Table of Contents

Preface 4

Section 1

Overview of the USC Arnold School of Public Health 5
Overview of the Department of Health Promotion, Education, and Behavior 6
Programs in Health Promotion, Education, and Behavior 6
Faculty and Areas of Specialization 7
Staff 9

Section 2

Overview of Graduate Assistantships 10

Section 3

Important Guidelines and Regulations 13

Section 4

Stages and Milestones 16
Doctoral Degrees and Requirements 17
Tables of Doctoral Milestones and Responsibilities 20
Timeline for Program Progression 23

Section 5

Definitions and Explanations of Terminology 27
FAQ’s 32

Section 6

Qualifying Examination 33
Section 7

Guidelines for the DrPH Practicum  36

Section 8

Dissertation Proposal Guidelines  43
Dissertation Outline  45
Dissertation Requirements  46
Dissertation Format  47

Section 9

Certificate of Graduate Study  50

Section 10

Resources and Information  51

Appendices

Contact List  54
Progression information and forms  55
Authorship Guidelines  57
Preface

The Graduate Studies Bulletin

The Graduate Studies Bulletin is the official manual of regulations and guidelines for graduate study at the University of South Carolina. It is available on the University website at [http://www.sc.edu/bulletin/](http://www.sc.edu/bulletin/). Graduate students are expected to read and adhere to the regulations of this publication throughout their matriculation at the University. Students are bound by the bulletin in effect at the time they begin or renew their enrollment in The Graduate School. If they wish to make a change to a subsequent bulletin, they must obtain permission of The Graduate School to do so.

The Graduate Studies Bulletin and this handbook are for information purposes only and do not constitute any contractual agreement between a student and the University of South Carolina. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the president, or the Board of Trustees, such changes are in the best interest of the students and the University.

Carolina Community Student Handbook and Policy Guide

Please refer to the Carolina Community Student Handbook and Policy Guide for policies on the student code of conduct, student grievance, sexual harassment and other areas. The Carolina Community Student Handbook and Policy Guide is available online at [http://www.sa.sc.edu/carolinacommunity/](http://www.sa.sc.edu/carolinacommunity/).

Disability Services

Students with disabilities are assisted through the Office of Disability Services. Students with disabilities should contact the Office of Disability Services at 803-777-6744 (TDD) or 803-777-6142 for specific information about services. When students receive the Graduate School's offer of admission, they should notify the Office of Disability Services of their need(s) for specific accommodation(s). More information can be found online at: [http://www.sa.sc.edu/sds/](http://www.sa.sc.edu/sds/).

Acronyms Used Throughout This Handbook

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASPH</td>
<td>Arnold School of Public Health</td>
</tr>
<tr>
<td>BIOS</td>
<td>Biostatistics (part of the Department of Epidemiology and Biostatistics)</td>
</tr>
<tr>
<td>COMD</td>
<td>Department of Communication Sciences and Disorders</td>
</tr>
<tr>
<td>ENHS</td>
<td>Department of Environmental Health Sciences</td>
</tr>
<tr>
<td>EPID</td>
<td>Epidemiology (part of the Department of Epidemiology and Biostatistics)</td>
</tr>
<tr>
<td>EXSC</td>
<td>Department of Exercise Science</td>
</tr>
<tr>
<td>GA</td>
<td>Graduate Assistant; Graduate Assistantship</td>
</tr>
<tr>
<td>GRE</td>
<td>Graduate Record Examination</td>
</tr>
<tr>
<td>HPEB</td>
<td>Department of Health Promotion, Education, and Behavior; also called &quot;Department&quot;</td>
</tr>
<tr>
<td>HSPM</td>
<td>Department of Health Services, Policy and Management</td>
</tr>
<tr>
<td>TOEFL</td>
<td>Test of English as a Foreign Language</td>
</tr>
<tr>
<td>USC</td>
<td>University of South Carolina</td>
</tr>
</tbody>
</table>
Section 1

Overview of the USC Arnold School of Public Health

The Arnold School of Public Health was established by legislative action in 1974 and was fully accredited by the Council on Education for Public Health (CEPH) in 1979, 1984, 1990, 1996, 2001, and 2010. The mission of the Arnold School of Public Health is to expand, disseminate and apply the body of knowledge regarding prevention of disease, disability, and environmental degradation; promote health and well being in diverse populations; and provide effective, efficient and equitable health services. An integral part of the training of students at the school is participation in research activities. Since the state is experiencing rapid demographic and industrial changes, health problems range from those of a traditional rural setting (infectious diseases, infant mortality, access to health care) to those of a modern industrial setting (impact of new industries on air and water quality and the safety of the workplace). The school has been committed to “action research” since its inception. The importance of dealing with operating programs and defined problems has led to close working relationships with human service programs, health care facilities, and governmental agencies throughout the state and region.

In November 2000, the University of South Carolina announced that the School of Public Health would be named in honor of a longtime Columbia business leader and philanthropist, Norman J. Arnold. The Arnold School of Public Health is in recognition of a gift from Mr. Arnold to the school and for his longtime commitment to improving the health of South Carolinians. The Arnold School of Public Health became only the third school of public health in the United States to be named for an individual. The others are the Rollins School of Public Health at Emory University and the Joseph L. Mailman School of Public Health at Columbia University.

The school contains the Prevention Research Center, the Center for Research on Nutrition and Health Disparities, the Center for Health Services Policy and Research, the Center for Public Health Preparedness, the Cancer Prevention and Control Program, the South Carolina Public Health Institute, the Rural Health Research Center, the Consortium for the Latino Immigration Studies, the Office for the Study of Aging and the Speech and Hearing Center, and actively partners with the Institute for Partnerships to Eliminate Health Disparities.
Overview of the Department of Health Promotion, Education, and Behavior

The Department of Health Promotion, Education, and Behavior (HPEB) at the University of South Carolina’s Arnold School of Public Health has as its focus understanding how policy, environmental, institutional, and individual actions can improve the public’s health. This work, usually done in partnership with organizations and communities, uses principles and methods from the social and behavioral sciences to promote health in diverse settings across South Carolina, the US, and the globe.

The department is committed to a three-part mission of:

• Conducting timely interdisciplinary research that attracts extramural funding and generates knowledge leading to improvements in public health practice and outcomes
• Attracting and training talented and motivated students who will work to improve public health
• Providing research-linked service to professionals and communities to advance practice, support the profession, and improve public health

An important motivation for our work is that, in many cases, scientists and practitioners have identified which actions should and can be taken to improve public health, but these actions are often either carried out ineffectively or at too small a scale. For example, at least half of the worldwide annual deaths of 8 million children under five years old can be prevented by proven actions, but we lack sufficient understanding of how to effectively mobilize sociopolitical processes, program design and implementation, and community partnerships to enact these actions. Behavioral and social research, training, and outreach aimed at acquiring, sharing, and applying knowledge about effective mobilization and coordination processes can therefore have large public health impacts.

Programs in HPEB

Programs leading to degrees in health promotion, education, and behavior center on changing health practices. Health education promotion is an activist discipline and employs community development, organizational behavior, policy change and applied communication strategies to promote healthy behaviors by influencing knowledge, attitudes, social support systems, patient/provider relationships, access and barriers to health care, and the environments in which people live, work, and play. Courses emphasizing principles of organizational and individual learning, motivation, behavior change, program planning and evaluation constitute the basis of professional preparation.

The department supports the idea that health promotion, education, and behavior subsume a set of activities which:

• Inform people about health, illness, disability, and ways in which they can protect and improve their health, including more efficient use of the health care delivery system;
• Influence individuals to adopt or maintain healthy practices through skill building;
• Foster teaching and communication skills in those engaged in health education;
• Advocate changes in health care systems and the environment which will facilitate healthy practices;
• Develop effective health education programs aimed at promoting good health;
• Enhance the health promoter’s role as a model, advocate and leader in health; and,
• Create knowledge through systematic research.

The Department of Health Promotion, Education, and Behavior offers the following degrees and certificates: Master of Public Health (MPH), Master of Science in Public Health (MSPH), Master of Social Work/Master of Public Health (MSW/MPH) (a dual degree with the college of Social Work) Certificate of Graduate Study in Health Communication, Doctor of Philosophy (PhD), and Doctor of Public Health (DrPH).
### Faculty and Areas of Specialization:

<table>
<thead>
<tr>
<th>FACULTY</th>
<th>AREA OF SPECIALIZATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lucy Annang, PhD, MPH, 2003</strong>&lt;br&gt;University of Alabama at Birmingham&lt;br&gt;Associate Professor</td>
<td>Women’s reproductive health; sexually transmitted infection (STI) prevention; racial health disparities; community-based participatory research</td>
</tr>
<tr>
<td><strong>Christine E. Blake, PhD, RD, 2006</strong>&lt;br&gt;Cornell University&lt;br&gt;Assistant Professor</td>
<td>Factors that influence food choice, dietary patterns and situational eating, food meanings, schema and scripts in context, maternal and child nutrition, obesity and chronic disease</td>
</tr>
<tr>
<td><strong>Heather M. Brandt, PhD, 2003</strong>&lt;br&gt;University of South Carolina&lt;br&gt;Associate Professor</td>
<td>Cancer prevention and control; cancer disparities among underserved populations; social and behavioral aspects of human papillomavirus (HPV) and cervical cancer; community-based participatory research strategies; health literacy influences on health, behavior, and research participation; women's health</td>
</tr>
<tr>
<td><strong>Sara J. Corwin, PhD, MPH, 1996</strong>&lt;br&gt;University of South Carolina&lt;br&gt;Clinical Associate Professor&lt;br&gt;Director, Undergraduate Program in PH</td>
<td>Program evaluation, qualitative research methods; adolescent pregnancy prevention, healthy aging; stress management, teaching methods</td>
</tr>
<tr>
<td><strong>Rachel Davis, PhD, 2008</strong>&lt;br&gt;University of Michigan&lt;br&gt;Assistant Professor</td>
<td></td>
</tr>
<tr>
<td><strong>Daniela B. Friedman, PhD, MSc, 2006</strong>&lt;br&gt;University of Waterloo&lt;br&gt;Associate Professor</td>
<td>Health communication, health literacy and the Internet, gerontology</td>
</tr>
<tr>
<td><strong>Edward A. Frongillo, Jr., PhD, 1991</strong>&lt;br&gt;Cornell University&lt;br&gt;Department Chair and Professor</td>
<td>Growth, development, and feeding of infants and young children; family stress and parenting; household food insecurity; policy and programs for improving nutrition and development; advancing consensus, commitment, and capacity for nutrition in poor countries; design and analysis of longitudinal studies</td>
</tr>
<tr>
<td><strong>Casey Goldston Giraudy, EdD, MEd, 2004</strong>&lt;br&gt;University of South Carolina&lt;br&gt;Instructor&lt;br&gt;Academic Programs Coordinator</td>
<td>First Aid/CPR, adult education, international education</td>
</tr>
<tr>
<td><strong>Sonya Jones, PhD, 2002</strong>&lt;br&gt;University of North Carolina at Chapel Hill&lt;br&gt;Associate Professor</td>
<td>Nutrition, social and policy determinants of health, youth empowerment and development</td>
</tr>
<tr>
<td>FACULTY</td>
<td>AREA OF SPECIALIZATION</td>
</tr>
<tr>
<td>-------------------------------</td>
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</tbody>
</table>
| **Andrew T. Kaczynski, PhD, 2007**  
University of Waterloo  
Assistant Professor | Relationships between built environments and physical activity; parks and active living; recreation and leisure studies; social marketing and planning |
| **Kara M. Montgomery, DrPH, MEd, 2004**  
University of South Carolina  
Clinical Assistant Professor | Nutrition, obesity/eating disorders; college student health issues; maternal and child/adolescent health |
| **Justin Moore, PhD, MS, FACSM, 2003**  
University of Texas, Austin  
Assistant Professor | Prevention and non-clinical treatment for pediatric obesity; environmental influences on physical activity; determinants of physical activity in pediatric populations; research methods, program planning and evaluation in public health; policy approaches to promote physical activity; geographic Information Science; structural equation modeling |
| **Andrew Pope, DrPH, MPH, 2007**  
Clinical Assistant Professor | Evaluation of policy, systems, and environmental change strategies; impact of poverty on health; quality of life for individuals with disabilities |
| **Donna L. Richter, EdD, FAAHB, 1982**  
University of South Carolina  
Professor | HIV/AIDS prevention and research; public health practice; public health leadership; women's health issues; gerontology |
| **Alyssa Robillard, PhD, 2000**  
Associate Professor | Sexual health; racial/ethnic health disparities; HIV prevention; incarcerated populations; media and youth risk behavior |
| **Ruth P. Saunders, PhD, 1986**  
University of South Carolina  
Associate Professor | Physical activity in children and adults, organizational change for health promotion, intervention implementation monitoring |
| **David S. Simmons, PhD, 2002**  
Michigan State University  
Associate Professor  
*(Joint appointment with Anthropology)* | International health, health disparities, medical anthropology |
| **Lillian Smith, DrPH, MPH, CHES, 2004**  
University of South Carolina  
Clinical Assistant Professor  
Director, Office of Public Health Practice and SC Public Health Consortium | Worksite development, inter-disciplinary/organizational training, distance education |
| **Mindi Spencer, PhD, MA, 2006**  
West Virginia University  
Assistant Professor  
*(Joint appointment with Institute for Southern Studies)* | Gerontological health, health disparities, health in the American South, care giving in diverse populations |
| **Jim Thrasher, PhD, MA, MS, 2005**  
University of North Carolina at Chapel Hill  
Associate Professor | Cancer prevention/control, tobacco, mass media and health communication, socio-cultural determinants of health, public health policy, global health |
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
<th>Education</th>
<th>Research Interests</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gabrielle (Brie) Turner-McGrieve, PhD, MS, RD</td>
<td>Assistant Professor</td>
<td>University of North Carolina at Chapel Hill</td>
<td>2009</td>
<td>Emerging technologies to create health behavior changes; plant-based dietary approaches in the prevention and treatment of chronic diseases; diet quality; obesity prevention and treatment</td>
</tr>
<tr>
<td>Robert F. Valois, PhD, MPH, MS, FAAHB</td>
<td>Professor</td>
<td>University of Illinois, Urbana-Champaign</td>
<td>1984</td>
<td>Child and adolescent health, health risk behaviors, smoking cessation, program evaluation</td>
</tr>
<tr>
<td>Katrina Walsemann, PhD, MPH</td>
<td>Associate Professor</td>
<td>University of Michigan</td>
<td>2005</td>
<td>Lifespan development, early life experiences and health aging, environmental influences on population health</td>
</tr>
<tr>
<td>Ken Watkins, PhD</td>
<td>Clinical Associate Professor</td>
<td>University of Michigan</td>
<td>1999</td>
<td>Aging and health, diabetes self-management, quality of life, faith and health, self-regulation theory</td>
</tr>
</tbody>
</table>

Distinguished Professor Emeritus

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roger G. Sargent, PhD</td>
<td>Applied nutrition, weight management; maternal and child nutrition</td>
<td>University of South Carolina</td>
</tr>
</tbody>
</table>

Staff*

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Cassady</td>
<td>Department Business Manager</td>
</tr>
<tr>
<td>Staci Mathis</td>
<td>Administrative Coordinator</td>
</tr>
<tr>
<td>Pamela Metz, BS</td>
<td>Administrative Assistant</td>
</tr>
</tbody>
</table>

*Please see Appendix A for Contact List
Section 2

Overview of Graduate Assistantships

Who Exactly is a Graduate Assistant?

A graduate assistant is a fully admitted graduate student who receives a stipend and some educational benefits in exchange for specific services that the student provides. A graduate assistant usually works directly with one or more faculty members, in a university office, or with a specific state agency.

The USC Graduate School offers training and evaluation activities for graduate teaching and instructional assistants [GTAs and GIAs]. Our department requires all doctoral students to attend the training for GTAs and GIAs. In addition, all international doctoral students must attend the international teaching assistant working for training and evaluation of oral English skills. If a doctoral student does not attend this training, the department has the right to withdraw any offer of financial support for that student.

Who is Eligible to Receive a Graduate Assistantship?

Any fully admitted student taking nine or more graduate credits is eligible. There is generally no special consideration given for financial need or level of education. Employment is usually made on specific qualifications and skills of the individual. Sometimes the degree program in which a student is enrolled is a consideration. A student receiving other financial assistance in the form of work-study, stipend, or grant from another agency may not qualify to receive a graduate assistantship; but, some scholarships and fellowships may be received at the same time.

Graduate assistants are expected to devote full-time effort to their studies and their assistantship responsibilities. They are, therefore, discouraged from having additional employment on or off campus, during the term(s) for which they are appointed. In addition, regular University employees are not eligible for assistantships.

How do I apply for a Graduate Assistantship?

There are no specific graduate assistantship applications available for Health Promotion, Education, and Behavior. To be considered for a position when applying to the doctoral program, an applicant must indicate an interest in being a graduate assistant on the admissions application form. The student will then be considered for any available graduate assistantships that match their qualifications and skills. Contact the HPEB Academic Programs Coordinator (Dr. Casey Goldston Giraudy) for more information. Continuing students work with their faculty advisor(s) to identify and secure graduate assistantships.

What Types of Work do Graduate Assistants Perform?

The work responsibility of a graduate assistant depends on the skills and work experiences he/she has and the project on which they would be working. Some teach undergraduate courses, grade papers, or proctor testing; others do research and/or assist with administration of programs. If you have any research skills/experience, be sure to include them on your resume. The assignment/tasks depend on the professional needs of the faculty members/supervisors with whom you work.
How are Graduate Assistants Selected?

Faculty members who have positions for graduate assistants review the student applications on file and make selections. Consequently, students are strongly advised to inform the faculty members in their individual program of their interest in an assistantship.

What Benefits do Graduate Assistants Receive?

Graduate students from out of state who hold qualifying assistantships are given an automatic tuition reduction to the in-state tuition level. Graduate assistantship paperwork must be completed no later than 25 calendar days from the first day of class in order to qualify for this reduction. In addition, graduate students who hold assistantships in the spring semester and pre-register for the upcoming fall semester automatically are accorded the reduced in-state tuition rates during the summer sessions (Maymester, Summer I, and Summer II).

GA Work Assignments & Course Load Limits:

<table>
<thead>
<tr>
<th>Work Assignments</th>
<th>Minimum</th>
<th>10 hours per week (Half-time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td></td>
<td>20 hours per week (Full-time)</td>
</tr>
</tbody>
</table>

Graduate assistants working more than the required hours per week must have approval of the Dean of Graduate School prior to the beginning date of their graduate assistantship appointment.

<table>
<thead>
<tr>
<th>Course Load Limits</th>
<th>Minimum</th>
<th>9 semester hours (1 hr summer)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum</td>
<td></td>
<td>15 semester hours</td>
</tr>
</tbody>
</table>

| Academic Fees (Same for all GAs) | Per credit hour amount |

Graduate Assistantship tuition may increase when the University’s tuition increases.

NOTE: Graduate assistants DO NOT receive any of the following benefits: free parking stickers; paid activity/technology fees; sick leave or paid holidays; insurance; or reduced textbook rates at either bookstore. Graduate assistants are NOT entitled to faculty benefits or privileges. Graduate assistants may pay separately for health services/activities fees by paying the University fee at the time of registration.

Do I Have to Make Up Time Missed for Holidays?

You are not required to work when classes are not in session; but, two weeks notification and the permission of the supervisor are required for not working during USC-recognized holidays. Two weeks notification and the permission of the supervisor are also recommended for any/all vacation days you wish to request.

While USC students are not required to work during days when classes are not in session, the student may be asked to make up the hours if they received pay from the agency for a workday falling on a USC holiday. We advise each student to check with the agency and the supervisor on the agency’s policy, as different agencies have different vacation policies.

Note: Fall break and Spring break are not considered official USC holidays.

When Will I Know if I Have an Assistantship?

Assistantships are awarded on a semester basis beginning in late August and/or January. If you receive an assistantship from HPEB, an offer letter will be mailed to you prior to the opening of the semester. Usually assistantships last for two semesters; but, money is allotted for one semester at a time and there is occasionally a
turnover of assistantships after one semester period. In this instance, assistantship offers may be extended as openings occur throughout the semester.

**What Should I Do if I Hear about a Possible Position?**

The Department has several recurring assistantships from year to year. Students who identify potential positions for graduate assistantships outside of the recurring positions may contact the Department’s Academic Programs Coordinator for guidance to establish a new assistantship in an area of interest.

**Do I Have to Reapply for an Assistantship Each Semester that I am in School?**

It is a good idea to verify with your supervisor that your position will be funded for each upcoming semester. Paperwork may need to be completed on acquiring a new assistantship position.

**What other Types of Financial Aid are Available?**

In additional to graduate assistantships, financial aid is available in the form of part-time jobs, consultancies, work/study opportunities, veterans benefits, and loans. For information on grants, loans and other financial assistance contact the USC Student Financial Aid Office.
Section 3

Important Guidelines and Regulations

Students are responsible for information in the University’s Graduate Studies Academic Bulletin and on the Graduate School website, as well as information in this handbook. Please see the HPEB departmental webpage for current students (http://www.sph.sc.edu/hpeb/current.htm) for updated information and links to HPEB and Graduate School forms.

Frequently requested information from the Graduate Studies Academic Bulletin:
http://www.sc.edu/bulletin/

- Graduate Admissions – Degree-seeking admission
- Valid Period of Admission
- Additional Coursework
- Registration Requirements
- Course Enrollment, Prerequisites, Course Loads

- Degree Requirements
- Concurrent Enrollment
- Course Enrollment Load
- Special Enrollment (Z-status, GA-underenrolled, Family Leave)
- Doctoral Program Committees
- Doctoral Program of Study
- Transfer of coursework
  - HPEB policy: Contingent upon the student’s program advisory committee and Graduate Director approval, students may transfer up to nine (9) hours from an existing masters program excluding MPH and SPH core courses or equivalent (i.e., HPEB 700, HPEB 701, HPEB 702, HPEB 707, HPEB 748, HPEB 710, BIOS 700, BIOS 701, EPID 700, EPID 701, ENHS 660, and HSPM 700). (Per university policy, a limited number of other courses not previously part of a degree program can be included in a program of study contingent on program advisory committee approval.)

This policy applies to courses taken prior to entering the HPEB doctoral program. Current HPEB doctoral students may take courses elsewhere as long as they are approved by their program advisory committee and do not exceed 50% of the program of study.

- All transfer courses must meet Graduate School requirements regarding the ten-year period of viability, taken from an accredited institution recognized by USC, carrying graduate credit with a grade of “B” or better, and number of reduced tuition rate hours allowed (six), as described in the Graduate Studies Bulletin.

- Transient Enrollment Privilege
- Revalidation of Out-of-Date Courses
- Independent Study
- Admission to Doctoral Candidacy
- Residency Requirement
- Written and Oral Comprehensive Examination
  - In HPEB, the dissertation proposal defense satisfies written and oral comprehensive examination requirements. Combined oral and written examinations are held in HPEB for three purposes: 1) comprehensive examination for doctoral students, 2) dissertation defense for doctoral students, and 3) thesis defense for MSPH students. These examinations should be conducted on campus, and all committee members should be physically present with the student. Under exceptional circumstances, some committee members (but not the chair) may be located off-campus for the
examination, connected via telephone or video-conferencing to the student, chair, and other committee members who are on campus. Also under exceptional circumstances, the student, the chair, and perhaps other committee members may be located off-campus for the examination, connected via telephone or video-conferencing to other committee members who are on campus. Regardless of circumstances, the chair must be physically located with the student for the examination.

Dissertation Information

**Academic Regulations**
- Graduate Assistantships
- Academic Credit and Course Policies
- Attendance
- Course Enrollment Load
- Dropping/Withdrawing from a Course
- Grading Policies
- Academic Standard for GPA, Progression, and Graduation
- Academic Suspension
- Student Records and Transcripts

**Frequently requested information from the Graduate School website:**

[http://gradschool.sc.edu/students/](http://gradschool.sc.edu/students/)

- Getting Started
- Academics
- Calendar
- Campus Resources
- Fellowships and Awards
- Graduate Student Association
- Graduate Student Day
- Graduate Management System (GMS)
- International Students
- Ombudsman
- TA Training
- Thesis and Dissertation
- Travel Grants
- Update Application/Admission

**Academic Integrity**

All students are expected to adhere to the university's policies regarding academic integrity. Students should consult our website ([http://www.sph.sc.edu/hpeb/current.htm](http://www.sph.sc.edu/hpeb/current.htm)) for policy concerning issues related to academic dishonesty. Any student caught violating any of these regulations will be subject to penalties associated with such acts.
Roles and Responsibilities of Graduate Students

Your responsibilities include but are not limited to:

• Guidelines - be aware of and follow requirements as stated in the USC Graduate Academic Bulletin, USC Graduate School website, and guidelines provided in the HPEB Doctoral Handbook.

• Advisement - students are responsible for knowing program requirements, taking an active role through all steps of their program and keeping copies of all important records and documents.

• Keeping the advisor (and committee members, as appropriate) apprised of your progress and barriers you are experiencing.

• Working with your committee - understand the roles of your doctoral committee and of the members of the committees.

• Deadlines - be aware of and meet graduate school and university deadlines.

• Transfer credit - inform your advisor of your intention to apply for transfer credit immediately during advisement. Transfer credit must be approved as part of your program of study and is subject to approval.

• Qualifying examination – with your advisor, determine the appropriate time for you to take the qualifying examination; take appropriate steps to prepare for the exam.

• Dissertation - think about your research interests and possible dissertation topics as you go through your course work; discuss your ideas with faculty and students to develop them.

• Formatting dissertation - obtain guidelines for formatting the dissertation from the Graduate School early and format the dissertation accordingly. This is easiest if these guidelines are used in the early drafts of the dissertation proposal, as well as the final dissertation. Also, ask for additional guidelines specific to HPEB.

• Forms – Ensure all HPEB and Graduate School forms are submitted through Casey Goldston Giraudy at the appropriate times.
Section 4

Stages and Milestones for Doctoral Degrees in HPEB

This section provides information on stages, milestones, and other degree requirements. Attainment of a doctoral degree entails successful completion of a series of tasks that fulfill the requirements for the doctoral degree.

This sequence of stages is similar to general requirements of the University of South Carolina for doctoral programs, with some variation. As each stage is passed, there is typically some written or formal milestone record. Remember, you are accountable for your progress. Make and retain copies of all important records. See Appendix B for information about required forms.

Overview of Doctoral Program Requirements

There are two doctoral level programs offered by the HPEB department: The Doctor of Philosophy (PhD) and The Doctor of Public Health (DrPH).

Both doctoral programs require:

- 60 hours of graduate credit, including a minimum of 12-hours of dissertation credit;
- completion of a series of steps: course work, qualifying exam, program of study, advancement to candidacy, dissertation proposal, conducting and defending a dissertation; and
- completion of required course work in at least three areas: health education/health behavior core, research methods, and a cognate area.

There are some distinctions between the programs, based on different emphases in the course work and purposes of the degrees.
Doctoral Degrees and Requirements

The Doctor of Philosophy (PhD)

The PhD program prepares graduates for leadership and skills in research, teaching, and professional service. The PhD prepares graduates to assume leadership roles that emphasize research and teaching activities; these positions are often located in academic or other research settings.

Degree Requirements:

Health Promotion, Education, and Behavior Core (12 hours)
- HPEB 771 – Socio-Cultural Perspectives on Population Health (or equivalent)
- HPEB 824 – Social and Physical Environment Interventions in Health Promotion (or equivalent)
- HPEB 818 - Advanced Evaluation of Health Promotion Programs (or equivalent)
- HPEB 704 – Health Education Research Seminar (three 1-hour seminars)

Research Methods (18-24 hours)
- Qualitative methods (e.g., HPEB 715, ANTH 719)
- Quantitative methods (e.g., BIOS 757, EDRM 711, or equivalent)
- Measurement (HPEB 810 or equivalent)
- Three to five additional classes

Cognate (12-18 hours)
- Four to six classes reflecting defined content or topical areas.

Dissertation (12 hours)

In addition, the following are required: a written qualifying examination, a written and oral comprehensive examination, and an oral defense of the dissertation. Experience as a member of a research team is also part of the program requirements.
The Doctor of Public Health (DrPH)

The DrPH program prepares graduates for leadership and skills in public health practice, research (with an emphasis on applied research), and professional service. The DrPH prepares graduates to assume leadership roles that emphasize management and advocacy activities within organizations or other systems; these positions are often located in agency or practice settings.

Degree Requirements:

**Doctor of Public Health Core (18 hours):**
- HPEB 820 Public Health Advocacy and Policy (3 hours)
- HSPM 820 Public Health Leadership (3 hours)
- Advanced Evaluation (HPEB 818 or HSPM 818, 3 hours)
- Research Methods (BIOS 765, HPEB 802, or HSPM 719, 3 hours)
- Public Health Practicum (BIOS 898, HPEB 898, or HSPM 898, 6 hours)

**Health Promotion, Education, and Behavior Core (9 hours)**
- HPEB 771 – Socio-Cultural Perspectives on Population Health (or equivalent)
- HPEB 824 – Social and Physical Environment Interventions in Health Promotion (or equivalent)
- HPEB 704 – Health Education Research Seminar (three 1-hour seminars)

**Research Methods (15 hours)**
- Qualitative methods (e.g., HPEB 715, ANTH 719)
- Quantitative methods (e.g., BIOS 757, EDRM 711, or equivalent)
- Measurement (HPEB 810 or equivalent)
- Two additional classes

**Cognate (6 hours)**

**Dissertation (12 hours)**

In addition, the following are required: a written qualifying examination, a written and oral comprehensive examination, and an oral defense of the dissertation. A structured, practice-based practicum is part of the program requirements.
Overview of Stages and Milestones for Doctoral Degrees

This next section provides a broad overview of various stages and milestones for the doctoral degree programs. The typical time it takes a student to complete the PhD or DrPH degree is usually between four - six years. In this section, stages and milestones of the PhD and DrPH degrees are presented. “Typical” time frame is provided for each stage as information only and is not intended to indicate expected or preferred progress. Many factors influence this time frame including part-time or full-time enrollment, employment, family responsibilities, and personal issues.

In each spring semester, students submit an annual report of program progression to their advisor.

A more detailed description of the stages and milestones is provided below:
## Milestones Toward Degree

<table>
<thead>
<tr>
<th>Milestone to be achieved</th>
<th>Criteria</th>
<th>Assesses:</th>
<th>Program goals</th>
<th>HPEB procedures and responsibilities</th>
<th>Student responsibilities</th>
</tr>
</thead>
</table>
| Admission to HPEB        | GRE, GPA, Letters of Recommendation, Resume or Curriculum Vitae, Letter of Intent, TOEFL or IELTS Intl. Academic Type 2 exam (if native language not English) | 1. Academic capability  
2. Research interests  
3. Potential fit with *an available* faculty mentor. | HPEB faculty:  
to admit qualified students interested in becoming researchers or research-based practitioners and who have a good fit with faculty research interests. | HPEB faculty should:  
• identify applicants who have a clear research focus  
• identify applicants who are capable of succeeding in a doctoral program  
• assign an initial advisor based on good fit of interests | Applicants should:  
• accurately present professional goals and research interests in application  
• arrange pre-admission discussion/s with faculty members concerning research interests  
• should be supported by at least two HPEB faculty members willing to serve as mentors in order to be admitted into the program.  
• attend HPEB/ASPH Orientations |
| Admission to candidacy | Full admission, Pass qualifying examination, File approved Program of Study (POS) | 1. Breadth of knowledge regarding basic principles of health promotion, education, and behavior;  
2. Ability to apply this knowledge in assessing the strengths and weaknesses of health promotion research and programs;  
3. Ability to apply this knowledge in assessing the strengths and weaknesses of health promotion research and programs; | HPEB faculty:  
to advocate advancement to candidacy for students who have demonstrated mastery of basic HPEB principles and ability to think critically (through successful completion of Qualifying Examination).  
Committee:  
To approve Program of Study designed to develop advanced knowledge and skills in HPEB, research/statistics or planning/ | Faculty mentors should:  
• provide initial advisement and guidance, including preparation for qualifying exam  
• provide research mentoring as appropriate  
• facilitate formation of advisory committee  
• facilitate selection of optimal dissertation chair and committee members  
• in conjunction with the program advisory committee, advise student on and approve the POS  
• conduct "annual review" with each doctoral student | Students should:  
• join both the department’s general and doctoral listservs  
• take HPEB 704 (doctoral seminar) in each of their first two semesters  
• choose chair by end of first semester of enrollment  
• convene a meeting of the major advisor/chair and at least one other faculty member at the end of the first year to discuss the program of study and annual review describing progress for duration of program (see guidelines); signed report (electronic and hard copy) due to Dr. Goldston |
<table>
<thead>
<tr>
<th>Milestone to be achieved</th>
<th>Criteria</th>
<th>Assesses:</th>
<th>Program goals</th>
<th>HPEB procedures and responsibilities</th>
<th>Student responsibilities</th>
</tr>
</thead>
</table>
| Doctoral comprehensive examination | Coursework completed | knowledge in designing and evaluating health promotion research and programs. | evaluation, and selected cognate area (HPEB faculty approve transfer credit). | Giraudy by April 20 each year | • take and pass the qualifying exam at the first administration (January or August) following the end of the second semester of full-time study (about 12-18 hours)  
• form program advisory committee and meet to propose program of study to achieve professional goals  
• at least once per year duration of doctoral program meet with full committee to review progress (based on annual report) and to plan for future; there should be at least one full committee meeting prior to the dissertation proposal defense |

1. Academic progress: As and Bs on courses;  
2. Advanced knowledge of profession and selected specialty;  
3. Sound research plan and ability to carry out research plan presented in a proposal format similar to NIH (see guidelines).  

Committee:  
to approve moving forward to dissertation research students who have demonstrated advanced knowledge, developed an appropriate dissertation plan, and demonstrated ability to carry out research.  

Faculty mentors should provide mentoring and guidance to facilitate development of:  
• comprehensive mastery of literature guided by dissertation focus  
• sound dissertation research proposal and professional skills  

Students should:  
• attend Graduate School TA training in the semester the student is a teaching assistant  
• develop and demonstrate to committee comprehensive mastery of relevant literature (e.g., literature review and synthesis document, independent study report, oral exam as determined by the committee);  
• develop a high-quality proposal in research proposal format for dissertation research, working in collaboration with chair and committee  
• take 3rd semester of HPEB704 |
<table>
<thead>
<tr>
<th>Milestone to be achieved</th>
<th>Criteria</th>
<th>Assesses:</th>
<th>Program goals</th>
<th>HPEB procedures and responsibilities</th>
<th>Student responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion of dissertation</td>
<td>Approval of dissertation document</td>
<td>1. Dissertation research carried out appropriately;</td>
<td>Committee:</td>
<td>Faculty mentors should:</td>
<td>Students should:</td>
</tr>
<tr>
<td></td>
<td>Pass oral defense of dissertation</td>
<td>2. Well-written dissertation document, including two manuscripts (see guidelines);</td>
<td>to recommend awarding doctoral degree for students who have carried out research, developed well-written dissertation, and presented results.</td>
<td>• provide dissertation guidance, research mentoring, and professional mentoring</td>
<td>• develop high-quality dissertation document and presentation, working in collaboration with chair and committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Presentation <em>and successful defense</em> of dissertation results.</td>
<td></td>
<td></td>
<td>• conduct public seminar on dissertation research in existing forum (e.g., HPEB, Nutrition, EXSC seminars) about time of and preferably prior to formal dissertation defense</td>
</tr>
</tbody>
</table>
## Timeline for doctoral progression for full-time HPEB doctoral students
(See Graduate School website for exact deadlines)
(Part-time doctoral students work with primary advisor to adjust timeline as appropriate)

### PhD Students with Fall Admission

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester</td>
<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
<td>Fall</td>
</tr>
<tr>
<td>Courses</td>
<td>HPEB 704</td>
<td>HPEB 704</td>
<td>optional</td>
<td>Research Cognate</td>
</tr>
<tr>
<td>[10 hours]</td>
<td>[10 hours]</td>
<td>[9 hours]</td>
<td>[10 hours]</td>
<td>[9 hours]</td>
</tr>
<tr>
<td>Events and Milestones</td>
<td>• Admission (Aug)</td>
<td>• Pass qualifying exam (Aug)</td>
<td>• Develop and defend literature review and dissertation proposal – submitted to committee no later than one month prior to proposal defense date</td>
<td>• Conduct dissertation research</td>
</tr>
<tr>
<td></td>
<td>• Take coursework</td>
<td>• Form advisory committee</td>
<td>• Submit 3rd annual report (April) - meeting and approval from advisor/Chair and dissertation committee members</td>
<td>• Draft dissertation document</td>
</tr>
<tr>
<td></td>
<td>• Submit 1st annual report (April) – meeting of major advisor and at least one other faculty member.</td>
<td>• Propose program of study</td>
<td>• Defend dissertation study (schedule for defense subject to chair/committee approval)</td>
<td>• Public seminar on dissertation research in existing forum</td>
</tr>
<tr>
<td></td>
<td>• Early stages of work toward comprehensive literature review and dissertation proposal</td>
<td>• Take coursework</td>
<td>• Submit 4th annual report (April)</td>
<td>• Dissertation review by committee at least one month prior to defense date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Submit 2nd annual report (April) – meeting and approval from advisor/Chair and dissertation committee members</td>
<td></td>
<td>• Defend dissertation study</td>
</tr>
<tr>
<td>Milestone: Select committee chair</td>
<td>Milestone: Form program advisory committee. Advance to candidacy</td>
<td>Milestone: Doctoral comprehensive examination</td>
<td>Milestone: Completion of dissertation &amp; graduation</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Research team experience</td>
<td>Research team experience Preparing Future Faculty (PFF)** Teaching experience**</td>
<td>Research team experience Preparing Future Faculty (PFF)** Teaching experience**</td>
<td>Research team experience Preparing Future Faculty (PFF)** Teaching experience**</td>
</tr>
</tbody>
</table>

* Statistics courses to the level of multiple regression or qualitative methods courses

**Timing can be variable. Teaching experiences include, but are not limited to: guest lectures, graduate teaching assistantships, instructor of record, and development of course materials. Students should take Graduate School TA training during the first semester employed as a teaching assistant.
<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester</strong></td>
<td>Spring</td>
<td>Summer</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td><strong>Courses</strong></td>
<td>HPEB 704</td>
<td>optional</td>
<td>HPEB 704</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td>HPEB 824</td>
<td></td>
<td>HPEB 771</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HPEB 818</td>
<td></td>
<td>Research*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[10 hours]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Events and Milestones</strong></td>
<td>• Admission (Jan)</td>
<td>• Pass qualifying exam (Jan)</td>
<td>• Develop and defend literature review and dissertation proposal – submitted to committee no later than one month prior to proposal defense date</td>
<td>• Conduct dissertation research</td>
</tr>
<tr>
<td></td>
<td>• Take coursework</td>
<td>• Form advisory committee</td>
<td>• Submit 3rd annual report (April) - meeting and approval from advisor/chair and dissertation committee members</td>
<td>• Draft dissertation document</td>
</tr>
<tr>
<td></td>
<td>• Submit 1st annual report (April) – meeting of major advisor and at least one other faculty member.</td>
<td>• Propose program of study</td>
<td>• Submit 2nd annual report (April) – meeting and approval from advisor/chair and dissertation committee members</td>
<td>• Public seminar on dissertation research in existing forum</td>
</tr>
<tr>
<td></td>
<td>Milestone: Select committee chair</td>
<td>Milestone: Form program advisory committee. Advance to candidacy</td>
<td>Milestone: Doctoral comprehensive examination</td>
<td>• Dissertation review by committee at least one month prior to defense date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Defend dissertation study (schedule for defense subject to chair/committee approval)</td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td>Research team experience</td>
<td>Research team experience Preparing Future Faculty (PFF)** Teaching experience**</td>
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<td>Research team experience Preparing Future Faculty (PFF)** Teaching experience**</td>
</tr>
</tbody>
</table>

* Statistics courses to the level of multiple regression or qualitative methods courses

**Timing can be variable. Teaching experiences include, but are not limited to: guest lectures, graduate teaching assistantships, instructor of record, and development of course materials. Students should take Graduate School TA training during the first semester employed as a teaching assistant.*
DrPH Students with Fall Admission

<table>
<thead>
<tr>
<th>Year</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fall</td>
<td>Spring</td>
<td>Summer</td>
<td>Fall</td>
</tr>
<tr>
<td>Semester</td>
<td>HPEB 704</td>
<td>HPEB 704</td>
<td>optional</td>
<td>HPEB 802</td>
</tr>
<tr>
<td>Courses</td>
<td>HPEB 771</td>
<td>HPEB 724</td>
<td>HPEB 820</td>
<td>HPEB 820</td>
</tr>
<tr>
<td></td>
<td>HPEB 810</td>
<td>HPEB 818</td>
<td>Research*</td>
<td>HPEB 810</td>
</tr>
<tr>
<td></td>
<td>[10 hours]</td>
<td>[10 hours]</td>
<td>[9 hours]</td>
<td>[10 hours]</td>
</tr>
</tbody>
</table>

**Events and Milestones**

- Admission (Aug)
- Take coursework
- Submit 1st annual report (April) – meeting of major advisor and at least one other faculty member.

**Milestone:** Select committee chair

- Milestones:
  - Form program advisory committee
  - Advance to candidacy

**Other**

- Preparing Future Faculty (PFF)**
- Teaching experience**

---

* Statistics courses to the level of multiple regression or qualitative methods courses

**Timing can be variable. Teaching experiences include, but are not limited to: guest lectures, graduate teaching assistantships, instructor of record, and development of course materials. Students should take Graduate School TA training during the first semester employed as a teaching assistant."
# DrPH Students with Spring Admission

<table>
<thead>
<tr>
<th></th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spring</td>
<td>Summer</td>
<td>Fall</td>
<td>Spring</td>
</tr>
<tr>
<td><strong>Courses</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses</td>
<td>HPEB 704</td>
<td>optional</td>
<td>HPEB 820</td>
<td>optional</td>
</tr>
<tr>
<td></td>
<td>HPEB 824</td>
<td></td>
<td>Research</td>
<td>Cognate</td>
</tr>
<tr>
<td></td>
<td>HPEB 818</td>
<td></td>
<td>Cognate</td>
<td>[10 hours]</td>
</tr>
<tr>
<td></td>
<td>Research*</td>
<td></td>
<td>[10 hours]</td>
<td></td>
</tr>
<tr>
<td></td>
<td>[10 hours]</td>
<td></td>
<td>[10 hours]</td>
<td></td>
</tr>
<tr>
<td><strong>Events and Milestones</strong></td>
<td>Admission (Jan)</td>
<td>Pass qualifying exam (Jan)</td>
<td>Develop and defend literature review and dissertation proposal – submitted to committee no later than one month prior to proposal defense date</td>
<td>Conduct dissertation research</td>
</tr>
<tr>
<td></td>
<td>Take coursework</td>
<td>Form advisory committee</td>
<td>Submit 3rd annual report (April) - meeting and approval from advisor/chair and dissertation committee members</td>
<td>Draft dissertation document</td>
</tr>
<tr>
<td></td>
<td>Submit 1st annual report (April) – meeting of major advisor and at least one other faculty member.</td>
<td>Propose program of study</td>
<td>Submit 4th annual report (April)</td>
<td>Public seminar on dissertation research in existing forum</td>
</tr>
<tr>
<td></td>
<td>Milestone: Select committee chair</td>
<td>Take coursework</td>
<td>Milestone: Dissertation</td>
<td>Dissertation review by committee at least one month prior to defense date</td>
</tr>
<tr>
<td></td>
<td>Milestone: Doctoral comprehensive examination</td>
<td>Early stages of work toward comprehensive literature review and dissertation proposal</td>
<td>Milestone: Doctoral comprehensive examination</td>
<td>Defend dissertation study (schedule for defense subject to chair/committee approval)</td>
</tr>
<tr>
<td></td>
<td>Milestone: Completion of dissertation &amp; graduation</td>
<td>Submit 2nd annual report (April) – meeting and approval from advisor/chair and dissertation committee members</td>
<td>Milestone: Completion of dissertation &amp; graduation</td>
<td>Submit 4th annual report (April)</td>
</tr>
<tr>
<td>Other</td>
<td>Preparing Future Faculty (PFF)**</td>
<td>Preparing Future Faculty (PFF)**</td>
<td>Preparing Future Faculty (PFF)**</td>
<td>Preparing Future Faculty (PFF)**</td>
</tr>
<tr>
<td></td>
<td>Teaching experience**</td>
<td>Teaching experience**</td>
<td>Teaching experience**</td>
<td>Teaching experience**</td>
</tr>
</tbody>
</table>

* Statistics courses to the level of multiple regression or qualitative methods courses

**Timing can be variable. Teaching experiences include, but are not limited to: guest lectures, graduate teaching assistantships, instructor of record, and development of course materials. Students should take Graduate School TA training during the first semester employed as a teaching assistant.
Section 5

Definitions and Explanations of Terminology

Advisor

The initial academic advisor is assigned and based on a match between student and faculty research interests, with information available in student application. When the student selects the chair of the Program Advisory and Dissertation Committees, this person becomes the academic advisor.

Candidacy

The Graduate School considers doctoral students to be candidates for their respective degrees when they have 1) passed a qualifying examination; 2) been fully admitted to the doctoral degree program; and 3) filed an approved doctoral program of study with The Graduate School. While the qualifying examination is often taken early in a doctoral program, a graduate student does not become a candidate for the doctoral degree until granted admission to candidacy by the dean of The Graduate School.

The Dean of The Graduate School admits the student to doctoral candidacy after completion of all three conditions. The Graduate School will notify the student and graduate director of the admission to candidacy. Completion of all three components of the admission to candidacy procedure should be at least one full academic year before granting of the degree.

Committee Chair

The student selects a committee chair for the Program Advisory and Dissertation Committees. This is the person with whom the student will work most directly and should be selected on the basis of the area of study. Students typically discuss research interests with potential committee chairs and the final decision is made based on the “fit” of research interests, working relationship, and faculty availability.

Comprehensive Examination

Doctoral Comprehensive Examinations are required by the Graduate School near the completion of doctoral course work and prior to beginning the formal dissertation process. For the DrPH and PhD students, the written draft and oral defense of the dissertation proposal meets this requirement. The form for reporting results of the comprehensive examination can be found on the Graduate School’s website.

Dissertation

The culminating document that describes research that has been approved by a committee of faculty members in the major field. A minimum of 12 hours of dissertation credit are required for all doctoral programs. Students in HPEB are required to develop a minimum of two manuscripts ready for publication as Chapter 4 of the dissertation.
Dissertation Proposal

A written document that describes a research problem, develops support for examining the problem, and describes the research methodology proposed for the dissertation; the written document and oral defense of the proposal must be approved by the dissertation committee. At least one pre-proposal meeting should be held with the student and full committee to discuss aims, bibliography, committee member roles and communication processes, authorship guidelines, and tentative timeline.

The proposal includes an extensive background section on the literature in and relevant to the field of study in which the dissertation will be conducted, in order to ensure students' knowledge of relevant areas. Students work with all dissertation committee members to develop a bibliography.

Committee members should be involved in proposal development. The student should send the proposal to the committee at least one month prior to the scheduled proposal defense date. Committee members provide feedback to committee chair at least two weeks prior to the defense, and must approve student readiness for the proposal defense to take place.

Dissertation Proposal Defense

The oral defense of the proposed dissertation (see above). HPEB PhD and DrPH students are responsible for notifying the department regarding dissertation proposals. At least one week prior to the presentation, the student should provide the following information via email to both Casey Goldston Giraudy (goldston@mailbox.sc.edu) and Staci Mathis (mathiss@mailbox.sc.edu):

Dissertation proposal title
Name, earned degree
Dissertation advisor
Day, Date, Year of presentation
Time of presentation
Room/Building location
Street Address/Zip (if not in HESC)

This information will be published on the department's main webpage and posted in the building.

To reserve a room and/or equipment for your presentation, please contact Pam Metz (777-7096, pmetz@mailbox.sc.edu)

The format for the proposal defense is:
- Chair introduction
- Student oral presentation (limited to 30 minutes)
- Questions and comments from guests (limited to 15 minutes)
- Student and guests leave, allowing Chair and committee to confer
- Student returns for discussion with Chair and committee, including issues related to:
  - Study hypotheses and details of the approach
  - How the proposal advances knowledge in the field
  - Why the study is significant and implications for impact
- Student leaves, allowing for chair and committee decision-making. Possible outcomes are:
  - Successful defense with no changes or minor changes that may be supervised by Chair without additional committee review prior to student proceeding with work;
  - Conditional successful defense with some changes to be reviewed by committee members prior to student proceeding with work;
Dissertation Defense

Prior to the formal dissertation defense, students must conduct a public seminar on dissertation research in an existing forum (e.g., HPEB, Nutrition, EXSC seminars). The oral presentation of the dissertation study results is presented at some point following the public seminar. The committee meets with the student for further questions and discussion after guests have left.

Defenses are open and must be posted by date, time, and location by the Graduate School (see http://gradschool.sc.edu/thesisdissertation/announcements/gdda.asp)

HPEB PhD and DrPH students are responsible for notifying the department regarding dissertation proposals. At least one week prior to the presentation, the student should provide the following information via email to both Casey Goldston Giraudy (goldston@mailbox.sc.edu) and Staci Mathis (mathiss@mailbox.sc.edu):

Dissertation proposal title
Name, earned degree
Dissertation advisor
Day, Date, Year of presentation
Time of presentation
Room/Building location
Street Address/Zip (if not in HESC)

This information will be published on the department's main webpage and posted in the building. To reserve a room and/or equipment for your presentation, please contact Pam Metz (777-7096, pmetz@mailbox.sc.edu).

Dissertation development:

- Committee members should be involved in dissertation development over time and should provide formal indication (e.g., by email) that they agree that the student is ready to defend the dissertation before the defense date. Dissertation elements should be reviewed as the Chair and student agree elements are ready for review.
- Student sends dissertation to the committee at least one month ahead of scheduled defense date
- Committee members provide feedback to chair two weeks ahead of the dissertation defense, indicating whether student is ready to move forward or not.
- Chapter 4 (Manuscripts) should include material that is formatted for identified target journal/s and ready to submit.
- Chapter 5 (Conclusion) should present overall conclusions, much of which will be redundant with the manuscripts, but it should not present supplementary findings not presented in the manuscripts.
The format for the proposal defense is:

- Chair and student must be present in same room for dissertation defense; committee members may participate by phone, Skype or video conference.
- Chair introduction and review/preview
- Student presentation (limited to 25-40 minutes)
- Questions and comments from guests (limited to 15 minutes)
- Student and guests leave, allowing Chair and committee to confer
- Student returns for discussion with Chair and committee (60-90 minutes), including issues related to:
  - research questions, hypothesis testing, conduct of analysis, reporting of results, and interpretation of results with regard to advancing knowledge and significance/impact
  - Chair takes notes on issues raised
- Committee determines possible outcomes for dissertation defense:
  - **Successful defense** with no changes or minor changes that may be supervised by Chair without additional committee review prior to student delivery of dissertation document and graduation;
  - **Conditional successful defense** with some changes to be reviewed by committee members prior to student delivery of dissertation document and graduation;
  - **Unsuccessful defense** with changes required, additional review, and another presentation/meeting with committee members prior to student delivery of dissertation document and graduation.
- Discuss strategy for manuscript submissions
  - Revisit authorship expectations for committee members & finalize target journals:
    - Graduate School guidelines state that the student must be the sole author or the primary author for all manuscripts and "The names of all authors, in journal-submitted order, and the name of the journal – with volume, page numbers, date (if known), and article status (e.g., "to be submitted,” “submitted to,” etc.)–must be given as a footnote to the title on the first page of each manuscript chapter, so as to indicate the current status of each manuscript."
    - Establish tentative timelines for review and submission
    - Plan for additional manuscripts not captured in Chapter 4
- Follow-up after presentation, as needed depending on outcome
  - Student and Chair work to develop a memo that lists issues raised and circulate to other committee members for approval with deadlines.
    - Date for circulating memo agreed-upon by the committee and student at the defense
    - Committee provides timely feedback on and approval of the memo
  - For conditional and unsuccessful defenses, student and Chair work to address issues, as with revise and resubmit. The document is changed in response to each issue, with specific mention of where change(s) are made (i.e., page(s) and lines) and explanation of how the changes address issues.
    - Revised dissertation document submitted to committee members for approval
    - Committee and student agree on the deadline for submission of the revised dissertation document at the defense and/or through email.
- Supplementary findings are placed in Appendices, and the student and Chair can direct committee members to review this material if they consider its further development (after graduation) to lead to a likely publication or report.

**Doctoral Committees**

Forms for approval of doctoral committees can be found in the HPEB and Graduate School websites – both departmental and Graduate School forms must be completed. Although the composition of the different doctoral committees (described below) may be independent of each other, it is strongly recommended that all committees have the same committee members.
Examination/Defense Location

Combined oral and written examinations are held in HPEB for three purposes: 1) comprehensive examination for doctoral students, 2) dissertation defense for doctoral students, and 3) thesis defense for MSPH students. These examinations should be conducted on campus, and all committee members should be physically present with the student. Under exceptional circumstances, some committee members (but not the chair) may be located off-campus for the examination, connected via telephone or video-conferencing to the student, chair, and other committee members who are on campus. Also under exceptional circumstances, the student, the chair, and perhaps other committee members may be located off-campus for the examination, connected via telephone or video-conferencing to other committee members who are on campus. Regardless of circumstances, the chair must be physically located with the student for the examination.

Program Advisory Committee

Guides the student in developing a Program of Study that is consistent with degree guidelines and student’s career goals; this committee is comprised of three or more members including an outside member (also known informally as the Program of Study committee).

Oral Comprehensive Examination Committee

Oversees student’s progress through the Graduate School's written and oral comprehensive examinations requirement; for PhD and DrPH students, the written draft and oral defense of the dissertation proposal meets this requirement.

Dissertation Committee and Dissertation Defense Committee

Each committee must include an outside member and at least three other members with two or more members from the student’s major degree program.

HPEB Department Chairperson (“Department Chair”)

The administrative head of the Department of Health Promotion, Education, and Behavior; HPEB is one of six departments in the Arnold School of Public Health.

HPEB Department Graduate Director (“Graduate Director”)

The faculty member who oversees and signs off on paperwork pertaining to graduate admissions, programs of study, progression through the program and graduation clearance; coordinates the development and administration of the qualifying examination.

Program of Study

The Program of Study is a document that reflects degree requirements and student professional goals; it is a binding agreement between the student and the Graduate School when approved, although the student can modify under appropriate circumstances; the Program Advisory Committee approves the Program of Study. This form is available on line at the Graduate School's website.

Qualifying Examination

The qualifying examination for the PhD and the DrPH is a written exam taken at the first administration (January or August) following the end of the second semester of full-time study (about 12-18 hours).
Frequently Asked Questions and Answers

**QUESTION:** How do I change my Program of Study?
**ANSWER:** The Program of Study can be changed with the approval of your Committee Chair and the Graduate Director.

**QUESTION:** What if I need to make a change on a doctoral committee?
**ANSWER:** The doctoral committee can be changed with the approval of your committee chair, the Graduate Director and the Dean of the Graduate School. The “Doctoral Committee Appointment Request” form must be completed to appoint and change doctoral committee members.

**QUESTION:** What if my committee chair leaves the university?
**ANSWER:** Discuss the situation with your chair prior to his or her leaving the university; if you are very early in your program, it will be necessary to identify another chair. In some limited circumstances when you are very close to finishing your program, a change may not be needed.

**QUESTION:** What happens if I do not pass all or part of the qualifying exam?
**ANSWER:** Consult with the Graduate Director and your advisor for advice. You may need to re-take all or part of the exam. You have two chances to pass the qualifying examination.

**QUESTION:** What happens if I am late on a graduate school deadline?
**ANSWER:** Depending on how late and what deadline it is, it may be possible to pay a late fee and get a letter of support from your advisor. Prevention is best: pay attention to the Graduate School and University deadlines!

**QUESTION:** When should I sign up and pay for dissertation credit hours?
**ANSWER:** You must take a minimum of 12 dissertation hours; these hours can be taken in almost any configuration. You are required to register for at least 1 credit hour any time you are using university resources (such as working with faculty, using the library or computer resources). You are also required to be registered in at least 1 hour the session you plan to graduate. You can take more than 12 dissertation credit hours if needed. For example, if you have already taken 12 dissertation hours and still have one more session in which to complete your dissertation, you must register for at least one more hour.

**QUESTION:** How can I keep up with Graduate School deadlines and requirements?
**ANSWER:** Check the Graduate School calendar at [http://www.gradschool.sc.edu/](http://www.gradschool.sc.edu/).
Section 6

Qualifying Examination for PhD and DrPH Students

Overview of the HPEB Qualifying Examination

Admission to candidacy is a major milestone in a doctoral student's progression toward the degree. The doctoral qualifying examination is one part of a student's admission to candidacy. In HPEB, the examination occurs at the conclusion of a student's first year of full-time study. The purpose of the doctoral qualifying examination is to assess the student's potential for ongoing intellectual development, capacity for critical analysis and synthesis of ideas, and knowledge of the major theoretical concepts and current thinking in our field of study. Information about the examination is discussed during the first year doctoral research seminar (HPEB 704).

The doctoral qualifying examination is classroom-proctored, with four three-hour sections offered during two days, each section containing multiple questions covering the content area of one of the first-year doctoral core courses:

(HPEB 810): Methods for development and evaluation of measurement scales.
(HPEB 771): Application of social theoretical perspectives to specific problems, methods, and explanations.
(HPEB 818): Evaluation design, measures, variables, analysis, and threats to validity.
(HPEB 824): Conceptualizing and developing social and physical environment interventions in health promotion.

Examination results are either:
- Pass - Students who pass the examination can then form their doctoral committee and prepare their program of study for approval.
- Conditional pass – Students who conditionally pass the examination are required to revise and resubmit particular sections within a specified time period.
- Fail – Students who fail the examination are required to retake particular section/s at the next examination administration.

Students must pass the qualifying examination within two administrations of the exam (see Figure 1). A student completes an administration of the exam when he/she receives a grade of "Pass" or "Fail" for that administration (i.e., a grade of "Conditional Pass" is not a completion of that particular administration of the exam). A student who does not pass the qualifying examination upon his/her completion of two administrations cannot continue in the doctoral program, and will have his/her admission to the program cancelled. Questions about the examination should be directed to Ken Watkins (Graduate Director) or the student's academic advisor.

Registration for the Qualifying Examination

The qualifying examination is offered two times each year: January and August. Exact times will be arranged with the Graduate Director during the semester prior to the exam times.

Failure to Complete the Qualifying Examination

When students who register for the qualifying exam fail to arrive or fail to complete the qualifying exam at the scheduled time, for whatever reason, the matter will be referred to the Doctoral Committee. The Committee will make a determination about the student's status regarding this matter.
Evaluation of the Qualifying Examination

Each section of the qualifying examination is reviewed by faculty members assigned to that section; reviewers do not have knowledge of the examinees’ identities. After the exams have been reviewed, scores are reported to the Graduate Director. HPEB faculty approves all qualifying exam results. Students who pass the examination can form their doctoral committee and prepare their program of study for approval. For examinations graded “conditional pass”, students are required to revise and resubmit specified section/s within a specified time period. For examinations graded "fail", students are required to retake specified section/s of the exam at the next exam administration.

Reviewers provide the Graduate Director with written summaries of feedback for students and any suggestions that the graders have for remediation (conditional pass), retake (fail), or improvement (pass). After determination of grades by HPEB faculty, the Graduate Director notifies students of results via email; the student’s academic adviser is copied on this communication. Students are instructed to confer with Graduate Director. The Graduate Director provides all students written feedback from the reviewers. In their revisions or retakes, students are required to specifically address individual comments from reviewers.

Responses should be the original work of the student, written in the student’s own words, and not copied or paraphrased from some other work. The department adheres to the University of South Carolina Honor Code. It is the responsibility of every student at the University of South Carolina Columbia to adhere steadfastly to truthfulness and to avoid dishonesty, fraud, or deceit of any type in connection with any academic program. Any student who violates this Honor Code or who knowingly assists another to violate this Honor Code shall be subject to discipline, including the possibility of dismissal from the PhD/DrPH program.

Advancement to Doctoral Candidacy

In the Department of Health Promotion, Education, and Behavior passing the qualifying exam is a prerequisite to advancement to candidacy for the PhD and DrPH degrees. The Graduate Director will notify the Dean of the Graduate School of the student’s progress when the student has successfully completed the qualifying examination and has obtained committee approval of the program of study.
Figure 1. HPEB Doctoral Qualifying Examination Process
Section 7

Guidelines for DrPH Practicum

The HPEB DrPH practicum experience takes place over one to three semesters. Students are required to complete 300 contact hours, maintain progress reports, develop a final report, and conduct an oral practicum presentation. Useful information can be found at: http://www.sph.sc.edu/ophp/practiceplacement.html

Practicum Goals

The purposes of the practicum are to provide students with a meaningful and comprehensive experience that facilitates synthesis of knowledge, skills and application of DrPH core competencies and core content of the discipline. Numerous state and federal departments and agencies, as well as private hospitals, private organizations, and other health-related organizations, provide locations for practica.

At the completion of the course, students will be able to:
1. Gain mentored experiences working within an organization;
2. Participate in the ongoing planning, implementation and evaluation activities in relevant programs of the organization;
3. Become familiar with the organizations’ public health mission; and,
4. Practice core DrPH competencies including advocacy, leadership, and/or management

Registration

A total of six (6) credit hours of HPEB 898 are required. Students must register for 1-6 credit hours of HPEB 898: Doctor of Public Health Practicum under their practicum faculty advisor during the semester/s that they are involved in the practicum experience. Each faculty member has a distinct HPEB 898 registration code and students must contact their Faculty Practicum Advisor to obtain this code before enrolling.

Guidelines, Practicum Requirements, and Participant Roles

Guidelines

The practicum experience is intended to be practice-oriented and applied. The student will have background readings applicable to practicum content and will utilize textbooks and materials from core courses. The majority of the instructional opportunities, however, will occur in partnership with the onsite practicum mentor and faculty practicum advisor.

Practicum Site and Mentor

Students are responsible for identifying and securing a practicum site and mentor. Students may approach potential sites and/or mentors based on their interests or on increasing their exposure to areas beyond their interest and current expertise. An eligible onsite practicum mentor is someone who is employed within an appropriate organization matched with the student’s fieldwork goals and objectives. The practicum mentor should be an individual with a terminal degree in the field and/or experience in senior leadership positions. The practicum mentor should be qualified to supervise students’ work and available to provide meaningful feedback on a frequent basis. The practicum can be located outside of the Columbia area, outside of the state, or outside of the country. Both the onsite practicum mentor and the organization are subject to approval by the faculty practicum advisor. Additional resources are available through the Office of Public Health Practice.
Identify Faculty Advisor for Practicum

In most cases, the student’s faculty practicum advisor will be his/her dissertation chair. In some cases, another of the student’s HPEB mentors will be a better fit for overseeing the practicum experience. The primary factor in selecting a faculty practicum advisor should be the ability of the faculty member to assist in the development of the practicum experience and provide assistance throughout the practicum field placement (i.e., HPEB 898).

Develop Practicum Contract

A completed, signed, and dated Practicum Contract is necessary before a student can begin his/her fieldwork. Students are ultimately responsible for negotiating the contract with both the site mentor and their faculty practicum advisor. This contract is for the student’s protection, as it will ensure that all parties agree upon the deliverables and experience within a pre-defined time frame. The contract should describe clear expectations for accomplishments in the practicum. Contact information should be provided as well. If the practicum involves collecting information from clients or use of existing data for research purposes, students are required to take the appropriate steps for human subjects (IRB) approval.

Conduct Practicum

Students will be at the practicum (field) site and have primary contact with their site mentor, who functions as an advisor and facilitator of the student’s work. Students are expected to keep their faculty practicum advisor updated on a regular basis. If a problem surfaces, students are to inform their faculty practicum advisor as early as possible.

Present Results of Practicum Experience Orally

Each student is required to orally present his/her practicum experience and project publicly before the end of the semester in which the practicum work is completed. Students should arrange the specifics of the presentation with the faculty practicum advisor. Students are advised to consult with the faculty practicum advisor and the site mentor, if appropriate, concerning their availability prior to setting the date and time for the oral presentation.

HPEB DrPH students are responsible for notifying the department regarding practicum presentations. At least one week prior to the presentation, the student should provide the following information via email to both Casey Goldston Giraudy (goldston@mailbox.sc.edu) and Staci Mathis (mathiss@mailbox.sc.edu):

- Practicum title
- Practicum agency/location
- Your name, earned degree
- Practicum advisor
- Day, Date, Year of your presentation
- Time of your presentation
- Room/Building location
- Street Address/Zip (if not in this building)

This information will be published on the department’s main webpage and posted in the front office.

To reserve a room and/or equipment for your presentation, please contact Pam Metz (777-7096, pmetz@mailbox.sc.edu).

Complete and Submit a Practicum Report/Notebook

Each student who successfully completes a practicum must submit an electronic copy of the report to Pam Metz (777-7096, pmetz@mailbox.sc.edu).
Additional Information:

A student’s practicum cannot be part of their existing job or Graduate Assistantship (GA). It is possible to carry out a practicum at an existing job or GA if it is above and beyond the job and GA requirements and results in 300 additional contact hours. This exception should be carefully negotiated with your faculty practicum advisor. Students are not generally remunerated for their practicum placements or work. The practicum is a professional position and one in which students are representatives of ASPH and USC. Students, therefore, are expected to conduct themselves in a professional manner at all times.

The student is expected to:

• Take initiative in defining competencies to be developed, selecting an appropriate setting for practice activity, developing clear work and learning objectives, and completing work and learning tasks by the dates agreed upon. A final written report of the practice experience is required and will be placed in the department files.
• Arrange appropriate meetings with faculty advisor and mentor, including the final oral presentation.

The practicum faculty advisor is expected to:

• Advise the student in developing work and learning proposals.
• Communicate with the student and practicum site mentor/supervisor as necessary.
• Provide ongoing expert advice and guidance as needed or required.
• Attend student’s final oral presentation of practicum experience.

The practicum site mentor/supervisor is expected to:

• Provide a mentored experience for the student with regard to public health leadership and practice.
• Assist students in defining short-term tasks of potential use to his or her organization.
• Review student’s “proposal” and practicum contract for usefulness to organization and provide on-site direction to the work component of the practice.
• Provide the student with logistical support (arranging space, equipment, use of telephones, use of computers and/or software, secretarial help, making introductions, providing date or helping gain access to it and general advice) within the organization.
• Attend student’s final oral presentation of practicum experience.
Department of Health Promotion, Education, and Behavior
PUBLIC HEALTH PRACTICE AGREEMENT
CONTRACT FOR DrPH PRACTICUM

Student’s Name ________________________________________________________________

Phone __________________________ Email ____________________________________________

Project Title ________________________________________________________________

Agency/Organization __________________________________________________________

Location (City/State/Country) __________________________________________________

Beginning Date ____________________ Ending Date ________________________________

Please complete the following information on a separate sheet and attach. Student, faculty practicum advisor, and mentor sign below:

1. Specify specific learning objectives/outcomes.
2. State work to be performed by the student.
3. Specify the experiences to be undertaken (including strategy, methods, resources, settings).
4. Specify the criteria for assessment of learning results and work performance.
5. Describe in detail any special conditions, arrangements, or restrictions.
6. Give time sequence for achieving the desired results and how progress will be monitored. (Specify dates on which Student, Faculty Advisor and Mentor will consult).

Faculty Advisor:

Signed ___________________________ Date ____________________

Phone ___________________________ Email __________________________________________

Student:

Signed ___________________________ Date ____________________

Mentor Statement: The above statements represent my understanding of what the student has agreed to do with the organization and I am hereby agreeing to provide the necessary supervision and support expected of a mentor in carrying out this work. I will monitor this student to ensure that policies and legal restraints of this organization, such as those governing confidentiality of records or trade secrets are not violated.

Mentor’s Signed ___________________________ Date ____________________

Phone ___________________________ Email __________________________________________

Title ________________________________________________________________________
Department of Health Promotion, Education, and Behavior
DrPH PRACTICUM PRESENTATION GUIDELINES

(Details of the practicum presentation should be discussed with Faculty Practicum Advisor – the following are general guidelines only)

I. Provide Overview of Project (Introduction)
   A. Setting/Population
   B. Health Problem/Issue
   C. Goals/Objectives/Timeframe
   D. Program Description
   E. Relevant Literature

II. Describe Process/Activities (may be organized by objectives, chronological order, etc.) (Methods)
   A. Specific Activities Undertaken
   B. Barriers and How Handled Barriers
   C. Activities/Events that Worked Well

III. Describe/Display Accomplishments, Results, or Any Other Products and Summarize Accomplishments Relative to Objectives (Results)

IV. Discuss "Lessons Learned;" Make Recommendations or Conclusions (Discussion)
Department of Health Promotion, Education, and Behavior  
PRACTICUM NOTEBOOK GUIDELINES  
(Details of practicum notebook should be discussed with  
Faculty Practicum Advisor – the following are general guidelines only)

The notebook generally parallels the presentation, although there is a lot of variation from project to project. Some notebooks are written as reports with full narrative; some are written in more outline form; and some are more like portfolios, with documentation of correspondence, materials created, etc.

I. Cover Page

II. Contract/Objectives

III. Overview of Project (Introduction)
   A. Setting/Population
   B. Health Problem/Issue
   C. Relevant Literature
   D. Program Description

IV. Process/Activities of Project/Practicum (may be organized by objectives, chronological order, etc.) (Methods)
   A. Specific Activities Undertaken
   B. Barriers and How Handled Barriers
   C. Activities/Events that Worked Well

V. Display Accomplishments, Results, or Any Other Products and Summarize Accomplishments Relative to Objectives (Results)
   (This could include assessments developed or used; educational materials developed, results of focus groups, minutes of coalition meetings, etc.)

VI. "Lessons Learned", Recommendations or Conclusions (Discussion)

VII. Other Documentation, Relevant Materials, Reference List, etc.
Department of Health Promotion, Education, and Behavior
PRACTICUM NOTEBOOK CHECKLIST
(Details of practicum notebook should be discussed with
Faculty Practicum Advisor – the following are general guidelines only)

__ Cover Page

__ Contract/Objectives

__ Overview of Project (Introduction)
  __ Setting/Population
  __ Health Problem/Issue
  __ Relevant Literature
  __ Program Description

__ Process/Activities of Project/Practicum (may be organized by objectives, chronological
  order, etc.) (Methods)
  __ Specific Activities Undertaken
  __ Barriers and How Handled Barriers
  __ Activities/Events that Worked Well

__ Display Accomplishments, Results, or Any Other Products and Summarize
  Accomplishments Relative to Objectives (Results)
  (This could include assessments developed or used; educational materials developed,
  results of focus groups, minutes of coalition meetings, etc.)

__ "Lessons Learned", Recommendations or Conclusions (Discussion)

__ Other Documentation, Relevant Materials, Reference List, etc.
Section 8

Dissertation Proposal Guidelines

The following outline guides the development of the dissertation proposal for doctoral students in HPEB. The methodology for the dissertation may be quantitative and/or qualitative, and data for analyses may come from primary (e.g., student-collected) or secondary data sources. A minimum of two papers comprises Section Four of the dissertation. Recommended number of pages assumes double-spacing.

I. Introduction (unified across papers) – aligns with Chapter 1 of dissertation (2 pages recommended)

   a. General introduction to the public health issue and proposed dissertation research.

   b. Integrate preliminary studies/preliminary work of the student, which is similar to the concept paper often used for the program of study committee – previously Section IV of current dissertation proposal format

II. Specific Aims* – aligns with Chapter 1 of dissertation (2 pages recommended)

   a. 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 exert on the research field(s) involved.

   b. List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

   *Research Questions may be used in place of Aims for some studies (e.g., qualitative studies)

III. Background – aligns with Chapter 2 of dissertation (20-30 pages recommended)

   Briefly sketch the background leading to the present application, critically and comprehensively evaluate existing knowledge that is specifically relevant to the proposed research, and specifically identify the gaps that the project is intended to fill. This section will be based on comprehensive mastery of the relevant literature (see HPEB Doctoral Progression). The Background section should present a concise and well-articulated argument for conducting the proposed research with citations of selected, key articles to support the argument.

IV. Research Plan (20 pages recommended)

   a. Significance: State concisely the importance and health relevance of the research described in this application by relating the specific aims to the broad, long-term objectives. If the aims of the application are achieved, state how scientific knowledge or clinical practice will be advanced. Describe the effect of these studies on the concepts, methods, technologies, treatments, services or preventive interventions that drive this field. [Alternate: Explain the importance of the problem or critical barrier to progress in the 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 be changed if the proposed aims are achieved.]

   b. 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 interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions.

   c. Approach: Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. If the project is in the early stages of development, 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. Specific methods for achieving each of the specific aims should be provided.

Subheadings in the Approach Section (order will vary):

- Overview paragraph (restating overall goal and specific aims and providing an overview of the approach)
- Conceptual Model
- Setting description
- Sample (including sample size determination)
- Description of condition (if relevant)
- Recruitment/retention (if relevant)
- Randomization process (if relevant)
- Implementation (if relevant)
- Measures
- Data collection
- Data management
- Data analysis
- Process evaluation and implementation monitoring (if relevant)
- Dissemination
- Timeline

Approach can be subdivided to address each Aim and/or to reflect each of the manuscripts that will appear in Chapter 4 of the dissertation.

V. **Logistics** (unified)

Protection of Human subjects (i.e., IRB) materials and consent forms drafted; documentation of successful completion of training in the protection of human subjects

Budget

VI. **References**

VII. **Appendices** (as appropriate)
HPEB Dissertation Outline

The table below provides guidance for development of the final dissertation document for doctoral students in HPEB. Note that dissertations must be formatted in accordance with Graduate School guidelines.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Content of Dissertation</th>
<th>Relation to Proposal Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>Adapted from Introduction to reflect refinement of dissertation purpose and goals</td>
</tr>
<tr>
<td>2</td>
<td>Background and Significance</td>
<td>Based on Background and Significance and updated to reflect most recent literature and understanding of potential significance.</td>
</tr>
<tr>
<td>3</td>
<td>Research Design and Methods</td>
<td>Updated from Research Design and Methods to reflect methods as actually implemented</td>
</tr>
<tr>
<td>4</td>
<td>Paper 1</td>
<td>Self-contained manuscript formatted appropriately for a selected journal; Introduction adapted from Specific Aims and relevant elements of Background and Significance (note in chapter 2 it is unified)</td>
</tr>
<tr>
<td></td>
<td>Paper 2</td>
<td>Self-contained manuscript formatted appropriately for a selected journal; Introduction adapted from Specific Aims and relevant elements of Background and Significance (note in chapter 2 it is unified)</td>
</tr>
<tr>
<td>Chapter 5</td>
<td>Conclusions and Implications</td>
<td>New but should be related to Significance</td>
</tr>
<tr>
<td>References</td>
<td></td>
<td>Include all references cited in dissertation document</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
<td>May include IRB documentation, instruments, etc.</td>
</tr>
</tbody>
</table>
Dissertation Requirements

Students are expected to produce a minimum of two manuscripts towards publication as part of their dissertation. For researchers, academics, and practitioners, productivity is measured by peer-reviewed publications. Manuscripts under review on the student's curriculum vitae are evidence of productivity when applying for positions.

This format differs from that of a traditional dissertation in that two publishable manuscripts are placed in Chapter 4 of the final dissertation. Students work with the committee chair and committee to develop the two manuscripts. Students may wish to write more than two manuscripts upon committee approval.

Each journal provides instructions for authors that include information on how to submit manuscripts, section headings, manuscript length, number of tables and graphs, reference style, etc. NOTE: Each journal has its own specifications, which must be followed to be considered for publication.

Doctoral candidates will be first authors of dissertation manuscripts. Students will also be responsible for obtaining agreement among the committee members on the order of authorship for each manuscript before the dissertation approval form is signed. See Appendix C for authorship guidelines relating to manuscripts involving students of the Department.
Dissertation Format

Chapter 1 - Introduction

**Problem identification:** State the problem.

**Problem definition:** Describe the nature, background, social, and economic costs of the problem. This section should include a brief review of previous research related to the problem to support the student’s points. What gaps in the literature have not been addressed?

Formal statement of problem:

a. What are the broad objectives/aims of study?

b. Identify the theoretical framework that will guide the research. This is the link between the problem and research design.

c. What are the specific research questions/hypotheses the student will address?

**Justification of research:** How will the student’s study add to the body of science? Information should be included to demonstrate why the research is being done.

**Preview** Provide a brief description of what will be presented in each chapter.

Chapter 2 – Background and Significance

This section synthesizes previous research to facilitate an understanding of the problem. It provides the preface for the present research problem and justifies the importance of the present dissertation project. Sources of literature include historical and recent publications, vital statistics, data from relevant agencies, communications from experts, etc. The chapter includes specific discussion of the nature of the problem, i.e. descriptions of agencies involved with the problem, research studies which have investigated the problem, summaries of reviews of the problem, and the relevance of the problem to the target population. Findings from other studies need to be discussed in past tense with conclusions and recommendations in the present tense. Also include subsections regarding theoretical background for the study. The final paragraph summarizes findings and restates the study objective. Length will vary according to topic and amount of prior research.

The following elements should be included:

a. Introductory paragraph - State outline of the literature review and justification of literature selected.

b. Body of the literature review - Organize by subheadings. Ensure a logical flow both between and within each subheading. Organizational options may include but are not limited to: 1) Historical to recent studies; 2) Weaker to stronger design; 3) General to specific studies, and; 4) Topic. For each reviewed study, tersely state findings, conclusions or recommendations, and methodological issues pertinent to the study. End each subsection with a few specific summary statements.

c. Summary of current status of problem - State overall and specific strengths and limitations of the literature. End with concise statements on how the proposed research project will address these and build on the literature. Restate the study aims/hypotheses. Present theoretical/conceptual model for the study.
Chapter 3 - Methodology

The methodology section should include details as necessary to allow another researcher to replicate the study.

The following information should be included:

a. Describe the study design.

b. Identify the target population, study subjects, and sampling technique. Include information on the setting in which data collection takes place.

c. Define the variables to be collected and analyzed. Describe measures and clearly state the questions from which these variables are derived. Define terms and variables used in the study.

d. Describe data collection procedures (e.g., interview, survey, chart abstraction) and the instrument(s) used. Clearly identify quality control procedures used during data collection. Describe procedures used to protect human subjects (informed consent, confidentiality).

e. Describe the overall analysis plan and specific procedures.

Chapter 4 - Manuscript/s

Doctoral students will work with committee members to plan two or more distinctly significant foci for manuscripts. The following provides a generic outline for manuscripts. Students must select potential journals for manuscript submittal and follow the instructions to authors provided by those journals. Describe findings as they relate to each specific research question.

Manuscript Title
Format:
- Abstract
- Introduction
- Methods
- Results
- Discussion
- References
Chapter 5 - Summary, Implications and Recommendations

Concise and comprehensive summary of the dissertation: synthesis discussion of the publications resulting from the research, findings, implications, and future research.

- Describe the overall conclusions that can be reached from the analyses.
- Discuss results from previous research that are pertinent to the findings.
- Describe the limitations and implications of the research and findings.
- Identify possible areas of future research.

References:

The references for the literature review and the manuscripts need to be consolidated into one section. However, the references for the two manuscripts must stand-alone. It is important to note that references need to meet the requirements for the graduate school. In addition, the student needs to prepare the manuscripts for submission according to journal requirements.

All dissertations must meet Graduate School requirements.
Certificate of Graduate Study

Graduate Certificate in Health Communication

The Certificate of Graduate Study in Health Communication is an interdisciplinary certificate administered by the Department of Health Promotion, Education, and Behavior; the School of Journalism and Mass Communications; and the School of Library and Information Science. This is an 18-hour post-bachelor's program which provides students with opportunities to strengthen their knowledge in health communication content, research methods, and application. Students will select Health Promotion, Education, and Behavior; Journalism and Mass Communications; or Library and Information Science as an interest area.

An applicant for admission to the Certificate of Graduate Study in Health Communication will be evaluated on a combination of factors: undergraduate grades; performance on the GRE; resume describing previous professional experience, especially if that experience is in health communication-related positions; three letters of recommendation; and a written statement of intent, in which the applicant outlines reasons for seeking a graduate-level Certificate in Health Communication. Qualified individuals who are not currently enrolled in a graduate degree can also take the certificate as a stand-alone program.

To earn the certificate, students must complete:

1. The certificate core (9 hours):

   HPEB 711       Applied Health Communication
   SLIS 749       Health Sciences Information Resources
   JOUR 702/803   Communication Theory/Seminar in Mass Communication Theory and Theory Construction OR
   JOUR 772       Seminar in Health, Science, and the Media

2. Six (6) directed elective hours from an approved list, depending on the student's interests as approved by the student's faculty advisor. Some potential elective courses include: Concepts and Methods in Health Promotion (HPEB 700), Theoretical Foundations of Health Promotion (HPEB 701), Planning Health Promotion Programs (HPEB 702), Seminar in Health, Science, and the Media (JOUR 772), Risk Communication (JOUR 773), Health Information Retrieval in Electronic Environments (SLIS 743), and Consumer Health Resources and Information Services (SLIS 758).

3. A three credit-hour practicum or project in the student's home department.

Examples of practica/internships include appointments with local agencies involved with health communication, or work on an active research project. Faculty members work closely with students to help them secure the practicum.
Section 10

Resources and Information for Students

Thomas Cooper Library (Greene Street)

The Thomas Cooper Library has four stack levels of books, a ground floor, a main floor (where circulation and reference sections are located), and a mezzanine. (The mezzanine is the top floor; main is the main entrance floor; the ground floor and the four stack floors go down. That is, Level 4 is the fourth floor below the ground level.)

The Thomas Cooper Library has other valuable services for graduate students, including 40 study rooms (seating up to four persons each), six seminar rooms for library-related seminars, and a classroom for the library-taught orientation and bibliographic instruction classes. Other special areas in the library include the Student Computer Labs (on Levels 3 and 5), the Science Library (on Level 4), Special Collections (on the Mezzanine Level), and the Map Library (on Level 5). The telephone number for the circulation department is (803) 777-3145.

School of Medicine Library

The School of Medicine Library at the University of South Carolina can be an excellent resource for students in Public Health. Many journals can be found at both Thomas Cooper and the Medical Library, so it is good to check with Thomas Cooper first (their listings will indicate what libraries or agencies in this area carry the health journals not available at Cooper). The Medical School Library is located on the Veteran’s Administration Medical Center Grounds off Garners Ferry Road.

The Richland County Public Library and other Library Resources

The Richland County Public Library is Columbia’s public library and provides access to more than 650,000 books and many other materials. This new library is located on 1431 Assembly Street. In addition, there are various other branches located in neighboring communities. The Richland County Public Library requires residency in Richland County to check out materials and to access special services. In addition, completing the membership requirements to obtain a library card may also be necessary.

Several State government agencies have very good libraries and may be accessible to students. The South Carolina State Library has a specific South Carolina, Government Publications, and Grants Research collections.

Communication

Each student has an assigned mailbox outside of the main office area in the Arnold School of Public Health. These mailboxes are used to keep the students up to date with information, events, etc., going on in HPEB and the School. It is also a base for communication with other students, staff, and faculty. Check your mailbox every day! Students are also required to submit electronic mail (e-mail) addresses to the Department’s administrative assistant to be included in the department’s listserv. The listserv updates students to opportunities within the Department and University. A separate doctoral student listserv is maintained by the Doctoral Student Association.

Office and Alumni Services

The Office of Student and Alumni Services provides many important services for students, including: course registration assistance, guidance in locating financial assistance, and services in preparation for entering your chosen career. In fact, they can help you in too many ways to list. If you need any kind of information or assistance, this is a good place to start. If they cannot help you, they can tell you who can.
Thomson Student Health Center

The Thomson Student Health Center (TSHC) is located directly behind the Russell House. TSHC, one of some 120 nationally accredited university student health centers, is staffed by board certified or board eligible physicians, certified nurse practitioners, and appropriate numbers of registered nurses, most of whom are certified in college health nursing. TSHC is open mornings and afternoons, Monday through Friday, except on University holidays. A Sunday late afternoon and evening clinic is held during Fall and Spring semesters to manage urgent conditions. No inpatient, overnight, or after-hours services are available.

Daily clinics at the TSHC include General Medicine and Women's Care. Weekly clinics in Orthopedics, Dermatology, and Sports Medicine and Minor Injuries are available. Ancillary services include pharmacy, diagnostic radiology, clinical laboratory, physical therapy, and immunization and allergy injection services. All students enrolled in Columbia campus classes are eligible for services at TSHC.

Campus Wellness

Campus Wellness is devoted to awareness and prevention of acute and chronic health issues for students, faculty and staff at the University of South Carolina. By offering a wide range of programs and services, this office assists campus community members with making healthy choices and maintaining a healthy lifestyle.

Counseling and Human Development Center

The Counseling and Human Development Center (CHDC) is located on-campus in Byrnes Building (7th floor), College Street, across from The Horseshoe. CHDC, a fully accredited counseling center offers: brief outpatient psychiatric intervention; psychological services, including individual and group counseling and biofeedback and psychological testing services; and limited social work support for Columbia campus students. Students, who need inpatient care, extended outpatient services, or other clinical care that exceeds the capabilities of CHDC, are referred to community providers of the patient's choice. Professional staff clinical evaluation and management services are free to all students who have paid the Health Fee portion of the University Fee. CHDC is open daily, Monday-Friday (except on University holidays). Appointments are required except for acute or emergency situations.

Off-Campus Student Services

Off-Campus Student Services, located on the 2nd Floor of the Russell House. It offers many services of interest to students who do not live on the USC campus. Among the many programs and services offered are a babysitter list, Columbia area resident assistance, a newsletter, and an off-campus housing locator service (finding roommates and/or apartments).

International Student Services

International Programs for Students is located in room 123 of the Byrnes Building. International student services provide a wide range of services for international students, including pre-arrival information, orientation programs, immigration advising, personal assistance, and student programs and activities. Professionals with specialized training and expertise working with international students staff the office.

Disability Services

Students with disabilities are assisted through the Office of Disability Services. Students with disabilities should contact the Office of Disability Services at 803-777-6744 (TDD) or 803-777-6142 for specific information about services, or accessed online. When students receive the Graduate School's offer of admission, they should notify the Office of Disability Services of their need(s) for specific accommodation(s). The Office of Disability Services is located in the LeConte building at the corner of Pickens and Green Streets in Room 112A.
## Appendix A
### Who to Contact

<table>
<thead>
<tr>
<th>Topic of Interest</th>
<th>Who to Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission-Related Questions</td>
<td>Casey Goldston Giraudy, Ken Watkins</td>
</tr>
<tr>
<td>AV Equipment and Conference Room Reservations</td>
<td>Pam Metz</td>
</tr>
<tr>
<td>Copies</td>
<td>Work Study Student (back-up Ann Cassady)</td>
</tr>
<tr>
<td>Copier Maintenance/Issues</td>
<td>Pam Metz or Ann Cassady (back-up student)</td>
</tr>
<tr>
<td>Doctoral Qualifying Exam</td>
<td>Ken Watkins</td>
</tr>
<tr>
<td>Graduate Assistantships</td>
<td>Casey Goldston Giraudy, Ken Watkins</td>
</tr>
<tr>
<td>Grant Activity</td>
<td>Ann Cassady</td>
</tr>
<tr>
<td>Health Communications Certificate</td>
<td>Daniela Friedman, Casey Goldston Giraudy, Ken Watkins</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Ann Cassady</td>
</tr>
<tr>
<td>International Students</td>
<td>Casey Goldston Giraudy</td>
</tr>
<tr>
<td>Keys</td>
<td>Pam Metz (back-up Ann Cassady)</td>
</tr>
<tr>
<td>Masters Comprehensive Exam (non-MPH)</td>
<td>Ken Watkins</td>
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<tr>
<td>Masters Comprehensive Exam</td>
<td>Ken Watkins</td>
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<tr>
<td>MPH Practicum</td>
<td>Ken Watkins</td>
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<tr>
<td>MSW/MPH Program</td>
<td>Ken Watkins</td>
</tr>
<tr>
<td>Organizing Events</td>
<td>Pam Metz</td>
</tr>
<tr>
<td>Student Forms</td>
<td>HPEB and Graduate School webpages (current students)/Submit ALL student forms through Casey Goldston Giraudy</td>
</tr>
<tr>
<td>Teaching Assistantships</td>
<td>Ken Watkins</td>
</tr>
<tr>
<td>Undergraduate Programs</td>
<td>Sara Corwin, Kara Montgomery</td>
</tr>
</tbody>
</table>
# Appendix B

## Progression information and forms

All forms must be routed through the Graduate Director

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Event</th>
<th>HPEB information and forms (<a href="http://www.sph.sc.edu/hpeb/current.htm">http://www.sph.sc.edu/hpeb/current.htm</a>)</th>
<th>Graduate School forms (<a href="http://gradschool.sc.edu/DocLibrary/">http://gradschool.sc.edu/DocLibrary/</a>)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admission to HPEB/First year</td>
<td>Application</td>
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<tr>
<td></td>
<td></td>
<td><a href="http://www.sph.sc.edu/hpeb/prospective.htm">http://www.sph.sc.edu/hpeb/prospective.htm</a></td>
<td></td>
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<tr>
<td></td>
<td>Teaching Assistant training (required)</td>
<td>Contact Graduate Director for registration</td>
<td></td>
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<td></td>
<td>Change in application (deferment, change of degree)</td>
<td></td>
<td>Change of Status (COS)</td>
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<tr>
<td></td>
<td>Committee formation</td>
<td></td>
<td>Doctoral Committee Appointment Request (G-DCA)</td>
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<tr>
<td></td>
<td>Annual report – Year 1</td>
<td>Doctoral Student Annual Report</td>
<td></td>
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<tr>
<td>Admission to candidacy</td>
<td>Program of study</td>
<td>Approval of Doctoral Program of Study (HPEB)</td>
<td>Doctoral Program of Study (DPOS)</td>
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<td></td>
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<td></td>
<td>Program of Study Adjustment Form (POSA)</td>
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<td></td>
<td></td>
<td></td>
<td>Request for Transfer of Graduate Credit (GRTC)</td>
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<tr>
<td>Event</td>
<td>Required Forms</td>
<td>Contact</td>
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<td>--------------------------------------------</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Qualifying Exam Verification</td>
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<tr>
<td>Annual report – Year 2</td>
<td>Doctoral Student Annual Report</td>
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<tr>
<td>Doctoral comprehensive examination</td>
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<tr>
<td>Dissertation proposal defense</td>
<td>Doctoral Dissertation Defense Notification Form</td>
<td>PhD Comprehensive Examination Notification</td>
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<tr>
<td>Annual report – Year 3</td>
<td>Doctoral Student Annual Report</td>
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<tr>
<td>Doctoral practicum (DrPH)</td>
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<tr>
<td>Practicum (DrPH students-HPEB 898)</td>
<td>HPEB DrPH Practicum Contract</td>
<td>Instructions for report, presentation (see handbook)</td>
<td></td>
</tr>
<tr>
<td>Completion of dissertation and graduation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public seminar</td>
<td>Contact Pam Metz (<a href="mailto:pmetz@mailbox.sc.edu">pmetz@mailbox.sc.edu</a>)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dissertation defense</td>
<td>Doctoral Dissertation Defense Notification Form</td>
<td>Dissertation Defense Announcement Form (GDDA)</td>
<td></td>
</tr>
<tr>
<td>Contact Pam Metz (<a href="mailto:pmetz@mailbox.sc.edu">pmetz@mailbox.sc.edu</a>)</td>
<td></td>
<td>Dissertation Signature and Approval Form (G-DSF)</td>
<td></td>
</tr>
<tr>
<td>Annual report – Year 4</td>
<td>Doctoral Student Annual Report</td>
<td>Survey of Earned Doctorates (SED)</td>
<td></td>
</tr>
<tr>
<td>Dissertation submission</td>
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<tr>
<td>Graduation</td>
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<td>Application for Graduation (AS-126)</td>
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</tr>
</tbody>
</table>

Page 55 of 58
Appendix C

Authorship Guidelines Relating to Manuscripts Involving Students of the Department of Health Promotion, Education, and Behavior, Arnold School of Public Health, University of South Carolina

June 27, 2013

These guidelines apply to all written manuscripts involving students in the Department of Health Promotion, Education, and Behavior (HPEB) when using their school affiliation in the context of publication. The intent of these guidelines is to protect the interests of students and faculty members in research publications.

These guidelines establish minimum requirements for authorship and acknowledgments. Some journals will have additional requirements. Every author must comply with the authorship requirements of the journal to which a manuscript is submitted, as well as these minimum requirements.

Guidelines 1 to 8 are from Uniform Requirements for Manuscripts Submitted to Biomedical Journals (updated February 2006), produced by the International Committee of Medical Journal Editors (available at http://www.icmje.org/index.html). Guidelines 9 and 13 are from Authorship Guidelines Relating to Manuscripts Involving Students of the Friedman School of Nutrition Science and Policy, Tufts University, version 7, January 5, 2007; this Tufts document served as a model for the current document.

Guidelines

1. Authorship credit should be based on
   a. substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data;
   b. drafting the article or revising it critically for important intellectual content; and
   c. final approval of the version to be published.
Authors should meet conditions a, b, and c.

2. When a large, multicenter group has conducted the work, the group should identify the individuals who accept direct responsibility for the manuscript. These individuals should fully meet the criteria for authorship/contributorship defined above, and editors will ask these individuals to complete journal-specific author and conflict-of-interest disclosure forms. When submitting a manuscript authored by a group, the corresponding author should clearly indicate the preferred citation and identify all individual authors as well as the group name. Journals generally list other members of the group in the Acknowledgments. The NLM indexes the group name and the names of individuals the group has identified as being directly responsible for the manuscript; it also lists the names of collaborators if they are listed in Acknowledgments.
3. Acquisition of funding, collection of data, or general supervision of the research group alone does not constitute authorship.

4. All persons designated as authors should qualify for authorship, and all those who qualify should be listed.

5. Each author should have participated sufficiently in the work to take public responsibility for appropriate portions of the content.

6. The group should jointly make decisions about contributors/authors before submitting the manuscript for publication. The corresponding author/guarantor should be prepared to explain the presence and order of these individuals. It is not the role of editors to make authorship/contributorship decisions or to arbitrate conflicts related to authorship. If issues cannot be resolved jointly among authors, potential co-authors concerned about perceived unethical practice can bring the issue to the attention of the Department Chair.

7. All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support. Financial and material support should also be acknowledged.

8. Groups of persons who have contributed materially to the paper but whose contributions do not justify authorship may be listed under such headings as “clinical investigators” or “participating investigators,” and their function or contribution should be described—for example, “served as scientific advisors,” “critically reviewed the study proposal,” “collected data,” or “provided and cared for study patients.” Because readers may infer their endorsement of the data and conclusions, these persons must give written permission to be acknowledged.

9. When doctoral dissertation (or master thesis) writing is converted into publishable articles or other papers, the doctoral student is typically first author. The order of other authors on the by-line should be a joint decision among co-authors, guided by the amount of time invested in bringing the publication to fruition. Relative contributions to the research, writing and analysis process, and hence likely order of co-authorship, should as far as possible be agreed at that outset of article preparation (or as early in the process as possible), rather than at the point of submission. (See appended references for further guidance on the ethics of deciding authorship order.) The corresponding author must obtain permission from all authors for any change in the order of authorship prior to publication. Students should pay close attention to the order of authorship at the time of submission of articles to a journal, and also when signing any copyright agreement.

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1 The lead faculty member guiding the work should have the option of being listed according to either extent of contribution or being last. Different scientists view this differently, and it also depends on the type of work and/or journal. In the biological sciences, it is common for the lead faculty member (or scientist leading the research group) to go last, but other fields do not follow this convention. Public health is a field based on multiple disciplines, biological and social, and so there is no one convention that everyone follows.
10. Participation by a faculty member in a doctoral dissertation (or master thesis) committee does not guarantee co-authorship of resultant publications. Committee members whose contributions reach the minimum criteria for authorship as stated in guideline 1 should be invited as authors of resultant publications. Students should explicitly discuss mutual expectations for contributions and authorship with each member of the committee before beginning to write the dissertation. These discussions should be documented in an email memo to avoid future misunderstandings. If, as the dissertation or thesis develops, the expectations for contributions and authorship change, then the email memo should be revised.

11. Related to guideline 4, group members should be generous so that individuals who have contributed to the research have the opportunity to reach the minimum criteria for authorship as stated in guideline 1.

12. Related to guideline 5, under some circumstances, an invitation for authorship may be given to a member of a collaborating institution for which the primary motivation is to obtain buy-in from that institution regarding the results or to strengthen institutional arrangements. For example, having an author from an implementing institution of a large program may be desirable to generate ownership of results from the evaluation of that program by that institution. The contribution of the invited member should reach the minimum criteria for authorship as stated in guideline 1.

13. All participants in the peer-review and publication process must disclose all relationships that could be viewed as potential conflicts of interest. Conflict of interest exists if there is a direct or indirect financial relationship with industry through employment, consultancies, stock ownership and honoraria, either directly with the author, or through the author’s family. Conflicts can also occur for other reasons, such as antagonistic personal relationships among researchers or students, or academic competition. The perception of conflict of interest should be avoided. All authors should be prepared to defend any relationship that could be construed or perceived as a conflict of interest. For more information, see: http://www.icmje.org/ethical_4conflicts.html.

References


