

STUDENT HANDBOOK

DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY GRADUATE PROGRAMS (version August 2009)

TABLE OF CONTENTS

TOPIC	Page
INTRODUCTION	2
GRADUATE REQUIREMENTS	3-25
Doctoral (PhD) Program	3-8
Master of Science (MS) Program	9-12
Doctoral (DrPH) Program	13-17
Master of Public Health (MPH) Bioscience of Infectious Diseases (BID) Program	18-21
Master of Public Health (MPH) Community and Behavioral Intervention of Infectious Diseases (CBIID) Program	22-25
GUIDELINES FOR REQUIREMENTS.....	26-34
Examinations	26-28
Master	26
Doctoral.....	27-28
Committees.....	29-32
Dissertation	29
Thesis	30
Essay	32
Written Requirements	29-33
Dissertation	29-30
Thesis	31
Essay	32-33
Graduation	34
Application for Graduation	34
Electronic Theses & Dissertations (ETDs).....	34
IDM Exit Interview	34
TRANSFER BETWEEN PROGRAMS IN IDM.....	35
IDM FACULTY RESEARCH INTERESTS.....	36
APPENDICES.....	37-42

INTRODUCTION

Students – Welcome to the Department of Infectious Diseases and Microbiology! This **Student Handbook** will be an important resource as you navigate through the components of the graduate program toward your objective of completing your degree. The information provided in this document is meant as a guide and includes specific details about the requirements for completion of your degree. It should be your first source of information regarding your coursework, preliminary and comprehensive examinations, and requirements for graduation. Be sure to always consult this document first when you have a question. Keep in mind that policies may change. The department will make efforts to keep you informed of any changes in requirements, procedures, or policies arise that may impact the completion of your degree. Please make every effort to attend information sessions, departmental retreats, and other activities where information will be shared about changes, new initiatives, and opportunities for students.

Faculty – This document is meant to serve as the requirements, policies, and procedures guide for the operations of our graduate program. Please use it as resource while serving as the major advisor for IDM graduate students.

Students & Faculty – Be aware of and adhere to the academic integrity policies of the University of Pittsburgh. The complete Guidelines on Academic Integrity are available online at <http://www.pitt.edu/~provost/acguidelinespdf.pdf>.

DOCTOR OF PHILOSOPHY (PhD) PROGRAM

I. SUMMARY OF REQUIREMENTS

A. Required Courses

1. Department Required Courses

Course Number	Course Name	Credits
IDM 2001	Molecular Biology of Microbial Pathogens	3
IDM 2002**	Molecular Virology	2
IDM 2003	Host Response to Microbial Infection	2
IDM 2004	Viral Pathogenesis	2
IDM 2021	Special Studies in Microbiology	Varies each semester
IDM 2023	Microbiology Laboratory	2
IDM 2025	Microbiology Seminar	1
IDM 2420**	Experimental Virology	1
EPIDEM 2160	Epidemiology of Infectious Disease	2
MSMVM 3410	Microbial Pathogenesis	2
INTBP 2290	Scientific Ethics	1
BIOST 2041*	Introduction to Statistical Methods	3
EPIDEM 2110*	Principals of Epidemiology	3

2. GSPH Required Courses

Course Number	Course Name	Credits
PUBHLT 2022*	Public Health Grand Rounds	0 (two semesters)

3. Electives

Three elective courses must be completed. Possible courses are listed below. Advisors can approve other courses.

IDM 2032	Human Diversity and Public Health	2 credits	Summer
IDM 2034	Control and Prevention of HIV/AIDS, STDs	2 credits	Fall
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3 credits	Spring
IDM 2161**	Methods Infectious Disease Epidemiology	1 credit	Spring
EPIDEM 2180**	Epidemiological Methods	2 credits	Spring
EPIDEM 2260 **	Epidemiological Basis for Disease Control	2 credits	Fall
MSBMG 2510	Biochemistry of Macromolecules	2 credits	Spring
MSMVM 3450	Herpes Virology	2 credits	Spring
MSMVM 3465	Gene Delivery	2 credits	Spring

B. Required Examinations

1. *Doctoral Preliminary Examination*

Each student must pass an oral preliminary examination designed to test their ability to analyze and to interpret a scientific paper in the field of molecular biology, microbiology, immunology or infectious diseases, as well as to demonstrate an understanding of the associated broader concepts. A student must take the examination during the month of June in the first year of study. One week in June is identified during the academic year so faculty and students can block this time off to ensure all exams are scheduled and held in a timely fashion. It is expected that all students will take their exam during this week. See *Guidelines for Requirements* for additional information.

2. *Doctoral Comprehensive Examination*

Each student must pass a comprehensive examination that will consist of an oral examination covering both broad concepts in infectious diseases, immunology, virology, and related areas, as well as research methods in these areas. The exam is held in the month of July during the second year of study. One week in July is identified during the academic year so faculty and students can block this time off to ensure all exams are scheduled and held in a timely fashion. It is expected that all students will take their exam during this week. See *Guidelines for Requirements* for additional information.

C. Research

1. *Selection of Research Topic and Major Advisor*

After passing the preliminary examination students must choose an area of research and an appropriate faculty advisor prior to the summer term of their first year. To assist in the selection of a research advisor and laboratory, the Department operates a schedule of laboratory rotations during the first year in the graduate program. Faculty who are able to provide semester long rotations to first year students and a 4 year position for second year doctoral students, give a presentation of their research focus to new students early during the fall semester of the first year.

2. *Submission and Approval of Research Proposal*

After passing the doctoral comprehensive exam, the student must submit a research proposal to their dissertation committee for approval. The comprehensive examination will be held in July, so their **first dissertation committee meeting must be held by mid-December**. Upon approval of the research proposal, which is the purpose of the first committee meeting, the student will continue to work towards completion of the dissertation work.

3. *Yearly Dissertation Committee Meetings (policy updated August 2007)*

It is required that the student present a concise progress report of their research every 12 months for review by the dissertation committee at an official committee meeting. **All students in their second year and above are required to hold a dissertation committee meeting in the fall term (policy updated August 2009)**. The format is flexible, but should include at minimum a narrative and tables/figures of the research data. A minimum of three dissertation meetings are required by the graduate program prior to graduation. If a student does not complete their degree program in five (5) years, upon beginning their 6th year of study they will be required to hold a minimum of two (2) dissertation committees in that 6th year. In the rare instance that a student enters into a 7th year of study, they will be required to hold a minimum of four (4) dissertation committee meetings in that 7th year.

4. *Fourth Year Seminar (policy instituted August 2008)*

As part of the Departmental Research Series and Journal Club, all fourth year PhD students will be required to give a seminar on their work in the spring near the end of the fourth year. The presentation will be evaluated by the faculty in attendance. Attending faculty will be provided an evaluation form

prior to the seminar and the Director of the IDM PhD program will compile and review these evaluations and discuss them with the student. The evaluation criteria will include presentation skills, presentation organization, graphics, clarity in word choice and diction, introduction and summary, etc., with emphasis on the presentation. Although input is regularly provided from the student's dissertation committee on the project, experimental design, data, analyses, approaches, and feasibility, it nonetheless is likely that feedback on these aspects of the content might also be provided.

5. *Publication of Papers* (policy instituted August 2005)

It is required that students have two papers published or in press at the time of their dissertation defense. One of these papers must be a first author publication.

6. *Dissertation Defense*

Upon completion of the dissertation work, the student will present his/her work in an open seminar and defend their dissertation in a closed oral examination with their dissertation committee. The defense must be held in the GSPH. The student must work with the Academic Coordinator at least two months in advance of the anticipated defense date to coordinate the announcement of the defense and finding a suitable room. It is the student's responsibility to find an appropriate date for the defense, and all efforts should be made to consult the calendars of the Department Chair and Director of IDM Graduate Programs so they are aware of the defense and attend it. See *Guidelines for Requirements* for additional information.

7. *Additional Policies and Regulations*

Note that the University's policies related to doctoral PhD programs can be found at <http://www.pitt.edu/~graduate/regphd.html#doctor>. Students are advised to read this information.

II. PhD PROGRAM LEARNING OBJECTIVES

Upon completion of the PhD degree, the graduate will be able to:

- Demonstrate knowledge of the molecular biology of hosts and pathogens and how pathogenesis of infectious diseases evolves from the interactions of organisms on a molecular level.
- Demonstrate knowledge of the mechanisms of innate and acquired immunity and the role of immune functions in health and disease.
- Demonstrate an ability to analyze and interpret data from a scientific publication in the field of molecular biology, microbiology, immunology, or infectious diseases.
- Show an ability to think independently and demonstrate comprehensive knowledge in a specific area of microbiology related to the student's dissertation work.
- Write and defend the merits of a research proposal in a field of their research.
- Conduct independent laboratory-based research leading to a first author publication in a professional peer-reviewed journal.

III. PhD PROGRAM REGULATIONS⁺

- A. All students must choose their dissertation mentor from the IDM primary and secondary faculty. Only in unusual circumstances may a student petition to have their IDM graduate research project mentored by a non-IDM faculty member. This request will be subject to review and approval by the Director of IDM Graduate Programs and the Department Chair.
- B. Credit requirement: a minimum of 72 credits of graduate study is required for doctoral degrees in the Graduate School of Public Health.
- C. A grade average of at least a B (GPA = 3.0) and a least a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student's GPA falls below 3.0 the

student, advisor, and department receive notice from the school's Student Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to take the preliminary and comprehensive examinations, and to graduate. A doctoral student receiving a grade of "C" or lower in any graduate course will be required to take the course again and achieve a grade of "B" or higher.

- D. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned the GSPH Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course. GSPH EPCC approved this policy on May 21, 2009. If approved by GSPH Council, this policy will be effective for all incoming students in August, 2009.
- E. In the preliminary examination, the student must demonstrate an ability to analyze and interpret data as well as breadth and depth of understanding of associated concepts.
- F. In the comprehensive examination, the student must demonstrate mastery of the general field of doctoral study, acquisition of both breadth and depth in the area of specialization within the general fields, and the ability to use the research methods of the discipline. (*Taken from Univ. Regulations Governing Graduate Study at the University of Pittsburgh, Oct. 1991*).
- G. Normally, full-time students enroll for no more than 15 credits per term during their first two years of study.
- H. At least one-half of the credits earned in a doctoral degree program must be at the graduate level (the 2000 or 3000 series). **No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.**
- I. Doctoral degrees are conferred only to those students who have completed all course requirements with at least a 3.0 GPA, completed a successful dissertation defense, and all other requirements for graduation.
- J. A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g., writing of a dissertation) is required - if University facilities or faculty time are being used - to register for at least one credit or full-time dissertation research (FTDR) each term, or for a greater number of credits as the school or department considers appropriate.
- K. Full-time doctoral students should complete their degree within five (5) years after admission to the program.
- L. Two hard bound copies of the approved dissertation are required to be submitted, one each to the faculty advisor and the IDM academic office. The finalized electronic dissertation (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs.

IV. SUGGESTED SEQUENCE OF COURSES

1st
year

Fall Term

Course Number	Course Name	Credits
IDM 2001	Molecular Biology of Microbial Pathogens	3
IDM 2003	Host Response to Microbial Infection	2
IDM 2021	Special Studies in Microbiology (Lab Rotation I)	4
IDM 2023	Microbiology Laboratory	2
IDM 2025	Microbiology Seminar	1
EPIDEM 2110	Principals of Epidemiology	3
PUBHLT 2022	Pubic Health Grand Rounds	0
		TOTAL 15

Spring Term

Course Number	Course Name	Credits
IDM 2002	Molecular Virology	2
IDM 2021	Special Studies in Microbiology (Lab Rotation II)	6-8
IDM 2025	Microbiology Seminar	1
IDM 2420	Experimental Virology	1
MSMVM 3410	Microbial Pathogenesis	2
PUBHLT 2022	Public Health Grand Rounds	0
Elective(s)	See list of recommended electives	1-3
		TOTAL 15

Student chooses advisor after completion of two (2) laboratory rotations.

Summer[^]

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Research)	2
BIOST 2041	Introduction to Statistical Methods	3
INTBP 2290	Scientific Ethics	1
		TOTAL 6

Doctoral Preliminary Examination in JUNE

2nd
Year

Fall

Course Number	Course Name	Credits
IDM 2004	Viral Pathogenesis	2
IDM 2021	Special Studies in Microbiology (Research)	7-9
IDM 2025	Microbiology Seminar	1
EPIDEM 2160	Methods of Infectious Disease Epidemiology	2
Elective(s)	See list of recommended electives	1-3
		TOTAL 15

Spring

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Research)	11-13
IDM 2025	Microbiology Seminar	1
Elective(s)	See list of recommended electives	1-3
		TOTAL 15

Summer^

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Research)	3-6
Elective(s)	See list of recommended electives	1-3
		TOTAL 6

Doctoral Comprehensive Examination in JULY**3rd, 4th, and 5th Years****Fall**

Course Number	Course Name	Credits
FTDR 3999	Full-time dissertation study	0

Spring

Course Number	Course Name	Credits
FTDR 3999	Full-time dissertation study	0

Summer

Course Number	Course Name	Credits
FTDR 3999	Full-time dissertation study	0

Dissertation Defense

Master of Science (MS) Program

I. SUMMARY OF REQUIREMENTS

A. Required Courses

1. Department Required Courses

Course Number	Course Name	Credits
IDM 2001	Molecular Biology of Microbial Pathogens	3
IDM 2002**	Molecular Virology	2
IDM 2003	Host Response to Microbial Infection	2
IDM 2021	Special Studies in Microbiology	Varies each semester
IDM 2023	Microbiology Laboratory	2
IDM 2025	Microbiology Seminar (x four [4] semesters)	1
IDM 2420**	Experimental Virology	1
IDM 2161**	Methods Infectious Disease Epidemiology	1
INTBP 2290	Scientific Ethics	1

2. GSPH Required Courses

Course Number	Course Name	Credits
BIOST 2041*	Introduction to Statistical Methods	3
EPIDEM 2110*	Principals of Epidemiology	3
PUBHLT 2011*	Essentials of Public Health	3
PUBHLT 2022*	Public Health Grand Rounds	0 (two semesters)

3. Electives

One elective course must be completed. Recommended courses are listed below. Advisors can approve other courses.

IDM 2004**	Viral Pathogenesis	2 credits	Fall
IDM 2032	Human Diversity and Public Health	2 credits	Fall
IDM 2034	Control and Prevention of HIV/AIDS, STDs	2 credits	Fall
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3 credits	Spring
IDM 2030**	Retrovirology	2 credits	Fall
EPIDEM 2180**	Epidemiological Methods	2 credits	Spring
EPIDEM 2260 **	Epidemiological Basis for Disease Control	2 credits	Fall
MSBMG 2510	Biochemistry of Macromolecules	2 credits	Spring
MSMVM 3415	Experimental Microbial Pathogenesis	1 credit	Spring
MSMVM 3450	Herpes Virology	2 credits	Spring
MSMVM 3465	Gene Delivery	2 credits	Spring

B. Required Examination

Master's Comprehensive Examination

Each student must pass a comprehensive examination that will be designed to test the ability of a student to analyze and to interpret data in the fields of molecular biology, microbiology, immunology, and/or infectious diseases. The format for this examination is the same as for the doctoral preliminary examination (*policy instituted, July 2006*). A student must take the examination when it is scheduled, which is typically during the month of May during their first year of study. In the event of a failure, a student may apply to the Chair of the Department for a re-examination. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program. See *Guidelines for Requirements* for additional information.

C. Research

A. Selection of Research Topic and Major Advisor

After completing two laboratory rotations, students must choose an area of research and an appropriate faculty advisor prior to the summer term of their first year. This is completed in conjunction with input from the student's first year advisor. Students begin their thesis research with their new faculty advisor during the summer semester of their first year and continue through their second year of study. To assist in the selection of a research advisor and laboratory, the Department operates a schedule of laboratory rotations during the first year in the graduate program. Faculty who are able to provide semester long rotations to first year students and a one-year position for second year master's students, give a presentation of their research focus to new students early during the fall semester.

B. Submission and Approval of Research Proposal

The student must submit a research proposal to their thesis committee for approval within five (5) months after passing the comprehensive examination. Upon approval of the research proposal, which is to specifically occur at the first committee meeting, the student will continue to work towards completion of the thesis work. It is required that during this time, the student present a concise progress report of their research at least once during the second year of study, typically as part of a thesis committee meeting. The format is flexible but must include a narrative and tables/figures of the research findings.

C. Presentation of Thesis and Defense

The students will present their work in an open seminar and defend their thesis in a closed oral examination with their thesis committee. See *Guidelines for Requirements* for additional information.

II. LEARNING OBJECTIVES

Upon completion of the MS degree, the graduate will be able to:

- Demonstrate knowledge of the molecular biology of hosts and pathogens and how pathogenesis of infectious diseases evolves from the interactions of organisms on a molecular level.
- Demonstrate knowledge of the mechanisms of innate and acquired immunity and the role of immune functions in health and disease.
- Demonstrate an ability to analyze and interpret data from a scientific publication in the field of molecular biology, microbiology, immunology, or infectious diseases.
- Show an ability to think independently and demonstrate comprehensive knowledge in a specific area of microbiology related to the student's thesis work.
- Conduct relatively independent laboratory-based research.

III. REGULATIONS⁺

- A. All students must choose their thesis advisor from the IDM primary and secondary faculty. Only in unusual circumstances may a student petition to have their IDM graduate research project mentored by a non-IDM faculty member. This request will be subject to review and approval by the Director of IDM Graduate Programs and the Department Chair. In such a case the student will be required to identify a co-advisor from amongst the IDM primary faculty.
- B. Credit requirement: a minimum of 30 credits of graduate study is required for master's of science degrees in the Graduate School of Public Health.
- C. A grade average of at least a B (GPA = 3.0) and a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student's GPA falls below 3.0 the student, advisor, and department receive notice from the school's Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they may be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to take the preliminary and comprehensive examinations, and to graduate.
- D. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned the GSPH Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course. GSPH EPCC approved this policy on May 21, 2009. If approved by GSPH Council, this policy will be effective for all incoming students in August, 2009.
- E. In addition to the requirements for regular students, provisional students must fulfill the other requirements of admission by the end of the first or second term of study at which time they will be re-evaluated and either accepted as a regular student or dismissed from the program.
- F. Successful completion of the master's comprehensive examination.
- G. Normally, full-time students enroll for no more than 15 credits per term.
- H. At least one-half of the credits earned in a master degree program must be at the graduate level (the 2000 or 3000 series). **No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.**
- I. Master's degrees are conferred only to those students who have completed all course requirements with at least a 3.0 GPA and have completed a successful thesis defense.
- J. A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g., writing of a thesis) is required - if University facilities or faculty time are being used - to register for at least one credit each term, or for a greater number of credits as the school or department considers appropriate.
- K. Full-time students are expected to complete their degree within two (2) years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program.
- L. Two hard bound copies of the approved thesis are required to be submitted, one each to the faculty advisor and the IDM academic office. The finalized electronic dissertation (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs.

IV. SUGGESTED SEQUENCE OF COURSES

1st year

Fall

Course Number	Course Name	Credits
IDM 2001	Molecular Biology of Microbial Pathogens	3
IDM 2003	Host Response to Microbial Infection	2
IDM 2021	Special Studies in Microbiology (Lab Rotation I)	4
IDM 2023	Microbiology Laboratory	2
IDM 2025	Microbiology Seminar	1
EPIDEM 2110	Principals of Epidemiology	3
PUBHLT 2022	Public Health Grand Rounds	0
		TOTAL 15

Spring

Course Number	Course Name	Credits
IDM 2002	Molecular Virology	2
IDM 2021	Special Studies in Microbiology (Lab Rotation II)	3-5
IDM 2025	Microbiology Seminar	1
IDM 2161	Epidemiology of Infectious Diseases (Elective)	1
IDM 2420	Experimental Virology	1
PUBHLT 2022	Public Health Grand Rounds	0
Elective(s)		
		TOTAL 15

Student chooses advisor after completion of 2 lab rotations.

Summer

Course Number	Course Name	Credits
BIOST 2041	Introduction to Statistical Methods	3
IDM 2021	Special Studies in Microbiology (Thesis Research)	2
INTBP 2290	Scientific Ethics	1
		TOTAL 6

Master's Comprehensive Examination

2nd Year

Fall

Course Number	Course Name	Credits
IDM 2004	Viral Pathogenesis (Elective)	2
IDM 2021	Special Studies in Microbiology (Thesis Research)	7-12
IDM 2025	Microbiology Seminar	1
EPIDEM 2160	Methods of Infectious Disease Epidemiology	2
Elective(s)	See list of recommended electives	1-3
		TOTAL 15

Spring

Course Number	Course Name	Credits
IDM 2021	Special Studies in Microbiology (Thesis Research)	8-11
IDM 2025	Microbiology Seminar	1
Elective(s)	See list of recommended electives	1-3
PUBLHT 2014	Essentials of Public Health	3
		TOTAL 15

Thesis Defense

DOCTOR OF PUBLIC HEALTH (DrPH) PROGRAM

(unchanged from August 2008)

I. SUMMARY OF REQUIREMENTS

A. Required Courses

1. Department Required Courses

Course Number	Course Name	Credits
IDM 2003	Host Response to Microbial Infection	2
IDM 2021	Special Studies in Microbiology	Varies each semester
IDM 2025	Microbiology Seminar	1
BIOST 2042	Introduction to Statistical Methods II	2
BIOST 2092	Introduction to Computing	1
BIOST 2093	Data Management and Analysis	1
EPIDEM 2160	Epidemiology of Infectious Diseases	2
EPIDEM 2161	Methods of Infectious Diseases Epidemiology	1
EPIDEM 2180	Epidemiological Methods I	2

2. GSPH Required Courses

Course Number	Course Name	Credits
BIOST 2041*	Introduction to Statistical Methods	3
BCHS 2509*	Social and Behavioral Sciences and Public Health	3
EOH 2013*	Environmental Health and Disease	3
EPIDEM 2110*	Principals of Epidemiology	3
HPM 2001*	Introduction to Leadership, Management and Policy for Public Health	3
PUBHLT 2014*	Overview of Public Health	1
PUBHLT 2015*	Public Health Biology	2
PUBHLT 2016*	Capstone: Problem Solving in Public Health	2
PUBHLT 2022*	Public Health Grand Rounds	0 (two semesters)

3. Electives

Four electives must be completed. Recommended list below. Advisors can approve other courses.

BIOST 2016**	Introduction to Sampling	2 credits	Spring
BIOST 2049**	Applied Regression Analysis	2 credits	Spring
IDM 2030**	Retrovirology	2 credits	Fall
IDM 2034	Control and Prevention of HIV/AIDS, STDs	2 credits	Fall
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3 credits	Spring
EPIDEM 2170**	Chronic Disease Epidemiology	2 credits	Spring
EPIDEM 2181**	Design of Clinical Trials	2 credits	Fall
EPIDEM 2260 **	Epidemiological Basis	2 credits	Fall

EPIDEM 2601**	for Disease Control Molecular Epidemiology Laboratory	2 credits	Spring
MSBMG 2520	Eukaryotic Molecular Epidemiology	3 credits	Fall
MSIMM 2210	Comprehensive Immunology	2 credits	Spring
MSMVM 3410	Molecular Pathogenesis	2 credits	Spring

B. Required Examinations

1. Doctoral Preliminary Examination

Each student must pass an oral preliminary examination which will be designed to test their ability to analyze and interpret data from a scientific paper in the field of infectious diseases. A student must take the examination between June in the first year. See *Guidelines for Requirements* for additional information.

2. Doctoral Comprehensive Examination

Each student must pass a comprehensive examination that will consist of either writing a mini-grant proposal in a field of their own research. Either of the above will subsequently be defended orally by the student. The exam is usually held in the month of July during the second year of study. See *Guidelines for Requirements* for additional information.

C. Research

After passing the preliminary examination students must choose an area of research interest and an appropriate faculty advisor before the completion of the fourth consecutive full-time semester. The student must have an accepted research proposal within nine months after passing the comprehensive examination. Upon approval of the research proposal, the student will continue to work towards completion of the dissertation work. It is recommended that during this time, the student present a concise progress report of their research every 12 months for review by the dissertation committee. The format will include a narrative and tables/figures of the research. It is required that students have two papers published or in press upon graduation. One of these papers must be a first author publication. Upon completion of the dissertation work, the students will present their work in a seminar and defend their dissertation in an oral examination. Full-time doctoral students should complete their degree within 5 years after admission to the program. It is recommended that part-time students should complete their degree within 7 years after admission to the program. See *Guidelines for Requirements* for additional information.

II. LEARNING OBJECTIVES

Upon completion of the DrPH degree, the graduate will be able to:

- Demonstrate the ability to critically review peer-reviewed manuscripts in the general field of infectious diseases and public health, with a special scholarly interest to evaluate publications in the student's specific area of doctoral expertise.
- Apply the sum of learned epidemiological and statistical principals to the selection of a topic suitable for presentation to the doctoral committee. The presentation of this doctoral proposal

must be of sufficient scientific rigor and demonstrate clear public health relevance necessary for the DrPH degree.

- Conduct the required scientific research necessary for the completion of the major aims of the proposed doctoral study.
- Defend the completed doctoral dissertation and demonstrate the breadth of knowledge of learned scientific principals and public health impact of the student's chosen research interest.

III. REGULATIONS⁺

- A. All students must choose their dissertation mentor from the IDM primary and secondary faculty. Only in unusual circumstances may a student's petition to have their IDM graduate research project mentored by work with a non-IDM faculty member. This request will be subject to review and approval by the Director of the Academic Program and Department Chair.
- B. Credit requirement: a minimum of 72 credits of graduate study is required for doctoral degrees in the Graduate School of Public Health.
- M. A grade average of at least a B (QPA = 3.00) and at least a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate QPA falls below 3.00.** When a student's QPA falls below 3.00 the student, advisor, and department receive notice from the school's Student Performance Committee. If a student has a cumulative QPA below 3.00 for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative QPA of 3.00 or above to be eligible to take the preliminary and comprehensive examinations, and to graduate. A doctoral student receiving a grade of "C" or lower in any graduate course will be required to take the course again and achieve a grade of "B" or higher.
- C. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned the GSPH EPCC committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course. GSPH EPCC approved the policy on May 21, 2009. If approved by Council, this policy will be effective for all incoming students in August, 2009.
- D. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned the GSPH Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course. GSPH EPCC approved this policy on May 21, 2009. If approved by Council, this policy will be effective for all incoming students in August, 2009.
- E. In the preliminary examination, the student must demonstrate an ability to analyze and interpret data.
- F. In the comprehensive examination, the student must demonstrate mastery of the general field of doctoral study, acquisition of both breadth and depth in the area of specialization within the general fields, and the ability to use the research methods of the discipline. (*Taken from Univ. Regulations Governing Graduate Study at the University of Pittsburgh, Oct. 1991*).
- G. Normally, full-time students enroll for in no more than 15 credits per term.
- H. At least one-half of the credits earned in a doctoral degree program must be at the graduate level (the 2000 or 3000 series). **No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.**
- I. Doctoral degrees are conferred only to those students who have completed all course requirements with at least a 3.00 QPA and completed a successful dissertation defense.
- J. A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g. writing of a dissertation) is required, if University facilities or faculty time are being used, to register for at least one credit or full-time dissertation research

(FTDR) each term, or for a greater number of credits as the school or department considers appropriate.

- K. Full-time doctoral students should complete their degree within 5 years after admission to the program. It is recommended that part-time students should complete their degree within 7 years after admission to the program.
- L. Two hard bound copies of the approved dissertation are required to be submitted, one each to the faculty advisor and the IDM academic office. The finalized electronic dissertation (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs.

IV. SUGGESTED SEQUENCE OF COURSES

1st Year

Fall

Course Number	Course Name	Credits
BIOST 2041	Introduction to Statistical Methods I	3
BIOST 2092	Introduction to Computing	1
BIOST 2093	Data Management & Analysis	1
EPIDEM 2110	Principals of Epidemiology	3
IDM 2021	Special Studies	4
PUBHLT 2014	Overview of Public Health	1
PUBHLT 2015	Public Health Biology	2
PUBHLT 2022	Public Health Grand Rounds	0
		TOTAL 15

Spring

Course Number	Course Name	Credits
BCHS 2509	Social & Behavioral Sciences and Public Health	3
BIOST 2042	Introduction to Statistical Methods II	2
EOH 2013	Environmental Health and Disease	3
EPIDEM 2180	Epidemiological Methods I	2
HPM 2001	Introduction to Leadership, Management and Policy for Public Health	3
PUBHLT 2022	Public Health Grand Rounds	0
Electives	Elective 1 of 4	1-3
		TOTAL 15

Summer[^]

Course Number	Course Name	Credits
IDM 2021	Special Studies	3-6
Electives	Elective 2 of 4	1-3
		TOTAL 6

Doctoral Preliminary Examination

2nd Year

Fall

Course Number	Course Name	Credits
EPIDEM 2160	Epidemiology of Infectious Diseases	2
IDM 2003	Host Response to Microbial Infections	2
IDM 2021	Special Studies	6-10
IDM 2025	Microbiology Seminar	1

Electives	Elective 3 of 4	1-3
		TOTAL 15

Spring		
Course Number	Course Name	Credits
Electives	Elective 4 of 4	1-3
IDM 2021	Special Studies	9-11
IDM 2161	Methods of Infectious Disease Epidemiology	1
PUBHLT 2016	Capstone: Problem Solving in Public Health	2
		TOTAL 15

Summer		
Course Number	Course Name	Credits
IDM 3010	Research and Dissertation	6
		TOTAL 6

Doctoral Comprehensive Examination

3rd, 4th, and 5th Years

Fall		
Course Number	Course Name	Credits
FTDR 3999	Full-time Research and Dissertation	0

Spring		
Course Number	Course Name	Credits
FTDR 3999	Full-time Research and Dissertation	0

Summer		
Course Number	Course Name	Credits
FTDR 3999	Full-time Research and Dissertation	0

Dissertation Defense

MASTER OF PUBLIC HEALTH (MPH) PROGRAM INFECTIOUS DISEASES WITH CONCENTRATION IN BIOSCIENCE OF INFECTIOUS DISEASES (BID)

I. SUMMARY OF REQUIREMENTS

A. Required Courses

1. Department Required Courses

Course Number	Course Name	Credits
IDM 2003	Host Response to Microbial Infections	2
IDM 2021	Special Studies (thesis/essay writing)	3
IDM 2025	Microbiology Seminar	1
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3
BIOST 2042	Introduction to Statistical Methods II	2
BIOST 2093	Data Management and Analysis	1
EPIDEM 2160	Epidemiology of Infectious Diseases	2
EPIDEM 2180	Epidemiological Methods I	2

2. GSPH Required Courses

Course Number	Course Name	Credits
BIOST 2041*	Introduction to Statistical Methods I	3
BCHS 2509*	Social and Behavioral Sciences and Public Health	3
EOH 2013*	Environmental Health and Disease	3
EPIDEM 2110*	Principals of Epidemiology	3
HPM 2001*	Introduction to Leadership, Management and Policy for Public Health	3
PUBHLT 2014*	Overview of Public Health	1
PUBHLT 2015*	Public Health Biology	2
PUBHLT 2016*	Capstone: Problem Solving in Public Health	2
IDM 2007	Practicum	3
PUBHLT 2022	Pubic Health Grand Rounds	0 (two semesters)

3. Required Elective Course

One course must be completed as an elective. Recommended list below. Advisors can approve other courses.

IDM 2004	Viral Pathogenesis	2 credits	Fall
IDM 2008	Public Health Education Methods	2 credits	Summer
IDM 2022**	Special Topics	1-3 credits	Fall, Spring, Summer
IDM 2030**	Retrovirology	2 credits	Fall
IDM 2034	Control and Prevention of HIV/AIDS, STDs	2 credits	Fall
IDM 2036	Social Organization of Infectious Disease	2 credits	Summer
PUBHLT 2018	Overview of LGBT Health Disparities	2 credits	Fall

PUBHLT 2020**	Advanced Topics in LGBT Research	3 credits	Spring
BCHS 2520	Theories Health Behavior & Health Education	3 credits	Fall
BIOST 2016**	Introduction to Sampling	2 credits	Spring
EPIDEM 2181**	Design of Clinical Trials	2 credits	Fall
EPIDEM 2260**	Epidemiological Basis for Disease Control	2 credits	Fall

B. Research

A clear public health relevance of this research must be demonstrated. It is highly recommended that students with this intent begin a discussion with the MPH Bioscience of Infectious Diseases Concentration Director as soon as practical, preferable before the end of the second full-semester. Independent research for the MPH may be conducted in a wet lab setting under the guidance of any faculty member of the Department. If this option is selected by the student, approval of the topic must be granted by the MPH Bioscience of Infectious Diseases Concentration Director and the chosen faculty member.

Essay/Thesis Committee

The members of the essay/thesis committee are selected by the student in conjunction with their faculty advisor at the beginning of the fall semester of the student's second year of study. The Graduate School of Public Health and the University of Pittsburgh have established regulations for the composition of the committee. See **Appendix E** for the GSPH regulations governing the composition for the MPH essay or thesis committee. Once the committee members are selected the student is responsible for notifying the IDM Academic Coordinator of the committee members. A memo requesting approval of the student's committee is sent to the Assistant Dean for Student Affairs. Committee meetings cannot be held until the committee is approved. The IDM Academic Coordinator will notify the student and their faculty advisor upon approval. A student defense is required for all MPH theses. The student is responsible for scheduling the committee meetings. If a conference room or audio-visual equipment is needed, the student must contact the IDM Academic Coordinator in advance of the meeting to reserve the room and/or equipment. Regardless of whether the student requires assistance for the meeting, they are to notify the IDM Academic Coordinator of their meeting date to allow appropriate keeping of departmental records, and to ensure that the appropriate paperwork is completed at the meeting.

Practicum

MPH students are required to engage in a public health focused practicum. For details on this students should discuss this with the MPH Bioscience of Infectious Diseases Concentration Director.

II. LEARNING OBJECTIVES

Upon completion of the MPH degree, the graduate will be able to:

- Demonstrate knowledge of the basic principals of epidemiology, including study design methods, interpretation of tabular and graphic data, risk factors and causality, and infectious disease epidemiology.
- Demonstrate knowledge of the basic principals of biostatistics, including parametric and nonparametric methods, data collection, data management, statistical analysis, and interpretation of results.

- Apply the above basic tools of public health to an MPH thesis/essay to provide evidence for successful integration of these concepts applied to a major infectious disease program.

III. REGULATIONS⁺

- A. All students must choose their thesis/essay mentor from the IDM primary and secondary faculty. Only in unusual circumstances may a student petition to have their IDM graduate research project mentored by work with a non-IDM faculty member. This request will be subject to review and approval by the Director of the Academic Program and Department Chair.
- B. A minimum of 42 credits of graduate study is required for MPH degrees in the Graduate School of Public Health.
- C. A grade average of at least a B (GPA = 3.0) and at least a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** If a student continues to have a cumulative GPA below 3.0 for two consecutive terms, they may be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to graduate. When a student's GPA falls below 3.0 the student, advisor, and department receive notice from the School's Student Performance committee.
- D. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned the GSPH EPCC committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course. GSPH EPCC approved the policy on May 21, 2009. If approved by GSPH Council, this policy will be effective for all incoming students in August, 2009.
- E. Completion of a satisfactory essay or thesis.
- F. Full-time students are expected to complete their degree within 2 years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program.
- G. If a thesis is completed, two copies of the approved signed bound thesis are required to be submitted to the faculty advisor and the IDM academic office. The finalized electronic thesis (ETD) must also be submitted to the IDM academic office, in addition to the GSPH Office of Student Affairs. If an essay is completed three copies of the approved signed bound essay are required to be submitted to the faculty advisor, IDM academic office, and GSPH Office of Student Affairs. An electronic copy of the essay is also to be submitted to the IDM academic office.

IV. SUGGESTED SEQUENCE OF COURSES

1st Year

Fall

Course Number	Course Name	Credits
BIOST 2041	Introduction to Statistical Methods I	3
BIOST 2093	Data Management & Analysis	1
EPIDEM 2110	Principals of Epidemiology	3
PUBHLT 2014	Overview of Public Health	1
PUBHLT 2015	Public Health Biology	2
PUBHLT 2022	Public Health Grand Rounds	0
	TOTAL	10

Spring

Course Number	Course Name	Credits
BIOST 2042	Introduction to Statistical Methods II	2
EOH 2013	Environmental Health and Disease	3
EPIDEM 2180	Epidemiological Methods I	2
HPM 2001	Introduction to Leadership, Management and Policy for Public Health	3
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3
PUBHLT 2022	Public Health Grand Rounds	0
	TOTAL	13

2nd Year

Fall

Course Number	Course Name	Credits
EPIDEM 2160	Epidemiology of Infectious Diseases	2
IDM 2003	Host Response to Microbial Infections	2
IDM 2021	Special Studies (Thesis/Essay)	2-4
IDM 2025	Microbiology Seminar	1
Elective	Elective 1 of 1	2-3
	TOTAL	9-12

Spring

Course Number	Course Name	Credits
BCHS 2509	Social & Behavioral Sciences and Public Health	3
IDM 2007	Practicum	3
IDM 2021	Special Studies (Thesis/Essay)	2-4
PUBHLT 2016	Capstone: Problem Solving in Public Health	2
	TOTAL	10-12

Thesis/Essay Oral Examination

MASTER OF PUBLIC HEALTH (MPH) PROGRAM IN INFECTIOUS DISEASES WITH CONCENTRATION IN COMMUNITY AND BEHAVIORAL INTERVENTION FOR INFECTIOUS DISEASES (CBIID)

I. SUMMARY OF REQUIREMENTS

A. Required Courses

1. Department Required Courses

Course Number	Course Name	Credits
IDM 2007	Public Health Practicum	3
IDM 2008	Public Health Education Methods	2
IDM 2021	Special Studies (thesis/essay writing)	4
IDM 2032	Human Diversity and Public Health	2
IDM 2034	Control and Prevention of HIV/AIDS, STDs	2
HPM 2135**	Health Policy	2
PUBHLT 2009	Critical Issues in Global Health	2
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3

2. GSPH Required Courses

Course Number	Course Name	Credits
BIOST 2011*	Principals of Statistical Reasoning	3
BCHS 2509*	Social and Behavioral Sciences and Public Health	3
EOH 2013*	Environmental Health and Disease	3
EPIDEM 2110*	Principals of Epidemiology	3
HPM 2001*	Introduction to Leadership, Management and Policy for Public Health	3
PUBHLT 2014*	Overview of Public Health	1
PUBHLT 2015*	Public Health Biology	2
PUBHLT 2016*	Capstone: Problem Solving in Public Health	2
PUBHLT 2022*	Public Health Grand Rounds	0 (two semesters)

3. Elective Credits

A minimum of three credits in elective courses must be completed. Recommended list below. Advisors can approve other courses.

BCHS 2504#	Overview Health Communication	3 credits	Spring
BCHS 2514	Mental Health During Emergencies	3 credits	Spring
BCHS 2522#	Public Health Program Planning	3 credits	Spring
BCHS 2525#	Introduction to Applied Research	3 credits	Fall, Spring
BCHS 2558	Health Program Evaluation	2 credits	Fall
BCHS 2563*	Community Health	2 credits	Fall, Summer

BCHS 2579	Assessment Emergency Preparedness Disaster Response	2 credits	Summer
BCHS 2599	Public Health Approach Women Health	2 credits	Fall
BIOST 2062***##	Clinical Trials: Methods & Practice	3 credits	Spring
IDM 2036	Social Organization of Infectious Diseases	2 credits	Summer
PUBHLT 2018	Overview of LGBT Health Disparities	2 credits	Fall
PUBHLT 2020**	Advanced Topics in LGBT Research	3 credits	Spring
PUBHLT 2021	LGBT Program Development & Evaluation	3 credits	Fall
HPM 2064**	Health Policy Analysis	2 credits	Spring
HUGEN 2041**	Bioethics	3 credits	Fall

B. Research

Essay/Thesis Committee

The members of the essay/thesis committee are selected by the student in conjunction with their faculty advisor at the beginning of the fall semester of the student's second year of study. The Graduate School of Public Health and the University of Pittsburgh have established regulations for the composition of the committee. See **Appendix E** for the GSPH regulations governing the composition for the MPH essay or thesis committee. Once the committee members are selected the student is responsible for notifying the IDM Academic Coordinator of the committee members. A memo requesting approval of the student's committee is sent to the Assistant Dean for Student Affairs. Committee meetings cannot be held until the committee is approved. The IDM Academic Coordinator will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings. If a conference room or audio-visual equipment is needed, the student must contact the IDM Academic Coordinator in advance of the meeting to reserve the room and/or equipment. Regardless of whether the student requires assistance for the meeting, they are to notify the IDM Academic Coordinator of their meeting date, for departmental records, and to ensure that the appropriate paperwork is completed at the meeting. See *Guidelines for Requirements* for additional information.

Practicum

MPH students are required to engage in a public health focused practicum. The purpose of the practicum is to provide the student with hands-on experiences with community, research, clinical or organizational settings that provide the student with the opportunity to learn new skills, approaches to public health issues, administration, leadership, public health capacity building, advocacy, and other public health skills and competencies. The selection of the practicum focus and site should be jointly agreed upon by the student and faculty advisor and approved by the Director of the MPH Community & Behavioral concentration. Students may choose placements that enhance their ability to complete the thesis/essay, expand their public health area of interest, or explore new content, skills, and competencies. Students are expected to develop their own specific, measurable goals for the practicum and provide ongoing and final reports of their activities. Separate evaluation of the student will be obtained from the practicum preceptor.

II. LEARNING OBJECTIVES

The program is designed to prepare public health professionals who can define, assess, and develop interventions related to individual, programmatic, and community oriented communicable disease public health programs, interventions, and research. These public health professionals aim to address critical public health issues in urban, rural, medically underserved areas, and internationally. The program will focus on preparing public health professionals to serve high risk populations and communities through community capacity building, leadership, facilitation, evaluation, and clinical roles. Settings include public health state and government agencies, community health, institutional settings, community based organizations, NGOs, hospitals, and specific agencies and programs dealing with infectious diseases. The program design utilizes a conceptual framework incorporates epidemiology, prevention, clinical treatment, psychosocial, and environment within the context of public health

Each student is expected to attain knowledge and skill in the following areas:

- Epidemiology of communicable diseases in the US and worldwide;
- Communicable disease laboratory diagnosis and monitoring;
- Characteristics of communicable diseases including signs, symptoms and treatments;
- Theoretical models for behavior change;
- Individual, social, and community disease control and treatment;
- International models for communicable disease control and treatment;
- Approaches and interventions for specific populations (women, minorities, incarcerated)
- Educational approaches and interventions;
- Psychosocial factors influencing individual and community behavior;
- Development and implementation of culturally appropriate programs;
- Policy development, analysis, and advocacy;
- Collection, analysis, and interpretation of relevant data;
- Evaluation of individual and community focused interventions.

III. REGULATIONS⁺

- A. All students must choose their thesis/essay mentor from the IDM primary and secondary faculty. Only in unusual circumstances may a student petition to have their IDM graduate research project mentored by work with a non-IDM faculty member. This request will be subject to review and approval by the Director of the Academic Program and Department Chair.
- B. A minimum of 42 credits of graduate study is required for MPH degrees in the Graduate School of Public Health.
- C. A grade average of at least a B (GPA = 3.0) and a least an “S” in GSPH core courses which make up the program for any graduate degree must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student’s QPA falls below 3.0 the student, advisor, and department receive notice from the school’s Student Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to graduate.
- D. A grade of B or better must be maintained for all school wide core courses required in a student’s academic program (see summary of requirements above). If a grade of C is earned the GSPH Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course. GSPH EPCC approved this policy on May 21, 2009. If approved by GSPH Council, this policy will be effective for all incoming students in August, 2009.

- E. Completion of a satisfactory essay or thesis.
- F. Full-time students are expected to complete their degree within 2 years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program.
- G. If a thesis is completed, two copies of the approved signed bound thesis are required to be submitted to the faculty advisor and the IDM academic office. The finalized electronic thesis (ETD) must also be submitted to the IDM academic office, in addition to the GSPH Office of Student Affairs. If an essay is completed three copies of the approved signed bound essay are required to be submitted to the faculty advisor, IDM academic office, and GSPH Office of Student Affairs. An electronic copy of the essay is also to be submitted to the IDM academic office.

IV. SUGGESTION SEQUENCE OF COURSES

1st Year

Fall

Course Number	Course Name	Credits
BIOST 2011	Principals of Statistical Reasoning	3
BIOST 2011	Principals of Statistical Reasoning Lab	0
EPIDEM 2110	Principals of Epidemiology	3
IDM 2008	Public Health Education Methods	2
PUBHLT 2009	Critical issues in Global Health	2
PUBHLT 2014	Overview of Public Health	1
PUBHLT 2015	Public Health Biology	2
PUBHLT 2022	Public Health Grand Rounds	0
		TOTAL 13

Spring

Course Number	Course Name	Credits
BCHS 2509	Social & Behavioral Sciences and Public Health	3
EOH 2013	Environmental Health and Disease	3
IDM 2032	Impact of Human Diversity of Public Health Policy, Research, and Practice	2
IDM 2034	Control and Prevention of HIV/AIDS	2
PUBHLT 2022	Public Health Grand Rounds	0
IDM 2038	Prevention, Treatment, and Control of Global Infectious Diseases	3
		TOTAL 13

2nd Year

Fall

Course Number	Course Name	Credits
HPM 2135	Health Policy	2
IDM 2007	Community Practicum	3
IDM 2021	Special Studies (Thesis/Essay)	2-4
Elective	Elective	1-3
		TOTAL 9-12

Spring

Course Number	Course Name	Credits
HPM 2001	Introduction to Leadership, Management and Policy for Public Health	3
IDM 2021	Special Studies (Thesis/Essay)	2-4
PUBHLT 2016	Capstone: Problem Solving in Public Health	2
Elective	Electives	1-3
		TOTAL 9-12

Thesis/Essay Oral Examination

GUIDELINES FOR REQUIREMENTS

I. EXAMINATIONS

A. Master's Comprehensive Examination

Description of the Examination

The purpose of the comprehensive examination is to test the student's knowledge and thinking skills in areas related to their didactic program of studies. The following is excerpted from the University's "Regulations Pertaining to Master's Degrees" (<http://www.pitt.edu/~graduate/regtoc.html>):

"Comprehensive Examination. MA or MS degrees are conferred only upon those students who, in one or more comprehensive examination or the equivalent, show that they have mastered the general field of their graduate study".

The format of the master's comprehensive examination is the presentation and **critique** of a recently published paper to a faculty examination committee. An oversight committee (separate from the examination committee) comprised of three faculty members will select a group of papers for the examinations in a given year and assign them to the individual students. The papers will have been published recently (within one year of the examination) and will not directly pertain to the student's anticipated thesis work. The exam will be divided into two sections. The first hour will be spent primarily on the selected paper. The student shall prepare a critique of the paper for oral presentation. The exam consists of the oral presentation of the data with figures from the paper along with a **critique** (no longer than 30 minutes) followed by a series of questions from the committee members designed to determine if there is a solid understanding of the background of the study, actual data, the potential flaws, the advantages and limitations of techniques involved, and the implications of the results for the field. The second hour will be spent asking more comprehensive questions. Any subject area from the paper that is related to the classes taken by the students can be included in this part of the comprehensive exam. The committee shall vote pass/fail with a simple majority sufficient for a passing grade. In the event of a failing grade, the student may appeal to the Department Chair to be allowed one re-examination. In the event of a second failing grade, the student will be released from the IDM graduate program.

Governance of the Examination Committee

The comprehensive examination is taken at the end of the first academic year typically in May. It is anticipated that one week in late May will be identified for this examination with enough advance notice for faculty and students to plan accordingly. A faculty coordinator (typically the MS program Director) selects the examination committee members, including the Chairs. The Chair of the examination committee must be from the Department of Infectious Diseases and Microbiology. The remainder of the committee must represent two University departments. At least half of the committee must be from the Graduate School of Public Health and half must have graduate faculty status. The Chair of the examination committee selects the paper for the examination in consultation with the committee members. The committee conducts the examination within four weeks after distribution of the paper to the student.

B. Doctoral Preliminary Examination

The purpose of the PhD preliminary examination is to determine the suitability of the student as a candidate for progression to the second year of the PhD program. Each PhD student must pass the preliminary exam in order to continue in the PhD program. Note that a cumulative GPA above 3.0 is required to be eligible to take this milestone examination.

Selection and Establishment of the Examination Committee

The PhD preliminary examination is taken towards the end of the first year of study, typically in June. The committee should be comprised of at least three members. The Chair of the committee must be from the Department of Infectious Diseases and Microbiology. The composition of the committee must represent two GSPH departments, at least half of the committee must hold primary appointments in GSPH, and at least half must be of graduate faculty status. The dissertation adviser will not be a member of this committee, nor will he/she attend. The faculty coordinator of the PhD preliminary examination will work with the Academic Coordinator and the Director of IDM Graduate Programs to establish this committee. Following the establishment of the committee, the coordinator nominates the committee to the Dean's office with the assistance of the IDM Academic Coordinator. The committee will conduct the examination within four weeks of the Dean's Office's notification. Students will be notified of their committee members and will be provided further instructions by the examination coordinator.

Examination Format

The chair of the examination committee and the student (with the help of the faculty coordination of the preliminary exam if necessary) will select a recently published paper (within one year of the examination) that does not directly pertain to the student's anticipated dissertation work. The student shall prepare a **critique** of the paper for oral presentation. The exam consists of the oral presentation of the data with figures from the paper along with the **critique** (no more than 30 minutes) followed by a series of questions from the committee members designed to determine if there is a solid understanding of the background of the study, actual data, the potential flaws, the advantages and limitations of techniques involved, and the implications of the results for the field. Additional questions can also be anticipated that seek to probe the student's understanding of the broader concepts associated with the paper, from their courses, and of current importance in the field. The committee shall vote pass/fail with a simple majority opinion sufficient for a passing grade. In the event of a failing grade, the student may appeal to the Department Chair to be allowed one re-examination. In the event of a second failing grade, the student will be released from the IDM graduate program.

C. Doctoral Comprehensive Examination

The purpose of the comprehensive examination is to test the student's ability to think independently and demonstrate comprehensive knowledge in the broad area of infectious diseases and related sub-disciplines. This exam will occur in July of the second year of the program. In the comprehensive examination the student will be required to demonstrate comprehensive knowledge in the areas related to infectious diseases, including but not limited to principles and methods in immunology, virology, pathogenesis of infectious diseases, cell biology, and molecular biology. The University of Pittsburgh's regulations on doctoral study can be found at <http://www.pitt.edu/~graduate/regphd.html>, and include the following statement:

“The Comprehensive Examination should be designed to assess the student's mastery of the general field of doctoral study, the student's acquisition of both depth and breadth in the area of specialization within the general field, and the ability to use the research methods of the discipline.”

A student who obtains an MS degree in the Department and then enters the PhD program must take the comprehensive examination within one (1) year of matriculation. The comprehensive examination will be administered after the student has completed most of their course work and has decided on the general area of their research and has chosen a major advisor. An informal and instructional meeting will be held approximately three (3) months prior to the scheduled exam date.

Examination Format (policy changed October 2008)

The examination format has been changed (policy changed October 2008) to consist entirely of an oral examination. To provide an opportunity to use the student's research project as a springboard for the exam, the student will be required to write a one page synopsis of the project's objectives, including hypotheses and specific aims. This is to be provided to the Coordinator of the Doctoral Comprehensive Examinations one month prior to the examination.

At the beginning of an oral examination, and in the absence of the student, the examination committee Chair (or a person designated by them) will briefly address the committee, communicating the ground rules for the examination. The examination will begin with a few questions regarding the student's current research project. Then the student will be examined on their comprehensive knowledge of those areas related to infectious diseases and related sub-disciplines. The student is not to bring in outside resources (paper or electronic) for the exam. During the exam, the student is encouraged to use the chalkboard to assist in communicating answers.

It will be the panel's task to evaluate the student's comprehensive understanding of overall concepts, details, and methodologies under the broad umbrella of infectious diseases and key sub-disciplines. At the end of the oral examination, the panel will vote in private to pass or fail the student. A simple majority shall prevail. There will be no conditional pass/fail decision. After the panel vote, the panel will immediately notify the student of the decision and the Chair of the examination committee will provide feedback to the student on their performance. The Chair of the examination committee will also notify the Coordinator of the Doctoral Comprehensive Examinations of their decision and submit a written critique of the student's performance. Students and their dissertation advisors will be notified of the exam outcome by letter from the Coordinator of the Doctoral Comprehensive Examinations. A "pass" will be warranted when the student demonstrates both breadth and depth in their understanding of aspects of their field as noted above. A student who fails the comprehensive examination may petition the Department Chair to be allowed to re-take the examination. Should the student fail the re-examination, they will not be allowed to continue in the IDM graduate program.

Re-examinations. In the case of a re-examination, the committee will consist of at least three members. The Chair of the committee must be from the Department of Infectious Diseases and Microbiology. The composition of the committee must represent two (2) University departments, at least half of the committee must hold primary appointments in GSPH, and at least half must be graduate faculty. It is deemed desirable that at least one member from the original panel of examiners also serve on the second panel.

II. REQUIREMENTS CONCERNING DISSERTATIONS, THESES, & ESSAYS

A. Doctoral Dissertation

Dissertation Committee

The members of the dissertation committee are selected by the student in conjunction with their faculty advisor. The Graduate School of Public Health and the University of Pittsburgh have established regulations for the composition of the committee. See **Appendix E** for the GSPH regulations governing the composition for the dissertation committee. Once the committee members are selected the student is responsible for notifying the IDM Academic Coordinator of the proposed committee members. A memo requesting approval of the student's committee is sent to the Assistant Dean for Student Affairs at GSPH. **Committee meetings cannot be held until the committee is approved.** The IDM Academic Coordinator will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings. If a conference room or audio-visual equipment is needed, the student must contact the IDM Academic Coordinator in advance of the meeting to reserve the room and/or equipment. Regardless of whether the student requires assistance for the meeting, they are to notify the IDM Academic Coordinator of their meeting date to allow proper keeping of departmental records, and to ensure that the appropriate paperwork is completed at the meeting. The primary responsibilities of the dissertation committee are to advise the student in the effective analysis of a research problem and to approve a body of original research of sufficient quality to form the basis for the PhD dissertation.

Please note the following requirements. It is required that the student present a concise progress report of their research at least every 12 months for review by the dissertation committee at an official committee meeting. This will be held in the fall of each year and prior to the end of the fall semester. The format is flexible, but should include at minimum a narrative and tables/figures of the research data. A minimum of three dissertation meetings are required by the graduate program prior to graduation. If a student does not complete their degree program in five (5) years, upon beginning their 6th year of study they will be required to hold a minimum of two (2) dissertation committees in that 6th year. In the rare instance that a student enters into a 7th year of study, they will be required to hold a minimum of four (4) dissertation committee meetings in that 7th year.

Dissertation Format

The student's dissertation must provide evidence of original scholarly research of sufficient quality to be published in a leading scientific journal. The student's dissertation committee will authorize the student to begin writing the dissertation. The style and format of the dissertation must conform to the standards set forth by the Graduate Council as shown below.

The dissertation will contain:

- A. Title Page
- B. Abstract
- C. Introduction (including related literature review)
- D. Hypothesis
- E. Specific Aims
- F. Materials and Methods
- G. Results
- H. Discussion
- I. Literature Cited (follow ASM Journal style)

Note: Two published or in press papers are required by the IDM graduate program for graduation of PhD students (effective for classes entering fall of 2005 and after), one of which must be a first author publication.

Typically items D and E are combined into one brief chapter. In case students wish to substitute items F and G with published or submitted publication manuscripts of their dissertation work, they should use the following format. If the previously published articles are included in the results section, they must be presented in a manner consistent with the remainder of the text and they must generate one contiguous document: i.e., with identical typeface, margins, and consistent sequential numbering of tables, figures, and footnotes. Bibliographic citations should be integrated with those for the rest of the document and presented in the literature cited section. Do not put separate reference sections at the end of each manuscript in the results section. Additional results, not included in the publications can be included as a separate chapter in the results section, although this is not the only way they can be appropriately included in the dissertation. The discussion should include the overall conclusions and implications of the results (published and unpublished). The future direction of the project, based on the results, should also be mentioned and deeply reflected upon in the discussion section.

The dissertation advisor and preferably one member of the dissertation committee will read preliminary drafts of the dissertation and will approve the final copy for submission to the dissertation committee. **The final copy must be submitted to the dissertation committee at least two weeks prior to the dissertation defense date.** Noncompliance with this policy could necessitate rescheduling of the defense date.

The dissertation defense consists of a formal public seminar on the subject of the dissertation. This is followed by a closed door examination of the student by the dissertation committee members. Approval of the dissertation requires unanimity by the dissertation committee.

Dissertations completed by IDM alumni are available in the IDM library (A438 Crabtree Hall; see IDM Academic Coordinator for access) and online via the [University of Pittsburgh ETD digital library system](#).

Submittal of Dissertation Copies

Students are **required** to submit **two** (2) copies of the approved final bound dissertation to be submitted to the student's faculty advisor and the IDM academic office no later than one week after the end of the semester. The finalized electronic dissertation (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs.

B. Master's (MS) Thesis

Thesis Committee

The members of the thesis committee are selected by the student in conjunction with their faculty advisor. The Graduate School of Public Health and the University of Pittsburgh have established regulations for the composition of the committee. See **Appendix E** for the GSPH regulations governing the composition for the MS thesis committee. Once the committee members are identified the student is responsible for notifying the IDM Academic Coordinator of the committee members. A memo requesting approval of the student's committee is sent to the Assistant Dean for Student Affairs. Committee meetings cannot be held until the committee is approved. The IDM Academic Coordinator will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings. If a conference room or audio-visual equipment is needed, the student must contact the IDM Academic Coordinator in advance of the meeting to reserve the room and/or equipment. Regardless of whether the student requires assistance for the meeting, they are to notify the IDM Academic Coordinator of their meeting date to allow for keeping of departmental

records, and to ensure that the appropriate paperwork is completed at the meeting. The first thesis committee meeting is to be held within five (5) months of passing the MS comprehensive examination.

Thesis Format

The format will include a narrative and tables/figures of the research and will be similar in format to that of a traditional doctoral dissertation. A student must be registered for at least one credit during the term in which they are graduating. A student who has an inactive status must be readmitted and registered for three credits in order to graduate.

The student's thesis must provide evidence of original scholarly research. The student's thesis committee will meet at the time the student's research is nearing completion and will authorize the student to begin writing the thesis. At this time, students should make certain that all required courses (total of minimum 30 credits) have been taken (check with the IDM Academic Coordinator). The style and format of the thesis must conform to the standards set forth by the Graduate Council as shown below. The thesis will contain:

- A. Title Page
- B. Abstract
- C. Introduction (related literature review)
- D. Statement of the Project
- E. Specific Aims
- F. Materials and Methods
- G. Results
- H. Discussion
- I. Literature Cited (follow ASM Journal style)

Students could substitute items F and G with published articles or articles that have been submitted for publication of their thesis work. In that case, exhaustive literature review in the Introduction may not be necessary, although a sufficiently complete introduction of the research objectives and background are still necessary. Additional results, not included in the publications can be included as a separate chapter in the results section, although this is not the only way they can be appropriately included in the thesis. The discussion should include the overall conclusions and implications of the results (published and unpublished). The future direction of the project, based on the results, should also be mentioned in the discussion section.

Theses completed by IDM alumni are available in the IDM library (A438 Crabtree Hall-see IDM Academic Coordinator for access) and online via the [University of Pittsburgh ETD digital library system](#).

Thesis Presentation and Defense

Upon completion of the thesis work, the students will present their work in a seminar and defend their dissertation in an oral examination. The student is responsible for scheduling the presentation and defense of their master's thesis. ***The student is required to submit their thesis to the committee at least two weeks prior to the defense date to allow ample time for the committee to review the thesis.*** Noncompliance with this rule could necessitate rescheduling of the defense date.

Submittal of Thesis Copies

Students are **required** to submit **two** (2) copies of the approved final bound thesis, to be submitted to the student's faculty advisor and the IDM academic office no later than one week after the end of the semester. The finalized electronic thesis (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs.

C. Thesis/Essay MPH Bioscience of Infectious Diseases

The thesis or essay for the MPH Bioscience of Infectious Diseases track must be in the field of infectious diseases and may draw on specialties such as microbiology, immunology, and epidemiology to provide a public health perspective. The thesis would include original research done by the student or an investigative problem undertaken during an internship in a public health agency, health care institution, etc., or laboratory research. The essay would be a critical review of the literature of a problem in the above-described fields of study. Working diligently with your faculty advisor prior to and during this time of preparation is highly recommended. Essays and theses completed by IDM alumni are available in the IDM library (A438 Crabtree Hall - see IDM Academic Coordinator for access) and online via the [University of Pittsburgh ETD digital library system](#).

At the beginning of the fall semester of the student's second year of study, the student must meet with their advisor to select members for their thesis or essay committee. See **Appendix E** for a listing of GSPH regulations regarding committee composition. Once a committee is selected the student is responsible for notifying the IDM Academic Coordinator of the committee selection in order for the committee to be approved by the GSPH Office of Student Affairs. Committee meetings cannot be held without approval of the committee.

It is recommended that the student meet with the committee to provide an outline of the proposed work for approval once the composition for this committee is approved. The student is responsible for scheduling all committee meetings including the final oral examination on their master's thesis or essay and presentation of their essay or thesis to their committee. ***The student is required to submit a final copy of their thesis or essay to the committee at least two weeks prior to the examination date to allow ample time for the committee to review the essay or thesis.***

Submittal of Thesis/Essay Copies

The finalized electronic dissertation (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs. Students are **required** to submit **three** (3) copies of the approved final bound essay or thesis to be submitted to the student's faculty advisor, the Department, and the Dean's office, no later than one week after the end of the semester. An electronic copy of the finalized essay must also be submitted to the IDM academic office.

D. Thesis/Essay MPH Community & Behavioral Intervention of infectious Diseases

The thesis or essay for the MPH Communicable Diseases and Behavioral Health Science track must be in the field of communicable diseases and behavioral health science. The thesis would include original research done by the student or an investigative problem undertaken during an internship in a public health agency, health care institution, etc. The essay would be a critical review of the literature of a problem in the above-described fields of study.

At the beginning of the fall semester of the student's second year of study, the student must meet with their advisor to select members for their thesis or essay committee. See **Appendix E** for a listing of the GSPH regulations regarding committee composition. Once a committee is selected the student and/or advisor is responsible for notifying the IDM Academic Coordinator of the committee selection in order for the committee to be approved by the GSPH Office of Student Affairs. Committee meetings cannot be held without approval of the committee.

It is recommended that the student meet with the committee to provide an outline for approval of the work once the committee is approved. The student is responsible for scheduling all committee meetings including the final oral examination on their master's thesis or essay and presentation of their essay or thesis to their committee. ***The student is required to submit a final copy of their thesis or***

essay to the committee at least two weeks prior to the examination date to allow ample time for the committee to review the essay or thesis.

Submittal of Thesis/Essay Copies

The finalized electronic dissertation (ETD) must also be submitted to the IDM academic office in addition to the GSPH Office of Student Affairs. Students are **required** to submit **three** (3) copies of the approved final bound essay or thesis to be submitted to the student's faculty advisor, the Department, and the Dean's office, no later than one week after the end of the semester. An electronic copy of the finalized essay must also be submitted to the IDM academic office.

III. GRADUATION

A. Application for Graduation

In conjunction with their advisor, students are to ensure that all graduation requirements have been completed. These include: completion of core courses, completion of departmental required courses, completion of the minimum credits required for the degree to be awarded, passing of all required examinations, completion of written requirements (dissertation, thesis, essay), achievement of a cumulative GPA of 3.0 or higher, and completion of a practicum (if required).

Graduation occurs at the University of Pittsburgh at the end of all semesters. There are two graduation dates during the summer semester (June and August). Students must be registered for one credit during their last semester of study. Note that international students must obtain permission from the Office of International Services as to whether they are permitted to register for less than full-time status. During the last semester students are to contact the GSPH Office of Student Affairs to complete an application for graduation. After the application is completed the student is responsible for completing all required forms and adhering to all policies and procedures. Further information is available on the [GSPH Web site](#).

B. Electronic Theses & Dissertations (ETDs)

Students submitting a dissertation or thesis as their written requirement for their degree **must** submit their dissertation/thesis electronically via the University of Pittsburgh's ETD system. Assistance in this process is available from the University Library System, the Graduate School of Public Health, and Computing Services and Systems Development. Further information is available at <http://www.pitt.edu/~graduate/etd/>.

C. IDM Exit Interview: Departmental Requirement

After completing all requirements for the degree, including the thesis/dissertation defense or approval of the MPH essay, all IDM students are to participate in an exit interview with the IDM Director of Graduate Programs. This interview is to obtain useful feedback about the student's experiences in IDM, to obtain forwarding address information, and to discuss plans for ensuring that the Department receives a bound copy of the thesis/dissertation. Students are to contact the Director of Graduate Programs during the final weeks of their last semester to set-up an interview.

D. IDM Graduation Checklist

In order to assist graduating students with the tasks to be complete during the months prior to graduation, a checklist is available on the IDM web site.

TRANSFER BETWEEN IDM GRADUATE PROGRAMS

I. MASTER'S TO DOCTORAL PROGRAM TRANSFERS *(policy updated 2007)*

Transfer from the IDM MS program to the IDM PhD program is not allowed. However, students who have completed or are on track for completing all requirements for the MS program may apply for entrance into the IDM PhD program through the standard application route. Applications to the PhD program can occur prior to completing the MS degree, although entrance into the PhD program could only occur after the completion of the MS degree. Students wishing to apply to the PhD program must formally do so. Application procedures can be obtained from the IDM Academic Coordinator or from the IDM web site.

II. DOCTORAL TO MASTER'S PROGRAM TRANSFERS

The student, with concurrence from their faculty advisor, must inform the Admissions Coordinator in the GSPH Office of Student Affairs, the IDM Department Chair, Director of IDM Graduate Programs, and the IDM Academic Coordinator of their decision to transfer to the master's program. The student should also discuss this with the IDM Director of Graduate Programs prior to taking action to make this transfer. After receiving permission from the IDM Department Chair, the student must finish the required courses for the master's program, pass the master's comprehensive examination (MS students), and successfully defend a master's thesis (MS and MPH students). It is noted that GSPH requires three core courses to be completed for a student to receive an MS degree, even if they are seeking an MS upon exit from the PhD program.

III. ENTRY OF NON-DEGREE STUDENTS INTO DOCTORAL OR MASTER'S PROGRAMS

The procedure for active non-degree GSPH students who wish to apply for an IDM degree granting program now requires students to submit a formal statement to the GSPH Admissions Coordinator requesting they be considered for admission to a specific program. Applications to degree programs are subject to a full review by the IDM Admissions Committee. The credits earned during the semester(s) under a non-degree status will be counted towards IDM program course requirements. Students will follow the complete progression plan and requirements set for the respective IDM graduate program upon acceptance into the program. **Per GSPH policy non-degree students are only eligible to earn 12 credits.**

IDM FACULTY AND RESEARCH INTERESTS

During the course of your graduate studies, you will work closely with a faculty member who will serve as your major advisor. As you begin to identify potential advisors, one critical factor in your decision making process will include the specific research interests of individual faculty members. Complete faculty biosketches, statements of research interests, recent publications, and contact information are available on the IDM Departmental Web site ([IDM Faculty Web site](#)). **You are strongly urged to begin to work towards indentifying a major advisor immediately upon entering an IDM graduate program.**

APPENDIX A LIST OF SPECIAL CHARACTERS

- + See [Graduate and Professional Bulletin of the University of Pittsburgh](#) and [GSPH Bulletin](#).

- Students on provisional or special status, or academic probation (cumulative GPA below 3.00) are not eligible to take the doctoral (PhD/DrPH) preliminary or comprehensive examination and master comprehensive examination. (See [Regulations Governing Graduate Study at the University of Pittsburgh](#))

- * Required by GSPH (Core Course)

- ** Requires appropriate prerequisite course(s) and/or co-requisite course(s)

- ^ Students are not permitted to take more than 6 credits during the summer term, unless approved by their advisor.

- # Requires Departmental consent. *Student must complete Admission to Closed Class or Restricted Class-available in office of IDM Academic Coordinator and GSPH Office of Student Affairs Forms to be submitted to department or instructor offering the course. Forms to be submitted to department or instructor offering the course. See below for a listing of GSPH departmental office locations.*

- ## Requires instructor consent. *Student must complete Admission to Closed Class or Restricted Class-available in office of IDM Academic Coordinator and GSPH Office of Student Affairs Forms to be submitted to department or instructor offering the course. Forms to be submitted to department or instructor offering the course. See below for a listing of GSPH departmental office locations.*

APPENDIX B GSPH DEPARTMENTAL ACADEMIC OFFICES

Behavioral and Community Health Sciences (BCHS)	227 Parran Hall
Biostatistics (BIOST)	326 Parran Hall
Environmental and Occupational Health (EOH)	328A Bridgestone Pt/100 Technology Drive
Epidemiology (EPIDEM)	A512 Crabtree Hall
Health Policy and Management (HPM)	A645 Crabtree Hall
Human Genetics (HUGEN)	A302 Crabtree Hall
CERTIFICATE PROGRAMS	
Community-Base Participatory Research and Practive (BCHS)	227 Parran Hall
Environmental Health Risk Assessment (EOH)	328A Bridgestone Pt/100 Technology Drive
Evaluation of Public Health Promotion and Health Evaluation Programs (BCHS)	227 Parran Hall
Global Health	205 Parran Hall
LGBT Health & Wellness (IDM)	A449 Crabtree Hall
Minority Health & Health Disparities (BCHS)	227 Parran Hall
Public Health Preparedness and Disaster Response (EOH)	328A Bridgestone Pt/100 Technology Drive
Public Health Genetics (HUGEN)	A302 Crabtree Hall
Recruitment & Retention into PH Research and Programs (IDM)	A449 Crabtree Hall

APPENDIX C COURSES REQUIRING PREREQUISITES

Course Number	Course Title	Course Offered	Prerequisite Course(s)
BCHS 2598	Social Inequities in Health	Summer	BIOST 2011/2041 EPIDEM 2011
BIOST 2016	Introduction to Sampling	Spring	BIOST 2011/2041
BIOST 2049	Applied Regression Analysis	Spring	BIOST 2042
EPIDEM 2161	Methods Infectious Diseases Epidemiology	Spring	EPIDEM 2110 EPIDEM 2160
EPIDEM 2170	Chronic Disease Epidemiology, Internet, NIH Grant Writing	Spring	EPIDEM 2110 EPIDEM 2600 BIOST 2011/2041
EPIDEM 2180	Epidemiological Methods I	Spring	EPIDEM 2110 Co-requisite BIOST 2042
EPIDEM 2181	Design of Clinical Trials I	Fall	EPIDME 2110
EPIDEM 2260	Epidemiological Basis Disease Control	Fall	EPIDEM 2110 BIOST 2011/2041
IDM 2030	Retrovirology	Spring	IDM 2002
IDM 2161	Methods Infectious Diseases Epidemiology	Spring	EPIDEM 2110
IDM 2420	Experimental Virology	Spring	IDM 2001 IDM 2002
PUBHLT 2020	Advanced Topics in LGBT Research	Spring	PUBHLT 2018

Only course instructor(s) can grant expentions from class prerequisites or co-requisites. Per instructor consent an "Admission to Closed Class or Restricted Class" form may need to be completed. This form is available in GSPH Student Affairs or from the IDM Academic Coordinator.

Please refer to the [GSPH course catalog](#) for updates to this list.

APPENDIX D COURSES REQUIRING PERMISSION TO ENROLL

Course Number	Course Title	Type of Permission Required	Course Offered
BCHS 2504	Overview Health Communication	Department	Spring
BCHS 2522	Public Health Program Planning	Department	Spring
BIOST 2062	Clinical Trials: Methods and Practice	Department	Spring
HPM 2135	Health Policy	Instructor	Fall
HUGEN 2041	Bioethics	Instructor	Fall

Departments and instructors reserve the right to limit enrollment in courses to a particular number of students per class section and/or give priority to students requiring a particular course to meet a graduation requirement or enrolled in a certificate program. Per instructor and/or department consent an "Admission to Closed Class or Restricted Class" form may need to be completed. This form is available in GSPH Student Affairs or from the IDM Academic Coordinator.

Please refer to the [GSPH course catalog](#) for updates to this list.

APPENDIX E GSPH COMMITTEE REGULATIONS

I. GSPH MILESTONE COMMITTEE COMPOSITION REQUIREMENTS

August 17, 2005; General Notes Regarding All Committees

A. Each department in the GSPH maintains a list of “core educational faculty.” These are defined as faculty of the University of Pittsburgh who are heavily involved in the educational mission of the department as demonstrated by at least some of the following: teaching courses or having significant involvement in courses led by others; participating on a routine basis in journal club; mentoring students in independent studies and master essays; serving on curriculum committees; and serving on examination or dissertation committees. Faculty with primary appointments in the department are automatically considered core faculty. The core faculty lists are kept on record with the Office of Student Affairs and updated periodically. The departments bear the responsibility of meeting with core faculty once a year to update them on any changes in policy or procedures, and to provide them with academic program manuals.

B. Research associates *who are involved in the educational program of the department* may be listed as core faculty and allowed to serve on all committees at departmental discretion.

C. All rules below are intended as school-wide minimum standards; individual departments are free to implement more stringent requirements.

Please refer to [GSPH Web site](#) for a list of core faculty. For IDM, “core faculty” is defined as faculty with primary appointments in IDM.

II. PhD QUALIFYING (PRELIMINARY) EXAMINATION

- The committee must consist of at least three people.
- The committee chair must be on the core faculty list of the student’s department.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- Half or more of the members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student’s department.

III. PhD COMPREHENSIVE EXAMINATION

If the comprehensive exam is a dissertation proposal, then the rules for the dissertation committee apply. If the comprehensive exam is separate from the dissertation proposal, then the rules for the comprehensive exam committee are the same as those for the qualifying exam committee. Currently in the IDM graduate program, the comprehensive examination is separate from the dissertation proposal. The formal dissertation proposal is to be approved at the student’s first dissertation committee meeting.

IV. PhD DISSERTATION COMMITTEE

- The committee must consist of at least four people.
- At least two members must be on the core list of some GSPH department.
- The majority of members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student’s department.

APPENDIX E

GSPH Committee Regulations (contd.)

V. MS COMPREHENSIVE EXAMINATION

The rules are the same as for the PhD qualifying exam.

VI. MS OR MPH THESIS COMMITTEE

- The committee must consist of at least three people.
- Half or more of the members must be on the core faculty list of at least one GSPH department.
- Half or more of the members must be Graduate Faculty of the University of Pittsburgh.
- There must be at least one member who is not on the core list of the student's department.

These are the same as the rules for the MS comprehensive exam, except that the thesis committee chair need not be on the core list of the student's department.

VII. MPH ESSAY

- The committee must consist of at least two people.
- There must be at least one member who is on the core list of the student's department.-
- There must be at least one member who is not on the core list of the student's department.-

For MMPH students, there must be at least one member who is on the core list of some GSPH department, and at least one member who is not on that core list.

VIII. DrPH PROGRAM ASSOCIATED COMMITTEES

Rules for composition of all committees are the same as for the PhD, except that all committees must have a majority of members who are on the core list of at least one GSPH department.

Please refer to [GSPH Web site](#) for a list of core faculty.