
UAB School of Public Health
Department of Health Behavior
Ph.D. Plan Student Handbook
2016-17

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***Graduate School forms are available online at**
<http://www.uab.edu/graduate/online-forms>

****Department of Health Behavior forms are available online at:**
<http://www.soph.uab.edu/hb/studentforms>

1

Introduction to the Program

The mission of the Joint Ph.D. program in Health Education and Health Promotion (HEHP) is to provide you with the academic courses, scholarly activities, and practical experiences that will enable you to become leading researchers, teachers, and practitioners in the field. The program is based in three distinct academic departments that share a common educational mission: (1) the [Department of Health Behavior](#), School of Public Health at UAB; (2) the [Department of Health Science](#), College of Human Environmental Sciences at the University of Alabama (UA); and (3) the [Department of Human Studies](#), School of Education at UAB. You were admitted to the program through the UAB School of Public Health, Department of Health Behavior. Our program emphasizes training in social and behavioral sciences in public health. This handbook is intended to guide you through the doctoral training program of the Department of Health Behavior. As such, it contains information about departmental requirements and resources that may not apply to doctoral students enrolled in one of the other two units.

1.1 Program Goals

Upon completion of the Ph.D. program in HEHP you will be able to:

- Analyze the individual and social influences on health behavior with the aim of developing, evaluating, and implementing solutions to health behavior problems.
- Evaluate theoretical models of health and health behavior considering societal, structural, community, and organizational influences.
- Design community-based health behavior intervention programs.
- Conduct a comprehensive review of literature and identify knowledge gaps.
- Develop a health behavior dissertation research proposal with detailed plan for conducting the study and performing the analyses.
- Conduct dissertation research from design through analysis and interpretation.
- Effectively communicate results in an oral presentation and manuscript appropriate for degree.

1.2 Program Directors

The Program Director at each unit serves on the Executive Committee for the Health Education and Health Promotion Ph.D. program. Unit Program Directors for the 2016-17 academic year are:

Robin Gaines Lanzi, Ph.D., M.P.H.
Associate Professor
Department of Health Behavior
UAB School of Public Health

Stuart Usdan, Ph.D.
Professor & Associate Dean
Department of Health Science
UA College of Human
Environmental Sciences

Retta Evans, Ph.D.
Associate Professor
Department of Human Studies
UAB School of Education

1.3 Program Faculty and Staff

The Ph.D. Program in Health Education and Health Promotion includes faculty from all three participating academic units. Health Behavior Departmental faculty are listed below. Contact information and areas of research interest for Department of Health Behavior faculty can be found in [Appendix A](#).

Kevin Fontaine, Ph.D.	Professor & Chair
David Coombs, Ph.D., M.P.H.	Associate Professor, retired
Susan Davies, Ph.D.	Associate Professor
Frank Franklin, M.D., M.P.H., Ph.D.	Professor Emeritus
Melissa Galvin, Ph.D., M.P.H.	Professor Emerita
Peter Hendricks, Ph.D.	Associate Professor
Connie Kohler, Dr.P.H.	Professor Emerita
Robin Gaines Lanzi, Ph.D., M.P.H.	Associate Professor & Director of Academic Programs
Ann Elizabeth Montgomery, Ph.D.,M.P.A., M.S.W.	Assistant Professor
Greg Pavela, Ph.D.	Assistant Professor
Dori Pekmezi, Ph.D.	Associate Professor
Julie Brown, M.S.	Coordinator of Graduate Academic Programs

Faculty contact information and research interests can be found in Appendix A.

2

Coursework Requirements

This section describes: 1) prerequisite course work required for entering the program and 2) the minimum course work required to complete the program. There is also information on academic advising and how to plan coursework.

2.1 Prerequisites

You must have completed master's degree level coursework in the subject areas listed below under Table 1, Prerequisite Coursework Areas. If upon entering the program, you have not already completed the prerequisite coursework, it must be completed as determined in your acceptance notification ([Appendix K](#)). Prerequisite coursework is not counted in the 73 credit hours required to complete the PhD program. A number of specific courses may cover any one of the coursework areas below. The Director of Graduate Academic Programs will review your incoming transcript to determine which prerequisite requirements have been met and how to meet those that have not been met.

Courses that qualify as prerequisites can be taken concurrently with other course work. Examples of qualifying courses are listed below in Table 1 next to each of the corresponding course titles. You should check appropriate schedules to verify the semester in which courses are taught before registering. *Please note, some prerequisites listed below must be taken before registering for certain Ph.D. program courses. For example, HB641 & HB 643 are required prerequisites for HB 740 if equivalent graduate courses have not been taken.*

Table 1. Prerequisite Coursework Areas

Must be at master's level or higher.

- Biostatistics (e.g., BST 601)
- Research Methods/Design (e.g., HB 641)
- Designing/Evaluating Health Promotion Programs/Interventions (e.g., HB 636 or 643)

2.2 Required Courses

Required Ph.D. courses are listed below. Waivers and substitutions can be discussed with your academic advisor.

Department of Health Behavior Joint PhD Program

Doctor of Philosophy in Health Education and Health Promotion Curriculum Planning Form

*Students receiving a MSPH or PhD are required to complete a **37 hour, self-paced online course** entitled "Overview of Public Health" by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean*

Name:	Admission Date:					
Banner ID:	Candidacy Date:					
Current GPA:	Graduation Date:					
Course Name	Term Course Available			Credit Hours	Term /Year Taken	Grade
	Fall	Sp r	Su m			
Departmental Requirements: 18 hours						
*Sequenced Courses offered every other year taken in this order: HB 724, 741 (fall), 736 (spring) & HB 737 (following fall)						
*HB 724: Advanced Social and Behavioral Science Theory for Doctoral Candidates	X			3	Every Other Fall	
*HB 741: Advanced Research Methods in the Behavioral Sciences	X			3	Every Other Fall	
*HB 736: Intervention Development I		X		3	Every Other Spring	
*HB 737: Intervention Development 2	X			3	Every Other Fall	
HB 703: Writing for the Behavioral Sciences			X	3	Summer	
GRD 717 or HCO 670: Responsible Conduct of Research Course	X	X		3	During first 4 semesters	
Joint Courses include Doctoral Seminar, Health Education / Health Promotions Electives, Advanced Research & Stats Methods Courses, Evaluation/Research Methods/Stats Electives, Directed and Dissertation Research hours						
HB 770: Doctoral Studies Seminar	X	X		1		
HB 770: Doctoral Studies Seminar	X	X		1		
HB 770: Doctoral Studies Seminar	X	X		1		
Health Education / Health Promotions Electives Courses: 9 hours (Appendix C)						
	X	X	X	3		
	X	X	X	3		
	X	X	X	3		

Health Education / Health Promotions Advanced Research & Statistical Methods: Select 13 hours; during first 6 semesters							
EPI 610: Prin of Epidemiologic Research	X			4	During first 6 semesters		
BST 611: Intermediate Statistical Analysis I	X			3	During first 6 semesters		
BST 612: Intermediate Statistical Analysis II/		X		3	During first 6 semesters		
EPR 609: Statistical Methods and Research in Education	X	X		3	During first 6 semesters		
EPR 710: Statistical Methods and Research in Education: Intermediate		X	X	3	During first 6 semesters		
Qualitative or Mixed Methods Research	X	X	X	3	During first 6 semesters		
Health Education / Health Promotions Evaluation/Research Methods/Stats Elective Courses: 6 hours (Appendix B)							
	X	X	X	3			
	X	X	X	3			
Health Education / Health Promotions Directed Research: Minimum 12 hours							
HB 798/HE 702: Directed Research	X	X	X	3			
HB 798/HE 702: Directed Research	X	X	X	3			
HB 798/HE 702: Directed Research	X	X	X	3			
HB 798/HE 702: Directed Research	X	X	X	3			
Qualifying Exam							
Must complete 75% of didactic coursework							
Dissertation Proposal							
Date of Dissertation Proposal							
Health Education / Health Promotions Dissertation Research: Min of 12 hours over the course of at least 2 semesters candidacy							
HB/HE 799: Dissertation Research	X	X	X	3			
HB/HE 799: Dissertation Research	X	X	X	3			
HB/HE 799: Dissertation Research	X	X	X	3			
HB/HE 799: Dissertation Research	X	X	X	3			
Dissertation Defense							
Date of Dissertation Defense							
Minimum Credit Hours Earned for Degree				73			

Please note that the start and end dates for classes in Tuscaloosa may not follow UAB's course schedule due to a slight difference in semester scheduling. Prior to beginning a course at UA in Tuscaloosa, please identify term start and end dates.

2.3 Planning a Course of Study

An advising form included in [Appendix D](#) outlines the required courses, research and exam requirements. Use this worksheet when meeting with your faculty advisor to map out a plan of study. Both you and your advisor keep a copy of this planning worksheet and update it every semester. If you have any questions about your course of study (e.g. course substitution/waiver), talk to your advisor.

2.4 Academic Advising

Upon admission to the program, you are assigned a faculty advisor. Advisors provide guidance about course selection, course substitutions, internships, research opportunities, and possible employment opportunities. You will consult with your advisor prior to registering for your first semester in the Ph.D. program. In subsequent semesters, you will meet with your faculty advisor to have the registration hold removed before registering.

You are free to change advisors—you should work with the faculty member who you think is the best “fit” given research content area or personal “chemistry”. Consent to work with a student must be obtained from the new advisor before the change can be completed. Please see Ms. Julie Brown for the required paperwork. The *School of Public Health Change of Advisor* form can be obtained from the [School of Public Health Website](#). You will complete this form, and Ms. Brown will obtain the appropriate signatures, and submit it to the Office of Student Affairs for processing in order to formally change advisors.

2.5 Degree Completion Time

As a doctoral student, you are generally expected to complete all degree requirements within **seven years of matriculation**. An extension of this time limit can be requested when circumstances preclude completion of requirements within this seven year-period. The recommendation for an extension includes a plan and timeline for completion. Such requests require the approval of your dissertation chair/advisor, Graduate Program Director in the department (Dr. Lanzi), Associate Dean for Graduate Programs (Dr. Ginter), and must be presented in writing to the Dean of the Graduate School (Dr. McMahon) for consideration and approval. Courses taken more than seven years before graduation cannot be applied toward a degree without the approval of the Graduate Program Director and Dean of the Graduate School.

3

Annual Student Review

As a doctoral student, your academic pursuits should extend beyond required coursework. Pursuits include conference abstract submissions and presentations, fellowship awards, submitted and published manuscripts, grant submissions and awards, teaching, research, and service activities, and/or special skills training. In order to follow your progress in these areas and provide faculty with opportunities to give feedback, the Department conducts an annual review of your academic progress and achievements. This information is collected during the summer semester, and is used as a tool to enhance communication between you and your advisor. Evaluations are sent to you by mail and you are encouraged to meet with your advisor to discuss details. A copy of the *Annual Student Review* form can be found in [Appendix J](#) and on the [departmental website](#).

4

Directed Research and Other Scholarly Activities

You are required to complete at least twelve directed research credit hours under course number HB 798.

4.1. Goals of the Directed Research

- To provide experience in planning, conducting, and reporting behavioral science research under the mentoring of a faculty member or a researcher employed by an agency such as the CDC, NIH, or health department.
- To provide opportunities to develop manuscripts for publication, conference paper presentations, grant submissions or other “research products”.
- To help you prepare for dissertation work.

4.2 Registering for Credit Hours

You should register for hours under a faculty member who will supervise your experience during a particular semester using course number HB 798.

In general, the department encourages you to take no more than three credit hours of directed research per semester and no more than six credit hours during your first year in the program. You are expected to spend a minimum of ninety ‘work’ hours per semester for every three hours of credit received.

4.3 Content of the Directed Research

You are encouraged to participate in more than one research project over the course of your PhD studies. For example, in one semester you may choose a project that is in its planning stages and register for three credit hours to participate in that project. In another semester, you may choose to register for a project that involves data collection or data analysis. It is your responsibility to identify the research project and faculty with whom you will work. Your advisor or other faculty may have useful suggestions. Please note that it is not acceptable to count research you have done for other purposes (e.g. for work, for another course) as hours of directed research.

4.4. Documenting Research Experiences

For each three credit hour segment, you and your research mentor should agree upon a work plan in the form of a memo with clear objectives that are approved by your advisor and kept in your file in the Coordinator of Graduate Academic Programs office. You cannot register for HB798 credit hours until the approved memo is on file.

You are required to document your research experiences at the end of each semester in which directed research credits are taken. This documentation includes:

1. A succinct report* describing the nature of experience, knowledge gained as well as relevant manuscript or conference presentations if appropriate.
2. A [Directed Research Evaluation form](#) (see [Appendix I](#)). It is your responsibility to ensure that the research mentor completes and submits the form so that you can receive a grade at the end of the term.

*Your short report should include the nature of the project and work accomplished in comparison to originally stated objectives along with any products such as conference abstracts, manuscript drafts, manuals, brochures or other materials developed during the internship. You must submit all documentation to the mentor who supervises the experience and the faculty advisor and Ms. Julie Brown.

4.5. Grading

A faculty mentor will assign a grade of pass/no pass for the research internship hours. If your mentor is not on the HB faculty, he or she will evaluate your work and will provide your faculty advisor with a recommendation regarding a pass/fail grade. All documentation regarding the directed research experience is due during exam week of the semester in which you are registered for your internship. This paperwork must be received before a grade can be given. If the requirements are not met you will receive an “incomplete” for the credit hours. Incomplete grades are changed to No Pass if not completed within the next semester.

5

The Qualifying Exam:

QUALIFYING EXAMINATION

A written qualifying examination is required for the Ph.D. degree. The exam must be passed unconditionally before the student can defend his/her proposal and be advanced to candidacy.

Prior to taking the exam, students must have completed their core course requirements, and at least 75% of their didactic course work. Students should NOT assume that "A" level performance in their coursework is adequate preparation for the comprehensive exam. Specific instructions for preparing for the exam and exam dates and times are given to the students during the relevant doctoral seminar.

6

The Dissertation Process

The doctoral dissertation is the capstone of your training. It demonstrates your capacity to conceptualize, design, implement, and report a research project. The dissertation should constitute an original contribution to the literature.

The dissertation requires the completion of a minimum of twelve hours of dissertation credit (HB799). According to UAB Graduate School regulations, you may begin taking dissertation research credit hours after successfully completing required coursework, passing the qualifying examination, and being admitted to candidacy.

6.1 Dissertation Committee

Before admission to candidacy, you must select a doctoral study committee and chair, receive IRB approval for the project, and develop and have approved a dissertation proposal. After selecting a committee, you must submit a [Graduate Study Committee Letter](#) form (see [Appendix E](#)) to the Graduate School. This form must be submitted prior to the proposal meeting. The committee will work with you in proposing the dissertation, conducting the research, and presenting the results in a final defense. The committee should include a minimum of five faculty members. Additional graduate school requirements can be found at: All committee members must have a [Graduate School Faculty appointment](#). If they do not, please contact Julie Brown for guidance in acquiring approval.

6.2 Proposal, Proposal Defense and Admission to Candidacy

Once you pass the qualifying comprehensive examinations, you must prepare a formal document outlining the proposed dissertation topic. You should begin the process by providing potential committee members with a concept paper of 3-10 pages in length that outlines hypotheses, significance, methods, time line and concerns and questions. Some doctoral committees meet several times to in developing a successful proposal.

The formal proposal document will typically include objectives, hypotheses, literature review, significance, study design, power analysis, analytical methods and strengths and limitations. An alternative option for submitting manuscripts (preprint/reprint) is described below.

You are to submit the written proposal to the doctoral dissertation committee **at least 14 days prior** to the scheduled proposal meeting. While you are free to meet with committee members as you develop your proposal, the final proposal should not be given to other committee members until the committee chair has given approval for the distribution. You are responsible for scheduling the proposal meeting and notifying committee members. The proposal meeting

should be attended by all members of the doctoral study committee. This meeting is generally not open to the public.

Members of the doctoral committee decide whether or not you have written an acceptable proposal and should be advanced to candidacy. If so, the committee will complete the [Application for Admission to Candidacy](#) form (Appendix F). This form is submitted by the student to the Graduate School along with documentation of IRB approval for the proposed research. The committee may request revisions before allowing you to advance to candidacy. Revisions of the written proposal and/or additional proposal meetings may be required.

Admission to candidacy must take place before the last two regular terms in which you wish to complete the doctoral program. For example, if you wish to graduate at the end of spring semester, you must be admitted to candidacy before the previous fall semester begins. You must be admitted to candidacy before you can register for dissertation research hours (HB 799). You must be in good academic standing to be admitted to candidacy.

Alternative preprint/reprint dissertation format. The preprint/reprint option is for students who have written closely related articles which have already been published (reprint), accepted for publication, are under review for publication, or are prepared for publication (preprint). Students considering this option must first obtain the approval of the dissertation committee. Doctoral students are typically expected to be first author on a minimum of three articles. The preprint/reprint is at the discretion of the dissertation committee. If you choose the preprint/reprint option (three paper option), the proposal would also outline the relationship/rationale for the discrete research topics represented by the preprints/reprints.

6.3 IRB Approval

Students admitted to candidacy must have research approval from the UAB Institutional Review Board (IRB). The process for obtaining IRB approval begins with a departmental review. When you submit your paperwork for the departmental review, you are required to fill out the *Protocol Oversight Review Form* (PORF) found at this [link \(FOR 205\)](#). The IRB application is submitted in your name (as opposed to that of a mentor, even if that person is responsible for a 'parent' study from which you are using data) and approval can take several weeks. As long as your research continues, you submit an annual IRB report for review.

6.4 Dissertation and Final Defense

The Graduate School regulations for the final dissertation and final defense are described, in detail, in the booklet, [UAB Format Manual for Theses & Dissertations](#). The Graduate School also has examples of templates found at this link: <http://www.uab.edu/graduate/templates-available>. If in the opinion of more than one member of the dissertation committee, you failed

the final defense, there is no consensus to pass. The chair of the committee will advise you that the dissertation fails to meet the requirements of the Graduate School. The chair will notify you in writing about the reason(s) for failure. If you resubmit or submit a new dissertation for consideration to the Graduate School, at least two members of the new examining committee must be drawn from the original committee. If the modified or new dissertation fails to meet the requirements of the Graduate School, you will be dismissed from the Graduate School.

The document is submitted to the chair of your doctoral dissertation committee **at least 40 days prior** to the scheduled dissertation defense. At least **25 days prior** to the final defense the chair should return a draft for changes. At least **15 days prior** to the defense date all committee members are to have a copy of your dissertation. (Check if they want a hard copy or a digital copy of the dissertation). The final dissertation document should not be sent to committee members until the Chair has approved it. Your committee chair has the option of requiring you to turn in materials prior to these dates if necessary (e.g. if he or she is planning extended travel or other circumstances make it necessary to have more time to read your document).

7

Summary of Steps toward the Doctoral Degree

1. Admission to doctoral degree program.
2. Assignment of faculty advisor – to change advisors submit [School of Public Health](#) form to make the change official.
3. Maintenance of good academic standing. This is defined by a grade point average of at least a 3.0 and overall satisfactory performance on pass/no pass courses.
4. Passing of the qualifying examination.
5. Appointment of doctoral study committee – A completed [Graduate School form](#) is required (see [Appendix E](#)) and scheduling of proposal meeting.
6. [IRB](#) approval [obtained](#) and HIPAA Training [completed](#).
7. Dissertation proposal is approved by committee.
8. [Admission to Candidacy](#) - This must occur no later than two terms before expected graduation. A Graduate School form is required (see [Appendix F](#)). Documentation of IRB approval must accompany this form when you submit it to the graduate school.
9. [Application for Degree](#) – You must submit your application to the Graduate School no later than three weeks into the expected term of graduation (See [Appendix G](#)). Graduate School deadlines are located [here](#).
10. Completion of dissertation to be submitted for defense. See **Section 6.4** above for deadlines for submission to committee.
11. Request for dissertation approval forms (See [Appendix H](#)). This must be done [online](#) at least two weeks before the defense date. This form serves as official notification to the Graduate School of your public defense, and the information will be entered into the Graduate School Calendar of Events and into the Graduate School tabs on BlazerNET. *You also must post fliers in your department announcing your public defense.*
12. Final defense – The final defense must take place no later than 30 days before the expected date of graduation (see [Graduate School deadlines](#)).

13. A single PDF of the committee-approved dissertation document must be submitted to the [UAB/ProQuest website](#) no later than 2 weeks following the public defense.

14. One copy of dissertation on 100% rag bond paper must be submitted to the Department of Health Behavior. The Department will have this copy bound and will pay for the binding.

15. *Conferring of degree will occur if there are not any financial holds.* If there are, then the diploma and transcript cannot be released to the student.

8

Useful Information

Departmental Office Policies and the names of key personnel and places are outlined below. Other helpful documents are the [SOPH Catalog](#), the [SOPH Academic Calendar](#) and the [UAB Graduate School Catalog](#).

Office Policies

Phones:

Phones are available for student use in the Ryals Building first floor lobby near the elevators.

Mail:

Faculty mailboxes are in the departmental reception area. You may leave material for faculty in these boxes.

Copying:

A copier is accessible for all students in the School of Public Health Copy Room in the Ryals Building, for assistance call (205) 934-7536.

Reserving Conference and Classrooms and Equipment (e.g., pointer, laptop):

Conference* and classrooms are to be reserved through [25 Live](#). Equipment is to be reserved for use and will be addressed by the MITS Department. Contact information for MITS: Phone: (205) 934 -7731; Location: Ryals 127

*The Health Behavior Conference Room can be reserved through the HB office staff.

People and Places

Dean's Office:

Max Michael, M.D. is Dean of the School of Public Health.

Peter Ginter, Ph.D. is the Associate Dean for Graduate Education

Office of Student and Academic Services:

Cheryl Johnson, MEng, is Director of Academic Accountability Services. Her number is (205) 934-4996.

Internships & Career Services:

Kimberly Hunter, M.Ed., is the Student Engagement and Internship Coordinator for the School of Public Health. Her number is (205) 934-7791.

Financial Aid:

The UAB Office of [Student Financial Aid](#) number is (205) 934-8223.

Registration:

You will register by computer through [BlazerNet](#). Before registering you must meet with Ms. Julie Brown to receive their Registration Access Code (RAC).

Other Useful Phone numbers:

Barnes & Noble Blazer Bookstore	(205) 996-2665
International Scholar and Student Services	(205) 934-3328
Graduate School	(205) 934-8227
Key Control	(205) 934-3708
Lister Hill Library	(205) 934-2230
Mervyn Sterne Library	(205) 934-6364
Student Health Services	(205) 934-3580
Student Housing	(205) 934-2092
UAB Parking	(205) 934-3513
UAB Police	(205) 934-4434
Emergency	911
Escort Service	(205) 934-8772

Public Health Student Association Representative:

Public Health Student Association (PHSA) elections are typically held during the fall term for departmental representatives. Students from each department elect one to two representatives. [Mrs. Kimberly Hunter](#) is the staff advisor. Her number is (205) 934-7791.

Computer and Network Access

Computers are available for your use in the Computer Resource Lab (CRL) located on the first floor in the Ryals Building. **You need to obtain an access account and an e-mail address (Blazer ID) by contacting the CRL staff at (205) 934-7731.** Hardware and software support are provided by the CRL staff. You must advise the department of your e-mail address. You can e-mail the information to jebrown@uab.edu. **It is your responsibility to ensure that the department has your current UAB e-mail address and telephone number.** This will enable you to receive important information from the Department regarding School and University deadlines as well as research, internship, and employment opportunities.

Professional Meetings

Student involvement in national public health organizations, as well as attendance at national professional meeting, is encouraged. Below is a list of recommended organizations in which you are encouraged to participate.

- Alabama Public Health Association www.alphassoc.org
- American Association of Cancer Education www.aaceonline.com
- American College of Preventive medicine www.acpm.org
- American Diabetes Association www.diabetes.org
- American Evaluation Association www.eval.org
- American Professional Society on the Abuse of Children www.apsac.org
- American Psychological Association www.apa.org
- American Public Health Association www.apha.org
- Association for Prevention Teaching & Research www.aptrweb.org
- Association for Psychological Science www.psychologicalscience.org
- International Society for Prevention of Child Abuse and Neglect www.ispcan.org
- Society for Adolescent Health & Medicine www.adolescenthealth.org
- Society for Research in Child Development www.srcd.org
- Society of Behavioral Medicine www.sbm.org
- Society of Public Health Educators www.sophe.org
- The Obesity Society www.obesity.org

Seminars

There are a variety of seminars that take place on campus. In the department, we offer monthly seminars. We also have a monthly journal club. Please look for announcements on the bulletin boards in the first floor student lounge and outside the department suite and via emails from faculty and the Coordinator of Graduate Academic Programs.

Appendices

Appendix A: Department of Health Behavior Faculty Research Interests and Contact Information

Name	Research Interests	Campus Address	Telephone	UAB E-Mail
David Coombs, Ph.D. (Retired)	Mental health issues/suicide prevention; community-based interventions	RPHB 227	(205) 305-9210	dcoombs@uab.edu
Susan Davies, Ph.D., Associate Professor	Adolescent pregnancy/ HIV/STI prevention, mental health of men/boys, family resilience in low-resource communities	RPHB 227	(205) 975-8049	sdavies@uab.edu
Kevin Fontaine, Ph.D., Professor & Chair	Obesity treatment; resistance exercise; placebo & expectancy effects; ketogenic diets; healing	RPHB 241C	(205) 975-8397	kfonta1@uab.edu
Frank A. Franklin, M.D., Ph.D., M.P.H., (Emeritus)	Nutrition problems and policies, pediatrics, school nutrition promotion programs, international nutrition	RPHB 227	No office phone	frankln@uab.edu
Melissa Galvin, Ph.D., M.P.H. (Emerita)	Community Based Participatory Research (CBPR), hepatitis; senior citizens, health communications	RPHB 227	(205) 934-6020	mgalvin@uab.edu
Peter Hendricks, Ph.D., Associate Professor	Addiction, novel interventions, clinical trials, expectancies, motivation, positive psychology	RPHB 434E	(205) 934-6020	phendricks@uab.edu
Connie Kohler, Dr.P.H. (Emerita)	Tobacco, chronic disease, health communication, Entertainment-education	RPHB 227	(205) 975-6020	ckohler@uab.edu
Robin Gaines Lanzi, Ph.D., M.P.H., Associate Professor, Graduate Program Director	Reducing family and child health disparities and promoting positive youth development; parenting and home visiting programs; faith and spirituality; mental health needs of women and children; HIV/STI; Mhealth; community based participatory research (CBPR)	RPHB 227	(205) 934-8071	rlanzi@uab.edu
Ann Elizabeth Montgomery, Ph.D., M.P.A., M.S.W., Assistant Professor	Homelessness and housing; Veterans; universal screening to identify individuals experiencing homelessness and risk; interventions to prevent and end homelessness; vulnerable populations and related health disparities	RPHB 227M	(205) 934-0505	aemontgo@uab.edu
Greg Pavela, Ph.D. Assistant Professor	Environmental and early life determinants of health and adiposity; methods for causal inferences about the effects of social determinants on adiposity; socioeconomic status and health	RPHB 227	(205) 934-6020	pavela@uab.edu
Dori Pekmezi, Ph.D., Assistant Professor	Chronic disease prevention, health communication, physical activity, health disparities	RPHB 227	(205) 934-6020	dpekmezi@uab.edu

Appendix B:

Evaluation/Research Methods/Statistics Electives

The following courses are recommended by the Department of Health Behavior to fulfill the PhD Program requirement of six credit hours of electives in evaluation/research methods/statistics. Some courses are taught in the Department; others are taught elsewhere in the School of Public Health, at UAB or at the University of Alabama at Tuscaloosa (UA). Only courses carrying graduate credit are allowed. You and your advisor select specific courses based on your needs and interests.

The list is not exhaustive. Appropriate courses not on this list may be considered and approved by your academic advisor.

DEPARTMENT OF HEALTH BEHAVIOR

HB 701	Theory Based Measurement Development
HB 740	Advanced Health Program Evaluation

DEPARTMENT OF EPIDEMIOLOGY

EPI 603	Injury-Epidemiologic Principles and Prevention Strategies
EPI 606	The Epidemiology of Cardiovascular Disease
EPI 607	Fundamentals of Clinical Research
EPI 612	Nutritional Epidemiology
EPI 616	Environmental Epidemiology
EPI 617	Occupational Epidemiology
EPI 625	Quantitative Methods in Epidemiology
EPI 626	Introduction to Data Analysis with SAS.
EPI 709	Theoretical Basis of Epidemiology
EPI 710	The Analysis of Case Control Studies

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY

HCO 628	Qualitative & Mixed Methods Research in Public Health
HCO 631	Public Health Demography
HCO 677	Patient-Based Outcomes Measurement

UAB School of Nursing

NRM 777	Mixed Methods Research I: Introduction to the Field
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UAB School of Education, Department of Community Health and Human Services

CHHS 689	Intervention Strategies Health Education/Promotion
CHHS 697	Evaluation of Health Education/Promotion Programs

Appendix C:

Suggested Social and Behavioral Science Electives

The following courses are recommended by the Department of Health Behavior to fulfill the PhD Program requirement of nine credit hours of electives in the areas of social and behavioral sciences. Some courses are taught in the Department; others are taught elsewhere in the School of Public Health, at UAB or at the University of Alabama at Tuscaloosa (UA). Only courses carrying graduate credit are allowed. You and your advisor select specific courses based on your needs and interests.

The list is not exhaustive. Appropriate courses not on this list may be considered and approved by your academic advisor.

DEPARTMENT OF HEALTH BEHAVIOR

HB 602	Alcohol and Drug Abuse
HB 605	Physical Activity in Public Health
HB 608	Women's Health and Social Behavior - online
HB 609	African American Health Issues - online
HB 627	GIS for Public Health
HB 635	Communities, Family, & Health
HB 638	Public Health Aging - online
HB 660	Adolescent Health: A Social and Behavioral Science Perspective
HB 692	Principles and Practices of Community Organization - online
HB 706	Energetics: Scientific Foundations of Obesity and Other Health Aspects

DEPARTMENT OF EPIDEMIOLOGY

EPI 603	Injury – Epidemiologic Principles
EPI 613	Cancer and Epidemiology
EPI 621	AIDS/HIV & STD's
EPI 635	Genetics in Public Health
EPI 708	Tropical/Infectious Diseases

DEPARTMENT OF HEALTH CARE ORGANIZATION AND POLICY

HCO 608	Reproductive Health
HCO 619	Social Work in Public Health
HCO 628	Qualitative & Mixed Methods Research in Public Health
HCO 631	Public Health Demography
HCO 670	Social and Ethical Issues in Public Health
HCO 677	Patient-Based Outcomes Measurement

UAB School of Education, Department of Community Health and Human Services

CHHS 502	Mental Health and Stress Management
CHHS 523	Human Sexuality
CHHS 526	Student Health & Wellness Center Peer Education
CHHS 527	Peer Education

Appendix D:

Department of Health Behavior

Joint PhD Program

**Doctor of Philosophy in Health Education and Health Promotion
Curriculum Planning Form**

<i>Students receiving a MSPH or PhD are required to complete a 37 hour, self-paced online course entitled "Overview of Public Health" by the end of their second semester. Students with prior public health education (coursework in each of the public health core disciplines) or experience (5 years in public health) may be waived from this requirement by permission of the Associate Dean</i>						
Name:			Admission Date:			
Banner ID:			Candidacy Date:			
Current GPA:			Graduation Date:			
Course Name	Term Course Available			Credit Hours	Term /Year Taken	Grade
	Fall	Sp r	Su m			
Departmental Requirements: 18 hours						
*Sequenced Courses offered every other year taken in this order: HB 724, 741 (fall), 736 (spring) & HB 737 (following fall)						
*HB 724: Advanced Social and Behavioral Science Theory for Doctoral Candidates	X			3	Every Other Fall	
*HB 741: Advanced Research Methods in the Behavioral Sciences	X			3	Every Other Fall	
*HB 736: Intervention Development I		X		3	Every Other Spring	
*HB 737: Intervention Development 2	X			3	Every Other Fall	
HB 703: Writing for the Behavioral Sciences			X	3	Summer	
GRD 717 or HCO 670: Responsible Conduct of Research Course	X	X		3	During first 4 semesters	
Joint Courses include Doctoral Seminar, Health Education / Health Promotions Electives, Advanced Research & Stats Methods Courses, Evaluation/Research Methods/Stats Electives, Directed and Dissertation Research hours						
HB 770: Doctoral Studies Seminar	X	X		1		
HB 770: Doctoral Studies Seminar	X	X		1		
HB 770: Doctoral Studies Seminar	X	X		1		
Health Education / Health Promotions Electives Courses: 9 hours*						
	X	X	X	3		
	X	X	X	3		
	X	X	X	3		

Health Education / Health Promotions Advanced Research & Statistical Methods: Select 13 hours; during first 6 semesters						
EPI 610: Prin of Epidemiologic Research	X			4	During first 6 semesters	
BST 611: Intermediate Statistical Analysis I	X			3	During first 6 semesters	
BST 612: Intermediate Statistical Analysis II/		X		3	During first 6 semesters	
EPR 609: Statistical Methods and Research in Education	X	X		3	During first 6 semesters	
EPR 710: Statistical Methods and Research in Education: Intermediate		X	X	3	During first 6 semesters	
Qualitative or Mixed Methods Research	X	X	X	3	During first 6 semesters	
Health Education / Health Promotions Evaluation/Research Methods/Stats Elective Courses: 6 hours*						
	X	X	X	3		
	X	X	X	3		
Health Education / Health Promotions Directed Research: Minimum 12 hours						
HB 798/HE 702: Directed Research	X	X	X	3		
HB 798/HE 702: Directed Research	X	X	X	3		
HB 798/HE 702: Directed Research	X	X	X	3		
HB 798/HE 702: Directed Research	X	X	X	3		
Qualifying Exam						
Must complete 75% of didactic coursework						
Dissertation Proposal						
Date of Dissertation Proposal						
Health Education / Health Promotions Dissertation Research: Min of 12 hours over the course of at least 2 semesters candidacy						
HB/HE 799: Dissertation Research	X	X	X	3		
HB/HE 799: Dissertation Research	X	X	X	3		
HB/HE 799: Dissertation Research	X	X	X	3		
HB/HE 799: Dissertation Research	X	X	X	3		
Dissertation Defense						
Date of Dissertation Defense						
Minimum Credit Hours Earned for Degree				73		
Student's Signature						
Advisor's Signature						

Appendix E: Graduate Study Committee Letter



Before continuing, please read the following instructions for submitting a Graduate Study Committee Letter.

- Be sure to use the approved Graduate Study Committee Letter. **Substitute forms will not be accepted.**
- Be sure to use the faculty member's full and professional name. **Initials and partial names will not be accepted.**
- Check the Graduate School Faculty Website (<http://www.uab.edu/graduate/faculty/gradfaclist>) for faculty members with approved graduate faculty status. If the faculty members are listed on this page, begin completing your Graduate Study Committee Letter.
- If a faculty member is not listed on this website, Graduate Faculty status must be obtained **prior** to that person being listed on this Graduate Study Committee recommendation form.

Committee members will need one of the three approved Graduate Faculty appointments—full Graduate Faculty, AdHoc or Adjunct. Click here to review the definitions of the graduate faculty appointments.

- To obtain **full Graduate Faculty**, the faculty members should submit the Graduate Faculty Appointment form (<http://www.uab.edu/graduate/images/acrobat/forms/gradfac/facdata.pdf>), current CV and recommendation letter from the program director.
- To obtain an **Ad Hoc** faculty appointment, the student's department should submit a current CV and memo from the program director requesting this status.
- To obtain an **Adjunct** faculty appointment, the student's department should submit a current CV and memo from the program director requesting this status.

MEMORANDUM
MUST BE TYPED

TO: Graduate School Date: _____

FROM: _____
(Program Director's Name) (Signature)

SUBJECT: Graduate Committee for _____

I would like to request the following Graduate Study Committee be appointed for
_____ who is enrolled in the Department of
_____ graduate program and is working
toward the degree of _____.

The Graduate Study Committee will be

_____, Chair
Name Blazer ID Department/Program

_____, Advisor
Name Blazer ID Department/Program

_____, Mentor
Name Blazer ID Department/Program

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Last First MI Dept. Blazer ID Email Address

Check one: Plan I: Thesis/Dissertation Plan II: Non Thesis

TITLE: _____

Blazer ID _____

Email Address _____

By means of this memorandum, I am asking the above named faculty members to serve as the Graduate Student
Committee for _____. Thank you for undertaking this important Graduate School activity.

Dean, UAB Graduate School

Appendix F: Admission to Candidacy

Please click on this link for the [Admission to Candidacy](#) forms.

Appendix G: Application for Degree



Please carefully follow the below Instructions for submitting an application for degree for a doctoral graduate program.

- All applications for degree must be typed.
- All applications for degree must be hand-delivered or sent as an email attachment (mcjones@uab.edu). We cannot accept faxed applications for degree.
- All applications for degree must arrive at the Graduate School with all required signatures (advisor, program director, etc). **Check with your department as some programs may require the form to be submitted directly to the department (i.e. School of Education).**
- You must be registered for graduate level courses in the semester in which you apply for graduation.
- The graduation fee (\$50 for first time application; \$25 for reorder applications) will be added to your student account within 2-3 weeks after receipt of your application for degree. Please do **not** submit a check with this form.
- The Graduate School's deadline for submitting the application for degree can be found at: <http://www.uab.edu/graduate/deadline-dates#graduation>. However, always check with your graduate program as some programs have earlier deadline dates and slightly different procedures.
- Additional information for completing a doctoral degree can be found at: <http://www.uab.edu/graduate/area-3/completing-a-graduate-degree>
- Additional information for Dissertation requirements can be found at: <http://www.uab.edu/graduate/theses-and-dissertations-at-uab>

If you have any questions about submitting the application for degree, please contact Marla Jones (mcjones@uab.edu).

Note: The Doctoral of Nursing Practice (DNP) application for degree can be found at <http://www.uab.edu/nursing/home/nursing-quicklinks/catalogs/115-frontdoor/prospective-student/443-current-student-forms>

**THE UNIVERSITY OF ALABAMA AT BIRMINGHAM
APPLICATION FOR DEGREE - DOCTORAL DEGREE**

FORM MUST BE TYPED - Use both upper and lower case

You will be billed for the \$50 graduation fee or the \$25 reorder fee. Your diploma cannot be mailed if you owe any fees to UAB.

Date of Application _____ Degree for which you are applying (EDD, DRPH, DSc, DPT, PhD) _____ December April August
Indicate month you expect to receive degree; enter year _____

Type your name above as you wish it to appear on your diploma _____ Banner Student Number _____

Street Address _____

City, _____ State, _____ ZIP _____ UAB Email Address _____
(Your diploma will be mailed to this address. If you change your address, you must notify the Graduate School). (Notifications will only be sent to your UAB email address)

Graduate Program _____

Dissertation Title:

Mentor/Advisor: _____

Chair of Committee if other than mentor/advisor: _____

Courses enrolled in for the semester of graduation:

Sem/Year	Course Prefix	Course Number	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Transfer of credit from another institution:

Institution Name _____				
Sem/Year	Course Prefix	Course Number	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Courses with grades of I, N, or O to be removed:

Sem/Year	Course Prefix	Course Number	Hours	Credit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Notes

Applicant's Signature: _____

APPROVALS:

Advisor _____ Date _____ Graduate Program Director _____ Date _____

Department Coordinator (School of Public Health) _____ Date _____

Appendix H:

Please click on this link for the [Request for Dissertation Approval Forms](#).

Appendix I:

JAB SCHOOL OF PUBLIC HEALTH
DIRECTED RESEARCH EVALUATION
(Please Print or Type)

Student: _____

Mentor: _____

Semester & Year: _____

Please answer the following questions based on the student's performance.

(SA=strongly agree, A=agree, N=neither agree nor disagree, D=disagree, SD=strongly disagree,
NA=not applicable)

The student was adequately prepared to meet the objectives of the directed research.

SA A N D SD NA

Comments: _____

The student kept me informed of his or her progress.

SA A N D SD NA

Comments: _____

The student completed any necessary progress reports in an adequate and timely manner.

SA A N D SD NA

Comments: _____

Please comment on any strengths or weaknesses of the student's performance not covered in these questions.

Final Grade assigned: PASS FAIL INCOMPLETE

Mentor's Signature: _____ Date: _____

Please return the completed form to:

Julie Brown, MS
Coordinator of Academic Programs
RPHB 227
1530 3rd Ave S
Birmingham AL 35294-0022
Phone: 205 975-8075
Fax: 205 934-9325
Email: jebrown@uab.edu

Appendix J

UAB Graduate Health Behavior Student Achievements 2016-17

Directions: Please enter information about your achievements in the following areas: scholarly papers/abstracts submitted for publication and/or presentation; scholarships, grants, fellowships and assistantships received; professional or community service activities, awards and recognition; special skills, training or certification; and anticipated dates (*or if you have already completed please enter the dates*) to meet program requirements. The inclusion dates are June 2016 – May 2017.

NAME: _____ FACULTY ADVISOR: _____

Year Entered the Program: _____

I. Scholarly Papers/ Abstracts Submitted for Publication

Authors' Names	Title	Journal	Date

II. Scholarly Papers/Conference Abstracts Accepted for Publication and /or Presentation at Professional Meetings

Authors' Names	Title	Journal/Meeting	Date

III. Scholarships, Grants, Fellowships, and Assistantships (specify title and source)

Title and Source

IV. Professional Service Activities, Awards, and Recognition

Description of Service, Award or Recognition

V. Community Service Activities, Awards, and Recognition

Description of Service, Award or Recognition

VI. Special Skills, Training or Certification (beyond required coursework)

Description of Skill, Training or Certification

VII. Additional Honors or Special Acknowledgements (not listed above)

Description of Service, Award or Recognition

VIII. Additional Information that you feel is relevant

Description

IX. Anticipated/Completed Dates to Meet Program Requirements

Core Comp I	Proposal Defense	Final Defense

Indicate date using semester and year, e.g. Spring 2016

Faculty Signature _____

Student Signature _____

Appendix K

Pre-requisites for Doctor of Philosophy Degree Program in Health Education and Health Promotion Health Behavior Department, UAB School of Public Health

Student: _____

Date Reviewed: _____

All students must have their transcripts reviewed by the Health Behavior Director of Academic Programs and the Graduate Program Coordinator prior to registration to determine whether the following pre-requisites are met.

Any pre-requisite that is not met must be taken during the first year in the doctoral program.

Please note that these courses will not count towards the degree credit hour requirement.

Pre-Requisite	Indicate whether the pre-requisite has been met	Indicate the course that satisfies the pre-requisite requirement
Biostatistics (BST 601)	<input type="radio"/> Met <input type="radio"/> Not Met	
Research Methods/Design (HB 641)	<input type="radio"/> Met <input type="radio"/> Not Met	
Designing/Evaluating Health Promotion Programs/Interventions (HB 636 or 643)	<input type="radio"/> Met <input type="radio"/> Not Met	

Suggested UAB courses in parenthesis

Dr. Robin Lanzi, Director of Academic Programs
Signature and Date

Student
Signature and Date