
UAB School of Public Health
Department of Health Behavior
PhD Plan Student Handbook
2012- 13

Suite 227
Ryals Public Health Building
1665 University Boulevard
Birmingham, AL 35294-0022
Phone: (205) 934-6020
FAX: (205) 934-9325

Table of Contents

Ph.D Student Handbook

<u>1. Introduction to the Program</u>	1
1.1 Program Goals	1
1.2 Program Directors	1
1.3 Program Faculty	2
1.4 Departmental Staff	2
<u>2. Coursework Requirements</u>	3
2.1 Prerequisites	3
2.2 Core and Required Courses	4
2.3 Required Coursework	4
2.4 Planning a Course of Study	5
2.5 Academic Advising	5
2.6 Time Limitations	6
<u>3. Annual Student Review</u>	7
<u>4. The Research Internship</u>	8
4.1 Goals of the Research Internship	8
4.2 Registering for the Internship Units	8
4.3 Content of the Internship	8
4.4 Documenting the Research Internship	9
4.5 Grading	9
<u>5. The Comprehensive Exam: General Information</u>	10
5.1 UAB Graduate School Regulations	10
5.2 Grading of the Comprehensive Exams	10
5.3 Guidelines for Preparation – General	11
5.4 Specialized Comprehensive Exam (Part II)	12
<u>6. The Dissertation</u>	13
6.1 Proposal, Proposal Defense and Admission to Candidacy	13
6.2 Final Dissertation and Final Defense	14

<u>7. Summary of Steps toward the Doctoral Degree</u>	15
<u>8. Useful Information</u>	16
8.1 Office Policy.....	16
8.2 People and Places	16
8.3 Computer and Network Access	18
8.4 Professional Meetings	18
8.5 Seminars	18
8.6 Professional Behavior.....	18
<u>9. Appendices</u>	20
<u>A.</u> Departmental Faculty Research Interests and Contact Information.....	21
<u>B.</u> Suggested Evaluation/Research Methods/ Statistics Elective	22
<u>C.</u> Suggested Social & Behavioral Science Electives	23
<u>D.</u> Advising Form	24
<u>E.</u> UAB School of Public Health Change of Advisor Request Form*	27
<u>F.</u> Graduate Study Committee Letter**	28
<u>G.</u> Graduate School Application for Admission to Candidacy for the Degree of Doctor of Philosophy**	30
<u>H.</u> UAB Graduate School Application for Degree*	33
<u>I.</u> Request Dissertation Approval Forms**	34
<u>J.</u> Directed Research Evaluation Form***	35
<u>K.</u> PhD Annual Review Form***	37

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

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

*****Department of Health Behavior forms are available online at:**
<http://www.soph.uab.edu/hb/studentforms>

1

Introduction to the Program

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

Please Note:

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

1.1 Program Goals

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

1. demonstrate theoretical knowledge from relevant social and behavioral sciences;
2. demonstrate knowledge and skills needed to become independent researchers;
3. effectively plan, implement and evaluate health education and health promotion programs;
4. understand the theoretical, philosophical and public health basis of health education and promotion.

1.2 Program Directors

The Program Director at each unit serves on the Executive Committee for the Health Education and Health Promotion Ph.D. program. Unit Program Directors for the 2011-12 academic year are:

Stuart Usdan, Ph.D.
Associate Professor
Department of Health Studies
UA College of Human
Environmental Sciences

Brian Geiger, Ph.D.
Professor
Department of Human Studies
UAB School of Education

Connie Kohler, Dr.PH.
Professor
Department of Health Behavior
UAB School of Public Health

1.3 Program Faculty

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

Department of Health Behavior Faculty

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

1.4 Department of Health Behavior Staff

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

The Department of Health Behavior Administrative staff includes:

Jonathan Averett	Financial Associate
LaQuetta Moore	Office Associate II
Carolyn Strahan	Business Officer I
Michael Turner	Office Services Specialist III

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

2

Coursework Requirements

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

2.1 Prerequisites

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

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

Table 1. Prerequisite Coursework Areas

<p>√ <u>Must be at Master's level or higher.</u></p> <ul style="list-style-type: none">• Administration of Health Education/Health Promotion/ Health Behavior Programs• Planning and Evaluating Effectiveness of Health Education and Promotion• Research Methods• Health Program Evaluation• Introductory Statistics
--

2.2 Core and Required Courses

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

2.3 Required Coursework

Health Education and Health Promotion Core Courses

Credits

These courses are to be taken in sequence as listed below:

Advanced Theoretical and Scientific Basis of Health Education and Health Promotion	HB 750 (Fall 2012 UA Tuscaloosa)	3 hours
Planning and Administration of Health Education and Health Promotion Programs	HB 760 (Spring 2013 UAB SOE)	3 hours
Health Communications Research	HB 730 (Fall 2013 UAB SOPH)	3 hours
Doctoral Studies Seminar	HB 771/772/773 (Fall 2012/Spring 2013/Fall 2013)	3 hours

Health Behavior Program Courses

Epidemiologic Research	EPI 610 (Fall UAB)	4 hours
Intermediate Statistical Analysis I/ Statistical Methods and Research in Education	BST 611* or EPR 609** (Fall UAB) (Fall UAB)	3 hours
Intermediate Statistical Analysis II/ Statistical Methods and Research in Education: Intermediate	BST 612 or EPR 710 (Spring UAB) (Fall UAB)	3 hours
Data Management/Computer Technology	BST 619 or SOC 701 (Spring UAB) (Fall UAB)	3 hours
Advanced Health Program Evaluation***	HB 740 (Fall UAB)	3 hours

<u>Program Evaluation/Research Methods/ Statistics Electives</u>	Multiple Options	6 hours
<u>Social and Behavioral Sciences Electives</u>	Multiple Options	9 hours
<u>Directed Research</u>	HB 798	12 hours
<u>Dissertation Research</u>	HB 799	12 hours
TOTAL		67 hours

*BST 611 is a pre-requisite for BST 612

** EPR 609 is a pre-requisite for EPR 710

***Required prerequisites: HB 643 (if comparable course not taken prior to enrollment).

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

2.4 Planning a Course of Study

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

2.5 Academic Advising

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

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

2.6 Time Limitations of the PhD Program

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

3

Annual Student Review

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

4

Directed Research and Other Scholarly Activities

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

4.1. Goals of the Directed Research

- To provide experience in planning, conducting, and reporting behavioral science research under the mentoring of a faculty member or a researcher employed by an agency such as the CDC, NIH, or health department.
- To provide you with opportunities to develop manuscripts for publication, conference paper presentations, grant submissions or other “research products”.
- To help you prepare for comprehensive examination and dissertation work.

4.2 Registering for Credit Hours

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

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

4.3 Content of the Directed Research

You are encouraged to participate in more than one research project over the course of your PhD studies. For example, in one semester you may choose a project that is in its planning stages and register for three credit hours to participate in that project. In another semester, you may choose to register for a project that involves data collection or data analysis.

4.4. Documenting Research Experiences

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

You are required to document your research experiences at the end of each semester in which directed research credits are taken. This documentation includes:

1. A succinct report describing the nature of experience, knowledge gained as well as relevant manuscript or conference presentations if appropriate.
2. A [Supervisor Evaluation of Experience](#) form (see [Appendix J](#)). It is your responsibility to ensure that the outside mentor completes and submits the proper form in a timely manner.

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

4.5. Grading

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

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

5

The Comprehensive Exam: General Information

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

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

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

5.1 UAB Graduate School Regulations

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

5.2 Grading of the Comprehensive Exams

Part I

Part I is written and graded by the four instructors for the six core courses. The instructors will grade all questions in a timely manner and inform you of your status. Faculty who grade this examination are blinded to your identity and grades are reached by consensus. All comprehensive examination questions are graded as either "pass", "incomplete" or "no pass". Incomplete sections require meeting with the instructor of that section to set up a time within the next three months to retake the same exam and/or conduct an oral exam to be completed satisfactorily before the incomplete can be resolved. No pass sections must be retaken at a subsequent regularly scheduled examination, which means the questions will be different. No pass sections can only be retaken once; not passing a second time will result in dismissal from the program.

Part II

Part II is written and graded by your comprehensive exam committee. Under usual circumstances each committee member writes and grades a question while the committee chair reads and grades all the questions. Questions are graded as “Pass” or “No Pass”. The committee will meet to discuss and resolve any disagreements regarding grades. An oral examination to clarify particular points or issues may be required before a final decision is reached by the committee. Additionally, an oral examination and/or further written work must be completed to satisfactorily resolve a grade of “no pass”.

5.3 Guidelines for Preparation - General

Core Comprehensive Exam (Part I)

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

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

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

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

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

Keep in mind; this is a criterion referenced exam. You are not competing with fellow students.

5.4 Specialized Comprehensive Exam (Part II)

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

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

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

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

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

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

6

The Dissertation Process

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

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

6.1 Proposal, Proposal Defense and Admission to Candidacy

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

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

This document is submitted to the doctoral dissertation committee **at least 14 business days prior** to the scheduled proposal presentation. The proposal should not be given to other committee members until the committee chair has given approval for the distribution.

You are responsible for scheduling the oral proposal presentation and notifying committee members. The oral proposal presentation should be attended by all members of the doctoral study committee.

Members of the doctoral committee decide in a closed session whether or not you have presented an acceptable proposal and should be advanced to candidacy at that time. If so, the committee will complete the [Application for Admission to Candidacy](#) form ([Appendix G](#)). This form is submitted by the student to the Graduate School along with documentation of IRB approval for the proposed research. The committee may request revisions before allowing you to advance to candidacy. This will be negotiated between your faculty advisor and members of the committee. Revisions of the written proposal and/or an additional oral defense may be required.

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

6.2 Final Dissertation and Final Defense

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

7

Summary of Steps toward the Doctoral Degree

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

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

8

Useful Information

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

Office Policies

Phones:

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

Mail:

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

Copying:

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

Reserving Conference and Classrooms and Equipment (e.g., pointer, laptop):

Conference* and classrooms are to be reserved by [Ms. Pheandrea Long](#). Her number is (205) 934-1961. Equipment is to be reserved for use and will be addressed by the MITS

Department. Contact information for MITS: Phone: (205) 934 -7731; Location: Ryals 127

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

People and Places

Dean's Office:

[Max Michael, M.D.](#) (205/975-7742) is Dean of the School of Public Health.

Office of Student and Academic Services:

[Melissa Galvin Ph.D.](#) (205/934-4993) is the Associate Dean for Academic Affairs.

Internships & Career Services:

[Ms. Emily Tubergen](#), M.P.H. (205/934-7791) is the [Student Internships and Career Services](#) Coordinator for the School of Public Health.

Financial Aid:

[Ms. Pheandrea Long, M.A.](#) (205/934-1961) is the Financial Aid Coordinator for the School of Public Health.

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

Registration:

You will register by computer through [BlazerNET](#). Before registering you must meet with Ms. Julie Brown to receive their Registration Access Code (RAC).

Other Useful Phone numbers:

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

Public Health Student Association Representative:

[Public Health Student Association](#) (PHSA) elections are held during the fall term for departmental representatives. Students from each department elect one to two representatives. [Mr. Richard Bennett](#) is the staff advisor. His number is (205) 934-4725.

Computer and Network Access

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

Professional Meetings

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

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

Seminars

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

Professional Behavior

Availability of faculty member:

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

Lead time for review of papers:

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

Required Paperwork:

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

Honor Code:

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

Disability Statement:

Any student with a disability that may need accommodations in order to successfully complete all requirements of this course should visit the [Office of Disability Support Services](#), located in Room 516 of the Hill University Center, extension 4-4205. This office is responsible for registering students and in ensuring the University's compliance with Section 504 of the Rehabilitation Act and the American with Disabilities Act. Once registered, this office will then inform course master of all courses in which you are enrolled of your status and the specific nature of any accommodations you may require. If you require such an accommodation you should discuss this with the course master and assure that the appropriate correspondence is sent from the *Office of Disability Support Services*.

Appendices

Appendix A: Department of Health Behavior Faculty Research Interests and Contact Information

Name	Research Interests	Campus Address	Telephone	UAB E-Mail
JeeWon Cheong, Ph.D.	Mediation Analysis, Structural Equation Modeling, Longitudinal Data Analysis, Methods applied in Intervention/Prevention Research, Adolescent Substance Use and Problem Behaviors	RPHB 227	(205) 975-8030	jcheong@uab.edu
David Coombs, Ph.D. (Emeritus)	Mental Health Issues/Suicide Prevention; Community-Based Interventions	RPHB 227	(205) 975-8086	dcoombs@uab.edu
Susan Davies, Ph.D.	Adolescent HIV/AIDS, Pregnancy and Violence Prevention; Family and Community-Based Interventions	RPHB 227	(205) 975-8049	sdavies@uab.edu
Kevin Fontaine, Ph.D.	Obesity Treatment; Primal Lifestyle for Health and Fitness; Resistance Exercise; Placebo Effects	RPHB 227	(205) 934-6020	kfonta1@uab.edu
Frank A. Franklin, M.D., M.P.H., Ph.D. (Emeritus)	Nutrition Problems and Policies, Pediatrics, School Nutrition Promotion Programs , Head Start Nutrition	RPHB 227	No office phone	frankln@uab.edu
Melissa Galvin, Ph.D., M.P.H.	Community Participatory Research, Hepatitis; Senior Citizens	RPHB 120B	(205) 934-0361	mgalvin@uab.edu
Peter Hendricks, Ph.D.	Addiction, Tobacco Dependence, and Smoking Cessation Treatment.	RPHB 227	(205) 934-6020	phendricks@ms.soph.uab.edu
Connie Kohler, Dr.P.H.	Tobacco, Chronic Disease, Health Communication, Entertainment-education	RPHB 227	(205) 975-8071	ckohler@uab.edu
Robin Gaines Lanzi, Ph.D., M.P.H.	Parenting and Developmental Outcomes, Prevention of Child Maltreatment, Maternal Depression, Adolescent Risk Behaviors (Adolescent Pregnancy and Parenting, STIs and HIV/AIDS, and Bullying), Community Based Participatory Research	RPHB 227	(205) 934-6020	rlanzi@uab.edu
Terri Lewis, Ph.D.	Child Maltreatment, Youth Violence, Adolescent Risk Behaviors, Adolescent Pregnancy, Adolescent Substance Use, Unintentional Child Injury	RPHB 227	(205) 934-6020	tlewis@ms.soph.uab.edu
Wynne E. Norton, Ph.D.	Implementation Science, Sustainability, Scale-up/Spread, HIV/AIDS prevention and treatment interventions	RPHB 227	(205) 975-8055	wenorton@uab.edu
Dori Pekmezi, Ph.D.	Chronic Disease Prevention, Health Communication, Physical Activity, Health Disparities	RPHB 227	(205) 934-6020	dpekmezi@uab.edu
Martinique Perkins, Ph.D.	Quality of Life; Health and Well-being of Older Adults; Long-term Health Trajectories and Mortality	RPHB 227	(205) 934-6020	mperkins@ms.soph.uab.edu
Kerstin Schroder, Ph.D.	Dieting and obesity interventions; Diabetes Prevention; HIV-infection and multi-comorbidity; Patient-oriented outcomes research; Adherence to medications; Substance use	RPHB 227	(205) 934-6426	kschroder@uab.edu
Cathy Simpson, Ph.D.	Addictive Behaviors, HIV Prevention, Risky Choice. Community-based interventions and Research	RPHB 227	(205) 934-6082	csimpson@uab.edu
Jalie Tucker, Ph.D., M.P.H.	Addictive Behaviors, Natural Recovery, Telehealth, HIV Prevention, Behavioral Economics	RPHB 227	(205) 934-5256	Jtucker@uab.edu

Appendix B:

Evaluation/Research Methods/Statistics Electives

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

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

DEPARTMENT OF HEALTH BEHAVIOR

HB 701	Theory Based Measurement Development
HB 714	Survey Research Methods

DEPARTMENT OF EPIDEMIOLOGY

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

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY

HCO 677	Patient-Based Outcomes Measurement
---------	------------------------------------

Appendix C:

Suggested Social and Behavioral Science Electives

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

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

DEPARTMENT OF HEALTH BEHAVIOR

HB 602	Alcohol and Drug Abuse (Spring)
HB 605	Physical Activity in Public Health (Fall)
HB 609	African American Health Issues (Summer)
HB 611	Mental Illness as a Public Health Issue
HB 625	Dissemination and Implementation in Health (Fall)
HB 635	Communities Family & Health (Springr)
HB 638	Geriatrics and Gerontology (Summer- online course)
HB 660	Adolescent Health: A Social and Behavioral Perspective (Spring)
HB 665	Family Violence & Victimization (Fall)
HB 680	Health Promotion through Entertainment Education
HB 692	Principles and Practices of Community Organization

DEPARTMENT OF EPIDEMIOLOGY

EPI 613	Cancer and Epidemiology
EPI 621	AIDS/HIV & STD's
EPI 635	Genetics in Public Health
EPI 708	Tropical/Infectious Disease

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY

HCO 617	International Children's Rights and Social Justice: Global Perspectives
HCO 619	Social Work in Public Health
HCO 631	Public Health Demography
HCO 670	Social and Ethical Issues in Public Health
HCO 708	Reproductive Health in Developing Countries
HCO 711	Child Health and Development: Womb to Young Adulthood
HCO 728	Qualitative & Mixed Methods Research in Public Health

Appendix D:

Department of Health Behavior Ph.D. Student Work Plan

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

Name: _____

Date: _____

Advisor: _____

I. Course Prerequisites/Co-requisites*:			
Topic (Suggested Courses**)	Credit	Term/Year	Grade
Administration of Health Education, Health Promotion or Health Behavior	3		
Health Program Evaluation	3		
Planning and Evaluating Effect of Health Education and Promotion	3		
Research Design/Methods	3		
Statistics	3		

* These courses are necessary for Ph.D. but are **not** counted towards the 67 hours required for graduation.

** The list of suggested courses is not exhaustive. These courses should be selected in coordination with the faculty adviser.

II. Health Education/Promotion Core Courses:			
Course Title	Credit	Term/Year	Grade
Advanced Theoretical and Scientific Basis of Health Education/Promotion (HB 750, Fall)	3		
Doctoral Studies Seminar I (HB 771, Fall)	1		
Planning and Administration of Health Education/Promotion (HB 760, Spring)	3		
Doctoral Studies Seminar II (HB 772, Spring)	1		
Health Communications Research (HB 730, Fall)	3		
Doctoral Studies Seminar III (HB 773, Fall)	1		

TOTAL

12

III. Advanced Research and Statistical Methods:			
Course Title	Credit	Term/Year	Grade
Advanced Epidemiological Research Methods (EPI 610)	4		
Intermediate Statistical Analysis I/ Statistical Methods and Research in Education.- (BST 611*or EPR 609**)	3		
Intermediate Statistical Analysis II/ Statistical Methods and Research in Education: Intermediate - (BST 612 or EPR 710)	3		
Data Management (BST 619 or SOC 701)	3		
Advanced Health Program Evaluation (HB 740)	3		

TOTAL

16

* BST 611 is pre-requisite for BST 612.

**EPR 609 is a pre-requisite for EPR 710.

IV. Evaluation/Research Methods/Statistics Elective Courses*:			
Course Title	Credit	Term/Year	Grade
	3		
	3		

TOTAL

6

(Minimum)

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

V. Social and Behavioral Sciences Elective Courses*:			
Course Title	Credit	Term/Year	Grade
	3		
	3		
	3		

TOTAL

9

(Minimum)

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

VI. Directed Research:			
Course Title	Credit	Term/Year	Grade
Directed Research (HB 798)	3		
Directed Research (HB 798)	3		
Directed Research (HB 798)	3		
Directed Research (HB 798)	3		
TOTAL			12 (Minimum)

VII. Comprehensive Examination:			
Course Title	Credit	Term/Year	Grade
Part I of II (must complete HB 750, 730,760 771, 772 & 773)	0		
Part II of II (must pass Part I)	0		

Date of Dissertation Proposal: _____

VIII. Dissertation Research in Health Education/Promotion:			
Course Title	Credit	Term/Year	Grade
Dissertation Research (HB 799)	3		
Dissertation Research (HB 799)	3		
Dissertation Research (HB 799)	3		
Dissertation Research (HB 799)	3		
TOTAL			12 (Minimum)

Date of Dissertation Defense: _____

GRAND TOTAL CREDIT HOURS **67**

Student Signature Date

Advisor Signature Date

Appendix E: Change of Advisor link to website

Appendix F: Graduate Study Committee Letter

Appendix G:

Appendix H: Application for Admission to Candidacy

Appendix I:

Please click on this link for the [Request for Dissertation Approval Forms](#).

Appendix J:

UAB SCHOOL OF PUBLIC HEALTH
DIRECTED RESEARCH EVALUATION

(Please Print or Type)

Student: _____

Mentor: _____

Semester & Year: _____

Please answer the following questions based on the student's performance.

(SA=strongly agree, A=agree, N=neither agree nor disagree, D=disagree, SD=strongly disagree, NA=not applicable)

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

SA A N D SD NA

Comments: _____

The student kept me informed of his or her progress.

SA A N D SD NA

Comments: _____

The student completed any necessary progress reports in an adequate and timely manner.

SA A N D SD NA

Comments: _____

Please comment on any strengths or weaknesses of the student's performance not covered in these questions.

Final Grade assigned: PASS FAIL INCOMPLETE

Mentor's Signature: _____ Date: _____

Please return the completed form to:

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

Appendix K

**UAB Graduate Health Behavior Student Achievements
2012-2013**

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

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

NAME: _____ FACULTY ADVISOR: _____

I. Scholarly Papers/ Abstracts Submitted for Publication

Authors' Names	Title	Journal	Date

II. Scholarly Papers/Conference Abstracts Accepted for Publication and /or Presentation at Professional Meetings

Authors' Names	Title	Journal/Meeting	Date

III. Scholarships, Grants, Fellowships, and Assistantships (specify title and source)

Title and Source

IV. Professional Service Activities, Awards, and Recognition

Description of Service, Award or Recognition
--

V. Community Service Activities, Awards, and Recognition

Description of Service, Award or Recognition

VI. Special Skills, Training or Certification (beyond required coursework)

Description of Skill, Training or Certification

VII. Additional Honors or Special Acknowledgements (not listed above)

Description of Service, Award or Recognition

VIII. Additional Information that you feel is relevant

Description

IX. Anticipated/Completed Dates to Meet Program Requirements

Core Comp I	Core Comp II	Proposal Defense	Final Defense

Indicate date using semester and year, e.g. Spring 2013