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

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

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

1.1 Program Goals

Upon completion of the Ph.D. program in HEHP you will be able to:

- Analyze the individual and social influences on health behavior with the aim of developing, evaluating, and implementing solutions to health behavior problems.
- Evaluate theoretical models of health and health behavior considering societal, structural, community, and organizational influences.
- Design community-based health behavior intervention programs.
- Conduct a comprehensive review of literature and identify knowledge gaps.
- Develop a health behavior dissertation research proposal with detailed plan for conducting the study and performing the analyses.
- Conduct dissertation research from design through analysis and interpretation.
- Effectively communicate results in an oral presentation and manuscript appropriate for degree.
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 2017-18 academic year are:

- Robin Gaines Lanzi, Ph.D., M.P.H.  
  Professor  
  Department of Health Behavior  
  UAB School of Public Health

- Stuart Usdan, Ph.D.  
  Professor & Associate Dean  
  Department of Health Science  
  UA College of Human Environmental Sciences

- Retta Evans, Ph.D.  
  Associate Professor  
  Department of Human Studies  
  UAB School of Education

1.3 Program Faculty and Staff

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.

- Kevin Fontaine, Ph.D.  
  Professor & Chair

- David Coombs, Ph.D., M.P.H.  
  Associate Professor, retired

- Susan Davies, Ph.D.  
  Professor

- Faith Fletcher, Ph.D., M.A.  
  Assistant Professor

- Frank Franklin, M.D., M.P.H., Ph.D.  
  Professor Emeritus

- Melissa Galvin, Ph.D., M.P.H.  
  Professor Emerita

- Peter Hendricks, Ph.D.  
  Associate Professor

- Kathryn Kaiser, Ph.D.  
  Assistant Professor

- Connie Kohler, Dr.P.H.  
  Professor Emerita

- Robin Gaines Lanzi, Ph.D., M.P.H.  
  Professor & Director of Academic Programs

- Ann Elizabeth Montgomery, Ph.D., M.P.A., M.S.W.  
  Assistant Professor

- Greg Pavela, Ph.D.  
  Assistant Professor

- Dori Pekmezi, Ph.D.  
  Associate Professor

- Julie Brown, M.S.  
  Coordinator of Graduate Academic Programs
2

Coursework Requirements

This section describes: 1) prerequisite coursework required for entering the program and 2) the minimum coursework required to complete the program. There is also information on academic advising and how to plan coursework.

2.1 Prerequisites

You must have completed master’s degree level coursework in the subject areas listed below under Table 1, Prerequisite Coursework Areas. If upon entering the program, you have not already completed the prerequisite coursework, it must be completed as determined in your acceptance notification (Appendix K). Prerequisite coursework is not counted in the 73 credit hours required to complete the PhD program. A number of specific courses may cover any one of the coursework areas below. The Director of Graduate Academic Programs will review your incoming transcript 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 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. Please note, some prerequisites listed below must be taken before registering for certain Ph.D. program courses. For example, HB 641 & HB 643 are required prerequisites for HB 740 if equivalent graduate courses have not been taken.

Table 1. Prerequisite Coursework Areas

<table>
<thead>
<tr>
<th>Must be at master's level or higher.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Biostatistics (e.g., BST 601)</td>
</tr>
<tr>
<td>• Research Methods/Design (e.g., HB 641)</td>
</tr>
<tr>
<td>• Designing/Evaluating Health Promotion Programs/Interventions (e.g., HB 636 or 643)</td>
</tr>
</tbody>
</table>
2.2 Required Courses

Required Ph.D. courses are listed below. Waivers and substitutions can be discussed with your academic advisor.

**Department of Health Behavior Joint PhD Program**

**Doctor of Philosophy in Health Education and Health Promotion**

**Curriculum Planning Form**

*Students receiving a MSPH or PhD are required to complete a 37 hour, self-paced online course entitled "Overview of Public Health" by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean.*

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Term Course Available</th>
<th>Credit Hours</th>
<th>Term / Year Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 724: Advanced Social and Behavioral Science Theory for Doctoral Candidates</td>
<td>X</td>
<td>3</td>
<td>Every Other Fall</td>
<td></td>
</tr>
<tr>
<td>HB 741: Advanced Research Methods in the Behavioral Sciences</td>
<td>X</td>
<td>3</td>
<td>Every Other Fall</td>
<td></td>
</tr>
<tr>
<td>HB 736: Advanced Intervention Research Design</td>
<td>X</td>
<td>3</td>
<td>Every Other Spring</td>
<td></td>
</tr>
<tr>
<td>HB 737: Advanced Intervention Implementation and Evaluation</td>
<td>X</td>
<td>3</td>
<td>Every Other Fall</td>
<td></td>
</tr>
<tr>
<td>HB 703: Writing for the Behavioral Sciences</td>
<td>X</td>
<td>3</td>
<td>Summer in even numbered years</td>
<td></td>
</tr>
<tr>
<td>GRD 717: Responsible Conduct of Research</td>
<td>X X</td>
<td>3</td>
<td>During first 4 semesters</td>
<td></td>
</tr>
</tbody>
</table>

**Departmental Requirements: 18 hours**

*Sequenced Courses offered every other year taken in this order: HB 724, 741 (fall), 736 (spring) & HB 737 (following fall)*

**Joint Courses include Doctoral Seminar, Health Education / Health Promotions Electives, Advanced Research & Stats Methods Courses, Evaluation/Research Methods/Stats Electives, Directed and Dissertation Research hours**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Term Course Available</th>
<th>Credit Hours</th>
<th>Term / Year Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 770: Doctoral Studies Seminar</td>
<td>X X</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HB 770: Doctoral Studies Seminar</td>
<td>X X</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HB 770: Doctoral Studies Seminar</td>
<td>X X</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Health Education / Health Promotions Electives Courses: 9 hours (Appendix C)**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Term Course Available</th>
<th>Credit Hours</th>
<th>Term / Year Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>X X</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>X X</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Health Education / Health Promotions Advanced Research & Statistical Methods: Select 16 hours; during first 6 semesters

<table>
<thead>
<tr>
<th>Course</th>
<th>X</th>
<th>Hours</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 610: Prin. of Epidemiologic Research</td>
<td>X</td>
<td>4</td>
<td>During first 6 semesters</td>
</tr>
<tr>
<td>BST 611: Intermediate Statistical Analysis I/ or EPR 609: Statistical Methods and Research in Education</td>
<td>X</td>
<td>3</td>
<td>During first 6 semesters</td>
</tr>
<tr>
<td>BST 612: Intermediate Statistical Analysis II/ or EPR 710: Statistical Methods and Research in Education: Intermediate</td>
<td>X</td>
<td>3</td>
<td>During first 6 semesters</td>
</tr>
<tr>
<td>BST 619: Data Collection</td>
<td>X</td>
<td>3</td>
<td>Offered spring of even numbered years</td>
</tr>
<tr>
<td>Qualitative or Mixed Methods Research</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Health Education / Health Promotions Evaluation/Research Methods/Stats Elective Courses: 3 hours (Appendix B)

| X | X | X | 3 |

### Health Education / Health Promotions Directed Research: Minimum 12 hours

<table>
<thead>
<tr>
<th>HB 798/HE 702: Directed Research</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 798/HE 702: Directed Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>HB 798/HE 702: Directed Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>HB 798/HE 702: Directed Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
</tbody>
</table>

### Qualifying Exam

Must complete 75% of didactic coursework

### Dissertation Proposal

Date of Dissertation Proposal

### Health Education / Health Promotions Dissertation Research: Min of 12 hours over the course of at least 2 semesters candidacy

<table>
<thead>
<tr>
<th>HB/HE 799: Dissertation Research</th>
<th>X</th>
<th>X</th>
<th>X</th>
<th>3</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB/HE 799: Dissertation Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>HB/HE 799: Dissertation Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
<tr>
<td>HB/HE 799: Dissertation Research</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
</tr>
</tbody>
</table>

### Dissertation Defense

Date of Dissertation Defense

### Minimum Credit Hours Earned for Degree

73
2.3 Planning a Course of Study

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

2.4 Academic Advising

Upon admission to the program, you are assigned a faculty advisor. Advisors provide guidance about course selection, course substitutions, internships, research opportunities, and possible employment opportunities. You will consult with your advisor prior to registering for your first semester in the Ph.D. program. In subsequent semesters, you will meet with your faculty advisor to have the registration hold removed before registering.

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. You will complete this form, and Ms. Brown will obtain the appropriate signatures, and submit it to the Office of Student Affairs for processing in order to formally change advisors.

2.5 Degree Completion Time

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 circumstances preclude completion of requirements within this seven year-period. The recommendation for an extension includes a plan and timeline for completion. Such requests require the approval of your dissertation chair/advisor, Graduate Program Director in the department (Dr. Lanzi), Associate Dean for Academic Affairs (Dr. Austin), and must be presented in writing to the Dean of the Graduate School (Dr. McMahon) for consideration and approval. Courses taken more than seven years before graduation cannot be applied toward a degree without the approval of the Graduate Program Director and Dean of the Graduate School.
3

Annual Student Update

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

Directed Research and Other Scholarly Activities

You are required to complete at least twelve directed research credit hours under course number 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 opportunities to develop manuscripts for publication, conference paper presentations, grant submissions, or other “research products”.

- To help you prepare for dissertation work.

4.2 Registering for Credit Hours

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

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

4.3 Content of the Directed Research

You are encouraged to participate in more than one research project over the course of your PhD studies. For example, in one semester you may choose a project that is in its planning stages and register for three credit hours to participate in that project. In another semester, you may choose to register for a project that involves data collection or data analysis. It is your responsibility to identify the research project and faculty with whom you will work. Your advisor or other faculty may have useful suggestions. Please note that it is not acceptable to count research you have done for other purposes (e.g. for work, for another course) as hours of directed research.
4.4. Documenting Research Experiences

For each three credit hour segment, you and your research mentor should agree upon a work plan in the form of a memo with clear objectives that are approved by your advisor and kept in your file in the Coordinator of Graduate Academic Programs office. You cannot register for HB 798 credit hours until the approved memo is on file. An example of a memo can be found in Appendix L and on the departmental website.

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 Directed Research Evaluation form (see Appendix I). It is your responsibility to ensure that the research mentor completes and submits the form so that you can receive a grade at the end of the term.

*Your short report should include the nature of the project and work accomplished in comparison to originally stated objectives along with any products such as conference abstracts, manuscript drafts, manuals, brochures or other materials developed during the internship. You must submit all documentation to the mentor who supervises the experience, the faculty advisor, and Ms. Julie Brown.

4.5. Grading

A faculty mentor will assign a grade of pass/no pass for the research internship hours. If your mentor is not on the HB faculty, he or she will evaluate your work and will provide your faculty advisor with a recommendation regarding a pass/fail grade. All documentation regarding the directed research experience is due during exam week of the semester in which you are registered for your directed research. 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 No Pass if not completed within the next semester.
The Qualifying Exam:

A written qualifying examination is required for the Ph.D. degree. The exam must be passed unconditionally before you can defend your proposal and be advanced to candidacy.

Prior to taking the exam, you must have completed your core course requirements, and at least 75% of their didactic course work. Please do NOT assume that “A” level performance in your coursework is adequate preparation for the comprehensive exam. Specific instructions for preparing for the exam and exam dates and times will be given to you during a designated departmental session.
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 twelve hours of dissertation credit (HB799). According to UAB Graduate School regulations, you may begin taking dissertation research credit hours after successfully completing required coursework, passing the qualifying examination, and being admitted to candidacy.

6.1 Dissertation Committee

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. After selecting a committee, you must submit a Graduate Study Committee Letter form (see Appendix E) to the Graduate School. This form must be submitted prior to the proposal meeting. The committee should include a minimum of five faculty members. Additional graduate school requirements can be found at the Graduate School website. All committee members must have a Graduate School Faculty appointment. If they do not, please contact Ms. Julie Brown for guidance in acquiring approval.

6.2 Proposal, Proposal Defense, and Admission to Candidacy

Once you pass the qualifying exam, you must prepare a formal document outlining the proposed dissertation topic. You should begin the process by providing potential committee members with a concept paper of 3-10 pages in length that outlines hypotheses, significance, methods, time line and concerns and questions.

The formal dissertation proposal document will typically include objectives, hypotheses, literature review, significance, study design, power analysis, analytical methods and strengths and limitations. An alternative option for submitting manuscripts (preprint/reprint) is described below at the end of this section (6.2).

You are to submit the written proposal to the doctoral dissertation committee at least 14 days prior to the scheduled proposal meeting. While you are free to meet with committee members as you develop your proposal, the final 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 proposal meeting and notifying committee members. The proposal meeting should be attended by all members of the doctoral study committee. This meeting is generally not open to the public.
Members of the doctoral committee decide whether or not you have written an acceptable proposal and should be advanced to candidacy. If so, the committee will complete the Application for Admission to Candidacy form (Appendix F). 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. Revisions of the written proposal and/or additional proposal meetings 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 also must be in good academic standing to be admitted to candidacy.

Alternative preprint/reprint dissertation format. As noted in the UAB Format Manual For Theses and Dissertations (see UAB Format Manual for Theses & Dissertations), “the preprint/reprint option is for students who have written closely related articles which have already been published (reprint), accepted for publication, are under review for publication, or are prepared for publication (preprint). Students considering this option must first obtain the approval of the dissertation committee. Doctoral students are typically expected to be first author on a minimum of three articles. The preprint/reprint is at the discretion of the dissertation committee. If you choose the preprint/reprint option (three paper option), the proposal would also outline the relationship/rationale for the discrete research topics represented by the preprints/reprints. Please refer to the UAB Format Manual for Theses & Dissertations for guidelines on the style and format of the preprint/reprint option.

6.3 IRB Approval

Students admitted to candidacy must have research approval from the UAB Institutional Review Board (IRB). The process for obtaining IRB approval begins with a departmental review. When you submit your paperwork for the departmental review, you are required to fill out the Protocol Oversight Review Form (PORF) found at this link (FOR205). The IRB application is submitted in your name (as opposed to that of a mentor, even if that person is responsible for a ‘parent’ study from which you are using data) and approval can take several weeks. As long as your research continues, you submit an annual IRB report for review.

6.4 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. The Graduate School also has examples of templates found at this link: http://www.uab.edu/graduate/templates-available. If in the opinion of more than one member of the dissertation committee, you failed the final defense, 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.

The document is submitted to the chair of your doctoral dissertation committee at least 40 days prior to the scheduled dissertation defense. At least 25 days prior to the final defense, the chair should return a draft for changes. At least 15 days prior to the defense date, all committee members are to have a copy of your dissertation. (It is your responsibility to confirm if they prefer a hard copy or a digital copy of the dissertation). The final dissertation document should not be sent to committee members until the Chair has approved it. Your committee chair has the option of requiring you to turn in materials prior to these dates if necessary (e.g. if he or she is planning extended travel or other circumstances make it necessary to have more time to read your document).
Summary of Steps toward the Doctoral Degree

1. Admission to doctoral degree program.

2. Assignment of faculty advisor – to change advisors submit School of Public Health form to make the change official.

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/no pass courses.

4. Passing of the qualifying examination.

5. Appointment of doctoral study committee – A completed Graduate School form is required (see Appendix E) and scheduling of proposal meeting.

6. IRB approval obtained and HIPAA Training completed.

7. Dissertation proposal is approved by committee.

8. Admission to Candidacy - This must occur no later than two terms before expected graduation. A Graduate School form is required (see Appendix F). Documentation of IRB approval must accompany this form when you submit it to the graduate school.

9. Application for Degree – You must submit your application to the Graduate School no later than two weeks into the expected term of graduation (See Appendix G). Graduate School deadlines are located here.

10. Completion of dissertation to be submitted for defense. See Section 6.4 above for deadlines for submission to committee.

11. Request for dissertation approval forms (See Appendix H). This must be done online at least two weeks before the defense date. This form serves as official notification to the Graduate School of your public defense, and the information will be entered into the Graduate School Calendar of Events and into the Graduate School tabs on BlazerNET. You also must post fliers in your department announcing your public defense.

12. Final defense – The final defense must take place no later than 30 days before the expected date of graduation (see Graduate School deadlines).
13. A single PDF of the committee-approved dissertation document must be submitted to the UAB/ProQuest website no later than 2 weeks following the public defense.

14. One copy of dissertation on 24 pound paper must be submitted to the Department of Health Behavior. The Department will have this copy bound and will pay for the binding.

15. Conferring of degree will occur if there are not any financial holds. If there are, then the diploma and transcript cannot be released to the student.
8

Useful Information

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

Office Policies

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

Reserving Conference and Classrooms and Equipment (e.g., pointer, laptop):
Conference* and classrooms are to be reserved through 25 Live. Equipment is to be reserved for use and will be addressed by the MITS Department. Contact information for MITS: Phone: (205) 934-7731; Location: Ryals 127
*The Health Behavior Conference Room can be reserved through Ms. Julie Brown at jebrown@uab.edu.

People and Places

Dean’s Office:
Max Michael, M.D. is Dean of the School of Public Health.

Peter Ginter, Ph.D. is the Associate Dean for Graduate Education

Office of Public Health Practice:
Lisa McCormick, Ph.D. is the Director of Public Health Practice.

Please look for the Get A Handle newsletter every Monday for the most recent happenings in the school that is produced by this office.

Financial Aid:
The UAB Office of Student Financial Aid number is (205) 934-8223.
**Registration:**
You will register by computer through [BlazerNet](#). Before registering you must meet with Ms. Julie Brown to receive their Registration Access Code (RAC).

**Office of Disability Support Services:**
The UAB Office of [Disability Support Services](#) is located at the Hill University Center, Suite 409. The number is (205) 934-4205.

**Other Useful Phone numbers:**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barnes &amp; Noble Blazer Bookstore</td>
<td>(205) 996-2665</td>
</tr>
<tr>
<td>International Scholar and Student Services</td>
<td>(205) 934-3328</td>
</tr>
<tr>
<td>Graduate School</td>
<td>(205) 934-8227</td>
</tr>
<tr>
<td>Lister Hill Library</td>
<td>(205) 934-2230</td>
</tr>
<tr>
<td>Mervyn Sterne Library</td>
<td>(205) 934-6364</td>
</tr>
<tr>
<td>Student Health Services</td>
<td>(205) 934-3580</td>
</tr>
<tr>
<td>Student Housing</td>
<td>(205) 996-0400</td>
</tr>
<tr>
<td>UAB Parking</td>
<td>(205) 934-3513</td>
</tr>
<tr>
<td>UAB Police</td>
<td>(205) 934-4434</td>
</tr>
<tr>
<td>Emergency</td>
<td>911</td>
</tr>
<tr>
<td>Escort Service</td>
<td>(205) 934-8772</td>
</tr>
</tbody>
</table>

**Public Health Student Association Representative:**
Public Health Student Association (PHSA) elections are typically held during the fall term for departmental representatives. Students from each department elect one to two representatives. [Meena Nabavi](#) is the staff advisor. Her number is (205) 975-7644.

**Computer and Network Access**

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

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

- Academy Health .............................................................. www.academyhealth.org
- Alabama Public Health Association ..................................... www.alphassoc.org
- American Association of Cancer Education .......................... www.aaceonline.com
- American College of Preventive Medicine ............................ www.acpm.org
- American Diabetes Association .......................................... www.diabetes.org
- American Evaluation Association ...................................... www.eval.org
- American Psychological Association .................................... www.apa.org
- American Public Health Association ................................... www.apha.org
- Association for Prevention Teaching & Research .................... www.aptrweb.org
- Association for Psychological Science ................................. www.psychologicalscience.org
- International Society for Prevention of Child Abuse and Neglect www.ispcan.org
- Society for Adolescent Health & Medicine .......................... www.adolescenthealth.org
- Society for Research in Child Development .......................... www.srhc.org
- Society of Behavioral Medicine ........................................... www.sbm.org
- Society of Public Health Educators ...................................... www.sophe.org
- The Obesity Society ............................................................ www.obesity.org

Local Non-Profits

Student involvement in local nonprofits is encouraged. Below is a list of some of the Birmingham area nonprofit organizations. You can also contact the Office of Public Health Practice for more organizations and information.

- AIDS Alabama ..................................................................... www.aidsalabama.org
- Birmingham AIDS Outreach .............................................. www.birminghamaidsoutreach.org
- Crisis Center, Birmingham .................................................... www.crisiscenterbham.org
- First Light ........................................................................... www.firstlightshelter.org
- GASP .................................................................................. www.gaspgroup.org
- JBS Mental Health Authority ................................................ www.jbsmha.com
- One Roof ........................................................................... www.oneroofonline.org
- Pathways ............................................................................ www.pathwayshome.org

Additionally here is a link to a larger sampling of community partners. Please contact Ms. Meena Nabavi for more information.

Seminars

There are a variety of seminars that take place on campus. In the department, we offer monthly seminars. Please look for announcements on the bulletin boards in the first floor student lounge and outside the department suite and via emails from faculty and the Coordinator of Graduate Academic Programs.
Appendices
## Appendix A: Department of Health Behavior Faculty Research Interests and Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Research Interests</th>
<th>Campus Address</th>
<th>Telephone</th>
<th>UAB E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>David Coombs, Ph.D. (Retired)</td>
<td>Mental Health Issues/Suicide Prevention; Community-Based Interventions</td>
<td>RPHB 227 H</td>
<td>(205) 305-9210</td>
<td><a href="mailto:dcoombs@uab.edu">dcoombs@uab.edu</a></td>
</tr>
<tr>
<td>Susan Davies, Ph.D., Professor</td>
<td>Adolescent Pregnancy/ HIV/STI Prevention, Mental Health of Men/Boys, Family Resilience in Low-Resource Communities</td>
<td>RPHB 227 F</td>
<td>(205) 975-8049</td>
<td><a href="mailto:sdavies@uab.edu">sdavies@uab.edu</a></td>
</tr>
<tr>
<td>Faith Fletcher, Ph.D. Assistant Professor</td>
<td>Health Disparities/Health Equity, Improving Health Outcomes Among Women Living with HIV/AIDS (WLWHA), Reproductive Health, Pre-Exposure Prophylaxis (Prep), HIV Research Ethics, Community-Engaged Research</td>
<td>RPHB 227 R</td>
<td>(205) 934-7067</td>
<td><a href="mailto:flecth95@uab.edu">flecth95@uab.edu</a></td>
</tr>
<tr>
<td>Kevin Fontaine, Ph.D., Professor &amp; Chair</td>
<td>Obesity; Placebo Effects; Ketogenic Diets; Solution-Focused Conversation</td>
<td>RPHB 241 C</td>
<td>(205) 975-8397</td>
<td><a href="mailto:kfonta1@uab.edu">kfonta1@uab.edu</a></td>
</tr>
<tr>
<td>Frank A. Franklin, M.D., Ph.D., M.P.H., (Emeritus)</td>
<td>Nutrition Problems and Policies, Pediatrics, School Nutrition Promotion Programs, International Nutrition</td>
<td>RPHB 227</td>
<td>No office phone</td>
<td><a href="mailto:frankln@uab.edu">frankln@uab.edu</a></td>
</tr>
<tr>
<td>Melissa Galvin, Ph.D., M.P.H. (Emerita)</td>
<td>Community Based Participatory Research (CBPR), Hepatitis; Senior Citizens, Health Communications</td>
<td>RPHB 227</td>
<td>(205) 934-6020</td>
<td><a href="mailto:mgalvin@uab.edu">mgalvin@uab.edu</a></td>
</tr>
<tr>
<td>Kathryn Kaiser, Ph.D. Assistant Professor</td>
<td>Hunger and Appetite Regulation; Racial, Sex And Social Status Disparities In Obesity; Systematic Review Methods; MetaResearch; Agent-Based Modeling</td>
<td>RPHB 227 J</td>
<td>(205) 975-9212</td>
<td><a href="mailto:kakaiser@uab.edu">kakaiser@uab.edu</a></td>
</tr>
<tr>
<td>Peter Hendricks, Ph.D., Associate Professor</td>
<td>Addiction, Novel Interventions, Clinical Trials, Expectancies, Motivation, Positive Psychology</td>
<td>RPHB 434 E</td>
<td>(205) 934-6020</td>
<td><a href="mailto:phendricks@uab.edu">phendricks@uab.edu</a></td>
</tr>
<tr>
<td>Connie Kohler, Dr.P.H. (Emerita)</td>
<td>Tobacco, Chronic Disease, Health Communication, Entertainment-Education</td>
<td>RPHB 227 H</td>
<td>(205) 975-6020</td>
<td><a href="mailto:ckokler@uab.edu">ckokler@uab.edu</a></td>
</tr>
<tr>
<td>Robin Gaines Lanzi, Ph.D., M.P.H., Professor, Graduate Program Director</td>
<td>Reducing Family and Child Health Disparities and Promoting Positive Youth Development; HIV/STI; mHealth; Community Based Participatory Research (CBPR); Parenting and Home Visiting Programs; Faith And Spirituality; Mental Health Needs of Women And Children</td>
<td>RPHB 227 D</td>
<td>(205) 975–8071</td>
<td><a href="mailto:rlanzi@uab.edu">rlanzi@uab.edu</a></td>
</tr>
<tr>
<td>Ann Elizabeth Montgomery, Ph.D., M.P.A., M.S.W., Assistant Professor</td>
<td>Homelessness and Housing; Veterans; Universal Screening to Identify Individuals Experiencing Homelessness and Risk; Interventions to Prevent and End Homelessness; Vulnerable Populations and Related Health Disparities</td>
<td>RPHB 227 M</td>
<td>(205) 934-0505</td>
<td><a href="mailto:aemontgo@uab.edu">aemontgo@uab.edu</a></td>
</tr>
<tr>
<td>Greg Pavela, Ph.D. Assistant Professor</td>
<td>Environmental And Early Life Determinants Of Health And Adiposity; Methods For Causal Inferences About The Effects Of Social Determinants On Adiposity; Socioeconomic Status And Health</td>
<td>RPHB 227 K</td>
<td>(205) 934-6020</td>
<td><a href="mailto:pavela@uab.edu">pavela@uab.edu</a></td>
</tr>
<tr>
<td>Dori Pekmezi, Ph.D., Associate Professor</td>
<td>Chronic Disease Prevention, Health Communication, Physical Activity, Health Disparities</td>
<td>RPHB 227 P</td>
<td>(205) 934-6020</td>
<td><a href="mailto:dpekmezi@uab.edu">dpekmezi@uab.edu</a></td>
</tr>
</tbody>
</table>
Appendix B:

**Evaluation/Research Methods/Statistics Electives**

The following courses are recommended by the Department of Health Behavior to fulfill the PhD Program requirement of six credit hours of electives in 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. You and your advisor select specific courses based on your needs and interests.

The list is not exhaustive. Appropriate courses not on this list may be considered and approved by your academic advisor.

**DEPARTMENT OF HEALTH BEHAVIOR**

HB 701  Theory Based Measurement Development  
HB 740  Advanced Health Program Evaluation

**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 628  Qualitative & Mixed Methods Research in Public Health  
HCO 631  Public Health Demography  
HCO 677  Patient-Based Outcomes Measurement

**UAB School of Nursing**

NRM 777  Mixed Methods Research I: Introduction to the Field

**UAB School of Education, Department of Community Health and Human Services**

CHHS 689  Intervention Strategies Health Education/Promotion  
CHHS 697  Evaluation of Health Education/Promotion Programs
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 or UAB. Only courses carrying graduate credit are allowed. You and your advisor select specific courses based on your needs and interests.

The list is not exhaustive. Appropriate courses not on this list may be considered and approved by your academic advisor.

DEPARTMENT OF HEALTH BEHAVIOR
HB 602  Alcohol and Drug Abuse
HB 605  Physical Activity in Public Health
HB 608  Women’s Health and Social Behavior - online
HB 609  African American Health Issues - online
HB 627  GIS for Public Health
HB 635  Communities, Family, & Health
HB 638  Public Health Aging - online
HB 660  Adolescent Health: A Social and Behavioral Science Perspective
HB 692  Principles and Practices of Community Organization - online
HB 706  Energetics: Scientific Foundations of Obesity and Other Health Aspects

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

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY
HCO 608  Reproductive Health
HCO 619  Social Work in Public Health
HCO 628  Qualitative & Mixed Methods Research in Public Health
HCO 631  Public Health Demography
HCO 670  Social and Ethical Issues in Public Health
HCO 677  Patient-Based Outcomes Measurement

UAB School of Education, Department of Community Health and Human Services
CHHS 502  Mental Health and Stress Management
CHHS 523  Human Sexuality
CHHS 527  Peer Education
Appendix D:

Department of Health Behavior
Joint PhD Program

Doctor of Philosophy in Health Education and Health Promotion
Curriculum Planning Form

Students receiving a MSPH or PhD are required to complete a 37 hour, self-paced online course entitled "Overview of Public Health" by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Admission Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Banner ID:</td>
<td>Candidacy Date:</td>
</tr>
<tr>
<td>Current GPA:</td>
<td>Graduation Date:</td>
</tr>
</tbody>
</table>

### Course Name

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fall</th>
<th>Sp</th>
<th>Su</th>
<th>Cred</th>
<th>Term /Year Taken</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Departmental Requirements: 18 hours</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Sequenced Courses offered every other year taken in this order: HB 724, 741 (fall), 736 (spring) &amp; HB 737 (following fall)</em></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>HB 724: Advanced Social and Behavioral Science Theory for Doctoral Candidates</em></td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
<td>Every Other Fall</td>
<td></td>
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<tr>
<td><em>HB 741: Advanced Research Methods in the Behavioral Sciences</em></td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
<td>Every Other Fall</td>
<td></td>
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<tr>
<td><em>HB 736: Advanced Intervention Research Design</em></td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
<td>Every Other Spring</td>
<td></td>
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<tr>
<td><em>HB 737: Advanced Intervention Implementation and Evaluation</em></td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
<td>Every Other Fall</td>
<td></td>
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<tr>
<td>HB 703: Writing for the Behavioral Sciences</td>
<td>X</td>
<td></td>
<td></td>
<td>3</td>
<td>Summer of even numbered years</td>
<td></td>
</tr>
<tr>
<td>GRD 717 or HCO 670: Responsible Conduct of Research Course</td>
<td></td>
<td>X</td>
<td></td>
<td>3</td>
<td>During first 4 semesters</td>
<td></td>
</tr>
</tbody>
</table>

Joint Courses include Doctoral Seminar, Health Education / Health Promotions Electives, Advanced Research & Stats Methods Courses, Evaluation/Research Methods/Stats Electives, Directed and Dissertation Research hours

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Fall</th>
<th>Sp</th>
<th>Su</th>
<th>Cred</th>
<th>Term /Year Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 770: Doctoral Studies Seminar</td>
<td>X</td>
<td>X</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>HB 770: Doctoral Studies Seminar</td>
<td>X</td>
<td>X</td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>HB 770: Doctoral Studies Seminar</td>
<td>X</td>
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</table>

Health Education / Health Promotions Electives Courses: 9 hours

<table>
<thead>
<tr>
<th>Fall</th>
<th>Sp</th>
<th>Su</th>
<th>Cred</th>
<th>Term /Year Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>3</td>
<td></td>
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</table>
### Health Education / Health Promotions Advanced Research & Statistical Methods: Select 16 hours; during first 6 semesters

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>EPI 610: Principles of Epidemiologic Research</td>
<td>X 4</td>
<td>During first 6 semesters</td>
</tr>
<tr>
<td>BST 611: Intermediate Statistical Analysis I/ or EPR 609: Statistical Methods and Research in Education</td>
<td>X 3</td>
<td>During first 6 semesters</td>
</tr>
<tr>
<td>BST 612: Intermediate Statistical Analysis II/or EPR 710: Statistical Methods and Research in Education: Intermediate</td>
<td>X 3</td>
<td>During first 6 semesters</td>
</tr>
<tr>
<td>BST 619: Data Collection</td>
<td>X 3</td>
<td>Offered spring of even numbered years</td>
</tr>
<tr>
<td>Qualitative or Mixed Methods Research</td>
<td>X X X</td>
<td>During first 6 semesters</td>
</tr>
</tbody>
</table>

### Health Education / Health Promotions Evaluation/Research Methods/Stats Elective Courses: 3 hours*

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>X X X</td>
</tr>
</tbody>
</table>

### Health Education / Health Promotions Directed Research: Minimum 12 hours

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB 798/HE 702: Directed Research</td>
<td>X X X</td>
</tr>
</tbody>
</table>

### Qualifying Exam

- Must complete 75% of didactic coursework

### Dissertation Proposal

- Date of Dissertation Proposal

### Health Education / Health Promotions Dissertation Research: Min of 12 hours over the course of at least 2 semesters candidacy

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HB/HE 799: Dissertation Research</td>
<td>X X X</td>
</tr>
</tbody>
</table>

### Dissertation Defense

- Date of Dissertation Defense

### Minimum Credit Hours Earned for Degree

- 73

---

**Student’s Signature**

**Advisor’s Signature**
Appendix E: Graduate Study Committee Letter

STOP

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

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

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

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

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

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

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

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

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

TO: Graduate School
FROM: (Program Director’s Name) (Signature)

SUBJECT: Graduate Committee for

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

who is enrolled in the Department of

graduate program and is working toward the degree of

The Graduate Study Committee will be

Name Blazer ID Department/Program

Name Blazer ID Department/Program

Name Blazer ID Department/Program

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address


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
Appendix F: Admission to Candidacy

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

Attention Doctoral Students:
Please carefully follow the application for degree instructions below.

Note: This form is not applicable for students in the Doctor of Nursing Practice (DNP) program. The correct form is located here.

- All applications for degree must be typed and include the required signatures (student, advisor, and program director) before being submitted to the Graduate School. The address and contact person are provided above.
- Students must be registered for graduate-level coursework during the semester in which they apply to graduate.
- The $50 processing fee will be added to the student’s account approximately 1-3 weeks after the Graduate School’s deadline. Note that some graduate programs may have an earlier deadline and/or have slightly different procedures for this paperwork, so please check with your graduate department for details.
- Additional information about completing a doctoral degree, including dissertation requirements, can be found here.
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE – DOCTORAL DEGREE

FORM MUST BE TYPED – Use both upper and lower case

The $50 processing fee will be charged to your student account when this form has been processed. Your diploma cannot be mailed if you owe any fees to UAB.

Date of Application Degree for which you are applying (Ed.D, D.P.H., D.S. Ed., D.P.T., Ph.D.)

December ☐ April ☐ August ☐

Indicate month you expect to receive degree, enter year: ______________________

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

Banner Student Number

Street Address ____________________________

City, State, ZIP __________________________

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

Graduate Program __________________________

Dissertation Title: __________________________

Mentor/Advisor: ____________________________

Chair of Committee if other than mentor/advisor: __________________________

Courses enrolled in for the semester of graduation:

Semester Year Course Prefix Course Number Hour Credit

__________________________ ____________________________ __________________________ ____________

__________________________ ____________________________ __________________________ ____________

__________________________ ____________________________ __________________________ ____________

__________________________ ____________________________ __________________________ ____________

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

Semester Year Course Prefix Course Number Hour Credit

__________________________ ____________________________ __________________________ ____________

__________________________ ____________________________ __________________________ ____________

__________________________ ____________________________ __________________________ ____________

__________________________ ____________________________ __________________________ ____________

Notes __________________________

Applicant’s Signature: __________________________

APPROVALS:

Advisor __________________________ Date __________________________

Graduate Program Director __________________________ Date __________________________

Department Coordinator (School of Public Health) __________________________ Date __________________________
Appendix H:

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

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

Student: ____________________________________________________________________________
Mentor: ____________________________________________________________________________
Semester & Year: _________________________________________________________________________

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

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

<table>
<thead>
<tr>
<th>SA</th>
<th>A</th>
<th>N</th>
<th>D</th>
<th>SD</th>
<th>NA</th>
</tr>
</thead>
</table>

Comments: ____________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

The student kept me informed of his or her progress.

<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: ____________________________________________________________________________
____________________________________________________________________________________
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The student completed any necessary progress reports in an adequate and timely manner.

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<th>D</th>
<th>SD</th>
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Comments: ____________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
Please comment on any strengths or weaknesses of the student’s performance not covered in these questions.

__________________________________________________________________________________
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__________________________________________________________________________________

Final Grade assigned: PASS FAIL INCOMPLETE

Mentor’s Signature: _____________________________ Date: ____________

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

UAB SOPH Department of Health Behavior
Annual Doctoral Student Updates
May 2017- April 2018

Directions: Please enter information about your achievements in the following areas: scholarly papers/abstracts submitted for publication and/or presentation; scholarships, grants, fellowships and assistantships received; professional or community service activities, awards and recognition; special skills, training or certification; and anticipated dates (or if you have already completed please enter the dates) to meet program requirements. The inclusion dates are May 2017 – April 2018.

NAME: ____________________ FACULTY ADVISOR: __________________

Year Entered the Program: __________________

I. Scholarly Papers/ Abstracts Submitted for Publication

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

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

<table>
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<th>Title and Source</th>
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</table>
IV. Professional Service Activities, Awards, and Recognition

<table>
<thead>
<tr>
<th>Description of Service, Award or Recognition</th>
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</table>

V. Community Service Activities, Awards, and Recognition

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

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

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

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

<table>
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<th>Core Comp I</th>
<th>Proposal Defense</th>
<th>Final Defense</th>
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*Indicate date using semester and year, e.g. Spring 2016*
Appendix K:

Pre-requisites for Doctor of Philosophy Degree Program in Health Education and Health Promotion
Health Behavior Department, UAB School of Public Health

Student: __________________________________________________________
Date Reviewed: _____________________________________________________

All students must have their transcripts reviewed by the Health Behavior Director of Academic Programs and the Graduate Program Coordinator prior to registration to determine whether the following pre-requisites are met.

Any pre-requisite that is not met must be taken during the first year in the doctoral program. Please note that these courses will not count towards the degree credit hour requirement.

<table>
<thead>
<tr>
<th>Pre-Requisite</th>
<th>Indicate whether the pre-requisite has been met</th>
<th>Indicate the course that satisfies the pre-requisite requirement</th>
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</thead>
<tbody>
<tr>
<td>Biostatistics (BST 601)</td>
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<td>o Not Met</td>
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<tr>
<td>Research Methods/Design (HB 641)</td>
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<td>o Not Met</td>
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<tr>
<td>Designing/Evaluating Health Promotion Programs/Interventions (HB 636 or 643)</td>
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Suggested UAB courses in parenthesis

______________________________________  __________________________________________
Dr. Robin Lanzi, Director of Academic Programs  Student
Signature and Date  Signature and Date
Appendix L:

MEMO

To: Faculty Mentor Name (Faculty must initial)
From: Student Name
Date:
RE: Semester and Year for research (Summer 2017)

For the directed research hours I will:

The objectives include:

You should also include the number of hours in the memo.
# HB 798 Directed Research Log of Hours

<table>
<thead>
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<th>Hours</th>
<th>Activities</th>
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Example