



UNIVERSITY
of HAWAI'I®
MĀNOA

OFFICE of Public Health Studies

Graduate Student
Handbook

2017-2018

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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 exposure to a wide range of educational opportunities. Our alumni serve in many influential positions locally, nationally, and internationally. As part of the Public Health 'ohana, you will benefit from being a part of a 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.

This 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. It also includes a list of faculty members with their contact information. You have been assigned an advisor from our faculty, and your advisor will help guide you through your program of study. 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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GRADUATE STUDENT HANDBOOK OVERVIEW

The Graduate 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.

GRADUATE DEGREE'S OFFERED

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

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 elective 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

1. 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.

2. To ensure academic excellence by garnering adequate resources for delivery of a quality public health program.
 - The program will ensure a favorable graduate student to faculty ratio.
 - The program will maintain favorable salary offset per FTE faculty.
 - The majority of exiting students will rate space/facilities as excellent or good.
 - The majority of exiting students will rate academic advising as excellent or good.
 - The majority of exiting students will rate administrative support as excellent or good.
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.

**FOUNDATIONAL KNOWLEDGE
FOR PUBLIC HEALTH GRADUATE
STUDENTS**

- FKPH1. Explain public health history, philosophy, and values.
- FKPH2. Identify the core functions of public and the 10 Essential Services
- FKPH3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health.
- FKPH4. List major causes and trends of morbidity and mortality in the U.S. or other community relevant to the school or program.
- FKPH5. Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion and screening.
- FKPH6. Explain the critical importance of evidence in advancing public health knowledge.
- FKPH7. Explain effects of environmental factors on a population's health.
- FKPH8. Explain biological and genetic factors that affect a population's health.
- FKPH9. Explain behavioral and psychological factors that affect a population's health.
- FKPH10. Explain the social, political, and economic determinants of health and how they contribute to population health and health inequities.
- FKPH11. Explain how globalization affects global burdens of disease.
- FKPH12. Explain an ecological perspective on the connections among human health, animal health, and ecosystem health (One Health).

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. 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 37) 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://www.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>.

Foundational MPH Competencies

- MPH1. Apply epidemiological methods to the breadth of settings and situations in public health practice.
- MPH2. Select quantitative and qualitative data collection methods appropriate for a given public health context.
- MPH3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
- MPH4. Interpret results of data analysis for public health research, policy or practice.
- MPH5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings.
- MPH6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.
- MPH7. Assess population needs, assets, and capacities that affect communities' needs.
- MPH8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
- MPH9. Design a population-based policy, program, project or intervention.
- MPH10. Explain basic principles and tools of budget and resource management.
- MPH11. Select methods to evaluate public health programs.
- MPH12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
- MPH13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
- MPH14. Advocate for political, social or economic policies and programs that will improve health in diverse populations.
- MPH15. Evaluate policies for their impact on public health and health equity.
- MPH16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
- MPH17. Apply negotiation and mediation skills to address organizational or community challenges.
- MPH18. Select communication strategies for different audiences and sectors.
- MPH19. Communicate audience-appropriate public health content, both in writing and through oral presentation.
- MPH20. Describe the importance of cultural competence in communicating public health content.
- MPH21. Perform effectively on Interprofessional teams.
- MPH22. Apply systems thinking tools to a public health issue.

MPH Specialization Competencies

Epidemiology Specialization Competencies

- 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.
- EPI4. Apply epidemiologic-specific theoretical constructs, research design, research methodology, and analytic strategies.
- EPI5. Develop a scientific hypothesis, beginning with a review of existing literature, and design an epidemiologic study to assess the hypothesis validly and efficiently.

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. Implement 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

- NHIIH1. Describe Indigenous people's health in a historical context, including an analysis of the impact of colonial processes on health outcomes.
- NHIIH2. Critically evaluate public health policy and programs using traditional values and ancestral knowledge, balanced with scientific methodology, as they relate to improving the health of Indigenous Peoples.
- NHIIH3. Apply the principles of economic evaluation to Indigenous programs with a particular focus on the allocation of resources relative to need.
- NHIIH4. Describe a reflexive public health practice for Indigenous peoples' health context.
- NHIIH5. Design a disease prevention strategy which 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 tables on pages 11-14 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 43). 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 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. Committee Composition. The MPH student selects a faculty committee made up of an advisor (chair) from his/her specialization area and at least one additional approved graduate faculty member. The student should form his/her committee by the end of the second semester (or before completing 15 credits). Approved adjunct, affiliate, or graduate faculty may serve on the committee; approved clinical faculty may serve as an additional member. The preceptor should not serve as the second committee member.
2. Form 14. 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.
3. Transfer Credits. 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>.
4. Practicum Planning. Assist the student with planning the practicum and locating an appropriate site. Be sure that the MPH student has met at least once with the practicum coordinator in order to complete Form 17 for the practicum profile and career advising session. 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. It is essential that Form 16 is obtained from the student’s preceptor as a required evaluation of the student’s practicum performance.

5. **Final Paper and Final Orals.** 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. Committee members sign off twice on Form 19 for completion of final orals and then final paper. Students should complete Form 20 Graduate Contact Information after they have completed their final orals.
6. **Form 18 Competency Attainment.** The competencies and tracking form will be introduced in PH 600. The advisor should meet with the student in the final semester to review and complete Form 18 which tracks student attainment of the competencies.
7. **Form 10 Degree Check.** During the student's final semester, verify that the student has completed all coursework required for graduation and has all paperwork in order in the student's file. Note: The student must submit his/her final paper and MPH portfolio to the instructor of PH 789 as a requirement of the course.

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 end their practicum experience. All practicum placements must be approved with signatures in advance by the student's program committee, practicum preceptor, and practicum coordinator in order to receive credit for the practicum experiences. The completion of Form 15 is used to assure compliance with this policy and must be filed with the practicum coordinator before enrolling in PH 791. 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, the preceptor, and practicum coordinator. 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, site requests, and to create practicum profile of the MPH practicum student on the Form 17. 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 to the practicum coordinator. Make the check or money order payable to the University of Hawai'i. **No cash payments.**

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 63-70 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. 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/> for room availability and email opsas@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 opsas@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 62. The final paper must also be included on the student portfolio USB drive 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. The final paper and portfolio should be submitted to the instructor of PH 789.

REQUIRED COURSEWORK FOR THE MPH DEGREE PROGRAM

Epidemiology Specialization

Epidemiology	MPH Core Courses	Courses	Credits	Fall	Spr
		PH 600 Public Health Foundations	2	X	
		PH 602 U.S. Health Care Services and Policy	3		X
		PH 623 Introduction to Health Promotion Theory & Methods	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 656 Biostatistics II	3		X
		PH 658 Computer Applications in Public Health	3		X
		PH 664 Principles of Epidemiology II	3		X
		PH 669 Epidemiological Study Design Critique	2	X	X
		PH 666 Seminar in Infectious Disease Control or PH 748 Chronic Disease Epidemiology	3 3		X X
		PH 747 Statistical Methods in Epidemiological Research	3	X	
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Advanced Public Health Practice	3	X	X
	Capstone	Written and oral presentation		X	X
	Electives	3 credits required	3	X	X
	Grand Total		42		

Epidemiology Specialization Suggested Sample Pathway

Epidemiology	First Year			
	Fall	Course	Credits	Prerequisite
		PH 600 Public Health Foundations	2	
		PH 655 Biostatistics I	3	
	Spring	PH 663 Principles of Epidemiology I	3	
		PH 602 U.S. Health Care Services and Policy	3	
		PH 656 Biostatistics II	3	655
		PH 658 Computer Applications in Public Health	3	
	Spring	PH 664 Principles of Epidemiology II	3	655 and 663
		PH 669 Epidemiological Study Design Critique	2	663
		PH 666 Seminar in Infectious Disease Control or PH 748 Chronic Disease Epidemiology	3 3	663 (or concurrent) & MICR 130 663
	Second Year			
	Fall	PH 623 Introduction to Health Promotion Theory & Methods	3	
		PH 681 Environmental Determinants of Health	3	
		PH 747 Statistical Methods in Epidemiological Research	3	656 and 658 and 664
		PH 791 Advanced Public Health Practice	3	
	Spring	PH 789 Integrative Seminar	2	
Elective		3		

Health Policy and Management Specialization

Health Policy and Management	MPH Core Courses	Courses	Credits	Fall	Spr
		PH 600 Public Health Foundations	2	X	
		PH 602 U.S. Health Care Services and Policy	3		X
		PH 623 Introduction to Health Promotion Theory & Methods	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 626 Health Economics	3		X
		PH 641 Advanced Topics in Health Policy	3		X
		PH 648 Program Planning, Management, Evaluation, and Leadership	3		X
		PH 672 Leading and Managing Health Programs	3		X
		PH 677 Managing Global Health Service Delivery	3	X	
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Advanced Public Health Practice	3	X	X
	Capstone	Written and oral presentation		X	X
Electives	5 credits required	5	X	X	
Grand Total		42			

Health Policy and Management Specialization Suggested Sample Pathway

Health Policy and Management	First Year			
	Fall	Course	Credits	Prerequisite
		PH 600 Public Health Foundations	2	
		PH 623 Social Science and Public Health	3	
		PH 655 Biostatistics I	3	
		PH 663 Principles of Epidemiology I	3	
	Spring	PH 602 U.S. Health Care Services and Policy	3	
		PH 641 Advanced Topics in Health Policy	3	602
		PH 648 Program Planning, Management, Evaluation, and Leadership	3	
		PH 672 Leading and Managing Health Programs	3	600
		Elective		
	Second Year			
		PH 677 Managing Global Health Service Delivery	3	
		PH 681 Environmental Determinants of Health	3	
		PH 791 Advanced Public Health Practice	3	
Spring	PH 626 Health Economics	3		
	PH 789 Integrative Seminar	2		
	Elective			

Native Hawaiian and Indigenous Health Specialization

Native Hawaiian and Indigenous Health	MPH Core Courses	Courses	Credits	Fall	Spr
		PH 600 Public Health Foundations	2	X	
		PH 602 U.S. Health Care Services and Policy	3		X
		PH 623 Introduction to Health Promotion Theory & Methods	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 635 Indigenous Seminar	2	X	
		PH 648 Program Planning, Management, Evaluation, and Leadership	3		X
		PH 673 Health Ethics, Law and Politics	3		X
		PH 674 Advanced Native Hawaiian Health Determinants	3		X
		PH 688 Indigenous Peoples' Food Systems, Environment & Health	3	X	
		PH 728 Indigenous Applied Research Methods	3	X	
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Advanced Public Health Practice	3	X	X
	Capstone	Written and oral presentation		X	X
Electives	3 credits required	3	X	X	
Grand Total		42			

Native Hawaiian and Indigenous Health Specialization Suggested Sample Pathway

Native Hawaiian and Indigenous Health	First Year			
	Fall	Course	Credits	Prerequisite
		PH 600 Public Health Foundations	2	
		PH 623 Introduction to Health Promotion Theory & Methods	3	
		PH 635 Indigenous Seminar	2	
		PH 655 Biostatistics I	3	
		PH 663 Principles of Epidemiology I	3	
	Spring	PH 602 U.S. Health Care Services and Policy	3	
		PH 648 Program Planning, Management, Evaluation, and Leadership	3	
		PH 673 Health Ethics, Law and Politics	3	
		PH 674 Advanced Native Hawaiian Health Determinants	3	
	Second Year			
		PH 681 Environmental Determinants of Health	3	
		PH 688 Indigenous Peoples' Food Systems, Environment and Health	3	
		PH 728 Indigenous Applied Research Methods	3	655 and 663
		PH 791 Advanced Public Health Practice	3	
Spring	PH 789 Integrative Seminar	2		
	Elective			

Social and Behavioral Health Sciences Specialization

Social and Behavioral Health Sciences	MPH Core Courses	Courses	Credits	Fall	Spr
		PH 600 Public Health Foundations	2	X	
		PH 602 U.S. Health Care Services and Policy	3		X
		PH 623 Introduction to Health Promotion Theory & Methods	3	X	
		PH 655 Biostatistics I	3	X	
		PH 663 Principles of Epidemiology I	3	X	
		PH 681 Environmental Determinants of Health	3	X	
	Specialization Courses	PH 648 Program Planning, Management, Evaluation, and Leadership	3		X
		PH 702 Health Promotion Research	3		X
		PH 750 Health Behavior Change	3		X
		PH 765 Health Program Evaluation	3	X	
		PH 789 Integrative Seminar	2	X	X
	Practicum	PH 791 Advanced Public Health Practice	3	X	X
	Capstone	Written and oral presentation		X	X
Electives	8 credits required	8	X	X	
Grand Total		42			

Social and Behavioral Health Sciences Specialization Suggested Sample Pathway

Social and Behavioral Health Sciences	First Year			
	Fall	Course	Credits	Prerequisite
		PH 600 Public Health Foundations	2	
		PH 623 Introduction to Health Promotion Theory & Methods	3	
		PH 655 Biostatistics I	3	
		PH 663 Principles of Epidemiology I	3	
	Spring	PH 602 U.S. Health Care Services and Policy	3	
		PH 648 Program Planning, Management, Evaluation, and Leadership	3	
		PH 702 Health Promotion Research	3	623 and 655
		PH 750 Health Behavior Change	3	623
	Second Year			
	Fall	PH 681 Environmental Determinants of Health	3	
		PH 765 Health Program Evaluation	3	
		PH 791 Advanced Public Health Practice	3	
		Elective		
Spring	PH 789 Integrative Seminar	2		
	Elective			
	Elective			

MS COMPETENCIES

MS in Epidemiology Competencies

- MSE1. Identify key sources of data for epidemiological purposes.
- MSE2. Interpret results of statistical analyses found in public health studies.
- 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.
- MSE5. Select quantitative data collection methods appropriate for a given public health context.
- MSE6. Analyze quantitative data using biostatistics, informatics, computer-based programming and software, as appropriate.

Epidemiology Specialization Competencies

- 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.
- EPI4. Apply epidemiologic-specific theoretical constructs, research design, research methodology, and analytic strategies.
- EPI5. Develop a scientific hypothesis, beginning with a review of existing literature, and design an epidemiologic study to assess the hypothesis validly and efficiently.

MS (THESIS) DEGREE PROGRAM

Credit Hour Requirements

The MS (Thesis) program for the epidemiology specialization requires a minimum of 32 credit hours. A minimum of 6 credits of PH 700 (thesis research) is required for the MS degree program. The table on page 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> 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>.

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 43).

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>. In addition to the Office of Graduate Education style requirements, the thesis should also conform to the epidemiology program style requirements as described for the MPH degree final paper. 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/> 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. HST 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>.

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+

Epidemiology	Biostatistics Courses	Courses	Credits	Fall	Spr
		PH 655 Biostatistics I	3	X	
		PH 656 Biostatistics II	3		X
		PH 747 Statistical Methods in Epidemiological Research	3	X	
		Advanced Statistical Methods	3*	X	X
	Epidemiology Courses	PH 663 Principles of Epidemiology I	3	X	
		PH 664 Principles of Epidemiology II	3		X
		PH 669 Epidemiological Study Design Critique	2	X	X
		PH 699 Directed Reading/Research	**	X	X
		PH 700 Thesis Research	6-12**	X	X
	Advanced Epidemiology Courses	^	X	X	
	Other Courses	PH 600 Public Health Foundations	3	X	
PH 658 Computer Applications in Public Health		3	X		
Grand Total	A minimum of 32 credits required	32			

+ 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

Epidemiology	First Year			
	Fall	Course	Credits	Prerequisite
		PH 600 Public Health Foundations	3	
		PH 655 Biostatistics I	3	
	Spring	PH 663 Principles of Epidemiology I	3	
		PH 656 Biostatistics II	3	655
		PH 658 Computer Applications in Public Health	3	
		PH 664 Principles of Epidemiology II	3	655 and 663
		PH 669 Epidemiological Study Design Critique	2	663
	PH 699 Directed Reading/Research			
	Second Year			
	Fall	PH 747 Statistical Methods in Epidemiological Research	3	656 and 658 and 664
Advanced Epidemiology Courses				
Advanced Biostatistics Courses				
Spring	PH 700 Thesis Research	6		

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 37) 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 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://www.hawaii.edu/researchcompliance/human-studies> or contact them by phone at 956-5007.

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>.

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 required).
- 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

Research, Data, & Ethics

- CBTR1. Apply data management, analysis, interpretation, and visual techniques in: intervention development, evaluation, and monitoring of public health problems and interventions.
- CBTR2. Select appropriate research designs and methods to address public health questions of importance to diverse communities.
- CBTR3. Critique research appropriateness, including the ethical aspects of research designs, subject recruitment, and data collection that involve communities.
- CBTR4. Critically analyze, use, and synthesize data from multiple sources to address public health problems/issues.
- CBTR5. Promote co-learning between researchers, public health professionals, and communities.
- CBTR6. Demonstrate and apply high ethical standards to all activities, including research conduct and the handling of information and data.

Leadership

- CBTR7. Engage stakeholders and manage teams, groups, and organizations to identify issues of concern and develop and translate public health solutions to diverse communities.
- CBTR8. Analyze and translate the impact of local, national, and global trends and interdependencies on public health related problems and systems.

Policy & Program

- CBTR9. Integrate evidence and community experience to describe, anticipate, and mediate public health needs and problems.
- CBTR10. Identify and apply appropriate theory and evidence-based approaches to inform the design and evaluation of public health interventions for diverse communities.
- CBTR11. Apply monitoring and evaluation frameworks to assess global and domestic programs, policies, and systems.
- CBTR12. Analyze and translate the impact of current and proposed policy on public health.

Teaching & Communication

- CBTR13. Identify, develop, implement, and evaluate teaching methods that are appropriate to diverse audiences.
- CBTR14. Demonstrate effective written and oral skills for communicating with persons across the lifespan from diverse cultural, lifestyle, socioeconomic, educational, racial, ethnic and professional backgrounds.
- CBTR15. Facilitate and expand collaborative relationships with a variety of entities (e.g., government, non-profit, community, and academia).
- CBTR16. Utilize the integrating concepts and skills involved in culturally appropriate community engagement, empowerment, and intervention translation with diverse communities.

DrPH DEGREE PROGRAM

Credit Hour Requirement

Most students accrue 42 or more credits prior to graduation from the DrPH program.

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. Other academic and scholarly products (DrPH coursework and practica).

Doctoral Committee

Students assemble their doctoral committee near the end of the 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>). 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 that 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>.

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.

Practice Phase

In this phase, the student completes courses required by the DrPH program 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 Hawai'i 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.

Pre-Defense Manuscript Distribution

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.

Scheduling and Announcement

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 HST, 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.

Committee Participation

Effective Spring 2016, it is now possible for DrPH candidates and committee members to participate remotely for a doctoral defense. If the candidate or committee member is unable to physically attend the defense, the following procedure for remote participation should be followed:

1. At least 6 weeks prior to the schedule date of the defense, the student will notify his/her advisor/chair and committee members about wanting to have the option of participating remotely.
2. The student will determine if the advisor/chair and other committee members plan on participating via remote access.
3. At least 4 weeks prior to the date of the defense, the student's committee chair will notify the graduate chair about the remote participation plan.
4. At least 3 weeks prior to the defense, the student will complete the Office of Graduate Education's Doctoral Petition for Remote Committee Participation (<http://manoa.hawaii.edu/graduate/content/forms>), type "RP" next to the names of the remote participants, and submit the form to (a) the graduate chair, (b) the Office of Public Health Student Academic Services (OPHSAS), and (c) the Office of Graduate Education (OGE).
5. The student will work with OPHSAS to schedule a room suitable for the defense in the Biomedical Sciences building (e.g., large enough for the public to attend and with remote access capability).
6. The student will make the necessary arrangements for any committee members planning to participate via remote access.
7. The student will work with the Office of Public Health Studies' (OPHS) IT team to ensure a staff member will be available to assist on the date of the defense.
8. Public notification about the final defense, including the date, time, and location, will be released per current OGE requirements and procedures.
9. A member of the OPHS IT team will set up and test the technology and be available to intervene if problems arise with the remote access technology during the event.

Committee Approval

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 and IV.

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. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted. Students must visit the Office of Graduate Student Services, Spalding 354, for additional instructions that must be followed for submitting Forms III and IV, the dissertation, and paperwork associated with publishing the dissertation through ProQuest.

REQUIRED COURSEWORK FOR THE DrPH DEGREE PROGRAM

Community-Based and Translational Research	Required Co-requisite Courses (for those without an MPH)	Courses	Credits	Fall	Spr
		PH 602 U.S. Health Care Services & Policy	3		X
	PH 623 Introduction to Health Promotion Theory & Methods	3	X		
	PH 655 Biostatistics I	3	X		
	PH 663 Principles of Epidemiology I	3	X		
	PH 681 Environmental Determinants of Health	3	X		
	Restricted DrPH Courses	PH 770C Health Disparities Research	3	X	
		PH 770D Evidence-based Public Health	3	X	
		PH 770E Topics in Health Policy	3		X
		PH 770F Leadership	3		X
		PH 771 Teaching Practicum	3	X	X
		PH 772 Research Practicum	3	X	X
		PH 800 Dissertation Research	1	X	X
	Other Required DrPH Courses	PH 626 Health Economics	3		X
		PH 630 Cultural Competency in Health Care	3	X	X
		PH 641 Advanced Topics in Health Policy	3		X
		PH 669 Epidemiological Study Design Critique	2	X	X
		PH 704 Community-Based Participatory Research	3	X	
		PH 765 Health Program Evaluation	3	X	
		Qualitative Methods Course	3	X	X
Quantitative Methods		3	X	X	
Grand Total	A minimum of 42 credits is recommended	42*			

*The recommended minimum number of credits for students who do not have an MPH is 42 credits plus the number of credits associated with missing prerequisites.

PhD COMPETENCIES

- PHDE1. Apply appropriate epidemiologic techniques and data sources to quantitatively assess patterns and changes in disease occurrence.
- PHDE2. Discuss how emerging technology in molecular biology and genomics are applied in the study of diseases and conditions.
- PHDE3. Explain the central role of causation in epidemiology, including knowledge of various definitions and concepts of causation.
- PHDE4. 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.
- PHDE5. Explain how global, cultural, and social contexts of health problems influence the conduct, interpretation, and dissemination of epidemiologic research and intervention studies.
- PHDE6. 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.
- PHDE7. Select and apply epidemiology study designs that are appropriate to address specific research questions or hypotheses.
- PHDE8. Explain how consideration of causal inference, sources of bias, and of sampling, statistical, and other methods can improve the validity of epidemiologic studies.
- PHDE9. Design research projects that address important population health or clinical questions, using appropriate epidemiologic methods under constraints confronted in practice.
- PHDE10. Develop and constructively critique epidemiologic research proposals and papers.
- PHDE11. 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.
- PHDE12. Design, implement, and assess data collection, quality control, and data management procedures for epidemiologic studies.
- PHDE13. 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.
- PHDE14. Interpret epidemiologic study results, make appropriate inferences based on results, and recognize the implications of the research results.
- PHDE15. 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.
- PHDE16. Teach epidemiologic concepts to students at the undergraduate and graduate levels.
- PHDE17. 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.
- PHDE18. 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.
- PHDE19. 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).

PHD DEGREE PROGRAM

Credit Hour Requirement

The PhD program requires a minimum of 42 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 7 core prerequisite courses in epidemiology and biostatistics (21 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 23 credits of required course work plus 19 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>). 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.

Pre-Defense Manuscript Distribution

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.

Scheduling and Announcement

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 HST, 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.

Committee Participation

Effective Spring 2016, it is now possible for PhD in Epidemiology candidates and committee members to participate remotely for a doctoral defense. If the candidate or committee member is unable to physically attend the defense, the following procedure for remote participation should be followed:

1. At least 6 weeks prior to the schedule date of the defense, the student will notify his/her advisor/chair and committee members about wanting to have the option of participating remotely.
2. The student will determine if the advisor/chair and other committee members plan on participating via remote access.
3. At least 4 weeks prior to the date of the defense, the student's committee chair will notify the graduate chair about the remote participation plan.
4. At least 3 weeks prior to the defense, the student will complete the Office of Graduate Education's Doctoral Petition for Remote Committee Participation (<http://manoa.hawaii.edu/graduate/content/forms>), type "RP" next to the names of the remote participants, and submit the form to (a) the graduate chair, (b) the Office of Public Health Student Academic Services (OPHSAS), and (c) the Office of Graduate Education (OGE).
5. The student will work with OPHSAS to schedule a room suitable for the defense in the Biomedical Sciences building (e.g., large enough for the public to attend and with remote access capability).
6. The student will make the necessary arrangements for any committee members planning to participate via remote access.
7. The student will work with the Office of Public Health Studies' (OPHS) IT team to ensure a staff member will be available to assist on the date of the defense.
8. Public notification about the final defense, including the date, time, and location, will be released per current OGE requirements and procedures.
9. A member of the OPHS IT team will set up and test the technology and be available to intervene if problems arise with the remote access technology during the event.

Committee Approval

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 and IV.

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. In the case where a sound reason renders digital submission unfeasible, an unbound printed manuscript may be submitted. Students must visit the Office of Graduate Student Services, Spalding 354, for additional instructions that must be followed for submitting Forms III and IV, the dissertation, and paperwork associated with publishing the dissertation through ProQuest.

REQUIRED COURSEWORK FOR THE PhD DEGREE PROGRAM

		Courses	Credits	Fall	Spr
		Required Prerequisite Courses (for those without an MPH or MS in Epidemiology or Biostatistics)	PH 600 Public Health Foundations	3	X
PH 655 Biostatistics I	3		X		
PH 656 Biostatistics II	3			X	
PH 658 Computer Applications in Public Health	3			X	
PH 663 Principles of Epidemiology I	3		X		
PH 664 Principles of Epidemiology II	3			X	
PH 747 Statistical Methods in Epidemiological Research	3		X		
PH 665 Concepts in Immunology & Immunopathogenesis	2		X		
PH 669 Epidemiological Study Design Critique	2		X	X	
PH 748 Chronic Disease Epidemiology	3			X	
Required PhD Courses	PH 752 Applied Longitudinal Analysis	3			
	PH 754 Neuroepidemiology	3	X		
	PH 757 Evolution, Epidemiology, and Public Health	2			
	PH 771 Teaching Practicum	3	X	X	
	PH 772 Research Practicum	3	X	X	
	PH 788 Seminar in Public Health Science	1			
	PH 800 Dissertation Research	1	X	X	
	PH 652 Interdisciplinary Seminar	1		X	
	PH 666 Seminar in Infectious Disease Control	3		X	
	PH 667 Infectious Disease Microbiology II	3		X	
Elective PhD Courses	PH 689 Nutritional Epidemiology	3		X	
	PH 690 Global Health Challenges	3	X		
	PH 691 Fundamentals of Environmental Epidemiology	2	X		
	PH 751 Social Epidemiology	3	X		
	PH 753 Survival Analysis	3		X	
	PH 792 Current Issues and Topics in Epidemiology (E) and Biostatistics (B)**	2-3	X	X	
	PH 794 Exploration in Epidemiology (E) and Biostatistics (B)***	2-3	X	X	
	Courses outside Public Health Sciences^	9	X	X	
	Grand Total	A minimum of 42 credits required	42*		

*The minimum number of credits for students who do not have an MPH or MS in Epidemiology or Biostatistics is 42 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.

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.html>.

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 Services 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 Services 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 37) 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 MyUH Services at <https://myuh.hawaii.edu/> 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> 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>. 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, 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 STAR GPS Registration prior to the first day of the semester; no course registration will appear on the transcript and there will be no financial obligation for tuition and fees.

Students may completely withdraw from the university via STAR GPS Registration up to the 6th instructional day of the semester. No course registration will appear on the transcript, however, a withdrawal notation will be noted. After the 6th instructional day of the semester, 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

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. Note: credits taken while earning another degree that has been awarded or conferred are non-transferable.

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.

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; s/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 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 Services 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 credits 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 probation is required to register during the probationary semester.

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 degree-related credits (or 1 credit of PH 700 or PH 800) each semester and maintain at least a 3.0 average. The period of service for each year for teaching assistants is typically from two weeks prior to the beginning of instruction through spring commencement; research assistants normally serve for 11 months. 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 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 Services 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

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 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://illiad.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 hsinfo@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/>.

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/>. 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/>. 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/>.

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/>.

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/>.

Manoa 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 Careers Services is located in QLC 212 (956-8136) and their website is <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.

Visit the Department of Public Safety website at <http://manoa.hawaii.edu/dps/> for safety tips and additional information.

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/>, email: t9uhm@hawaii.edu
- **Students:** Lori Ideta, 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):** Mark Au, 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/eo>
- **Student Advocates:** Jennifer Barnett, Program Coordinator of the Women’s Center, QLCSS 211, phone (808) 956-8059, email: uhmwomen@hawaii.edu and Leslie Cabingabang, Pau Violence Program, QLCSS 211, phone (808) 956-8059, email: uhmpau@hawaii.edu
- **Sexual Harassment/Gender Equity Counselor:** Jenna Friedman, Gender Equity Specialist, QLCSS 210, phone (808) 956-9977
- **Civil Rights Counselor:** Jill Nunokawa, Civil Rights Counselor, QLCSS 210, phone (808) 956-4431

Student Conduct

It is a privilege to be a member of the University of Hawai‘i at Mānoa community. This privilege provides the student with the opportunity to learn and participate in the many programs that are offered on campus. Along with that privilege, the individual is expected to be responsible in relations with other and to respect the special interests of the institution. These special interests are fully set forth in the UH System’s Student Conduct Code. Information, advice, or a copy of the code may be obtained from the Office of Judicial Affairs, QLCSS 207 or http://studentaffairs.manoa.hawaii.edu/policies/conduct_code/).

Academic Grievance

For grievances involving course grades, refer to the UHM Academic Grievance Procedures at <http://studentaffairs.manoa.hawaii.edu/policies/academic-grievance/>. Grievances involving professional practice within a specific graduate program are handled by the program; the final authority over which rests with the dean of the respective school or college.

Certain grievance situations are unique to graduate students, such as grievances involving:

- specific graduate program requirements (including adequate academic progress),
- 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.”

A Resource Guide for Students on Sexual Misconduct: Campus Policies, Procedures and Victim Services may be found at <http://www.uhcc.hawaii.edu/titleIX/docs/TitleIXBrochureMaster-July.20.2016-final.pdf>. Additional information on Title IX may be found at <http://manoa.hawaii.edu/genderequity/titleix/>.

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.

Tobacco Products 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://manoa.hawaii.edu/smokefree/campus_policy.php.

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.

COURSES

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 310 Introduction to Epidemiology (3)

Lecture/discussion on the fundamental principles of epidemiology, exploring patterns of disease, threats to health and EPI methods for prevention, control and treatment. PH majors only. A-F only. Pre: 201, and MATH 140 or MATH 161 or higher.

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: 201, and one of the following: BIOL 101 or BIOL 171 or BIOL 172 or PHYL 103 or PHYL 141 or FSHN 185. 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: 350 or ECON 321 or EDEP 429 or NREM 310 or SOCS 225 or PSY 225.

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. Pre: 201 and 202.

PH 435 Back to the Future: Aging in Today's Society (3)

By 2050, more than a quarter of the world's population will be 60 years of age or older. Explores what we know about aging today to encourage a lifetime of aging well. A-F only. Pre: 201 or SW 360 or WS 305 or PSY 100 or FAMR 230 or NURS 200; or consent. (Cross-listed as SW 435)

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 460 Social Determinants of Indigenous Peoples' Health (3)

Examines indigenous peoples' health inequities using social determinants of health framework: considers this approach within the historical, political, cultural, and social context of Indigenous populations' health status to generate solutions. A-F only. Pre: 201.

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: completed public health applied learning experience and consent.

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 U.S. Health Care Services and Policy (3)

Overview of the historical, conceptual, ethical, and political context for health care delivery in the U.S. Explores current trends, practices, and issues in the delivery of health care services in both private and public sector.

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 Introduction to Health Promotion Theory and Methods (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 633 Indigenous Health Activism (1)

Examines how Indigenous Peoples and their allies (individually and collectively) accomplish social change in society. A-F only. Graduate students only. Pre: consent of instructor.

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 Advanced Topics in 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.

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 Program Planning, Management, Evaluation, and Leadership (3)

Foundation to inform, educate, and improve health for individuals, communities, and populations. Knowledge/acquisition of skills through program planning, management, evaluation, and leadership that span the social-ecological range from individual-level to population-level programs. EPID and PH majors only. A-F only.

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 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)

Provides the knowledge, skills and attitudes required to successfully manage health security crises and protect human vulnerability in the global context with a special focus on problems with high likelihood and risk in the Pacific.

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 Application of Public Health Skills (1-3)

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 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)

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 682 Building Well-Being: Health and the Built Environment (3)

History, concepts, and theories behind the relationship between health and the built environment stressing transdisciplinary understanding and collaboration through readings, discussions, and real world-based exercises. PH or ARCH majors only. Graduate students only. A-F only.

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 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, and programs to promote physical activity. (Fall only) (Cross-listed as KRS 695)

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. 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 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 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 and prevention of metabolic syndrome, diabetes, and associated complications. Discusses methodological issues associated with evaluating these in epidemiologic studies. 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 752 Applied Longitudinal Analysis (3)

Covers modern methods for longitudinal data analysis. Topics include random effects and growth curve models, generalized linear models for longitudinal data including generalized estimating equations, and generalized linear mixed models. A-F only. Pre: 656 and 658, or consent.

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 Health Program Evaluation (3)

Examines advanced principles of and frameworks for evaluation. Students integrate utilization-focused evaluation methods to improve service delivery and quality, outcomes and impacts to improve community and population health. A-F only.

PH 770 (Alpha) Doctoral Seminar in Translational Research (3)

Required for students in the DrPH program. (C) health disparities research; (D) evidence-based public health; (E) topics in health policy; (F) leadership. A-F only. Pre: departmental approval.

PH 771 Teaching Practicum (V)

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 (V)

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 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 completion of 15 PH credit hours 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: completion of practicum and 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 ogsas@hawaii.edu 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 OPHS faculty/staff)

Room	Use	Capacity	Features
D-106	Small Classroom/ Meeting Room	10	Conference table with surrounding seats, equipped with projector, whiteboard, chalkboard
D-205	Classroom/Meet- ing Room	40	Desks, equipped with projector, whiteboard
D-207	Meeting Room	40	Desks, equipped with projector, whiteboard
D-211	Classroom/Meet- ing Room	20	Desks, equipped with projector, whiteboard
C-104	Classroom/Meet- ing Room	24	Desks, equipped with projector, chalkboard

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 p.m.

FACULTY AND STAFF DIRECTORY**Office of Public Health Studies Faculty**

Name	Specialization	Office	Email	Phone
Cheryl Albright	Social & Behavioral Health Sciences	Biomed C-105E	cherylal@hawaii.edu	956-9716
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Valerie Yontz Practicum Coordinator	Social & Behavioral Health Sciences	Biomed D-202	vyontz@hawaii.edu	956-5771

Administrative Support Team

Name	Area	Office	Email	Phone
Lee-Ann Arakaki	Undergraduate Advisor	Biomed D-204	phadvise@hawaii.edu	956-5753
Lyn Guiang	Fiscal Officer	Biomed D-208B	guiang@hawaii.edu	956-4554
Kimberly Inouye	Student Services Specialist	Biomed D-204	ophsas@hawaii.edu	956-8267
Sabrina Kyi	Office Assistant	Biomed D-209	skyi@hawaii.edu	956-5753
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Kirsten Sensano	Student Services Specialist	Biomed D-204	ophsas@hawaii.edu	956-8267
Norene Tanaka	Department Secretary	Biomed D-209D	nctanaka@hawaii.edu	956-8577

Other Resources

Name	Office	Website	Email	Phone
OPHS IT	IT		ophs-it@pbrc.hawaii.edu	
Commuter Services	QLCSS 014	http://manoa.hawaii.edu/commuter/	parking@hawaii.edu	956-8899
Office of the Gender Equity Specialist	QLCSS 210	http://manoa.hawaii.edu/genderequity/	geneq@hawaii.edu	956-9977
Office of Graduate Education	Spalding 354	http://manoa.hawaii.edu/graduate/	graduate.education@hawaii.edu	956-8544
Financial Aid	QLCSS 112	http://www.hawaii.edu/fas/	finaid@hawaii.edu	956-7251
University Health Services		http://www.hawaii.edu/shs/		956-8965
International Student Services	QLCSS 206	http://www.hawaii.edu/issmanoa/	issmanoa@hawaii.edu	956-8613
Office of the Registrar	QLCSS 010	http://manoa.hawaii.edu/records/	uhmanoa.records@hawaii.edu	956-8010
Outreach College	Sinclair Library 301	http://outreach.hawaii.edu/	ochelp@hawaii.edu	956-7221
Disability Services (KOKUA)	QLCSS 013	http://www.hawaii.edu/kokua/	kokua@hawaii.edu	956-7511

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 Myron B. Thompson School of Social Work 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 Myron B. Thompson School of Social Work, 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
Myron B. Thompson School of Social Work
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 62 of the Student Handbook 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 the style adapted by the National Library of Medicine.

References should be numbered consecutively in the order in which they are first mentioned in the text and cited in the text using superscript numbers. In the reference section, please list your references in the style adapted by the National Library of Medicine for its databases: http://www.nlm.nih.gov/bsd/uniform_requirements.html. Tables and figures can either be placed within the results section or after the reference section [with a parenthetical notation in the text alerting the reader where the table would be placed within the text: i.e., (Table 1)].

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/> 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, logical, 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/> 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 62 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 properly 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/> for room availability and email OPHSAS (opsas@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 62 of the Student Handbook 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 properly 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/> 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.

*Academic Calendar 2017-2018

*All dates subject to change; please check MyUH for registration/withdrawal deadlines

August 2017						
Su	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2017						
Su	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	T	W	Th	F	S
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12	13	14	15	16	17	18
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26	27	28	29	30		

December 2017						
Su	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January 2018						
Su	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Fall 2017

August 21	First day of instruction
August 28	Last day to drop courses (tentative)
August 30	Last day to register/add/change grade option (tentative)
September 4	Holiday: Labor Day
September 8	Last day for classified graduate students to file application for graduation for fall
October 1	Last day for returning classified graduate students to file for spring readmission
October 20	Last day for restricted withdrawals ("W" on record)
November 1	Last day for instructors to submit "I" removal grades for spring and summer
November 3	Thesis/Dissertation due in the Office of Graduate Education
November 10	Holiday: Veterans Day
November 17	Last day to submit MPH final examination results
November 23-24	Holiday: Thanksgiving Day/Instructional Holiday
December 7	Last day of instruction
December 11-15	Final examinations
December 16	Commencement; semester ends

Spring 2018

January 8	First day of instruction
January 15	Holiday: Martin Luther King Jr. Day
January 16	Last day to drop courses (no "W") (tentative)
January 17	Last day to register/add/change grade option (tentative)
January 26	Last day for classified graduate students to file application for graduation for spring Last day to file summer degree applications for spring commencement exercise on May 12, 2018
February 19	Holiday: President's Day
March 9	Last day for restricted withdrawals ("W" on record)
March 26-30	Spring recess
March 26	Holiday: Kuhio Day
March 30	Holiday: Good Friday
April 2	Last day for instructors to submit "I" removal grades for fall Last day for returning classified graduate students to file for fall readmission
April 6	Thesis/Dissertation due in Graduate Division
April 13	Last day to submit MPH final examination results
May 2	Last day of instruction
May 7-11	Final examinations
May 12	Commencement; semester ends

Summer 2018

May 21	Summer Session I Begins
May 25	Last day for classified graduate students to file application for graduation for summer Last day to file summer degree applications for fall commencement exercises on December 15, 2018
May 28	Holiday: Memorial Day
June 1	Last day to file petition for admission to doctoral program (only by Mānoa campus master's candidates who graduated in the spring)
June 11	Holiday: Kamehameha Day
June 29	Summer Session I Ends
July 2	Summer Session II Begins
July 4	Holiday: Independence Day
July 6	Thesis/Dissertation due in Graduate Division Last day to submit MPH final examination results
August 10	Summer Session II Ends
August 17	Holiday: Statehood Day

February 2018						
Su	M	T	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March 2018						
Su	M	T	W	Th	F	S
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25	26	27	28	29	30	31

April 2018						
Su	M	T	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018						
Su	M	T	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June 2018						
Su	M	T	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2018						
Su	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					