing; Noise exposure map; Improvement of industrial ventilation. jonghwa@uab.edu

Lisa McCormick, DrPH, Associate Professor, Associate Dean for Public Health Practice, and Director of the Deep South Biosafety Worker Training Program. Research interests include public health preparedness and response, the organization of response systems, preparedness education and biosafety training programs, public health workforce development, mental health effects of disasters, and assessing interorganizational networks as a dimension of response capacity and community resiliency.

Kris Zierold, PhD., Associate Professor. Research Interests include children's environmental health, workplace safety and health in children and adolescents, adverse outcomes from heavy metals exposure and particulate exposure, environmental and social justice issues, air pollution modeling, and community-based research

Information for Secondary and Emeritus Faculty can be found on the department’s webpage, http://www.soph.uab.edu/ehs/faculty
Departmental Information

General Information

Fax Machine
The department has a fax machine (205-975-6341) located in room 530. The fax machine is for the business use of faculty and staff of the department. The charge for sending a personal domestic fax is $3 for the first page plus $1 for each additional page and a personal international fax is $5 for the first page plus $1 for each additional page.

Telephones
A phone is available for student use in the Ryals Building first floor lobby. Students may use department phones for official use when approved by one of the department's faculty or staff.

Lab Access
While in the research phase of study, it may be necessary for a student to have a key for lab access. The student should contact his/her advisor who will in turn generate a request for the student to obtain a key. Presently, UAB Key Control requires a deposit of $1 per key when the key is picked up. The money is refunded when you return the key to Key Control.

Reference Materials
Students are welcomed to use books and journals located in the department. Check with each faculty member before looking for, or borrowing, any materials from his/her office as each has his own "check-out" procedures. The department maintains several journal subscriptions, as well as departmental copies of theses and dissertations and other reference materials, presently in the back hall. These references can be "checked-out", but are not to be removed from the building.

Reserving Conference and Class Rooms and Equipment
Conference and class rooms and equipment (e.g. pointer, laptop) are to be reserved on-line through 25Live room reservation system.

Department Mailing Address
Department of Environmental Health Sciences
RPHB 530
1720 – 2nd Avenue South
Birmingham, Alabama 35294-
Department Web Site
For other departmental information and news please access our website at:
http://www.soph.uab.edu/ehs

School of Public Health Physical Address
UAB School of Public Health
Ryals Public Health Building 530
1665 University Blvd
Birmingham, Alabama 35294-0022

School of Public Health Web Site
For other student information please access the school's website at:
http://www.soph.uab.edu
SOPH Information

Dean’s Office:
Paul Erwin, M.D., Dr.P.H. is Dean of the School of Public Health.
Ela Austin, Ph.D., M.P.H. is the Associate Dean for Academic Affairs
April Carson, Ph.D., M.S.P.H., is the Associate Dean for Diversity

Office of Public Health Practice
Lisa McCormick, Ph.D. is the Associate Dean for Public Health Practice.
Meena Nabavi, M.P.H., is the internship coordinator for the Departments of Environmental Health Sciences and Health Behavior.
Elena Kid, M.P.H. is the internship coordinator for the Departments of Epidemiology and Health Care Organization and Policy.

Public Health Student Association:
Public Health Student Association Representative:
Since its creation in 1978, the Public Health Student Association (PHSA) has supported the growth of the student experience. With its roots in the foundation of encouraging student involvement, advocacy, and leadership, PHSA has made many powerful strides in promoting the student voice and facilitating interactions between students, faculty, staff, and administrators. Through connecting students, faculty, staff and administrators, PHSA works to promote the School of Public Health, achievements of those in our community, and work that is being done in the field of public health. Students from each department elect one representative to serve for one year.

PHSA Responsibilities Include:
• Fostering an academic, professional, and social environment for students of the School.
• Facilitating an interactive relationship between faculty, staff, alumni, and students of the School.
• Promoting student involvement in the School, university, and community through service, programming, and special events.
• Presenting the suggestions and concerns of the student body to School officials.
• Contributing to the education and welfare of public health students in cooperation with public health organizations on a local, state, and national level.
To learn more about PHSA, please visit their Facebook page or contact the staff advisor, Ms. Meena Nabavi.

**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. 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.
Useful Phone Numbers

Barnes and Noble Bookstore at UAB ..............................................205-996-2665

International Recruitment and Student Services ......................205-934-3328

Disability Support Services ..........................................................205-934-4205

Graduate School ...........................................................................205-934-8227

Lister Hill Library ...........................................................................205-934-2230

Mervyn Sterne Library .................................................................205-934-6364

Student Health Services ...............................................................204-934-3580

Student Housing ............................................................................205-996-0400

UAB Parking ..................................................................................205-934-3513

UAB Police .....................................................................................205-934-4434

UAB Financial Aid .........................................................................205-934-8223

Emergency .....................................................................................911
Registration Information

BLAZER ID

Every Student is required to have a BlazerID and email, as The School of Public Health and the Department of Environmental Health Sciences uses this email to disseminate information and inform of any changes in courses or scheduling. You will also need a BlazerID to register. This link will take you to BlazerID Central; from there you will be able to get answers to any questions you may have.

Banner Registration Information

All registration is done online through BlazerNET. BlazerNET is designed especially for the internal UAB community, and provides centralized access to the information and services that students, faculty and staff need on a daily basis. From there you can get up-to-date information about UAB news and events to access to class registration, financial aid, grading, policies and forms, the Oracle Finance and HRM systems and more, BlazerNET puts what you need at your fingertips.

You can log on with your BlazerID by clicking here.

From there you can look up available classes. To be able to register you have to meet with your academic advisor or Julie Brown, MS, Coordinator, Graduate Academic Programs to discuss degree planning and course selection.
Master of Science in Public Health

Introduction

The Master of Science in Public Health (MSPH) degree is designed to provide an intensive educational experience for students with or without previous experience in the desired track of study. Environmental health professionals must be able to recognize, evaluate, and control environmental situations that may lead to disease. They may also require knowledge in designing and conducting studies of environmental chemicals to assess the probability that environmental toxic agents present a risk to humans and/or the environment and to define safe limits of human exposure to them.

Curriculum Requirements

The curriculum is designed for the full-time student and therefore conflicts in scheduling may occur if courses are taken out of sequence or on a part-time basis. Students are generally admitted in the fall semester and should follow program’s curriculum outline.

Advisor

An academic advisor is appointed for each new student at the time of admission. A student may request a change in advisor at any time; however, all changes in advisor must be submitted on the appropriate form and approved by current advisor and Coordinator, Graduate Academic Programs. See Julie Brown, MS, for form and details.

Research Advisor

During the first year of study, MSPH Thesis students should discuss their research interests with all faculty in the department. By late spring semester, the student will identify and request one faculty member to be the research advisor for his/her project research committee. Be aware that in some cases faculty members of choice may not be able to comply with a request to be research advisor since this workload must be distributed roughly evenly among the faculty.

The research advisor also serves as the student's academic advisor. When there is a change of advisor, the student should advise the Graduate Program Director and submit the appropriate form to the Office of Student and Academic Services.

Thesis Research

Students in the MSPH program do a master’s thesis. Students must earn at least 13 hours in conduct of their thesis research. The thesis is based on an "apprenticeship" relationship between the student and his/her research advisor. The research advisor will be responsible for all aspects of the thesis research; however, a graduate committee must approve the ultimate work.
The committee should consist of at least three Graduate School faculty members, one of whom should be from outside the student’s graduate specialization and each of whom should be able to bring some relevant insight and expertise to guide the student.

Recommendations for graduate study committee membership are submitted by the advisor and the student to the Graduate Program Director, who subsequently submits these recommendations to the Graduate School Dean.

**Pre-proposal**
During the second semester, the student should have selected a research advisor. A "Change of Advisor" form should be completed if the research advisor is different from the academic advisor. The student will present the advisor with a one- to two-page description (pre-proposal) of the problem to address, general strategy and expected outcomes before the end of the second semester.

**Proposal**
The student will register for ENH 698-Master's Directed Research during the second or third semester. Early in the semester the advisor and student will develop a research project committee consisting of three members. An "Appointment of Research Project Committee Approval Request" form should be completed.

A draft of the research proposal is due to the advisor one week before the end of the third semester.

The student will register for ENH 698 during the third or fourth semester. The student should schedule a proposal meeting within the first month of the fourth semester. After the proposal is accepted by the committee, an “Application for Admission to Candidacy for the Master’s Degree” must be completed, and then the student may conduct the research work. Once admitted to candidacy the student will register for ENH 699: Masters Project Research the remaining semester/s. The student should meet often with his/her advisor, and with other committee members as appropriate, to discuss the status of work and problems. The student should meet with Julie Brown, MS, Coordinator, Graduate Academic Programs to discuss appropriate forms and paperwork.

**Final Defense**
A first draft of the thesis should be presented to the advisor. The submission and approval of a draft to the graduate committee is also recommended. After the thesis is acceptable to the advisor (and ideally the committee), a final defense may then be scheduled.

A memorandum and a copy of the thesis will be sent to the committee members and the Dean of the Graduate School. After a successful defense, the research advisor is responsible for obtaining signatures on the “Recommendation for the Master's Degree-with Committee”. The student must make any necessary corrections to the report and deliver it to the advisor. Once the advisor acknowledges that all changes have been made, the student will submit it to the graduate school and provide the department with one original report (for binding) on 25% bond / or archival paper.
In addition, the department requires:
• That the student provide his/her advisor with an electronic copy of the document and data,
• Clean up the lab area that he/she occupied
• Correctly dispose of any hazardous material used
• Turn in keys (or proof that keys were turned in to UAB Key Control).

**Program Completion**

**You are responsible for meeting deadlines for graduation.** Graduation deadlines are indicated in the School of Public Health Academic Calendar online. At the beginning of the semester of anticipated graduation, you must complete an "Application for Degree" form in BlazerNet. Your “Application for Degree” must be filled out, no later than two weeks into the expected semester of graduation.

In order to graduate, all degree requirements must be satisfied, and all “I” and “N” grades must be removed. You are expected to be enrolled for at least three credit hours of graduate work in your final semester prior to graduation.

Please meet with Julie Brown, MS regarding the completion of the form.

**Award of Degree**

Upon approval of the School of Public Health’s Associate Dean for Graduate Education and payment of any outstanding financial obligations to the university, the student will receive the degree of Master of Public Health.

Diplomas are issued at the end of each semester. Degrees are formally awarded at the University’s commencement exercises in December, April, and August. If the new graduate wishes to participate in the ceremony, a cap and gown must be ordered (and paid for) by the graduate through the Barnes and Noble Bookstore at least two months before the event.

Please see the UAB Graduate School’s website for further requirements.

**Summary Procedures for the MSPH Degree**

- Completion of first year coursework and appointment of research advisor
- Completion of a proposal and appointment of a research committee
- Admission to candidacy
- Application for degree first of final semester
- Successful defense of Thesis
- Provide department with one copy of thesis printed on bright white, 24lb paper.
- Provide advisor with an electronic copy of the document and data
- Clean up lab area utilized and properly store all supplies
- Correctly dispose of hazardous /biological/radioactive wastes
- Turn in keys
- Payment of appropriate fees by student
- Graduate program director sends School of Public Health all final papers
# Environmental Health Sciences MSPH Environmental Toxicology

## Curriculum Planning Worksheet

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<tr>
<th>Name:</th>
<th>Banner ID:</th>
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<table>
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<tr>
<th>Course Name</th>
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<th>Credit Hours</th>
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<tr>
<td>BST 611: Intermediate Statistical Analysis I (or equiv.)</td>
<td>C</td>
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<td>3</td>
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<tr>
<td>BST 612: Intermediate Statistical Analysis II</td>
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<td>ENH 600: Fundamentals of Env. Health Sciences</td>
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<td>EPI 610: Principles of Epidemiological Research and Laboratory</td>
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### Core Requirements: 13 credit hours

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<th>Grade</th>
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</thead>
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<td>3</td>
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</tr>
<tr>
<td>BST 612: Intermediate Statistical Analysis II</td>
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<td>ENH 600: Fundamentals of Env. Health Sciences</td>
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<td>EPI 610: Principles of Epidemiological Research and Laboratory</td>
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### Department Track Requirements: 6 credit hours

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<tr>
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<td>ENH 650: Env. &amp; Occp Toxicology &amp; Diseases</td>
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### Environmental Health Electives - 3 hours

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### Masters Directed Research: minimum 6 credit hours

<table>
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### Masters Project Research: minimum of 7 hours once admitted to candidacy

<table>
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<tr>
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<th>Term / Year</th>
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<tbody>
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### Department Seminar: 4 credit hours

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### Total Credit Hours Earned for Degree

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**Students receiving a MSPH 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.**
This EHS departmental policy clarifies the responsibilities of the faculty advisor for MSPH and PhD students and the procedure that must be followed in order to change the faculty advisor. The intention of the policy is to provide a transparent set of responsibilities and procedures that protect both student and departmental interests.

Responsibilities of the Faculty Advisor

1. Following Graduate School policy, the advisor should “confer with the student about courses and any special work to be taken on the basis of the student’s previous experience and the requirements of the graduate program.”

2. To ensure this graduate school policy is followed in a timely manner, the appointed advisor must be available to the student at least once per semester, in the month preceding course selection.

3. Within the first year of study, the student and faculty advisor should determine the broad topical interest for their thesis or dissertation project. At a minimum, the appointed faculty advisor should meet with the student once in the first year of study to determine the focus of the thesis or dissertation.

4. Once the thesis or dissertation project topic is established, the faculty advisor and student should agree upon a regular meeting schedule to ensure timely organization of a committee, preliminary examination, and defense.

Procedures for changing the faculty advisor--initiated by the student

1. The student should meet with the current faculty advisor to discuss the desire to change advisors. If the change in advisor is mutually agreeable to the current faculty advisor and requested future faculty advisor, a “change in advisor form” should be submitted to the Graduate Program Director. The Graduate Program Director can choose to approve the change directly. A denial must be reviewed by the Graduate Program Committee and the Department Chair. The final decision is made by the Graduate Program Director with input from the Graduate Program Committee and the Department Chair.

2. Alternatively, the student has the option of presenting a written request directly to the Graduate Program Director that describes the specific reasons for requesting the change. In this case, the Graduate Program Director will evaluate the request and aid the student in identifying a new faculty advisor. In addition, the Graduate Program Director will communicate with the current faculty advisor and request a written evaluation of the mentoring relationship, including a thorough account of meetings held and outcomes of those meetings. The Graduate Program Director will present the student’s request and the current faculty advisor will present his/her evaluation of the mentoring relationship to the Graduate Program Committee and Department Chair. The Graduate Program Committee and Department Chair will then provide recommendations to the Graduate Program Director, who will make the final decision.

3. If the request is approved, the Graduate Program Committee and Department Chair will then provide recommendations to the Graduate Program Director to appoint the identified new faculty advisor.

4. If the faculty advisor change request is denied or if submission of dismissal forms is approved by the Graduate Program Director in the case where a new advisor cannot be identified, the student may then request an external faculty advisory committee be formed to re-review the
Appendix B

request. This request will be forwarded to the Associate Dean for Academic Affairs and Strategic Programs, who will lead the formation of the advisory committee and review of the request.

Procedures for changing the faculty advisor—initiated by the faculty advisor

1. The faculty advisor should meet with the student to discuss the desire to be relieved of his/her duties as the student’s advisor. If the change in advisor is mutually agreeable to the student and to a requested future faculty advisor, a change in advisor should be submitted to the Graduate Program Director. The Graduate Program Director can choose to approve the change directly. A denial must be reviewed by the Graduate Program Committee and the Department Chair. The final decision is made by the Graduate Program Director with input from the Graduate Program Committee and the Department Chair.

2. Alternatively, the faculty advisor may present a written request directly to the Graduate Program Director that describes the specific reasons for requesting the change. In this case, the Graduate Program Director will schedule a Graduate Program Committee meeting where the current faculty advisor will present his/her justification for being relieved of his/her mentoring role. The Graduate Program Director will present an evaluation of the student’s progress and the student’s needs in terms of mentorship. The Graduate Program Committee and Department Chair will provide recommendations to the Graduate Program Director, who will make the final decision.

3. If the request is approved, the Graduate Program Director will then work with the student to identify a new faculty advisor. If the request is denied, or the student is not in good academic standing and a new advisor cannot be identified, the Graduate Program Director shall submit dismissal forms for the student.