To Our Graduate Students:

Aloha and welcome to all new and continuing graduate students in Public Health. I hope that the academic work that you are undertaking proves to be a rewarding experience.

The program has many resources to draw upon to help you in your studies. They include our faculty, your fellow students, the staff, and our alumni. Faculty involvement in community research and service, national initiatives and health issues in the Asia-Pacific region will provide you with an exposure to a wide range of educational opportunities. Our alumni (currently 3,840 worldwide) serve in many influential positions locally, nationally and internationally. As part of the Public Health ‘ohana, you will benefit from being a part of that rich network of health professionals.

As a student beginning (or continuing) your academic journey, it is important for you to be mindful of the values that guide the program and the profession. These values reflect a commitment to a health care framework broader than medical care, to population health as well as individual health, and to prevention and health promotion in preference to treatment and cure. The public health professionals’ International Declaration of Health Rights on the following page serves as a foundation for our curriculum.

A list of faculty with their contact information is just one of the items you will find in this Student Handbook that will help you on your academic journey. The handbook is designed to offer information to supplement the UH catalog. It serves as a reference document for services, policies, and procedures for all of us in the Office of Public Health Studies. Please feel free to consult me or the staff of the Office of Public Health Student Academic Services if you need assistance with your program beyond that offered by your advisor.

Kathryn L. Braun  
Director, Office of Public Health Studies
The International Declaration of Health Rights*

We, as people concerned about health improvement in the world, do hereby commit ourselves to advocacy and action to promote the health rights of all human beings. The enjoyment of the highest attainable standard of health is one of the fundamental rights of every human being. It is not a privilege reserved for those with power, money or social standing.

- Health is more than the absence of disease, but includes prevention of illness, development of individual potential, a positive sense of physical, mental and social well being.

- Health care should be based on dialogue and collaboration among citizens, professionals, communities and policy makers. Health services should be affordable, accessible, effective, efficient, and convenient.

- Health begins with health development of the child and a positive family environment. Health must be sustained by the active role of men and women in health and development. The role of women, and their welfare, must be recognized and addressed.

- Health care for the elderly should preserve dignity, respect and concern for quality of life and not merely extend life.

- Health requires a sustainable environment with balanced human population growth and preservation of cultural diversity.

- Health depends on the availability to all people of basic essentials: food, safe water, housing, education, productive employment, protection from pollution and prevention of social alienation.

- Health depends on protection from exploitation without distinction of race, religion, political belief, economic or social condition.

- Health Requires Peaceful and Equitable Development and Collaboration of All Peoples.

*Created by the faculty, students, and alumni of the Johns Hopkins Bloomberg School of Public Health
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STUDENT HANDBOOK OVERVIEW
The Student Handbook for the Department of Public Health Sciences provides information about program objectives, degree requirements and departmental procedures for the Master of Public Health (MPH), Master of Science (MS), Doctor of Public Health (DrPH), and Doctor of Philosophy (PhD) in Epidemiology. Students are subject to the requirements and policies outlined in the handbook based on their year of matriculation. If a currently enrolled student elects to fulfill revised degree program requirements, the student must obtain approval from the graduate chair who, in turn, will need to notify the Office of Graduate Education via memo.

This handbook was prepared to provide information and does not constitute a contract. The department reserves the right to change or delete, supplement, or otherwise amend at any time and without prior notice the information, requirements, and policies contained in this handbook.

This publication is also available on the department website at http://manoa.hawaii.edu/publichealth/.

The Office of Public Health Student Academic Services (OPHSAS) is happy to provide additional information and assistance on student- and university-related matters.

STUDENT'S RESPONSIBILITY FOR COMPLETING DEGREE REQUIREMENTS
It is the responsibility of students to know and observe all regulations and procedures relating to the program they are pursuing, as well as those of the University and Office of Graduate Education. In no case will a regulation be waived or an exception granted because students plead ignorance of, or contend that they were not informed of, the regulations or procedures. Questions on regulations and their interpretation pertaining to studies at the graduate level should be addressed to the dean of the Office of Graduate Education.

DEGREES OFFERED
The Department of Public Health Sciences offers the Bachelor of Arts (BA), Master of Public Health (MPH), Master of Science (MS), Doctor of Public Health (DrPH), and the Doctor of Philosophy (PhD) in Epidemiology.

Information for the BA degree with a major in public health may be found on the departments website at http://manoa.hawaii.edu/publichealth/ and in the University of Hawai’i at Mānoa Catalog at http://www.catalog.hawaii.edu/.
VISION, MISSION, VALUES, GOALS AND OBJECTIVES

Program Vision Statement
Pono living, locally and globally.

Program Mission Statement
The mission of the Department of Public Health Sciences is to advance the health of the peoples of Hawai‘i, the nation, and the Asia-Pacific region through knowledge, discovery, innovation, engagement, inclusion, and leadership.

Program Value Statement
We value:
• Academic rigor and excellence
• Respect
• Equity
• Diversity
• Collaboration
• Ho’olohe (listening and responding to the needs of the community)

Education Goals and Objectives
1. To recruit and retain a diverse and qualified student body.
   • The average GPA for admitted students will meet the program's requirement.
   • Admission standards for the MPH program will be maintained.
   • At least half of admitted students will have previous health experience.
   • We are committed to recruit and admit students from Hawai‘i.
   • We are committed to recruit and admit students from our priority populations.
   • Students will maintain favorable academic standing.
   • Students will complete their degrees within 2 years.

2. To offer required and electives courses and practicum experiences that facilitate student mastery of public health competencies and address the core values of the department.
   • Faculty will carry a full teaching load, unless offset by other academic activities.
   • Faculty will solicit student feedback on courses through the use of the University’s electronic Course and Faculty Evaluation system (eCAFE).
   • Fieldwork preceptors will complete the student evaluation form.
   • Exiting students will rate the program as excellent or good.
   • Exiting students will rate the expertise of the faculty (depth of knowledge, current knowledge) as excellent or good.
   • Exiting students will rate access to faculty as excellent or good.
   • Exiting students will rate student involvement in governance as excellent or good.

3. To assure graduates master the core competencies of their degree.
   • Every three years, all core and specialization competencies will be reviewed and amended as necessary.
   • Alumni will agree or strongly agree that their degree coursework facilitated mastery of public health competencies.

4. To offer a broad variety of public health practicum opportunities focused on Hawai‘i, the Pacific, Asia and Indigenous peoples.
   • The program will have active Memorandums of Agreement (MOAs) with practicum sites located in Hawai‘i, the Pacific, Asia, or with Indigenous communities.

Research Goals and Objectives
1. To discover and create new knowledge, evaluate health services needs and apply research with an emphasis on Hawaii, the Pacific, Asia, and Indigenous peoples.
   • Program faculty will secure research dollars in extramural funding.
   • Tenure track faculty will serve as either Principal Investigator (PI), Co-PI, or Co-Investigator on an extramurally funded research project.

2. To disseminate research findings through publications and participation in local, national and professional societies.
   • Program faculty will publish a mean of three peer-reviewed papers per year per FTE.
   • Full-time instructional faculty will present at a national or international meeting at least once per year.
   • Full-time faculty will present to a local public health audience one or more times per year.
3. To involve students as active participants in research and evaluation projects.
   • Students will participate in research as evidenced by a GA position, abstract or publication.
   • At least one student per year will be supported by the Elmer J. Anderson travel award.

**Service Goals and Objectives**

1. To be an active partner in providing continuing education to the public health workforce in Hawai‘i.
   • Every three years, the program will conduct a community needs assessment to assess local training and service needs.
   • The program will provide or partner in the provision of at least three trainings annually to the local public health community.

2. To provide consultative and direct services to community, state, federal and international organizations in support of the program’s mission.
   • Faculty will provide professional service for one or more national or international society or organization annually.
   • Faculty will provide service to a local public health society or agency annually.

**Program-wide Goals and Objectives**

2. To ensure academic excellence by systematically evaluating the program and incorporating findings in program development.
   • A Report on Evaluation Indicators (REI) will be collected annually and reported on at a monthly faculty meeting.
   • The program faculty will review any indicator not meeting the target for two or more years and create an action plan for improvement.

3. To improve the abilities of faculty, staff and students to work with diverse populations.
   • The program will offer at least one training session annually on working with diverse populations.
   • Half of program faculty will be from an ethnic minority.
   • Half of program faculty will be female.
   • Half of program faculty in leadership positions will be female.
   • Half of program staff will be from an ethnic minority.

**Diversity Plan Goals**

1. Cultivate and sustain a diverse and multicultural student body that is reflective of Hawai‘i’s communities by recruiting, retaining, and graduating ethnic minority students that are under-represented in higher education.

2. Encourage and monitor the recruitment of women and minority faculty at all levels, including leadership positions, consistent with the available pool.

3. Provide a supportive and nurturing learning environment to prepare students to collaborate with diverse communities in Hawaii, the nation, and the Asia-Pacific region in culturally sensitive manner.

4. Cultivate a supportive environment for diversity including the scholarly dialogue on diversity.
MASTER'S DEGREE REQUIREMENTS

Degree Plans
The Department offers the Master of Public Health (MPH) and the Master of Science (MS) degrees. In general, the MPH is regarded as oriented toward professional practice and the MS toward research. Students complete either the MPH non-thesis degree program or the MS thesis degree program.

Interim Faculty Advisor
The interim faculty advisor (IFA) is a faculty member assigned to advise the newly admitted student. The new student meets with the IFA prior to registering for his/her first semester to discuss course options and select appropriate courses. The student is not obligated to retain the IFA as chair.

Permanent Faculty Advisor/Committee Chair
Before completing 12 credits of course work, each new master's student is responsible for selecting an individual to serve as his/her program or thesis committee chair. See the sections on thesis and program committees for additional information.

Advisory Committee
Each student selects an advisory committee for guidance through the degree program. The faculty advisory committee for MPH students is referred to as the “program committee” and for MS students as the “thesis committee.” Additional information is provided in the sections describing the MPH and MS degree programs.

Required Core Courses
The required core courses provide a broad and common framework for all master's degree students and enhance the work within the specialization area. Required core courses for the MS (epidemiology specialization) differ from those for the MPH degree and the MS (social and behavioral health sciences specialization). The sequence in which these core courses are taken will vary with the student's background and experience. The precise degree requirements for each student will be determined in consultation with his/her advisor and program or thesis committee members.

Continuing Enrollment
After admission, all students must be enrolled each semester (excluding summer sessions) until they graduate. Domestic students need to enroll in at least one credit of course work, thesis, or research credit. International students need to enroll as full-time students each semester, in order to maintain their visa status. If he or she is unable to be enrolled, a student who is currently enrolled, in good academic standing, and has completed a semester of course work relevant to the degree may apply for an approved leave of absence (see page 36) from the degree program. Students who fail to maintain continuous enrollment (excluding summer sessions) are considered withdrawn from the university and will be required to apply for readmission in accordance with the established regulations if they wish to resume their studies.

Academic Progress
All degree-seeking graduate students are expected to follow a course of study appropriate to their degree program while meeting grade requirements and academic regulations. MS students at the thesis stage should regularly submit progress reports or chapter drafts to their committee.

Academic Standing
To remain in good academic standing and to meet the requirements for awarding of a graduate degree, a student must demonstrate acceptable performance in course work after being admitted to a graduate degree. This requires a 3.00 cumulative GPA for upper-division and graduate-level courses (numbered 300-400 and 600-700) completed at UHM. In addition, good academic standing requires satisfactory progress in the graduate program. The student's advisor, graduate program chair, or Dean of Graduate Education may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing. The student's department and program/thesis committee are responsible for evaluating the student’s performance with respect to programmatic, departmental and/or professional standards. Failure to meet these standards may result in termination of enrollment.
Residency Program Requirement
Residence is defined as a classified graduate student who is enrolled at UHM. Transfer credits may not be used to reduce the university's residence requirements. The minimum residence requirement for the master's degree is two semesters of full-time work or four six-week summer sessions or the equivalent in credits. This work is to be completed on the Mānoa campus after admission to the degree program. Also, the residency requirement must be satisfied for each degree or certificate program that is being pursued at UHM.

Seminar Requirement
All master's degree candidates must satisfactorily complete a graduate seminar. A seminar course places emphasis on reading and discussion with interaction among class members required. If a student has no course entitled “seminar” on his/her record but has indeed taken a course conducted as a seminar, the student’s program/thesis committee may petition the Office of Graduate Education to accept that course to fulfill the seminar requirement.

Directed Reading/Research (699)
Directed reading/research courses allow students to complete individualized projects and instruction. PH 699 credits may be taken under any regular public health faculty member. MPH students may count no more than 9 credits of 699 toward their degrees, and MS students may count no more than 6 credits. Student must complete Form 12: PH 699 Content Form outlining the course objectives, bibliography, and achievements for each PH 699. Form 12: PH 699 Content Form is available in PDF format at http://manoa.hawaii.edu/publichealth/students/graduate-student-forms. PH 699 may be taken for Cr/NC rather than for a letter grade due to the nature of the course content.

Student Research Human Subjects Research
Research involving human subjects raises ethical and legal issues of sufficiently serious and widespread concern that the University established the Human Studies Program. Both funded and unfunded human subjects research performed by UH faculty, staff or students and/or using UH facilities or other resources (including data) are subject to approval and oversight by the Human Studies Program. This department oversees the federally mandated Institutional Review Board (IRB), the committee that reviews, approves, and provides ongoing oversight to research projects involving human subjects. Federal guidelines allow for some research to be exempt from IRB approval. However, only the Human Studies Program may grant such exemptions. For more information, visit the Human Studies Program website at https://manoa.hawaii.edu/researchcompliance/human-studies or contact them by phone at 956-5007.

Time Allowed for Completion of Degree
Candidates for the master's degree must complete all requirements within seven years. Detailed information is available at http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree.
MPH Core Competencies

CPH1. Apply the basic terminology and definitions of epidemiology. [EPI]

CPH2. Apply epidemiological methods to the identification and control of health problems. [EPI]

CPH3. Identify key sources of data for epidemiologic purposes. [EPI]

CPH4. Calculate basic epidemiological measures. [EPI]

CPH5. Explain the importance of epidemiology for informing scientific ethical, economic and political discussion of health issues. [EPI]

CPH6. Apply basic statistical methods for inference. [BIOSTATS]

CPH7. Apply descriptive techniques commonly used to summarize public health data. [BIOSTATS]

CPH8. Interpret results of statistical analyses found in public health studies. [BIOSTATS]

CPH9. Describe how environmental factors (biological, physical, and chemical) affect the health of a community. [ENVIRON]

CPH10. Identify the components and issues of the organization, financing, and delivery of health services and PH systems in the U.S. [HPM]

CPH11. Discuss the policy process for improving the health status of populations. [HPM]

CPH12. Identify and critique basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice. [SBHS]

CPH13. Interpret the cause of social and behavioral factors that affect health of individuals and populations. [SBHS]

CPH14. Describe the roles of history, power, privilege and structural inequality in producing health disparities. [DIVERSITY/CULTURE]

CPH15. Demonstrate ability to interact respectfully and effectively in diverse groups. [DIVERSITY/CULTURE]

CPH16. Recognize system-level properties that result from dynamic interactions among human and social systems and how they affect the relationships among individuals, groups, organizations, communities, and environments. [SYSTEMS THINKING]

CPH17. Communicate in writing and orally, in person, and through electronic means, with linguistic and cultural proficiency. [COMMUNICATION/INFORMATICS]

CPH18. Apply public health ethical standards of practice into all interactions with individuals, organizations, and communities. [ETHICS/PROFESSIONALISM]

CPH19. Demonstrate professionalism in public health research and practice based on principles of professional conduct and ethical practices of public health. [ETHICS/PROFESSIONALISM]
**EPH Specialization Competencies**

**Epidemiology Specialization Competencies**

EP1. Identify public health practices for disease control including surveillance, screening and outbreak investigation, including the use of biomarkers and molecular biology.

EP2. Demonstrate proficiency in computer-based data collection, management, and analysis using major statistical software and fundamental strategies for biostatistical analysis.


**Health Policy and Management Specialization Competencies**

HPM1. Apply the principles of program planning, development, budgeting, management, and evaluation in organizational and community initiatives.

HPM2. Apply principles of strategic planning to public health.

HPM3. Apply quality and performance improvement concepts to improving health.

HPM4. Demonstrate leadership skills for building partnerships.

HPM5. Analyze and translate the impact of current and proposed policy on public health.

**Native Hawaiian and Indigenous Health Specialization Competencies**

NHIH1. Describe Indigenous people's health in a historical context, including an analysis of the impact of colonial processes on health outcomes.

NHIH2. Analyze key comparative health indicators and social determinants of health for Indigenous peoples.

NHIH3. Critically evaluate Indigenous public health policy and programs.

NHIH4. Apply the principles of economic evaluation to indigenous programs with a particular focus on the allocation of resources relative to need.

NHIH5. Demonstrate a reflexive public health practice for Indigenous peoples’ health contexts.

NHIH6. Demonstrate a disease prevention strategy that values and incorporates Indigenous peoples’ traditional knowledge.

**Social and Behavioral Health Sciences Specialization Competencies**

SBHS1. Apply evidence-based approaches in the development of social and behavioral science interventions.

SBHS2. Assess individual, organizational, and community concerns, assets, resources and limitations for social and behavioral science interventions.

SBHS3. Apply multiple levels of intervention for social and behavioral science programs and/ or policies.

SBHS4. Select key stakeholders that will assist and support in the planning, implementation, and evaluation of programs, policies, and interventions.
MPH (NON-THESIS) DEGREE PROGRAM

Credit Hour Requirements
The required number of credits for graduation is 42. A minimum of 18 credits must be earned in courses numbered 600-798, including at least one graduate seminar in the major or a related field. No more than 9 credits of PH 699 (directed reading/research) may be applied to meet degree requirements. The table on pages 10-13 illustrates the courses required for students pursuing the MPH degree.

Candidates must be registered during the semester in which they intend to graduate (see “Enrollment During the Semester of Graduation” on page 41). Candidates who have completed all course work enroll for PH 500, which is offered as a 1 credit course with a mandatory grade of S/NG but does not carry credit toward meeting degree requirements.

Change in Specialization Area
On occasion, a student’s educational objectives may change during the degree program. Students should make changes in specialization area only after careful consideration. The new specialization must agree to accept the student before a change may be completed. Procedures to change specialization areas are as follows:

1. Student obtains Form 13—Request for Change in Specialization from http://manoa.hawaii.edu/publichealth/students/graduate-student-forms and has the current faculty advisor and head of the new specialization complete and sign the form to indicate approval. The student returns the form to OPHSAS.

2. OPHSAS will send the form to the graduate chair for approval.

3. OPHSAS will notify the student via email.

Program Committee: Membership and Responsibilities
The MPH student selects a faculty committee made up of a chair from his/her specialization area and at least one additional member. The student should form his/her committee by the end of the first semester (or before completing 12 credits). Adjunct, affiliate, or non-graduate faculty may serve on the committee; clinical faculty may serve as an additional member.

The program committee is responsible for guiding the student through the academic program and supervising his/her progress toward the degree. Committee responsibilities include the following:

1. Meet with the entering full-time student before the end of the first semester of enrollment, and the part-time student before he or she has earned 12 credits, to determine the specific requirements the student must meet prior to graduation. Form 14 is completed at this meeting. This is the student’s “contract” for academic work and is intended to ensure that the department’s educational outcomes are met. The Form 14 can be downloaded at http://manoa.hawaii.edu/publichealth/students/graduate-student-forms and should be kept in the student’s folder.

2. Determine if the student has completed public health coursework prior to entering the program. If the course work can be counted towards his or her MPH degree, complete and submit the “Petition to Transfer Credits” which can be downloaded at http://manoa.hawaii.edu/graduate/content/forms. If the student has taken/will take course work in place of a required course(s), complete and submit the “Petition to Substitute or Waive Courses” which can be downloaded at http://manoa.hawaii.edu/graduate/content/forms.

3. Assist the student with planning the practicum and locating an appropriate site. Approval of the practice placement and the learning objectives is indicated on the Form 15 which can be downloaded at http://manoa.hawaii.edu/publichealth/students/graduate-student-forms and should be kept in the student’s folder.
4. Discuss and develop topic(s) for the final paper with the student. Assist the student with setting deadlines for submitting an outline and drafts to his/her program committee. Note the deadline to submit MPH final exam results (see Academic Calendar on back cover) when scheduling the capstone presentation to ensure the student is able to submit a draft of the final paper to his/her program committee at least two weeks prior to the final oral exam.

5. Verify that the student has completed all course work required for graduation (Form 14). Verify that the student satisfactorily completed the required final oral presentation and paper (Form 19).

**Changes in Membership**
A change of program committee chair (advisor) and other program committee membership changes are reported to OPHSAS via email.

**Culminating Experience**
The student’s public health knowledge, attitude, and skills are evaluated based on the completion of key public health competencies. These competencies are taught and learned throughout the coursework and other activities of the MPH program. The culminating experience for MPH students consists of three capstone components: the practicum, the final paper, and the final oral examination.

**Practicum Training**
The practicum is a planned, approved, supervised and evaluated practical experience and one of the distinguishing features of the curriculum for the master of public health (MPH). The purpose of the practicum is to provide students with the opportunity to apply academic knowledge in partnership with community organizations and other agencies, to learn practical skills in a public health-related setting, and to develop problem-solving skills in a supervised practicum experience. The practicum allows the student to begin the real world experience with public health practice. The practicum is carried out as a formal course called PH 791, Advanced Public Health Practice, for 3 credits. Each MPH student must register for PH 791 during the semester they begin their practicum experience. All practicum placements must be approved in advance by the student’s program committee and practicum preceptor in order to receive credit for the practicum experiences. The completion of Form 15 is used to assure compliance with this policy. This form specifies the student’s scope of work, learning objectives, as well as the expected outcomes and/or deliverables. Form 15 is signed by the student, their program committee and the preceptor. Community experiences completed before the approval of the student’s committee members and community preceptors are just community experiences and cannot be considered a focused and supervised practicum training that involves the scholarly activity and application of course knowledge, attitudes, and skills.

Selection of the practicum placement can be streamlined with the help of the student’s faculty advisor and the Practicum Coordinator, Dr. Valerie Yontz. Meeting with the Practicum Coordinator will help the student understand the range of choices that exist for possible practicum sites. For further information on the public health practicum, students should contact Dr. Valerie Yontz (vyontz@hawaii.edu; 956-5771) and obtain a copy of the department's Practicum Handbook. The Practicum Coordinator also maintains an updated list of community requests for practicum students.

The practicum placement must be an approved site and the preceptor must be an approved preceptor with at least a master’s degree and one to two years of public health experience. The Practicum Handbook includes a checklist to guide the student through the necessary steps for the practicum experience.
Liability Insurance

The university is prohibited from providing malpractice or liability insurance for students enrolled in their practicum. However, an excellent low cost Professional Liability Insurance Program is available. The cost of the insurance for students is $15.00 and will be effective for one year. Liability insurance payment is made in OPHSAS, Biomed D-204.

The policy’s professional liability limits (which includes personal injury liability) are $2,000,000 per occurrence, with $5,000,000 for all occurrences within the policy period. The following features are included in the policy:

- Legal representation costs which result from the investigation and defense of a claim are covered in addition to the limits of liability, whether the case is won or lost.
- Reimbursement of up to $10,000 annual aggregate for lost wages and expenses incurred for the insured to appear in court to defend themselves against a covered malpractice claim.
- Medical payments up to $2,000 per person, up to $100,000 aggregate.
- First aid expenses up to $500 per incident (up to $25,000 annual aggregate) if the insured is a victim of assault at their educational premises.
- Property damage benefits up to $250 per incident, $10,000 annual aggregate, for any damage to the property of others caused by the insured.
- Reimbursement of up to $1,000 per incident, up to $10,000 annual aggregate, for covered expenses for an appearance before a school grievance committee or Academic Disciplinary Board.

To implement this policy, it will be necessary to obtain approval for all PH 791 registrations. The approval will not be given until the student has paid the policy cost of $15.00 to OPHSAS, Biomed D-204 and submitted their Form 15. Make the check or money order payable to the University of Hawai’i. **No cash payments.** This requirement makes it even more important that students are registered for their practicum when they begin, not when it is more convenient (e.g., registering in fall when the practicum actually begins in summer).

Final Paper and Oral Examination

An MPH degree candidate is required to complete a final scholarly paper and oral examination. The final oral presentation should demonstrate a summary of the final paper and the student’s understanding of his/her major area of emphasis as well as the scope and nature of the field of public health and is generally held during the student’s final semester. Pages 64-71 provide a recommended outline for the MPH final paper and oral exam.

At least eight weeks prior to the oral, the candidate should provide a plan for the presentation to his/her program committee for approval. At least two weeks prior to the date of the oral, a draft of the student’s paper should be submitted to committee members and arrangements should be made with the faculty advisor if the use of a laptop and/or projector is required for the presentation. Final oral presentations are announced in advance to allow for broad attendance. Students should check the room reservation calendar at [https://sites.google.com/site/ogsas204/](https://sites.google.com/site/ogsas204/) for room availability and email ophsas@hawaii.edu to reserve the room. Final oral presentations are announced in advance to allow for broad attendance. At least two weeks prior to the date of the oral, students must email ophsas@hawaii.edu the following information regarding their oral presentation: (1) name, (2) title, (3) date, (4) time, and (5) location of the presentation. The oral presentation must be completed prior to the deadline for examinations shown on the calendar located on the back of this handbook, if the student plans to graduate at the end of that semester. Subsequent to the presentation, the candidate shall submit to the committee the final paper supporting his/her oral presentation. In preparing the final paper, it is important that the student follows the title page format guidelines on page 63. The final paper must also be included on the student portfolio CD prepared in the PH 789 Integrative Seminar course. This should be done after successfully completing the final oral and revisions to the paper, if any, are made.
# REQUIRED COURSEWORK FOR THE MPH DEGREE PROGRAM

## Epidemiology Specialization

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<th>Courses</th>
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<td>PH 748 Chronic Disease Epidemiology</td>
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## Suggested Sample Pathway

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## Suggested Sample Pathway

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**Grand Total** 42

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<tr>
<td>PH 789 Integrative Seminar</td>
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**MS COMPETENCIES**

**MS in Epidemiology Competencies**

CPH1. Apply the basic terminology and definitions of epidemiology. [EPI]

CPH2. Apply epidemiological methods to the identification and control of health problems. [EPI]

CPH3. Identify key sources of data for epidemiologic purposes. [EPI]

CPH4. Calculate basic epidemiological measures. [EPI]

CPH5. Explain the importance of epidemiology for informing scientific ethical, economic and political discussion of health issues. [EPI]

CPH6. Apply basic statistical methods for inference. [BIOSTATS]

CPH7. Apply descriptive techniques commonly used to summarize public health data. [BIOSTATS]

CPH8. Interpret results of statistical analyses found in public health studies. [BIOSTATS]

EPI1. Identify public health practices for disease control including surveillance, screening and outbreak investigation, including the use of biomarkers and molecular biology.

EPI2. Demonstrate proficiency in computer-based data collection, management, and analysis using major statistical software and fundamental strategies for biostatistical analysis.

EPI3. Discuss how public health biology -- the biological, ecological, and molecular context of public health -- impacts public health practice.

MSE1. Apply epidemiologic-specific theoretical constructs, research design, research methodology, and analytic strategies.

MSE2. Develop a scientific hypothesis, beginning with a review of existing literature, and design an epidemiologic study to assess the hypothesis validly and efficiently.

MSE3. Analyze a complex epidemiologic data set using at least one computer-aided tool, such as SAS, SPSS, R, or Stata.

MSE4. Communicate the results of research both orally and in writing, with the written presentation meeting the current standards of publication in refereed journals.

**MS in Social and Behavioral Health Sciences Competencies**

CPH12. Identify and critique basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice. [SBHS]

CPH13. Interpret the cause of social and behavioral factors that affect health of individuals and populations. [SBHS]

SBHS1. Apply evidence-based approaches in the development of social and behavioral science interventions.

SBHS2. Assess individual, organizational, and community concerns, assets, resources and limitations for social and behavioral science interventions.

SBHS3. Apply multiple levels of intervention for social and behavioral science programs and/or policies.

SBHS4. Select key stakeholders that will assist and support in the planning, implementation, and evaluation of programs, policies, and interventions.

MSS1. Apply theoretical constructs, research design, research methodology, and analytic strategies related to social and behavioral health research.

MSS2. Develop a scientific hypothesis, based on a review of existing literature, and design a public health study to assess the hypothesis.

MSS3. Conduct data analysis to address a research hypothesis.

MSS4. Communicate the results of research both orally and in writing, with the written presentation meeting the current standards of publication in refereed journals.
MS (THESIS) DEGREE PROGRAM

Credit Hour Requirements
The MS (Thesis) program for the epidemiology specialization requires a minimum of 32 credit hours. The MS in social and behavioral health sciences requires 37-42 credits, depending on the student’s background and/or research experience in the specialization. A minimum of 6 credits of PH 700 (thesis research) is required for the MS degree program. The table on pages 18-19 illustrates the courses required for students pursuing the MS degree.

All MS students must complete at least 18 credits of course work, 12 of which must be earned in courses numbered 600-798 (excluding 699 and Thesis 700), including at least one graduate seminar in the major or a related field. With advanced approval from the graduate program and the Office of Graduate Education, MS students may count up to six credits of 699 toward their degree.

MS students must also complete between six to 12 credits of PH 700. Upon request by the student’s graduate program, the Office of Graduate Education will count PH 699 (directed reading/research) as 700 thesis work for degree check purposes. However, no more than 12 credits (combined total) in PH 699 (directed reading/research) and PH 700 (thesis research) may be counted towards the degree. MS students must register for at least one (1) credit of 700 during their final semester of their program of study.

Student Progress Forms
The Office of Graduate Education has a set of four forms used to track and monitor student progress. As the student completes each step in the graduate degree program, the appropriate form must be completed and submitted to OPHSAS, Biomed D-204, who will then process the form with the Office of Graduate Student Services. The forms should be submitted in sequence and are available for download at http://manoa.hawaii.edu/graduate/content/forms.

Form I – Pre-Candidacy Progress
• Date of the preliminary conference (initial advising) with the interim academic advisor.
• Transfer of credits (if applicable).
• Remedy of all undergraduate deficiencies (if applicable).
• Results of the general or qualifying exam (if required).
• Results of the first foreign language exam (if required).

Submit Form I to OPHSAS, Biomed D-204, immediately after results of the general qualifying exam become available. If qualifying exam is not required, submit Form I to OPHSAS following initial meeting with the faculty advisor and completion of the Form 14.

Form II – Advance to Candidacy
• Appointment of thesis committee.
• Approval of thesis topic.
• Results of second foreign language exam (if required).

Registration in PH 700 is allowed only after Form II and all necessary attachments have been received and approved by the Office of Graduate Education. Therefore, Form II must be submitted and approved by the Office of Graduate Education at least two business days before the last day to add courses during the semester of registration.

If the student intends to conduct research which involves the use of human subjects, animals, recombinant DNA, radioactive substances, scuba diving or hazardous materials, the student must attach to the Form II a letter of approval from the appropriate office (i.e., the Committee on Human Studies, Environmental, Health and Safety Office, the Institutional Animal Care and Use Committee and/or Laboratory Animal Service).

Once the Form II has been approved, requests for thesis committee membership changes must be made on the Office of Graduate Education “Petition to Revise Dissertation/Thesis Committee” form which is available in PDF format at http://manoa.hawaii.edu/graduate/content/forms.

Form III – Thesis Evaluation
• Results of the final oral exam.
• Judgment of thesis and the student’s ability to defend it.
Submit Form III immediately after results of the final exam become available or no later than three weeks prior to the thesis due date as indicated on the academic calendar.

Form IV – Thesis Submission
- Form replaces what was formerly the signature page.
- Form should be signed by the chair and a majority of the committee

Submit Form IV directly to the Office of Graduate Student Services, Spalding 354, along with the final manuscript in digital format by the due date indicated on the academic calendar. See Step 6 below for additional details. Please provide OPHSAS with a copy of your Form IV for your student folder.

Steps Towards Completing the MS Degree

1. Admission to Candidacy. The MS student meets with his/her interim faculty advisor before the end of the first semester of enrollment to determine the specific requirements the students must meet prior to graduation. It is highly recommended that the choice of topic for the student's thesis and potential committee members also be discussed at this time. Progress Form I and the Form 14 MS Program Plan are completed at this meeting. Form 14 is the student’s “contract” for academic work and is designed to ensure that the department's specified educational outcomes are met. The form can be downloaded at [http://manoa.hawaii.edu/publichealth/students/graduate-student-forms](http://manoa.hawaii.edu/publichealth/students/graduate-student-forms) and a copy should be kept in the student's folder.

2. Formation of Thesis Committee. Once admitted to candidacy, the MS student is responsible for forming a thesis committee to provide guidance and supervision for his/her thesis. The committee is comprised of at least three graduate faculty members, one of whom will serve as chair. The committee chair may be the student’s faculty advisor or another faculty member from his/her specialization area who has expertise in the student’s research topic. The student should consult the Office of Graduate Education's website for more information on thesis committee composition at [http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members](http://manoa.hawaii.edu/graduate/content/committee-composition-potential-members). The thesis committee’s responsibilities are to guide the student through the academic program, supervise the thesis, supervise his/her progress toward the degree, and file Office of Graduate Education Student Progress Forms at the appropriate times. It is the responsibility of the student to keep all members of the committee informed about the progress of both the research and the thesis and to notify the committee if any problems arise.

3. Approval of Thesis Proposal. The MS student develops his/her thesis proposal concurrently with the formation of the thesis committee. Proprietary or classified information is not an appropriate basis for thesis research because free and full dissemination of research results and a public defense of the thesis are required. Data that cannot be made public are not suitable for including in thesis research.

In consultation with his/her committee, the student will draft a thesis proposal which should include the following: (1) a brief overview of the thesis, stating the topic, the research problem or questions to be addressed, and the proposed research method; (2) a detailed chapter outline; (3) a literature review; and (4) a timetable for thesis completion, including the dates draft copies of the thesis are to be submitted. Once the student’s committee approves the thesis proposal, he or she may be advanced to candidacy by completing and submitting Progress Form II. The student may register for PH 700 Thesis Research once this form and all necessary attachments are received and approved by the Office of Graduate Education. All candidates, including those who have already accumulated the maximum number of thesis credits must be registered for at least one credit of PH 700 or GRAD 700F in the semester of graduation (see “Enrollment During the Semester of Graduation on page 41).

4. Thesis Completion. Under the guidance of his/her thesis committee, the student follows the timetable for completion of the thesis submitted with his/her proposal. As scheduled, drafts of thesis chapters should be presented to the committee chair for review and critique. Instructions for thesis preparation are available on the Office of Graduate Education's website at [http://manoa.hawaii.edu/graduate/content/style-policy](http://manoa.hawaii.edu/graduate/content/style-policy). Failure to make satisfactory progress on the thesis does not entitle the student to a tuition refund.
The committee chair will advise the student when the final draft of the thesis is complete and ready for review by all thesis committee members. **Copies of the final draft must be submitted to committee members at least two weeks prior to the date of the final oral examination.**

5. **Thesis Defense/Final Oral Examination.** Upon approval from his/her committee chair, the student may schedule the thesis final defense/final oral examination. Most students complete their final examinations during their last semester of course work. When selecting a date, the student should note that his/her committee is required to submit **Progress Form III** immediately after the final exam/thesis defense and no later than three weeks prior to the date the thesis is due at the Office of Graduate Education (see Academic Calendar).

The student is responsible for arranging a day and a time that enables committee members to attend. Once this has been decided, the student should check the room reservation calendar at [https://sites.google.com/site/ogsas204/](https://sites.google.com/site/ogsas204/) for room availability. To reserve a room for the thesis defense/final oral exam, email OPHSAS at ophsas@hawaii.edu. Include the following information in the email so an announcement can be prepared in advance to allow for broad attendance: (1) name, (2) thesis title, (3) date, (4) time, and (5) location.

The thesis defense must be at least one hour in length and is open to all faculty members, students, and the general public. It may be scheduled between 8:00 a.m. to 4:30 p.m. on any work day during both instructional and non-instructional periods. Students who fail the final examination may repeat it once, upon committee recommendation and with Office of Graduate Education approval. The student’s committee indicates their approval or disapproval of the content of the thesis and his/her ability to defend it by signing **Progress Form III**. If the majority of the student’s committee agrees the thesis is acceptable, or can be made acceptable with revisions suggested at the final oral exam, the student may prepare the final copy of the thesis.

6. **Thesis Submission and Program Completion.** The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and **Progress Form IV** are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Office of Graduate Student Services, Spalding 354. Please see the Academic Calendar located on the back cover of this handbook for the thesis submission deadline date.

Publication is optional for the thesis. For more information on publishing through ProQuest or an alternative publisher, go to the Office of Graduate Education’s thesis submission and publication webpage at [http://manoa.hawaii.edu/graduate/content/submission-publication](http://manoa.hawaii.edu/graduate/content/submission-publication).

The student meets with his/her committee chair or faculty advisor to review the Form 14 and verify all MS course requirements have been met. If needed, the advisor may petition the Office of Graduate Education to allow the student to utilize relevant work completed in PH 699 (directed reading/research) as part of the thesis research (a combined total of no more than 12 credits of PH 700 and PH 699 may be counted toward the degree). The signed, original Form 14 is filed in the student’s folder. The student is advised to also complete the Form 20 Graduate Contact Information and the online Exit Survey.
## REQUIRED COURSEWORK FOR THE MS DEGREE PROGRAM

### Epidemiology Specialization+

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<td>PH 656 Biostatistics II</td>
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#### Grand Total
- A minimum of 32 credits required

+ Undergraduate courses may be required, depending on the student’s academic and professional background. Courses below the 300-level cannot be counted toward the MS degree.

* A minimum of 3 credits is required.

** A minimum of 6 credits of PH 700 thesis work is required. No more than 12 credits (combined total) of PH 699 and PH 700 may be applied to the minimum degree requirement. Upon request by the student’s graduate program, the Office of Graduate Education will count PH 699 (directed reading/research) as 700 thesis work for degree check purposes.

^ Credit hours to be determined by advisor based on the student’s experience and professional goals.

### Suggested Sample Pathway

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<tr>
<td>PH 649 Needs Assessment or PH 765 Program Evaluation</td>
<td>3</td>
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</tr>
<tr>
<td>PH 702 Health Promotion Research</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PH 750 Health Behavior Change</td>
<td>3</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Thesis Work**

| PH 700 Thesis Research                                      | 6       | X    | X   |

**Elective Courses**

Up to 6 of the 7 credits may not be required for students with a related advanced degree.

<table>
<thead>
<tr>
<th>Credits</th>
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<tbody>
<tr>
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**Grand Total**

A minimum of 36-42 credits required

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### Suggested Sample Pathway

##### First Year

<table>
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<tr>
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<tbody>
<tr>
<td>PH 600 Public Health Foundations</td>
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<tr>
<td>PH 623 Social Science and Public Health</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PH 655 Biostatistics I</td>
<td>3</td>
<td></td>
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<tr>
<td>PH 663 Principles of Epidemiology I</td>
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##### Second Year

<table>
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<th>Course</th>
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<tbody>
<tr>
<td>PH 658 Computer Applications in Public Health</td>
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<tr>
<td>PH 660 Current Topics in Community Health</td>
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<td>PH 765 Program Evaluation</td>
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<tr>
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DOCTORAL DEGREE REQUIREMENTS

The Doctor of Public Health (DrPH) program will prepare students to lead programs and conduct independent investigations addressing public health topics relevant to culturally diverse groups, with a special focus on those in the state of Hawai‘i and the Asia-Pacific region. The DrPH program focuses on translational research and emphasizes community-based participatory research methodologies.

The Doctor of Philosophy (PhD) in Epidemiology will prepare students to teach in academic and other settings, conduct independent and collaborative epidemiologic research, and provide consultative services to academic, not-for-profit, governmental, and private organizations.

Residency Program Requirement

Residence is defined as a classified graduate student who is enrolled at UHM. The minimum residence requirement for the doctoral degree is three semesters of full-time work or the equivalent in credits. This work is to be completed on the Mānoa campus after admission to the degree program. Also, the residency requirement must be satisfied for each degree or certificate program that is being pursued at UHM.

Continuing Enrollment

After admission, all students must be enrolled each semester (excluding summer sessions) until they graduate. Domestic students need to enroll in at least one credit of course work, thesis, or research credit until they graduate. International students need to enroll as full-time students each semester, in order to maintain their visa status. If he or she is unable to enroll, a student who is in good standing (minimum GPA of 3.0) and has completed at least one semester of course work relevant to the degree as a classified student may apply for an approved leave of absence (see page 36) from the degree program. Students who are not enrolled nor on an approved leave of absence are considered withdrawn from the university and will be required to reapply for readmission in accordance with the established regulations if they wish to resume their studies. Students must be registered for PH 800 during the semester in which they expect to graduate.

Time Allowed

Doctoral students are expected to complete all requirements within seven years after admission into the doctoral program. Detailed information is available at http://manoa.hawaii.edu/graduate/content/time-allowed-completion-degree.

Academic Progress

All degree-seeking graduate students are expected to follow a course of study appropriate to their degree program while meeting grade requirements and academic regulations. Students at the dissertation stage should regularly submit progress reports or chapter drafts to their committee.

Academic Standing

To remain in good academic standing and to meet the requirements for awarding of a graduate degree, a student must demonstrate acceptable performance in course work after being admitted to a graduate degree. This requires a 3.00 cumulative GPA for upper-division and graduate-level courses (numbered 300-400 and 600-700) completed at UHM. In addition, good academic standing requires satisfactory progress in the graduate program. The student’s advisor, graduate program chair, or Dean of Graduate Education may render judgments as to whether satisfactory progress is being made toward the degree, taking into account all aspects of academic performance and promise, not necessarily coursework alone. A positive judgment is required to remain in good academic standing. The student’s department and individual advisory committee are responsible for evaluating the student’s performance with respect to programmatic, departmental and/or professional standards. Failure to meet these standards may result in termination of enrollment.


**Student Research**

**Human Subjects Research**

Research involving human subjects raises ethical and legal issues of sufficiently serious and widespread concern that the University has established the Human Studies Program. Both funded and unfunded human subjects research performed by UH faculty, staff or students and/or using UH facilities or other resources (including data) are subject to approval and oversight by the Human Studies Program. This department oversees the federally mandated Institutional Review Board (IRB), the committee which reviews, approves, and provides ongoing oversight to research projects involving human subjects. Federal guidelines allow for some research to be exempt from IRB approval. However, only the Human Studies Program may grant such exceptions. For more information, visit the Human Studies Program website at [http://www.hawaii.edu/irb](http://www.hawaii.edu/irb) or contact them by phone at 956-5007 or by email at uhirb@hawaii.edu.

**Student Progress Forms**

The Office of Graduate Education has a set of four forms used to track and monitor student progress. As the student completes each step in the graduate degree program, the appropriate form must be completed and submitted to the Office of Graduate Student Services. The forms should be submitted in sequence and are available for download at [http://manoa.hawaii.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms).

**Form I – Pre Candidacy Progress**

- Selection of or admission into a specialization within the graduate program (if applicable).
- Date of the preliminary conference (initial advising) with the interim academic advisor.
- Remedy of all undergraduate deficiencies (if applicable).
- Results of the general or qualifying exam (if applicable).
- Results of the first foreign language exam (if required).

Submit Form I immediately after results of the general qualifying exam become available.

**Form II – Advance to Candidacy**

- Appointment of dissertation committee.
- Approval of dissertation topic.
- Results of comprehensive exam.
- Results of second foreign language exam (if required).

Submit Form II before registering for Dissertation 800 or at least two business days before the last day to add courses during the semester of registration. Registration in Dissertation 800 is allowed only after this form and all necessary attachments have been received and approved by the Office of Graduate Education. Use the Petition to Revise Thesis/Doctoral committee form whenever a change must be made after Form II has been approved.

**Form III – Dissertation Evaluation**

- Results of the final oral exam.
- Judgment of dissertation.

Submit Form III immediately after results of the final exam become available or no later than three weeks prior to the thesis due date as indicated on the academic calendar.

**Form IV – Dissertation Submission**

- Form replaces what was formerly the signature page.
- Form should be signed by the chair and a majority of the committee

Submit Form IV along with the final digital copy of the manuscript by the due date indicated on the academic calendar. Do not physically attach the form to the manuscript.
DrPH COMPETENCIES

DPH1. Analyze and translate the impact of current and proposed policy on public health.
[ADVOCACY/POLICY DEVELOPMENT]

DPH2. Demonstrate effective written and oral skills for communicating with persons across the lifespan from diverse cultural, lifestyle, socioeconomic, educational, racial, ethnic and professional backgrounds.
[COMMUNICATIONS]

DPH3. Facilitate and expand collaborative relationships with a variety of entities (e.g. government, non-profits, community, and academia).
[COMMUNITY COLLABORATION]

DPH4. Utilize the integrating concepts and skills involved in culturally appropriate community engagement, empowerment, and intervention translation with diverse communities.
[COMMUNITY COLLABORATION]

DPH5. Demonstrate and apply high ethical standards to all activities, including the communication and interaction with diverse populations, the conduct of research, and the handling of information and data.
[ETHICS]

DPH6. Apply data management, analysis, interpretation, and visualization techniques in: intervention development, evaluation, and monitoring of public health problems and interventions.
[DATA]

DPH7. Engage stakeholders and manage teams, groups, and organizations to identify issues of concern and develop and/or translate public health solutions to diverse communities.
[LEADERSHIP]

DPH8. Integrate evidence and community experience to describe, anticipate, and mediate public health needs and problems.
[PLANNING/EVALUATION]

DPH9. Identify and apply appropriate theory and evidence-based approaches to inform the design and evaluation of public health interventions for diverse communities.
[PLANNING/EVALUATION]

DPH10. Apply monitoring and evaluation frameworks to assess global and domestic programs, policies, and systems.
[PLANNING/EVALUATION]

DPH11. Select appropriate research designs and methods to address public health questions of importance to diverse communities.
[RESEARCH]

DPH12. Critique research appropriateness, including the ethical aspects of research designs, subject recruitment, and data collection that involve communities.
[RESEARCH]

DPH13. Promote co-learning between researchers, public health professionals, and communities.
[RESEARCH]

DPH14. Critically analyze, use and synthesize information from multiple sources to address public health problems/issues.
[SYSTEMS THINKING]

DPH15. Analyze and evaluate the impact of local, national, and global trends and interdependencies on PH related problems and systems.
[SYSTEMS THINKING]

DPH16. Identify, develop, implement, and evaluate teaching methods that are appropriate to diverse audiences.
[TEACHING]
DrPH DEGREE PROGRAM

Credit Hour Requirement
Students who have an MPH degree accrue 30 or more credits prior to graduation. The recommended minimum number of credits for students who do not have an MPH is 30 credits plus the number of credits associated with missing prerequisites.

Annual Review
Annually, continuing students must complete a written report summarizing their progress in the DrPH program and their plans for the upcoming semesters. These reports are presented to the DrPH Program Committee by the student’s chair or interim advisor.

DrPH Portfolio
In addition to the DrPH Milestones described below, students will prepare a portfolio of scholarly products and achievements, which are direct outcomes of one or more specific classes (noted in parentheses). Completion of portfolio products is certified by the Dissertation Chair prior to the Final Exam. Each student’s portfolio will include:

1. A paper that critically reviews the scholarly literature in the student’s area of interest (PH 770 - DrPH seminar).
2. A paper that critically analyzes public health policy (PH 770 - DrPH seminar).
3. At least two pieces of written advocacy (PH 770 - DrPH seminar).
4. The syllabus and teaching evaluations from a public health class taught by the student (teaching practicum).
5. A proposal for a research project or program suitable for submission. (PH 770 - DrPH seminar).
6. Presentation of a quantitative research project to a scientific meeting or community-based event (PH 770 - DrPH seminar, research courses, research practicum).
7. Presentation of a qualitative research project to a scientific meeting or community-based event (PH 770 - DrPH seminar, research courses, research practicum).
8. At least one first-authored manuscript submitted for peer reviewed publication (PH 770 - DrPH seminar, research courses, research practicum).
9. For students required to take PH 649, 702, or 765, a report of findings from a needs assessment, research project, or program evaluation.
10. Other academic and scholarly products (DrPH coursework and practica).

Doctoral Committee
Students assemble their doctoral committee near the end of the Specialization and Practice Phase (see below). The doctoral committee must consist of at least five members of the graduate faculty. A list of eligible graduate faculty members is available at [http://manoa.hawaii.edu/graduate/content/select-committee-member.html](http://manoa.hawaii.edu/graduate/content/select-committee-member.html). The student should first seek a graduate faculty member to serve as chair of the doctoral committee. The chair of this committee must be a full member of the graduate faculty and a full or cooperating member of the public health faculty. The chair must not have any relationship with the student that could be interpreted as a conflict of interest and thus may jeopardize the integrity of the DrPH degree-granting process. Possible conflicts of interest should be disclosed by other committee members as well. The majority of committee members should be from the approved DrPH faculty, however, one member of the committee must serve as the university representative. The university representative is a full member of the graduate faculty from another field of study who is at “arm’s length” from the public health faculty. The chair of the graduate field of study, on behalf of the student, recommends the committee to the Office of Graduate Education Dean via Form II – Advance to Candidacy.

The approved doctoral committee conducts the comprehensive examination and approves the dissertation research proposal, conducts the final defense of the dissertation and approves the final copy of the dissertation.

It is the student’s responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member in public health who is willing to work with the student and chair the committee.

Changes in Membership
A request to change doctoral committee membership is made on the Office of Graduate Education “Petition to Revise Dissertation Committee” form available in PDF format at [http://manoa.hawaii.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms).
Milestones

Qualifying Phase
The purpose of the qualifying phase is to determine whether to encourage students to proceed in a doctoral program and if encouraged, to enable their advisors to assist them in planning an appropriate program and completing the dissertation. The student's interim advisor supervises the qualifying phase. In most cases, a student's interim advisor will be an instructor of one of the four required DrPH seminars.

The milestones of the qualifying phase are 1) the approval of the qualifying paper and public presentation of the approved paper and 2) the passing of the Qualifying Exam.

Successful passing of this phase is reported to the Office of Graduate Education on Doctorate Form I: Pre-Candidacy Progress.

At the end of the qualifying phase, the student selects a primary faculty advisor from public health to supervise the next phase of work. It is expected, but not required, that this faculty advisor will chair the student's doctoral committee.

Full-time students (those taking 8 credits or more) entering with an MPH are expected to complete the requirements of the qualifying phase at the end of the first year in the program. Full-time students entering without an MPH are expected to complete the requirements of the qualifying phase by the end of the second year in the program.

Specialization and Practice Phase
In this phase, the student completes courses required by the DrPH program, at least two courses specifically relevant to his/her chosen area of dissertation research, and both a teaching and a research practicum. The student is expected to complete these within three or four semesters of successful completion of the qualifying phase. The student’s primary faculty advisor supervises this phase.

Advance to Candidacy Phase
In this phase, the student must complete a dissertation proposal and must pass an oral comprehensive exam (which includes the defense of the dissertation proposal). This phase is supervised by the doctoral committee.

Dissertation Proposal
The student’s doctoral committee must approve a proposal for the dissertation, and the research must be approved by the University of Hawaiʻi Human Studies Program prior to data collection. Doctoral dissertation proposals are in the form of an overview, followed by methods for three studies that can yield manuscripts of publishable quality related to a central research theme. The overview should contain a brief review of the central theme, problem statement, conceptual framework, and relevant literature (including gaps), and how the three studies further our knowledge related to the central theme. At least two of the three studies must be empirical, and one should employ qualitative and another quantitative research methods. The third study may be non-empirical, for example a comprehensive literature review or a theoretical policy paper. Appendices may be included, as the committee deems necessary, for presentation of a student’s detailed literature search, data collection instruments, and informed consent forms.

Oral Comprehensive Examination
The student defends his/her dissertation proposal at the oral comprehensive exam during a meeting of his/her doctoral committee. The student’s doctoral committee develops examination questions in the areas of quantitative methods, qualitative methods, culture/community, policy/advocacy, and theory/application.

A majority of the committee must vote “pass” in order for the student to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may do so by submitting a written request to the Office of Graduate Education. The request must state specific reasons. Upon approval of the request, the Graduate Council will undertake the review. A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and the Office of Graduate Education.
Once the student successfully passes the oral comprehensive examination, which includes approval of the dissertation proposal, she/he seeks approval from the University’s Human Studies Program (Institutional Review Board) for his/her research.

The chair of the DrPH program reports the results of the oral comprehensive examination and the IRB approval of the student’s research to the Office of Graduate Education on Doctorate Form II – Advance to Candidacy. Results of a subsequent retaken examination should also be reported on the Form II. Candidates may not proceed to the final defense of the dissertation until the comprehensive examination has been passed.

**Approval of Dissertation Topic**
The approval of dissertation topic is indicated by the committee on Form II. Once the form is approved by the Office of Graduate Education and Committee on Human Studies approval is secured, the student may then register for PH 800 (dissertation research) during the next registration period.

Students should look to the chair of the doctoral committee for primary direction regarding research methods and presentation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation.

**All-But-Dissertation (ABD) Certificate**
Upon recommendation by the graduate chair on Form II, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate, which indicates that all requirements for the doctorate have been completed except the dissertation.

**Dissertation**
Candidates must be registered in the appropriate dissertation research course (PH 800) during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

The doctoral dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. The dissertation presents research that has been conducted by the student under the supervision of the chair of his/her doctoral committee. Proprietary or classified information is not an appropriate basis for dissertation research. Data that cannot be made public are not suitable for inclusion in dissertation research. Doctoral research involves free and full dissemination of research results and a public defense of the dissertation.

Doctoral dissertations are in the form of an overview, three manuscripts of publishable quality relate to a central research theme, and a conclusion that includes recommendations for further research. Doctoral students should refer to the Style and Policy Manual for instructions on preparing the dissertation. Instructions for dissertation preparation are available on the Office of Graduate Education’s website at http://manoa.hawaii.edu/graduate/content/style-policy. Copies of the completed dissertation must be submitted to the committee members at least four weeks prior to the date of the final oral examination.
Final Examination/Defense
A final examination in defense of the dissertation, which may also cover subjects related to the DrPH Program Competencies, is required of all candidates for the doctoral degree. The exam is oral and is conducted by the candidate’s full doctoral committee. It is never less than one hour in length.

Arrangements for the exam must be made at least one month in advance, by which time the doctoral committee should have a complete copy of the dissertation and a summary of the student’s portfolio products. Students should also distribute a copy of the abstract to the faculty of the graduate program. The abstract may be distributed via email or other electronic means as appropriate.

The defense must be announced in the Events Calendar and is open to the public. Announcements for the defense must be submitted to the Office of Graduate Student Services, Spalding 354, no later than two weeks prior to the date of the defense. Students use the final defense announcement form (http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms/FinalOralDefense.pdf) to provide the Office of Graduate Education with the title, date, time and place of the defense. This form must be signed by the committee chair and submitted no later than two weeks prior to the date of the defense.

The dissertation defense may be scheduled on any working day between 8:00 am to 4:30 pm, regardless of whether or not it is during an instructional period. The committee members and graduate chair must agree as to the time and place. Most committee members must be physically present at the dissertation defense. For committee members unable to physically attend, advance written agreement must be obtained for distance participation through video- or teleconferencing via the Petition for Remote Committee Participation Form (http://manoa.hawaii.edu/graduate/content/forms)

A majority of the committee, including the committee chair, must approve of the defense in order to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may submit a written request to the Office of Graduate Education. The request must state specific reasons. Upon approval of the request, the Graduate Council will undertake the review.

Candidates failing the final examination may repeat it only with the approval of both the graduate faculty concerned and the Office of Graduate Education. Candidates failing the final examination twice are dismissed from both the program and Office of Graduate Education. Candidates who pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term. The results of the final examination/dissertation defense and judgment of the content of the final dissertation are reported on Forms III.

Dissertations are due at the Office of Graduate Education by the deadline indicated on the Academic Calendar located on the back cover of this handbook. The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and Doctorate Form IV are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Office of Graduate Student Services, Spalding 354.

The Office of Graduate Education requires that all doctoral dissertations be published through ProQuest or an alternative publisher approved, in advance, by the Office of Graduate Education. To publish through ProQuest, students must submit:

1. a second copy of the manuscript in digital format (file size limited to 250 MB), in addition to the copy required by the Office of Graduate Education,
2. an abstract of 350 words (a longer abstract may be included in the manuscript),
3. a $25 money order or cashier’s check with no expiration date, and
4. a completed ProQuest publication agreement form (available at the Office of Graduate Education, Spalding 354).

To publish a dissertation through an alternative publisher, see http://manoa.hawaii.edu/graduate/content/submission-publication for information.

Dissertations are due at the Office of Graduate Education by the deadline indicated on the Academic Calendar located on the back cover of this handbook. The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and Doctorate Form IV are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Office of Graduate Student Services, Spalding 354.

The Office of Graduate Education requires that all doctoral dissertations be published through ProQuest or an alternative publisher approved, in advance, by the Office of Graduate Education. To publish through ProQuest, students must submit:

1. a second copy of the manuscript in digital format (file size limited to 250 MB), in addition to the copy required by the Office of Graduate Education,
2. an abstract of 350 words (a longer abstract may be included in the manuscript),
3. a $25 money order or cashier’s check with no expiration date, and
4. a completed ProQuest publication agreement form (available at the Office of Graduate Education, Spalding 354).

To publish a dissertation through an alternative publisher, see http://manoa.hawaii.edu/graduate/content/submission-publication for information.
# REQUIRED COURSEWORK FOR THE DrPH DEGREE PROGRAM

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<td>PH 602 Introduction to Health Services</td>
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<td>PH 623 Social Science and Public Health</td>
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<tr>
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<td>PH 663 Principles of Epidemiology I</td>
<td>3</td>
<td>X</td>
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<tr>
<td>PH 681 Environmental Determinants of Health</td>
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<td>PH 770B Domestic &amp; Global Health Disparities</td>
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<td>PH 770C Research Methods in Health Disparities</td>
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<td>PH 770E Tpcs in Hlth Disparities &amp; Policy</td>
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<td>Multivariate &amp; Quantitative Mthds Using SPSS Course</td>
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<td>Specialization Courses</td>
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</table>

**Grand Total**

A minimum of 30 credits is recommended

*The recommended minimum number of credits for students who do not have an MPH is 30 credits plus the number of credits associated with missing prerequisites.*
PhD COMPETENCIES

PHD1. Apply appropriate epidemiologic techniques and data sources to quantitatively assess patterns and changes in disease occurrence. [DESCRIPTIVE EPIDEMIOLOGY]

PHD2. Discuss how emerging technology in molecular biology and genomics are applied in the study of diseases and conditions. [BIOLOGY]

PHD3. Explain the central role of causation in epidemiology, including knowledge of various definitions and concepts of causation. [BASIC KNOWLEDGE/HISTORY OF DISCIPLINE]

PHD4. Apply the principles of screening and of surveillance systems, the concepts of validity and reliability of screening tests, and identify the types of surveillance systems and approaches used in disease surveillance. [BASIC KNOWLEDGE/HISTORY OF DISCIPLINE]

PHD5. Explain how global, cultural, and social contexts of health problems influence the conduct, interpretation, and dissemination of epidemiologic research and intervention studies. [BASIC KNOWLEDGE/HISTORY OF DISCIPLINE]

PHD6. Effectively (a) search, review, critically evaluate, and synthesize the scientific literature, (b) identify meaningful gaps in knowledge, and (c) formulate original and key hypotheses or research questions that may lead to new discoveries in epidemiology. [PROBLEM CONCEPTUALIZATION]

PHD7. Select and apply epidemiology study designs that are appropriate to address specific research questions or hypotheses. [STUDY DESIGN]

PHD8. Explain how consideration of causal inference, sources of bias, and of sampling, statistical, and other methods can improve the validity of epidemiologic studies. [STUDY DESIGN]

PHD9. Design research projects that address important population health or clinical questions, using appropriate epidemiologic methods under constraints confronted in practice. [STUDY DESIGN]

PHD10. Develop and constructively critique epidemiologic research proposals and papers. [STUDY DESIGN]

PHD11. Apply the principles and methods of data-collection and data–processing procedures in the design and conduct of epidemiologic research, with sound knowledge of measurement validity and reliability, data quality control, data management, documentation, and security. [DATA COLLECTION/MONITORING]

PHD12. Design, implement, and assess data collection, quality control, and data management procedures for epidemiologic studies. [DATA MANAGEMENT]

PHD13. Apply state-of-the-art statistical and other quantitative methods in the analysis of epidemiologic data from a variety of sources, including data from large national- and state-level datasets. [DATA ANALYSIS]

PHD14. Interpret epidemiologic study results, make appropriate inferences based on results, and recognize the implications of the research results. [INTERPRETATION]

PHD15. Communicate clearly and effectively in writing and orally ideas, epidemiologic concepts, methods, results, and implications to scientists, students, policy makers, and the public, including diverse audiences at professional meetings, readers of research journals, grant reviewers, and laypersons. [COMMUNICATION]

PHD16. Teach epidemiologic concepts to students at the undergraduate and graduate levels. [COMMUNICATION]

PHD17. Apply ethical principles to (a) behave with integrity and high ethical standards in teaching, research, service, and practice, and (b) protect the welfare and interests of study participants and others contacted by study personnel. [ETHICS]

PHD18. Demonstrate mastery of a substantive area of epidemiology, and in this area (a) apply relevant epidemiologic theory and methods, and (b) integrate the biological, behavioral, and social mechanisms that operate at multiple levels of causation in conducting original research related to a specific topic. [SUBSTANTIVE AREA]

PHD19. Participate effectively (a) in multidisciplinary research projects involving epidemiologists, other academic- and community-affiliated public health researchers, basic scientists, and clinicians, and (b) on investigative teams of both scientists and non-scientists (e.g., community members). [COLLABORATION]
PhD DEGREE PROGRAM

Credit Hour Requirement
The PhD program requires a minimum of 30 credits for students who have an MPH or MS degree with a concentration in epidemiology or biostatistics. Candidates without a master’s degree in epidemiology, biostatistics or related field will be required to pass with a B+ or better the 6 core prerequisite courses in epidemiology and biostatistics (18 credits total). Other candidates may be advised or required to enroll in one or more of these courses, if, in the opinion of their advisors or the faculty in charge of the program of study, these courses are essential to preparation for the examinations required of all candidates. The program includes 14 credits of required course work plus 16 credits of elective course work. Up to 9 elective credits may be taken outside of Public Health Sciences. At least a B+ (3.3 grade-point) average must be achieved in all course work to maintain graduate standing in this program.

Qualifying Examination
This examination is an 8-hour 2-part written test consisting of questions that assess the student’s knowledge of and competency in (1) key areas of epidemiology, including study design, causal inference, statistical methods, and epidemiologic data analysis and interpretation, and (2) the student’s area of specialization. This exam is taken after the student has completed all the required prerequisite courses as well as the 2 core courses in infectious diseases (PH 665) and chronic disease epidemiology (PH 748). The purpose of this examination is to determine whether to encourage students to proceed in a doctoral program and if encouraged, to enable their advisors to assist them in planning an appropriate program which will familiarize them with the requisite knowledge and techniques in their chosen fields of study. Results of the examination are generally posted within 1 to 2 weeks. Form I, Pre-Candidacy Progress is filed upon the student’s successful completion of this examination. A student who fails the qualifying examination may repeat it once. Students failing a second time are dropped from the program by the Office of Graduate Education.

Upon passing the qualifying exam, the student selects a faculty mentor to supervise the research practicum and the same or another mentor to supervise the teaching practicum. It is expected, but not required, that one of these faculty advisors will chair the student’s dissertation committee. At least one manuscript of which the student is first author will be submitted for peer-reviewed publication at the conclusion of the research practicum.

Doctoral Committee
The student selects his/her doctoral committee after he or she advances to candidacy, meets all other program requirements and passes his or her comprehensive examination (see below). The doctoral committee must consist of at least five members of the graduate faculty. A list of eligible graduate faculty members is available at [http://manoa.hawaii.edu/graduate/content/select-committee-member](http://manoa.hawaii.edu/graduate/content/select-committee-member). The student should first seek a graduate faculty member to serve as chair of the doctoral committee. The chair of this committee must be a full member of the graduate faculty and from the student’s field of study. The chair must not have any relationship with the student that could be interpreted as a conflict of interest and thus may jeopardize the integrity of the PhD degree-granting process. Other committee members should disclose possible conflicts of interest as well. The majority of committee members should be from the graduate faculty of epidemiology, however, one member of the committee must serve as the university representative. The university representative is a full member of the graduate faculty and from another field of study who is at “arm’s length” from the epidemiology faculty.

The committee, once appointed by the Graduate Dean, conducts the comprehensive examination and approves the dissertation research topic and proposal, conducts the final defense of the dissertation, and approves the final copy of the dissertation. After passing the comprehensive examination (see below), the chair of the graduate field of study, on behalf of the student, recommends the committee to the Graduate Dean via Form II – Advance to Candidacy.

It is the student’s responsibility to select an appropriate dissertation topic coinciding with the expertise and interest of a graduate faculty member in their field who is willing to work with the student and chair the committee.
Changes in Membership
Approval of any change in doctoral committee membership are made on the Office of Graduate Education “Petition to Revise Dissertation Committee” form available in PDF format at http://manoa.hawaii.edu/graduate/content/forms.

Dissertation Proposal and Oral Comprehensive Examination
The student is required to complete a dissertation proposal and pass an oral comprehensive examination focusing on the student's dissertation topic and specialization area. The dissertation proposal outlines the research to be undertaken by the student. The purpose of the examination is to ascertain the student's comprehension of knowledge fundamental to the chosen field of study. The examination is given only when, in the judgment of the faculty, the student has had sufficient preparation either through course work or individual study and research. The comprehensive examination is an oral examination and is conducted by the prospective doctoral committee. Although not required by the Office of Graduate Education, it is highly recommended that the committee's University Representative be present for the examination. This examination generally takes a few hours and results are given immediately after the exam is finished.

A majority of the committee must vote “pass” in order for the student to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may request the Office of Graduate Education. The request must state specific reasons. Upon approval of the request, the Graduate Council will undertake the review.

The chair of the graduate field of study reports the results of the examination (whether passed or failed) to the Office of Graduate Education on Student Progress Form II, Advance to Candidacy. Results of a subsequent retaken examination should also be reported on a copy of Form II.

A student who fails the comprehensive examination may repeat it once at the discretion of the graduate faculty concerned. A student who fails the second examination is dropped from both the program and the Office of Graduate Education. Students who do not successfully pass the oral comprehensive exam will not be permitted to remain in the program. Candidates may not proceed to the final defense of the dissertation until the comprehensive examination has been passed.

Approval of Dissertation Topic
The approval of dissertation topic is indicated by the committee on Form II. Once the Office of Graduate Education accepts the form, the student advances to candidacy and may then register for PH 800 (dissertation research) during the next registration period. Eligibility for PH 800 credit is contingent on doctoral students having all of their required courses completed and, if their research involves human subjects, animals or hazardous chemicals, IRB approvals as well.

Students should look to the chair of the doctoral committee for primary direction regarding research methods and presentation of results. It is the joint responsibility of the chair and the student to see that all members of the committee are kept informed of the scope, plan, and progress of both the research and dissertation.

All-But-Dissertation (ABD) Certificate
Upon recommendation by the graduate chair on Form II, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate, which indicates that all requirements for the doctorate have been completed except the dissertation.

Dissertation
Candidates must be registered in the appropriate dissertation research course (PH 800) during the entire term in which the work for the degree is completed. Failure to make satisfactory progress on the dissertation does not entitle a student to a refund of tuition.

The doctoral dissertation will be a substantial contribution to knowledge in which the student exhibits original scholarship and the ability to conduct independent research. It is highly recommended that the dissertation take the form of a series of 3 or more related papers suitable for publication as scientific journal articles. The dissertation presents research that has been conducted by the student under the supervision of the chair of his/her doctoral committee. The document may not have been published previously, and the research must be successfully defended in an oral examination. Proprietary or classified information is not an appropriate basis for dissertation research. Data that cannot be made public are not suitable for inclusion in dissertation research.
Doctoral students should refer to the Style and Policy Manual for instructions on preparing the dissertation. Instructions for dissertation preparation are available on the Office of Graduate Education's website at http://manoa.hawaii.edu/graduate/content/style-policy. Copies of the completed dissertation must be submitted to the committee members at least four weeks prior to the date of the final oral examination.

Final Examination/Defense
A final examination in defense of the dissertation, which may also cover related subjects, is required of all candidates for the doctoral degree. The exam is oral and is conducted by the candidate's full doctoral committee. It is never less than one hour in length.

Arrangements for the exam must be made at least one month in advance, by which time the doctoral committee should have a complete copy of the dissertation, and it must occur prior to the specified deadline before the end of the semester in which the degree is granted. Students should also distribute a copy of the abstract to the faculty of the graduate program. The abstract may be distributed via email or other electronic means as appropriate.

The defense must be announced in the Events Calendar and is open to the public. Students use the final defense announcement form (http://manoa.hawaii.edu/graduate/sites/manoa.hawaii.edu.graduate/files/documents/forms/FinalOralDefense.pdf) to provide the Office of Graduate Student Services with the title, date, time and place of the defense. This form must be signed by the committee chair and submitted no later than two weeks prior to the date of the defense.

The dissertation defense may be scheduled on any working day between 8:00 am to 4:30 pm, regardless of whether or not it is during an instructional period. The committee members and graduate chair must agree as to the time and place. The committee chair and the outside member must be physically present at the dissertation defense. If another committee member is unable to physically attend, the first preferred alternative should be to postpone the defense. As a second alternative, participation via video- or teleconferencing may be allowed under special circumstances. Advance written agreement of the student and all committee members must be obtained and submitted to the Office of Graduate Student Services via the Petition for Remote Committee Participation Form (http://manoa.hawaii.edu/graduate/content/forms/Petition_for_Remote_Committee_Participation_Form.pdf).

A majority of the committee, including the committee chair, must approve of the defense in order to pass. Should a member of the committee voting in the minority wish to have the majority decision reviewed, he or she may submit a written request to the Office of Graduate Education. The request must state specific reasons. Upon approval of the request, the Graduate Council will undertake the review.

Candidates failing the final examination may repeat it only with the approval of both the graduate faculty concerned and the Office of Graduate Education. Candidates failing the final examination twice are dismissed from both the program and Office of Graduate Education. Candidates who pass the examination, all other requirements having been met, are awarded the doctoral degree at the end of the appropriate term. The results of the final examination/dissertation defense and judgment of the content of the final dissertation are reported on Forms III.

Publication
Publication is required for dissertations, which are due at the Office of Graduate Student Services, Spalding 354 by the deadline indicated on the Academic Calendar located on the back cover of this handbook. The final manuscript should be submitted in digital format, typically as a PDF document saved on a CD. A printed copy of the title page and Form IV are to be submitted with the manuscript. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted in lieu to the Office of Graduate Education.

The Office of Graduate Education requires that all doctoral dissertations be published through ProQuest or an alternative publisher approved, in advance, by the Office of Graduate Education. To publish through ProQuest, students must submit:

1. a second copy of the manuscript in digital format (file size limited to 250 MB), in addition to the copy required by the Office of Graduate Education,
2. an abstract of 350 words (a longer abstract may be included in the manuscript),
3. a $25 money order or cashier's check with no expiration date, and
4. a completed ProQuest publication agreement form (available at the Office of Graduate Education, Spalding 354).

To publish a dissertation through an alternative publisher, see http://manoa.hawaii.edu/graduate/content/submission-publication for information.
# REQUIRED COURSEWORK FOR THE PhD DEGREE PROGRAM

<table>
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<tr>
<th><strong>Courses</strong></th>
<th><strong>Credits</strong></th>
<th><strong>Fall</strong></th>
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<tbody>
<tr>
<td>PH 600 Public Health Foundations</td>
<td>3</td>
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<tr>
<td>PH 655 Biostatistics I</td>
<td>3</td>
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<tr>
<td>PH 656 Biostatistics II</td>
<td>3</td>
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<tr>
<td>PH 658 Computer Applications in Public Health</td>
<td>3</td>
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<tr>
<td>PH 663 Principles of Epidemiology I</td>
<td>3</td>
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<tr>
<td>PH 664 Principles of Epidemiology II</td>
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<tr>
<td>PH 747 Statistical Methods in Epidemiological Research</td>
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<td>PH 665 Concepts in Immunology &amp; Immunopathogenesis</td>
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<td>PH 669 Epidemiological Study Design Critique</td>
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<td>PH 748 Chronic Disease Epidemiology</td>
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<td>PH 771 Teaching Practicum</td>
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<tr>
<td>PH 772 Research Practicum</td>
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<td>PH 800 Dissertation Research</td>
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<tr>
<td>PH 647 Analytic Approaches to MCH</td>
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<tr>
<td>PH 651 Introduction to Human Population</td>
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<td>PH 652 Interdisciplinary Seminar</td>
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<td>PH 666 Seminar in Infectious Disease Control</td>
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<td>PH 667 Infectious Disease Micro II</td>
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<td>PH 689 Nutritional Epidemiology</td>
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<td>PH 690 Global Health Challenges</td>
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<td>PH 691 Fundamentals of Environmental Epidemiology</td>
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<td>PH 692 Clinical Epidemiology</td>
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<td>PH 751 Social Epidemiology</td>
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<td>PH 753 Survival Analysis</td>
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<td>PH 754 Neuroepidemiology</td>
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<tr>
<td>PH 792 Current Issues and Topics in Epidemiology (E) and Biostatistics (B)**</td>
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<tr>
<td>PH 794 Exploration in Epidemiology (E) and Biostatistics (B)***</td>
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<tr>
<th><strong>Courses outside Public Health Sciences^</strong></th>
<th><strong>Credits</strong></th>
<th><strong>Fall</strong></th>
<th><strong>Spr</strong></th>
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<tbody>
<tr>
<td>A minimum of 30 credits required</td>
<td>30*</td>
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*The minimum number of credits for students who do not have an MPH or MS in Epidemiology or Biostatistics is 30 credits plus the number of credits associated with missing prerequisites.

**Course topics include systematic reviews and meta analysis and issues in clinical epidemiology, among others.

***Course topics include longitudinal data analysis, genetic epidemiology, field methods in epidemiology, and measurement error and reliability in epidemiological research, among others.

^Students may select up to 9 credits outside Public Health Sciences with the approval of the academic advisor.
GLOBAL HEALTH PROTECTION AND SECURITY CERTIFICATE

The Department of Public Health Sciences currently offers a graduate certificate in global health protection and security (GHPS). This interdisciplinary program prepares students to work with health security issues in rapidly evolving environments that present both geographical and cultural challenges. Students may opt to participate in the Global Health program in conjunction with a UHM graduate degree program, including public health, in any of the following ways: (1) earn a global health protection and security (GHPS) graduate certificate; (2) satisfy a practicum or research requirement by working on an eco-health project conducted by the program, either in Hawai‘i or at one of the program’s international partner institutions; or (3) gain professional development experience by participating in one or more of the program’s courses, summer institutes, or other training activities.

Competencies on Graduation

• Demonstrate in-depth familiarity with the major global health issues worldwide including specific knowledge of those affecting the Asia-Pacific region.
• Demonstrate an understanding of the role of globalization and global environmental changes as drivers of global health challenges.
• Demonstrate familiarity with the current models and theory that employ a social-ecological perspective and systems approach to global health challenges.
• Apply practical knowledge and skills relevant for conducting eco-health research and intervention to address one or more global health problems.
• Identify the current effects of international and key national agency institutions both worldwide and in the Asia-Pacific region.
• Demonstrate knowledge and practical skills necessary for participating in international and cross-cultural research and intervention teams.
• And other competencies developed by the Association of Schools of Public Health.

Advisor

It is the responsibility of the student to identify an appropriate faculty member. The GHPS Director appoints the faculty advisor in consultation with the student and the proposed faculty advisor.

Course Requirements

A minimum of 15 credits is required. Students complete 7-10 core credits, 5-8+ elective credits, and a capstone project.

Capstone Project and Evaluation

Students may choose to enroll in GHPS 699 Directed Reading/Research for up to 3 credits. The capstone project consists of one of the following:

• A literature review or editorial of publishable quality on a global health or population topic or
• A substantial grant proposal with the student as principal investigator or
• Other project with the prior written approval of the director of the program

The length of the paper must be 4,000 words, excluding the title page, references, figures and tables. A two-member assessment committee consisting of the faculty advisor and one other faculty member appointed by the program director will evaluate the capstone project. Students are required to work with their GHPS advisor as they develop their capstone. A student who fails the assessment may respond to feedback and repeat it once at the discretion of the GHPS Director. A student who fails the second assessment is dropped from the program.

Residence Requirement

Residence is defined as registration. Transfer credits may not be used to reduce the university’s residence requirements. For part-time students, the completion of each eight credits as a degree-seeking graduate student is equivalent to one full-time semester of residence. The minimum residence requirement for certificate students is one full-time semester.
REGISTRATION AND ENROLLMENT INFORMATION

UH Username/Internet & Email Access
A student’s UH Username is needed to gain access to the university’s online services, such as email, Internet access and registration services. Students may request a UH Username from the UH Account Management website at http://www.hawaii.edu/account. Detailed information regarding the UH Username is available at http://www.hawaii.edu/infotech/uhusernamepractices.htm.

Students have access to a university email once they sign up for a UH Username. University and departmental communication will be sent to the student’s hawaii.edu email address. All students must check their hawaii.edu email address regularly for university and departmental news and information. Failure to read your UH email account is not an acceptable excuse for not knowing important information. Internet access is available at the ITS computer labs located in Hamilton Library, 1st Floor and Sinclair Library, 1st Floor. A valid student ID is required to use the computer labs.

Registration
Registration is held one semester in advance for continuing students. For new students, it is immediately prior to their first semester. The registration system is computerized and available via the MyUH website at http://www.hawaii.edu/myuh/manoa/. Complete instructions are provided in the Registration Guide and on MyUH each semester. Students should check MyUH for their registration time and to also check for any “Holds” that may prevent their registration.

Distance Education Restrictions
International students are limited in the number of online distance education credit hours they may enroll in each semester. International students enrolling in online distance education courses must register for a minimum of five credit hours of regular classroom course work, plus three or more credit hours of online distance education course work each semester.

Continuing Enrollment
All students must be enrolled each semester (excluding summer sessions) until they graduate. Domestic students need to enroll in at least one credit of course work, thesis, or research credit. International students need to enroll as full-time students each semester, in order to maintain their visa status. If he or she is unable to enroll, a student who is in good standing (minimum GPA of 3.0) and has completed at least one semester of course work relevant to the degree as a classified student may apply for an approved leave of absence (see page 36) from the degree program. Students who fail to maintain continuous enrollment (excluding summer sessions) are considered withdrawn from the university and will be required to apply for readmission in accordance with the established regulations if they wish to resume their studies.

Backtracking
Students must register for courses in the correct sequence. Neither credits nor grade points are awarded for a lower-level prerequisite course if the course is taken after the higher-level course (for which it is a prerequisite) is completed.

Change of Name, Contact Information or Email Address
Students should communicate any changes of name, address, telephone number or email promptly to OPHSAS, Biomed D-204, and the University’s Office of the Registrar, QLC 010. Students may update their address and telephone information via the MyUH portal at https://myuh.hawaii.edu/cp/home/displaylogin or download the Student Data Change form at http://manoa.hawaii.edu/records/forms.html. It is imperative that students keep their address and phone numbers current.
English Language Institute (ELI)
The Institute evaluates English language capabilities for all new and transfer international students and provides suitable instruction for those whose English fails to meet standards determined by the university to be sufficient for pursuit of full-time studies. Students must register for the ELI placement test before they will be allowed to enroll in university courses.

Certain students may be exempt from ELI requirements, see [http://www.hawaii.edu/eli/students/clearance.html#exemption](http://www.hawaii.edu/eli/students/clearance.html#exemption) for details. Students not exempted are assigned to an ELI program. ELI courses take precedence over all other course work. They may not be postponed to a subsequent semester, nor may they be dropped or audited. Students failing to comply with ELI assignments will be denied further registration. Students with ELI assignments generally take a reduced academic load and should expect to make proportionately slower progress toward their degrees.

Course Waivers or Substitutions
Students may be waived from specific required courses as appropriate. In most instances, a more advanced course in that area will be substituted for the waived course. Course waivers or substitutions are requested by the student and his/her faculty advisor, and must be approved by the instructor of the course in question and the graduate chair before being submitted to the Office of Graduate Education. To waive or substitute a required course, the rationale for the waiver must be documented on the Petition to Substitute or Waive Courses form, which is available at [http://manoa.hawaii.edu/graduate/content/forms](http://manoa.hawaii.edu/graduate/content/forms). This form will be made a permanent part of the student's academic record.

Course Auditing
Classified graduate students may register for courses as an auditor with the consent of the instructor. Audit courses are reflected on student transcripts, included in tuition calculation and receive a grade of L. Audit courses may not be used for purposes of determining enrollment status or graduate assistantship eligibility. Those who wish to audit a course must complete their registration in-person at the Office of the Registrar, QLC 010. Courses completed under an audit mode may not be counted toward a degree.

Withdrawal from Courses
A student wishing to withdraw from a course without penalty and without showing the course withdrawal on his/her transcript must do so via MyUH by the deadline specified in the academic calendar. After this deadline, a student must complete a Drop Form, which is available at [http://manoa.hawaii.edu/records/pdf/Drop_Form.pdf](http://manoa.hawaii.edu/records/pdf/Drop_Form.pdf) obtain the appropriate signatures on the form and return the completed form to the Office of the Registrar, QLC 010 for processing. A graduate student will receive a designation of W on his/her record, signifying course withdrawal. A student may not withdraw from a course after the ninth week of instruction except under extremely extenuating circumstances beyond the student’s control. To withdraw after the ninth week, a student files an emergency petition that must be approved by the Office of Graduate Education.

If a student stops attending classes without officially withdrawing, he or she will receive a final grade at the instructor’s discretion (an instructor may not award a W). A grade of F or NC, as appropriate will be automatically assigned in any case in which an instructor has not assigned the student a grade.

Complete Withdrawal From the University
Students may completely withdraw from the university via MyUH prior to the first day of the semester. Once the semester begins, a student must obtain a complete withdrawal form from the Office of Graduate Student Services, obtain the signatures indicated on the form, and return the completed form to the UHM Cashier's Office. A complete withdrawal is considered a withdrawal from the University and the student must apply to the Office of Graduate Education for readmission to his/her graduate program. Readmission is neither automatic nor guaranteed. An eligible student may, alternatively, request a leave of absence at the time of withdrawal. If the leave is approved, the student may file a returnee form to reenroll. Newly admitted students who completely withdraw prior to the drop period are considered “no shows” and their admission status becomes invalid.
Leave of Absence
To apply for a leave of absence, students must be currently enrolled, in good academic standing, and have completed at least one semester of course work relevant to the degree objective. A leave of absence is normally granted for a period of no longer than one year. The return date must be set at the time the leave is requested. Students not returning from leave on time will be required to apply for readmission to the university in accordance with the established regulations. A student who wishes to petition for a leave of absence must file a Petition for Leave of Absence (http://manoa.hawaii.edu/graduate/content/forms) with the Office of Graduate Student Services. Students who must maintain full-time enrollment due to their status as international students, guaranteed loan recipients, East-West Center grantees, or veterans must obtain approval from their respective offices before petitioning for leave.

Students on approved leave do not pay tuition or fees. Time on approved leave is not counted against the time allowed for the completion of degree programs.

Transfer/UHM PBU Credits
Graduate Certificate: Transfer credits are not applicable toward graduate certificate requirements; however, up to six UHM PBU credits may be applied.

Master’s Degree: Regardless of the number of credits transferred, more than half of the total number of credits used to fulfill the master’s degree requirements must be earned at UHM while enrolled as a graduate student and the minimum residency requirements must be met. For non-UHM credits earned after enrolling at UHM as a graduate student, up to nine credits may be transferred, with advance approval by the graduate program and the Office of Graduate Education. Transfer of credits may not be used to fulfill practicum, seminar or thesis requirements, or more than half of the required courses numbered 600 and above. The Petition to Transfer Credits form can be downloaded at http://manoa.hawaii.edu/graduate/content/forms. New students should submit the petition during their first semester of enrollment.

Doctoral Degree: Transfer credits and UHM PBU credits are not applicable toward doctorate requirements.

Concurrent Degree Programs/Double Counting Credits
Students occasionally elect to work toward two graduate (generally master’s) degrees simultaneously. The university’s Office of Graduate Education recognizes that subject matter in one field is often applicable to that in another, and therefore allows the counting of some earned course credits toward two degrees. Students must apply to and be admitted to each field separately. A joint memo signed by the Graduate Chairs of both fields of study must be sent to the Office of Graduate Education noting their approval of the concurrent degree program. Students must satisfy the minimum requirements for each degree.

Students working on two graduate degrees concurrently may petition to double count no more than six credits provided that all the credits to be double counted are electives for both degrees, all the credits to be double counted were taken at the University of Hawai‘i, and both fields of study accept the credits common to both program. Credits for PH 791 (practicum), PH 700 (thesis research), and PH 800 (dissertation) may not be double counted toward a degree in another field, and core courses in another field may not be counted toward a public health degree.

Double counting is not allowed for two graduate certificates.

Registration for Thesis 700, Dissertation 800 or GRAD 700F
Registration for Thesis 700 or Dissertation 800 is not permitted until Form II has been submitted to and accepted by the Office of Graduate Student Services. Students may register for GRAD 700F after completing all Plan A requirements, including the required Thesis 700 credits. To register for 700F for the first time, students must submit the Petition to Enroll in GRAD 700F available at http://manoa.hawaii.edu/graduate/content/forms. Upon approval of the petition by the Office of Graduate Education, the student will receive the course reference number for the course. A student who wishes to enroll in 700F more than once should contact the Office of Graduate Student Services.
**Full-Time/Part-Time Status and Maximum/Minimum Credit Hour Loads**

Once admitted to UHM, all graduate students must be enrolled continuously (excluding summer session) until they graduate. Domestic students need to enroll in at least one credit each semester. Financial aid recipients who are not or will not be enrolled as full-time students will need to complete the Financial Aid Enrollment Form for each term and submit it to Financial Aid Services by the deadline on the form. International students must be enrolled as full-time students each semester in order to maintain their visa status. DrPH students must be enrolled in at least eight degree-related credits per semester during the Qualifying and Specialization and Practice Phases.

The minimum full-time load for graduate students is eight degree-related credits per semester. The minimum full-time load for graduate assistants is six degree-related credits per semester. Graduate students may register for a maximum of 16 credits in a semester and eight credits in each summer session. Graduate assistants may register for a maximum of nine credits per semester. Students may exceed the maximum load limits only with approval from the Office of Graduate Education. Financial aid recipients and students purchasing health insurance through the University should note the minimum credit enrollment requirements to maintain eligibility for these programs.

Doctoral students enrolled for one credit of PH 800 are considered full-time. MS students who have completed all requirements for the degree including the minimum requirements for thesis, and who are enrolled only in 700F are considered to be full-time.

**Grades**

Student achievement is designated by the following grades: A+, A, A- (excellent), B+, B, B- (above average), C+, C, C- (average), D+, D, D- (minimal passing), F (failure), CR (credit), NC (no credit), I (incomplete), and L (audit). For PH 500 and PH 700/800 (thesis dissertation), the grade of S is given upon satisfactory completion. During registration, students must indicate “letter grade” for S designated courses. Only grades of A, B, and C (including C-), may be used to fulfill requirements for advanced degrees, with the exception of PH 699 which may be taken under the Cr/NC option and counted toward the degree and PH 788 which only offers the Cr/NC option.

**Incomplete Grades**

An instructor may give a student a grade of I if she/he fails to complete a small but important part of a semester’s work before the semester grades are determined. Awarding an I is strictly at the instructor’s discretion; she/he is not required to grant a student’s request for an I. An I grade is issued if and only if the course instructor believes that the failure is due to reasons beyond the control of the student, and not due to carelessness or procrastination on the part of the student.

Students are expected to complete all courses. Students receiving an I are responsible for consulting with the instructor to determine the step necessary to remove the I. The deadline for removing an I received in the Fall semester is the following April 1; for the Spring semester or summer sessions, the deadline is the following November 1.

The instructor evaluates work completed and submits a grade change form by the deadline to clear an I grade. If a student does not remove an I by the deadline, the I grade remains on the student’s record. The Office of Graduate Education may consider, on a case by case basis, an instructor’s petition to convert the I grade to a letter grade within one full academic year following the end of the semester in which the I grade was earned. The instructor also has the option to initially issue an I grade with an alternative grade. In this case, the I grade automatically converts to the alternative grade if not converted otherwise before the deadline.

**Credit/No Credit Option**

The Credit/No Credit option is recommended for PH 699 (directed reading/research), as the course content is generally not suited to letter grading. Its other function is to encourage students to venture into subject areas outside their fields of specialization without hazarding a relatively low grade. Under this option, students may receive grades of Cr (Credit) or NC (No Credit). These do not carry grade points and are not included in the grade-point ratio.

Courses taken under the Credit/No Credit option, with the exception of PH 699 and PH 788, may not be applied toward the requirements of the master’s degree.

The Credit/No Credit option must be exercised at the time of registration. Subsequent changes from Credit/No Credit to a letter grade or vice-versa are allowed only during the change-in-registration period.
Grade Reports
Students must check their MyUH online account for final grades at the end of each semester. Grades are normally posted within two weeks following the last day of exams.

Instructors may inform students of their grades in any manner they elect as long as the students’ rights to privacy are protected. It is against the Office of Public Health Studies policy for OPHSAS to release grades.

Academic Performance
To remain eligible for further graduate work and to be awarded a graduate degree, students must have a B average or 3.0 Grade Point Ratio (GPR) for all courses taken numbered 300-498 and 600 and above. They must also have a B average for all graduate courses (numbered 600 and above), and for all courses taken as a classified graduate student. The Office of Graduate Education disregards 399 and 499 courses. The Office of Graduate Education may deny further registration to any student whose academic work falls below the required performance level, or who has not made satisfactory academic progress.

The Office of Graduate Education only considers course work completed after admission to the Office of Graduate Education when determining a student’s academic eligibility to proceed in the degree program. At graduation, grades for any unclassified course work completed at this university, which are to be counted toward the degree, will be brought into the student’s overall grade point average.

Academic Probation and Dismissal
Students on probation are not considered to be in good academic standing. A student may be placed on probation for any of the following reasons:

• Failure to maintain the required GDGPA (see the Office of Graduate Education website at http://manoa.hawaii.edu/graduate/content/required-gdgpa for detailed information - a student whose cumulative GPA falls below 3.0 after completing 8 credit of course work is placed on probation for the following semester).
• Failure to make adequate academic progress, including having too many incompletes or exceeding the time allowed for completing degree requirements.
• Failure to comply with the conduct code.

A student on academic probation who fails to attain the minimum standards at the end of the probationary semester will be dismissed. A student may be placed on academic probation only once. A student who has already been on probation will be dismissed if he or she again fails to meet the minimum required academic standards in any subsequent semester.

A student may also be dismissed for the following reasons:

• Failure to pass the general, comprehensive or final examinations required by the graduate program.
• Failure to maintain the required GPA of 3.0 after earning eight credits or more.
• Failure to make adequate academic progress, including having too many incompletes or exceeding the time allowed for completing degree requirements.
• Failure to comply with the conduct code.

Academic probations and dismissals are noted on transcripts.

Transcripts
The UHM Office of the Registrar provides official transcripts bearing the UH Mānoa seal and the signature of the university registrar. There are two methods to order an official transcript. You may order a transcript directly from the Office of the Registrar or online via the National Student Clearinghouse website.

To order a transcript through the Office of the Registrar, submit a completed Transcript Request Form available at http://manoa.hawaii.edu/records/pdf/transcript.pdf with payment to Office of the Registrar, QLC 010. Transcripts ordered through the National Student Clearinghouse (https://goo.gl/hRai8Q) will be assessed a processing fee of $2.25 in addition to the cost of the transcript. Orders sent to multiple recipients are assessed a processing fee for each recipient.

Standard requests for transcripts are mailed out or available for pick-up within five business days of receiving the request and the fee is $5.00 per copy. Rush requests for transcripts are mailed out or available for pick-up within two days of receiving the request and the fee is $15.00 per copy. Students with financial obligations will not be issued a transcript until the financial obligation has been cleared.
Financial Information

Achievement Scholarships
Office of Graduate Education Achievement Scholarships (formerly known as Graduate Division Achievement Scholarships) are funded from tuition revenues and are intended to provide financial assistance for U.S. and international students based on merit and service. The award amounts, which vary, are credited toward the student's overall tuition costs. To be eligible for this award, students must have a cumulative GPA of 3.5 or above and demonstrate a commitment to the mission, goals and objectives of the Office of Public Health Studies. The Achievement Scholarship may be awarded to new or continuing students. Awards do not cover summer session tuition. Awardees are expected to have and maintain a 3.5 or better GPA and register for at least one credit of public health degree-related course work. OPHSAS will solicit and receive students' applications each semester for tuition awards for the following semester.

Graduate Teaching and Research Assistantships
A limited number of Graduate Assistant positions may be available with specific projects. The positions are advertised as they become available. Graduate Assistants (GAs) must carry between 6 and 9 credits (or 1 credit of PH 700 or PH 800) each semester and maintain at least a 3.0 average. Assistantships cover tuition and a monthly salary, and GAs pay their own registration fees. Graduate assistantship positions are posted at http://workatuh.hawaii.edu/.

The following scholarships and fellowships are available only to classified public health graduate students. Call for applications are sent to students currently enrolled in the program via the public health student Listserv.

Joseph E. Alicata Memorial Award
Joseph E. Alicata, Ph.D., played a vital role in establishing the former School of Public Health. Renowned as a University of Hawai‘i researcher, he was also a recipient of the UH Board of Regents’ Medal of Excellence in Research. At the bequest of Dr. Alicata and his family an endowed fund was created to recognize outstanding students in public health. The Joseph E. Alicata Memorial Award provides scholarships to be used toward tuition or for select international travel connected with the practicum portion of the student’s academic program. All full-time classified public health graduate students are eligible to apply. Selection is based on academic achievement and the submission of a three page essay.

Elmer J. Anderson Professional Travel Award
This award is established as a lasting tribute to Elmer J. Anderson, former director of health education in the Hawai‘i Territorial Department of Health from 1944-1950. It assists classified public health graduate students who have a professional paper accepted for presentation at a national or international public health meeting by defraying travel costs and/or paying for meeting registration fees. Awards are made once a year, usually in the fall semester. The announcement for application is made in September.

Chin Sik and Hyun Sook Chung Memorial Award
This award is established as a lasting tribute to the Dr. Chin Sik Chung, a Professor at the School of Public Health from 1965-1995, and Hyun Sook Chung, his beloved wife of 51 years. The Chin Sik and Hyun Sook Memorial Award honors classified public health graduate students who will be traveling outside of the United States to complete practicum/training experience with scholarships to be used to cover travel expenses incurred while working “on the ground” in international public health settings. Preference is given to students who will be participating in settings with official exchange agreements with OPHS.

Abraham Kagan, MD Endowed Fellowship
This endowed fellowship was established by Marion G. Kagan in memory of her husband, cardiologist Dr. Abraham Kagan. From 1965 until his retirement in 1989, Dr. Kagan led the Honolulu Heart Program, a research project which studied thousands of men of Japanese ancestry to see how differences in lifestyle affected rates of heart disease and stroke. This fellowship is awarded to select students who have expressed an interest in working in the field of international health upon completion of their studies/training. Priority will be given to high-quality projects with the potential to improve public health as demonstrated in research publications or presentations. Award funds may be used for costs associated with attendance, stipends, or other research- or travel-related expenses.

McComas-Kobayashi Fellowship Endowment for Public Health
The McComas-Kobayashi Fellowship offers financial support to students pursuing a degree in public health at UH Mānoa. Funds may be used for costs associated with attendance or for expenses related to research and travel. Full-time, classified public health graduate students with a record of academic achievement and demonstrated financial need are eligible to apply. Preference will be given to students who intend of remain in Hawai‘i to pursue a career and to students who served as a Peace Corps volunteer.
Frances Ayako Matsuda Sano Fellowship
Supported by the Frances Ayako Matsuda Sano Endowment Fund, this fellowship was developed to provide opportunity for individuals with demonstrated commitment to the field of public health to pursue advanced study in a doctoral program in the department. The fellowship may be used to cover tuition, fees, books, supplies, living expenses, airfare and any other expenses necessary for successful completion of a doctoral program. Full-time classified public health doctoral students (DrPH or PhD in Epidemiology students) who are from the Asia Pacific Region (including Hawai‘i) and have an interest in fostering relationships with Japan are eligible to apply. The award is renewable for up to three years of funding.

Robert M. Worth Epidemiology Scholarship
Robert M. Worth, PhD, considered a pioneer in the public health field in Hawai‘i, began his career as a physician at Kalaupapa and was instrumental in having the century-long Hansen's disease quarantine lifted in 1969. Dr. Worth served on the faculty of the University of Hawai‘i’s schools of medicine and public health for 22 years. He was also Chief of the Communicable Disease Division of the Hawai‘i State Department of Health. At the bequest of Dr. Worth and his family, an endowed fund was created to offer financial assistance to full-time, classified students in a graduate degree program in epidemiology.

Koseki Award for Excellence in Community Service
Lawrence K. Koseki was a faculty member of the School of Public Health whose career in public service spanned over 36 years. During this time, he shared his expertise with many local, national and international organizations devoted to improving the health and well-being of others. Part of Dr. Koseki’s great contribution to this community was the outstanding support and wisdom he provided for many of the programs in which he participated. Each year, students are nominated to receive the Koseki Award for Excellence in Community Service based on their record of service to individuals and organizations as well as service in public policy. OPHS selects the student who best exemplifies Dr. Koseki's passion for community service to receive the award, which includes an honorarium.

Pauline Stitt Award for Outstanding Graduate Student
In recognition of over half century of service to public health, the Department’s Outstanding Public Health Graduate Student Award was established in honor of Dr. Pauline Stitt, Professor Emerita of the Maternal and Child Health specialization. The award is intended to foster a spirit of excellence similar to that which Dr. Stitt cultivated in so many people she touched in her long and distinguished career. Nominations for this award are made both by the student body and the faculty. Award criteria include scholarship and participation in the department's governance, student activities, and community service. The recipient must be a well-rounded individual as well as an excellent performer in the academic arena. An honorarium is presented to the student selected to receive this award.

Pauline Stitt Scholarship
The Pauline Stitt Scholarship is intended to foster a spirit of excellence similar to that which Dr. Stitt cultivated in so many people she touched in her long and distinguished career. The public health student organization and faculty are asked to nominate a current public health graduate student or doctoral student with a high level of academic achievement for this scholarship.

UH Financial Aid Services
This office provides information and assistance on financial programs offered by the university. The office is located in QLC Room 112, 956-7251. Students may visit their website at http://www.hawaii.edu/fas/ for additional information.

Veterans Benefits
Students who are eligible for VA benefits may receive information and assistance from the Veteran Affairs staff at the Office of the Registrar, QLC 010, phone 956-8010. Information is also available at http://manoa.hawaii.edu/records/veterans/.
GRADUATION INFORMATION

Enrollment During the Semester of Graduation
Students must be enrolled during the term in which the degree is awarded. MPH students may register for PH 500 in order to meet this requirement, MS students must be registered for at least one credit of Thesis 700 or 700F, and doctoral students must be registered for at least one credit of Dissertation 800.

Diploma Applications
An application for a diploma must be filed by the published deadline at the beginning of the semester in which the student expects to complete the degree requirements (see the Academic Calendar on the back of this handbook). The Graduate Application for Degree form may be downloaded at http://manoa.hawaii.edu/graduate/content/forms or obtained at the Office of Graduate Student Services (from the self-service rack outside Spalding 352), and fees may be paid via MyUH or at the Cashier's Office, QLC 105. All students must be registered during the semester in which they expect to graduate.

Degree Checks
A degree check will be made for all students who file diploma applications. The Office of Graduate Education will automatically delete from the graduation list the name of any student whose final grades contain either a grade of I (incomplete) or a missing grade, or whose records have any other discrepancies.

Conferring of Degrees – Degree Certification – Diplomas
Degrees are conferred and diplomas awarded three times annually, in December, May, and August. Students completing their degree requirements at any time during the year may upon written request, receive certification from the Office of Graduate Education that the degree will be conferred at the end of the appropriate semester, provided that their records are clear of all discrepancies.

Diplomas are generally ready for pick-up at the Office of the Registrar, QLC 010 approximately ten weeks after commencement exercises. Students who will be moving off O’ahu should complete a “Request to Mail Diploma” form. Additional information is available at http://manoa.hawaii.edu/records/diplomas.html. Inquiries regarding diplomas should be directed to the Office of the Registrar (956-8010), not to the Office of Graduate Education or the department.
Support Services

SUPPORT SERVICES

Public Health Student Academic Services
The Office of Public Health Student Academic Services (OPHSAS) is located in Biomed D-204. The staff assists individuals with general information, admission, registration, financial assistance, graduation, and alumni relations. OPHSAS acts as a liaison with other university offices that offer student services such as the Office of Graduate Education, Admissions and Records, Financial Aid Services, and International Student Services. The staff assists students in handling a wide variety of problems and advocate for student concerns.

Hui Ola Pono
Hui Ola Pono is the public health student organization. In Hawaiian, Hui translates to “club or organization” and Ola Pono to “health”. Every student in the public health program is a member of the Hui and is encouraged to participate actively in departmental governance, curriculum development, student orientation, as well as social activities. The Hui’s website is http://publichealthhui.weebly.com/index.html

The Hui also serves as a liaison between students, faculty, and administration. Students may bring any concerns they have to the Hui and the Hui representative will in turn take the concerns to the Student Affairs Committee and/or the full faculty meeting as needed.

Student Work Center
OPHS maintains a work center for its students. Several computers with appropriate software are available for students to use but students are expected to have access to a computer equipped with necessary software for their studies independent of any supplemental computer time OPHS can provide. Access to this space is during regular business hours. See OPHSAS for access.

Library Resources

University of Hawai‘i Libraries
The University of Hawai‘i at Mānoa Libraries (housed in Hamilton and Sinclair Libraries) provide the largest collection of information and research materials in the state. More than 3.4 million volumes, including about 44,000 currently received print and electronic journal titles, make this the 85th largest research library in the U.S. Its website provides access to local and national indexes, specialized databases, internet resources, unique, local digitized collections, and library catalogs throughout the national. Its online catalog (http://library.manoa.hawaii.edu) provides access to other local and national indexes, specialized databases (including MEDLINE), and library catalogs throughout the nation. Additional information on the UHM Libraries is available at http://library.manoa.hawaii.edu/.

Hamilton Library contains the main book, periodical, and microform collections. Separate components include the Asia Collection; Archives & Manuscripts; Hawaiian & Pacific Collections; Special Research Collections (including rare books); the Charlot Collection; Government Documents; Maps, Aerials, and GIS (MAGIS); Business, Humanities and Social Sciences; and Science and Technology (including medicine). Websites of particular interest to public health students and faculty can be found at http://guides.library.manoa.hawaii.edu/PublicHealth.

The Gregg M. Sinclair Library holds the Reserve Materials Collection, the Wong Audiovisual Center, the Wong Computer Lab, the Student Success Center, and the Music Collection.

Hours are posted at the entrances and on the web at http://library.manoa.hawaii.edu/about/hours.html Special hours may be established during holiday recesses, midterms, and final examination weeks.

Information on the circulation policies is available at http://library.manoa.hawaii.edu/about/policies/circulation.php#CIRCULATION_POLICY and information on paying library fines is available at http://library.manoa.hawaii.edu/about/policies/circulation.php#POLICY_OVERDUE. Library borrowing privileges will be blocked if fines are $10.00 or more. Users falling in this category will be denied further registration, transcript request, and graduation until the block is cleared.
Health Sciences Library
The Health Sciences Library at the University of Hawai‘i John A. Burns School of Medicine is located on the ground floor of the Medical Education Building at 651 Ilalo Street in the Kaka‘ako Waterfront area of Honolulu. The library emphasizes electronic access to clinical resources through its website at http://hslib.jabsom.hawaii.edu. Library hours are Monday through Friday, 8:00 am to 5:00 pm. This collection is particularly strong in public health as it used to be administratively part of the Public Health department. Websites of particular interest to public health students and faculty can be found at http://jabsom.hawaii.libguides.com/ph.

Cooperative purchasing of electronic resources by the UH Mānoa Libraries (Hamilton Library) and the Health Sciences Library provides a strong collection of books and journals for the use of all University of Hawai‘i at Mānoa students. All resources available through the Health Sciences Library and Hamilton Library can be accessed directly from anywhere on the Mānoa campus or via Hamilton Library's proxy server from off campus. For materials not available at either library, Interlibrary loans may be requested at no charge via Hamilton Library's website: http://jilliad.manoa.hawaii.edu/login/

Sessions on effectively searching the library databases and resources are offered at the beginning of the semester. Also, librarians are available for library research assistance. Please call 692-0810 or email hslinfo@hawaii.edu. Please identify yourself as a public health student.

Other Libraries
The East-West Center has a library collection called the Research Information Services (RIS) in Burns Hall. The RIS collection features a current and interdisciplinary coverage of selected social, cultural, political, and economic development issues in Asia and the Pacific region. General reference and circulation services are provided to East-West Center staff and participants and, on a more limited basis, to faculty, staff and students at UHM and to the general public. Contact a RIS Librarian at ris@eastwestcenter.org.

Action required by students to fully access library electronic resources
To access the library's electronic resources from home, students must use their UH Username and password (same as your hawaii.edu email address). In addition, UH ID registration with the library is required for access to restricted online resources and to borrow library books. UH students, faculty and staff may register their ID online at http://library.manoa.hawaii.edu/research/databases/IDReg.php. Allow 2-4 business days for processing (which includes verification of enrollment) or visit the Hamilton Library Circulation Desk for immediate service. If you have any questions, you may send your inquiry to the appropriate office listed on UHM Library website at http://library.manoa.hawaii.edu/questions.php or call the Health Sciences Library at 692-0810.

University Identification Cards
You will need a University of Hawai‘i picture identification card now known as the Mānoa One Card to borrow library books, purchase student tickets to campus events, play in intramural sports, etc. Once you have an ID, it must be validated each semester.

To obtain a Mānoa One Card, go to the ID Office, Campus Center 212, after tuition payment has been made and complete the Student ID application and valid photo ID. Lost ID cards can be replaced for a $25.00 fee. Additional information may be found at http://www.hawaii.edu/campuscenter/services/uhmanoaid.html.

Office of Gender Equity
The Office of Gender Equity assists students, faculty, and staff with information, counseling, and advocacy on matters relating to sexual harassment and discrimination. The Gender Equity Specialist offers direct services to victims and survivors of sexual harassment and sexual assaults. The Office of the Gender Equity Specialist offers a wide variety of services including crisis screening and assessment, case referral, safety planning and risk assessment, and training, workshops, and seminars. The office is located in QLC 210 (956-9977) and their website is http://manoa.hawaii.edu/genderequity/.
**International Student Services**
The International Student Services (ISS) office offers general assistance for the special problems which students from other countries may encounter. Foreign students may seek personal counseling for problems related to health, finances, visas, and governmental regulations. ISS offers various types of social and educational activities as well as coordinating all university activities relating to foreign nationals. ISS, located in QLC 206, also advises American students seeking opportunities for overseas service and travel or wishing to engage in international student activities at the University of Hawai‘i. ISS staff may be contacted at 956-8613 or visit their website at [http://www.hawaii.edu/issmanoa/](http://www.hawaii.edu/issmanoa/).

**University Health Services**
The University Health Services Mānoa (UHSM) is staffed by physicians, nurse clinicians, nurses, and other support staff. A wide range of medical services in primary care, women’s health, sports medicine, dermatology, physical therapy, nutritional counseling, travel clinic, mental health, pharmacy, and laboratory tests. Health education and promotion and volunteer programs are also available. Although their primary service population is the students of UHM, many services are also available to faculty and staff members, and students from other campuses. Information on service fees is available on the University Health Services website at [http://www.hawaii.edu/shs/](http://www.hawaii.edu/shs/). Clinic hours are Monday - Friday 8:00 am – 12:00 pm, 12:30 pm – 4:00 pm; closed on holidays. Overnight and weekend services are not provided. For appointments or information, call 956-8965.

UHSM is not staffed to care for serious ailments or hospitalizations. Every student is urged to purchase a supplemental health and accident insurance policy. University of Hawai‘i Students’ Health Insurance plans are available, as are commercial plans in the community. Prospective subscribers are urged to carefully evaluate all aspects of any plan under consideration.

**KOKUA Program (Disability Access Services)**
The KOKUA program offers services to students with disabilities. If you have a disability and need registration or other academic support services, you are invited to contact the KOKUA Program, QLC 013, call (V/T) 956-7511 or 956-7612, or visit their website at [http://www.hawaii.edu/kokua/](http://www.hawaii.edu/kokua/). Early contact is strongly recommended to ensure that quality services may be rendered. Creating equal access is a shared responsibility.

**Counseling and Student Development Center (CSDC)**
CSDC offers students individual and group counseling and therapy, crisis intervention, and stress management assistance at no charge. CSDC also has a Learning Assistance Center which offers programs, commercial materials and diagnostic services to help develop more effective study habits and learning skills. CSDC staff include psychologists, psychiatrists, psychometrists, and interns. Their office is located in QLC 312 (956-7927) and their website is [http://manoa.hawaii.edu/counseling/](http://manoa.hawaii.edu/counseling/).

**Graduate Student Organization (GSO)**
Each classified graduate student is a GSO member. The GSO functions through an assembly composed of representatives elected during the fall semester from each of the graduate fields of study, and a council which is elected by and from the assembly members.

The GSO provides views on policies affecting graduate students, is an advisory body to the Office of Graduate Education Dean, recommends graduate student representatives for service on campus-wide committees, and initiates and maintains extracurricular programs relevant to graduate students. The GSO office is in Hemenway 212 (956-8776) and their website is [http://gso.hawaii.edu/](http://gso.hawaii.edu/).
**Writing Center**
The Writing Center is a resource available to assist students and faculty of the University with their writing. The Center is located in Sinclair Library and their website is [http://www.english.hawaii.edu/writingcenter/](http://www.english.hawaii.edu/writingcenter/).

**Mānoa Career Center**
The Mānoa Career Center offers a wide variety of programs and services for students and recent alumni. Services include:

- Career counseling
- Resume critique
- Workshops
- Usage of Mānoa Career Center’s resource library
- Online search for full-time job opportunities
- Credential files

Mānoa Career Center Services is located in QLC 212 (956-8136) and their website is [http://manoa.hawaii.edu/careercenter/](http://manoa.hawaii.edu/careercenter/).

**Department of Public Safety**
The Department of Public Safety provides protection and security for the UHM campus and community 24 hours a day throughout the year. Services include:

-Escort Service. Campus security provides transportation or a walking escort from dusk to dawn for anyone walking alone on campus at night. Call 956-SAFE (7233) for an escort who will either transport you in a Campus Security vehicle or accompany you on foot to any University parking lot or facility.
- Emergency call boxes. There are 68 emergency call boxes located throughout the campus which connect the caller directly with the Campus Security dispatcher. The emergency call boxes are easily identified by their blue light. These emergency call boxes are activated by picking up the handset or (on newer call boxes) pressing the call button. Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate with the dispatcher.

UNIVERSITY POLICIES AND PROCEDURES

Nondiscrimination Policy

The University of Hawai‘i at Mānoa is an equal opportunity/affirmative action institution and is committed to a policy of nondiscrimination on the basis of race, sex, age, religion, color, national origin, ancestry, disability, marital status, arrest and court record, sexual orientation, and status as a covered veteran. This policy covers admission and access to, and participation, treatment, and employment in UH Mānoa’s programs, activities, and services. With regard to employment, UH Mānoa is committed to equal opportunity in all personnel actions such as recruitment, hiring, promotion, and compensation. Sexual harassment and other forms of discriminatory harassment are prohibited under UH Mānoa policy.

UH Mānoa strives to promote full realization of equal opportunity through a positive, continuing affirmative action program in compliance with federal Executive Order 11246. The program includes measuring performance against specific annual hiring goals, monitoring progress, and reporting on good faith efforts and results in annual affirmative action plan reports. As a government contractor, UH Mānoa is committed to an affirmative policy of hiring and advancing in employment qualified persons with disabilities and covered veterans. For information on equal opportunity policies or complaint procedures for the UH Mānoa campus, contact:

- **Title IX Coordinator:** Dee Uwono, Director and Title IX Coordinator, Hawai‘i Hall 124, phone (808) 956-2299, website: [http://manoa.hawaii.edu/titleix/](http://manoa.hawaii.edu/titleix/), email: [dhuwr@hawaii.edu](mailto:dhuwr@hawaii.edu)
- **Students:** Lori Ideia, Interim Vice Chancellor for Students, Deputy Title IX Coordinator for Students and ADA Coordinator, QLCSS 409, phone (808) 956-3290 (Voice/Text)
- **Students with Disabilities:** Ann Ito, Director, KOKUA Program, QLCSS 013, phone (808) 956-7511 (Voice/Text) or (808) 956-7612 (Voice/Text)
- **Employees (and Affirmative Action Plan):** Mie Watanabe, Director of EEO/AA, Deputy Title IX Coordinator for Employees and ADA Coordinator, Administrative Services Building 1, Room 102, phone (808) 956-7077, [http://www.hawaii.edu/eeo](http://www.hawaii.edu/eeo)
- **Sexual Harassment/Gender Equity Counselor:** Jennifer Rose, Gender Equity Counselor, QLCSS 210, phone (808) 956-9977
- **Civil Rights Counselor:** Jill Nunokawa, Civil Rights Counselor, QLCSS 210, phone (808) 956-4431

Student Conduct Code

As a member of the University of Hawai‘i at Mānoa community, students are expected to respect the special interests of the institution. When the interests of the University is violated by a student, the student is accountable to the institution and may face serious disciplinary action. The interests of the University are detailed in the Student Conduct Code ([http://studentaffairs.manoa.hawaii.edu/policies/](http://studentaffairs.manoa.hawaii.edu/policies/)).
Academic Grievance Procedures

Responsibilities of Students and Faculty

In the classroom, in seminars, in the laboratory, practicum or other instructional setting, and in conference, students and faculty are expected to adhere to the highest academic standards of behavior and conduct. The responsibilities of students and faculty include, but are not limited to, the following:

I. Faculty
   A. to exhibit behavior which does not interfere with the rights of other faculty and students to learn or carry out their research or creative activities;
   B. to provide students equitable and unbiased treatment in an educational climate free from harassment and discrimination based on race, color, religion, national origin, status as veteran, sex, disability, arrest and court record, age, and sexual orientation;
   C. to provide students with sufficient and timely information, in writing, on the standards they are expected to meet and the procedures used to evaluate their achievements in their academic program, including (if relevant) an explanation of degree requirements, course objectives, general grading policy, attendance policy (see II, B), and related matters;
   D. to ensure that each course offered is in fundamental accord with the latest course description provided at the beginning of the course;
   E. to permit students who act in accordance with the responsibilities indicated in Responsibilities of Students (Section II) to complete any course in which they are enrolled;
   F. to provide instruction as scheduled with class meetings beginning and ending at the stated times, and to comply with other stipulations of the UHM calendar and examination schedule;
   G. to provide students timely evaluation in a fair, objective, and consistent manner;
   H. to retain student papers, tests, projects, reports, and examinations, as well as any other records maintained for the purpose of issuing grades, through the ensuing semester unless returned to the students; Summer Session papers should be retained through the Fall semester;
   I. to allow students to question and discuss the options, written materials, and other data considered part of each course or instructional program;
   J. to maintain reasonable office hours during the semester at times which are mutually convenient to students and faculty;
   K. to adhere to the policies of the Faculty Senate and the Office of Graduate Education concerning authors, recognition of contributions to their work by students and others (refer to Policy for Responding to Allegations of Research and Scholarly Misconduct and Procedure for Responding to Allegations of Research and Scholarly Misconduct); and
   L. to refrain from any interference with these academic grievance procedures, or from any retaliatory action against a student because the student has filed a grievance.
II. Students

A. to exhibit behavior which does not interfere with the rights of other students and faculty to learn or carry out their research or creative activities;

B. to attend classes, seminars, and laboratories or follow other courses of study as required by the instructor and/or degree committee, recognizing that absences or deviation may adversely affect the final grade and/or progress in a degree (or certificate program);

C. to fulfill assignments and requirements as described by the instructor and/or degree committee, recognizing that failure to do so may adversely affect the final grade and/or progress in a degree (or certificate program);

D. to provide required written, artistic, or other required materials to the degree committee in a timely fashion, allowing the faculty sufficient time to adequately review such materials;

E. to abide by the UHM Student Conduct Code and other academic regulations in effect at UHM;

F. to follow this Academic Grievance Procedure in pursuing redress of an academic grievance, as failure to do so may result in dismissal of the grievance;

G. to recognize that the burden of proof rests upon the grievant; and

H. to refrain from frivolous grievances.

If a student has fulfilled all of his/her responsibilities as set forth in this document (Section II) and believes that a faculty member has failed to meet any of the responsibilities stated in this document (Section I), or has acted arbitrarily and/or capriciously in the exercise of these responsibilities, the student may initiate action to achieve remedy. Such action should be taken in accord with this Academic Grievance Procedures.

The procedure to resolve grievances is outlined below and must be initiated not later than the end of the semester following the one in which the cause of the grievance occurred. Since the Academic Grievance Committee (AGC) is not ordinarily convened during summer sessions, grievances deriving from spring semester or from either summer session will usually be heard during the subsequent fall semester. However, if necessary, and as request by the grievant, a hearing before an ad hoc grievance committee may be arranged by the Dean of Students.

A. Step 1 – The student shall attempt, insofar as possible, to resolve the problem with the faculty member(s) involved. In the attempt to resolve the matter with the faculty member, the student may wish to consult, in the following suggested order:

1. the Department Chairperson (or the Graduate Faculty Chairperson, if appropriate):
2. campus mediation services (as available); and/or
3. the Dean of Students.

In addition, any combination of the above may be approached to assist in an informal resolution.

B. Step 2 – Failing to resolve the problem at Step 1, the student/grievant shall prepare a formal complaint in writing indicating:

1. the statement of facts as the grievant perceives them, citing specific violations where possible;
2. the remedy sought by the grievant; and
3. the respondent’s statement or actions, if any, during or after the consultations under Step 1.
This written complaint is presented to the department chairperson (or the graduate faculty chairperson, if appropriate) of the respondent, with a copy for the respondent, and must be filed within 10 working days of the date on which the outcome reached in Step 1 is known to the grievant. For the purpose of this procedure, where the respondent is the chairperson of the department, the dean of the school or college shall assume the responsibilities of a department chairperson. If the department chairperson (or the graduate faculty chairperson, as appropriate) becomes aware that sexual harassment is a possible basis of the academic grievance and the grievant confirms this opinion, the department chairperson (or graduate faculty chairperson) will notify, in writing, the Director of the Equal Employment Opportunity/Affirmative Action Office that said academic grievance may involve sexual harassment. In such cases the department chairperson (or graduate faculty chairperson) will provide the grievant a copy of the UHM Sexual Harassment Policy and Procedure (E1.203) and the Discrimination Complaint Procedures for Employees, Students, and Applicants for Employment or Admission (A9.920). Norwithstanding this notification, the procedures for academic grievance shall continue as stated below.

The department chairperson (or graduate faculty chairperson) shall meet separately with the grievant and the respondent, or if both parties agree, jointly, to discuss the complaint. Within 10 work days of receipt of the written complaint, the department chairperson (or graduate faculty chairperson) shall complete any consultation and shall notify in writing the grievant and respondent of the department chairperson’s determination and decision in a letter sent registered mail, return receipt requested, sending a copy of the findings to the dean of the school or college, or to the Office of Graduate Education Dean, as relevant.

C. Step 3 (Appeal) – Failing to achieve a satisfactory solution at Step 2, the grievant may file and appeal in writing via the Office of the Dean of Students with the chairperson of the ACG. Such filings must be done within 10 working days after the grievant has been notified of the decision reached and any action(s) taken at Step 2. The grievant shall provide as part of the appeal complete copies of all materials associated with Steps 1 and 2 and shall notify the chairperson of the ACG of the names of other custodians of relevant material which the grievant may not possess. It is the responsibility of the chairperson of the ACG to ensure that all notifications required under section IV, B of the Academic Grievance Procedure are accomplished.

Advice or assistance on matters related to grievance procedures is available from the Office of Judicial Affairs, QLC 207 or at 956-4416.

For grievances involving course grades, refer to the UHM Academic Grievance Procedures at http://studentaffairs.manoa.hawaii.edu/policies/academic_grievance/.

Certain grievance situations are unique to graduate students, such as grievances involving:
- specific graduate program requirements and procedures, including adequate progress and professional competence,
- qualifying and comprehensive exams,
- formation and composition of the thesis or dissertation committee,
- final defense of the thesis or dissertation,
- infringement of intellectual property

For grievances in these areas, students follow the Office of Graduate Education Procedures found on: http://manoa.hawaii.edu/graduate/content/academic_grievance.
**Title IX**
Title IX is a federal law that states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

More information on Title IX may be found at [http://manoa.hawaii.edu/genderequity/titleix/](http://manoa.hawaii.edu/genderequity/titleix/).

**Title IX Reporting**

**Sexual Harassment**
**What is Sexual Harassment?**
Sexual Harassment is any unwanted verbal or physical behavior of a sexual nature, which interferes with one's academic performance or work environment. It is the use of authority to emphasize the sexuality or sexual identity of an individual in a manner, which prevents that individual’s access to the educational benefits, or opportunities of UHM. Some people think that sexual harassment isn’t a big deal, but it is a big deal. It is illegal.

Key elements to remember:
1. the offending behavior can be verbal, physical, or visual;
2. is unwanted;
3. is sexual in nature, or based on gender;
4. has either the purpose or effect of altering an individual's access to their education or employment.


**Family Educational Rights and Privacy Act**
The following items outline UH policies that conform to the Family Educational Rights and Privacy Act of 1974. Faculty and staff are responsible for maintaining student records and should be familiar with these policies. Students should also be aware of these policies so they may make appropriate requests.

**Access to Files**
Students have access to their own files in order to inspect and review their educational records. This inspection is done in the presence of a faculty/staff member. As an adjunct, a file should never be given to a student or put in delivery, but should always be hand-carried by a faculty/staff member or their designate.

**Making Copies of Documents in Student Files**
Student may request that copies of documents in their files be made for the purpose of an application for admission to another program at the University of Hawai‘i at Mānoa and for academic purposes (advising or UHM-administered scholarships and fellowships). Copies are sent directly to those offices -- not given to students. Please note these are the only cases when copies may be made; copies will not be made for any purpose outside the UHM (i.e., employment, private scholarships, etc.). In order to request copies for the allowed purposes, a student must complete a release form, available at OPHSAS.


**Directory Information**

Students are advised that certain personally identifiable information is considered by the University to be Directory Information and, in response to public inquiry, may be disclosed without prior consent of the student unless the student otherwise so informs the University not to disclose such information: (a) name of student; (b) local address and zip code maintained in the campus locator printout; (c) local telephone number maintained in the campus locator printout; (d) major field of study; (e) fact of participation in officially recognized activities and sports; (f) weight and height of members of athletic teams; (g) dates of attendance; (h) most recent educational institution attended; and (i) degrees and awards received.

A student has the right to request that all of the above items not be designated Directory Information with respect to the student. Should a student wish to exercise this right, he or she must in person and in writing, not earlier than the first day of instruction nor later than fourteen calendar days from the first day of instruction for the academic term or semester, or the fourth day of a summer session, inform each Campus Registrar he or she is attending which of the above items are not to be disclosed without the prior consent of that student.

**University Smoking Policy**

As the leading educational institution in this state, the University of Hawai‘i’s policy is to provide a safe and healthy learning and working environment for students and employees.

Smoking is prohibited in the following areas: (a) all interior space owned, rented or leased by the university; (b) in building courtyards, breezeways, and terraces, on exterior stairways and access ramps, and outdoor dining patios, terraces and lanais; (c) within 20 feet of building entrances, exits, air intake ducts, vents, and windows of buildings that are not air-conditioned; (d) within 50 feet of designated pick-up and drop-off points for campus and public bus transportation; (e) within the gates of the university’s outdoor sports and performing arts stadiums and arenas, including walkways, corridors, and seating areas; and (f) any area that has been designated by the person having control of the area as a non-smoking area marked with a no smoking sign.

All university residences are 100 percent smoke-free. All advertising and sales of tobacco products on university campuses are prohibited (except for the sale or free distribution of non-university supported magazines and newspapers that incidentally contain tobacco product advertising). The sponsorship of campus events or campus organizations by the tobacco industry or tobacco promoting organizations is prohibited. Additional information on the university’s smoking policy may be found at [http://www.hawaii.edu/smokingpolicy/](http://www.hawaii.edu/smokingpolicy/).

**Parking for Disabled Persons**

The UHM Parking Office will recognize only the City and County Certificate of Disability as the official authorized identification card for mobility-impaired parking applications. Applications for the City and County Certificate of Disability are available at the Office of the Director of Transportation, 650 S. King St., 527-4245. Upon receiving the certificate and the vehicle identification placard, please submit a formal request for a UHM Special Parking Permit at Commuter Services, QLC 014.
The course offerings in this publication are subject to change without notice. Please consult MyUH for confirmed course offerings each semester. The minimum required grade for prerequisites for undergraduate-level courses is C- or better, unless otherwise specified. All courses 600-level and above require graduate standing; individuals who are not public health students require instructor consent to enroll in graduate-level courses. The minimum required grade for prerequisites for graduate-level courses is B- or better, unless otherwise specified.

**PH 201 Introduction to Public Health (3)**
Introduces public health concepts with an emphasis on principles and tools for population health, disease prevention, health professions and healthcare systems, and public health professions and systems. A-F only. DS

**PH 202 Public Health Issues in Hawai’i (3)**
Application of general public health concepts and tools with broader public health issues as they relate to the State of Hawaii. A-F only. Pre: 201.

**PH 203 Introduction to Global Health (3)**
Introduction to the basic principles of global PH. Topics include the application of these principles to global PH issues, exploration of links between health, economic and social status, health disparities and global interventions. A-F only. Pre: 201.

**PH 301 Seminar in Public Health Issues (3)**
Seminar will explore current issues and case studies in epidemiology, issues and causes of chronic and infectious diseases, how the environment interacts with health, and how social and behavioral factors affect personal health.

**PH 305 Native Hawaiian Health Determinants (3)**
Seminar to work with faculty in applying evidence-based knowledge on social determinants of health in the formation of research, policy, and program development for improving population health and reducing health disparities for Native Hawaiians. A-F only. Pre: 201 and 202. (Spring only)

**PH 325 Youth Risk and Protection – Public Health Research, Practice & Policy (3)**
Application of public health, related to youth health risk and protective factors using an eco-developmental framework. A-F only. Pre: 201 and PSY 100.

**PH 330 The United States Health Care System (3)**
Overview of the U.S. health care system. Topics will include health economics, health service expenditures, comparative health systems, health policy, and issues of cost containment, access, and quality of care. A-F only. Pre: 201.

**PH 340 Public Health and the Environment (3)**
Examines a variety of issues associated with environmental effects on disease incidence, morbidity, and mortality in relation to public health prevention strategies. Sophomore standing and above.

**PH 341 Public Health Biology and Pathophysiology (3)**
Explores the biological basis of human disease and the role public health measures play in reducing both the extent and impact of chronic and acute diseases on individuals and society. A-F only. Junior standing or higher. Pre: completion of at least one class in the natural or biological sciences (with a minimum grade of B-) DB

**PH 350 Introduction to Biostatistics (3)**
Basic biostatistics methods in public health and biomedical research. Topics covered include data collection, data analyses, and interpretation of statistical results. Sophomore standing or higher. A-F only.

**PH 410 Advanced Epidemiology (3)**
Students will gain a deeper understanding of the core concepts used in epidemiologic research and practice. Upon completion, students will have the knowledge and skills necessary to conduct an epidemiologic study. Junior standing or higher. A-F only. Pre: 201 and 310, and one of the following: ECON 321 or EDEP 429 or NREM 310 or SOCS 225 or PSY 225.

**PH 410 Advanced Epidemiology (3)**
Students will gain a deeper understanding of the core concepts used in epidemiologic research and practice. Upon completion, students will have the knowledge and skills necessary to conduct an epidemiologic study. Junior standing or higher. A-F only. Pre: 201 and 310, and one of the following: 350 or ECON 321 or EDEP 429 or NREM 310 or SOCS 225 or PSY 225. (Effective Spring 2016)
PH 410 Advanced Epidemiology (3)
Students will gain a deeper understanding of the core concepts used in epidemiologic research and practice. Upon completion, students will have the knowledge and skills necessary to conduct an epidemiologic study. Junior standing or higher. A-F only. Pre: 201 and 310, and one of the following: 350 or ECON 321 or EDEP 429 or NREM 310 or SOCS 225 or PSY 225. (Effective Spring 2016)

PH 411 Nutrition and Disease Prevention (3)
Lecture/discussion. Examines a variety of issues through lecture and discussion associated with the effects of diet on disease incidence, morbidity, and mortality in relation to public health prevention strategies. Junior standing or higher. Pre: 310.

PH 420 Social Behavioral Health I: Health Promotion for Individuals & Groups (3)
Focus on the application of social and behavioral theory in health education, and how health promotion programs are constructed for various populations with an emphasis on cultural diversity and social determinants of health. Sophomore standing or higher. A-F only. Pre: 201 and PSY 100. (Fall only)

PH 422 Social Behavioral Health II: Health Promotion in Communities (3)
Introduction to health education and health promotion programming in public health, and to social/behavioral theories used to develop health interventions that affect communities, institutions, and policies. Introduction to common program planning models. A-F only. Pre: 420

PH 430 Health Policy & Management (3)
Examines the role that health policy and management plays in population-based public health practice, including the delivery, quality and costs of health care and the structure, process and outcomes of health services delivery. Sophomore standing or higher. A-F only.

PH 445 Introduction to Environmental Microbiology (3)
Lecture/discussion. Will define the nature and biological activities of microorganisms in different environments and evaluate the effects of these microbes on human activities and health. Junior standing or higher. Pre: MICR 130 or MICR 351 or BIOL 171.

PH 480 Application of Public Health Principles in Research and Practice (3)
Introduction to a diverse range of public health projects and associated methods while working to develop an applied learning project proposal. PH majors only. Junior standing or higher. A-F only. Pre: 201 and 310.

PH 485 Public Health Applied Learning Experience (3)
Allows students to execute an independent mentor-supervised, applied learning project as implementation of skills learned in previous public health coursework. Applied project is a required component of the public health undergraduate degree program. Pre: 480.

PH 489 Public Health Undergraduate Capstone Seminar (3)
Integration of public health knowledge, skills, and practice acquired during the public health undergraduate degree. Students will also reflect on, finalize, and present their applied learning experience projects. Senior standing and higher. A-F only. Pre: 480 and 485.

PH 492 (Alpha) Current Issues and Topics in Public Health (V)
Current and emerging issues and varying topics related to public health. (B) biostatistics; (E) epidemiology; (H) health policy and management; (S) social and behavioral health sciences; (T) public health. Repeatable up to six credits with different alphas. Open to nonmajors. Sophomore standing and above. A-F only. Pre: 201.

PH 499 Directed Reading/Research (V)
Repeatable up to six credits. PH majors only. Junior standing or higher.

PH 500 Master's Plan B/C Studies (1)
Enrollment for degree completion. Pre: master's Plan B or C candidate and consent.

PH 600 Public Health Foundations (2-3)
Focus will provide a broad introduction to the field of public health and orientation to overarching issues in the field. A-F only. Pre: consent. (Fall only)

PH 602 Introduction to Health Services (3)
Overview of the historical, conceptual, ethical, and political context for health care delivery. It also explores current trends, practices, and issues in the delivery of health care services. Repeatable one time.

PH 610 Public Health Biology (3)
Writing-intensive asynchronous computer-based course examines biological processes and challenges relevant to the public health professional. Topics include anatomical, pathophysiological, and molecular bases of public health; genetics, immunology, ethics; disease prevention, control, and management. (Once a year) (Cross-listed as CMB 610)
PH 623 Social Science and Public Health (3)
Individual and community health; implications for public health practice, individual and social change processes.

PH 626 Health Economics (3)
Integrated concepts in health economics and its application towards health policy issues; market failures in health care; factors affecting U.S. health care spending potential impact on equity/efficiency stemming from changes in health care delivery. A-F only. (Once a year)

PH 628 Stress and Stress Management in Public Health (3)
Lecture/discussion on theoretical concepts of stress and stress management, management issues, selected application areas, and prevention and treatment skills relevant to public health. Format includes readings, guest speakers, student paper, and practical exercises. A-F only. (Once a year)

PH 630 Cultural Competency in Health Care (3)
Presents both analytical and practical approaches to cultural competency domains, concepts, models, frameworks, patterns and communication that occur in cross-cultural health care situations. A-F only.

PH 635 Indigenous Health Seminar (2)
Examines public health through an Indigenous lens, integrates competencies across all public health disciplines, and will apply them in context of working for and with Indigenous communities to improve health and wellness. PH majors or consent. Graduate students only. A-F only. (Fall only)

PH 641 Introduction to Health Policy (3)
Lecture/discussion on historical and current public health policies; the role of stakeholders in health policy making and advocacy; using health policy frameworks for conducting policy analysis. Group activities apply the concepts presented in class. Pre: 602 or consent. (Once a year)

PH 646 Grant Writing in Public Health (1)
Lecture/discussion on grant writing with public health focus. Includes basic components of grant proposals, assessing appropriate funding opportunities, data sources/resources for justifying grants, and the funder’s perspective. Student will prepare a brief foundation grant proposal. A-F only. (Once a year)

PH 648 Public Health Program Planning (2)
Combined lecture and seminar-style course on the theory and practice of public health program planning. Open to non-majors. A-F only. Pre: consent.

PH 649 Needs Assessment (3)
Knowledge and skills acquisition in conducting needs assessment in public health practice.

PH 650 Ecological Epidemiology (2)
Applications of population biology, pathogen/host life history, and population genetics to infectious disease epidemiology, including micro- and macroparasites, and implications to disease control and prevention of strategies. A-F only. Pre: consent. (Alt. years: spring) (Cross-listed as TRMD 650)

PH 651 Introduction to Human Population (3)
Comparative analysis of quantitative and qualitative aspects of population; factors affecting size, distribution, and composition; impact of population size and composition on society. (Cross-listed as GHPS 651 and SOC 651)

PH 652 Interdisciplinary Seminar (1)
Topics such as contemporary issues in global health and population studies, international health programs, demographic methods, global economy and health, human rights and humanitarian assistance, social justice, global environmental changes and health. Pre: consent. (Cross-listed as GHPS 652)

PH 653 Global Health and Human Security (3)
Assesses how major public health challenges impact human security, how to reduce population vulnerability and how whole-of-society participation in health policy formulation forms the basis for sustainable health security

PH 655 Biostatistics I (3)
Introduction to statistical methods for public health sciences. Probability, experimental design, t tests and analysis of variance, 2X2 contingency tables, linear regression, introduction to life tables.
PH 656 Biostatistics II (3)
Poisson distribution, Fisher's exact test, contrasts in ANOVA, two way ANOVA, multiple linear regression and analysis of covariance, path analysis, logistic regression, method of maximum likelihood, likelihood ratio tests. Pre: PH 655, completion of one semester of calculus or consent.

PH 658 Computer Applications in Public Health (3)
Applications of computers to problems common to public health. Emphasis on data analysis and processing using existing computer programs.

PH 659 Methods of Demographic Analysis (3)
Statistical evaluation and analysis of population data; data sources; population growth; composition; standardization of rates; mortality and the life table; nuptiality and fertility; distribution, migration, and urbanization; projections and stable population theory. (Cross-listed as GHPS 659 and SOC 659)

PH 660 Current Topics in Community Health (2)
Critique of published articles in community health as they relate to public health. Skill building in community health development techniques. Emphasis on exchange of ideas and alternative approaches. Stresses group approaches to solve community health problems. A-F only.

PH 663 Principles of Epidemiology I (3)
Introduction to epidemiologic principles and methods. Topics covered include: outbreak investigation, measures of morbidity and mortality, measurements of risk, biological variability, screening, measurements of error, sampling, statistical significance, study design, and association and causation.

PH 664 Principles of Epidemiology II (3)
Lecture/discussion on: design and interpretation of experimental and observational studies; causation and casual inference; biases in study design; random error and statistics role in epidemiology; and epidemiological data analysis. Pre: 655 and 663, or consent

PH 665 Concepts in Immunology and Immunopathogenesis (2)
Immunological concepts relating to infectious diseases and host pathogen interactions. Repeatable one time. A-F only. Pre: MICR 461 (or equivalent) or consent. (Cross-listed as TRMD 604)

PH 666 Seminar in Infectious Disease Control (3)
Strategies for controlling important infectious diseases in the Pacific area. Emphasis on epidemiology, ecology, and public health principles. Pre: 663 (or concurrent) and one semester in microbiology, or consent.

PH 667 Infectious Disease Micro II (3)
Will cover different families of animal viruses of importance to human diseases. The genome, structure, replication, as well as host immune responses, epidemiology, clinical features, and animal models will be presented. Repeatable one time. A-F only. Pre: TRMD 604 and MICR 351, or consent. (Cross-listed as TRMD 605)

PH 669 Epidemiological Study Design Critique (2)
Critique of study design using published public health literature. Emphasis on exchange of ideas, alternative approaches; stresses epidemiology as science of public health. Repeatable. A-F only. Pre: 663 or consent.

PH 671 Community and Public Health Practice (2)
Community organization and development applicable to the delivery of health services. Understanding community dynamics, mobilizing community groups for effective health care practice and delivery. Pre: 647 or 737; or consent. (Cross-listed as SW 674)

PH 672 Leading and Managing Health Programs (3)
Assess how to organize community partnerships to create and communicate a shared vision for a changing future; discuss solutions to organizational and community challenges; maximize motivation to reach public health goals. A-F only. Pre: 600 or consent.

PH 673 Health Ethics, Law and Politics (3)
Review theories and case studies concerning health care ethics, law and politics. Topics include health care quality, key health care policymakers, and the intersecting issues of policy and law with medicine, public health and ethics. A-F only. (Once a year)

PH 674 Advanced Native Hawaiian Health Determinants (3)
Applications of evidence-based knowledge about the social determinants of health in the formation of research, policy, and program development for improving population health and reducing health disparities for Native Hawaiians. A-F only.
PH 675 Community Engaged Research and Practice (2)
Explores collaborative and engaged approaches with communities in public health research and practice. With a focus on Indigenous Peoples’ health, we delve into Indigenous knowledge and empowerment in evaluation, needs assessment, intervention, and health promotion. PH majors or consent. Graduate students only. Pre: 655 and 673. (Fall only)

PH 676 Hawai’i Public Health Policies on Infectious Diseases (1)
Examines quarantine/isolation of patients infected with Hanson’s disease. Focus on PH policies before 1823 and after; analysis of other infections in Hawai’i and the world to examine differences in policies and their effect on the public. Graduate students only. Repeatable one time. A-F only.

PH 677 Global Health Management (3)
Provides theories, knowledge and skills required to improve executive capacity in managing people and projects in an ethical and cultural context, and organizational capacity in performance, design, strategic planning and change management. PH majors only. A-F only. (Cross-listed as GHPS 677)

PH 677 Managing Global Health Service Delivery (3)
Provides knowledge, skills, attitudes and resources that health managers require to manage and maintain the quality of partnerships, facilities, programs, community service, people, drugs, and information in limited resource settings. PH majors only. A-F only. (Cross-listed as GHPS 677) (Effective Spring 2016)

PH 680 Health Emergencies in Large Populations (3)
Health Emergencies in Large Populations is run by the Center for Excellence in Disaster Management and Humanitarian Assistance and the Red Cross. It provides knowledge, practical skills, and networking for global health practitioners. A-F only.

PH 681 Environmental Determinants of Health (3)
Environmental factors in personal and community health; implications for public health practice. Consideration of major issues from local, U.S., and international perspectives.

PH 683 Global Nutrition (2)
Examination of global food and nutrition problems, programs, issues, policies, and strategies for improvement. Pre: statistics and consent. (Alt. years: fall) (Cross-listed as FSHN 683)

PH 684 Supplemental and Nutritional Approaches in Disease Prevention and Treatment (3)
Examines a variety of issues associated with nutritional and supplemental approaches to reduce disease incidence, morbidity, and mortality in relation to public health prevention strategies. PH majors only. (Cross-listed as FSHN 684)

PH 686 Advanced Child and Adolescent Nutrition (3)
Addresses nutrition, growth, and development in children and adolescents and nutrition-related issues, such as childhood obesity and chronic disease risk factors, with a focus on current research in the Pacific region. Pre: FSHN 370 or consent. (Fall only) (Cross-listed as FSHN 686)

PH 688 Indigenous Peoples’ Food Systems, Environment and Health (3)
Explores Indigenous Peoples’ food systems as local food resources Indigenous People acquire through specific cultural knowledge of traditional territories. Global forces transforming these food systems and their impact on population health and nutrition are explored. PH majors or consent. Graduate students only. (Fall only)

PH 689 Nutritional Epidemiology (3)
Dietary, biochemical, anthropometric and clinical methods used for evaluating nutrition and diet in the etiology and epidemiology of disease. Pre: 663 and FSHN 685 or consent. (Cross-listed as FSHN 689)

PH 690 Global Health Challenges (3)
Addresses critical, contemporary and transnational issues that are best addressed by cooperative international action. Health issues are examined in the context of intersecting effects of limited resources, socioeconomics, politics and environmental change. A-F only. (Once a year) (Cross-listed as GHPS 690)

PH 691 Fundamentals of Environmental Epidemiology (2)
Examines the complex relationship between environmental contaminants and human health. Emphasis on environmental epidemiology study design, environmental exposure monitoring and risk assessment, disease and environmental exposure mapping, and spatial data analysis and modeling with GIS. A-F only. (Once a year)

PH 692 Clinical Epidemiology (3)
Combined lecture-discussion on health measurement and the use of epidemiologic principles to questions applicable at both individual and population levels on diagnosis, screening, prognosis, and the safety and efficacy of therapeutic and preventive interventions. Pre: 664 or consent. Fall only.
PH 695 Promoting Physical Activity (3)
Overview of the theoretical and applied study of physical activity epidemiology. Physical activity content includes benefits, factors that influence, levels, valid instruments to assess, ad programs to promote physical activity. (Fall only) (Cross-listed as KRS 695)

PH 696 Continuing Education in Public Health (1)
Seminar designed to provide practical, community-focused, continuing education for the practicing public health professional. The application of public health principles to address practical public health problems is stressed. Weekly discussions and reports will cover a variety of relevant public health topics. Repeatable unlimited times. A-F only.

PH 699 Directed Reading/Research (V)
Pre: consent.

PH 700 Thesis Research (V)
Pre: consent.

PH 701 Health Communication (3)
Skills-oriented course introduces the basic structure of health communication strategies in different settings, selected elements of communication theory, the development of health communication material, and a practical training in motivational counseling skills. Pre: 623 or consent.

PH 702 Health Promotion Research (3)
Focus on research methods commonly used in health promotion. Topics will include randomized trials, quasi-experimental design, sampling, measurement, and correlational studies. Labwork will focus on the use of SPSS to analyze data for applied research problems. A-F only. Pre: 623 and 655, or consent.

PH 704 Community-Based Participatory Research (3)
Explores ways academic and lay communities collaborate on research, key theoretical perspectives in the development of CBPR, and the challenges in implementing CBPR approaches. Format includes lectures, discussions, readings, writing assignments, and a fieldwork project. DrPH majors only. A-F only.

PH 728 Indigenous Applied Research Methods (3)
(2 hr Lec, 1 hr Computer Lab) Health disparities research methodologies and current topics in Indigenous health research. Special focus on statistical techniques for small data sets using quantitative and qualitative methods. PH majors only. A-F only. Pre: 655 and 663.

PH 729 Scientific Explorations in Social Justice for Indigenous People (V)
Provides students with an advanced application of health disparities research methodologies to address health and social injustices faced by Indigenous people. Builds on previous courses to advance and produce scientific scholarship. PH majors only or consent. Graduate students only. A-F only. Pre: 728. (Effective Spring 2015)

PH 737 Policies/Programs in MCH Services (3)
Development and organization of health services for mothers and children; review and analysis of policies and events, legislation and programs, current issues. Pre: consent.

PH 742 Qualitative Research for Public Health Sciences (3)
Provides a basic understanding of qualitative research approaches, methodologies, and techniques and for public health research and practice (needs assessment, program development, and evaluation strategies). Graduate students only.

PH 745 MCH and Disabilities I (1-4)
This course is designed to teach leadership development for health professionals in an interdisciplinary seminar format. Inquiry-based learning approaches are applied with a series of families and children with neurodevelopmental and related disabilities to explore clinical, cultural, policy and program implications for services and supports for individuals with disabilities and family members. Program evaluation and research analysis are also conducted with relevance to best practice with the MCH/CHSN population.

PH 746 MCH and Disabilities II (1-4)
This course is designed to apply leadership development for health professionals in an interdisciplinary seminar format. Inquiry-based learning approaches are applied with a series of families and children with neurodevelopmental and related disabilities to explore clinical, cultural, policy, and program implications for services and supports for individuals with disabilities and family members. Program evaluation and research analysis are also conducted with relevance to best practice with the MCH/CHSN population.

PH 747 Statistical Methods in Epidemiological Research (3)
Multiple variable statistical methods currently used in chronic disease epidemiology. Logistic regression, conditional logistic regression, proportional hazards regression modeling, generalized estimating equation-based methods, delta method approximations, exact tests. Pre: 656 and 658 and 664.
PH 748 Chronic Disease Epidemiology (3)
Will cover selected topics in chronic diseases with critical analysis of the current epidemiologic literature. Methodologic issues, contemporary findings and recommendations for future research will be discussed. A-F only. Pre: 663 or consent.

PH 749 Epidemiology of Diabetes and Obesity (2)
Provides an overview of the epidemiology of neurological and neurodegenerative diseases and their risk factors, and methodological considerations for the student of these diseases. A-F only. Pre: 663 or consent.

PH 750 Health Behavior Change (3)
Provide an understanding of the relationship between health behaviors and outcomes including psychological, physiological and quality of life aspects. The course will also focus on the major theories of behavior and behavior change. Emphasis will be placed on understanding concepts, principles and explanations and how these are translated into practical interventions for adoption and maintaining behavior change. A-F only. Pre: 623 or consent.

PH 751 Social Epidemiology (3)
Examine the epidemiologic study of the social distribution and social determinants of states of health, including the identification of social-environmental exposures and their relation to physical and mental health outcomes. Repeatable one time. A-F only.

PH 753 Survival Analysis (3)
Construction and interpretation of various types of life tables, treatment of censored data, proportional hazards, relative risk regression models, and parametric survival analysis. Pre: 655 or consent.

PH 754 Neuroepidemiology (3)
Lecture/discussion providing an overview of the epidemiology of neurological and neurodegenerative diseases and their risk factors, and methodological considerations for the study of these diseases. Pre: 663 or consent. (Fall only).

PH 755 Seminar in Tropical Medicine & Public Health (1)
Weekly discussion and reports on current advances in tropical medicine and public health. Repeatable unlimited times. (Cross-listed as TRMD 690)

PH 756 Special Topics in Tropical Medicine (V)
Advanced instruction in frontiers of tropical medicine and public health. Repeatable unlimited times. (Cross-listed as TRMD 705)

PH 757 Evolution, Epidemiology, and Public Health (2)
Will explore several aspects of human health through the perspective of how natural selection and evolution influence disease risk, with the aim of improving treatment and prevention. Graduate students only. A-F only. Pre: 663 (with a minimum grade of B). (Alt. years: fall)

PH 765 Program Evaluation (3)
Presented are principles of and frameworks for program evaluation. Students develop logic models and evaluation plans for a community program and collect and analyze evaluation data. A-F only. Pre: 649. (Spring only)

PH 770 (Alpha) Doctoral Seminar in Translational Research (2)
Required for students in the DrPH program. (B) domestic & global health disparities; (C) research methods in health disparities; (D) evidence-based programs in global health & health disparities; (E) topics in health disparities & policy. Repeatable up to 8 credits. Each alpha can only be taken one time. A-F only. Pre: 602 and 623 and 655 and 663 and, 681, or departmental approval.

PH 771 Teaching Practicum (3)
Provide doctoral students with theoretical and practical teaching and course development experiences under the guidance of a faculty mentor. Students will have a portfolio documenting their accomplishments. Graduate standing in PH only. A-F only. Pre: 602 and 623 and 655 and 663 and 681 and 770(Alpha), or departmental approval.

PH 772 Research Practicum (3)
Hands-on research experience with a faculty mentor. Meet in small groups to discuss issues related to research in public health. Final project will be submission of a publishable quality paper. Graduate standing in PH only. A-F only. Pre: 602 and 623 and 655 and 663 and 681 and 770(Alpha), or departmental approval.
PH 773 Leading Health Organizations (3)
Reviews theories, knowledge, and practical skills that improve capacity to provide effective leadership in health organizations, organize community partnerships, communicate a shared vision, manage quality and address organizational challenges to reach public health goals. DrPH majors only. Graduate standing only. A-F only. Pre: 602 and 623 and 655 and 663 and 681. (Alt. years)

PH 774 Managing Health Organizations (3)
Reviews theories, knowledge, and skills that build managerial capacity. Explores health executive roles in planning, organizing, implementing, and evaluating along with organizational design, strategic planning, change processes, quality improvement, and minimizing risk. DrPH majors only. Graduate standing only. A-F only. Pre: 602 and 623 and 655 and 663 and 681. (Alt. years)

PH 781 Environmental Health Lab Methods (2)
Hands-on training for laboratory methods used in monitoring and detecting environmental health risk factors; learning and application of immunological-, animal cell culture- and molecular biology-based techniques for studying environmental pathogens and toxic pollutants. A-F only. (Once a year)

PH 788 Seminar in Public Health Sciences (V)
Topics related to recent developments in major areas; student and faculty research activities. Sections: (1) biostatistics; (2) environmental health; (3) epidemiology; (4) public health nutrition. Repeatable unlimited times.

PH 789 Integrative Seminar (2)
Integrative seminar in public health required as part of the student capstone experience to bring together key aspects of their courses, competencies, and practicum. A-F only. Pre: completed PH field practicum and consent.

PH 791 Advanced Public Health Practice (3)
Observation, study, and practical work in student’s area of specialization. Pre: public health degree candidate and consent.

PH 792 (Alpha) Current Issues & Topics in Public Health (V)
Current and emerging issues and topics related to public health. (B) biostatistics; (D) environmental health; (E) epidemiology; (H) health policy and management; (I) Native Hawaiian and Indigenous Health; (S) social and behavioral health sciences; (U) public health. Repeatable unlimited times. PH majors only for (D) and (I).

PH 793 Special Practicum/Project (V)
Supervised practical training beyond the required practicum in an area of particular interest. Provides additional opportunity to synthesize, integrate, and apply practical skills and knowledge in a public health work environment. Repeatable one time. Pre: 791 and a minimum of 6 credit hours of PH core courses, or consent.

PH 794 (Alpha) Exploration in Public Health (V)
Investigation of emergent fields of inquiry in public health. (B) biostatistics; (D) environmental health; (E) epidemiology; (H) health policy and management; (I) Native Hawaiian and Indigenous Health; (S) social and behavioral health sciences; (U) public health. Repeatable unlimited times. PH majors only.

PH 800 Dissertation Research(V)
Pre: consent.
BIOMEDICAL SCIENCES ROOM RESERVATIONS

To reserve a room in the Biomedical Sciences Building:

1. Go to https://sites.google.com/site/ogsas204/
2. Check the appropriate Room Calendar for availability
3. Contact OPHSAS at ophsas@hawaii.edu or x68267 and provide the following information:
   - Room Number
   - Day and Date of Event
   - Start and End Times
   - Event Name
   - Contact person (include phone number if not DPHS faculty/staff)

<table>
<thead>
<tr>
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<th>Use</th>
<th>Capacity</th>
<th>Features</th>
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</thead>
<tbody>
<tr>
<td>D-106</td>
<td>Small Classroom/Meeting Room</td>
<td>10</td>
<td>Conference table with surrounding seats, equipped with projector, whiteboard, chalkboard</td>
</tr>
<tr>
<td>D-205</td>
<td>Classroom/Meeting Room</td>
<td>36</td>
<td>Desks, equipped with projector, whiteboard</td>
</tr>
<tr>
<td>D-207</td>
<td>Meeting Room</td>
<td>40</td>
<td>Desks, equipped with projector, whiteboard</td>
</tr>
<tr>
<td>D-211</td>
<td>Classroom/Meeting Room</td>
<td>20</td>
<td>Desks, equipped with projector, whiteboard</td>
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</table>

To reserve all other class/meeting rooms in the Biomedical Sciences Building, please contact the UHM Scheduling Office at 956-7953.

Arrangement with Facilities Management must be made for use of these rooms on weekends, holidays, and after 5:30 pm.
# FACULTY AND STAFF DIRECTORY

## Department of Public Health Sciences Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Specialization</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheryl Albright</td>
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<td>956-9716</td>
</tr>
<tr>
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</tr>
<tr>
<td>Eric Hurwitz</td>
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</tr>
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<td>956-5741</td>
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<td>Yuanan Lu</td>
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<td>956-2702</td>
</tr>
<tr>
<td>Elizabeth McFarlane</td>
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<td>956-4553</td>
</tr>
<tr>
<td>Denise Nelson Hurwitz</td>
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<td>956-5771</td>
</tr>
</tbody>
</table>
## Administrative Support Team

<table>
<thead>
<tr>
<th>Name</th>
<th>Area</th>
<th>Office</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trina Adaro-Bell</td>
<td>HR Specialist</td>
<td>Biomed D-209A</td>
<td><a href="mailto:adaro@hawaii.edu">adaro@hawaii.edu</a></td>
<td>956-4544</td>
</tr>
<tr>
<td>Craig Goodell</td>
<td>Administrative Officer</td>
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<td><a href="mailto:goodell@hawaii.edu">goodell@hawaii.edu</a></td>
<td>956-4554</td>
</tr>
<tr>
<td>Lyn Guiang</td>
<td>Fiscal Officer</td>
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<td>956-4545</td>
</tr>
<tr>
<td>Joyce Gum</td>
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<td>956-5779</td>
</tr>
<tr>
<td>Kimberly Inouye</td>
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<td>Biomed D-204</td>
<td><a href="mailto:phsas@hawaii.edu">phsas@hawaii.edu</a></td>
<td>956-8267</td>
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<tr>
<td>Sabrina Kyi</td>
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<td><a href="mailto:skyi@hawaii.edu">skyi@hawaii.edu</a></td>
<td>956-8577</td>
</tr>
<tr>
<td>Kirsten Sensano</td>
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<td><a href="mailto:phsas@hawaii.edu">phsas@hawaii.edu</a></td>
<td>956-8267</td>
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## Other Resources

<table>
<thead>
<tr>
<th>Name</th>
<th>Office</th>
<th>Website</th>
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<tbody>
<tr>
<td>OPHS IT</td>
<td>IT</td>
<td></td>
<td><a href="mailto:ophs-it@pbrc.hawaii.edu">ophs-it@pbrc.hawaii.edu</a></td>
<td></td>
</tr>
<tr>
<td>Commuter Services</td>
<td>QLCSS 014</td>
<td><a href="http://manoa.hawaii.edu/commuter/">http://manoa.hawaii.edu/commuter/</a></td>
<td><a href="mailto:parking@hawaii.edu">parking@hawaii.edu</a></td>
<td>956-8899</td>
</tr>
<tr>
<td>Office of the Gender Equity Specialist</td>
<td>QLCSS 210</td>
<td><a href="http://manoa.hawaii.edu/genderequity/">http://manoa.hawaii.edu/genderequity/</a></td>
<td><a href="mailto:gendeq@hawaii.edu">gendeq@hawaii.edu</a></td>
<td>956-9977</td>
</tr>
<tr>
<td>Office of Graduate Education</td>
<td>Spalding 354</td>
<td><a href="http://manoa.hawaii.edu/graduate/">http://manoa.hawaii.edu/graduate/</a></td>
<td><a href="mailto:graduate.education@hawaii.edu">graduate.education@hawaii.edu</a></td>
<td>956-8544</td>
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<tr>
<td>Financial Aid</td>
<td>QLCSS 112</td>
<td><a href="http://www.hawaii.edu/fas/">http://www.hawaii.edu/fas/</a></td>
<td><a href="mailto:fnaid@hawaii.edu">fnaid@hawaii.edu</a></td>
<td>956-7251</td>
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<tr>
<td>University Health Services</td>
<td></td>
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<tr>
<td>International Student Services</td>
<td>QLCSS 206</td>
<td><a href="http://www.hawaii.edu/issmanoa/">http://www.hawaii.edu/issmanoa/</a></td>
<td><a href="mailto:issmanoa@hawaii.edu">issmanoa@hawaii.edu</a></td>
<td>956-8613</td>
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<tr>
<td>Office of the Registrar</td>
<td>QLCSS 010</td>
<td><a href="http://manoa.hawaii.edu/records/">http://manoa.hawaii.edu/records/</a></td>
<td><a href="mailto:uhmanoa.records@hawaii.edu">uhmanoa.records@hawaii.edu</a></td>
<td>956-8010</td>
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<tr>
<td>Outreach College</td>
<td>Sinclair Library 301</td>
<td><a href="http://outreach.hawaii.edu">http://outreach.hawaii.edu</a></td>
<td><a href="mailto:chelp@hawaii.edu">chelp@hawaii.edu</a></td>
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<tr>
<td>Disability Services (KOKUA)</td>
<td>QLCSS 013</td>
<td><a href="http://www.hawaii.edu/kokua/">http://www.hawaii.edu/kokua/</a></td>
<td><a href="mailto:koku@hawaii.edu">koku@hawaii.edu</a></td>
<td>956-7511</td>
</tr>
</tbody>
</table>
Title Page Format for Final Paper

These are the guidelines you should follow when preparing your final paper or project report for submission to your committee chairperson. Final papers are retained and this, it is important that the elements listed here are included on your title page (the actual wording and order may come from your faculty advisor).

• **TITLE**
  • These are the key words that students and others will use for retrieving the paper by subject.
  • Students are encouraged to give clear descriptive titles that signify the content of the paper.
  • In the case of a practicum report, it is helpful to include the practicum site in the title.

• **STUDENT’S FULL NAME**
  • Use the following format: First Name - Middle Initial/Name - Last Name (in that order).

• **SUBMISSION STATEMENT**
  • A statement such as the following is required by some programs: Submitted to the University of Hawai’i at Mānoa John A. Burns School of Medicine Office of Public Health Studies Department of Public Health Sciences In Partial Fulfillment of the Requirements for the Master of Public Health Degree in ________ (Specialization Area)
  • The John A. Burns School of Medicine, Office of Public Health Studies, Department of Public Health Sciences, University of Hawai’i at Mānoa, degree sought, and area of specialization must be included in this statement.
  • Consult with your advisor for additional requirements, if any.

• **COMMITTEE MEMBERS**
  • List your program committee members names’ and degrees.
  • Your program committee chair should be listed first.

• **GRADUATION DATE**
  • The month and year of graduation.

**SAMPLE TITLE PAGE**

An Evaluation of HIV Prevention Programs in the State of Hawai’i: A Field Training Report

by

John D. Doe

Submitted to the University of Hawai’i at Mānoa
John A. Burns School of Medicine
Office of Public Health Studies
Department of Public Health Sciences
In Partial Fulfillment of the Requirements for the Master of Public Health Degree in (indicate specialization)

Committee Members:
Joan G. Brown, MD, MPH
Richard Tom, PhD

December 2014
Recommended Outline: Final MPH Paper for Epidemiology

The paper starts with a title page. There is a specific format required for the MPH final paper title page (please see page 63 for instructions). The title page is followed by an abstract. The text comes next, and is generally organized into four sections: introduction, methods, results, and discussion. The reference section follows the text of the paper.

The following is a summary of how to organize material for content within the final paper:

Abstract
The abstract is limited to 200 words and should provide the context or background for the study and state the study’s objective or purpose, basic methodological procedures (e.g., selection of study subjects, analytical methods), main findings (giving specific effect sizes and their statistical significance, if possible), and principal conclusions. It should emphasize new and important aspects of the study or observations.

Introduction
• Summarize the problem or topic under discussion.
• Outline the purpose and objective of the paper.
• Literature Review.
  • Define the problem and present information on incidence and prevalence nationally, locally, and in relation to special populations (if applicable).
  • Discuss the causes or determinants of the problem (consider biological, behavioral, social, cultural, environmental, and policy determinants).
• Incorporate your area of focus and learning objectives during your practicum experience.

Methods
• Articulate your method/approach.
• Include where relevant: sample size considerations/calculations; selection of participants; statistical methods used.

Results
• Present your findings.

Discussion (includes conclusions)
• Compare your findings to the literature.
• Discuss strengths and limitations of your approach/findings. Include where bias or confounding may have been introduced; how this was addressed; and the possible impact of identified bias/confounding on your findings.
• Suggest recommendations for public health.
• DO NOT JUST REPEAT YOUR RESULTS IN THE DISCUSSION SECTION.

References
• Cite proper references throughout the paper (do not use footnotes).
• List all references at the end of the paper using standard consistent format like APA (preferred).
A key purpose of the final paper and presentation is for you to demonstrate mastery of epidemiologic concepts and integration of learning with practice. It is useful to keep this in mind in the preparation of your final paper. Suggested paper length ranges from 15 to 40 pages depending on the public health area of focus.

Throughout the paper, you are expected to demonstrate the following abilities:

- Access, use, interpret, and properly cite the public health and biomedical literature.
- Evaluate the quality and comparability of data.
- Correctly identify research designs used in public health, including advantages and limitations of specific designs.
- Identify where bias and confounding may be introduced into a study, how they can be prevented or controlled, and the impact they might have a study’s findings.
- Identify gaps in research.
- Communicate clearly.

**Format of Final Epidemiology Presentation/Exam**

- Work with your advisors to identify a 60-minute time slot for your final presentation.
- Check the room reservation calendar at [https://sites.google.com/site/ogsas204/](https://sites.google.com/site/ogsas204/) for room availability and email OPHSAS (ophsas@hawaii.edu) to reserve a room.
- Provide the date, time, room number, and title of your final presentation to the instructor and to OPHSAS at least 2 weeks prior to your presentation date. OPHSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends.
- Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Do not read your paper to the audience. Rather, prepare a power-point presentation that highlights the major points of your paper.
Recommended Outline: Final MPH Paper for Health Policy and Management

The Health Policy and Management final paper is a requirement of the MPH capstone. It provides students with the opportunity to demonstrate their ability to critically evaluate and synthesize a specific public health issue and show mastery of knowledge, skills and attitudes as they integrate learning with practice.

Topic of Study
The capstone paper critically analyzes a specific topic that should be determined in consultation with your advisor. The topic need not be linked directly to the practicum and you will not need to include in-depth discussion of the practicum in this final paper or the presentation. It may be a more efficient use of time to link the topic area for this capstone analysis with the practicum. In fact, the analysis for the final paper can be the deliverable from your practicum experience. It is okay to do a practicum on one topic and a capstone paper on a different topic.

Type of Paper
The type of paper you choose will depend on your topic (policy or management) and your interests and future career goals. While this project will be the outcome of your independent work, you should work closely with your advisors from the conception of this work to ensure you are meeting the goals of this requirement and adequately demonstrating your MPH competence. Many formats are possible such as a policy analysis, a policy proposal, a strategic plan, a case study, an organizational evaluation, a cost-effectiveness analysis or a survey.

Format of Paper
This paper must be written for a particular target journal. Provide the formatting instructions for the journal you are targeting for this paper as an appendix. Ensure that the paper complies with these instructions.

Advice for Success
Successful students will:
- Demonstrate their ability to access, use and properly cite public health literature
- Display critical analysis skills as they identify gaps or conflicts in the literature and related research
- Show they understand how public health data can be collected, collated, interpreted, disseminated and acted upon
- Reflect on policy and/or management challenges and opportunities as they explain how their new knowledge should be used within multidisciplinary and multitiered health systems
- Communicate clearly, logically, precisely, concisely and effectively
- Include information related to core HPM competencies
**Formatting your Paper**

The following outline provides guidance on how to format this paper. The type of study you select will influence formatting, so modify this outline in consultation with your advisor as required.

Bear in mind that following this outline will result in a paper that is potentially publishable. Publications are empowering and good for careers.

1. **Title Page**
   a. Upper half: Title of paper, date, word count, author and contact details, target journal
   b. Lower half: Structured Abstract (not more than 200 words)
      i. Introduce the study with brief background material and state the purpose
      ii. State the basic methods (e.g., selection of study subjects, analytical methods)
      iii. State the main findings (giving specific effect sizes and their statistical significance)
      iv. State the principal conclusions and their importance
2. **Introduction (~2-3 pages)**
   a. Introduce the specific policy and/or management topic and contextual background information
   b. Explain the significance of this issue by presenting information from the literature
   c. Describe critical challenges and important policy and/or management gaps in the literature
   d. Clearly state the purpose of the paper (investigate a gap and provide new information)
3. **Methods (~2 pages)**
   a. What was the process of the analysis?
   b. What was the setting in which the work was undertaken?
   c. Sample size considerations, participant selection, statistical methods, ethics, etc.
   d. Results (length depends on the amount of data and its presentation)
   e. Present research findings and their analysis
   f. Present graphical and tabled presentation of data
4. **Discussion (~3 pages)**
   a. Discuss the importance of the results without repeating the results in detail – use new summary tables or figures if complicated comparisons are necessary
   b. Compare findings to the literature, but do not introduce new ideas
   c. Describe the public health implications and challenges
   d. State limitations of the study
   e. Make policy and management recommendations for research and practice
5. References (generally >10, but this depends on the type of paper – check the journal)
   a. Cite and reference using *author instructions* from the desired ‘target journal’ for this paper
6. Appendices
   a. Include other background information, copies of your data collection instrument, etc.

**Format of Final Health Policy and Management Presentation/Exam**

- Work with your advisors to identify a 60-minute time slot for your final presentation.
- Check the room reservation calendar at [https://sites.google.com/site/ogsas204/](https://sites.google.com/site/ogsas204/) for room availability and email OPHSAS (ophsas@hawaii.edu) to reserve a room.
- Provide the date, time, room number, and title of your final presentation to the instructor and to OPHSAS at least 2 weeks prior to your presentation date. OPHSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends.
- Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Do not read your paper to the audience. Rather, prepare a power-point presentation that highlights the major points of your paper.
Recommended Outline: Final MPH Paper for Native Hawaiian and Indigenous Health

The final paper is one of three requirements of the capstone experience for the MPH degree. The final paper is a critical piece of writing that shows the integration of the student’s course work with their practicum experience, and the ability to critically evaluate, apply, and synthesize their learning around a selected Indigenous public health area of focus.

For NHIH students, two approaches are possible:

Data Analysis Manuscript: Write a paper based on results from a data collection and/or analysis for example, a needs assessment, an evaluation project, or a research project. Text should be organized under main outline headings: abstract; introduction; methods; findings or results; discussion; public health implications; and references.

Project/Program: Write a paper on unique public health project or program that you experienced (e.g., practicum, place of work, volunteer) using main outline headings: introduction; program/project history and structure; program process and outcomes; discussion of program's value and purpose; recommendations for program/project improvement; implication for public health practice; and references.

Possible Outline Components:

Title Page (See page 63 for format instructions)

Table of Contents

Abstract
• The abstract is limited to 200 words and should provide the context or background for the paper and state the paper’s purpose, main themes and discussion points of the paper. It should link and integrate your learning and experience with your particular public health area of focus.

Introduction
• Present the public health area of focus explaining why and how this is a worthy public health focus for the health of Indigenous Peoples.

Presentation of the Public Health (PH) area of focus
• Present important details of the public health focus such as definitions and critical aspects. Present a relevant literature review.
• Discuss how the public health focus impacts or is related to multiple levels; individuals; families or other collectivity; community; and society.

Interventions Strategies that Address the PH Focus
• Give a brief summary of existing interventions – what works, what might work, what does not work, what isn't known and is still needed.
• Provide an overview of any theories and conceptual frameworks found to be useful in the literature concerning the public health focus.

Methods
• Provide a description of the methods used to collect data, analyze and interpret data.

Findings /Results
• Present the relevant finding or results from your analysis.
Discussion
• Discuss and compare what is considered the best evidence-based interventions, theories, and promising practices and why.
• Discuss limitations, and challenges of your focus area. Compare your experience to what you found in the literature concerning your focus area.

Public Health Recommendations and Implications
• List and describe suggested recommendations for future public health solutions in dealing with the PH focus.
• Describe the public health implications. Make comparisons across programs/interventions/policy implications for Indigenous Peoples, specific to practicum and special practicum.
• Summarize the key points of the paper.

References
• Cite proper references throughout the paper (do not use footnotes).
• List all references at the end of the paper using standard and consistent format like APA (preferred).

Expectations throughout the paper, demonstrate your ability to:
• Work closely with your advisor to be sure to choose the best approach.
• Access, use, and property cite the public health and social and behavioral literature (avoid any plagiarism) Evaluate and present the quality and comparability of data.
• Identify gaps in the literature and related research and make recommendations based on that. Communicate clearly, logically, precisely, and effectively.
• Write professionally in complete and academic sentences and paragraphs with proper grammatical usage.

Format of Final NHIH Presentation/Exam
• Work with your advisors to identify a 60-minute time slot for your final presentation.
• Check the room reservation calendar at [https://sites.google.com/site/ogsas204/](https://sites.google.com/site/ogsas204/) for room availability and email OPHSAS (phhsas@hawaii.edu) to reserve a room.
• Provide the date, time, room number, and title of your final presentation to the instructor and to OPHSAS at least 2 weeks prior to your presentation date. OPHSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends.
• Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Do not read your paper to the audience. Rather, prepare a power-point presentation that highlights the major points of your paper.
Recommended Outline: Final MPH Paper for Social and Behavioral Health Sciences

The final paper is one of three requirements of the capstone experience for the MPH degree. The final paper is a critical piece of writing that shows the integration of the student’s course work with their practicum experience, and the ability to critically evaluate, apply, and synthesize their learning around a selected public health area of focus.

For SBHS students, several different approaches are possible:

1. **Literature Review.** Carry out an extensive literature review of the academic articles on a key public health focus that includes evidence-based interventions with discussion of what is working, what is needed, and what should be the next steps. Use the outline below.

2. **Project Data.** Write a paper based on results from an in-depth data collection and/or analysis during the practicum like from a needs assessment, evaluation project, or some research project using main outline headings like abstract, introduction, methods, findings, discussion, results, recommendations, and references.

3. **Program Showcase.** Write a paper that showcases a unique public health project or program that you experienced (e.g., practicum, place of work, volunteer) using main outline heading like introduction, program/project history and structure, program process and outcomes, discussion of program’s value and purpose, recommendations, and references.

4. **Healthy People 2020 Solutions.** Write a paper to develop leading-edge public health solutions for a specific public health focus found in Healthy People 2020 using the outline below.

**Possible Outline Components:**

Title Page (See page 63 for format instructions)

Table of Contents

1. Abstract
   - The abstract is limited to 200 words and should provide the context or background for the paper and state the paper’s purpose, main themes and discussion points of the paper. It should emphasize linkages and integration made around your public health area of focus.

2. Introduction
   - Present public health area of focus including why and how this is a worthy public health focus.
   - State purpose and approach of the paper.

3. Presentation of the Public Health (PH) area of focus
   - Present important details of public health focus like definition and critical aspects.
   - Summarize relevant literature review articles.
   - Discuss the impact of the focus on public health levels of individuals, families, community, and society.

4. Interventions Strategies that Address the PH Focus
   - Give a brief summary of existing interventions – what works, what might work, what does not work, what isn't known and is still needed.
   - Provide an overview of any theories and conceptual frameworks found to be useful in the literature concerning the public health focus.
5. Discussion
   • Discuss and compare what is considered the best evidence-based interventions, theories, and promising practices and why.
   • Discuss limitations, and challenges of your focus area.

6. Public Health Recommendations and Implications
   • List and describe suggested recommendations for future public health solutions in dealing with the PH focus.
   • Describe the public health implications.
   • Summarize the key points of the paper.

7. References
   • Cite proper references throughout the paper (do not use footnotes).
   • List all references at the end of the paper using standard and consistent format like APA (preferred).

Expectations throughout the paper, demonstrate your ability to:
   • Work closely with your advisor to be sure to choose the best approach.
   • Access, use, and property cite the public health and social and behavioral literature (avoid any plagiarism).
   • Evaluate and present the quality and comparability of data.
   • Identify gaps in the literature and related research and make recommendations based on that.
   • Communicate clearly, logically, precisely, and effectively.
   • Write professionally in complete and academic sentences and paragraphs with proper grammatical usage.

Format of Final SBHS Presentation/Exam
   • Work with your advisors to identify a 60-minute time slot for your final presentation.
   • Check the room reservation calendar at [https://sites.google.com/site/ogsas204/](https://sites.google.com/site/ogsas204/) for room availability and email OPHSAS (ophsas@hawaii.edu) to reserve a room.
   • Provide the date, time, room number, and title of your final presentation to the instructor and to OPHSAS at least 2 weeks prior to your presentation date. OPHSAS will prepare an announcement that will be posted and that you can use to invite colleagues and friends.
   • Your 60-minute exam includes 20 minutes for your presentation, 30 minutes for audience and faculty questions, and photos if desired. Do not read your paper to the audience. Rather, prepare a power-point presentation that highlights the major points of your paper.
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