



**Handbook  
Health Systems and Policy PhD Degree  
Program**

**Division of Health Systems Management and  
Policy, School of Public Health  
The University of Memphis  
Fall 2019**



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## **I. Overview of the School of Public Health and the Health Systems and Policy Doctoral Program**

### **A. History and Mission of the School of Public Health**

The University of Memphis received approval from the Tennessee Board of Regents to establish a Master of Public Health (MPH) program in August 2006 and accepted its first students in the fall of 2007. Subsequently, the Tennessee Higher Education Commission (THEC) approved the establishment of a School of Public Health (SPH) at The University of Memphis in November 2007. The SPH became an independent entity of The University of Memphis in July 2009 and was accredited by the Council on Education for Public Health (CEPH) in June 2015. The SPH currently offers the Master of Public Health and the Master of Health Administration, along with doctoral programs in Social and Behavioral Sciences, Epidemiology, and Health Systems and Policy.

The mission of the University of Memphis SPH is to improve population health, promote health equity, and produce the next generation of public health leaders through innovation and excellence in interdisciplinary education, research, service, and community engagement.

Our vision is to be recognized as one of the nation's premier metropolitan schools of public health, and a leader in education, research, and practice.

### **B. Health Systems and Policy Doctoral Program Mission and Core Competencies**

The PhD degree in Health Systems and Policy (HSP) is the highest academic degree for individuals planning to pursue scholarly careers in this discipline. The PhD in Health Systems and Policy is designed for those who want to teach and conduct research utilizing evidence-based best practices and rigorous scientific theories and methods to understand and improve the structure, process, and outcomes of health systems. The program emphasizes attention to policy-related opportunities within urban health systems, as well as the transformative nature of healthcare data and evidence; and the need to address health system issues within the context of improving population health. Graduates of the program will be prepared to conduct innovative, interdisciplinary, and translational research in a variety of academic, government, and non-profit health settings.

The key competencies for doctoral students in the Health Systems and Policy program are to:

- Apply knowledge of the structures, performance, quality, policy, and technological and environmental contexts of health systems to formulate solutions for health policy problems.
- Identify and discuss major public health problems and controversies.
- Demonstrate breadth of theoretical and conceptual knowledge of health systems and policy by applying alternative models from a range of disciplines.
- Apply in-depth disciplinary knowledge and skills relevant to health systems, information, and policy research.
- Know and appreciate the history, philosophy, and professional and ethical standards of public health.
- Ensure ethical and responsible conduct of research in the design, implementation, and dissemination of health systems, information, and policy research.

## C. Faculty

Faculty in the PhD program represent a variety of disciplines and orientations within health systems and policy, and conduct research in such areas as the integration of public health and health services, healthcare leadership, tobacco use prevention and care, HIV/AIDS, cancer, obesity, physical activity and nutrition, chronic disease prevention and management, program and policy evaluation, health disparities, Medicare and Medicaid, private health insurance and managed care, and health care policy and reform.

Currently, the division faculty members who devote a considerable amount of their time to the HSP PhD Program are:

- Aram Dobalian, PhD, JD, MPH, Professor and Division Director
- SangNam Ahn, PhD, MPSA, Associate Professor and HSP PhD Program Coordinator
- Erik L. Carlton, DrPH, MS, Assistant Professor
- Paige M. Powell, PhD, MHA, Assistant Professor
- Soumitra Bhuyan, PhD, MPH, Assistant Professor

The HSP PhD Program is also supported by other faculty members within the School of Public Health in the Division of Epidemiology, Biostatistics, and Environmental Health; and the Division of Social and Behavioral Sciences; as well as by faculty colleagues from across the University of Memphis.

## II. Admission Policies, Procedures, and General Expectations

The School of Public Health adheres to all Graduate School policies on admission, retention, and graduation, as described in the Graduate Catalog (<http://www.memphis.edu/gradcatalog/>).

### A. Admission Requirements

A master's degree in public health, health services administration, health policy, or another related health field is required for admission. Applicants to the doctoral program must show potential for further study by having maintained a GPA of at least a 3.0 average in their master's-level coursework. An acceptable, competitive score on the Graduate Record Examination (GRE) from the past five years is also required. Applicants already holding a doctoral degree or its professional equivalent from a U.S. university may be exempted from the GRE requirement. Other professional school standardized test scores (MCAT, DAT, GMAT, or LSAT,) may be substituted for the GRE by applicants who are working toward, or who have already earned, U.S. post-baccalaureate degrees in medicine, dentistry, management, or law. Test scores must be sent directly to SOPHAS by the testing agency. The University of Memphis institution code number for reporting ETS scores is R-1459.

All foreign or international applicants who will be attending the University on a student visa, are non-native English speakers, and are not graduates of the University of Memphis must obtain a minimum score of 96 (80%) on the computer-based Test of English as a Foreign Language (TOEFL iBT) or an equivalent score on the paper-based test (TOEFL PBT).

Letters of recommendation from three professionals (including at least two letters from former professors) familiar with the applicant's academic background or experience in public health related work are required. These letters should specify in detail the applicant's capabilities for graduate study and future performance as a public health scholar. Applicants must also submit a personal statement of approximately 750 to 1000 words indicating their present interests and career goals, including how the PhD in Health Systems and Policy will prepare the candidates to achieve these goals.

The faculty admissions committee will review materials submitted. Admission decisions are based upon the overall quality of the applicant's scholarship and academic ability (i.e., GPAs, GRE scores, undergraduate and graduate coursework completed, research conducted, and recommendations), as well as the applicant's "fit" for the program in terms of research interests and career goals.

Rolling admission: Students are usually admitted to the HSP PhD program in the fall semester. Priority consideration for applications received by February 1.

## **B. Transfer Credit Evaluation**

Previously earned doctoral credits not counted toward any degree may be considered for transfer by the student's advisory committee in accordance with the Graduate School policy; however, residency requirements stipulate that the last thirty semester hours of credit for the doctoral degree (including 9 dissertation hours) must be earned at the University of Memphis. Additionally, effective January 19, 2016, students may transfer up to 15 credit hours from a completed graduate degree, either at the University of Memphis or at another institution. Only courses with B or higher grades earned will be considered for transfer.

A student wishing to transfer credit must inform their academic advisor ("advisor") during the first semester of which courses they would like to apply for transfer. The PhD faculty will meet and determine on a case-by-case basis if they will allow credit transfer and the courses or areas in which transfer credit will count. Faculty will request copies of syllabi from completed courses to evaluate the content as it compares to the HSP curriculum. Faculty may ask a course instructor from the University of Memphis to review the provided course syllabi. All transferred credit must be applied for within the first year of study. The necessary form is available on the Graduate School website [Graduate School Forms](#). Upon completion of this form, please submit it to the Graduate School (AD 215) with the appropriate signature for processing.

**Credit by exam:** In cases where the student has knowledge but has not taken the appropriate course, the academic units, with approval from the Vice Provost for Graduate Programs or designee, may offer graduate courses for credit by examination. Total credit-by-examination applied to a student's degree program may not exceed nine (9) semester hours. The necessary form is available on the Graduate School website: [Graduate School Forms](#).

The following regulations govern the granting of credit by examination. A student enrolled in a degree program (full-time or part-time), who is in good academic standing, may apply to take an examination for credit. The student must follow these steps to obtain credit by examination:

- Fill out the top of the form and obtain the signatures of the advisor, Division Director (or a designated person), and college director of graduate studies.

- Pay the fee and attach the receipt to the form.
- Take the form to the Division Director, who will sign it after the exam has been taken and a satisfactory grade earned.
  - When the Division Director returns the completed form to the Graduate School, the Vice Provost for Graduate Studies or designee will authorize the posting of the credit to the student's record.
  - The form of the examination, the method of administering it, and the time of examination are left to the discretion of colleges and academic units.
  - To receive credit, the student's examination grade should be equivalent to at least a "B" (3.0). Credit is indicated on the student's record as "S" but is not figured in the GPA.

The only remedy to an unsuccessful credit-by-examination grade is to enroll in and complete the course.

For doctoral students, the maximum amount of combined hours of transfer credit, credit-by-examination, course validation and experiential learning credit that can be used to fulfill degree requirements two-thirds the number of hours required for the degree.

### C. Being a Doctoral Student

It may seem elementary, but being a doctoral student differs from being an undergraduate or masters student in many important ways. Although many distinctions exist, it will be especially helpful to keep one major difference in mind as you plan, navigate, and revisit your personal objectives for graduate training. This difference can be summed in one word: *professionalism*.

One way to conceptualize graduate school is to realize that you are now in training to be a leader in the field of public health. Among other things, your doctoral education will provide training in the ability to demonstrate ethical choices and the values and professional practices that are implicit in public health decisions. Your doctoral training will also prepare you to consider community stewardship, equity, social justice, and accountability in all your professional actions and require you to commit to personal and institutional development.

Although you may or may not be enrolled in courses over the summer, full-time graduate students who have assistantships should consider yourselves 12-month employees of the University. You will be expected to invest your time actively in pursuing research and publications, reading(s) and learning that academic education entails, to be an involved member of our academic community, and to aggressively pursue training opportunities consistent with your career interests. Taking the initiative is extremely important for this type of training. How much you gain from your graduate training will depend largely on how much you invest in it.

### D. Being a Professional

Being a leader in the field of public health means juggling responsibilities. As a professional-in-training, you must balance the roles of professional and student; a balance that will evolve as you advance through the program. During your first years, you may feel like more of a student as you begin your coursework and research. As you progress, however, your need for guidance will change, and you will likely find yourself in leadership positions, including taking on greater responsibility for research and

scholarly projects, and mentoring and sharing your experiences with students who are junior to you. In a sense, your development as a professional represents the advancement from student to colleague, such that by the time you complete doctoral training, your transition from student to colleague will be almost complete.

As a professional-in-training, you should be aware of the manner in which you present the profession to the world. Given the professional context, your attire should be appropriate, proper, and polished, as should your daily interactions. You should monitor your communications and behavior meticulously. Moreover, as a representative of your profession, your behavior has important consequences not only at work, but also in the world at large.

## **E. Life in an Academic Community**

Our community is comprised of hard-working, cooperative individuals, working toward a common goal: the advancement of public health through research and practice. While we have widely divergent interests in public health, knowing that “we’re all in this together” produces a sense of camaraderie among graduate students and faculty. Your peers are experiencing many of the same challenges, and faculty members remember the rigors of their graduate training. We have much in common with each other, even though some of our training is tailored to our own interests.

As graduate students, you are here to learn and to develop the skills needed for your career, and being members of our community facilitates these goals. As members of an academic community, you have the opportunity to exchange ideas in a climate that fosters intellectual and personal development. As you will soon realize, each member of our community is a talented, successful individual, and you might challenge yourself to learn something from every person here. We believe that our academic community is one that will support your professional and personal development. Harassment, discrimination, and other such behaviors that undermine our supportive climate are unacceptable, and concerns about these behaviors can be expressed to your advisor and Division Director.

## **III. HSP Doctoral Program Information**

### **A. Curriculum**

The HSP PhD program requires completion of 54 credit hours beyond the master’s degree.

<u>54 Total Curriculum Component Hours Required:</u>	Health Systems and Policy Core (15 hours)
	Doctoral Seminar Core (3 hours)
	Research Methods Core (9 hours)
	Biostatistics Core (9 hours)
	Electives (9 hours)
	Dissertation (9 hours)

In addition, all doctoral students are required to fulfill the following pre-requisites (9 credit hours) or document equivalent previous coursework. These three courses will not count toward the required 54 hours of doctoral study.



Required pre-requisites: PUBH 8150: Biostatistical Methods I  
 PUBH 8170: Epidemiology in Public Health I  
 HADM 8105: Health Policy and the Organization of Health Services

**Courses that will comprise your required 54 credit hours are as follows:**

**I. Health Systems and Policy Major Core (15 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
PUBH 8710	Health Care Economics	3		
HADM 8204	Quality and Outcomes Management in Health Care	3		
PUBH 8502	Health Policy, Theory and Methods	3		
PUBH 8109	Health Care Information Systems	3		
HADM 8110	Leadership & Organizational Change in Healthcare	3		
				# Credit Hours Completed:

**II. Doctoral Seminar Core (3 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
PUBH 8901	Prof Development for PUBH Doctoral Students	3		
				# Credit Hours Completed:

**III. Research Methods Core (9 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
<i>Required (3 hours)</i>				
HADM 8106	Health Services Research	3		
<i>Select Two Additional Courses (6 hours)</i>				
PUBH 8347	Qualitative Methods in Health Research	3		
PUBH 8334	Community Based Participatory Research Methods	3		
PUBH 8172	Epidemiology in Public Health II	3		
PUBH 8174	Epidemiology in Public Health III	3		
PUBH 8141	Epidemiologic Survey Methods	3		
PUBH 8444	Public Health Surveillance	3		
PUBH 8339	Translational Research Methods in Pop Health	3		
PUBH 8450	Randomized Clinical Trials	3		
				# Credit Hours Completed:

**IV. Biostatistics Core (9 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
<i>Required (3 hours)</i>				
PUBH 8152	Biostatistical Methods II	3		
<i>Select Two Additional Courses (6 hours)</i>				
PUBH 8104	Large Data Sets in Public Health Research	3		
PSYC 8302	Advanced Statistics	3		
PSYC 8304	Measurement Theory and Psychometrics	3		
PSYC 8305	Quantitative Methods of Review in Research	3		
PUBH 8306	Linear Structural Modeling	3		

PUBH 8308	Applied Multivariate Statistics	3		
PUBH 8310	Mixed Model Regression Analysis	3		
PUBH 8311	Applied Categorical Data Analysis	3		
PSYC 8301	Research Design and Methods	3		
		# Credit Hours Completed:		

**V. Elective Courses (Please see Appendix 1 for approved list; with approval of Faculty Advisor and Doctoral Program Coordinator, one or three courses may be Faculty Guided Electives)**

PREFIX	COURSE DESCRIPTION (9 hours)	HOURS	TERM	GRADE
	Faculty Guided Electives (up to 9 hours)			
		# Credit Hours Completed:		

**VI. Dissertation**

\*\*\* Students are required to take 9 credit hours toward their dissertation at The University of Memphis.

PREFIX	COURSE DESCRIPTION (9 hours)	HOURS	TERM	GRADE
HADM 9000	Doctoral Dissertation	1-9		
		# Credit Hours Completed:		

**VII. Prerequisites**

\*\*\* Students are required to fulfill the following pre-requisite courses or document their equivalent. Credit hours will not count toward 54 hours required for graduation.

PREFIX	COURSE DESCRIPTION (9 hours)	HOURS	TERM	GRADE
PUBH 7/8150	Biostatistical Methods I	3		
PUBH 7/8170	Epidemiology in Public Health I	3		
HADM 7/8105	Health Policy and the Organization of Health Services	3		
		# Credit Hours Completed:		

## B. Research Requirement

All HSP doctoral students are expected to actively participate in collaborative research and publications with their advisor, dissertation chair, and members of the department faculty for each semester they are enrolled. For students with graduate assistantships, this work will be part of their contracted duties. Part-time students not supported by assistantships also will be required to work collaboratively on research with their advisor, dissertation chair, and/or other faculty members. Students will be allowed to gain course credit for these research experiences by registering for PUBH 8800: Guided Research in Public Health. Similar to other doctoral programs at The University of Memphis, research practicum credit hours will not count toward the 54 total credits required for graduation but may be used to maintain full-time academic standing.

### C. Graduation Analysis

Doctoral students and their faculty advisors will maintain a graduate analysis form (the HSP Graduation Analysis is attached in the appendices). Advisor or dissertation chair are expected to keep abreast of school and departmental degree requirements so that they can counsel students on courses and the proper progression towards the degree. Each semester, students are expected to meet with their advisor or dissertation chair to discuss registration and to ensure that progress is being made. The advisor or dissertation chair will complete the PhD Advising form (attached in the appendix). Both a copy of the graduation analysis and the advising form will be placed in the student's advising folder.

### D. Credit Load

The Division of Health Systems Management and Policy requires that full-time doctoral students register for a minimum of 9 credit hours per semester throughout their tenure in the program, which will also fulfill the University's residency requirement prior to graduation. Part-time students are expected to carry a minimum of 6 credits per semester unless permission is granted from the advisor or dissertation chair for a reduced course load. Formal requests for an exception to this policy must be submitted to the HSP PhD Program Coordinator and HSMP Division Director and will be reviewed by the HSP faculty for approval.

### E. Grades

As a doctoral student, grades are not the sole, or even primary, metric for your academic success. Academic performance does matter, but research and other scholarly pursuits are important measures of success and are critical to be competitive for post-graduate training opportunities and professional positions. In terms of course performance, students must have a cumulative grade point average (GPA) of 3.0 on all graduate work undertaken at the University of Memphis whether or not the courses are listed on the candidacy form. Grades of "D" or "F" are not accepted for any graduate degree credit but these grades will be computed in the GPA. No more than 7 hours of "C+," "C," or "C-" will be counted toward degree requirements.

In order to remain eligible for departmental funding, you must maintain an overall GPA of 3.0 on a 4-point scale. A minimum of 3.0 is also required for graduation.

### F. Maintaining "Good Standing" in the Program

"Good standing" means that your progress has been judged as satisfactory by the faculty. In making this assessment, the faculty expects that you are maintaining at least a B average, that you do not have a grade below a B in a core course, and that you are making satisfactory progress toward your degree on all measures on which you are evaluated (i.e., course work, research productivity including collaborative presentations, publications, and professional behavior).

The HSP faculty is committed to working with each student that we accept into the program. As a group, we make every effort to help students who are struggling to facilitate successful completion of the program. We might, for example, design a plan for remediation, along with re-assessment after some determined interval, to assess progress. During this time, a student would normally be placed on probation, and we would provide as much support and direction as possible in an effort to help the student to succeed. Written feedback will be given to the student, at the conclusion of a remediation

program, to indicate clearly whether the problem was successfully resolved. The student will also have the opportunity to discuss the matter directly with the faculty.

Under rare circumstances, a student may be asked to leave the program. Dismissal typically occurs after a period of probation in which expectations for remediation are clearly stated. Reasons for dismissal can include failure to perform adequately in courses, inadequate progress toward program milestones (such as comprehensive exam and dissertation), and unethical or unprofessional behavior. In the case of failing several courses or egregious misbehavior that cannot be safely rehabilitated, a student may be dismissed from the program without a period of probation.

## G. Annual Performance Evaluation

Each August, all doctoral students will undergo a performance evaluation of their academic performance and (if applicable) graduate assistantship performance, for the past academic year. This review process begins with the student submitting to their advisor or dissertation chair a completed Doctoral Student Annual Progress Review, an up-to-date graduation analysis, and up-to-date curriculum vitae. These forms are included as Appendix manuals in this manual. The advisor or dissertation chair will review the submitted materials, complete the Graduate Assistant Evaluation and Summary Comments (contained in the Progress Review) and schedule a meeting with the student to review the evaluation. The student may provide a written response to the evaluation, and a copy signed by the advisor (or dissertation chair), the student, and the HSP PhD Program Coordinator is filed in the student's progress folder.

## H. Timetables for Completion of Degree Requirements

Students should negotiate their planned deadlines with their advisor or dissertation chair as early as possible in their graduate career and re-evaluate their plan at least annually to see whether any changes should be made. Full-time students are expected to finish the program within three to four years.

## I. Comprehensive Examination

**Overview:** Prior to enrolling for dissertation hours (HADM 9000), students must successfully complete both a written and oral comprehensive examination. The examination will assess mastery of areas covered in the Health Systems and Policy doctoral program. The content of the examination will consist of core competencies in policy, theory, and methods in the areas of health services and policy.

**Eligibility Requirements:** Prior to initiating the examination process, students must have completed at least 36 credit hours of coursework in the program, including all core and required courses. Pre-requisite courses do not count toward the 36 credit hour requirement. Additionally, students are required to be enrolled during the semester they propose to take the comprehensive exam.

**Composition of the Committee:** The committee will be composed of three faculty members (including the advisor) from the Division of Health Systems Management and Policy. Students should form their committees in consultation with their advisor or dissertation chair.

**Timeline:** Preparation for the comprehensive examination should begin during the 3<sup>rd</sup> semester for full-time students and 5<sup>th</sup> semester for part-time students. The exam will usually occur during the 4<sup>th</sup>

semester of enrollment for full-time students and the 6<sup>th</sup> semester of enrollment for part-time students. Students will complete the written portion of the comprehensive examination during the designated semester and then take the oral exam within two weeks of the completion and grading of the written exam. For more information, refer to the following tables related to the comprehensive exam.

### **Timeline for HSP PhD Comprehensive Exam\***

#### Fall Semester Comprehensive Exam Tentative Schedule

February 15	Submit request for taking the comprehensive exam in Fall by submitting a research idea
February 28	Comprehensive exam committee formed in consultation with the advisor (or dissertation chair) and the PhD Program Coordinator
March 15	First comprehensive exam committee meeting Discuss types of questions and nature of reading list
March 30	Compile reading list and study questions in consultation with the advisor (or dissertation chair) and individual committee members
April 15	Final approval of questions and reading list by committee
May, June, and July	Prepare for the comprehensive exam
July 10	Scheduled comprehensive exam in consultation with your advisor (or dissertation chair) and committee over the designated three-week period
Within six weeks of the written exam	Assessment by the committee and comprehensive Oral Exam

#### Spring Semester Comprehensive Exam Tentative Schedule

July 15	Submit request for taking the comprehensive exam in Winter by submitting a research idea
August 15	Comprehensive exam committee formed in consultation with the advisor (or dissertation chair) and the PhD Program Coordinator
August 21	First comprehensive exam committee meeting Discuss types of questions and nature of reading list
September 1	Compile reading list and study questions in consultation with the advisor (or dissertation chair) and individual committee members
September 15	Final approval of questions and reading list by committee
September, October, November, and December	Prepare for the comprehensive exam
December 11	Scheduled comprehensive exam in consultation with your advisor (or dissertation chair) and committee over the designated three-week period
Within six weeks of the written exam	Assessment by the committee and comprehensive Oral Exam

\*Exact date for each phase needs to be decided in consultation with the Advisor and the Committee

**Research Idea:** The student must submit a brief paper outlining their research idea alongside the request to take the exam. The paper will include the following components: 1) abstract ( $\leq 200$  words), 2) introduction (what is known and unknown), 3) research objectives (usually three), conceptual framework and approach, 4) current work and preliminary results, 5) conclusions, and 6) references. This proposal should be properly cited using APA or AMA styles and should be typed in Times New Roman, 12 point font, single-spaced, 1-inch margins, and should be approximately 2-3 pages, excluding cover page, references and graphics. A format example is attached. Please note that student's dissertation topic can be different from the submitted research idea.

**Preparation for the Comprehensive Exam:** After forming their committees, students will meet with all members to plan for the exam. The committee will discuss expectations, format, and timing of the written and oral components of the exam, as well as the topics covered. Each of the committee members will be responsible for one of the written exam questions (described below). In consultation with the respective committee member, students will produce a reading list for each of the exam questions. Each list will be submitted to all committee members for review and possible feedback. The individual reading list typically contains 25-30 current reviews, seminar articles, and empirical studies.

**Written Component:** The written portion of the examination will consist of three exam questions and test students' competency in three areas: (1) policy analytical knowledge at systems level based on HSP core courses, (2) theoretical and conceptual knowledge of health systems and policy and the application to health services and public health practice, and (3) research methods and statistical applications as applied to health systems, policy, public health issues, and the dissertation topic. Essay questions will be distributed to students, who will then have a total of three weeks to complete the written portion. Students will be given one week (e.g., 5 days, Monday to Friday) to complete the questions in each area. Responses should be typed in Times New Roman, 12 point font, double-spaced, 1-inch margins, and should be approximately 15-20 pages, excluding references and graphics.

**Oral Component:** During the oral exam, mastery of the subject area will be further assessed through a question/answer session with the committee. The questions will consist of both materials covered in the written portion of the exam and general knowledge in the fields of health systems and policy and public health.

**Evaluation:** Committee members will independently evaluate students' written answers as well as their performance during the oral exam. Each of the three written responses is reviewed by all committee members who assign a grade of High Pass, Pass, or Fail. A consensus grade of at least "Pass", with no more than one dissenting vote, must be achieved on all three written components for students to be eligible to sit for the oral component of the exam. If a student does not perform at a satisfactory level on any of the three questions, the student may retake that portion of the exam. Students will be allowed to retake the written portion of the comprehensive exam a maximum of one time. In accordance with Graduate School policy, a second failure of any component will result in termination. In the event of a second failure, there is a formal appeals process, as described in the Retention Appeals section of the Graduate School Catalog. An evaluation process, similar to that of the written exam, is followed for the oral component of the examination. Students' performance is evaluated by each committee member, who assigns a grade of High Pass, Pass, or Fail. A consensus grade of at least "Pass", with no more than one dissenting vote, must be achieved on the oral examination for the student to successfully move to Doctoral Candidacy. If a student does not achieve a grade of "Pass," the oral examination may be re-taken a maximum of one time. A second failure on the oral examination results in termination, in

accordance with Graduate School policy. In the event of a second failure, there is a formal appeals process, as described in the Retention Appeals section of the Graduate School Catalog.

The following table describes timeline and exam schedule. Once a student passes both the written and oral parts, he/she is given the Doctoral Candidate status.

Week	Day	Schedule
1	Monday—Friday (5PM)	Written component for Area 1
2	Monday—Friday (5PM)	Written component for Area 2
3	Monday—Friday (5PM)	Written component for Area 3
4-5	Friday	Faculty grading & written exam summary sheet
6	Friday	Oral component

**Academic Integrity:** Students are expected to work on the questions independently. No collaboration is allowed among students. Any questions regarding the exam should be first raised to the advisor or dissertation chair. They may be advised to consult with the faculty responsible for writing the question. All written work submitted must be the student’s original work and conform to the most recent guidelines of the American Psychological Association (APA), which are available online and via their publications. For more information, please refer to IV. B “Academic Conduct.”

## J. Advisor and Dissertation Committee

HSP students are assigned an academic advisor (“advisor”) during their first semester of enrollment in the PhD program. This assignment is made based on compatibility of the student and faculty research interests. Students should consult with their advisor prior to registering for courses each term so that he or she may help the student choose courses consistent with their educational and professional goals. It is expected that students will develop a professional relationship with their advisor and seek advice when issues come up. By initiating regular advising meetings, students ensure professional success and enhance academic performance.

In the 2nd half of their 2nd year, the student should find her/his dissertation chair and assemble the dissertation committee. The advisor may also serve as dissertation chair or dissertation committee but the student is free to seek a different chair or committee. The dissertation committee should consist of four faculty members with at least two members being from the HSMP Division; up to two members can be from outside HSMP but within the SPH, and one member can be from outside of the SPH but within the University of Memphis. Only one committee member may be from outside the University of Memphis. In the event of an invited committee member from outside the University, the division must follow the Graduate School guideline for such appointments [Graduate Faculty Status Application](#). The committee chair must hold full graduate faculty status. At least two others must hold an associate or full graduate faculty status. One adjunct or one research faculty member may serve on the committee but not two. The Dissertation Faculty Committee Form must be completed and submitted to the graduate school as soon as the committee is formed. The Faculty Committee Form can be accessed at: [Graduate School Forms](#).



Each student's dissertation proposal must be reviewed and approved by the dissertation committee. For this purpose, the student will submit her/his dissertation proposal to the committee and ask for an oral defense within four weeks after submission of her/his dissertation proposal.

## **K. Dissertation Guidelines**

All HSP doctoral students must complete an original investigation presented in the form of a dissertation. The dissertation must contain original research based on either primary data collection or secondary data analysis. The empirical data for the dissertation may be quantitative, qualitative, or mixed-methods in nature. The research work needs to be of publication quality, and acceptable to the Division of Health Systems Management and Policy, and to a committee of dissertation readers.

Each student's dissertation proposal must be developed, reviewed, and approved by the committee. The traditional doctoral dissertation consists of a statement of the problem(s), specific aims, and related hypotheses; a literature review; explanation of research methodology, data collection procedure, analysis of data; presentation of results; and a discussion of findings and their public health implications. Students also have the option of completing a manuscript-oriented dissertation as an alternative to the traditional dissertation. In this case, students should prepare three published or publishable quality manuscripts on the subthemes derived from the main dissertation topic. These three manuscripts will consist of the three chapters of the dissertation and should be accompanied by the first introductory chapter that introduces the overarching theme and one concluding chapter that synthesizes all of the findings. Students should discuss both options with their dissertation chair before deciding on a dissertation strategy.

The written portion of the dissertation requirement includes a satisfactory investigation and its presentation that is approved by the dissertation committee. The material contained in the dissertation must be of publication quality in scientific journals in the relevant field. The following steps are required as part of the dissertation process:

- 1) Prepare pre-proposal (2 to 3 pages).
- 2) Discuss and revise the proposal based on dissertation chair's feedback.
- 3) Form dissertation committee in consultation with dissertation chair.
- 4) Distribute the approved proposal to the Dissertation Committee.
- 5) Receive initial feedback from the committee (within 2 weeks).
- 6) Develop full dissertation proposal (7-10 pages) and distribute to the committee.
- 7) Defend the proposal, receive feedback during the defense, revise, and resubmit.
- 8) Submit IRB (allow 6 weeks for approval).
- 9) Work on the first three chapters, including introduction, literature review, and methods.
- 10) Collect and analyze the data.
- 11) Complete the results and discussion chapters.
- 12) Provide dissertation chair with various chapters (receive feedback within 2 weeks).
- 13) Send complete draft to the dissertation chair (receive feedback within 2 weeks).
- 14) Revise accordingly and resubmit to Committee Chair (receive feedback/approval within 2 weeks).
- 15) When dissertation chair approves, send the complete and revised draft to the committee (receive feedback within 2 weeks).
- 16) Incorporate others' feedback (within 2 weeks).



- 17) When dissertation chair indicates that it is ready for defense, schedule a defense date.

The pre-proposal should be a 2-3 page document that provides the rationale and preliminary research question(s) and study design of the dissertation. It helps orient potential committee members to your research and serves as a starting point for committee discussions leading to the full proposal. The pre-proposal should be approved by dissertation chair and then submitted to individuals who are asked to serve on the committee.

The dissertation proposal consists of preliminary sections of the dissertation, including (1) Introduction, (2) Methods, (3) Expected Results, and (4) References. This same format can be used for both the "traditional" (single paper) and "3 manuscripts" options. The Introduction should be a detailed literature review and research questions/hypotheses. The Methods section should include sub-sections that are appropriate for your project, such as Design, Procedures/Intervention, Measures, and Data Analysis (including proposed outcome analyses and power calculations, if appropriate). Expected Results may be a paragraph or two that describe what findings are expected based on hypotheses, as well as potential obstacles and their solutions. The References section should be formatted in APA style and include all citations. The dissertation chair approves the final proposal. Once approval is given, it is submitted to committee members at least 2 weeks before the scheduled defense. The dissertation must adhere to the format outlined by the Graduate School [Thesis/Dissertation Guide](#).

#### **L. Oral Defense of Dissertation**

When the student's committee has agreed that the dissertation is ready for defense, the student should schedule the oral defense. At the defense, the student presents their dissertation work to his/her committee and all other interested persons. The student and entire dissertation committee must attend the defense. For some reason, if one of the committee members cannot attend the defense in person, he/she can attend the defense either via video or teleconference. The student presents her/his work for approximately 25-30 minutes followed by an open question and answer session with the guests in attendance.

After the guests' questions are answered, they are dismissed and the student responds to questions from their committee members. After this questioning, the student is dismissed while the committee deliberates and votes to approve or disapprove the dissertation. The student is then invited back in and the committee shares the results of their deliberations, as well as any recommendations, requirements, and/or next steps. The total defense will last approximately one and one half hours.

The student should bring the partially completed "Thesis/Dissertation Defense Results" form: [Graduate School Forms](#) with her/him to their defense. Once the student has successfully defended her/his dissertation, the committee will complete this form and submit it to the graduate coordinator.

When scheduling the oral defense, the student should be mindful of the graduate school deadlines for submitting completed dissertations. The deadlines can be found at [Graduation Deadlines for Degree Candidates](#). The candidate's oral defense of the dissertation before a faculty committee is the final step for the doctoral degree requirements.

## **M. Graduation Requirements**

Students must apply to graduate and submit the doctoral candidacy form the semester before they plan to graduate. The forms are located in your “myuofm” portal on the “My Degree” tab. Deadlines and specific instructions for filling out these forms can be found at: [Graduate School Forms](#).

Following the successful defense of the dissertation, the student should make the necessary changes/corrections suggested by his/her committee and submit one plain-paper copy of his/her dissertation to the Graduate School before the dissertation review deadline: [Graduation Deadlines for Degree Candidates](#). After receiving the reviewed dissertation from the Graduate school, the student should make all necessary changes and submit an electronic copy of his/her dissertation before the final deadline using the Electronic Thesis/Dissertation website. For detailed instructions, visit [Thesis/Dissertation Preparation Guide](#).

## **IV. Administrative Information**

### **A. Assistantships and Other Financial Support**

The Division of Health Systems Management and Policy is committed to seeking out opportunities that will allow it to provide financial support to its students. Most full-time, eligible, and accepted applicants will automatically be considered for School of Public Health scholarship support in the form of graduate assistantships. Departmental scholarship decisions are made during the admissions process and communicated to students in their letters of acceptance. Students are also encouraged to seek individual funding early in their program. Faculty will mentor students when applying for Individual Pre-doctoral Awards.

These assistantships provide in-state tuition and a stipend in return for 20 hours of work per week for faculty of the HSMP division. A graduate assistant is a student who, under faculty supervision, performs functions related to teaching, research and/or service, and in doing so, receives valuable, practical experience. Graduate assistants (GAs) must maintain a 3.00 GPA and be registered for at least 9 credits to retain their assistantships. Additionally, GAs must adhere to the work schedule determined jointly by the supervisor and the student at the beginning of each semester. GAs who fail to perform their duties satisfactorily may lose the financial support for their education.

Students are encouraged to seek funding to support their graduate studies, including research fellowships. Students should work in close consultation with their advisor or dissertation chair to prepare such applications. Because fellowships typically involve a commitment of divisional and school resources to support the student’s education, students should not submit any application for funding without the explicit approval of their advisor or dissertation chair. Each student will be assigned to a faculty member based on his or her research interests and faculty availability as soon as they begin their first semester.

### **B. Academic Conduct**

The University of Memphis’s Code of Student Conduct defines academic misconduct as all acts of cheating, plagiarism, forgery, and falsification. The term "cheating" includes, but is not limited to: using

any unauthorized assistance in taking quizzes or tests; using sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; acquiring tests or other academic material before such material is revealed or distributed by the instructor; misrepresenting papers, reports, assignments, or other materials as the product of a student's sole independent effort; failing to abide by the instructions of the proctor concerning test-taking procedures; influencing, or attempting to influence, any University employee in order to affect a student's grade or evaluation; any forgery, alteration, unauthorized possession, or misuse of University documents. Academic dishonesty also includes furnishing false information to any University official, faculty member or office; and forgery, alteration, or misuse of any University document, record, or instrument of identification. See [Academic Misconduct](#) for specific University definitions and policies.

### **C. Training in the Responsible Conduct of Research**

The HSP Doctoral Program requires doctoral students to demonstrate training in the responsible conduct of research by completing CITI training. As of October 31, 2011, researchers (including students and faculty) at the University of Memphis who apply for IRB review must have a current CITI certification on file. Your certificate of completion will be forwarded to the IRB Administrator by CITI once you have completed training. Your CITI certificate should be re-certified bi-annually.

The following are basic learner instructions to logon to your CITI site for the first time:

1. New Users need to register at [CITI Program](#) for CITI online training. Once there, simply click on "New Users Register Here".
2. Under the "Select your institution or organization" page, select your institution (University of Memphis) in the "Participating Institutions" drop down box.
3. Next, proceed to create your own username and password and select the Learner group.
4. The file [How to register as a new user with CITI Program](#) will also help you register with CITI for the first time.

### **D. Civil Rights and Non-Discrimination Policy**

The University of Memphis shall not, on the basis of a protected status, subject any student to discrimination under any educational program. No student shall be discriminatorily excluded from participation or denied the benefits of any educational program on the basis of a protected status.

It is the intent of the University of Memphis that each campus of the University shall be free of harassment on the basis of sex, race, color, religion, national origin, age, disability, or any other protected status and shall fully comply with the anti-harassment provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972, as amended, the federal and state constitutions, and all other applicable federal and state statutes.

The University of Memphis specifically finds that diversity of students, faculty, administrators, and staff is a crucial element of the educational process and reaffirms its commitment to enhancing education through affirmative action to increase diversity at all levels.

### **E. Policy on Outside Student Employment**

Full-time doctoral students with 20 hour per week assistantships are discouraged to work outside the stipulated graduate assistantship hours unless it is related to paid or unpaid internships. In case of a temporary and limited employment opportunity, they must seek their advisor (or dissertation chair's) and the Division Director's permission in writing for each specific outside assignment.

### **F. Academic Calendar**

Academic year calendars mark the major activity dates (class start/end dates, exam dates, and commencement) of each term and its parts. Each academic year begins with the fall term and ends at the conclusion of the spring term. Academic calendars are available from the Office of the Registrar and can be accessed at: [Academic Calendars](#)

Students needing to register, add/drop, pay fee, etc. should check the Dates & Deadlines Calendar for that term [Academic Calendars](#)

### **G. Vacation Policy for Students Holding Graduate Assistantships**

Graduate assistants are not obligated to work on federal holidays, similar to regular University of Memphis full-time staff. The University Holiday Calendar is available on the University of Memphis website. For any other vacation, they must request the leave in writing at least one week in advance, seek approval from their advisor (or dissertation chair), and make arrangements to cover the missed hours.

### **H. Withdrawing from the Program and Leave of Absence**

Occasionally, students' career interests or personal circumstances change and they decide to withdraw from the program. In such circumstances, we strongly suggest that the student schedule a meeting with his or her advisor (or dissertation chair) and the Division Director. There are several purposes to this meeting: First, faculty may answer questions about how to go about withdrawing from the program, and second, the student may share feedback about the strengths and weaknesses of the program. In some cases, a student may benefit from a "Leave of Absence" instead of withdrawal, and your advisor (or dissertation chair) can provide you with information about this option, if needed.

## **I. Parental Leave Policy**

Graduate students may request “Parental Leave” following the adoption or birth of a child. Parental leave applies to either parent. If both parents are graduate students, both may request simultaneous parental leave. The leave begins on the day the graduate student or postdoctoral fellow is no longer fully engaged in their professional and academic activities and, to the extent possible, should be requested in advance of birth or adoption. Retroactive requests will be considered on a case-by-case basis.

## **J. Inclement Weather Policy**

Students should download the LiveSafe app. University of Memphis’ new comprehensive personal can be downloaded for free and allows you to receive instant alerts from Police Services. Additionally, it provides a quick, convenient and discreet way to communicate directly with Police Services. The app will allow members of the campus to send text, pictures, video and audio directly to Police Services in real time. It also allows for a live chat with safety personnel. The app includes the option to share tips and information anonymously. In addition, subscribers can use Safe Walk to invite personal contacts to virtually escort you as you chat. For more information go to: [Alert Notification](#)

Additionally, students can call 678-0888 or check the University website for the latest information on class cancellations due to inclement weather.

## **K. Grievance Procedures**

At times, a situation may arise that requires mediation to reduce/resolve conflict. The program has a plan for the suggested course of action. We recommend that you take the following steps in sequential order, if possible:

1. Approach the person with whom you have a complaint, and try to come to a resolution;
2. Seek out your specific advisor (or dissertation chair) to address the issue;
3. Contact the HSP PhD Program Coordinator or HSMP Division Director.

## **V. Student Support Services at the University of Memphis**

### **A. University Library Services**

Although the primary mission of the university libraries is to serve and provide significant resources to the University of Memphis community, these services are also extended to students and faculty from other colleges and universities in the Mid-South region. Individuals not associated with The University of Memphis can request a “Library Privileges Card” at the Ned R. McWherter Library Circulation Desk. The McWherter Library is located west of Zach Curlin Drive and south of Norriswood Avenue.

Some of the McWherter Library services/amenities include:

- Interlibrary Loans (free access to online materials not available in the library/library database)
- Reserves and electronic reserves
- Desks, tables, chairs, couches, et cetera
- Print and copy services
- 725 network connections and Wifi

- Private study carrels, group study rooms, and a 24-hour Learning Commons area
- Computers with internet access and Microsoft Office software
- Wheelchair accessible
- Electrical outlets
- Free book check-out
- Restrooms and elevators
- Public phones (free local and toll-free calls)

The University Libraries are comprised of the McWherter Library and four branch libraries: Audiology & Speech Language Pathology, Chemistry, Mathematics, and Music. All are located on the Main Campus, except the Audiology and Speech Language Pathology Library, which is at 807 Jefferson Ave.

## **B. Writing Center**

The Educational Support Program (ESP) provides academic assistance for classes that students are currently taking at the University of Memphis. Free services are available to graduate and undergraduate students, such as:

- Learning Centers: Find out about ESP's 5 Learning Centers on campus;
- Supplemental instructions (SI): SI offers weekly study sessions for specific courses;
- Request a Tutor: Submit a request for tutoring at 217 Mitchell Hall or call 678-2704;
- Become a Tutor: Call 678-2704 to inquire about new tutor and advanced tutor training;
- Seminars: Check schedule of ESP Seminars; and
- Online Tutoring: Submit questions online 24/7 at [Online Tutoring](#).

## **C. Health Services**

The Student Health Services is an accessible, cost effective, health care facility that emphasizes campus-wide health promotion, disease prevention, and acute episodic outpatient medical care. Individualized attention, courtesy, and patient confidentiality to all is of primary importance. Student Health Services is staffed with a physician, nurse practitioners, registered nurses, other nursing staff, laboratory and x-ray technologist, health educator, and various administrative support personnel. Short-term, acute illnesses and injuries can be treated at the Student Health Services. Patients with chronic, complex, or recurrent medical conditions/illnesses must continue to consult their primary care physician.

For more information regarding the location, hours, services, and payment, please visit their website. Job-related injuries are not treated at Student Health Services. If you are a student employee at the University of Memphis, and you are injured on the job, you must report the incident to your supervisor, who will obtain the appropriate paperwork from the Department of Human Resources. A Family Planning Clinic is provided by the Shelby County Health Department. The Family Planning Clinic provides birth control information, devices, medications, and examinations by appointment. The Family Planning Clinic fees are based on a sliding scale and are separate from Health Services charges. To schedule or cancel an appointment, please call 901-678-2643.

Medical services are available to all students, faculty, and staff. Students may be seen during the semester in which they are enrolled. A current University ID must be presented for admission. Students

enrolled at the university are not charged an access fee. Most routine diagnostic and laboratory analyses required for treatment are usually done at no charge. Students pay fees for dispensary medications and vaccinations. Students will be notified of any charges before a test or procedure is performed. Student Health Services requests payment before services are provided. Payment may be made by cash, check, credit card, or Tiger Funds. For an access fee, students may be seen during the winter or summer break. Additional service fees may apply. When more in-depth evaluation or treatment is needed, the patient is referred off-campus. All charges are the responsibility of the patient. No routine physicals are performed at Student Health Services.

Student Health Services is located on the main campus at 3770 Desoto Avenue, south of McWherter Library. Their mailing address is: The University of Memphis, Student Health Services, 200 Hudson Health Center, Memphis, TN 38152.

Student Health Insurance Information: The previous student health insurance provider, AIG, informed the Tennessee Board of Regents (TBR) that its policy filing with the state Department of Commerce & Insurance was not approved and, therefore, AIG could not offer TBR a student health insurance plan. Due to fundamental changes brought to the market by various features of the Affordable Care Act (ACA) and low levels of participation in our current student health insurance plan, TBR was unable to secure another vendor to sponsor an affordable domestic student health insurance plan. Eligible graduate assistants can use the Memphis Plan provided by Church Health in Memphis [UofM/Church Health Center's Memphis Plan for Graduate Assistants](#).

To assist students searching for an insurance plan, a website where students can compare various health care exchange and marketplace options was created. The website includes information explaining the meaning of various terms, plans, and coverage types and presents plans that comply with the coverage requirements of the ACA offered through the ACA "exchange" as well as plans offered "off exchange." Students may view a plan summary/brochure online and may also complete the plan enrollment process online.

The website address is: [Compare Health plans](#). Advice concerning the website plans is available by phone at: 1.800.800.5735.

#### **D. Counseling Center**

The Center for Counseling, Learning, and Testing, made up of the Career and Psychological Counseling Center, the Educational Support Program, and the Testing Center, is a comprehensive student development agency committed to providing a seamless set of services to assist students in actualizing their maximum potential. The career counseling staff offers a wide variety of services: individualized career exploration and planning, topical workshops, and outreach programming for faculty, classes, and campus organizations. Additional information about the services can be found on their website: <http://www.memphis.edu/cpcc/>. The contact number for the Counseling Center is 901-678-2068.

The Educational Support Program (ESP) provides academic assistance for current classes taken at the University of Memphis. ESP's free services are available to graduate and undergraduate students.

The Testing Center Main Office is in the Brister Building in Room 112. In addition to the University of Memphis Prometric Center, accessing several thousand computer-based tests, this Center assists in a full range of student assessment needs. For more information, please visit [Testing Center](#).

### **E. International Student Advising**

The International Student Office is one of the divisions that comprise the Center for International Programs and Services (CIPS). The CIPS staff assists more than 1,000 foreign students, scholars, and professors on our campus. The International Student Office supports the international population at The University of Memphis by providing advice on immigration matters, employment, taxation, cultural adjustment, and other practical issues. This office is also responsible for maintaining University compliance with the United States Student and Exchange Visitor System (SEVIS), which reports directly to the U.S. Immigration and Customs Enforcement office. Additionally, they conduct an international student orientation each semester, coordinate insurance information, and assist student groups in the development of International Night and other cultural functions.

### **F. Graduate Student Housing**

The University of Memphis offers Student Family Housing, located on the Park Avenue Campus approximately one mile from the main campus. “Phase One” consists of 56 one-bedroom townhouse apartments, 62 two-bedroom townhouse apartments, and 8 two-bedroom flats. All apartments are equipped with stove, refrigerator, garbage disposal, living room carpet, and venetian blinds. Electric central heat and air are also provided. Each apartment has an enclosed private patio at the rear. The new “Phase Two” consists of 24, two-bedroom flats. Each apartment is equipped with a stove, frost-free refrigerator, garbage disposal, dishwasher, venetian blinds, thermal pane windows, hook-ups for stackable washers and dryers, and carpet for living room and bedrooms. Gas central heat and air are also provided. Each apartment has a patio/balcony with locking storage area. Four apartments are specifically designed for physically disabled students.

Application forms may be obtained from the Office of Residence Life in Room 011, Richardson Towers or from their website, [Residence Life](#). A \$100 application/ reservation deposit is required when the application is submitted. For more information, please see [Residence Life](#)

In addition, the students are advised to consult with their academic advisor regarding other housing options if they want.

### **G. Parking**

General Permit Parking is paid for through the Maintenance Fee portion of semester tuition. Once the student has registered for classes, a semester validation sticker will be mailed to the address on file with the Student Records Department. New students are mailed a permit (hangtag) along with a semester validation sticker prior to fee payment. The permits (hangtags) run on a three-year cycle and need to be updated with a new validation sticker every semester. If, for any reason, the student does not receive the semester validation sticker or permit through mail, he/she needs to come to the Parking Office the first week of class to obtain one. The semester validation sticker should be placed on the right side of the permit. This validates the permit (hangtag) to be used in General Parking Lots only.



## VI. Student Associations

### A. Graduate Student Association

The University of Memphis Graduate Student Association: 1) provides opportunity for discussion and recommendations on matters of concern to graduate students, 2) represents the interests of all graduate students campus-wide, 3) is the official liaison for graduate students to communicate as a group with University and Graduate School administrators, and 4) advocates for support of graduate student research and teaching experience.

All enrolled graduate students are automatically members of the GSA, are encouraged to participate in GSA discussions and activities, and may serve on GSA committees and working groups. Every fall, and as needed throughout the academic year, a student from each department is elected or chosen to represent that department as a voting member of the GSA Leadership Council. If you are interested in serving as a representative, please contact the GSA President (901-678-3220).

### B. Public Health Student Association

The Public Health Student Association (PHSA) is a student-run organization for graduate public health students enrolled in the School of Public Health at the University of Memphis. The PHSA serves as a forum for student concerns and activities.

The purpose of the PHSA is to facilitate student-student and student-faculty communication and cohesiveness within the School of Public Health. The organization advocates on issues pertaining to all aspects of the academic experience, including research opportunities, student representation, and public health issues. Ultimately, the PHSA will strive to create a strong and enduring foundation for future public health leaders.

The mission of the PHSA is to:

1. Promote awareness of career and academic issues related to the field of public health by serving as a voice to the faculty and administration.
2. Academically, professionally, and socially support all public health students at the University of Memphis.
3. Organize health-related volunteer activities within the community.
4. Collaborate with health organizations, agencies, and associations regarding public health programming activities.
5. Encourage students to actively pursue educational and professional development.
6. Host regular social events for public health students to foster positive interactions among students, faculty, and staff.

Membership is open to all students enrolled in a School of Public Health degree or certificate program. Meetings are held a minimum of once a month. Contact an officer for more information. Dr. Marian Levy serves as Faculty Advisor to the PHSA.

## **VII. Forms**

- A. Advising Summary Form – PhD Programs (standard across all SPH PhD programs)
- B. Doctoral Student Annual Progress Review (standard across all SPH PhD programs)
- C. Doctoral Degree in HSP – Graduation Analysis
- D. Doctoral Student File – Check List (standard across all SPH PhD programs)
- E. Ph.D. Research Idea



**University of Memphis School of Public Health**  
**PhD Program in Health Systems and Policy**  
**Doctoral Student Annual Progress Review**

**Academic Year:** \_\_\_\_\_

Instructions: Each student will arrange for his/her annual review with the advisor or dissertation chair. The student must complete and submit this document to the advisor or dissertation chair for review at least one week prior to the scheduled review. Please also attach your CV and Graduation Analysis to this document. During the review, the advisor or dissertation chair will provide her/his assessment, summary comments, and feedback. The student and the advisor or dissertation chair must sign the form. It will stay in the student records and will be used for funding decisions and writing recommendation letters.

Student's Name: \_\_\_\_\_

Full or Part Time:                      Full      Part

Year in the program:                      1<sup>st</sup>      2<sup>nd</sup>      3<sup>rd</sup>      4<sup>th</sup>      5<sup>th</sup>

Advisor or dissertation chair: \_\_\_\_\_

**Academic Progress:**

1. Number of credit hours completed: \_\_\_\_\_
2. Cumulative GPA: \_\_\_\_\_
3. Comprehensive Exam Date (anticipated or actual) [MM/YYYY]: \_\_\_\_\_
4. Comprehensive Exam Committee Members (if decided):  
\_\_\_\_\_  
\_\_\_\_\_
5. Dissertation Proposal Date (anticipated or actual) [MM/YYYY]: \_\_\_\_\_
6. Dissertation Committee Members (if decided):  
\_\_\_\_\_  
\_\_\_\_\_

7. Expected Date of Graduation [MM/YYYY]: \_\_\_\_\_

**Accomplishments during past year (Fall, Spring, & Summer):**

1. Publications (Include published, in press, submitted, and in preparation peer-reviewed research articles, book chapters, and book reviews):
  
2. Conference presentations (Include presented, accepted, and submitted oral and poster presentations):
  
3. Grant applications/Research support:
  
4. Services to the division, school, university, community, and profession:
  
5. Awards, recognition, and other accomplishments:
  
6. Particular areas of strengths during past year:
  
7. Areas that need to be worked on for improvement:
  
8. Plans for the upcoming year (Include educational activities, publications, presentations, dissertation work, and other research activities.):

***Please attach the following two documents to this Progress Review and return them to your advisor or dissertation chair:***

- \* Up-to-date Graduation Analysis
- \* Current CV

**GRADUATE ASSISTANT EVALUATION (TO BE COMPLETED BY GA SUPERVISOR)**

1. Supervisor's assessment:

Items	Exemplary	Satisfactory	Needs Improvement	Unable to Evaluate
Desire to Get Involved and Learn				
Timely Completion of Tasks				
Effective Use of Time at Work				
Thoroughness and Efficiency				
Taking initiative for New Tasks				
Ability to Effectively Multitask				
Punctuality and Regularity				
Mastering of Professional Skills				
Conduct and Professionalism				
Positive Attitude toward Colleagues				

2. Supervisor's Summary Comments:

SIGNATURES:

\_\_\_\_\_  
Doctoral Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Advisor or dissertation chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
GA-ship Supervisor (if different than advisor or dissertation chair) Date

**School of Public Health, University of Memphis**  
**Doctoral Degree in Health Systems and Policy**  
**Graduation Analysis**

NAME:	UUID#:	ADMITTED:
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**I. Health Systems and Policy Major Core (15 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
PUBH 8710	Health Care Economics	3		
HADM 8204	Quality and Outcomes Management in Health Care	3		
PUBH 8502	Health Policy, Theory and Methods	3		
PUBH 8109	Health Care Information Systems	3		
HADM 8110	Leadership & Organizational Change in Healthcare	3		
				# Credit Hours Completed:

**II. Doctoral Seminar Core (3 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
PUBH 8901	Prof Development for PUBH Doctoral Students	3		
				# Credit Hours Completed:

**III. Research Methods Core (9 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
<i>Required (3 hours)</i>				
HADM 8106	Health Services Research	3		
<i>Select Two Additional Courses (6 hours)</i>				
PUBH 8347	Qualitative Methods in Health Research	3		
PUBH 8334	Community Based Participatory Research Methods	3		
PUBH 8172	Epidemiology in Public Health II	3		
PUBH 8174	Epidemiology in Public Health III	3		
PUBH 8141	Epidemiologic Survey Methods	3		
PUBH 8444	Public Health Surveillance	3		
PUBH 8339	Translational Research Methods in Pop Health	3		
PUBH 8450	Randomized Clinical Trials	3		
				# Credit Hours Completed:

**IV. Biostatistics Core (9 hours)**

PREFIX	COURSE DESCRIPTION	HOURS	TERM	GRADE
<i>Required (3 hours)</i>				
PUBH 8152	Biostatistical Methods II	3		
<i>Select Two Additional Courses (6 hours)</i>				
PUBH 8104	Large Data Sets in Public Health Research	3		
PSYC 8302	Advanced Statistics	3		
PSYC 8304	Measurement Theory and Psychometrics	3		

PSYC 8305	Quantitative Methods of Review in Research	3		
PUBH 8306	Linear Structural Modeling	3		
PUBH 8308	Applied Multivariate Statistics	3		
PUBH 8310	Mixed Model Regression Analysis	3		
PUBH 8311	Applied Categorical Data Analysis	3		
PSYC 8301	Research Design and Methods	3		
		# Credit Hours Completed:		

**V. Elective Courses (Please see Appendix 1 for approved list; with approval of Faculty Advisor and Doctoral Program Coordinator, one or three courses may be Faculty Guided Electives)**

PREFIX	COURSE DESCRIPTION (9 hours)	HOURS	TERM	GRADE
	Faculty Guided Electives (up to 9 hours)			
		# Credit Hours Completed:		

**VI. Dissertation**

\*\*\* Students are required to take 9 credit hours toward their dissertation at The University of Memphis.

PREFIX	COURSE DESCRIPTION (9 hours)	HOURS	TERM	GRADE
HADM 9000	Doctoral Dissertation	1-9		
		# Credit Hours Completed:		

**VII. Prerequisites**

\*\*\* Students are required to fulfill the following pre-requisite courses or document their equivalent. Credit hours will not count toward 54 hours required for graduation.

PREFIX	COURSE DESCRIPTION (9 hours)	HOURS	TERM	GRADE
PUBH 7/8150	Biostatistical Methods I	3		
PUBH 7/8170	Epidemiology in Public Health I	3		
HADM 7/8105	Health Policy and the Organization of Health Services	3		
		# Credit Hours Completed:		

**Graduation Requirements:**

1. Maintain a grade point average of 3.0 or higher in all required courses.
2. Complete a minimum of 45 semester hours of graduate course work beyond the master's degree plus 9 hours of PUBH 9000, for a minimum of 54 hours.
3. Take and Pass both oral and written comprehensive examinations once at least 36 credit hours of coursework in the program, including all core and required courses, and be enrolled for at least 6 credit hours during the semester the Comprehensive Exam is taken.
4. Write and defend a dissertation that adheres to the format outlined by the Graduate School.



## **Appendix 1: List of Public Health and Other Elective Courses**

HADM 7140	Population Health Management
PSYC 8217	Social Psychology
PUBH 8720	Grant Writing in Health Sciences
PUBH 8131	Social and Behavioral Policy Development
PUBH 8132	Health Program Evaluation
PUBH 8135	Social Network Concepts
PUBH 8140	Epidemiology of Chronic Disease
PUBH 8335	Structural and Environmental Issues in Urban Communities
PUBH 8336	Women's Health
PUBH 8338	Critical Issues in Global Health
PUBH 8345	Health Literacy
PUBH 8400	Special Topics
PUBH 8447	Public Health Genomics
PUBH 8505	Aging, Public Health, and Health Services
PUBH 8601	Research Practicum
PUBH 8800	Guided Research in Public Health
SOCI 8851	Medical Sociology
COMP 7295	Introduction to Bioinformatics
ECON 8711	Applications of Health Care Economics
ECON 8810	Econometrics I

## Health Systems and Policy Doctoral Student File

### Check List

Student Name\_\_\_\_\_ Advisor Name\_\_\_\_\_

Full Time \_\_\_\_ Part Time\_\_\_\_\_ Year of program entry\_\_\_\_\_

Current status in program (ex. Year 1, 2<sup>nd</sup> Semester) \_\_\_\_\_

Total hours completed \_\_\_\_\_ Expected Graduation (Semester/Year) \_\_\_\_\_

- ☐ Cover Sheet
- ☐ Academic Vita
- ☐ Annual Evaluation Sheet
- ☐ Graduation Analysis
- ☐ FERPA Certification
- ☐ CITI Training
- ☐ Contract for 8800 course
- ☐ Waiver forms for course substitution
- ☐ Comprehensive exam
- ☐ Dissertation
- ☐ Misc. documents- awards, accomplishments
- ☐ Probation
- ☐ Important correspondence

**Ph.D. Research Idea**  
**Doctoral Program in Health Systems and Policy**

<Title of Your Ph.D. Research Idea>

<Complete Name of Student>  
<Email address of Student>

Advisor(s):  
<Name of Advisor>  
<Name of Advisor>  
<Name of Advisor>

<Date of Submission>

Division of Health Systems Management and Policy  
School of Public Health

## The University of Memphis

### **Abstract**

The abstract is a brief summary of your Ph.D. Research Idea, and should be no longer than 200 words.

### **Keywords**

This section is an alphabetically ordered list of the more appropriate words or expressions that you would introduce in a search engine to find a research idea identical to yours. The successive keywords are separated by comas.

#### **I. Introduction**

- What is known?
- What is unknown?

#### **II. Research Objectives, Conceptual Framework, and Approach**

#### **III. Current Work and Preliminary Results**

#### **IV. Work Plan and Implications**

#### **V. Conclusions**

### **References**