

# TROPICAL MEDICINE GRADUATE PROGRAM

## Graduate Student Handbook



**Department of Tropical Medicine, Medical  
Microbiology & Pharmacology**

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## Table of Contents

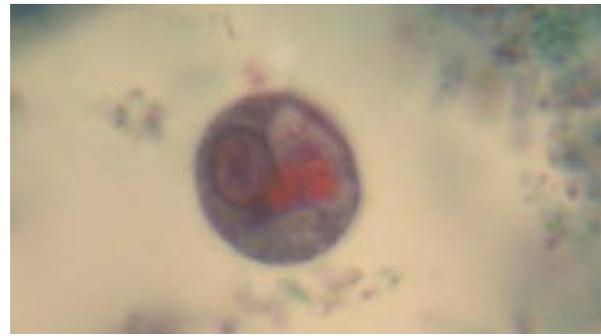
<b>Introduction .....</b>	<b>3</b>
<b>Program Overview .....</b>	<b>4</b>
<b>Faculty .....</b>	<b>5</b>
<b>Administrative Staff .....</b>	<b>8</b>
<b>MS and PhD Program Requirements.....</b>	<b>9</b>
Master's Plan A (Thesis) .....	9
Master's Plan B (Non-Thesis) .....	12
Doctor of Philosophy (PhD).....	16
PhD Comprehensive Exam (Under Revision) .....	18
<b>Academic Policies .....</b>	<b>26</b>
<b>Curriculum .....</b>	<b>27</b>
<b>Student Learning Outcomes .....</b>	<b>34</b>
<b>Master of Science in Biomedical Sciences (Tropical Medicine).....</b>	<b>34</b>
<b>Doctor of Philosophy in Biomedical Sciences (Tropical Medicine).....</b>	<b>34</b>
<b>Tropical Medicine (TRMD) Course Descriptions .....</b>	<b>36</b>
<b>Pharmacology (PHRM) Course Descriptions .....</b>	<b>39</b>
<b>Financial Support.....</b>	<b>41</b>
<b>Individual Development Plan &amp; Timeline .....</b>	<b>46</b>
<b>Sample TRMD MS Plan A Timeline.....</b>	<b>47</b>
<b>Tropical Medicine MS Curriculum .....</b>	<b>48</b>
<b>Tropical Medicine PhD Curriculum.....</b>	<b>49</b>
<b>Curriculum Map for Tropical Medicine.....</b>	<b>50</b>

## Introduction

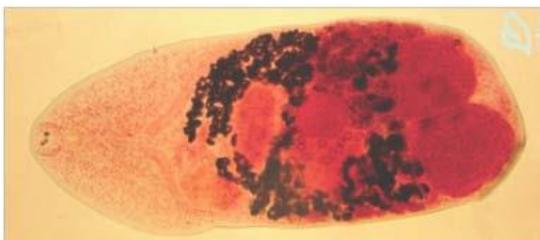
This handbook sets forth the basic policies, requirements and procedures for graduate students pursuing degrees in Tropical Medicine. You should review the contents to be clear about your responsibilities as a student and the responsibilities of the program to you. If you have any questions about this handbook, please contact the graduate chair, Dr. Sandra Chang, (email: sandrac@hawaii.edu /ph: (808) 692-1607). The faculty wish you great success and hope that this handbook will serve as a useful tool in in pursuing your educational goals.



*Angiostrongylus cantonensis*, male



*Entamoeba histolytica*, trophozoite



*Metagonimus yokogawa*, adult fluke



*Clonorchis*, ovum

## Program Overview

Tropical Medicine is the study of infectious diseases that occur more commonly in tropical regions of the world. However, in today's era of globalization and modern transportation, diseases that were once confined to the tropics now play a significant role in the global resurgence of infectious diseases. As such, the discipline of Tropical Medicine has greatly increased in importance in the past 20 years.

The Department of Tropical Medicine and Medical Microbiology at the John A. Burns School of Medicine was founded in 1972. In 2004, it merged with the Department of Pharmacology to become the Department of Tropical Medicine, Medical Microbiology and Pharmacology. The department offers graduate programs leading to the MS and PhD degrees in Biomedical Sciences (Tropical Medicine) and the Graduate Certificate in Tropical Medicine.

A major goal of the Tropical Medicine graduate program is to provide Hawaii and its neighboring Asian and Pacific nations with the expertise needed to conduct tropical infectious diseases research. Tropical Medicine faculty performs studies on dengue, West Nile, Zika, HIV/AIDS, hepatitis, viral and bacterial encephalitis, malaria, Kawasaki disease, and emerging infectious diseases such as Ebola and COVID-19. A multidisciplinary approach is taken which encompasses the fields of immunology, microbial pathogenesis, epidemiology, pharmacology, laboratory diagnostics, socio-ecological systems, and human, microbial and vector ecology. The department's research projects include those that seek to answer fundamental questions associated with the transmission dynamics and pathogenesis of these diseases while others encompass translational studies to improve approaches for tropical disease diagnosis, treatment, and prevention. These studies can be laboratory-based, field-based, clinic-based, or include a combination of all three.

The field of Tropical Medicine requires knowledge of virology, bacteriology, parasitology, entomology, immunology, cell and molecular biology, molecular evolution, epidemiology, ecology, bioinformatics, behavioral science and clinical medicine. In this respect, the Tropical Medicine program at UH Manoa provides learning opportunities in a range of disciplines available in few other university departments. The department participates in joint research projects with several community hospitals and collaborates closely with the State of Hawai'i Department of Health, providing instruction and expertise in bioterrorism preparedness and infectious disease diagnosis using the latest technologies. In addition to local collaborations, department faculty have partnered with several international institutions in the Pacific, Southeast Asia and Africa to conduct field research in infectious diseases.

## Faculty

Regular Graduate Faculty	Research Interests
<u>Vivek R. Nerurkar, Ph.D.</u> (Department Chair)	pathogenesis of infectious diseases, delineating cellular and molecular mechanisms underlying microbe-host interaction
<u>Sandra P. Chang, Ph.D.</u> (Graduate Program Chair)	immunology, molecular biology, molecular approaches to vaccine development
<u>William L. Gosnell, Ph.D.</u> (Graduate Certificate Chair)	host parasite interactions, malaria, immunology
Charlene Bumanglag, Ph.D.	Sexual and gender minority health disparities; HIV/AIDS health disparities; electronic health records of sexual and gender minority patients
<u>John Chen, Ph.D.</u>	biostatistics
<u>Virginia S. Hinshaw, Ph.D.</u>	influenza virus epidemiology, pathogenicity, immunology and vaccines
<u>George S. N. Hui, Ph.D.</u>	parasitology, immunology, cell biology
Kalpana J. Kallianpur, Ph.D.	alterations in functional brain networks in chronic HIV disease
<u>Pakiele H. Kaufusi, Ph.D.</u>	pathogenesis of West Nile virus
Iris Kimura, Ph.D.	Kinesiology; exercise interventions for elderly and HIV/AIDS patients
<u>Kenton J. Kramer, Ph.D.</u>	parasitology, epidemiology, leptospirosis, HIV sero-diagnosis
<u>Axel Lehrer, Ph.D.</u>	viral vaccine development
Iain MacPherson, Ph.D.	HIV/AIDS biomarkers
Napapon Sailasuta, Ph.D.	develop novel MR spectroscopy and imaging techniques to understand disease pathogenesis
<u>F. DeWolf Miller, Ph.D.</u> (emeritus)	epidemiology of infectious diseases

<u>Lishomwa Ndhlovu, MD, Ph.D.</u>	HIV immunology
<u>Bruce Shiramizu, MD</u>	pathology of HIV-associated disorders
<u>Diane W. Taylor, Ph.D. (emeritus)</u>	immunology of malaria in pregnant women and newborns
Wen-Yang Tsai, Ph.D.	Flavivirus immunology and vaccine development
<u>Saguna Verma, Ph.D.</u>	molecular, biochemical aspects of viral diseases
<u>Wei-Kung Wang MD, DS</u>	pathogenesis of arboviral and zoonotic viruses
<u>Angel Yanagihara, Ph.D.</u>	biochemistry of cubozoan venom
<b>Cooperating Graduate Faculty</b>	<b>Research Interests</b>
John M. Berestecky, Ph.D.	enteric bacteria
John Chen, Ph.D.	Applied statistics, data science, healthcare data analytics, research design, statistical education and collaboration, statistical resources development
Tung Hoang, Ph.D,	Pathophysiology, genomics and transcriptomics of pathogenic bacteria
<u>Yuanan Lu, Ph.D.</u>	gene therapy for HIV-1 infection, gene transfer approaches for neuroAIDS, immunodiagnosis of herpesvirus infection of green turtles, aquaculture virology
Marian E. Melish, MD	staphylococcal infection and toxins, clinical infectious disease, Kawasaki syndrome
Sladjana Prusic, Ph.D.	Ribosomal regulation in <i>Mycobacterium tuberculosis</i>
Cecilia Shikuma, MD	HIV/AIDS clinical trials
Elizabeth K. Tam, MD	inflammation, immunologic mechanisms of pulmonary diseases, genetic and environmental determinants of asthma
<u>Richard Yanagihara, M.D., M.P.H.</u>	transdisciplinary investigations of emerging and re-emerging infectious diseases, use of infectious agents as biological

	markers to trace ancient and recent movements of human populations
<b>Affiliate Graduate Faculty</b>	<b>Research Interests</b>
<u>Brenda Hernandez, Ph.D.</u>	human papilloma virus, hepatitis virus, viral carcinogenesis, epidemiology
Jennifer Honda, Ph.D.	Environmental, host, and microbial factors driving nontuberculous mycobacterial lung disease emergence
<u>Allison Imrie, Ph.D.</u>	dengue immunology and epidemiology
Kevin Palmer, Ph.D.	global public health and tropical diseases such as malaria, dengue and lymphatic filariasis
<b>Adjunct Faculty</b>	<b>Research Interests</b>
Melissa Agsalda-Garcia, Ph.D.	Anal cancer/dysplasia screening for HIV+ patients
Vernon E. Ansdell, M.D.	geographic, travel medicine
H. Stefan Bracha, M.D.	Neuropsychiatry; war-related PTSD
James R. Campbell, Ph.D.	Health security
B.R. Ellis, Ph.D.	Arbovirus and virus-vector interrelationships
Alan Garcia, Ph.D.	Clinical immunology including acute rheumatic fever; monoclonal antibody technology
James F. Kelley, MPH, Ph.D.	Pathogenesis of flaviviruses; malaria surveillance
Jerome Kim, M.D.	HIV vaccine development
Mukesh Kumar, Ph.D.	Virus-host interactions
Marc Le Pape, Ph.D.	Biomedical informatics; application of computer science, cognitive science and statistics to the design of Health Management Information Systems
Michael Lieberman, Ph.D.	Vaccinology
Ivo Sah Bandar, Ph.D.	monocyte inflammation and metabolic disorders in HIV

Catherine F. Yamauchi, Ph.D.	Pathology
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### Administrative Staff

Name	Designation	Email Address	Phone No.
Cassidy Tabata	Institutional Support	cmlum@hawaii.edu	808-692-1600
Sambridh Neupane	Institutional Support	sambridh@hawaii.edu	808-692-1618
Cori Watanabe	Junior Specialist	corit@hawaii.edu	808-969-1654

## MS and PhD Program Requirements

### Master's Plan A (Thesis)

*Note: All student progress forms have been converted to an online format (Graduate Division Quali Build) and must be completed and submitted by the student at the appropriate point in their training.*

### Coursework requirements

- 30 credit hours (must be taken for an A-F letter grade)
- 18 hrs approved course work including TRMD core courses, excluding 699 and thesis 700
  - Minimum 12 credit hours in courses numbered 600-798
- Required core courses (16 cr):
  - TRMD 603 Parasitology (3 cr)
  - TRMD 604 Immunology (2 cr)
  - TRMD 605 Virology (3 cr)
  - TRMD 608 Bacteriology & Mycology (3 cr)
  - TRMD 653 Bioinformatics (3 cr)
  - CMB 626 or MICR 614 Research Ethics (2 cr)
- Other required courses:
  - TRMD 690 Seminar (1 cr) – enrolled each semester; seminar presentation once per year
  - TRMD 601 Journal Club (1 cr) – enrolled once per year
  - TRMD 699 Directed Research (var cr) – enroll each semester; variable number of credits agreed upon with research mentor
- Registration in thesis TRMD 700 during last semester; at least 9 credit hours of TRMD 700 (may convert credits of 699 to 700 by memo)
  - Students enrolled in one credit of TRMD 700F are considered full-time students
  - Requires Graduate Division approval of *Enrollment in GRAD 700F form* (all forms are available online on the [Graduate Division Forms](#) page).

### MS Plan A Schedule

#### Initial Steps Upon Admission

Preliminary conference with graduate program chair

Appointment of research advisor

*Master's Plan A Form 1 - Pre-Candidacy Progress* (complete relevant sections but do not submit)

- Preliminary conference with academic adviser (graduate program chair)

- Identification and remediation plan for deficiencies (if applicable)

### **Diagnostic Evaluation**

- Following second semester of residence after completion of core courses
- Open book, short essay exam to provide preliminary evaluation of Tropical Medicine core knowledge base
- Used to advise the student on course of study and areas needing improvement to prepare for qualifying examination

### **General (Qualifying) Examination**

- Taken Summer or early Fall of second year of residence
- General exam (closed book, short essay answers with oral follow-up) consisting of questions composed by faculty examination committee
- Evaluates student's knowledge base of Tropical Medicine core (general medical microbiology, microbial evolution, virology, bacteriology, parasitology, immunology, and pharmacology)
  - Students must pass all subject areas to pass the exam
- Used to advise course of study to correct any weaknesses noted by examination committee

#### Pass

- Advancement to candidacy for MS degree
- An MS student whose exam and overall academic performance has been exceptional may be recommended for the PhD program upon completion of the MS degree or for immediate transfer to the PhD program

#### Fail

- Failed sections or the entire exam may be repeated once within 6 months of the date of the first exam
- A student who fails the general examination a second time will be dismissed from the program

### **Completion and submission of *Master's Plan A Form 1 - Pre-Candidacy Progress***

- Indicates successful completion of qualifying examination

### **Master's Thesis Committee**

- Selection of permanent advisor by end of first year (chair of thesis committee)
- Appointment of two other members of TRMD graduate faculty to committee
- Preparation of individualized timeline and Individual Development Plan (IDP) for MS Plan A degree (see sample at end of handbook)
- A representative of the department's graduate program (Dr. Chang or Dr. Verma) should be included in all committee meetings and the thesis defense to maintain uniformity and equity of standards and procedures.
  - Copies of all committee documents should be provided to department representative
  - The graduate chair should be informed of who will serve as the graduate program representative for each MS student

### **Advance to Candidacy**

- Submission of thesis topic orally and as a written proposal to thesis committee for their review and approval
- Format of written thesis proposal to be specified by thesis committee but should consist of sections on background and significance, specific aims, research design and methods, and preliminary studies.
- Thesis proposal should be presented as a departmental seminar
- Written proposal and proposal seminar should be completed and approved by the end of the third semester
- Obtain certification, approvals and guidance as needed from the Office of Research Compliance:
  - Committee on Human Studies  
<http://www.hawaii.edu/irb/> ph. 539-3955
  - Environmental Health & Safety Office  
[www.hawaii.edu/ehso/](http://www.hawaii.edu/ehso/); ph. 956-8660
  - UH Animal Welfare Program  
<https://researchcompliance.hawaii.edu/programs/animal-welfare/>

### **Completion and submission of *Master's Plan A Form 2 - Advance to Candidacy***

#### **Committee approval of thesis proposal**

- Submission of copies of all required approval/compliance documents

- Master's Plan A Form 2 must be submitted and approved prior to registering for Thesis 700

### **Final Examination**

- Research seminar and oral examination covering thesis research and related areas
- Conducted by thesis committee as a seminar open to all graduate faculty, students and general public followed by a closed session with committee
- Seminar announcement must be sent out to department at least 2 weeks prior to seminar
- To be held at least 3 weeks before the end of term during which degree is conferred
- A student failing the final examination may repeat it once at the discretion of the thesis committee
- A student who fails the examination a second time will be dismissed from the program.

### **Completion and submission of *Master's Plan A Form 3 – Thesis Evaluation***

- Certification of final oral exam and thesis defense by thesis committee

### **Completion and submission of *Master's Plan A Form 4 - Thesis Submission***

- Approval of the written thesis by thesis committee (replaces thesis signature page)
- Style and Policy Manual for Theses and Dissertations

**For details on graduation requirements, see Graduation Checklist for Masters Plan A Thesis candidates**

### Master's Plan B (Non-Thesis)

*Tropical Medicine MS students are admitted into the MS Plan A program only; conversion to MS Plan B may be made in exceptional circumstances and requires program approval*

**Preliminary conference with graduate program chair**

- Appointment of interim advisor
- Pre-Candidacy Progress (Form I) (complete relevant sections)
  - Preliminary conference with interim academic adviser
  - Identification and remediation plan for deficiencies (if applicable)

**Diagnostic Evaluation**

- End of second semester of residence
- Open book, short essay exam to evaluate background in infectious disease microbiology & immunology
- Used to advise the student on course of study and areas needing improvement

**General (Qualifying) Examination**

- Summer following second semester of residence
- General exam (closed book, short essay answers with oral follow-up) with questions composed by TRMD faculty
- Evaluates student's knowledge base of Tropical Medicine core (general medical microbiology, molecular evolution, virology, bacteriology, parasitology, immunology, pharmacology)
- Used to evaluate student progress and advise course of study to correct weaknesses

**Pass:**

- Advancement to candidacy for MS degree

**Fail:**

- Failed sections or the entire exam may be repeated once within 6 months of the date of the first exam
- A student who fails the general examination a second time will be dismissed from the program

Pre-Candidacy Progress (Form I) (complete relevant section and file internally) following successful completion of qualifying examination

**Coursework requirements**

(see section on Tropical Medicine Curriculum for course details)

- 30 credit hours (must be taken for an A-F letter grade)
- 18 hrs approved course work including TRMD core courses and excluding 699 and Plan B 695
- Required core courses:
  - TRMD 603 Parasitology
  - TRMD 604 Immunology
  - TRMD 605 Virology
  - TRMD 608 Bacteriology & Mycology
  - TRMD 653 Bioinformatics
  - CMB 626 or MICR 614 Research Ethics
- Other required courses:
  - TRMD 690 Seminar – enrolled each semester; seminar presentation once per year
  - TRMD 601 Journal Club – enrolled once per year
- Minimum 12 hrs in courses numbered 600-798
- Registration in TRMD 695 (research paper) during last semester; at least 9 cr. hrs of TRMD 699/695

### **Master's Plan B Committee**

- Permanent adviser; selected by end of the first year
- Two other members of TRMD faculty
- Preparation of individualized timeline for MS Plan B degree (see sample) and Individual Development Plan (IDP)

### **Study Program and Research Project proposal**

- Meet with committee to decide on study program before end of second semester
- Additional courses
- Research project proposal
- Obtain certification, approvals and guidance as needed:
  - Committee on Human Studies  
<http://www.hawaii.edu/irb/> ph. 539-3955
  - Environmental Health & Safety Office  
[www.hawaii.edu/ehso/](http://www.hawaii.edu/ehso/) ph. 956-8660
  - Institutional Animal Care and Use Committee  
<http://www.hawaii.edu/ansc/IACUC/> ph. 956-4446

Completion and internal filing of modified [Advance to Candidacy Form II](#)

**Final examination**

- Presentation of research seminar and written paper covering research project
- Completion and internal filing of modified [Progress Report Form III](#)
- Certification of completion of research seminar and written paper

**For details on graduation requirements, see [Graduation Checklist for Masters Plan B candidates](#)**

## Doctor of Philosophy (PhD)

*Note: All student progress forms have been converted to an online format (Graduate Division Quali Build) and must be completed and submitted by the student at the appropriate point in their training.*

### Coursework requirements

- All PhD candidates, other than graduates of the TRMD MS program, are required to enroll in the TRMD core curriculum in order to prepare for the General (Qualifying) Examination.
  - Required core courses:
    - TRMD 603 Parasitology
    - TRMD 604 Immunology
    - TRMD 605 Virology
    - TRMD 608 Bacteriology & Mycology
    - TRMD 653 Bioinformatics
    - CMB 626 or MICR 614 Research Ethics
  - Other required courses:
    - TRMD 690 Seminar – enrolled each semester; seminar presentation once per year
    - TRMD 601 Journal Club – enrolled once per year
  - Advanced courses:
    - Doctoral students are expected to enroll in *four advanced courses* in at least three of the major areas of Tropical Medicine (Parasitology, Immunology, Virology, Bacteriology/Mycology) during their graduate training
  - Additional courses which, based on the recommendations of their adviser and dissertation committee, are essential to prepare them for a research career in their area of specialization

### PhD Schedule

#### Initial Steps Upon Admission

Preliminary conference with graduate program chair

Appointment of research advisor

Doctorate Form 1 - Pre-Candidacy Progress (complete relevant sections)

- Preliminary conference with interim academic adviser
- Identification and remediation plan for deficiencies (if applicable)

### **Diagnostic Evaluation**

- First or second semester of residence
- Open book, short essay exam to provide preliminary evaluation of Tropical Medicine core knowledge base
- Used to advise the student on course of study and areas needing improvement to prepare for qualifying exam

### **General (Qualifying) Examination**

- Following second semester of residence
- General exam (closed book, short essay answers with oral follow-up) with questions composed by TRMD faculty
- Evaluates student's knowledge base of Tropical Medicine core in general medical microbiology, microbial evolution, virology, bacteriology, parasitology, immunology, and pharmacology
- Used to advise course of study to correct weaknesses

#### Pass:

- Advancement to candidacy for PhD degree

#### Marginal Pass:

- A student whose examination and overall academic performance are inadequate to recommend for PhD candidacy may, at the discretion of the examination committee, be recommended for conversion to a terminal Master's degree program

#### Fail:

- Failed sections or the entire exam may be repeated once within 6 months of the date of the first exam
- A student who fails the general examination a second time will be dismissed from the program

### **Completion and Submission of *Doctorate Form 1 - Pre-Candidacy Progress***

- Indicates successful completion of qualifying examination

## Teaching experience

- Candidates should gain teaching experience by serving as a teaching assistant in a graduate or undergraduate course, or in the medical education curriculum

## PhD Dissertation Committee

- Selection of permanent advisor by end of first year
- Preparation of individualized timeline for PhD degree (see sample)
- PhD Dissertation Committee composition (5 members)
  - Research advisor to serve as dissertation committee chair
  - At least two other members of TRMD graduate faculty
  - One outside member (also called the university representative)
    - Must be senior graduate faculty in a graduate program other than Tropical Medicine
    - See [Graduate Division list of eligible faculty for the role of university representative](#)
  - Appointment of remaining committee member from TRMD or other UH graduate faculty
- Although allowable, committees larger than five members are discouraged
  - For eligible committee members see:  
<http://manoa.hawaii.edu/graduate/content/select-committee-member>
- A representative of the department's graduate program (Dr. Chang or Dr. Verma) should be included in all committee meetings, comprehensive exam and the dissertation defense to maintain uniformity and equity of standards and procedures.
  - Copies of all committee documents should be provided to department representative
  - The graduate chair should be informed of the graduate program representative

## PhD Comprehensive Exam (Under Revision)

The Tropical Medicine PhD Comprehensive Examination will consist of the preparation and defense of a research proposal based on the student's dissertation research project. This examination should be administered by the end of the second year of the student's PhD training.

The format of the proposal is to be specified by the dissertation committee and should generally follow the format of a grant proposal to a major funding agency such as the National Institutes of Health or the National Science Foundation. The proposal should be prepared in consultation with the student's research advisor but should include at

least one innovative objective that is not included as part of an existing grant or a proposal developed by the advisor.

The student's written proposal will be submitted to the members of the student's dissertation committee and an oral examination, based on the written proposal, will be carried out by the committee. The content of this oral examination may include fundamental concepts underlying the hypotheses addressed in the proposal, technical or experimental design issues, and any other topics that the committee feels are pertinent to the student's understanding of his/her research area.

A majority of the committee must vote to pass the student in order for student to pass the exam. The exam may be repeated once. Failure to pass the comprehensive exam after two attempts will result in dismissal from the graduate program.

### Guidelines for preparation of the Comprehensive Exam Proposal:

The following guidelines are based on restructured application instructions for NIH R01 grant applications.

For more details and examples of successful R01 proposals, please refer to the following website:

<https://www.niaid.nih.gov/grants-contracts/sample-applications>

### **Comprehensive Exam Proposal Guidelines**

*Title of Project (not to exceed 81 characters, including the spaces between words and punctuation)*

#### *Biographical Sketch*

- Use current format required for NIH proposals (see grants.nih.gov website for biosketch format pages, instructions and samples)

#### *Project Summary and Relevance*

- State the proposal's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the agency).
- Describe concisely the research design and methods for achieving the stated goals.
- This section should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person.
- The second component of the Description is Relevance. Using no more than two or three sentences, describe the relevance of this research to public health. In this section, be succinct and use plain language that can be understood by a general, lay audience.

#### *Specific Aims (1 page)*

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will field that the proposed project addresses.
- Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields.
- Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will changed if the proposed aims are achieved.

#### *Innovation*

- Explain how the application challenges and seeks to shift current research or clinical practice paradigms.
- Describe any novel theoretical concepts, approaches or methodologies, instrumentation or intervention(s) to be developed or used, and any advantage over existing methodologies, instrumentation or interventions.

### *Research Strategy*

- Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project.
- Include how the data will be collected, analyzed and interpreted.
- Preliminary Studies:
  - Discuss the PD/PI's preliminary studies, data, and/or experience pertinent to this application.
  - Preliminary data can be an essential part of a research grant application and help to establish the likelihood of success of the proposed project.
- Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.
- Describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work.
- Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. A discussion on the use of Select Agents should be provided.
- If an applicant has multiple Specific Aims, then the applicant may address Significance, Innovation and Approach for each Specific Aim individually, or may address Significance, Innovation and Approach for all of the Specific Aims collectively.

### *Protection of Human Subjects*

- Describe and justify the proposed involvement of human subjects, inclusion of women and minorities, and inclusion of children in the work outlined in the Research Strategy section.
- Describe the characteristics of the subject population, including their anticipated number, age range, and health status if relevant.
- Describe sources of material, potential risks to subjects (physical, psychological, financial, legal, or other), and protection against risks
- Describe and justify the sampling plan, as well as the recruitment and retention strategies, informed consent, and the criteria for inclusion or exclusion of any subpopulation.
- Explain the rationale for the involvement of special vulnerable populations, such as fetuses, neonates, pregnant women, children, prisoners,

institutionalized individuals, or others who may be considered vulnerable populations. Note that 'prisoners' includes all subjects involuntarily incarcerated (for example, in detention centers) as well as subjects who become incarcerated after the study begins.

### *Vertebrate Animals*

If vertebrate animals are involved in the project, address each of the points below. This section should be a concise, complete description of the animals and proposed procedures.

- Provide a detailed description of the proposed use of the animals for the work outlined in the Research Strategy section. Identify the species, strains, ages, sex, and numbers of animals to be used in the proposed work.
- Justify the use of animals, the choice of species, and the numbers to be used. If animals are in short supply, costly, or to be used in large numbers, provide an additional rationale for their selection and numbers.
- Provide information on the veterinary care of the animals involved.
- Describe the procedures for ensuring that discomfort, distress, pain, and injury will be limited to that which is unavoidable in the conduct of scientifically sound research.
- Describe the use of analgesic, anesthetic, and tranquilizing drugs and/or comfortable restraining devices, where appropriate, to minimize discomfort, distress, pain, and injury.
- Describe any method of euthanasia to be used and the reason(s) for its selection. State whether this method is consistent with the recommendations of the American Veterinary Medical Association (AVMA) Guidelines on Euthanasia. If not, include a scientific justification for not following the recommendations.

### *Select Agent Research*

- If any of the activities proposed in the application involve the use of Select Agents at any time during the proposed project period, either at the applicant organization or at any other Project/Performance Site, address the following three points for each site at which Select Agent research will take place.
  - Identify the Select Agent(s) to be used in the proposed research.
  - Provide the registration status of all entities\* where Select Agent(s) will be used.
  - If the Project/Performance Site(s) is a foreign institution, provide the name(s) of the country or countries where Select Agent research will be performed.

\*An “entity” is defined in 42 CFR 73.1 as “any government agency (Federal, State, or local), academic institution, corporation, company, partnership, society, association, firm, sole proprietorship, or other legal entity.”

- Provide a description of all facilities where the Select Agent(s) will be used.
- Describe the procedures that will be used to monitor possession, use and transfer of the Select Agent(s).
- Describe plans for appropriate biosafety, biocontainment, and security of the Select Agent(s).
- Describe the biocontainment resources available at all performance sites.

### **Advance to Candidacy**

- Submission of dissertation topic and proposal to thesis committee for their review and approval some time during the 2<sup>nd</sup> year of training
  - Format of written research proposal may be similar to the document prepared for the comprehensive examination but should specify the actual scope of the dissertation research project
  - Dissertation proposal shall be presented as a departmental seminar
- Should be completed by the end of the third semester
- Obtain certification, approvals and guidance as needed:
  - Committee on Human Studies  
<http://www.hawaii.edu/irb/> ph. 539-3955
  - Environmental Health & Safety Office  
<http://www.hawaii.edu/ehso/> ph. 956-8660
  - Institutional Animal Care and Use Committee  
<http://www.hawaii.edu/ansc/IACUC/> ph 956-4446

### **Submission of *Doctorate Form 2 - Advance to Candidacy***

- Appointment of dissertation committee
- Committee approval of research topic and proposal
- Results of the comprehensive exam
- Submission of all required approval documents

*Form 2 must be submitted to Graduate Division prior to registering for Dissertation 800*

### **Final Examination and Dissertation Defense**

- Administered by the dissertation committee upon completion of the dissertation research in the form of a seminar presentation, defense and oral examination
- Final Oral Examination form must be submitted to Graduate Division at least two weeks before the oral defense date.
  - *The department should also be informed of the scheduled defense date.*
  - The defense seminar announcement must be published in the UH Manoa calendar and circulated to all faculty and student via email.
- Committee evaluation is based on the following criteria:
  - Student's proficiency in the area of specialization within the field of Tropical Medicine commensurate with the expectations of the PhD degree
  - Production of a body of work which is on par with program expectations for the specific degree
  - Ability of the student to effectively communicate and defend this body of work
  - A majority of the committee must vote to pass the student in order for student to pass the defense.
  - The defense may be repeated once.
  - Failure to pass after two attempts will result in dismissal from the graduate program.
  - Complete at least 6 weeks before end of semester in which the degree granted

### **Completion and submission of *Doctorate Form 3 - Dissertation Evaluation***

- Approved by doctoral committee members who participate in final defense, including proxies
- Approval of dissertation document and student's defense
- Submit no later than 3 wks prior to dissertation due date

### **Completion and submission of *Doctorate Form 4 - Dissertation Submission***

- Replaces signature page of dissertation
- Approval of the content and form of the final dissertation document
- Signed by dissertation committee chair and majority of committee, including committee member(s) who may have been absent at the defense
- Due date specified in UH Manoa Academic Calendar

**For details on graduation requirements, see [Graduation Checklist for PhD Doctoral candidates](#)**



### Academic Policies

Undergraduate and graduate students in the School of Medicine must adhere to the academic policies, student conduct code, and grievance policies of UH Manoa. A summary description of these policies may be found in the online catalog:

- Academic Policies

<https://manoa.hawaii.edu/ovcaa/policies/>

- UH Mānoa Student Conduct Code

[http://www.studentaffairs.manoa.hawaii.edu/policies/conduct\\_code/](http://www.studentaffairs.manoa.hawaii.edu/policies/conduct_code/)

- Graduate Academic Grievance Procedures

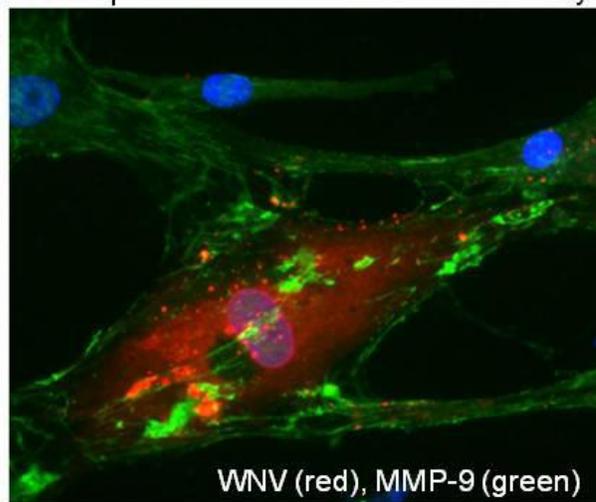
[http://www.studentaffairs.manoa.hawaii.edu/policies/academic\\_grievance/](http://www.studentaffairs.manoa.hawaii.edu/policies/academic_grievance/)

- Title IX: Prohibition of Sex Discrimination in Education

<https://manoa.hawaii.edu/titleix/>

*Contact the department chair or graduate program chair if you have any questions or need advice regarding these policies.*

WNV infection induces matrix metalloproteinase-9 in human astrocytes



## Curriculum

**Prerequisites:** All students are required to have a background of undergraduate courses in medical microbiology, molecular and cell biology, organic chemistry and biochemistry, physics, and mathematics. An introductory course in immunology (e.g. MICR 461) is highly recommended.

*The required and/or recommended courses for Tropical Medicine MS and PhD programs are divided into three groups:*

### Group I - Tropical Medicine Core Courses

The core curriculum for MS and PhD students is as follows:

Semester	Course Title	Credit Hrs
<i>Fall Semester Yr 1:</i>		
TRMD 603	Infectious Disease Microbiology I: Parasitology	3
TRMD 604	Concepts in Immunology and Immunopathogenesis	2
TRMD 653	Bioinformatics for Infectious Disease	2
<i>Spring Semester Yr 1:</i>		
TRMD 605	Infectious Disease Microbiology II: Virology	3
TRMD 608	Infectious Disease Microbiology III: Bacteriology & Mycology	3
<i>Fall or Spring Semester, Yr 1 or 2:</i>		
CMB 626 or MICR 614	Research Ethics	1-2
<i>Fall and Spring Semesters each yr:</i>		
TRMD 690	Seminar in Tropical Medicine & Public Health*	1
<i>Fall or Spring Semesters each yr:</i>		
TRMD 601	Journal Club	1
<i>Fall and Spring Semesters each yr:</i>		

TRMD 699	Directed Research (under research advisor)	var
<i>Final Semester:</i>		
TRMD 700	MS Thesis research	9**
TRMD 800	PhD Dissertation research	1

\* Students must enroll for a grade (A-F), make a presentation once per academic year, and attend all seminars. Students may enroll for Cr/NCr during the other semester of that academic year and attend all seminars without making a presentation.

\*\*All or a portion of TRMD 699 credits may be converted to 700 to total 9 credits for graduation upon submission of a memo to Graduate Division by the graduate chair.

**Group II - Tropical Medicine Elective Courses**

To be selected by the student and his/her adviser and graduate committee according to the student's interests and needs.

TRMD 602	Laboratory Methods in Tropical Medicine
TRMD 606	Tropical Medicine Lab Rotation
TRMD 607	Neurovirology
TRMD 609	Advances in Medical Immunology
TRMD 610	Infection and Immunity
TRMD 650	Ecological Epidemiology
TRMD 651	Vaccinology
TRMD 652	Advanced Genetics & Evolution of Infectious Diseases
TRMD 653	Bioinformatics and Molecular Evolution
TRMD 654	Advances in HIV/AIDS
TRMD 655	Principles of Biostatistics
TRMD 671	Advanced Medical Parasitology
TRMD 672	Advanced Medical Virology
TRMD 673	Advanced Medical Bacteriology
TRMD 675	Epidemiology of Tropical Infectious Diseases
TRMD 695	Plan B Master's Project
TRMD 699	Directed Reading/Research
TRMD 705	Special Topics in Tropical Medicine

**Group III - Elective Courses in Related Fields** (see UH Manoa catalog for updated course listings)

Asian Studies (ASAN)

600 Asian Studies Seminar

Biochemistry (BIOC)

441 Basic Biochemistry

644 Metabolic Biochemistry

Cell & Molecular Biology (CMB)

606 Introduction to Neurosciences

621 Cell Molecular Biology I

622 Cell Molecular Biology II

625 Advanced Topics in Genetics

640 Neuropharmacology

650 Population Genetics

654 Genetics Seminar

671 Techniques in Genetics

705 Special Topics in Neurosciences

Geography (GEOG)

410 Human Role in Environmental Change

411 Paleoenvironmental Change

388 Introduction to GIS

489 Applied Geographic Information Systems

654 Seminar in Geography of S.E. Asia

665 Seminar in Geography of the Pacific

## Interdisciplinary Studies (IS)

650	Principles of Applied Evolutionary Ecology
651L	Laboratory in Applied Evolutionary Ecology
652L	Laboratory in Applied Evolutionary Ecology

## Microbiology (MICR)

461	Immunology
463	Microbiology of Pathogens
470	Microbial Pathogenesis
490	Virology
601	Molecular Cell Biology
625	Advanced Immunology
630	Microbial Genome
632	Advanced Microbial Physiology
680	Advances in Microbial Ecology
681	Host-Parasite Relationships
685	Molecular and Cellular Bacterial Pathogenesis

## Molecular Biosciences &amp; Bioengineering (MBBE)

601	Molecular Cell Biology
621	Metabolic Engineering
625	Biosensor Principles and Applications
650	DNA and Genetic Analysis
651	Signal Transduction and Regulation of Gene Transcription
683	Advanced Bioinformatics Topics for Biologists

687            Advanced Lab Techniques

Pharmacology (PHRM)

601            General Pharmacology

602            Systematic Pharmacology

604            Neuropharmacology

Plant & Environmental Protection Sciences (PEPS)

486            Insect-Microbe Interactions

641            Insect Physiology

661            Medical and Veterinary Entomology

662            Systematics and Phylogenetics

671            Insect Ecology

675            Biological Control of Pests

686            Insect Transmission of Plant Pathogens

Public Health Sciences (PH)

650            Ecological Epidemiology

652            Interdisciplinary Seminar

655            Biostatistics I

656            Biostatistics II

658            Computer Applications in Public Health

663            Principles of Epidemiology I

664	Principles of Epidemiology II
666	Seminar in Infectious Disease Control
669	Epidemiological Study Design Critique
690	Introduction to Global Health
692	Clinical Epidemiology
747	Statistical Methods in Epidemiological Research

#### Zoology (ZOOL)

487	Molecular Ecology
619	Seminar on Science Teaching
631	Biometry
632	Advanced Biometry
642	Cellular Neurophysiology
652	Population Biology
690	Conservation Biology

## Student Learning Outcomes

### **Master of Science in Biomedical Sciences (Tropical Medicine)**

1. Demonstrate a fundamental knowledge base in the major sub-disciplines of the field of Tropical Medicine: bacteriology, virology, mycology, parasitology, immunology, molecular epidemiology and evolution, infectious disease ecology, pharmacology and bioinformatics.
2. Demonstrate a mastery of technical and experimental methodologies required to conduct research in the field of Tropical Medicine.
3. Demonstrate the ability to plan, execute, interpret, and evaluate experimental studies in Tropical Medicine.
4. Demonstrate skills required for instruction, assessment and mentoring of undergraduate and MS level students.
5. Demonstrate proficiency in written and verbal communication skills in classroom lectures and other teaching formats and in professional seminars and presentations.
6. Demonstrate sufficient mastery and scientific maturity to assess the work of peers in related fields.

### **Doctor of Philosophy in Biomedical Sciences (Tropical Medicine)**

1. Demonstrate an advanced knowledge base in the major sub-disciplines of the field of Tropical Medicine: bacteriology, virology, mycology, parasitology, immunology, molecular epidemiology and evolution, infectious disease ecology and bioinformatics.
2. Demonstrate a mastery of technical and experimental methodologies required to conduct research in the field of Tropical Medicine.

3. Demonstrate the ability to plan, execute, interpret, and evaluate experimental studies in Tropical Medicine.
4. Demonstrate skills for instruction, assessment and mentoring of undergraduate, MS and PhD level students.
5. Demonstrate skills to verbally communicate scientific concepts and results in classroom lectures and other teaching formats and in professional seminars and presentations.
6. Demonstrate written communication skills as required in various professional duties including manuscript preparation for scientific publication, preparation of research grant applications, preparation of lecture notes, development of introductory and advanced courses in related disciplines.
7. Demonstrate sufficient mastery and scientific maturity to assess the work of peers in related fields.
8. Develop administrative skills to manage a research laboratory, supervise technical and professional staff, and assume responsibilities and provide leadership as a faculty member.

## Tropical Medicine (TRMD) Course Descriptions

**TRMD 499 Reading and Research (V)** Directed reading and research in laboratory; diagnostic aspects of bacterial, parasitic, and viral infections. Pre: consent.

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

**TRMD 512 Unit II Concurrent Elective (1)** Elective course for first-year medical students. CR/NC only. Pre: BIOM 551 and consent.

**TRMD 513 Unit III Concurrent Elective (1)** Elective course for first-year medical students. CR/NC only. Pre: BIOM 551 and consent.

**TRMD 514 Unit IV Concurrent Elective (1)** Elective course for second-year medical students. CR/NC only. Pre: BIOM 551 and consent.

**TRMD 515 Unit V Concurrent Elective (1)** Elective course for second-year medical students. CR/NC only. Pre: BIOM 551 and consent.

**TRMD 525 Unit V Block Elective (1)** Required elective for second-year medical students; objectives to be determined by contract. One option is a review of USMLE step. CR/NC only. Pre: BIOM 551.

**TRMD 545 Topics in Tropical Medicine (V)** Elective for fourth-year medical students for advanced study of selected topics within the field of tropical medicine and medical microbiology. Pre: fourth-year standing.

**TRMD 595 (Alpha) Selected Topics in Infectious Diseases (1)** Elective for medical students; (B) infectious diseases; (C) parasitology; (D) epidemiology; (E) immunology. MD majors only. CR/NC only. Pre: MDED 554 or consent. Fall only.

**TRMD 599 (Alpha) Selected Research Topics in Infectious Diseases (1)** Research elective for medical students; (B) infectious diseases; (C) parasitology; (D) epidemiology; (E) immunology. MD majors only. CR/NC only. Pre: MDED 554 or consent. Fall only.

**TRMD 601 Tropical Medicine Journal Club (1)** Discussion of current literature relevant to Tropical Medicine. Repeatable.

**TRMD 603 Infectious Disease Microbiology I: Medical Parasitology (3)** Epidemiology, pathogenesis, immunobiology and diagnostic aspects of human parasitic infections; principles of host-pathogen interactions; public health aspects of parasitic infections. Repeatable one time. A-F only. Pre: MICR 351 or equivalent. Fall only.

**TRMD 604 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 PH 665)

**TRMD 605 Infectious Disease Micro II (3)** This course will cover different families of animal viruses of importance to human diseases. The genome, structure, and replication cycle of viruses, as well as host immune responses, epidemiology, clinical features and animal models will be covered and integrated to understand the pathogenesis of diseases caused by different viruses and intervention strategies of therapy and vaccine. Repeatable one time. A-F only. Pre: MICR 351 and TRMD 604; or consent. Spring only. (Cross-listed as PH 667)

**TRMD 606 Tropical Medicine Laboratory Rotations (V)** Practical experience in use of equipment and procedures in infectious disease and immunology research; introduction to research in tropical medicine. Repeatable unlimited times. Pre: 604 (or concurrent), or consent. (Cross-listed as PH 668)

**TRMD 607 Neurovirology (1)** Seminar course on neuroinvasive viruses giving basics of viruses causing nervous system diseases and discussing recent advances in the research field of neurovirology. Pre: MICR 351 or equivalent; or consent. Fall only.

**TRMD 608 Infectious Disease Micro III (3)** This course will cover the basic structure, physiology and genetics of pathogenic bacteria as well as the host response to these organisms. Major bacterial diseases will be covered in depth to correlate bacterial structure, physiology, epidemiology and host response to these microorganisms to understand the pathogenesis of the diseases they cause. Repeatable one time. A-F only. Pre: MICR 351 and TRMD 604; or consent. Fall only.

**TRMD 609 Advances In Medical Immunology (3)** Presentations/discussions of current literature concerning recent advances in immunology relevant to disease and to disease processes. Pre: consent. (Alt. years: spring)

**TRMD 610 Infection and Immunity (2)** This course will provide a detailed description of specific pathogens (bacterial, viral, parasitic and fungal) and their interactions with the human immune system, including innate and acquired immunity.

**TRMD 650 Advanced Epidemiological Ecology of Infectious Diseases (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: 604 (or concurrent) and 605 (or concurrent), or consent. (Alt. years: spring)

**TRMD 651 Vaccinology (2)** History/evolution of vaccines, current and next generation vaccines, vaccine immunology, adjuvants, vaccine strategies, vaccines for viral, bacterial and parasitic diseases, vaccine proof-of-concept and downstream development studies; vaccine

safety production processes. A-F only. Pre: 605 (Virology) and 604 (Immunology), or consent. (Spring)

**TRMD 652 Advanced Genetics and Evolution of Infectious Diseases (2)** An evolutionary perspective to examine the interactive responses between infectious agents and the immune system. Topics will include natural selection, life history evolution, population genetics of pathogens and hosts, and anti-microbial resistance. A-F only. Pre: 604 (or concurrent) and 605 (or concurrent), or consent. (Alt. years: spring)

**TRMD 653 Bioinformatics for Infectious Diseases (1)** Combined lecture/computer lab course on bioinformatic tools used in genomics, including sequence assembly, search algorithms, alignment, phylogenetics, and molecular evolution/epidemiology. Focus will be on infectious disease examples. Open to non-majors. A-F only. Pre: 604 (or concurrent) and 605 (or concurrent) or consent. Fall only.

**TRMD 671 Advanced Medical Parasitology (2)** Consideration of ultrastructure, physiology, biochemistry, in-vitro cultivation and host-parasite relationship of parasites of medical importance. A-F only. Pre: consent. (Alt. years: fall)

**TRMD 672 Advanced Medical Virology (2)** In-depth study of the major groups of viruses pathogenic for human; virus replication, host range, pathogenesis, immunology, and epidemiology. Pre: 605 or equivalent, or consent. (Alt. years: fall)

**TRMD 673 Advanced Medical Bacteriology (2)** Role of bacteria in infectious diseases, with emphasis on clinical aspects and identification of etiological agents. Pre: 605 or equivalent, or consent.

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

**TRMD 695 Plan B Master's Project (3)** Independent study for students working on a Plan B Master's project. A grade of Satisfactory (S) is assigned when the project is satisfactorily completed. Pre: graduate standing in TRMD.

**TRMD 699 Directed Research (V)** Directed research in medical microbiology (bacteriology, parasitology, virology). Pre: consent.

**TRMD 700 Thesis Research (V)** Research for master's thesis. Approval of department faculty required.

**TRMD 705 Special Topics in Tropical Medicine (1)** Advanced instruction in frontiers of tropical medicine and public health. Repeatable. (Cross-listed as PH 756)

**TRMD 800 Dissertation Research (V)** Research for doctoral thesis. Approval of department faculty is required.

### Pharmacology (PHRM) Course Descriptions

**PHRM 201 Introduction to General Pharmacology (2)** Drugs discussed with emphasis on sites and mechanism of action, toxicity, fate, and uses of major therapeutic agents. Pre: mammalian physiology and dental hygiene major. NI DB

**PHRM 203 General Pharmacology (3)** Similar to 201 but wider in scope of drugs discussed. Intended for undergraduates in the health sciences and related fields. Pre: mammalian physiology. NI DB

**PHRM 499 Directed Reading and Research (V)** Directed reading and research in experimental pharmacology. Repeatable unlimited times. Pre: consent.

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

**PHRM 512 (Alpha) Unit II Concurrent Elective (1)** Elective for first-year medical students. CR/NC only. (B) cardiovascular pharmacology; (C) topics in pharmacology. Pre: BIOM 551 and consent. (Spring only)

**PHRM 513 Unit III Topics in Pharmacology (1)** Elective for first-year medical students. CR/NC only. Pre: BIOM 551 and consent. (Spring only)

**PHRM 514 Unit IV Topics in Pharmacology (1)** Elective for second-year medical students. CR/NC only. Pre: BIOM 551 and consent. (Fall only)

**PHRM 515 Unit V Topics in Pharmacology (1)** Elective for second-year medical students. Repeatable six times. CR/NC only. Pre: BIOM 551 and consent. (Spring only)

**PHRM 525 Review of Pharmacology (1)** Elective for second-year medical students, objective to be determined by contract. One option is review for USMLE Step 1. CR/NC only. Pre: BIOM 551. (Spring only)

**PHRM 595 Principles of Pharmacology (1)** Pharmacology elective course for medical students. MD students only. CR/NC only. Pre: MDED 554 or consent. (Fall only)

**PHRM 599 Research in Pharmacology (V)** Pharmacology research elective for medical students. MD majors only. CR/NC only. Pre: MDED 551 or consent.

**PHRM 601 General Pharmacology (3)** Pharmacodynamics, receptor theory, modeling, clinical trials and the FDA will be covered. Concepts in ADME/T and clinical research are also considered. Pre: consent.

**PHRM 602 Systemic Pharmacology (9)** Provides instruction at an organ systems/functional level covering major organ and functional systems of the human body. Concepts in pharmacological research at the animal, organ system and whole human level will also be considered. Repeatable one time. Pre: consent.

**PHRM 640 Neuropharmacology (2)** Physiology and pharmacology of central and peripheral nervous systems, focusing on synaptic chemistry and signaling. A-F only. Pre: CMB 606, or consent from the course director. (Cross-listed as CMB 640)

**PHRM 699 Directed Research (V)** Repeatable unlimited times.

**PHRM 700 Thesis Research (V)** Repeatable unlimited times.

**PHRM 800 Dissertation Research (V)** Repeatable unlimited times.

## Financial Support

### Graduate Assistantships (GAs)

**Departmental graduate assistantships (GAs)** are funded by the John A. Burns School of Medicine and are offered by the Department of Tropical Medicine, Medical Microbiology and Pharmacology to outstanding first-year PhD students. The Tropical Medicine Admissions and Awards Committee administers these departmental GAs. In addition, graduate students may receive funding throughout their training by faculty mentor-provided GAs from research grants or institutional funds. These GAs are offered to qualified students by their faculty mentors.

**Teaching assistants (TAs)** usually have a 9-month appointment that corresponds with the academic year. While the Department of Tropical Medicine, Medical Microbiology and Pharmacology does not have its own TA positions, TAs for graduate students may be made available in other departments on a case-by-case basis. The specific duties of a TA vary depending on the needs of the department and on the qualifications and experiences of the TA. All TAs serve under the direction and supervision of a regularly appointed member of the faculty. They may teach a section of a multi-section course or a laboratory section of a course. In addition, they may assist a faculty member in grading assignments or exams, advising students, or performing course-related administrative duties. Occasionally, an experienced TA may be assigned as the instructor of a course. In such a case, the TA must meet all the qualifications required of a lecturer for the course, or have completed a relevant training program. All new TAs are required to attend a training session offered by the Office of Faculty Development and Academic Support — Center for Teaching Excellence.

University policy stipulates that in a course taught by a TA, the determination of final grades is the responsibility of the supervising faculty. However, since the TA plays a significant role in determining grades, the supervising faculty and the TA should thoroughly discuss course grading policies and procedures. To ensure fairness to all students enrolled in the course, grading policies and procedures should be announced in the beginning of the semester. TAs should be knowledgeable about official university policies on credits and grades, disciplinary actions, and academic grievance procedure. They should also be aware of the various student services available at the Office of Student Affairs, so that they may refer students to the appropriate resources when necessary.

**Research assistants (RAs)** usually have an 11-month appointment. In general, a RA supports the research activities of a faculty who is the principal investigator of a funded project. The specific duties of a RA vary depending on the needs of the project and on the qualifications and experiences of the RA. The duties may be directly or tangentially related to the RA's program of study, while results from the research project may be incorporated into a thesis or dissertation as relevant. Some RAs exercise a great degree of independence while

performing their duties; others carry out specific tasks that leave little room for independent judgment. RAs should be knowledgeable about official university policies on research and publication.

### ***GA compensation***

GA compensation adheres to the schedule (based on 0.50 FTE per year) approved by the UH Board of Regents. Newly appointed GAs are compensated at a pay step recommended by the department or unit of hire. GAs with research duties are usually appointed at pay steps depending on their qualifications and experiences, the needs of their departments or units, and the availability of funds.

### ***Tuition Exemption***

GAs with 0.50 FTE appointments receive a full tuition exemption. New GAs with 11-month appointment must be employed for at least 12 weeks during the first semester in order to receive the tuition exemption. Tuition exemptions apply only to fall and spring semesters, and *may not* be used for Outreach College and Distance Education courses. Summer Session tuition exemptions, when available, are issued by the Outreach College. GAs are responsible for the payment of fees. GAs who resign before serving at least three-quarters of a semester are liable for repayment of tuition exemptions.

### ***Health Plan & Parking Permits***

GAs with 0.50 FTE appointment who serve for a minimum of three months are eligible for health plan benefits. For more information, contact the personnel officer in the department or unit of hire.

To purchase parking permits, GAs need to obtain first a memo from their department or unit of hire. They then present the memo along with all other required documents to the Parking and Transportation Services. Availability of parking permits is limited.

## **Graduate Division Achievement Awards**

A limited number of merit-based Graduate Division Achievement Scholarships are available to qualified Tropical Medicine graduate students.

### ***Eligibility & How to Apply***

To be eligible, a student must be a student in the master's or doctoral program and have a cumulative GPA of 3.5 or above. Students apply through their graduate programs. Awards are competitive.

### ***Award Amount***

The award amount varies, depending on the purpose of the award and funding availability. Minimum award is \$500.

### ***Award Conditions***

Award recipients must maintain an enrollment of six credits or more of degree-related courses and a cumulative GPA of 3.5 or above, for the entire period of the award. Recipients will be liable to reimburse UHM for the full amount of the award, if they fail to meet the award conditions or if for any other reason the award becomes invalid.

### ***Award Distribution Procedure***

The Graduate Division allocates achievement scholarships to graduate programs, which in turn distribute the awards to qualified students via BANNER and STAR at the time of registration. For scholarships made to international students, the total amount of awards distributed via BANNER and STAR may not exceed the total cost of tuition and fees.

## **Joseph E. Alicata Award in Tropical Medicine**

The Joseph E. Alicata Award was established in 1981 by Dr. Joseph Alicata and Mrs. Earleen Alicata to encourage the study of Tropical Medicine and Infectious Diseases and to reward outstanding scholastic achievement by graduate students in this field of study. It commemorates the lifetime achievements of Dr. Alicata in parasitology and public health as a

professor at the University of Hawaii and a commissioned officer of the US Public Health Service.

There are two merit-based mechanisms for distribution of the Alicata Award:

1. A graduate stipend and tuition scholarship to selected, incoming PhD students during their first year of graduate training,
2. An achievement award to graduating PhD students during the final semester of their graduate education.

In both cases, the award amount varies depending on the purpose of the award and funding availability.

### **Virginia Hinshaw Award**

### **ARCS Award**

### **WICHE Program**

The Tropical Medicine graduate program participates in the Western Regional Graduate Program (WRGP), administered by the Western Interstate Commission on Higher Education (WICHE). The program enables legal residents of WICHE member states to enroll in selected out-of-state graduate programs at reduced tuition rates. Below is a list of WICHE member states.

- Alaska
- Arizona
- California
- Colorado
- Hawai'i
- Idaho
- Montana
- Nevada
- New Mexico
- North Dakota
- Oregon
- South Dakota
- Utah
- Washington
- Wyoming

Through WRGP, legal residents of WICHE member states may enroll in selected out-of-state graduate programs at resident tuition rates. They apply directly to the institutions of their choice and identify themselves as WICHE WRGP applicants. WICHE WRGP applicants applying to UHM are required to meet the GPA requirement of 3.5 or higher, or otherwise possess certain exceptional abilities as affirmed by the UHM graduate program to which they apply.

### **Other Funding Opportunities**

In addition to the mechanisms described above, there are a number of intramural and extramural funding opportunities available to Tropical Medicine graduate students. For more information on these resources, consult the Graduate Division funding opportunities site:

<http://manoa.hawaii.edu/graduate/content/financial-support>

## Individual Development Plan & Timeline

All graduate students are expected to complete an online Individual Development Plan that is created in collaboration with their research advisor during their first year of graduate study. This plan is discussed with and submitted to the department via the Graduate Chair during the summer of their first year. The IDP is reviewed by the student and mentor on an annual basis and an updated IDP is submitted and discussed with the Graduate Chair once per year, usually during the summer. The format of the IDP closely follows that of the Science Careers IDP ([myidp.sciencecareers.org](http://myidp.sciencecareers.org)) developed by the Federation of American Societies for Experimental Biology (FASEB).

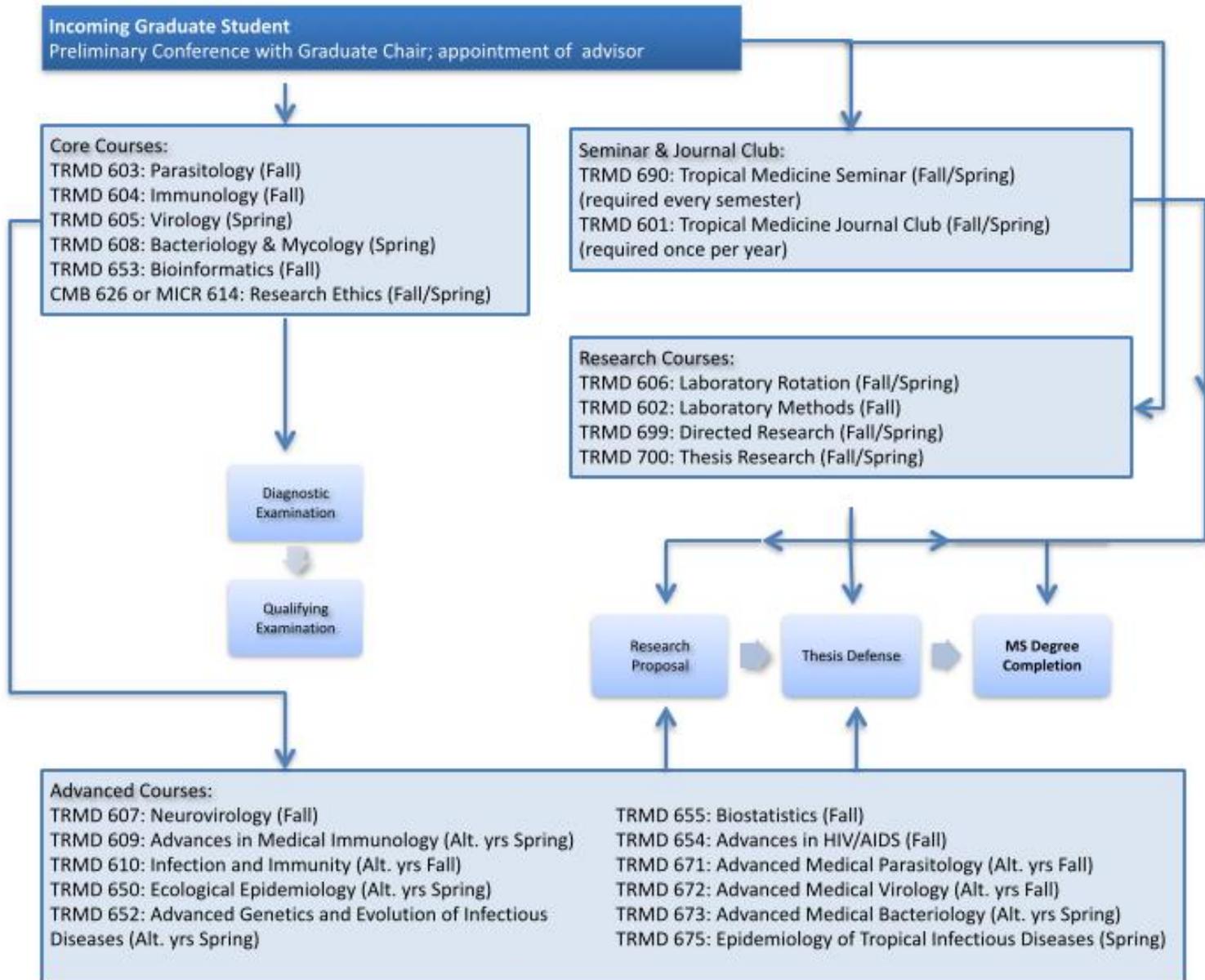
In addition to the IDP, graduate students are expected to prepare and update their individual timelines for achieving benchmarks during their graduate training. An example of a timeline is provided on the following page of this handbook.

## Sample TRMD MS Plan A Timeline

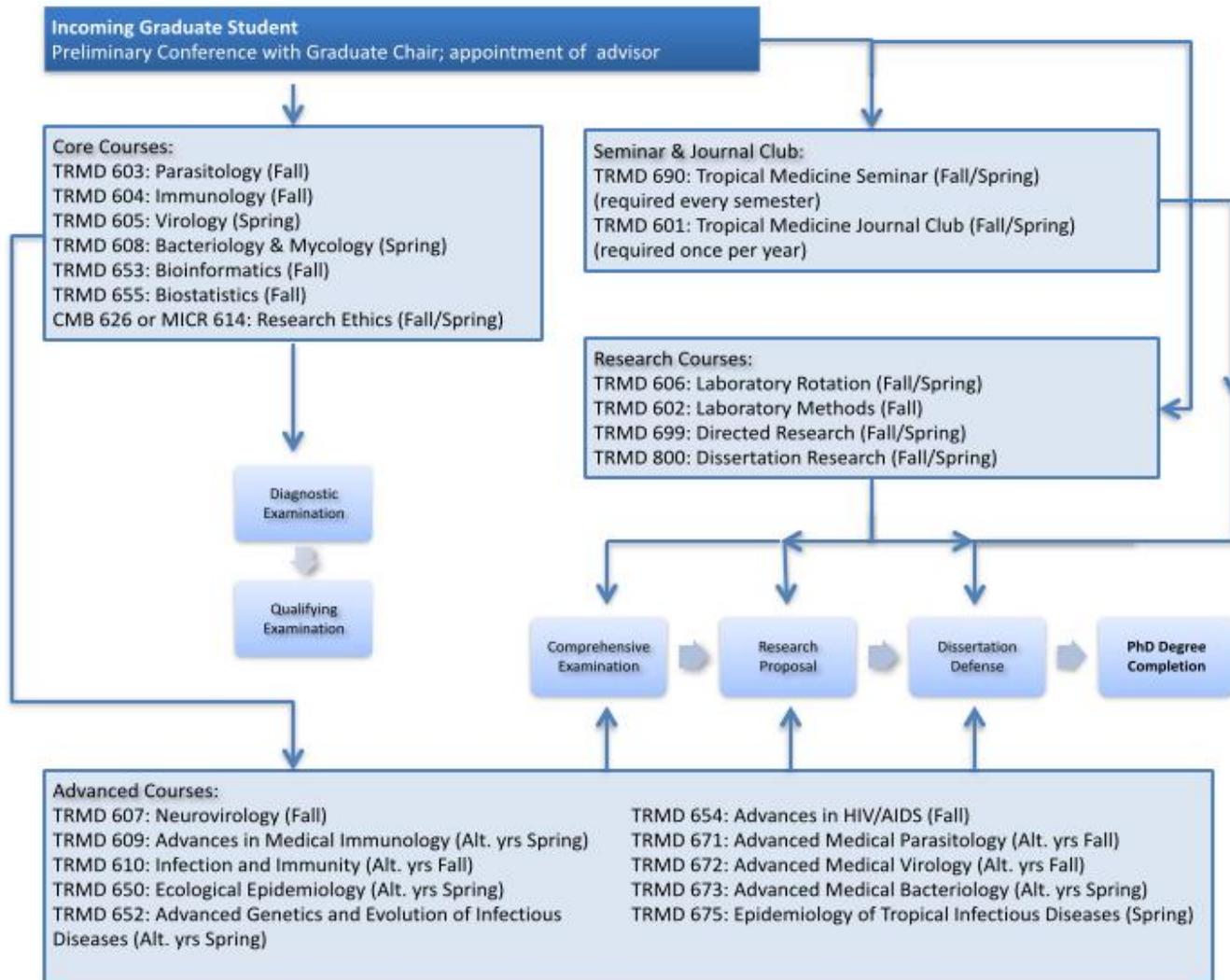
## Sample TRMD MS Plan A (Thesis) Timeline

Fall, Year 1	Spring, Year 1	Fall, Year 2	Spring, Year 2
Preliminary conference with graduate chair; appointment of interim advisor	Appointment of permanent advisor & thesis committee; first meeting with thesis committee	Submission of thesis topic & proposal to thesis committee; progress meeting(s) with thesis committee Obtain regulatory approvals for thesis research	Progress meeting with thesis committee Oral examination of thesis research by thesis committee
<u>Core Courses:</u> TRMD 603: IDM I (Parasitology) TRMD 604: Immunology TRMD 653: Bioinformatics TRMD 690: TRMD Seminar (Attend; CR/NC)	<u>Core Courses:</u> TRMD 605: IDM II (Virology) TRMD 608: IDM III (Bacteriology & Mycology) TRMD 690: TRMD Seminar (Presentation of thesis proposal; letter grade)	Elective, Advanced Courses TRMD 690: TRMD Seminar	Elective, Advanced Courses TRMD 690: TRMD Seminar (Presentation of thesis research; letter grade)
TRMD 606: TRMD Lab Rotation	TRMD 699: Directed Research	TRMD 699: Directed Research	TRMD 700: Thesis Research
Fall or Spring: CMB 626 or MICR 614: Research Ethics TRMD 699: Dir. Reading (Journal Club)		Fall or Spring: TRMD 699: Dir. Reading (Journal Club)	
December: Diagnostic Exam	August: Qualifying Exam		
	Completion of Form I: Pre-candidacy progress	Completion of Form II: Advance to Candidacy	Completion of Form III: Certification of final oral exam and thesis defense Completion of Form IV: Committee Approval of Written Thesis
	Poster Presentation at Local Conference	Fall or Spring: Poster or Oral Presentation at National Conference	
		Write and submit manuscript on thesis research	

Tropical Medicine MS Curriculum



## Tropical Medicine PhD Curriculum



## Curriculum Map for Tropical Medicine

### STUDENT LEARNING OUTCOMES

#### **1. *Demonstrate a knowledge base in the various disciplines of Tropical Medicine.***

In all graduate courses offered by our department, students are required to be familiar with the background literature as well as current developments in Tropical Medicine. This includes trends in the application of new technology and in the underlying mechanisms involved in disease processes. Development of a knowledge base in Tropical Medicine is achieved through our core courses in infectious disease microbiology and immunology (TRMD 603, 604, 605, 608) and a series of advanced courses in each of the sub-disciplines of Tropical Medicine. This is supplemented by elective graduate courses in cell and molecular biology, epidemiology, research ethics, microbiology and immunology offered by other university departments.

For advanced courses in Bacteriology, Immunology, Parasitology and Virology, topics are selected (often in consultation with the students) for in-depth study of molecular mechanisms of pathogenesis of the disease, fundamental nature of innate and acquired immunity, molecular and genetic mechanisms involved in the evolution of new types of invasive microbes, drug treatment and resistance, and disease prevention by killed or live attenuated vaccines. Topics also cover impediments that exist in society to availability of drugs and vaccines for disease treatment and prevention.

#### **2. *Demonstrate a mastery of technical and experimental research methodologies.***

Typically, advanced courses and journal clubs offered by the department entail the review of key historical as well as current published papers on selected topics by students and faculty. Emphasis is placed on analysis of experimental design and methodologies and assessment of the scientific validity of experimental data and the overall significance to the field.

The curriculum includes a laboratory rotation course (TRMD 609) and directed research (TRMD 699) that provides hands-on training in laboratory techniques utilized in infectious disease research and introduces them to experimental approaches utilized in the research areas of faculty mentors. These techniques include but are not limited to molecular methodologies, animal and human subjects research, immunological assays, cell culture, virological methods, parasitological methods, bioinformatics and biostatistics, and flow cytometry. In these courses, students are required to maintain a laboratory notebook and prepare written laboratory reports for each rotation.

#### **3. *Demonstrate the ability to plan, execute, interpret, and evaluate experimental studies.***

The most important framework for professional development is the thesis research in the case of Plan A MS students, the non-thesis research project for Plan B MS students, and the dissertation research project for PhD students. Development of a written and oral research proposal in each instance provides a foundation for future research design and grant preparation. The PhD research proposal is written in the format of an NIH grant application and also serves as the basis for the PhD comprehensive examination. The research project provides the ideal hands-on experience for execution, interpretation and evaluation of experimental studies and the foundation upon which the student will be able to evaluate the work of his/her peers. In addition to experimental aspects of the project, preparation of the written thesis document is a critical aspect of training in conducting a comprehensive literature review and preparation of a scientific document. Generally, the thesis or dissertation research provides the foundation for research manuscripts prepared by the student in collaboration with the faculty mentor and is subjected to external peer review.

**5. *Demonstrate skills required for instruction, assessment and mentoring of undergraduate and MS students.***

Advanced students are given the opportunity to prepare guest lectures for selected graduate courses which are critiqued by the supervising faculty. Another instructional opportunity is service as a teaching assistant for undergraduate and medical education courses in medical microbiology and immunology. In addition to providing students with an opportunity to improve communication and teaching skills, these learning environments enable them to observe and practice group interaction and leadership skills.

Mentoring skills are developed largely as a result of modeling of these skills by the student's research advisor, members of the student's advisory committee, and other department faculty. Direct experience in mentoring is often provided by interaction, one-to-one instruction and supervision by senior graduate students of undergraduate and beginning graduate students.

**6. *Demonstrate proficiency in written and verbal communication skills in various teaching formats and in professional presentations.***

Students are provided with several opportunities to develop verbal communication skills. Many courses require oral student presentations to peers as well faculty after which feedback is provided. In addition, students are required to give a seminar presentation before the entire department once each year that are evaluated by the seminar faculty coordinator and research mentor. Students are given the opportunity to serve as teaching assistants in the undergraduate Biology and Microbiology programs at UH Manoa for one or more semesters if they wish to gain additional teaching experience. Many students have taken advantage of this option and have gained a great deal from this experience in addition to receiving a stipend for their work.

Finally, verbal communication skills are developed through participation in local, national, and international scientific conferences.

**7. *Develop sufficient mastery and scientific maturity to assess the work of peers in related fields.***

Students participate in departmental journal clubs (TRMD 699 Directed Reading) which review primary literature in the various disciplines of Tropical Medicine. In these sessions, students select journal articles and present them before the class. Class participants are expected to read each article and be prepared to discuss the methodology and experimental results, evaluate the validity of the conclusions advanced by the authors, and assess the overall significance of the work to the field.

**8. *Demonstrate written communication skills as required in various professional duties including manuscripts for publication, grant applications, and course development.***

Students are expected to prepare one or more manuscripts based on their dissertation research project for submission for publication to a peer-reviewed journal. The PhD comprehensive examination consists of preparation and oral defense of a grant application based on their research topic following submission guidelines of the National Institute of Health or another major funding agency.

**9. *Develop administrative skills to manage a research laboratory, supervise technical and professional staff, and provide leadership as a faculty member.***

During their PhD dissertation research, students participate in day-to-day management of their research project. Senior PhD students are actively involved in laboratory training of new technical staff and graduate students at the MS and PhD level, and in assuming leadership roles in advanced courses in their field and in local professional organizations such as the Hawaii Branch of the American Society of Microbiology.

MS/PhD Curriculum Map								
Course or Activity	Intended Student Learning Outcomes*							
	Tropical Medicine Knowledge Base	Mastery of Research Methods	Experimental Design & Execution	Instructional and mentoring skills	Written & verbal communication skills	Peer evaluation & assessment	Manuscript, grant proposal & course development skills	Research laboratory administration skills
TRMD 603, 604, 605, 608	I, A			I, R	R	R		
TRMD 601, 606		I	I, R		I, R		I	
TRMD 607, 609, 650, 651, 652, 653, 654, 655, 671, 672, 673, 675, 705	R, A	R, A	R	I	R			
TRMD 690	I, R	I, R	I, R	I, R	I, R, A	I, R	I, R	
TRMD 699		R	R		R		R	I
TRMD 700		R, A	R, A		R, A		R	R
TRMD 800		M, A	M, A		M, A		M	R
Supervision of undergrad & junior grad students				R		R		I
Teaching Assistantship	R			R		R		

\*"I"=introduced; "R"=reinforced and opportunity to practice; "M"=mastery at the senior or exit level; "A"=assessment evidence collected