



UNIVERSITY of HAWAII at MĀNOA

**THOMPSON SCHOOL**

SOCIAL WORK & PUBLIC HEALTH

**Public Health  
Graduate Student Handbook**

| 2024-2025



August 2024

To Our Graduate Students:

Aloha and welcome to all our 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 UH 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.

The mission of UH Public Health is to advance and protect the health and wellbeing of the peoples of Hawai'i, the Pacific, Asia, and Indigenous peoples, through teaching, discovery, innovation, community engagement, inclusion, and leadership. We value scholarly excellence and integrity, respect for people, land, and perspectives, diversity, equity, and inclusion, collaboration and community engagement, ho'olohe (listening and responding) to the needs of our community, Mālama 'Āina and environmental justice. In 2016, UH Public Health joined with the Department of Social Work and the Center on Aging within the Myron B. Thompson School of Social Work. In 2021, the Myron B. Thompson School of Social Work changed its name to the Thompson School of Social Work & Public Health. Together, our vision is "achieving social justice and health equity for the people of Hawai'i and citizens of a changing world."

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 (UH Public Health). 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 (OPHSAS) if you need assistance with your program beyond that offered by your advisor.

Eric Hurwitz  
Professor and 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 students, faculty, 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 Office of Public Health Studies (UH Public Health) provides information about program objectives, degree requirements and program procedures for the Master of Public Health (MPH), Master of Science (MS), Doctor of Philosophy (PhD) in Public Health, 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 Graduate Division via memo.

This handbook was prepared to provide information and does not constitute a contract. The program 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.

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 the Graduate Division. 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 Graduate Division.

## **GRADUATE DEGREES OFFERED**

UH Public Health offers the Master of Public Health (MPH), Master of Science (MS), the Doctor of Philosophy (PhD) in Public Health, and the Doctor of Philosophy (PhD) in Epidemiology.



## VISION, MISSION, VALUES, GOALS AND OBJECTIVES

### School Vision

Achieving social justice and health equity for the people of Hawai‘i and citizens of a changing world.

### Program Vision Statement

Perpetuate pono<sup>1</sup> living, locally and globally, to prepare advocates and stewards for social justice and health equity.

### Program Mission Statement

The mission of the Office of Public Health Studies is to advance and protect the health and wellbeing of the peoples of Hawai‘i, the Pacific, Asia, and Indigenous peoples, through teaching, discovery, innovation, community engagement, inclusion, and leadership.

### Goals

1. To support students’ mastery of their degree competencies through quality courses, research opportunities, and relevant practicum experiences.
2. To conduct and disseminate public health research with a focus on Hawai‘i, the Pacific, Asia and Indigenous peoples.
3. To serve the public health workforce, state, federal or international organizations through education, consultation and research.
4. To support program excellence through evaluation, funding, training, and diversity, equity and inclusion towards becoming a Native Hawaiian place of learning<sup>2</sup>.

### Program Value Statement

We value:

- Scholarly excellence and integrity
- Respect for people, land, and perspectives
- Diversity, Equity, and Inclusion
- Collaboration and Community Engagement
- Ho‘olohe<sup>3</sup> (listening and responding) to the needs of the community
- Mālama ‘Āina<sup>4</sup> and Environmental Justice

<sup>1</sup> In our unit and in alignment with [wehewehe.org](http://wehewehe.org), pono is loosely defined as goodness, uprightness, righteous, just, moral qualities, correct or proper procedure, excellence, wellbeing, and “doing what is right”.

<sup>2</sup> In alignment with University of Hawai‘i at Mānoa strategic plans – <https://manoa.hawaii.edu/nhpol/>

<sup>3</sup> In our unit and in alignment with [wehewehe.org](http://wehewehe.org), ho‘olohe is loosely defined as listening and responding.

<sup>4</sup> In our unit and in alignment with [wehewehe.org](http://wehewehe.org), mālama is loosely defined as to take care of, tend, care for, preserve, protect, save, and maintain; ‘Āina is loosely defined as nature, environment, land extending from mountain to sea, that which feeds, and that which nourishes.

## **FOUNDATIONAL KNOWLEDGE FOR PUBLIC HEALTH GRADUATE STUDENTS**

- |        |   |         |  |
|--------|---|---------|--|
| FKPH1. | Explain public health history, philosophy, and values.  | FKPH6.  | Explain the critical importance of evidence in advancing public health knowledge.  |
| FKPH2. | Identify the core functions of public and the 10 Essential Services   | FKPH7.  | Explain effects of environmental factors on a population's health.   |
| FKPH3. | Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health.                | FKPH8.  | Explain biological and genetic factors that affect 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.               | FKPH9.  | Explain behavioral and psychological factors that affect a population's health.  |
| FKPH5. | Discuss the science of primary, secondary, and tertiary prevention in population health, including health promotion and screening, etc. | 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

UH Public Health 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 41) 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 Division 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 program/thesis committee are responsible for evaluating the student's performance with respect to programmatic, Graduate Division, and 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. A full-time semester is when a student is enrolled in 8 or more degree-related credits. 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 summer sessions or the equivalent in credits (summer sessions generally last six weeks but may vary in length from three to ten weeks). 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 Graduate Division 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 and are not classes, but rather individualized opportunities to explore a subject in greater depth. Generally, these courses are one-on-one and will be listed on the transcript as Directed reading/research, no matter what subject was explored by the course. 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.

**Compliance and Ethical Standards**

As required by federal, state, and university regulations, UHM employees and students who intend to conduct research that involves the use of human or non-human subjects must check with their respective academic departments, the Office of Research Compliance (<https://research.hawaii.edu/orc/>), and the appropriate office(s) for approval and guidance.

**Time Allowed for Completion of Degree**

Candidates for the master's degree must complete all requirements within seven years. Detailed information is available at <https://manoa.hawaii.edu/graduate/time-allowed-for-completion-of-degree/>.



## FOUNDATIONAL MPH COMPETENCIES

### Evidence-Based Approaches to Public Health

- MPH1. Apply epidemiological methods to 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.

### Public Health & Health Care Systems

- 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 systemic levels.

### Planning & Management to Promote Health

- MPH7. Assess population needs, assets, and capacities that affect communities' health.
- MPH8. Apply awareness of cultural values and practices to the design, implementation, or critique 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.<sup>1</sup>
- MPH11. Select methods to evaluate public health programs.

<sup>1</sup> "Resource management" refers to stewardship (planning, monitoring, etc.) of resources throughout a project, not simply preparing a budget statement that projects what resources will be required.

### Policy in Public Health

- MPH12. Discuss policy-making process<sup>2</sup>, 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<sup>3</sup>.
- MPH15. Evaluate policies for their impact on public health and health equity.

### Leadership

- MPH16. Apply leadership and/or management principles to address a relevant issue<sup>4</sup>.
- MPH17. Apply negotiation and mediation skills to address organizational or community challenges<sup>5</sup>.

<sup>2</sup> This competency refers to technical aspects of how public policies are created and adopted, including legislative and/or regulatory roles and processes, ethics in public policy making, and the role of evidence in creating policy.

<sup>3</sup> This competency refers to the ability to influence policy and/or decision making, such as through stakeholder mobilization, educating policy makers, etc. Ability to argue in support of (or in opposition to) a position, as in a standard debate, is not sufficient. Students must produce a product that would be part of an advocacy campaign or effort (e.g., legislative testimony, fact sheets, advocacy strategy outline, etc.).

<sup>4</sup> Such principles may include creating a vision, empowering others, fostering collaboration, and guiding decision making.

<sup>5</sup> "Negotiation and mediation," in this competency, refers to the set of skills needed when a common solution is required among parties with conflicting interests and/or different desired outcomes. Such skills extend beyond the level of negotiation required in a successful intra-group process; effective communication within a work group or team is more closely related to competency 19.

Communication

- MPH18. Select communication strategies for different audiences and sectors.
- MPH19. Communicate audience-appropriate (i.e., non-academic, non-peer audience) public health content, both in writing and through oral presentation.
- MPH20. Describe the importance of cultural competence in communicating public health content.

Interprofessional and/or Intersectoral Practice

- MPH21. Integrate perspectives from other sectors and/or professions to promote and advance population health<sup>6</sup>.

Systems Thinking

- MPH22. Apply a systems thinking tool to visually represent a public health issue in a format other than standard narrative<sup>7</sup>.

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6 This competency requires direct engagement (in-person or online) between the student and an individual or individuals in a profession or sector other than public health; students must combine the external sector/profession's perspective and/or knowledge with their own public health training to complete a task, solve a problem, etc.. Role-playing, in which public health students assume the identity of an individual from another profession or sector to which they do not already belong is not an acceptable substitute for actual engagement with an individual or individuals from a profession or sector outside of public health.

7 Systems thinking tools depict or map complex relationships, demonstrating, for example, how component parts of a system interact with and influence one another. Examples include causal loop diagrams, systems archetypes, network analyses, and concept maps. Logic models and evidence tables are not sufficient to address this competency.

## MPH SPECIALIZATION COMPETENCIES

### Epidemiology Specialization Competencies

- EPI1. Critique epidemiological evidence and methods used in public health research and practice.
- EPI2. Build regression models and apply model diagnostic techniques for analysis and proper interpretation of epidemiologic data.
- EPI3. Evaluate how public health biology – the biological, ecological, and molecular context of public health – impacts public health practice.
- EPI4. Apply strategies for drawing appropriate causal inferences from epidemiologic data taking into account confounding and other sources of bias.
- EPI5. Create and implement an appropriate analytic plan to test hypotheses and estimate exposure-outcome associations in a public health context.

### Health Policy and Management Specialization Competencies

- HPM1. Apply the principles of program planning, management, and evaluation in organizational and community initiatives using appropriate data sources.
- HPM2. Evaluate health service programs, policies, and/or systems using appropriate methods.
- HPM3. Apply legal and ethical principles to health service practice and policy to promote the health of populations.
- HPM4. Use leadership skills to initiate, plan, change, strategize, monitor and/or manage health programs to achieve organizational and policy goals.
- HPM5. Investigate economic, political, and social factors influencing public health service delivery and policy to address public health challenges.

### Native Hawaiian and Indigenous Health Specialization Competencies

- NHIIH1. Describe Indigenous people's health in a historical context and analyze 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 principles of Indigenous evaluation to health programs.
- NHIIH4. Describe a reflexive public health practice for Indigenous peoples' health contexts.
- NHIIH5. Design a health prevention strategy that values and incorporates Indigenous peoples' traditional knowledge.

### Social and Behavioral Health Sciences Specialization Competencies

- SBHS1. Critique methods and instruments for collecting valid and reliable quantitative and qualitative data related to social behavioral health.
- SBHS2. Design mechanisms to monitor and evaluate health promotion programs for their effectiveness and quality.
- SBHS3. Apply behavior change theory and health promotion strategies to develop grant proposals and identify budgetary priorities.
- SBHS4. Incorporate ethical principles in health promotion and community engagement.
- SBHS5. Develop communication strategies and interventions that promote health behavior change.

## MPH (NON-THESIS) DEGREE PROGRAM

### Credit Hour Requirements

The required number of credits for graduation is 42. A minimum of 18 credits must be earned in courses numbered 600-798, including at least one graduate seminar in the major or a related field. No more than 9 credits of PH 699 (directed reading/research) may be applied to meet degree requirements. The table on pages 12-19 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 47). Candidates who have completed all course work enroll for PH 699. If PH 699 is being counted as part of the student’s degree requirement, it must be taken for letter grade.

### 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 <https://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.

Note: Specialization changes may be initiated after completing one semester of full-time work in the program and should be done no later than the semester before the student begins working on the practicum.

### 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 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; any Thompson School faculty or graduate faculty in public health shall be eligible as a member of students’ MPH program committees. The preceptor should not serve as the second committee member.
2. **Course Pathway.** 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. The Course Pathway is completed at this meeting. This is the student’s “contract” for academic work and is intended to ensure that the program’s educational outcomes are met.
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 is available at <https://manoa.hawaii.edu/graduate/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 is available at <https://manoa.hawaii.edu/graduate/forms/>.

4. **Practicum Planning.** Assist the student with planning the practicum and locating an appropriate site. Approval of the practicum placement and the learning objectives as indicated on the Practicum Plan.
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. **MPH Portfolio.** Each MPH student must create and submit an MPH digital portfolio that includes copies of all course assignments produced by the student. This includes written papers, projects, homework, quizzes, tests, practicum items including practicum deliverables and practicum report. It is important to also include the student's final paper and final oral examination PowerPoint.
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.

### **Interprofessional Education**

All MPH students are responsible for meeting the Council on Education for Public Health (CEPH) Foundation competency 21 related to interprofessional education (IPE): "Integrate perspectives from other sectors and/or professions to promote and advance population health." This competency will be met by having all MPH students involved in three interprofessional activities using a "portfolio" strategy. All MPH students will complete an introductory "TeamSTEPPS" online module during PH 600. Two additional interprofessional team exercises/activities will be selected from several options offered at UHM, offered by Project ECHO, and community activities that meet the IPE criteria. Please note that if you plan to use your practicum experience as one of the IPE activities, you will need to have it **REVIEWED AND APPROVED** by the Hawai'i Interprofessional Education (HIPE) Workgroup **IN ADVANCE** of starting your practicum. Please allow at least one month lead time for the workgroup to review.

### **Capstone 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 Overview**

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 planned and carried out as part of two formal courses, PH 692, Preparation for Public Health Practice (1 credit), and PH 791, Advanced Public Health Practice (2 credits), for a total of 3 credits. PH 692 is offered in the spring and must be completed before enrolling in PH 791. PH 692 (pre-practice course) is a preparatory course that is intended to provide MPH students with the necessary knowledge and tools to successfully complete their practicum the following semester. Students will identify an area of interest for a practicum project, develop a professional resume, learn search skills to find a site, and learn and practice interview skills to secure a site.

Each MPH student must register for PH 791 during the semester they complete their practicum experience. All practicum placements must be approved with signatures in advance by the student's program committee, practicum preceptor, and Field Education Coordinator in order to receive credit for the practicum experiences. The completion of Practicum Plan is used to assure compliance with this policy and must be approved by the Field Education Coordinator before enrolling in PH 791. This form specifies the student's scope of work, learning objectives, as well as the expected outcomes/deliverables and related competencies. 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 Field Education Coordinator, Lisa Kehl. Meeting with the Field Education 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 MPH Practicum Student Profile and Career Advising Form (Form 17). For further information on the public health practicum, students should contact Lisa Kehl ([phfield@hawaii.edu](mailto:phfield@hawaii.edu); 808-956-5771). The Field Education 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.

**Liability Insurance**

Professional liability insurance offers students financial and legal protection against claims of malpractice and is required by most field practicum sites. OPHS purchases malpractice or liability insurance for students enrolled in their practicum.

**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 66-75 provide a recommended outline for the MPH final paper and oral exam. Note: The capstone paper should be 80-90% complete before the student schedules their capstone presentation.

In PH 791, the candidate is required to develop an outline of their capstone proposal and submit it to their 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. Students should check the room reservation calendar at <https://sites.google.com/hawaii.edu/ophs-roomres/room-reservations> for room availability and email [ophsas@hawaii.edu](mailto:ophsas@hawaii.edu) to reserve the room. Final oral presentations are announced in advance to allow for broad attendance. At least two weeks prior to the date of the oral, students must email [ophsas@hawaii.edu](mailto:ophsas@hawaii.edu) the following information regarding their oral presentation: (1) name, (2) title, (3) date, (4) time, and (5) location of the presentation. The oral presentation must be completed prior to the deadline for examinations shown on the calendar located on the back of this handbook, if the student plans to graduate at the end of that semester. Subsequent to the presentation, the candidate shall submit to the committee the final paper supporting his/her oral presentation. In preparing the final paper, it is important that the student follows the title page format guidelines on page 65. The final paper must also be included in the student portfolio 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**

	Courses	Credits	Fall	Spring
MPH Core Courses	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 648 Program Planning, Management, Evaluation, and Leadership	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	
Practicum	PH 692 Preparation for Public Health Practice*	1		X
	PH 791 Advanced Public Health Practice	2	X**	
Capstone	PH 789 Integrative Seminar	2	X	X
	Written and oral presentation		X	X
Grand Total		42		

\*Pending course approval

\*\*PH 791 offered in the fall and summer



**Epidemiology Specialization Suggested Sample Pathway**

First Year			
	Course	Credits	Prerequisite
Fall	PH 600 Public Health Foundations	2	
	PH 602 U.S. Health Care Services and Policy	3	
	PH 655 Biostatistics I	3	
	PH 663 Principles of Epidemiology I	3	
Spring	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 692 Preparation for Public Health Practice	1	600 and 9 credits
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	2	692 and 15 credits
Spring	PH 648 Program Planning, Management, Evaluation, and Leadership	3	
	PH 666 Seminar in Infectious Disease Control or PH 748 Chronic Disease Epidemiology	3 3	663 (or concurrent) and MICR 130 663
	PH 789 Integrative Seminar	2	

**Health Policy and Management Specialization**

	Courses	Credits	Fall	Spring
MPH Core Courses	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 648 Program Planning, Management, Evaluation, and Leadership	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 641 Advanced Topics in Health Policy	3	
PH 658 Computer Applications in Public Health		3		X
PH 672 Leading and Managing Health Programs		3		X
PH 673 Native Health Ethics, Law, and Politics		3		X
PH 677 Managing Global Health Service Delivery		3	X	
Practicum	PH 692 Preparation for Public Health Practice*	1		X
	PH 791 Advanced Public Health Practice	2	X**	
Capstone	PH 789 Integrative Seminar	2	X	X
	Written and oral presentation		X	X
Electives	2 credits required	2	X	X
Grand Total		42		

\*Pending approval

\*\*PH 791 offered in fall and summer

**Health Policy and Management Specialization Suggested Sample Pathway**

First Year			
	Course	Credits	Prerequisite
Fall	PH 600 Public Health Foundations	2	
	PH 602 U.S. Health Care Services and Policy	3	
	PH 623 Introduction to Health Promotion Theory & Methods	3	
	PH 655 Biostatistics I	3	
	PH 663 Principles of Epidemiology I	3	
Spring	PH 641 Advanced Topics in Health Policy	3	602
	PH 648 Program Planning, Management, Evaluation, and Leadership	3	
	PH 658 Computer Applications in Public Health	3	
	PH 673 Native Health Ethics, Law, and Politics	3	
	PH 692 Preparation for Public Health Practice	1	600 and 9 credits
	Elective		
Second Year			
Fall	PH 677 Managing Global Health Service Delivery	3	
	PH 681 Environmental Determinants of Health	3	
	PH 791 Advanced Public Health Practice	2	692 and 15 credits
Spring	PH 672 Leading and Managing Health Programs	3	
	PH 789 Integrative Seminar	2	
	Elective		

**Health Policy and Management Specialization Suggested Sample Pathway DE\***

First Year			
	Course	Credits	Prerequisite
Fall	PH 600 Public Health Foundations	2	
	PH 602 U.S. Health Care Services and Policy	3	
	PH 623 Introduction to Health Promotion Theory & Methods	3	
	PH 655 Biostatistics I	3	
	PH 641 Advanced Topics in Health Policy	3	602
Spring	PH 648 Program Planning, Management, Evaluation, and Leadership	3	
	PH 658 Computer Applications in Public Health	3	
	PH 673 Native Health Ethics, Law, and Politics	3	
	PH 692 Preparation for Public Health Practice	1	600 and 9 credits
	Elective		
Second Year			
Fall	PH 663 Principles of Epidemiology I	3	
	PH 677 Managing Global Health Service Delivery	3	
	PH 681 Environmental Determinants of Health	3	
	PH 791 Advanced Public Health Practice	2	692 and 15 credits
Spring	PH 672 Leading and Managing Health Programs	3	
	PH 789 Integrative Seminar	2	
	Elective		

\*Please see your advisor for part-time study suggested pathways

**Native Hawaiian and Indigenous Health Specialization**

	Courses	Credits	Fall	Spring
MPH Core Courses	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 648 Program Planning, Management, Evaluation, and Leadership	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	3	X
PH 673 Native Health Ethics, Law, and Policy		3		X
PH 688 Indigenous Peoples' Food Systems, Environment & Health		3		X
PH 728 Indigenous Applied Research Methods		2-3		X
PH 729 Survey Methods for Indigenous Peoples		2-3		X
Practicum	PH 692 Preparation for Public Health Practice*	1		X
	PH 791 Advanced Public Health Practice	2	X**	X
Capstone	PH 789 Integrative Seminar	2	X	X
	Written and oral presentation		X	X
Electives	2-4 credits required	2-4	X	X
Grand Total		42		

\*Pending approval

\*\*PH 791 offered in fall and summer

**Native Hawaiian and Indigenous Health Specialization Suggested Sample Pathway**

First Year			
	Course	Credits	Prerequisite
Fall	PH 600 Public Health Foundations	2	
	PH 635 Indigenous Seminar	3	
	PH 655 Biostatistics I	3	
	PH 663 Principles of Epidemiology I	3	
Spring	PH 648 Program Planning, Management, Evaluation, and Leadership	3	
	PH 673 Native Health Ethics, Law, and Politics or PH 688 Indigenous Peoples' Food Systems, Environment and Health	3	
	PH 692 Preparation for Public Health Practice	1	600 and 9 credits
	PH 728 Indigenous Applied Research Methods or PH 729 Survey Methods for Indigenous Peoples	2-3	
	Elective		
Second Year			
Fall	PH 602 U.S. Health Care Services and Policy	3	
	PH 623 Introduction to Health Promotion Theory & Methods	3	
	PH 681 Environmental Determinants of Health	3	
	PH 728 Indigenous Applied Research Methods	3	
	PH 791 Advanced Public Health Practice	2	692 and 15 credits
Spring	PH 673 Native Health Ethics, Law, and Politics or PH 688 Indigenous Peoples' Food Systems, Environment and Health	3	
	PH 728 Indigenous Applied Research Methods or PH 729 Survey Methods for Indigenous Peoples	2-3	
	PH 789 Integrative Seminar	2	
	Elective		

**Social and Behavioral Health Sciences Specialization**

	Courses	Credits	Fall	Spring
MPH Core Courses	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 648 Program Planning, Management, Evaluation, and Leadership	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 646 Grant Writing in Public Health	2	X
PH 701 Health Communications		3		X
PH 702 Health Promotion Research		3		X
PH 765 Health Program Evaluation		3	X	
Practicum	PH 692 Preparation for Public Health Practice*	1		X
	PH 791 Advanced Public Health Practice	2	X**	X
Capstone	PH 789 Integrative Seminar	2	X	X
	Written and oral presentation		X	X
Electives	7 credits required	6	X	X
Grand Total		42		

\*Pending approval

\*\*PH 791 offered in fall and summer

**Social and Behavioral Health Sciences Specialization Suggested Sample Pathway**

First Year			
	Course	Credits	Prerequisite
Fall	PH 600 Public Health Foundations	2	
	PH 602 U.S. Health Care Services and Policy	3	
	PH 623 Introduction to Health Promotion Theory & Methods	3	
	PH 655 Biostatistics I	3	
	PH 663 Principles of Epidemiology I	3	
Spring	PH 648 Program Planning, Management, Evaluation, and Leadership	3	
	PH 692 Preparation for Public Health Practice	1	600 and 9 credits
	PH 701 Health Communication	3	623
	PH 702 Health Promotion Research	3	623 and 655
Second Year			
Fall	PH 646 Grant Writing in Public Health*	2	
	PH 681 Environmental Determinants of Health	3	
	PH 765 Health Program Evaluation	3	
	PH 791 Advanced Public Health Practice	2	692 and 15 credits
	Elective		
Spring	PH 789 Integrative Seminar	2	
	Elective		
	Elective		

\*course offering for PH 646 varies so please check with your faculty advisor

**MS COMPETENCIES****MS (Epidemiology) Competencies**

- MSE1. Critique epidemiological evidence and methods used in public health research.
- MSE2. Build regression models and apply model diagnostic techniques for analysis and proper interpretation of epidemiologic data.
- MSE3. Create and implement an appropriate analytic plan to test hypotheses and estimate exposure-outcome associations in a public health context.
- MSE4. Design and implement a research project that addresses an important public health issue through application of appropriate epidemiologic methods.

**Epidemiology Specialization Competencies**

- EPI1. Critique epidemiological evidence and methods used in public health research and practice.
- EPI2. Build regression models and apply model diagnostic techniques for analysis and proper interpretation of epidemiologic data.
- EPI3. Evaluate how public health biology – the biological, ecological, and molecular context of public health – impacts public health practice.
- EPI4. Apply strategies for drawing appropriate causal inferences from epidemiologic data taking into account confounding and other sources of bias.
- EPI5. Create and implement an appropriate analytic plan to test hypotheses and estimate exposure-outcome associations in a public health context.



## 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 12 credits 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. MS students must also complete a minimum of six credits of PH 700 (thesis research). With advanced approval from the graduate program and the Graduate Division, up to six credits of 699 may be counted towards the MS degree.

MS students must also complete between six to 12 credits of PH 700. Upon request by the student's graduate program, the Graduate Division 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.**

### Master's Plan A Forms

The Graduate Division has a set of four online forms used to track and monitor student progress via the Kuali Build platform. As the student completes each step in the graduate degree program, the appropriate form must be completed and submitted in sequence and are available for submission at <https://manoa.hawaii.edu/graduate/forms/>.

#### Master's Plan A Form 1 – 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 (not required for MS in Epidemiology).
- Results of the first foreign language exam (not required for MS in Epidemiology).

Students submit Form 1 immediately after meeting with their interim faculty advisor and completing the Form 14 MS Program Plan.

#### Master's Plan A Form 2 – Advance to Candidacy

- Appointment of thesis committee.
- Approval of thesis topic (attach the appropriate approval(s) as necessary).
- Results of second foreign language exam (not required for MS in Epidemiology).

Registration in PH 700 is allowed only after Form 2 and all necessary supporting documents have been received and approved by the Graduate Division. Therefore, **Form 2 must be submitted and approved by the Graduate Division before the first day of instruction during the semester of anticipated registration in PH 700.**

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 2 a letter of approval from the appropriate office.

Once the Form 2 has been approved, requests for thesis committee membership changes must be made on the Graduate Division "Master's Petition to Revise Thesis Committee" form which is available at <https://manoa.hawaii.edu/graduate/forms/>.

#### Master's Plan A Form 3 – Thesis Evaluation

- Results of the final oral exam.
- Judgment of thesis and the student's ability to defend it.

Submit Form 3 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.

#### Master's Plan A Form 4 – Thesis Submission

- Form should be signed by the chair and a majority of the committee

Submit Form 4 directly to the Graduate Division after the final manuscript has been uploaded on ProQuest ETD by the due date indicated on the academic calendar. See Step 6 below for additional details.

## Steps Towards Completing the MS Degree

1. Pre-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. The Master's Plan A Form 1 and the OPPHS 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 program's specified educational outcomes are met. The form can be downloaded at <https://manoa.hawaii.edu/publichealth/students/graduate-student-forms> and a copy should be kept in the student's folder.

2. Formation of Thesis Committee. 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 Graduate Division's website for more information on thesis committee composition at <https://manoa.hawaii.edu/graduate/select-committee-member/>.

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 Graduate Division Master's Plan A 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 **Master's Plan A Form 2**. The student may register for PH 700 Thesis Research once this form and all necessary supporting documents are received and approved by the Graduate Division. **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 47).

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 Graduate Division's website at <https://manoa.hawaii.edu/graduate/style-policy/>. In addition to the Graduate Division 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 **Master's Plan A Form 3** immediately after the final exam/thesis defense and no later than three weeks prior to the date the thesis is due at the Graduate Division (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/hawaii.edu/ophs-roomres/room-reservations> for room availability. To reserve a room for the thesis defense/final oral exam, email OPHSAS at [ophsas@hawaii.edu](mailto: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 Graduate Division 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 **Master's Plan A Form 3**. 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 for submission.

6. Thesis Submission and Program Completion. ProQuest ETD (<https://secure.etsadmin.com/>) is the service that the Graduate Division uses for the electronic submission of the thesis. Submission of the thesis cannot occur prior to the first day of the graduation term. Extensions are only granted with the approval of the Graduate Chair. The very last day to submit the final manuscript is no later than 4:00 p.m. HST on the last day of the semester/summer term. Graduation will automatically be postponed to

the following graduation semester if the manuscript is submitted to ProQuest after 4:00 p.m. HST on the last day of the semester (resubmission of the manuscript is not necessary). Students should keep in mind that they must be enrolled in the semester/term of graduation.

Students are strongly encouraged to submit the final manuscript to ProQuest at least 4 weeks prior to the end of the semester. This will allow time to confirm that all of the graduation requirements are met in a timely manner and to avoid delays in degree conferral. Please see the Graduate Division's website <https://manoa.hawaii.edu/graduate/proquest-etd-submission-publication/> for detailed information. Upon submitting the final manuscript to ProQuest, students complete and submit Master's Plan A Form 4, which committee members sign to indicate their approval of the content and form of students' finalized manuscript.

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 Graduate Division 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. MS students should also refer to the Graduation Checklist available at [https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation\\_checklist\\_for\\_masters\\_plan\\_a\\_thesis.pdf](https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation_checklist_for_masters_plan_a_thesis.pdf).

Note: All theses will be made available to the public online through ScholarSpace. ScholarSpace is the institutional repository for the University of Hawai'i at Mānoa and is maintained by Hamilton Library.

**REQUIRED COURSEWORK FOR THE MS DEGREE PROGRAM****Epidemiology+**

	Courses	Credits	Fall	Spring
Biostatistics Courses	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 Graduate Division 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.

**Epidemiology Specialization Suggested Sample Pathway (MS)**

First Year			
	Course	Credits	Prerequisite
Fall	PH 600 Public Health Foundations	3	
	PH 655 Biostatistics I	3	
	PH 663 Principles of Epidemiology I	3	
Spring	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 Philosophy (PhD) in Public Health 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 PhD in Public Health 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 41) 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 <https://manoa.hawaii.edu/graduate/time-allowed-for-completion-of-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 Division 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 advisory/dissertation committee are responsible for evaluating the student's performance with respect to programmatic, Graduate Division, and professional standards. Failure to meet these standards may result in termination of enrollment.

### Compliance and Ethical Standards

As required by federal, state, and university regulations, UHM employees and students who intend to conduct research that involves the use of human or non-human subjects must check with their respective academic departments, the Office of Research Compliance (<https://research.hawaii.edu/orc/>), and the appropriate office(s) for approval and guidance.

### Student Progress Forms

The Graduate Division has a set of four forms used to track doctoral student progress. As the student completes each step in the graduate degree program, the appropriate form must be completed and submitted to the Graduate Division. The forms should be submitted in sequence and are available at <https://manoa.hawaii.edu/graduate/forms/>.

Doctorate Form 1 – 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 1 immediately after results of the general qualifying exam become available.

Doctorate Form 2 – 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 2 before registering for Dissertation 800 or before the first day of instruction during the semester of registration. Registration in Dissertation 800 is allowed only after this form and all necessary attachments (including IRB approval for dissertation research) have been received and approved by the Graduate Division. A Petition to Revise Thesis/Doctoral committee must be filed thereafter to change committee membership.

Doctorate Form 3 – Dissertation Evaluation

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

Submit Form 3 immediately after results of the final exam become available or no later than three weeks prior to the dissertation due date as indicated on the academic calendar.

Doctorate Form 4 – Dissertation Submission

- Form should be signed by the chair and a majority of the committee

Submit Form 4 directly to the Graduate Division after the final manuscript has been uploaded on ETD ProQuest by the due date indicated on the academic calendar.

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**PHD IN PUBLIC HEALTH COMPETENCIES**

- |       |  |        |  |
|-------|--|--------|--|
| DPH1. | Critically and systematically review the literature to synthesize current knowledge and identify gaps. | DPH7.  | Demonstrate cultural competence/humility in interactions with community.                   |
| DPH2  | Apply appropriate theory, frameworks, and/or evidence-based approaches in research.                    | DPH8.  | Promote co-learning between researchers, PH professionals, and communities.                |
| DPH3  | Design research studies that are ethical and responsive to community PH issues.                        | DPH9.  | Analyze the impact of local, national, and global trends related to a public health topic. |
| DPH4. | Apply quantitative methods to address a public health issue.   | DPH10. | Demonstrate effective teaching skills in public health.                                    |
| DPH5. | Apply qualitative methods to address a public health issue.  | DPH11. | Demonstrate scholarly written and oral communication skills.                               |
| DPH6. | Critique research designs and methods in public health.  |        |  |

## PHD IN PUBLIC HEALTH DEGREE PROGRAM

### Credit Hour Requirement

Most students accrue 35 or more credits prior to graduation from the PhD in Public Health program.

### Annual Review

Annually, continuing students must complete a written report summarizing their progress in the PhD in Public Health program and their plans for the upcoming semesters. These reports are presented to the PhD in Public Health Committee by the student's chair or interim advisor.

### Doctoral Committee

Students assemble their doctoral committee during 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 (<https://manoa.hawaii.edu/graduate/select-committee-member/>)). The student should first seek a graduate faculty member to serve as chair of the doctoral committee. The majority of committee members, including the chair, should be from the approved PhD in Public Health graduate faculty. 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 Graduate Division Dean via Doctorate Form 2 – 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 Graduate Division "Petition to Revise Dissertation Committee" available at <https://manoa.hawaii.edu/graduate/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. 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 a qualifying exam. Successful passing of this phase is reported to the Graduate Division on Doctorate Form 1: Pre-Candidacy Progress. A student who fails the qualifying exam or expert-faculty review of the qualifying paper may repeat these components of the qualifying phase once at the discretion of the graduate faculty concerned. A student who fails the second examination or the second expert-faculty review of the qualifying paper is dropped from both the program and the Graduate Division.

Students with an MPH are expected to complete the requirements of the qualifying phase before or by the end of the second year in the program. Students without an MPH are expected to complete this phase before or by the end of the third year in the program. 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.

#### Practice Phase

In this phase, the student completes courses required by the PhD in Public Health program, including both a teaching and a research practicum. 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 that 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. 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 public health 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 Graduate Division. 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 Graduate Division.

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 the research.

The results of the oral comprehensive examination and the IRB approval of the student's research are reported to the Graduate Division on Doctorate Form 2 – Advance to Candidacy. Results of a subsequent retaken examination should also be reported on the Doctorate Form 2.

All students are expected to advance to candidacy before or by the end of their fifth year in the program.

### **Approval of Dissertation Topic**

The approval of dissertation topic is indicated by the committee on Doctorate Form 2. After the research has been approved by the Committee on Human Studies and Doctorate Form 2 is approved by the Graduate Division, 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 Doctorate Form 2, a student who passes the comprehensive exam may receive an All-But-Dissertation certificate. This 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 relating to a central research theme, and a conclusion that includes recommendations for further programming and 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 Graduate Division's website at <https://manoa.hawaii.edu/graduate/style-policy/>.

**Final Examination/Defense**

A final examination in defense of the dissertation, which may also cover subjects related to the PhD in Public Health 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.

**Scheduling and Announcement**

The defense must be announced in the Events Calendar and is open to the public. Students provide the Graduate Division with the title, date, time, and place of the defense on the final defense via Quali at <https://manoa.hawaii.edu/graduate/forms/>). This form must be approved 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**

PhD in Public Health candidates and committee members may participate remotely for a doctoral defense, with permission of the committee chair and the PhD in Public Health graduate chair.

**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/she may submit a written request to the Graduate Division. 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 Graduate Division. Candidates failing the final examination twice are dismissed from both the program and Graduate Division. 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 Doctorate Forms 3 and 4.

ProQuest ETD (<https://secure.etdadmin.com/>) is the service that the Graduate Division uses for the electronic submission of doctoral papers and dissertations. Submission of the doctoral papers and dissertations cannot occur prior to the first day of the graduation term. Extensions are only granted with the approval of the Graduate Chair. The very last day to submit the final manuscript is no later than 4:00 p.m. HST on the last day of the semester/summer term. Graduation will automatically be postponed to the following graduation semester if the manuscript is submitted to ProQuest after 4:00 p.m. HST on the last day of the semester (resubmission of the manuscript is not necessary). Students should keep in mind that they must be enrolled in the semester/term of graduation.

Students are strongly encouraged to submit the final manuscript to ProQuest at least 4 weeks prior to the end of the semester. This will allow time to confirm that all of the graduation requirements are met in a timely manner and to avoid delays in degree conferral. Please see the Graduate Division's website <https://manoa.hawaii.edu/graduate/proquest-etd-submission-publication/> for detailed information.

Doctoral students should also refer to the Graduation Checklist available at [https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation\\_checklist\\_for\\_phd\\_doctoral\\_candidates.pdf](https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation_checklist_for_phd_doctoral_candidates.pdf).

Note: All doctoral papers and dissertations will be made available to the public online through ScholarSpace. ScholarSpace is the institutional repository for the University of Hawai'i at Mānoa and is maintained by Hamilton Library.

**REQUIRED COURSEWORK FOR THE PhD IN PUBLIC HEALTH DEGREE PROGRAM**

	Courses	Credits	Fall	Spring
Required Co-requisite Courses (for those without an MPH)	PH 600 Public Health Foundations	3	X	
	PH 602 U.S. Health Care Services & Policy	3	X	
	PH 623 Introduction to Health Promotion Theory & Methods	3	X	
	PH 648 Program Planning, Management, Evaluation, and Leadership	3		X
	PH 655 Biostatistics I	3	X	
	PH 663 Principles of Epidemiology I	3	X	
Restricted PhD in Public Health Courses	PH 720 Systematic Literature Review in Public Health	3	X	
	PH 770D Evidence-based Public Health	3		X
	PH 770E Health Policy & Leadership	3		X
	PH 771 Teaching Practicum	3	X	X
	PH 772 Research Practicum	3	X	X
	PH 775 Public Health Proposal and Dissertation Writing	2	X	X
	PH 800 Dissertation Research	1	X	X
Other Required PhD in Public Health Courses	PH 630 Cultural Competency in Health Care	3	X	
	PH 656 Biostatistics II	3		X
	PH 704 Community-Based Participatory Research	3		X
	PH 742 Qualitative Research for Public Health Sciences	3		X
	Electives	5	X	X
Grand Total	A minimum of 35 credits is recommended	35*		

\*The recommended minimum number of credits for students who do not have an MPH is 35 credits plus the number of credits associated with missing prerequisites.

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**PhD IN EPIDEMIOLOGY COMPETENCIES**

- PHDE1. Demonstrate expertise in pathophysiology (immunity and immunopathogenesis) of human disease for application to epidemiological research.
- PHDE2. Apply the concepts of causal inference for estimation of valid effects, taking into account sampling and sources of error, to improve the validity and public health relevance of epidemiologic studies.
- PHDE3. Demonstrate effective audience-appropriate oral and written communication skills, especially through application of evidence-based pedagogical techniques to undergraduate or graduate student instruction.
- PHDE4. Develop, conduct, and defend a series of novel studies that addresses an important public health issue through application of appropriate epidemiologic methods.

## PHD DEGREE IN EPIDEMIOLOGY 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. Doctorate Form 1, 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 Graduate Division.

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 <https://manoa.hawaii.edu/graduate/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 level 3 regular or cooperating graduate faculty member in the student's graduate program. 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 Doctorate Form 2 – 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 Graduate Division “Petition to Revise Dissertation Committee” form at <https://manoa.hawaii.edu/graduate/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 Graduate Division, 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 Graduate Division. 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 Graduate Division on Doctorate Form 2, Advance to Candidacy. Results of a subsequent retaken examination should also be reported on a copy of Doctorate Form 2.

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 Graduate Division. 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 Doctorate Form 2. Once the Graduate Division 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 Doctorate Form 2, 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 Graduate Division's website at <https://manoa.hawaii.edu/graduate/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 provide the Graduate Division with the title, date, time, and place of the defense on the final defense announcement via Kualii at <https://manoa.hawaii.edu/graduate/forms/>). This form must be approved 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**

PhD in Epidemiology candidates and committee members may 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 Graduate Division's Doctoral Petition for Remote Committee Participation (<https://manoa.hawaii.edu/graduate/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 Graduate Division.
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 UH Public Health 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 Graduate Division requirements and procedures.
9. A member of the UH Public Health 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 Graduate Division. 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 Graduate Division. Candidates failing the final examination twice are dismissed from both the program and Graduate Division. 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 Doctorate Forms 3 and 4.

ProQuest ETD (<https://secure.etsadmin.com/>) is the service that the Graduate Division uses for the electronic submission of doctoral papers and dissertations. Submission of the doctoral papers and dissertations cannot occur prior to the first day of the graduation term. Extensions are only granted with the approval of the Graduate Chair. The very last day to submit the final manuscript is no later than 4:00 p.m. HST on the last day of the semester/summer term. Graduation will automatically be postponed to the following graduation semester if the manuscript is submitted to ProQuest after 4:00 p.m. HST on the last day of the semester (resubmission of the manuscript is not necessary). Students should keep in mind that they must be enrolled in the semester/term of graduation.

Students are strongly encouraged to submit the final manuscript to ProQuest at least 4 weeks prior to the end of the semester. This will allow time to confirm that all of the graduation requirements are met in a timely manner and to avoid delays in degree conferral. Please see the Graduate Division's website <https://manoa.hawaii.edu/graduate/proquest-etd-submission-publication/> for detailed information.

Doctoral students should also refer to the Graduation Checklist available at [https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation\\_checklist\\_for\\_phd\\_doctoral\\_candidates.pdf](https://manoa.hawaii.edu/graduate/wp-content/uploads/graduation_checklist_for_phd_doctoral_candidates.pdf).

Note: All doctoral papers and dissertations will be made available to the public online through ScholarSpace. ScholarSpace is the institutional repository for the University of Hawai'i at Mānoa and is maintained by Hamilton Library.

**REQUIRED COURSEWORK FOR THE PhD IN EPIDEMIOLOGY DEGREE PROGRAM**

	Courses	Credits	Fall	Spring
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	
Required PhD Courses	PH 665 Concepts in Immunology & Immunopathogenesis	2	X	
	PH 669 Epidemiological Study Design Critique	2	X	X
	PH 748 Chronic Disease Epidemiology	3		X
	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	
Elective PhD Courses	PH 652 Interdisciplinary Seminar	1		X
	PH 666 Seminar in Infectious Disease Control	3		X
	PH 667 Infectious Disease Microbiology II	3		X
	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 <https://www.hawaii.edu/username/>. Detailed information regarding the UH Username is available at <https://www.hawaii.edu/infotech/uhusernamepractices.html>.

Students have access to a university email once they sign up for a UH Username. University and program 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 program 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, 1<sup>st</sup> Floor and Sinclair Library, 1<sup>st</sup> Floor. Current UH faculty, staff, and students can access the lab computers with their UH Username and password.

### Registration

Registration is held one semester in advance for continuing students via STAR GPS Registration. For new students, it is immediately prior to their first semester. The registration system is computerized and available via the MyUH Services website at <https://myuh.hawaii.edu/>. Refer to the Registration Checklist at <https://manoa.hawaii.edu/registrar/registration/checklist/>. Students should check the Registration Timetable for their registration time and 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 should refer to the International Student Services website [https://www.hawaii.edu/issmanoa/?page\\_id=32](https://www.hawaii.edu/issmanoa/?page_id=32).

### 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, dissertation, 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 41) 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 and the University's Office of the Registrar. Refer to the instructions on how to Update Personal Information at <https://manoa.hawaii.edu/registrar/student-records/update-personal-information/> for details. 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. ELI Placement Tests will be mandatory for Fall 2022. Should there be a need for the ELI to cancel the Placement Test, placements into ELI courses will be based on a review of all relevant data provided: standardized English test scores and subscores, SAT or GRE scores, transfer credits and GPA, etc. see <https://www.hawaii.edu/eli/> for more information.

Certain students may be exempt from ELI requirements, see <https://www.hawaii.edu/eli/courses/what-are-my-eli-requirements/> 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 Graduate Division. 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 <https://manoa.hawaii.edu/graduate/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 the Audit a Course Form, which is available at [https://manoa.hawaii.edu/registrar/wp-content/uploads/sites/20/2022/09/Add\\_Audit\\_Form.pdf](https://manoa.hawaii.edu/registrar/wp-content/uploads/sites/20/2022/09/Add_Audit_Form.pdf) with the instructor and submit the form to the Office of the Registrar by the deadline to add courses. 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 STAR GPS by the deadline specified in the academic calendar <https://manoa.hawaii.edu/registrar/academic-calendar/>. After this deadline, a student may withdraw from the course via STAR GPS and 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 Graduate Division.

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.

After the semester begins, students must obtain a complete withdrawal form from the Graduate Division, 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 Graduate Division 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. 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 (<https://manoa.hawaii.edu/graduate/forms/>) with the Graduate Division. 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 Graduate Division. 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 is available at <https://manoa.hawaii.edu/graduate/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-transferrable.

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

### Concurrent Degree Programs

Students occasionally elect to work toward two graduate (generally master's) degrees simultaneously. With approval, a student may apply for admission to an additional program after completing one year of study in the first program. Concurrent doctorates are not permitted. A Petition to Apply for Concurrent Degree Status available at <https://manoa.hawaii.edu/graduate/forms/> must be signed by the current Graduate Chair and sent to the Graduate Division for approval at least two weeks before the (second) graduate program admissions deadline. Students must satisfy the minimum requirements for each degree program.

### Double Counting Credits

The university's Graduate Division 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.

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 approved by the Graduate Division. 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 Master's Petition to Enroll in GRAD 700F available at <https://manoa.hawaii.edu/graduate/forms/>. Upon approval of the petition by the Graduate Division, 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 Graduate Division.

### **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. PhD in Public Health students are encouraged to enroll in six to nine 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 (for graduate assistants not receiving financial aid). 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 Graduate Division. 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 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*, 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.

### **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 Graduate Division 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.

## Requirements for Continued Registration (Academic Performance)

To remain eligible for further graduate work and to be awarded a graduate degree, students must maintain progress towards completion of their programs and must have a *B* average or 3.0 Grade Point Ratio (GPR) for all courses taken at UH Mānoa applicable to the degree. 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 Graduate Division disregards 399 and 499 courses except those required to fulfill undergraduate deficiencies. The Graduate Division 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 Graduate Division only considers course work completed after admission to the Graduate Division 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 Graduate Division website at <https://manoa.hawaii.edu/graduate/required-gdgra/> 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.
- If it is mathematically impossible to achieve an overall cumulative GPA of 3.0 by the end of the probationary period.

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. Please see <https://manoa.hawaii.edu/registrar/student-records/ordering-transcript/> for details on how to order a transcript. Students with financial obligations will not be issued a transcript until the financial obligation has been cleared.

## Financial Information

### Achievement Scholarships

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 UH Public Health. 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/>.

\*Currently the asynchronous online MPH (distance education) does not accept tuition waivers.

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 UH Public Health doctoral program. 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 (PhD in Public Health 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 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 program'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 may be reached by emailing [finaid@hawaii.edu](mailto:finaid@hawaii.edu) and students may visit their website at <https://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 808-956-8010, email [uhmva@hawaii.edu](mailto:uhmva@hawaii.edu). Information is also available at <https://manoa.hawaii.edu/registrar/veteran-benefits/>. Students may also contact the Office of Veteran Student Services, QLC 310, phone 808-956-2192, email [ovss@hawaii.edu](mailto:ovss@hawaii.edu), and visit their website at <https://manoa.hawaii.edu/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 699 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 <https://manoa.hawaii.edu/graduate/forms/> and fees may be paid via MyUH Services. 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 Graduate Division 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 Graduate Division that the degree will be conferred at the end of the appropriate semester, provided that their records are clear of all discrepancies.

Diplomas will be mailed to the mailing address on file approximately 10 weeks after graduation. Students are responsible for ensuring their mailing address is correct. Students needing to provide documentation of degree conferral, in the meantime, should request a degree verification or request an official transcript. Inquiries regarding diplomas should be directed to the Office of the Registrar at [uhmdipls@hawaii.edu](mailto:uhmdipls@hawaii.edu), not to the Graduate Division or the program. Additional information on diplomas is found at <https://manoa.hawaii.edu/registrar/student-records/diplomas/>.

## 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 Graduate Division, 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.

### Graduate 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 program governance, curriculum development, student orientation, as well as social activities. The Graduate Hui’s website is <https://sites.google.com/hawaii.edu/graduate-hui-ola-pono/home>.

The Graduate 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 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 Library

The University of Hawai‘i at Mānoa Library located in Hamilton Library provides the largest collection of information and research materials in the state with over 2.4 million volumes, as well as 497,727 ebooks, 101,771 print journals, and 106,099 ejournal, and 364 databases, making this a Carnegie Research 1 library. Its website provides access to local and national indexes, specialized databases, internet resources, unique, local digitized collections, and library catalogs throughout the nation. Separate components include the Asia Collection; Business, Humanities and Social Sciences, Sciences; Government Documents and Maps; Hawaiian & Pacific Collections; Science & Technology; University Archives & Manuscript Collections, Wong Audiovisual Collection, and the UH System ITS Computerized Learning Information Center (CLIC) lab. Additional information on the UHM Libraries is available at <https://manoa.hawaii.edu/library/>. The UHM Library Public Health Research Guide can be found at <https://guides.library.manoa.hawaii.edu/PublicHealth>.

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

Information on the circulation policies is available at [https://manoa.hawaii.edu/library/wp-content/uploads/2017/10/CircPolicy\\_RevNov2017.pdf](https://manoa.hawaii.edu/library/wp-content/uploads/2017/10/CircPolicy_RevNov2017.pdf) and information on paying library fines is available at <https://manoa.hawaii.edu/library/services/borrow-renew-request/checkout-renew-return-and-fines/>. 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.

### **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 <https://manoa.hawaii.edu/library/services/borrow-renew-request/borrowing-privileges-and-access/library-id-registration/>. Allow 2-4 business days for processing (which includes verification of enrollment) or visit the Hamilton Library Circulation Desk for immediate service.

### **University Identification Cards**

To obtain a Mānoa One Card, go to the Campus Center ID and Information Office, Campus Center 212, after establishing a University of Hawai'i email account and registering for classes. Any holds or financial obligations must be cleared before a UH Mānoa ID card will be validated with applicable privileges. Lost ID cards can be replaced for a \$25.00 fee. Additional information may be found at <https://manoa.hawaii.edu/onecard/>.

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.

\*Distance Education students do not pay student fees so the Mānoa One Card will only allow them Library access (borrowing privileges, computer lab privileges, etc.).

### **Gender Equity Specialist**

The Gender Equity Specialist provides advocacy services to students, faculty, and staff members on matters relating to sexual harassment, sexual assault, domestic violence, stalking, and gender discrimination. Services include counseling; filing informal complaints through the university; developing long-term coping strategies; short and long-term case management; implementing vital safety plans for daily life; outreach to off-campus resources; and arranging informal resolutions. In addition, the Gender Equity Specialist can assist in filing formal complaints with the Equal Employment Opportunity/Affirmative Action (EEO/AA) Office of the Vice Provost for Student Success. The Gender Equity Specialist will answer questions, listen to complaints, offer advice on filing procedures, advocate for the best interests of the client, and help protect the grievant from retaliation.

In addition to individual advocacy, the Gender Equity Specialist offers comprehensive training to the campus population on interpersonal, inter-gender, and cross-cultural communication; the rights and responsibilities of students, faculty, and staff on issues relating to sexual harassment in academia; and interpretation of state and federal guidelines. The Gender Equity Specialist is also intimately involved in raising awareness of gender-based violence and discrimination to the UH Mānoa community through workshops, seminars, and outreach. Contact the Gender Equity Specialist at 808-956-9977, email [geneq@hawaii.edu](mailto:geneq@hawaii.edu) or visit their website at <http://manoa.hawaii.edu/genderequity/>.

### **International Student Services**

The International Student Services (ISS) office provides assistance to international students and advises them on regulations affecting their non-immigrant visa status in the U.S., provides opportunities to help students adjust to local and U.S. cultures by working closely with the International Student Association, and serves as the office responsible for meeting international student federal compliance mandates. ISS is located in QLC 206, and ISS staff may be contacted at [issmanoa@hawaii.edu](mailto:issmanoa@hawaii.edu), 808-956-8613, or visit their website at <https://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 <https://www.hawaii.edu/shs/>. Clinic hours are Monday – Friday 8:00 am –4:00 pm; closed on holidays. After-hours Medical Advice Line available by calling 808-956-8965 when UHSM is closed. For appointments or information, call 808-956-8965.

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) 808-956-7511 or 808-956-7612, or visit their website at <https://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 (808-956-7927) and their website is <https://manoa.hawaii.edu/counseling/>.

**Graduate Student Organization (GSO)**

The Graduate Student Organization (GSO) represents the academic interests of graduate students attending UH Mānoa. The GSO places a particular emphasis on fostering excellence in research at both the PhD and master levels. As such, the GSO endeavors to facilitate research initiatives from graduate students through its Grants and Awards program. The GSO also provides input on all issues affecting UH graduate students and the UH Mānoa campus. It has representatives sitting on over 40 university committees and participates in a wide variety of graduate student, campus, and community events. The GSO office is in Hemenway 212 (808-956-8776) 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 Kuykendall Hall 411 and their website is <https://sites.google.com/a/hawaii.edu/writingcenter/>.

**Mānoa Career Center**

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

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

Mānoa Careers Services is located in QLC 212 (808-956-8136, [careers@hawaii.edu](mailto:careers@hawaii.edu)) and their website is <https://manoa.hawaii.edu/careercenter/>.

**Department of Public Safety**

The Department of Public Safety (808-956-6911) 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 808-956-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 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 <https://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, gender identity and expression, age, religion, color, national origin, ancestry, citizenship, disability, genetic information, marital status, breastfeeding, income assignment for child support, arrest and court record (except as permissible under State law), sexual orientation, national guard absence, status as a covered veteran, and domestic or sexual violence victim status (includes stalking and dating violence). 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 the UH Systemwide 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 112, phone (808) 956-2299, website: <http://manoa.hawaii.edu/titleix/>, email: [t9uhm@hawaii.edu](mailto:t9uhm@hawaii.edu)
- **Students:** ADA Coordinator, QLCSS 409, phone (808) 956-3290 (Voice/Text), email: [vcs@hawaii.edu](mailto:vcs@hawaii.edu)
- **Students with Disabilities:** KOKUA Program, QLCSS 013, phone (808) 956-7511 (Voice/Text) or (808) 956-7612 (Voice/Text), email [kokua@hawaii.edu](mailto:kokua@hawaii.edu)

- **Employees (and Affirmative Action Plan):** Dee Uwono, Interim Director of EEO/AA and EEO Coordinator for Employees, Administrative Services Building 1, Room 102, phone (808) 956-7077, [eeo@hawaii.edu](mailto:eeo@hawaii.edu), <https://www.hawaii.edu/offices/eeo/>
- **UH Confidential Advocate:** Leslie Cabingabang, UH Confidential Advocacy, email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)
- **Mānoa Advocate:** Jamie Newalu, Mānoa Advocate, phone (808) 956-9499, email: [manoadv@hawaii.edu](mailto:manoadv@hawaii.edu)
- **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 Student Conduct, QLCSS 207 or [http://studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](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/](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 Graduate Division Procedures found on: <https://manoa.hawaii.edu/graduate/graduate-student-grievances/>



## Title IX

Title IX is a federal landmark federal civil rights law that prohibits sex discrimination in education. Members of the UH Mānoa community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination and misconduct, examples which can include acts of violence, sexual harassment, domestic violence, dating violence and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

The university believes in zero tolerance for sex/gender-based misconduct. Zero tolerance means that when an allegation of misconduct is brought to an appropriate administrator's attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated and the effects on the victim and community are remedied.

The Office of Title IX has the specific responsibility for providing prompt and effective responses to all complaints of sex discrimination or harassment for faculty, staff and students.

Any questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to sex discrimination or harassment may do so by reporting the concern to the university's Title IX Coordinator. See <https://manoa.hawaii.edu/titleix/> for further information.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. Detailed information on FERPA may be found at <https://manoa.hawaii.edu/registrar/student-records/ferpa-for-students/>.

## Directory Information

The University has designated the following information from a student's education record as "directory information": (1) name of student; (2) major field of study; (3) class (i.e., freshman, sophomore, etc.); (4) past and present participation in officially recognized activities (including positions held and official statistics related to such participation and performance); (5) past and present participation in officially recognized sports (including positions held and official statistics related to such participation and performance); (6) weight and height of members of athletic teams; (7) dates of attendance; (8) previous institution(s) attended; (9) full

or part-time status; (10) degree(s) conferred (including dates); (11) honors and awards (including dean's list).

At its discretion and in conformance with applicable state law, the University may disclose directory information to the public without obtaining a student's prior consent, so long as certain conditions regarding general notification of disclosure of directory information have been followed. Specific directory information about an individual student will not be released to the public if the student has affirmatively informed the University that he or she does not want any or all of those types of information about himself or herself designated as directory information. The procedures for an individual student to "opt" out of disclosure is set forth in Administrative Procedure AP 7.022. Lists of directory information will not be made publicly available to third parties. The school may provide the UH Foundation with lists of students with the following information: name, college/school/division/department. Degree, major and minor fields of study, UH email address, home address, and telephone number for the purpose of university and alumni relations. Additional information on FERPA may be found at <https://manoa.hawaii.edu/catalog/about-uh/campus-policies> and <https://manoa.hawaii.edu/registrar/student-records/ferpa-for-students/>.

## Tobacco Free Campus and Facilities

All University of Hawai'i campuses and facilities are tobacco-free, joining more than 2,000 U.S. universities and colleges in an effort to provide a healthy environment for all students, faculty, and staff.

Hawai'i state law (SB 134, Act 160, SLH 2018) now prohibits the use of tobacco products on all 10 UH campuses and university-owned facilities. Tobacco products include, but are not limited to, cigarettes, cigars, pipes, smoking tobacco, electronic cigarettes, vapes, and chewing tobacco. Additional information may be found at <https://www.hawaii.edu/offices/communications/tobaccofree/>.

## 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 & FW course.

### PH 210 Quantitative Reasoning for Public Health (3)

Inductive and deductive reasoning; tabular, symbolic, verbal, and graphical forms of functions and relations; graphs and pictorial representations of data; interpretations of probabilistic data; surveys and statistical studies as related to public health. PH majors only. A-F only. FQ.

### PH 211 Public Health Student Success in the College Experience (2)

Required for entering PH majors to gain strategies for a successful college experience while studying public health. Students will examine academic and career goals and implement strategies to achieve them. PH majors only. A-F only.

### 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) (pending approval of UHM-2)

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 210 or MATH 140X or MATH 161 or higher or instructor approval.

### 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. Pre: 201, and one of the following: BIOL 101 or BIOL 171 or BIOL 172 or PHYL 103 or PHYL 141 or FSHN 185.

### 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.

**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: 202 and PSY 100.

**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 425 Tobacco & Community Disparities (3)**

Assessing the facilitators and barriers of smoking initiation, cessation, and exposure to second-hand smoke within communities. Use of photovoice and its application to policy and addressing disparities. A-F only. Pre: 201. DS

**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 441 Introduction to One Health (3)**

Familiarizes students with the fundamentals of One Health – an interdisciplinary field of study linking ecosystems to human and animal health. It uses contemporary examples and emphasizes oceans and human health connections. Junior standing or higher. A-F only. Pre: 201, or ANSC 200, or BIOC 141, or BIOL 101, or BIOL 171, or BOT 101, or EARTH 101, or GES 102, or OEST 101, or OCN 102, or ATMO 150, or SOC 180; or consent.

**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 (4)**

Introduction to a diverse range of public health projects and associated methods while working to develop a written applied learning project literature review. Students will present their findings at a public forum. PH majors only. Junior standing or higher. A-F only. Pre: 203 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: 420 and 480.

**PH 489 Public Health Undergraduate Capstone Seminar (3)**

Synthesis of public health knowledge, skills, and practice acquired during the public health undergraduate degree. Students also reflect on, finalize, and present written applied learning experience projects at a public forum. 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 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 611 Fundamentals to One Health (3)**

Familiarizes students with the fundamentals of One Health – an interdisciplinary field of study linking ecosystems to human and animal health. It uses contemporary examples and emphasizes oceans and human health connections. Graduate students only. A-F only.

**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 (3)**

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 (2)**

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.

**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 SOC 659)

**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.

**PH 673 Native Health Ethics, Law, and Policy (3)**

Review theories and laws concerning health care ethics, policy, and practice using Indigenous case studies. Topics include Indigenous health systems, advocacy, and the intersecting issues of self-determination, ethics, agenda setting, and the policy cycle. 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.

**PH 680 Health Emergencies in Large Populations (3)**

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

**PH 681 Environmental Determinants of Health (3)**

Environmental factors in personal and community health; implications for public health practice. Consideration of major issues from local, U.S., and international perspectives.

**PH 683 Global Nutrition (2)**

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

**PH 684 Supplemental and Nutritional Approaches in Disease Prevention and Treatment (3)**

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

**PH 686 Advanced Child and Adolescent Nutrition (3)**

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

**PH 688 Indigenous Peoples' Food Systems, Environment and Health (3)**

Explores Indigenous Peoples' food systems as local food resources Indigenous People acquire through specific cultural knowledge of traditional territories. Global forces transforming these food systems and their impact on population health and nutrition are explored. PH majors or consent. Graduate students only. (Cross-listed as FSHN 688)

**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)

**PH 691 Fundamentals of Environmental Epidemiology (2)**

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

**PH 692 Preparation for Public Health Practice (1) (Effective Spring 2024 -- pending approval)**

Introduction to a diverse range of public health workforce readiness and professional skills while exploring possible field experience options. Pre: 600 and completion of 9 PH credit hours.

**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 720 Systematic Literature Review in Public Health (3)**

Imparts skills in conducting a systematic review of the literature. Students provided critiques by instructor and classmates on their written and presented work. Intended for doctoral students to complete their qualifying paper. Repeatable one time. PH major only; doctoral students only. A-F only. Pre: consent or PhD in PH or EPID only.

**PH 728 Indigenous Applied Research Methods (V)**

Qualitative research methods design, implementation, and analysis with special focus on methodological, ontological, and ethical issues unique to conducting research with Indigenous communities. PH majors only. A-F. only.

**PH 729 Survey Methods for Indigenous Peoples (V)**

Advanced application of health disparities research methodologies to address health and social injustices faced by Indigenous people. Grounded in survey design, implementation, and analyses through a public health and Indigenous lens. PH majors only or consent. Graduate students only. A-F only.

**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. (Cross-listed as FSHN 749)

**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 PhD PH program. (D) evidence-based public health; (E) health policy & 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 775 Public Health Proposal and Dissertation Writing (2)**

Intended for doctoral students to complete and defend their proposals and dissertations. Research and presentation methods will be reviewed, and students will be provided critiques by instructor and classmates on their written and presented work. Repeatable two times. A-F only. Pre: consent or PhD in PH or EPID only.

**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 (2)**

(Effective Spring 2025 – pending approval)  
Observation, study, and practical work in student's area of specialization. Pre: 692 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/hawaii.edu/ophs-roomres/room-reservations>
2. Check the appropriate Room Calendar for availability
3. Contact OPHSAS at [ophsas@hawaii.edu](mailto:ophsas@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	Desks, equipped with projector, whiteboard, chalkboard
D-205	Classroom/ Meeting Room	40	Desks, equipped with projector, whiteboard
D-207	Classroom/ Meeting Room	40	Desks, equipped with projector, whiteboard
D-211	Classroom/ Meeting Room	20	Desks, equipped with projector, whiteboard
C-104	Classroom/ Meeting 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 808-956-7953.

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

### Public Health Faculty

Name	Specialization	Office	Email	Phone
Mapuana Antonio Specialization Head	Native Hawaiian and Indigenous Health	Biomed C-103	<a href="mailto:antoniom@hawaii.edu">antoniom@hawaii.edu</a>	808-956-2334
Kathryn L. Braun Graduate Chair, PhD Public Health Program	Social & Behavioral Health Sciences	Biomed D-202	<a href="mailto:kbraun@hawaii.edu">kbraun@hawaii.edu</a>	808-956-5768
Vanessa Buchthal Undergraduate Chair	Social & Behavioral Health Sciences	Biomed D-201	<a href="mailto:opalb@hawaii.edu">opalb@hawaii.edu</a>	808-956-4308
Jane Chung-Do Specialization Head	Social & Behavioral Health Sciences	Biomed D-103B	<a href="mailto:chungjac@hawaii.edu">chungjac@hawaii.edu</a>	808-956-4548
Vanessa Cunanan	Epidemiology	Biomed D-104G	<a href="mailto:vcunanan@hawaii.edu">vcunanan@hawaii.edu</a>	808-956-5742
May Rose Dela Cruz	Social & Behavioral Health Sciences	Biomed T-611	<a href="mailto:isnec@hawaii.edu">isnec@hawaii.edu</a>	808-956-8530
Jonathan Huang	Epidemiology	Biomed D-104K	<a href="mailto:huangjy@hawaii.edu">huangjy@hawaii.edu</a>	808-956-7495
Eric Hurwitz Director Graduate Chair PhD Epidemiology Program Specialization Head	Epidemiology	Biomed D-104AA	<a href="mailto:ehurwitz@hawaii.edu">ehurwitz@hawaii.edu</a>	808-956-7425
Samantha Keaulana- Scott	Native Hawaiian & Indigenous Health	Biomed D-104B	<a href="mailto:skscott@hawaii.edu">skscott@hawaii.edu</a>	808-956-3206
Lisa Kehl	Field Education Coordinator	Biomed D-104E	<a href="mailto:kehl@hawaii.edu">kehl@hawaii.edu</a> <a href="mailto:phfield@hawaii.edu">phfield@hawaii.edu</a>	808-956-5771
Yuanan Lu	Environmental Health	Biomed D-104JA	<a href="mailto:yuanan@hawaii.edu">yuanan@hawaii.edu</a>	808-956-2702
Elizabeth McFarlane Online Program Director	Health Policy & Management / Social and Behavioral Health Sciences	Biomed T-102B	<a href="mailto:ecmcfarl@hawaii.edu">ecmcfarl@hawaii.edu</a>	808-956-4553
Denise Nelson- Hurwitz	Social & Behavioral Health Sciences	Biomed D-203	<a href="mailto:denisene@hawaii.edu">denisene@hawaii.edu</a>	808-956-3089
Catherine Pirkle	Health Policy & Management	Biomed T-102	<a href="mailto:cmpirkle@hawaii.edu">cmpirkle@hawaii.edu</a>	808-956-8748
Lorinda Riley	Native Hawaiian & Indigenous Health	Biomed D-104H	<a href="mailto:lorindar@hawaii.edu">lorindar@hawaii.edu</a>	808-956-5764
Tetine Sentell Specialization Head	Health Policy & Management	Biomed D-104M	<a href="mailto:tsentell@hawaii.edu">tsentell@hawaii.edu</a>	808-956-5781
David Stuppelbeen	Social & Behavioral Health Sciences	Biomed D-104D	<a href="mailto:dstupp@hawaii.edu">dstupp@hawaii.edu</a>	808-956-2862
Jeanelle Sugimoto- Matsuda Graduate Chair, Master's Degree Programs	Social & Behavioral Health Sciences	Biomed C-105CA	<a href="mailto:jsugimot@hawaii.edu">jsugimot@hawaii.edu</a>	808-956-5695
Jake Sumibcay	Health Policy & Management	Biomed D-104C	<a href="mailto:jrcs@hawaii.edu">jrcs@hawaii.edu</a>	808-956-3142
Yan Yan Wu	Biostatistics	Biomed D-104L	<a href="mailto:yywu@hawaii.edu">yywu@hawaii.edu</a>	808-956-6025

**Administrative Support Team**

Name	Area	Office	Email	Phone
Lyn Guiang	Administrative Officer	Biomed D-208C	<a href="mailto:guiang@hawaii.edu">guiang@hawaii.edu</a>	808-956-4554
Marie Guillermo	Graduate Advisor	Biomed D-204	<a href="mailto:phgradv@hawaii.edu">phgradv@hawaii.edu</a>	808-956-8267
Sarah Haanen	Field Education Assistant Coordinator	Biomed D-104E	<a href="mailto:phfield@hawaii.edu">phfield@hawaii.edu</a>	808-956-0628
Kimberly Inouye	Student Services Specialist	Biomed D-204	<a href="mailto:ophsas@hawaii.edu">ophsas@hawaii.edu</a>	808-956-8267
Tina Lee	Administrative Officer	Biomed D-208D	<a href="mailto:tina@hawaii.edu">tina@hawaii.edu</a>	808-956-4545
Kirsten Sensano	Student Services Specialist	Biomed D-204	<a href="mailto:ophsas@hawaii.edu">ophsas@hawaii.edu</a>	808-956-8267
Norene Tanaka	Administrative Assistant	Biomed D-209D	<a href="mailto:nctanaka@hawaii.edu">nctanaka@hawaii.edu</a>	808-956-8577

**Other Resources**

Name	Office	Website	Email	Phone
OPHS IT	IT		<a href="mailto:ophs-it@pbrc.hawaii.edu">ophs-it@pbrc.hawaii.edu</a>	
Commuter Services	QLCSS 014	<a href="https://manoa.hawaii.edu/commuter/">https://manoa.hawaii.edu/commuter/</a>	<a href="mailto:parking@hawaii.edu">parking@hawaii.edu</a>	808-956-8899
Office of the Gender Equity Specialist	QLCSS 210	<a href="http://manoa.hawaii.edu/genderequity/">http://manoa.hawaii.edu/genderequity/</a>	<a href="mailto:geneq@hawaii.edu">geneq@hawaii.edu</a>	808-956-9977
Graduate Division	Spalding 354	<a href="https://manoa.hawaii.edu/graduate/">https://manoa.hawaii.edu/graduate/</a>	<a href="mailto:graduate.education@hawaii.edu">graduate.education@hawaii.edu</a>	808-956-8544
Financial Aid	QLCSS 112	<a href="https://www.hawaii.edu/fas/">https://www.hawaii.edu/fas/</a>	<a href="mailto:finaid@hawaii.edu">finaid@hawaii.edu</a>	808-956-7251
University Health Services		<a href="https://www.hawaii.edu/shs/">https://www.hawaii.edu/shs/</a>		808-956-8965
International Student Services	QLCSS 206	<a href="https://www.hawaii.edu/issmanoa/">https://www.hawaii.edu/issmanoa/</a>	<a href="mailto:issmanoa@hawaii.edu">issmanoa@hawaii.edu</a>	808-956-8613
Office of the Registrar	QLCSS 010	<a href="https://manoa.hawaii.edu/records/">https://manoa.hawaii.edu/records/</a>	<a href="mailto:uhmanoa.records@hawaii.edu">uhmanoa.records@hawaii.edu</a>	808-956-8010
Outreach College	Biomed B-210	<a href="https://outreach.hawaii.edu/">https://outreach.hawaii.edu/</a>	<a href="mailto:ochelp@hawaii.edu">ochelp@hawaii.edu</a>	808-956-7221
Disability Services (KOKUA)	QLCSS 013	<a href="https://www.hawaii.edu/kokua/">https://www.hawaii.edu/kokua/</a>	<a href="mailto:kokua@hawaii.edu">kokua@hawaii.edu</a>	808-956-7511

## 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 Thompson School of Social Work & Public Health Office of Public Health Studies In Partial Fulfillment of the Requirements for the Master of Public Health Degree in \_\_\_\_\_ (Specialization Area)*
  - The Thompson School of Social Work & Public Health, Office of Public Health Studies, 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  
Thompson School of Social Work & Public Health  
Office of Public Health Studies  
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 2024

## **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 65 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](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/hawaii.edu/ophs-roomres/room-reservations> room availability and email OPHSAS ([ophsas@hawaii.edu](mailto: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 30 minutes for your presentation, 20 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 related to the field of health policy and 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 research article, 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 in the style of a scientific journal article. In general, we recommend that the final paper be between ~3,000 to 5,000 words, not including references, tables, and appendices. We also recommend including an abstract of 300 words, 3-5 keywords after the abstract, and using Vancouver or AMA style for references. However, please confirm this formatting plan in consultation with your advisor as, if you have identified a journal for future publication, it would be most efficient to follow that journal's formatting guidelines.

### **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. Capstone cover page format (see page 65)
2. Abstract
  - a. Not more than 300 words
  - b. 3-5 key words
3. Introduction (~2-3 pages)
  - a. Introduce the specific 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)
4. 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
5. Results (length depends on the amount of data and its presentation) (~3-4 pages)
  - a. Present research finding and their analysis
  - b. Present graphical and tabled presentation of data
6. 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
7. References (generally >20, 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
8. Appendices (optional)
  - 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/hawaii.edu/ophs-roomres/room-reservations> for room availability and email OPHSAS ([ophsas@hawaii.edu](mailto: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 30 minutes for your presentation, 20 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 recommendations and 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.

### Paper Outline Components:

**Title Page (See page 65 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

- Introduce the public health area of focus explaining the impact on the health of Indigenous Peoples.
- Summarize the problem or topic under discussion focusing on this is a worthy public health focus for the health of Indigenous Peoples.
- Present a relevant literature review of theories and conceptual frameworks as well as literature related to multiple levels: individuals, interpersonal, organizational, community, and public policy.
- If appropriate, include a brief summary of existing interventions – what works, what might work, and what does not work concerning the public health area of focus.

#### Methods

- Provide a description of the methods used to collect data, analyze and interpret data.
- Discuss positionality and its influence on the research process.

#### Findings /Results

- Present the relevant finding or results from your analysis, including tables, graphics, and other visual data.

#### Discussion

- Summarize the key points of the paper.
  - May include a discussion and comparison of what is considered the best evidence-based interventions, theories, and promising practices and why.
  - May include a comparison of your experience to what you found in the literature concerning your focus area.
- Discuss limitations and challenges of your research and approach.

**Public Health Recommendations and Implications**

- Identify recommendations for potential public health solutions to identified problem or topic of discussion.
- Describe the public health implications making comparisons across programs/interventions/policy implications for Indigenous Peoples.

**References**

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

**Expectations throughout the Capstone process are to 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/hawaii.edu/ophs-roomres/room-reservations> for room availability and email OPHSAS ([ophsas@hawaii.edu](mailto: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 30 minutes for your presentation, 20 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, four different approaches and outlines 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.

### 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.

### Introduction – Presentation of the Public Health Issue

- Describe the scope and severity of public health issue with supporting statistics and examples from reputable and peer-reviewed sources to explain the “human toll” on individuals, families, communities, and society (impact, economic costs, etc.).
- Provide basic definitions and statistics, as well as information on the risk and protective factors associated with the public health issue.
- Explain the historical and sociopolitical context of the population who are impacted by the disparity, including relevant factors related to social determinants of health.
- Summarize existing interventions – what works, what might work, what does not work, what isn't known and is still needed.
- State purpose and approach of the paper.

### Methods

- What databases did you search?
- What search terms did you use?
- When did you do the search? Did you limit the time frame?
- Did you include hand-searching? Grey literature, websites?
- How many studies did you initially turn up?
- What were your inclusion/exclusion criteria?
- How many studies did you exclude and why?
- Data graphic displaying your search process
- Specify the framework or rubric used to analyze/evaluate studies.

### Results

- Specify the final number of articles found.
- Data abstraction table listing the basic information of all of the articles.
- Summarize each article and identify commonalities.
- Identify common themes across studies and include an analysis table categorizing your studies using your framework or rubric.
- Discussion of the criterion you used in your analysis.

### Discussion – Public Health Implications and Recommendations

- Summarize the main findings from the literature review.
- Explain the implications for the wider literature and field of public health.
- Compare and contrast to the wider literature.
- Discuss limitations and challenges of your focus area.
- List and describe suggested recommendations for future public health solutions related to the PH focus area.

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

#### 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.

#### Introduction – Presentation of the Public Health Issue

- Describe the scope and severity of public health issue with supporting statistics and examples from reputable and peer-reviewed sources to explain the “human toll” on individuals, families, communities, and society (impact, economic costs, etc.).
- Provide basic definitions and statistics, as well as information on the risk and protective factors associated with the public health issue.
- Explain the historical and sociopolitical context of the population who are impacted by the disparity, including relevant factors related to social determinants of health.
- Summarize existing interventions – what works, what might work, what does not work, what isn't known and is still needed.
- State purpose and approach of the paper.

#### Methods

- Participants: what was the eligibility criteria to be a participant in this study?
- Measures: what were the tools used to measure the data (e.g., scales used in surveys, interview or focus group guides, etc.).
- Procedures: how were participants recruited? How long did the data collection take? How were participants consented and compensated for their participation?
- Analysis: what statistical method and/or qualitative method was used to analyze the data?
- Approval/research ethics: what entity approved the ethical considerations of this study (e.g., UH IRB, community advisory board, etc.).

#### Results

- Summarize the demographics of the participants (include a table if possible).
- Summarize the results.
  - If quantitative: provide statistical information including statistical significance if relevant
  - If qualitative: provide direct quotes to highlight themes
- Only provide factual information about the results in this section.
- Use tables, figures, and graphs when possible to supplement the narrative.

#### Discussion – Public Health Implications and Recommendations

- Summarize the main findings.
- Explain the implications for the wider literature and field of public health.
- Compare and contrast to the wider literature.
- Discuss limitations and challenges of your focus area.
- List and describe suggested recommendations for future public health solutions related to the PH focus area.

- 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.

#### 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.

#### Introduction – Presentation of the Public Health Issue

- Describe the scope and severity of public health issue with supporting statistics and examples from reputable and peer-reviewed sources to explain the “human toll” on individuals, families, communities, and society (impact, economic costs, etc.).
- Provide basic definitions and statistics, as well as information on the risk and protective factors associated with the public health issue.
- Explain the historical and sociopolitical context of the population who are impacted by the disparity, including relevant factors related to social determinants of health.
- Summarize existing interventions – what works, what might work, what does not work, what isn't known and is still needed.

#### Practicum Site

- Describe practicum site, such as their history relevant activities.
- Describe the communities they serve and their needs and strengths.
- State purpose and approach of the paper.

#### Program Showcase

- Describe the program that is being showcased.
- Describe the history of the program, how it was initiated, how it has evolved, any theories related to health promotion, behavior change, and/or program process and effect.
- Describe the audience and the community that is being served.
- Describe the program's activities.
- Explain any relevant findings, themes, insights obtained.
  - If any data has been collected related to the program, describe them here.
  - Use figures and tables to supplement narrative when possible.

#### Discussion – Public Health Implications and Recommendations

- Summarize the key points of the program showcase.
- Explain how the program may impact the field of public health and evidence-based programming, theories and practices.
- Discuss limitations and challenges of the program and any associated research.
- List and describe suggested recommendations for the program and the future public health solutions in dealing with the PH focus.

- 4. Healthy People 2030 Solutions.** Write a paper to develop leading-edge public health solutions for a specific public health focus found in Healthy People 2030 using the outline below.

#### 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.

### Introduction – Presentation of the Public Health Issue

- Describe the scope and severity of public health issue with supporting statistics and examples from reputable and peer-reviewed sources to explain the “human toll” on individuals, families, communities, and society (impact, economic costs, etc.).
- Provide basic definitions and statistics, as well as information on the risk and protective factors associated with the public health issue.
- Explain the historical and sociopolitical context of the population who are impacted by the disparity, including relevant factors related to social determinants of health.

### Review of Existing Interventions and Evidence-Based Practices

- What practices exist for rural areas?
- What does/doesn't work?
- Practicum site and role.
- Gaps? What isn't know? What is needed?

### Discussion – Public Health Implications and Recommendations

- Summarize the key points of the Health People 2030 Objective.
- Explain how the objectives have impacted the field of public health and evidence-based programming, theories and practices.
- Discuss limitations and challenges of the objectives and how it relates to the community.
- List and describe suggested recommendations for the program and the future public health solutions in dealing with the PH focus.

### Other expectations:

- Work closely with your advisor to be sure to finalize your outline and choose the best approach.
- The Title Page should follow the format provided in the Student Handbook (see page 65 of the Student Handbook for formatting instructions).
- Table of Contents is recommended but optional.
- Access, use, and properly cite the public health and social and behavioral literature (avoid any plagiarism).
- References should start on a new page at the end of the narrative.
  - Cite proper references throughout the paper (do not use footnotes).
  - List all references using standard and consistent formal like APA 7<sup>th</sup> edition (preferred).
- 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.
- Use correct diacritical markings 'okina and kahakō) for Hawaiian words (e.g., Hawai'i).

### 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/hawaii.edu/ophs-roomres/room-reservations> for room availability and email OPHSAS ([ophsas@hawaii.edu](mailto: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 30 minutes for your presentation, 20 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. Schedule a practice run with your advisor and/or share a draft of the power-point presentation beforehand for feedback.

# \*Academic Calendar 2024-2025

\*All dates subject to change; check [manoa.hawaii.edu/registrar/academic-calendar/](http://manoa.hawaii.edu/registrar/academic-calendar/) for registration/withdrawal deadlines

August 2024						
Su	M	T	W	Th	F	S
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September 2024						
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October 2024						
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November 2024						
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December 2024						
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January 2025						
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Fall 2024	
August 26	First day of instruction
September 2	Holiday: Labor Day
September 3	Last day to register/add/change grade option
September 17	Last day to drop courses (no "W") 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
November 1	Last day for instructors to submit "I" removal grades for spring and summer
November 4	Last day for restricted withdrawals ("W" on record)
November 5	Holiday: Election Day
November 8	Thesis/Dissertation due in Graduate Division
November 11	Holiday: Veterans' Day
November 28-29	Holiday: Thanksgiving Day/Non-Instructional Day
December 12	Last day of instruction
December 16-20	Final examinations
December 21	Commencement

Spring 2025	
January 13	First day of instruction
January 20	Holiday: Martin Luther King Jr. Day
January 21	Last day to register/add/change grade option (tentative)
February 5	Last day to drop courses (no "W") Last day for classified graduate students to file application for graduation for spring
February 17	Holiday: President's Day
March 17-21	Spring recess
March 26	Holiday: Kūhiō Day
March 28	Last day for restricted withdrawals ("W" on record)
April 1	Last day for instructors to submit "I" removal grades for fall
April 11	Thesis/Dissertation due in Graduate Division
April 18	Holiday: Good Friday
May 7	Last day of instruction
May 12-16	Final examinations
May 17	Commencement

Summer 2025	
May 26	Holiday: Memorial Day
May 27	Summer Session I Begins
June 11	Holiday: Kamehameha Day
July 3	Summer Session I Ends Thesis/Dissertation due in Graduate Division Last day for classified graduate students to file application for graduation for summer
July 4	Holiday: Independence Day
July 7	Summer Session II Begins
August 14	Summer Session II Ends
August 15	Holiday: Statehood Day

February 2025						
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March 2025						
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April 2025						
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May 2025						
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June 2025						
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July 2025						
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