Boston University School of Public Health
Doctor of Public Health Program

DrPH Program Guidelines
2012-2013
sph.bu.edu/drph
Boston University School of Public Health
Doctor of Public Health Program

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Boston University Policy Statement
Boston University and the Boston University School of Public Health reserve the right to change the policies, curricula, or any other matter in this handbook without prior notice. Students will be notified of major changes as soon as practicable after they are decided.
Fall 2012

Dear DrPH Students,

Welcome to Boston University School of Public Health (BUSPH). You are joining an accomplished group of more than 40 individuals who have decided to pursue doctoral studies in order to enhance their leadership skills to improve the health of populations in need. You were chosen for this practice-oriented doctoral program based on both your academic ability and your diverse experiences in public health. Each of you will bring a unique energy and enthusiasm to the classroom that will enhance the learning experience not only for your fellow classmates but also for your teaching faculty.

You have received a letter in the mail welcoming you to the program and informing you of your advisor assignment. Please plan to meet with your advisor in the coming weeks. Your advisor is available and prepared to help you think about how you can make the most of your BUSPH career. I also encourage you to take advantage of your teaching faculty and the practice mentor program described in this guidebook as valuable resources to you over the course of your study.

The DrPH Student Guidebook was developed to help you navigate your program of doctoral studies. Please review the guidebook carefully as it provides key information about the program’s policies, procedures and resources.

The next several semesters will be extremely busy ones, but I encourage you to take advantage of the cultural, historic and artistic attractions that make Boston a unique and beautiful city. There’s also this baseball team that plays here that people seem somewhat fond of.

I am delighted that you have decided to join our program. The faculty and staff here at BUSPH are committed to making this the best practice-focused DrPH program in the world. A key element in achieving that goal is your successful matriculation and completion of the program. Please do not hesitate to call on us if we can be of help to you.

Sincerely,

Eugene Declercq, Ph.D.
Assistant Dean for DrPH Education
Mission

The mission of the Boston University School of Public Health is to improve the health of local, national and international populations, particularly the disadvantaged, underserved and vulnerable, through excellence and innovation in education, research and service.

Strategic Themes

Involved: Emphasize real-world involvement and meaningful partnerships
Interconnected: Emphasize interdisciplinary efforts and integrated programs
Global: Emphasize global health issues and perspectives
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Quick Reference Guide
Please see the SPH Bulletin (www.bu.edu/bulletins/sph) and the SPH Student Handbook (sph.bu.edu/studenthandbook) for all resources available to SPH students.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Office &amp; Contact Info</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course Materials</strong></td>
<td><strong>Online</strong>: Course information, assignments, and syllabais are often posted on a course webpage at blackboard.bu.edu. A BU email address and Kerberos password are required to access these websites. <strong>Course Readers and textbooks</strong> are available for purchase through Barnes &amp; Noble bookstore located at 660 Beacon Street, Kenmore Square, Boston University Charles River Campus.</td>
</tr>
<tr>
<td><strong>Career Services</strong>:</td>
<td><strong>Office of Career Services</strong>: sph.bu.edu/careers</td>
</tr>
</tbody>
</table>
| resume reviews; networking; job fairs; career workshops | Maria McCarthy, mamcc@bu.edu, 617-638-4602  
Lisa Toby, ltoby@bu.edu, 617-638-4675                                                      |
| **Financial Assistance**       | **Office of Student Financial Services**: bumc.edu/osfs                                 |
|                                 | osfs-sph@bumc.edu  
617-638-5130; 617-638-5115; or 877-776-6243                           |
|                                 | **SPH Admissions, Financing Your Education**: sph.bu.edu/admissions/financingyoureducation |
| **Housing**: seeking a roommate | **Office of Housing Resources**: bumc.edu/ohr                                           |
| **Library Resources**:          | **Alumni Medical Library**: med-lib.bu.edu                                             |
| paper and online books and journals; reserve materials; computer labs; research guides | L Building, 12th Floor  
617-638-4232                                                                 |
| **Boston University Library Network**: bu.edu/library                                |
| **Parking and Transportation**: | **Office of Parking and Transportation Services**: bumc.edu/parking                     |
| student T passes                | 710 Albany Street; 617-638-4915                                                         |
| **Registration Information**:   | **Registrar’s Office**: sph.bu.edu/registrar                                           |
| Graduation Applications; Concentration Change Form; Course Rotation Guide; Academic Policies; Transcripts | Chris Paal, cpaal@bu.edu, 617-638-4963 or Katie Poirier, ktp@bu.edu  
at 617-638-5057                                                                 |
| **Student Health Behavioral Medicine** | **Student Health Services**: bu.edu/shs or bu.edu/mentalhealth                    |
| 881 Commonwealth Avenue         | 617-353-3575                                                                             |
| **Student Services**:            | **Office of Student Services**: sph.bu.edu/studentinsider or sph.bu.edu/students      |
| Student organizations Academic accommodations Orientation, Commencement Student events | Talbot 2 East  
Brendan Hoey, brendan2@bu.edu, Andrea Tingue, atingue@bu.edu or Mary Murphy-Phillips, mcmurph@bu.edu at 617-638-5062 |
Important Dates throughout the Academic Year

Boston University School of Public Health (BUSPH), like other schools & programs on the Medical Campus, maintains its own academic calendar distinct from the Charles River Campus. It is important that students always refer to the BUSPH registration packets, academic calendar, and websites for SPH-specific information. That said, SPH endeavors to align its schedule with the Charles River Campus schedule while still allowing for 15 class meetings for our four-credit courses.

<table>
<thead>
<tr>
<th>Fall Semester 2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last day to add classes online</td>
</tr>
<tr>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>Instruction begins</td>
</tr>
<tr>
<td>Last Day to ADD Standard Classes, assuming student has instructor signature on paper add/drop form</td>
</tr>
<tr>
<td>Official Summer II 2011 Graduation Date</td>
</tr>
<tr>
<td>Columbus Day Holiday, Classes Suspended</td>
</tr>
<tr>
<td>Substitute Monday Schedule of Classes</td>
</tr>
<tr>
<td>Last Day to DROP Standard Classes without a W grade</td>
</tr>
<tr>
<td>Last Day to Change from Credit to Audit Status in standard courses</td>
</tr>
<tr>
<td>Graduation Applications available for Fall 2012 graduation (Graduation Date: January 25, 2013)</td>
</tr>
<tr>
<td>Spring 2012 Registration begins for continuing students</td>
</tr>
<tr>
<td>Last Day to DROP Standard Classes with a W grade</td>
</tr>
<tr>
<td>Veterans Day: Classes Held at Boston University, including SPH</td>
</tr>
<tr>
<td>Fall Recess Begins</td>
</tr>
<tr>
<td>Instruction Resumes</td>
</tr>
<tr>
<td>Graduation Applications due for Fall 2012</td>
</tr>
<tr>
<td>Last Day to Officially Withdraw or take a Leave of Absence from Boston University for Fall 2012</td>
</tr>
<tr>
<td>Last Day of Classes/Final Exams Begin</td>
</tr>
<tr>
<td>Final Exams End</td>
</tr>
</tbody>
</table>

Fall 2012 Withdrawal* and Tuition Refund Schedule

<table>
<thead>
<tr>
<th>Prior to first day of class</th>
<th>100% refund of tuition and fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>During the first two weeks of the semester</td>
<td>80% refund of tuition only</td>
</tr>
<tr>
<td>During the third week of the semester</td>
<td>60% refund of tuition only</td>
</tr>
<tr>
<td>During the fourth week of the semester</td>
<td>40% refund of tuition only</td>
</tr>
<tr>
<td>During the fifth week of the semester</td>
<td>20% refund of tuition only</td>
</tr>
<tr>
<td>After the fifth week of the semester</td>
<td>0% refund</td>
</tr>
</tbody>
</table>

*A withdrawal means dropping ALL classes at the University. Students must complete a withdrawal form (forms are available in the SPH Registrar’s Office).
### Spring Semester 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Begins for Degree Candidates</td>
<td>TBA (check online for updates at <a href="http://www.bu.edu/reg/dates/regstartdates.html">http://www.bu.edu/reg/dates/regstartdates.html</a>)</td>
</tr>
<tr>
<td>Instruction Begins at BUSPH</td>
<td>Wednesday, January 16</td>
</tr>
<tr>
<td>Official Fall 2012 Graduation Date</td>
<td>Friday, January 25</td>
</tr>
<tr>
<td>President’s Day Holiday, no classes</td>
<td>Monday, February 18</td>
</tr>
<tr>
<td>Substitute Monday Schedule of Classes</td>
<td>Wednesday, February 20</td>
</tr>
<tr>
<td>Last day to drop a standard class without a “W” grade (most SPH classes are non-standard)</td>
<td>TBA</td>
</tr>
<tr>
<td>Registration Begins for Summer 2012</td>
<td>TBA</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Saturday, March 9 – Sunday, March 17</td>
</tr>
<tr>
<td>Last day to drop a standard class with a “W” grade (most SPH classes are non-standard)</td>
<td>TBA</td>
</tr>
<tr>
<td>Last day to withdraw or take a leave of absence</td>
<td>TBA</td>
</tr>
<tr>
<td>Registration Begins for Fall 2012</td>
<td>TBA</td>
</tr>
</tbody>
</table>

### Doctoral Graduation Calendar

<table>
<thead>
<tr>
<th>Event</th>
<th>September 25, 2012 Award</th>
<th>January 25, 2013 Award</th>
<th>May 19, 2013 Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation Application and Dissertation Abstract*</td>
<td>At least 30 days prior to Dissertation Defense.</td>
<td>At least 30 days prior to Dissertation Defense.</td>
<td>At least 30 days prior to Dissertation Defense.</td>
</tr>
<tr>
<td>(submitted to the BUSPH Registrar and Doctoral Education Program Manager)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last Date to hold Dissertation Defense</td>
<td>August 17, 2012</td>
<td>November 20, 2012</td>
<td>April 12, 2013</td>
</tr>
</tbody>
</table>

* An approved Dissertation Abstract must be accompanied by a completed and signed [Dissertation Abstract Submission Form](#).

** Prior to submitting unbound copies of the dissertation to the Mugar Memorial Library, the doctoral candidate must submit a completed and signed [Dissertation Transmittal Approval form](#) to the BUSPH Registrar.

### Boston University Policy on Religious Holidays

The BU School of Public Health, in scheduling classes on religious or government holidays, intends that students observing these holidays be given ample opportunity to make up work. Faculty members who wish to observe such holidays will arrange for another faculty member to meet with their classes or for canceled classes to be rescheduled.

### Emergency Cancellation Information

In the event of an emergency or class cancellation, notices will be posted to the BUSPH Student Insider ([http://sph.bu.edu/si](http://sph.bu.edu/si)) and the BUSPH website ([http://sph.bu.edu](http://sph.bu.edu)). Email messages will also be sent to faculty, staff and students in the event of closings. A message will be posted to the BUSPH main telephone number: 617-638-4640.

**PLEASE NOTE:** Do not rely on information about the Charles River Campus or Boston University; the Boston University Medical Campus has different closing policies from the Charles River Campus. Obtain information specific to SPH from the above resources instructors are required to reschedule cancelled classes; students will be notified by the instructor of make-up dates for any cancelled classes.
SECTION 1: INTRODUCTION/PROGRAM OVERVIEW

Each student must read this handbook carefully and is responsible for understanding all of the policy guidelines and requirements contained in it.

Introduction

This handbook is designed to assist students to navigate through their Doctor of Public Health studies at the Boston University School of Public Health (BUSPH). It comprehensively discusses the DrPH requirements, such as coursework, the comprehensive exams, and the doctoral dissertation. It also addresses the processes that need to be followed to meet the requirements, such as the formation of a doctoral dissertation committee, and the documents students are responsible to place in their Official Student Record. This handbook also contains advice and recommendations that assist students to complete the program expeditiously and effectively.

Goal of the DrPH Program

The focus of this program is on preparing experienced professionals for advanced practice and leadership positions in public health. The DrPH Program trains public health professionals to assess and analyze public health problems and to develop, implement, and evaluate public health programs and policies nationally and internationally. The practice-oriented nature of the DrPH Program fits ideally with the BUSPH mission, which is to train professionals who are equipped to meet the service and health needs of disadvantaged, underserved, and vulnerable populations in the United States and abroad. The DrPH Program recognizes that individual students have their own strengths to bring to the classroom in regard to their areas of interest. The practice of public health is a broad, multidisciplinary undertaking incorporating the contributions of many academic disciplines into the analysis of solutions to public health problems. Public health leaders require understanding of the organizational, social, behavioral, legal, and bureaucratic complexities involved in resolving public health problems. This program’s goal is to provide DrPH students with interdisciplinary expertise. The DrPH Program is a school-wide program whose very nature promotes this goal.

Competencies

Upon completing the DrPH, students should be able to

- Analyze the impact of legislation, judicial opinions, regulations, and policies on population health;
- Develop evidence-based strategies for changing health law and policy;
- Utilize consensus-building, negotiation, and conflict avoidance and resolution techniques;
- Develop informational and persuasive communications;
- Employ evidence-based communication program models for disseminating research and evaluation outcomes;
- Explain program proposals and evaluations to lay, professional, and policy audiences;
- Apply research from anthropology, psychology, history, demography, sociology, and social epidemiology in national and international contexts;
- Develop collaborative partnerships with communities, policy makers, and other relevant groups;
- Assess cultural, environmental, and social justice influences on the health of communities;
- Interpret quantitative and qualitative data following current scientific standards and apply theoretical and evidence-based perspectives from multiple disciplines in the design and implementation of programs, policies, and systems;
• Synthesize information from multiple sources for research and practice and evaluate the performance and impact of health programs, policies, and systems;
• Identify and navigate the secondary data sources available for use at the regional and community levels internationally and in the U.S. and understand and apply meta-analysis to evaluate policies, especially in situations involving inconsistent or limited data;
• Mould a shared vision and articulate this vision to diverse groups, stakeholders, and other professional collaborators to achieve high standards of performance and accountability;
• Develop skilled teams and capacity-building strategies at the individual, organizational, and community level;
• Guide organizational decision-making and planning based on internal and external environmental research;
• Implement strategic planning processes;
• Evaluate organizational performance in relation to strategic and defined goals;
• Organize the work environment with defined lines of responsibility, authority, communication and governance and develop financial and business plans for health programs and services;
• Apply relevant ethical, legal, and human rights principles to difficult and controversial public health policy decisions while demonstrating a commitment to personal and professional values;
• Articulate the major ethical, legal and human rights principles relevant to public health policy making, both in the US and internationally; and
• Design strategies for resolving ethical concerns in research, law, and regulations.

The Doctor of Public Health Committee (DPHC)

The Doctor of Public Health Committee is composed of the Associate Dean for Education, faculty representatives from throughout the School of Public Health, a member from the practice community, and the Assistant Dean for DrPH Education, who chairs this committee. The DPHC implements all program guidelines. All committee decisions concerning individual students are final. The committee delegates authority to other persons (such as the dissertation committee for a student’s doctoral dissertation) for certain functions but retains the final authority in approving or disapproving a student’s doctoral studies. The DPHC’s responsibilities include the following:

• **Admissions** – serves as the Admissions Committee for the program.
• **Financial Aid** – advises the Assistant Dean on the distribution of financial aid to students in the program.
• **Curriculum** – reviews proposals for DrPH courses with an eye toward their quality, relevance, and appropriateness for the program.
• **Administration** – advises the Assistant Dean on operational issues that may come up with regard to the program.
• **Monitoring Student Progress** – At the end of the first semester the DPHC will review transcripts of students who appear to be struggling academically. In conjunction with the student’s advisor, the committee will decide how best to advise the student and what, if any, remedial action needs to be undertaken.
• **Dismissals** – if there is insufficient progress toward a degree, dismisses students from the doctoral program.
• **Dissertation Oversight** – approves members of a student’s dissertation committee, and approves outside readers for the dissertation, dissertation papers, and final dissertation.
**Academic Advisors/Mentors**

Upon entering the DrPH program, students are assigned an advisor. Advisors are assigned to students based on their shared public health practice interest. The DPHC, in conjunction with each student’s academic advisor, will supervise student progress within the DrPH program. Student advising is a mandatory and critical component of the doctoral program. Students are required to meet with their advisors at least once per semester.

**Practice Mentors**

In addition to a faculty advisor, students will have the opportunity to be paired with a Practice Mentor. The Practice Mentors are current public health leaders working in the field and will act as a resource for students as they complete the DrPH program. Students who participate in this program will meet with their Practice Mentor at least twice a year, and a Practice Mentor may also serve as a member of a student’s dissertation committee.
SECTION 2: COURSE REQUIREMENTS

The curriculum requirements described in this handbook apply to students matriculating in Fall 2012.

Admission to Completion Process
Official admission letters are issued through the BUSPH Admissions Office and establish the beginning of the Official Student Record. Students must complete and document the following requirements, which must be included in the Official Student Record in order to earn the degree of Doctor of Public Health:

DrPH Degree Requirement Checklist

- Completion of 20 credits of required school-wide DrPH courses
- Completion of 8 Research Methods credits, 4 Management/Policy Elective credits, and 8 General Elective credits
- Completion of Practicum
- Comprehensive Examination
- Dissertation Topic Approval
- Dissertation Proposal Approval
- Public Health Practice Dissertation
- Oral Defense of Dissertation

A checklist for each student is maintained in the Official Student Record. The Program Manager for Doctoral Education is the primary source for obtaining information about the doctoral program and is responsible for maintaining the Official Student Record. Additional guidelines and detailed instructions for the student regarding the Official Student Record are provided at the end of the handbook.

DrPH Prerequisites
All DrPH students are required to have completed coursework in Epidemiology, Biostatistics, Health Services and Environmental Health with a grade of B- or better. Students who have not completed these courses upon admission to the program will be required to do so within the first year of their matriculation into the program. Students are not required to complete prerequisite courses at Boston University. However, if these courses are completed at another institution, they must first be approved by the Assistant Dean for DrPH Education. If students opt to complete the prerequisite at Boston University, they may do so by completing a course of their choosing within that department, subject to approval by the Assistant Dean for DrPH Education.

All students are required to demonstrate current competency in biostatistics. Students who have not completed a biostatistics course, do not currently work regularly with biostatistics and/or have not completed a biostatistics course in the last five years will need to develop or update their skills prior to beginning their second semester of study and ideally before they matriculate into the program. Students who do not have a solid understanding of the basics in biostatistics will likely have difficulty keeping pace with the required methods courses.
**DrPH Core Course Requirements**

The 40-credit DrPH program must be completed within 5-7 years, depending upon previous academic coursework in public health and whether the student is registered on a fulltime or part-time basis. The BUSPH DrPH Program requires students to complete at least 40 doctoral credits. All students must complete the following eight courses (20 credits total) and receive at least a 3.0 (B) grade in each of these classes (Please note that PH 866 and PH 986 do not receive letter grades.):

- PH 851 Needs Assessment (4)
- PH 853 Strategic Planning and Communications (4)
- PH 854 Program and Policy Evaluation (4)
- PH 856 Law and Ethics for Public Health Leaders (2)
- PH 857 Health Economics and Financial Management for Public Health (4)
- PH 858 Cases in Public Health Management (2)
- PH 866 Public Health Leadership Seminar (0)
- PH 986 Public Health Practicum (0)

**Additional Course Requirements**

In addition to the core course requirements, students will complete 8 research methods credits, 4 management/policy elective credits, and 8 general elective credits.

*Research Methods Requirements and Electives:* In addition to completing the required Research Methods courses—PM 811 for domestic (U.S.) public health practitioners and IH 811 for international public health practitioners—students will also complete a research methods elective. Students should consult with their advisor to help them choose the methods elective course that will be most applicable to their program. Students can register for one of the courses listed below, since all have been pre-approved as fulfilling the methods elective. In certain cases students may petition for other courses to fulfill this requirement with written approval from their advisor and the Assistant Dean for DrPH Education.

*Management/Policy Elective:* Students should consult with their advisor to select four (4) credits of coursework focusing on public health management and/or policy. Students may select this elective from any of the five SPH departments represented in the list of pre-approved management/policy electives below. Students may petition to take a course that is not on the approved elective list by making a request to the Assistant Dean for DrPH Education.

*General Electives:* Students will be able to choose how they wish to complete their remaining eight credits requirement by choosing from a list of elective courses that have been approved by each home department. Students may petition to take a course that is not on the elective list by making a request to the DrPH representative in their department. It is expected, though not required, that students will take all 8 credits within their department, and the DrPH Program highly recommends that students devote at least four of those elective credits to the study of social and/or cultural factors impacting public health.
Research Methods Requirements
(for pre-approved Research Methods Electives, please see the list on the following page)

For International Public Health Practitioners:
- IH 811 Applied Research Methods in International Health

For Domestic (U.S.) Public Health Practitioners:
- PM 811 Health Services Research and Methods

Pre-Approved Management/Policy Electives
- EH 783 Applying Public Health Skills in the Community (4)
- EH 805 Environmental Health Science, Policy, and Law (4)
- IH 805 Controversies in Global Control & Eradication of Infectious Diseases (2)
- IH 854 From Data to Dashboards: Building Excel Skills to Support Health Program Decisions (4)
- IH 870 Managing Disasters and Complex Humanitarian Emergencies (8—see note below)
- IH 885 Global Trade, Intellectual Property, and Public Health (2)
- IH 887 Planning and Managing Maternal and Child Health Programs in Developing Countries (4)
- IH 888 Seminar in International Health Policy Issues (2)
- MC 815 Sexual and Reproductive Health Advocacy: Culture, Science, and Politics (4)
- PM 736 Human Resource Management in Public Health (4)
- PM 776 Managerial Skills for Problem Solving (4)
- PM 818 Health Information Technology (4)
- PM 827 Strategic Management of Healthcare Organizations (4)
- PM 832 Operations Management in Healthcare (4)
- PM 833 Health Economics (4)
- PM 834 Health Regulation and Planning (4)
- PM 837 Evaluating Healthcare Quality (4)
- PM 840 Analyses of Current Health Policy Issues (4)
- PM 850 Organizing for Health System Change (2)
- SB 860 Strategies for Public Health Advocacy (4)

Note: Course credits taken to fulfill a management/policy elective cannot simultaneously count toward course credits taken to fulfill a general elective, with one exception. IH 870 (only offered during the summer) fulfills both a 4-credit management elective and a 4-credit general elective.
Pre-Approved DrPH General Electives

Students may select their electives from the list of pre-approved courses below or choose courses not appearing on this list based on a discussion with their advisor. Advisors should report all non-pre-approved elective selections to the Doctoral Education Program Manager in writing.

- IH 790 Leading Organizations to Achieve the Millennium Development Goals for Health (8)
- IH 820 Global Issues in Pharmaceutical Policy and Programming (4)
- IH 887 Planning and Managing Maternal and Child Health Programs in Developing Countries (4)
- IH 890 Quantitative Methods and Modeling for Public Health Decision Making (4)
- MC 800 Preventing Mental Health Disorders Among Women, Children, and Adolescents: A Life Course Perspective
- MC 802 Leading Community Health Initiatives: Medicine and Public Health as Partners (4)
- MC 840 Women and Health Policy (4)
- SB 818 Qualitative Research Methods (4)
- SB 833 Designing and Implementing a Public Health Communication Campaign

Note: Course credits taken to fulfill a general elective cannot simultaneously count toward course credits taken to fulfill a management/policy elective, with one exception. IH 870 (only offered during the summer) fulfills both a 4-credit general elective and a 4-credit management elective.
## Pre-Approved DrPH Research Methods Electives

<table>
<thead>
<tr>
<th>Number</th>
<th>Name</th>
<th>Credits</th>
<th>Prerequisites</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>Epidemiology</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EP 813</td>
<td>Intermediate Epidemiology</td>
<td>4</td>
<td>EP712 and the biostatistics MPH core requirement or consent of instructor.</td>
<td>Spring</td>
</tr>
<tr>
<td>EP 854</td>
<td>Advanced Epidemiology</td>
<td>4</td>
<td>SPH EP712. Consent required for students who have completed any other introductory epidemiology course.</td>
<td>Fall</td>
</tr>
<tr>
<td>EP 858</td>
<td>Design and Conduct of Case-Control Studies</td>
<td>2</td>
<td>SPH EP813 or EP854.</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td><strong>Biostatistics</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BS 775</td>
<td>Applications of Advanced Statistical Methods in Clinical Research</td>
<td>4</td>
<td>BS 703 and BS723 or consent of instructor.</td>
<td>Spring</td>
</tr>
<tr>
<td>BS 810</td>
<td>Meta-Analysis for Public Health &amp; Medical Research</td>
<td>4</td>
<td>Biostatistics and epidemiology MPH core requirements and SPH BS723 or consent of instructor.</td>
<td>Fall</td>
</tr>
<tr>
<td>BS 852</td>
<td>Statistical Methods for Epidemiology</td>
<td>4</td>
<td>BS703, BS723 and the epidemiology MPH core requirement or consent of instructor.</td>
<td>Fall</td>
</tr>
<tr>
<td></td>
<td><strong>Health Policy and Management</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>PM 811</td>
<td>Health Services Research and Methods</td>
<td>4</td>
<td>PM702, the biostatistics MPH core requirement, and one of the following: BS723, BS820, BS821, BS851, BS852 or consent of the instructor.</td>
<td>Spring</td>
</tr>
<tr>
<td></td>
<td><strong>International Health</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>IH 811</td>
<td>Applied Research Methods in International Health</td>
<td>4</td>
<td>Biostatistics &amp; epidemiology MPH core requirements.</td>
<td>Spring</td>
</tr>
</tbody>
</table>
**Course Cycle: Full Time Students**

**YEAR 1:** 40 credit hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall:</td>
<td>PH851 Needs Assessment</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH856 Law and Ethics for Public Health Leaders</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>PH857 Health Economics and Financial Management for Public Health</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH866 Public Health Leadership Seminar</td>
<td>(0)</td>
</tr>
<tr>
<td></td>
<td>(Elective)</td>
<td>(4-8)</td>
</tr>
<tr>
<td>Spring:</td>
<td>PH853 Strategic Planning and Communications</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH866 Public Health Leadership Seminar</td>
<td>(0)</td>
</tr>
<tr>
<td></td>
<td>(Management/Policy and/or General Elective)</td>
<td>(4-8)</td>
</tr>
<tr>
<td></td>
<td>(Research Methods Requirement/Elective)</td>
<td>(4)</td>
</tr>
<tr>
<td>Summer:</td>
<td>PH854 Program and Policy Evaluation</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH858 Cases in Public Health Management</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>(Research Methods or Other Elective)</td>
<td>(2-8)</td>
</tr>
</tbody>
</table>

*Note: 2nd Dept. course and elective can be taken in Spring of Year 1 if student chooses to complete coursework in one year*

**YEAR 2:** 0 credit hours (though payment of continuing study fee equal to 4 credits is required)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
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<tr>
<td>Fall:</td>
<td>PH986 Public Health Leadership Practicum</td>
<td>(0)</td>
</tr>
<tr>
<td></td>
<td>PH990 Continuing Study (payment for equivalent of 2 credits)*</td>
<td>(0)</td>
</tr>
<tr>
<td>Spring:</td>
<td>PH986 Public Health Leadership Practicum (continued if needed)</td>
<td>(0)</td>
</tr>
<tr>
<td></td>
<td>PH990 Continuing Study (payment for equivalent of 2 credits)*</td>
<td>(0)</td>
</tr>
</tbody>
</table>

*Please note that registration for PH 990 during Fall or Spring while also taking PH 986 is only required of students who are not U.S. citizens or permanent residents. PH 990 grants international students on a student visa fulltime certification.*

**Upon completion of academic coursework and practicum**

- Comprehensive Examination
- Dissertation Topic Approval

**YEAR 3 & beyond:**

- PH990 Continuing Study

*Note: Register for “Continuing Study” (2 credits which allows an individual to maintain student status) after completion of the required 40 credits for each Fall and Spring semester of doctoral study.*

- Dissertation Proposal Approval
- Dissertation
- Final Dissertation Defense
Course Cycle: Part Time Students

YEAR 1: 22 credit hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Fall:</td>
<td>PH851 Needs Assessment</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH857 Health Economics and Financial Management for Public Health</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH866 Public Health Leadership Seminar</td>
<td>(0)</td>
</tr>
<tr>
<td>Spring:</td>
<td>PH853 Strategic Planning and Communications</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH866 Public Health Leadership Seminar</td>
<td>(0)</td>
</tr>
<tr>
<td></td>
<td>(Research Methods Requirement/Elective or Other Elective)</td>
<td>(4)</td>
</tr>
<tr>
<td>Summer:</td>
<td>PH854 Program and Policy Evaluation</td>
<td>(4)</td>
</tr>
<tr>
<td></td>
<td>PH858 Cases in Public Health Management</td>
<td>(2)</td>
</tr>
</tbody>
</table>

YEAR 2: 18 credit hours

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Fall:</td>
<td>PH856 Law and Ethics for Public Health Leaders (Electives)</td>
<td>(2)</td>
</tr>
<tr>
<td></td>
<td>(Electives)</td>
<td>(8)</td>
</tr>
<tr>
<td>Spring:</td>
<td>PH986 Public Health Leadership Practicum (Research Methods Requirement/Elective and/or Other Elective)</td>
<td>(0)</td>
</tr>
<tr>
<td>Summer:</td>
<td>PH986 Public Health Leadership Practicum (if necessary)</td>
<td>(0)</td>
</tr>
</tbody>
</table>

Upon completion of academic coursework and practicum

Comprehensive Examination
Dissertation Topic Approval

YEAR 3 & beyond:

PH990 Continuing Study

Note: Register for “Continuing Study” (2 credits which allows an individual to maintain student status) after completion of the required 40 credits for each Fall and Spring semester of doctoral dissertation study.

Dissertation Proposal Approval
Dissertation
Final Oral Presentation/Defense

Reading or Independent Studies Courses

Students may choose to augment required core or departmental course offerings through reading or directed studies courses at the pleasure of faculty members in SPH or other departments of the university. Students are encouraged to discuss such options with their academic and practice mentors. Credits earned through independent studies and other Boston University courses not offered at BUSPH cannot be applied to the completion of the DrPH.
SECTION 3: DRPH PRACTICUM

PH986 Public Health Practicum (0 credits)
- The practicum should be completed prior to the comprehensive exams.
- Students must register for PH986 to receive credit for this degree requirement.
- The goal of the practicum is to emphasize the linkage between practice, research, and academia and the importance of valuing and integrating all three.
- Students work with their academic and practice mentors to identify an appropriate setting for their practicum.
- There is a minimum requirement of 120 on-site hours, though many students (particularly those who combine the practicum with their dissertation project) will complete more on-site hours.

International Public Health Practitioners
- For foreign students, practicum placements will generally be outside the U.S., either in the students’ country of origin or another developing country. In some cases it may be appropriate for students from developing countries to have a placement in the U.S. to observe health systems here.
- U.S. students who wish to practice public health internationally will typically work overseas, depending on their experience prior to matriculating to the program.

Completion of PH986

1. Identifying a practicum site and supervisor: The first step is to find a practicum site and field supervisor (this should be the person who will oversee the student’s work during the practicum). Students will identify their practicum site with the help of their faculty advisor and/or practice mentor. Before registering for the DrPH Practicum, students should have a preliminary discussion with their field supervisor about what their role will be during the practicum and the length of time they plan on committing to the practicum (minimum of 120 hours on site.)

2. Identifying a faculty preceptor: The faculty preceptor will typically be the student’s faculty advisor. The faculty preceptor will be responsible for helping to identify a practicum site (if needed), approving the practicum site and job, advising students on their practicum, approving the learning contract, and grading (pass/fail) the final written product and overall work in the practicum.

3. Addressing DrPH Competencies: When students have identified a faculty preceptor and practicum site and know the name and contact information for their field supervisor, they must make an appointment to see the Doctoral Education Program Manager. Students must provide the Program Manager with the name of their faculty preceptor and the name, address, phone number and email address of their field supervisor as well as a description of their anticipated role during the practicum. If necessary, the program manager can send the field supervisor a letter describing the practicum, which will also include a copy of the requirements, the competencies worksheet and the field supervisor evaluation form that the field supervisor will complete at the end of the practicum.

Students may request a copy of the DrPH Competencies Self-Assessment they completed for the DrPH Leadership Seminar (Please direct this request to the Doctoral Education Program Manger.). Students should review the competencies sheet and consider which competencies they would like to work on during the practicum.
4. **Learning Contract:** Students should set up a meeting with their field supervisor to discuss the details of the practicum including:
- learning objectives (see description below) that describe the competencies that they hope to enhance during the practicum and how working in the practicum will address them;
- job description and expectations;
- final written product based on the practicum experience; and
- a timeline describing the schedule of hours they will commit to the practicum.

All of this information should be put into the learning contract which must be signed by the student’s faculty preceptor and field supervisor. Students will be responsible for providing copies of the signed learning contract to their faculty preceptor, field supervisor and the Doctoral Education Program Manager at least one week before the start date of their practicum. Students should keep a copy of the learning contract for their records.

5. **Midpoint Review:** Students will be required to complete a midpoint review with their field supervisor and are responsible for scheduling a time for the review to take place. The first step of the midpoint review is to meet with the field supervisor and use the learning objectives and timeline they developed for their Learning Contract to guide the discussion. Students should discuss with their field supervisor their progress to date, determine whether or not their future activities and timeline need to be adjusted, and make alterations to their Learning Contract if needed.

For the second part of the midpoint review, students should email the Doctoral Program Manager and the Faculty Preceptor an update on their practicum thus far. If feasible, they should meet with their faculty preceptor. The update should include the following:
- brief summary of “how’s it going”
- written description of student’s activities to date (See form below)
- progress on accomplishing student learning objectives
- changes to activities/timeline based on the midpoint review with the field supervisor

6. **Presentation to DrPH Program Director and Students:** Students must contact the DrPH Program Manager to schedule a presentation about their experiences in the practicum to the DrPH Program Director and an audience of their peers.

7. **Follow up and questions:** If there are questions or concerns regarding the practicum while it is in progress, they should be addressed to the Doctoral Education Program Manager. The Program Manager will also be in touch with the student’s field supervisor during the course of the practicum.

8. **Evaluations:** Upon completion of the practicum, both the student and his or her field supervisor will complete evaluations.

9. **Final Products:** Students should submit the final written report and their organizational report to their faculty advisor no more than a week after they have completed the practicum. (See the “Products” section below for more information.)

10. **Grading:** While students receive no formal letter grade for the practicum, it is noted on their transcript that they successfully completed the practicum by a “P” for “Pass” or “F” for “Failure.”
Learning Objectives for the Practicum

In conjunction with a field supervisor and departmental advisor, students will identify their current set of leadership competencies.
- Students will compare their leadership competencies to a broader, pre-identified set of such competencies discussed in the DrPH Leadership Seminar.
- They will then develop a list of competencies they wish to develop/enhance in their practicum and share those with their faculty and field supervisor.

Tips for Writing Learning Objectives

Learning objectives form the basis of the Learning Contract and represent measurable statements of the results the student wishes to achieve. A learning objective is a concise statement of a change in competency, skill, knowledge, or understanding the student plans to gain. Learning objectives should be specific, reasonable, obtainable, and possible to complete within a particular timeframe. Learning objectives are written generally in the present tense and use action verbs that describe how learning will be demonstrated. They give insight to why the student is doing the practicum. It is important to define the level of mastery that will be obtained when defining the outcome, e.g., identifying an issue vs. analyzing the issue, listing problems vs. evaluating problems. Clearly defined learning objectives are the foundation of a strong and successful practicum. The methods and activities should then describe the detail of the student’s work and how the learning objectives will be obtained.

In preparation for the practicum, it is recommended that the student work with the Faculty Preceptor and/or Field Supervisor to devise broad learning objectives in light of the student’s past experience and future goals. A helpful “first step” exercise in completing the Learning Contract is the Competencies Worksheet for public health practice that was completed in the first seminar. Reviewing and reassessing competencies allows the student to think of the upcoming practicum in terms of objectives, activities, resources and outcomes.

The Public Health Practice Office model of academic practice categorizes students’ learning into five related areas as described below. The Learning Contract should include learning objectives in a variety of areas. Examples of learning objectives are available from the Public Health Practice Office.

1. Public Health Skills and Competencies
   The technical skills and competencies required to be effective in a public health workplace and in the student’s specialty area. These may include basic research, program planning and evaluation, policy fiscal functions, and computer skills.

2. Core and Specialty Knowledge
   The core and specialty knowledge of public health and how it is applied to the improvement of population health, including in-depth knowledge of specific public health issues and specific populations.

3. Leadership Skills and Abilities
   The art of integrating public health knowledge, theory, and practice, and the ability to have an impact on the environment as a public health professional. This includes critical thinking, problem solving, interdisciplinary teamwork, cultural competence, decision-making, communication and leadership.
4. **Context and Environment**

Systems and contexts within which public health knowledge, theory, and practice, and the ability to have an impact on the environment as a public health professional. This includes critical thinking problem solving, interdisciplinary teamwork, cultural competence, decision-making, communication, and leadership.

5. **Personal and Career Development**

General skills and knowledge, which are essential to success in any professional field, such as organizing a complex job, working independently and as part of a team, setting goals and monitoring performance, and assessing personal strengths and challenges. This includes exploring specific career interests, identifying trends and opportunities, developing networks, and becoming familiar with occupational literature and association.

**Products**

Students in the practicum are expected to complete the following:

- **Written Report:** The written report should be planned and developed in conjunction with the student’s faculty and field preceptors. It could take on many different formats, including a detailed description of the intervention or evaluation that was planned and/or developed as part of the practicum, a case study of the development or impact of a public health policy, an examination of the role of and challenges associated with leadership in public health, or another substantial report keeping with the spirit of a practice-based analysis and approved by both the student’s faculty preceptor and field supervisor. This report should be submitted to the Assistant Dean for DrPH Education, Eugene Declercq, and a copy of this report should be delivered to the Doctoral Education Program Manager.

- **Practicum Presentation:** Students must deliver a presentation on the challenges to leadership in the settings in which they were placed. This presentation, which should last no longer than 10-15 minutes, should be scheduled with the Doctoral Education Program Manager.

- **Evaluation:** A written evaluation of the student’s performance from his or her field preceptor should be submitted to the Doctoral Education Program Manager.

- **Organizational Report:** This report of 5-10 pages should evaluate the effectiveness and efficiency of the organization providing the practicum site. Based on the principles studied in DrPH core courses, in particular PH853 and PH858, how well does this organization function to improve the public’s health? What are the organization’s barriers to better performance? What realistic changes can be made to improve performance? Students must submit this report to the Assistant Dean for DrPH Education, Eugene Declercq, and submit a copy to the Doctoral Education Program Manager.
DrPH Practicum Checklist

1. Identify Practicum Site and Field Supervisor

2. Determine what your role will be during the practicum

3. Identify (if not faculty advisor) and meet with faculty preceptor regarding practicum

4. Meet with Doctoral Education Program Manager

5. Complete learning contract and submit signed copies to:
   - Field Supervisor
   - Faculty Preceptor
   - Program Manager

6. Schedule Mid-Point review

7. Send updates from the midpoint review to Program Manager

8. Schedule practicum presentation

9. Submit Written report

10. Submit Organizational report

11. Complete Practicum Evaluation
Boston University School of Public Health

DrPH Program Practicum Learning Contract

Instructions:
• Complete ALL INFORMATION on both sides of this form and attach the approved learning objectives. Student, Field Supervisor, and appropriate BUSPH faculty signatures are required.
• Submit the completed contract to the DrPH Program Manager (Crosstown Center, Room 429B) within two weeks of the practicum start date. Keep one copy for yourself.

************************************************************************************

Student Information

Name: ________________________________ BU ID #: __________________

Email: ______________________________

PH 986 Course Information

Semester and year for which you are REGISTERING for the practicum:

Fall ___ Spring ___ Summer ___

Year ______

Hours per week on-site: ______

Start date of the practicum: __________________________

End date of the practicum: __________________________

Midpoint Review date with Field Supervisor: ________________

Faculty Information (please print)

Faculty Preceptor: ________________________________

(continued on next page)
**Practicum Site Information**

Practicum Site (agency name, department, division, etc.): ________________________________

________________________________________________________________________

Practicum Site Mailing Address: ________________________________

________________________________________________________________________

**Field Supervisor Information**

Name: ________________________________________________

Title: ________________________________________________

Phone: ___________________________

Email: ___________________________

**Practicum Content**

Please complete the following information on separate paper and attach to this form:
- Student Practicum Title/Position
- Description of the practicum site and project: 1-2 paragraphs
- Learning objectives and goals: These should be specific, measurable, and realistic/reasonable.
- Activities and methods for accomplishing the learning objectives and goals
- Proposed products or deliverables
- Monthly timeline for proposed goals and activities

**Requirements for Completion of Practicum Course**

- Submission of a signed and approved Learning Contract
- Participation in required seminars
- Completion of Midpoint Review
- Completion of minimum number of on-site hours
- Submission of evaluation form from field supervisor

**Signatures**

Student: __________________________________________ Date: __________

Field Supervisor: ________________________________ Date: __________

Faculty Preceptor: ________________________________ Date: __________
Midpoint Review Form

The Midpoint Review should occur about halfway through the practicum and is a time for reflection and feedback. The goal of the Midpoint Review is to help ensure that the practicum is on track in providing a valuable learning experience for the student, and that the student is making a contribution to the organization. In addition, the Midpoint Review can help troubleshoot any unforeseen challenges or barriers while ensuring that the student is progressing with the Learning Contract. Updates to the Learning Contract should be made to reflect any changes since the beginning of the practicum.

Instructions:
- The student must complete this form with the Field Supervisor using the Learning Contract as a point of reference.
- This form along with updated learning objectives, activities, and timeline (if necessary) are due to the Doctoral Education Program Manager (Crosstown Center, Room 429B) within 2 days of the Midpoint Review.

Student Name (Print): ____________________________

************************************************************************************

1. Describe what you have accomplished to date. Include a list of activities.

2. Discuss the progress on accomplishing the learning objectives as described in the Learning Contract.

(continued on next page)
3. Describe any challenges or obstacles encountered that have impacted the progress of the practicum. What is being done to address these obstacles?

4. Based on the amount of time left in the practicum describe any changes that need to be made to the Learning Contract?

5. Please describe any other issues that need to be addressed.

Signatures

Field Supervisor: ______________________________ Date: ________

Student: ______________________________ Date: ________

(Return to Sebastian Bach, Crosstown Center, Room 429B, 801 Massachusetts Avenue, Boston, MA 02118 – Fax: 617.638.5370)
Boston University School of Public Health

Field Supervisor Evaluation of Practicum Student

Instructions:
The Field Supervisor should complete this at the end of the practicum. This evaluates the student’s performance throughout the practicum experience. Please review this with the student before submitting the completed evaluation to the Doctoral Education Program Manager.

Field Supervisor: ____________________________      Agency/Organization: _____________________________
Student: ________________________________        Start/End Date of Practicum: __________________________

************************************************************************************

How many hours onsite did the student complete?  _________________________________________

Please evaluate the student’s performance throughout the practicum.

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<thead>
<tr>
<th></th>
<th>Exceeded Expectations</th>
<th>Met Expectations</th>
<th>Somewhat Met Expectations</th>
<th>Did Not Meet Expectations</th>
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<tr>
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<td>Cooperation/Teamwork</td>
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<td>Problem Solving</td>
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<td>Professionalism</td>
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<td>Initiative/Motivation</td>
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<td>Adaptability/Flexibility</td>
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<td>Ability to Accept Feedback</td>
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<td>Communication Skills</td>
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<tr>
<td>Cultural Competency</td>
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<td>Basic Public Health Skills</td>
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<td>Leadership Skills</td>
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</tbody>
</table>

Did the student meet the learning objectives that were outlined in the Learning Contract?

What are the strengths of the student as a public health professional?

(continued on next page)
What recommendations for professional development do you have for the student?

Do you feel that the total hours designated to the student’s practicum were sufficient in meeting your agency’s needs?

Would you be willing to serve as a practicum field supervisor again?

Any other comments/concerns?

**Signatures**

Field Supervisor: ____________________________________________ Date: __________

Student: ____________________________________________ Date: __________
SECTION 4: COMPREHENSIVE EXAMS

Written and Oral Comprehensive Exams
Upon successful completion of coursework, each student will complete a comprehensive exam that will require the student to address a public health problem using knowledge and skills acquired in the classroom. A DrPH Comprehensive Exam Committee will be chosen by the Doctor of Public Health Committee (DPHC) and be composed of three members (a member of the DPHC, the student’s advisor, and one other SPH faculty member). In the event that a student’s advisor cannot serve on the student’s examination committee, the DPHC will select a proxy to represent that advisor on the examination committee. Students preparing to take the comprehensive exams should visit the following exam preparation website for examples of policy memos, successful written exams, and oral presentations: http://blackboard.bu.edu.

Exam Format:
1. The exam will be administered 3 times per year: Fall, Spring, and Summer. Exams will be offered typically in October, February, and June.

2. Students can choose one of 2 questions—one domestic and one international—that will describe a public health problem that the student will address.

3. The exam will require the student to produce a paper that recommends a solution to the public health problem, a brief policy memo based on the longer paper, and a formal presentation of the paper to the DrPH Comprehensive Exam Sub-committee, during which time the student will respond to committee members’ questions.

4. The brief policy memo portion of the examination will be due one day after the main written product.

5. The committee’s decision on whether a student’s performance on the exam is satisfactory will be based on the student’s overall performance of all the tasks described in Paragraph 3.

6. Students will be informed of the outcome of their examinations within one day after all students taking exams in that time frame have completed their oral examination. Students who fail the examination will receive a written report explaining the reason for their failure from the chair of the examination committee. This report will be organized according to the guidelines for the examination.

7. Students who have failed the exam may not retake the exam until they and their advisor come to an agreement that they are ready to do so. Under the guidance of their advisors, students must prepare themselves to retake the comprehensive exams within the following two administrations. For example, a student who fails the comprehensive exams in the Fall must retake the comprehensive exams by no later than the following Summer, approximately eight months later. Exceptions to this rule will only be granted with approval from the DrPH Committee (Please submit all petitions to the Doctoral Education Program Manager.).

8. Students will have two chances to pass the comprehensive exams. Students who do not pass the examination after two attempts may petition to the DrPH Committee for the right to take the exam a third time. The student’s petition must specify the reasons why the student believes she or he will be successful in the third administration of the exam. The decision to permit a student a third attempt to pass
the comprehensive exam rests in the sole discretion of the DrPH Committee, and its decision is final. Failure to pass the comprehensive exams after a third attempt will result in Academic Dismissal.

**DrPH Comprehensive Exam Guidelines**

**Purpose**
The goal of this examination is to evaluate a student’s ability to address a real world problem and communicate a response at the level of a doctorally prepared public health professional. Each student will be required to present a response in three formats: (1) a 25 page written report; (2) a 2 page memo to a policymaker; and (3) orally. Each student will be required to select and respond to one of the two real-life public health situations, one U.S.-based and one international, presented by the examiners. The students can choose the geographic location where they will address this issue.

**Requirements**

- Students will be on their honor not to collaborate with each other or anyone else concerning their responses during the examination period. Violation of this provision will lead to immediate expulsion from the program.

- All written work must be delivered to the Doctoral Education Program Manager on time, according to the deadlines set forth in the examination instructions provided to the examinee. Failure to complete any part of the exam on time will result in an automatic failure.

- The written report cannot exceed 25 double-spaced pages, though it may be shorter. Students must not devote more than 4 pages to a discussion of the public health problem’s or the setting’s background. Data tables will go in the main text, but references will not count toward page limit. Font must be no smaller than Times New Roman 12 point or Arial 11 point with a 1 inch margin on all sides.

- The 2 page memo should summarize the crucial elements of the plan in a concise but clear format and in a language and style that A) presents their advocacy for the plan in a political context and B) proves persuasive to current political leaders on their terms.

- The oral presentation will involve a brief (15 minutes maximum) presentation followed by a question and answer period that may cover all three products.

- Examinations will be graded as a whole with the final decision based on overall performance across all elements of the examination.
Assessment

Written Report: Students will be evaluated based on their ability to:

Apply relevant principles and theoretical approaches, learned through coursework and experience, to the specific situation described in the case.

- Describe the problem and examine the contextual factors and legal and ethical considerations related to the topic that would need to be considered in both assessing the problem and developing a solution to it.

Integrate multiple resources and types of data to define and address the case.

- Identify and analyze the secondary and primary data and associated measurement issues needed to determine if this is a real problem that needs attention, particularly in light of other existing problems.
- Briefly identify alternative approaches to addressing the problem and explain how they were prioritized, leading to the choice of a favored approach.

Combine various components of their response into a persuasively communicated plan

- Create and justify a plan to develop and implement a response, including cost considerations, to the problem as defined.
- Develop a plan for evaluation to determine if the program being proposed was successful.
- Communicate conclusions in an integrated and effective plan to the official identified in the question.

Thoughtfully summarize the strengths and weaknesses of the proposal to address the case.

- Identify challenges that would be faced in developing and implementing this solution. How would these challenges be overcome?

Policy Memo: *(Due 1 day after the report is submitted)*

Effectively summarize the longer description of the plan into a concise format in language relevant to a policymaker

- A 2-page memo (same formatting rules as for report) summarizing the crucial elements of the plan in a concise, clear, and compelling format tailoring their arguments to someone in a political position relevant to their issue

Oral Examination: *(Approximately 1 week after the report is submitted)*

Students will be asked to make a presentation to a committee (which has read your plan) that summarizes in 15 minutes your written report. Students are expected to continue to develop their response in the time between the submission of their written examination and their oral presentation. The oral presentation will be followed by a question and answer period covering elements of all three products. Students will be evaluated on both their formal presentation and their responses in the question and answer period.
Examination Dates for 2012-2013

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SECTION 5: PUBLIC HEALTH PRACTICE DISSERTATION

Dissertation Topics and Design
Through independent work under the guidance of a Doctoral Dissertation Committee (described below), each candidate will prepare a dissertation demonstrating his or her ability to analyze and solve a complex, practice-based problem in public health. The dissertation is expected to make a substantial contribution to the existing public health practice knowledge base. The dissertation format will be determined in large part by the nature of the public health problem the student plans to address. It should reflect the variety of perspectives needed to analyze and ameliorate major public health problems and include explicit population-based policy and practice implications. Appropriate dissertation formats may include:

- case-studies and policy analyses
- applied public health research
- development and analysis of new practice interventions
- design and implementation of public health programs
- program or policy evaluations
- historical program or policy analyses
- substantial legislative proposals

National, regional and local health departments, community-based health centers and NGOs in the U.S. and internationally represent the types of sites in which students might conduct their practice-based dissertation work.

Formation of Dissertation Committee
Students will identify a dissertation advisor (who is typically also the academic advisor) and work with that individual to form a Doctoral Dissertation Committee (DDC). Membership shall consist of a minimum of four persons:

- The dissertation advisor (First Reader) and two other SPH faculty members. At least two different SPH academic departments should be represented on the student’s DDC.
- The fourth member should work in a leadership capacity in the public health practice community, preferably an adjunct faculty member.
- The DDC must have at least one current or former member of the DPHC or a faculty member who has taught a core course for the DrPH Program.

Once formed, the composition of the Dissertation Committee can only be changed with the approval of the DPHC.

Before submitting their Topic Approval Request, students will submit to the Doctoral Education Program Manager a listing of the names and contact information for their Dissertation Committee.
Dissertation Topic Approval
In conjunction with forming their committee, students will identify a public health practice dissertation topic and prepare a dissertation topic proposal.

Prior to the full development of a student’s dissertation proposal, the DPHC must approve the proposed dissertation topic in order to ensure that it fulfills the general criteria for a practice-oriented dissertation and is consistent with the goals of the DrPH program. The student should submit to the DPHC a short (maximum 5 double spaced pages) summary identifying the points described in italics below. Before the student submits a topic approval request to the DPHC, they must submit a completed Dissertation Topic Approval Request Form to the Doctoral Education Program Manager. The form includes the signed assurance that all of the student’s dissertation committee members have read and approved the topic approval request before it is submitted to the DrPH Committee.

The student will participate in the DPHC’s approval process to enhance continuity with the subsequent dissertation proposal development. The student will be notified by the Doctoral Education Program Manager of the date of the meeting at which his or her request will be considered and that he or she is responsible for:

1. Submitting the Dissertation Topic Approval Request Form. Failure to submit this form with signatures from a student’s dissertation committee members will delay the review of the Topic Approval Request until a later DPHC meeting.

2. Submitting his or her Topic Approval Request to the DPHC one week in advance of that meeting; and

3. Arranging for his or her attendance at that meeting and notifying the dissertation advisor (if his or her attendance is necessary) of the date and time of the meeting. If the student cannot attend, his or her advisor may be designated as a proxy.

If a topic is subsequently changed, approval by the DPHC will be required.

The topic approval request should very briefly (maximum 5 double spaced pages exclusive of references and title page) summarize the following:

1. On a title page, present the formal title of the dissertation and clearly state the public health question that you are addressing in this dissertation.

2. Explain how your dissertation will (1) improve public health in a practical way by contributing to the solution of a current public health problem and (2) will provide some generalizable lessons practitioners can use.

3. Evidence of a feasible research design.

The DPHC member of the student’s dissertation committee will notify the student of the results of the DPHC’s decision.
Instructions for DrPH Students: Prior to submitting your dissertation topic approval request to the DrPH Committee, verify that all members of your dissertation committee have read and support your topic approval request. Once you have finalized your dissertation topic with your dissertation committee, complete the form below and include this document with your dissertation topic approval request, which should be submitted to the Doctoral Education Program Manager no later than one week prior to the next monthly meeting of the DrPH Committee. The DrPH Committee meeting schedule will be announced at the beginning of each semester so that students can determine submission deadlines.

Instructions for Dissertation Committee Members: Please read your doctoral candidate’s dissertation topic approval request and, if necessary, suggest any needed revisions. The requirements for the topic approval request are listed in the DrPH Guidebook and require that the candidate address briefly (maximum 5 double spaced pages exclusive of references and title page) the following:

1. On a title page, present the formal title of the dissertation and clearly state the public health question that you are addressing in this dissertation.

2. Explain how your dissertation will (1) improve public health in a practical way by contributing to the solution of a current public health problem and (2) will provide some generalizable lessons practitioners can use.

3. Provide evidence of a feasible research design.

The program’s goal is to have the student explicitly identify the public health practice relevance of the topic and briefly describe his or her chosen methodology so that the DrPH committee has confidence it will be completed. Once the student has produced a satisfactory topic approval request, please signify your agreement by checking the box next to your name below. After the topic is approved by the DrPH Committee, the student will work with you and your colleagues on the student’s dissertation committee to complete a formal dissertation proposal and, ultimately, his or her dissertation.

DrPH Candidate Name

Title of Proposed Dissertation

Doctoral Dissertation Committee
The individuals listed below verify that they have read and approved the above doctoral candidate’s topic approval request and recommend its submission to the Doctor of Public Health Committee.

First Reader

Second Reader

Third Reader

Fourth Reader

Additional Committee Members (if necessary)

Name

Name
**Dissertation Proposal Development**

Students will submit a completed, formal written proposal and make an oral presentation based on that proposal to their Doctoral Dissertation Committee (DDC). The dissertation committee can determine if it wishes to establish a page limit to the proposal. The proposal should develop in greater depth the themes identified in the topic approval request.

(1) **Question and Specific Aims**

Describe the question to be addressed and list the broad, long-term objectives and the goal of the specific research proposed.

(2) **Relevance to Improving the Health of the Public**

Analyze the context and justify the importance of the public health issue to be examined. If the aims of the dissertation are achieved, how will public health knowledge and/or public health practice be advanced?

(3) **Background and Significance**

Summarize past and current strategies that have been used to address the issues studied. Sketch the background leading to present conditions, critically evaluate existing knowledge, and specifically identify the gaps in knowledge that the project is intended to fill. Describe the effect of past studies on the concepts, methods, technologies, services, or interventions that drive this field.

(4) **Research Design and Methods**

This section should include the following subsections:

(a) Describe the research design or conceptual or practice framework, procedures, and analyses to be used to accomplish the specific aims of the project. Place the research in the context of one of the approaches discussed in the DrPH Handbook (e.g. case-studies, policy analyses, applied public health research, development and analysis of new practice interventions, design and implementation of public health programs, program or policy evaluations, historical program or policy analyses, substantial legislative proposals) and explain why that design is appropriate to the proposed question.

(b) Explain how the data will be collected, analyzed, and interpreted.

(c) Describe any new methodology used and its advantage over existing methodologies.

(d) Describe any novel concepts, approaches, tools, or technologies to be used in the proposed dissertation.

(e) Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims.

(f) Provide a tentative sequence or timetable for the project.

(5) **Chapter Outline for Final Dissertation**

(6) **References**

(6) **Human Subjects Research**

For all research involving human subjects, describe your process for protection of subjects from research risks as well as the inclusion of women, minorities, and children as appropriate.
**Approval**

After the candidate completes an oral defense of the dissertation proposal before the DDC, the DDC must approve the doctoral proposal unanimously prior to the student’s commencing her or his dissertation project. The decision of the DDC must be conveyed in a letter from the Dissertation Advisor to the Doctoral Education Program Manager and must be signed by all committee members. This letter must be delivered to the candidate with a copy to the Doctoral Education Program Manager no later than one week following the oral proposal defense.

If the committee has any conditions concerning additional elements of the proposal that must be completed prior to approval, they should be stipulated in the letter to the candidate with a copy to the Doctoral Education Program Manager with a recommended date for completion of the revised proposal. In the case of a request for a revised proposal, once the DDC has reviewed and approved it unanimously, a letter indicating such must be sent by the Dissertation Advisor to the candidate with a copy to the Doctoral Education Program Manager.

**Dissertation Abstract and Defense**

Students preparing to defend their public health practice dissertations must apply for graduation through the BUSPH Office of the Registrar. Please contact Chris Paal (cpaal@bu.edu), BUSPH Registrar, for more information. Students must submit a dissertation abstract of no more than 350 words to both the BUSPH Registrar and the Doctoral Education Program Manager at the time that they apply to graduate. This abstract must be accompanied by the “Dissertation Abstract Submission Form,” which must be signed by the student’s first reader/committee chair to signify the committee’s approval of the abstract. Both application and abstract must be received no later than 30 days prior to the dissertation defense date. (See form included in the Appendices.) Students must also distribute a near-final draft of the dissertation to their Doctoral Dissertation Committee at least 30 days prior to the defense to allow sufficient time for comments and revision. Students are strongly encouraged to schedule a meeting of their Doctoral Dissertation Committee shortly before the abstract submission deadline to seek abstract approval and finalize dissertation revision plans in advance of the dissertation defense.

Upon completion of the written public health practice dissertation, students will make an oral presentation summarizing the key elements of the dissertation and its population-based policy and practice implications to their Doctoral Dissertation Committee. This requirement, to be conducted in an appropriate public forum, will demonstrate students’ ability to present the integration and application of public health practice scholarship and skills required to solve complex public health problems in an appropriate, realistic, and proactive way. Students and their DDCs must select a date for the public defense prior to the semester deadline for dissertation defenses (see the Doctoral Graduation Calendar printed in the front of this guidebook) and notify the Doctoral Education Program Manager at least one month in advance. Students will be responsible for making changes to the dissertation based on comments received at the oral presentation—and all such revisions must be made by the dissertation submission deadline—though it is expected that most or all of these concerns will be resolved prior to the oral presentation. Based on the written and oral presentations, the Doctoral Dissertation Committee will formally vote to recommend approval or disapproval of the public health
practice dissertation. The vote must be unanimous for the dissertation to be approved. Upon approval, the Dissertation Advisor will write a letter to the student informing him or her of the decision with a copy of that letter to the Doctoral Education Program Manager.

**Final Assessment/Approval**
The Doctoral Dissertation Committee, in consultation with the Doctoral Education Program Manager, will then make the final determination and certify the student’s successful fulfillment of all DrPH program requirements.

**Preparation of Final Dissertation Copies**
Soon after the successful dissertation defense, the student will provide at least one bound copy of the thesis to the Assistant Dean for DrPH Education. Two unbound copies of the dissertation must also be submitted to the Mugar Memorial Library. Additional Boston University requirements for the style, distribution, and other aspects of the thesis may be found in “Research Guide for Writers of Theses and Dissertations,” available at the following URL: [http://www.bu.edu/library/guides/theses/](http://www.bu.edu/library/guides/theses/)

Students with questions about formatting or the dissertation submission process should contact Brendan McDermott, Thesis and Dissertation Librarian at the Mugar Memorial Library, at brendan@bu.edu.

Students must also complete the “Mugar Memorial Library Thesis and Dissertation Approval Form” and submit it to the Alumni Medical Library by the dissertation submission deadline. This form is available in the BUSPH Office of the Registrar. Please note that conferment of the Doctor of Public Health degree is contingent upon the submission of the final dissertation draft by the deadline established by the School of Public Health.

There is a charge for library services for handling the thesis, and signatures of thesis committee members are required. Consequently, students must familiarize themselves fully with the requirements for preparing and distributing the bound thesis copies before the thesis defense so that these steps can be fulfilled expeditiously after the defense.
DrPH Dissertation Checklist

1. Formation of Doctoral Dissertation Committee (DDC) 
   a. First Reader/Dissertation Advisor
   b. Second Reader
   c. Third Reader
   d. Fourth Reader/Practice Community Representative

2. Development of Dissertation Topic with DDC

3. DDC Approval of Dissertation Topic Approval Request (TAR)

4. Submission of signed TAR Cover Sheet and 5-page TAR Document to the Doctoral Education Program Manager

5. DrPH Committee Approval of TAR

   a. Submission of Written Proposal and Delivery of Oral Presentation to DDC
   b. Submission of Dissertation Approval Letter to Doctoral Education Program Manager

7. Submission of Graduation Application to BUSPH Registrar

8. Scheduling of Dissertation Defense (see current Graduation Calendar for applicable deadlines)

9. Preparation and Submission of 300-word Dissertation Abstract to BUSPH Registrar and Doctoral Education Program Manager (No Later than 30 Days Prior to the Dissertation Defense)

10. Dissertation Defense

11. Final Revision and Submission of Dissertation
   a. Completion of Signature Sheet following Completion of Final Revisions
   b. Completion and Submission of Dissertation Transmittal Approval Form to BUSPH Registrar
   c. Completion of Thesis Transmittal Form with BUSPH Registrar
   d. Submission of 2 Unbound Copies of Dissertation to Mugar Memorial Library and Payment of Archiving Fees
   e. Submission of 1 Bound Copy of Dissertation to the Assistant Dean for DrPH Education
SECTION 6: STUDENT POLICIES AND RESOURCES

Compliance Requirements for All Boston University Students
All students, including non-degree students, must comply with the Massachusetts Motor Vehicle Law, BU Alert telephone number, immunization (as applicable), and payment requirements in order to be in status with the university. You may check your compliance status at www.bu.edu/studentlink.

The SPH Registrar’s Office is blocked from registering any student who is not in compliance with university requirements and cannot manually override this block and register students. If you need assistance with compliance information, please talk with a staff member in the SPH Registrar’s Office.

If you have any questions regarding the purpose of the compliance requirements, go to www.bu.edu/reg/information/complianceinformation.

Massachusetts Motor Vehicle Law
The Massachusetts Motor Vehicle Law requires that all out-of-state students, including those who do not bring cars to Massachusetts, sign an acknowledgement that they have been informed of the law.

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located: “It is unlawful for a resident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General Laws. Failure to file such statement is punishable by a fine not to exceed $200.”

Boston University, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law by clicking on the acknowledge button at www.bu.edu/link/shortcut/massmotorlaw. Students who fail to do so will not be in compliance and will be unable to register for upcoming semesters.

Instructions for Complying with the Law:
- All out-state-students, including those who do not bring cars to Massachusetts, are required to read the statement on www.bu.edu/link/shortcut/massmotorlaw and click on “I acknowledge.”
- In addition, STUDENTS BRINGING VEHICLES into the Commonwealth of Massachusetts are required to download and complete the Nonresident Driver Statement from the Massachusetts Registry of Motor Vehicles website at www.mass.gov/rmv/forms/20098.pdf.

- Mail form to:
  Office of the University Registrar
  881 Commonwealth Avenue
  Boston, MA 02215

  The Registrar’s Office will mail a copy of the student’s form to the Boston Police Department. The Registrar’s Office will then mail a state-approved decal to the student’s local address. This decal must be prominently displayed in the uppermost center portion of the windshield of the student’s vehicle.
**BU Alert Telephone Number**
A BU alert number is the cell phone to which the University can send a text message in the event of an emergency on campus. If you do not have a cell phone, a voice message can be sent to the telephone number of your choice.

**Immunization Requirements**
In the spirit of public health, we ask all students to be sure their immunizations are up to date, even part-time students who are not required to verify their immunization status. International students must meet mandatory state immunization requirements at the time of registration. For more information about immunization requirements, go to the Student Health Services website, bu.edu/shs/required.

**Tuition Payment**
All students must pay their bill by published tuition payment deadlines.

**Registration Requirements**

**Continuing Study**
At Boston University School of Public Health, all doctoral students, regardless of citizenship or immigration status, must register each fall and spring semester during their doctoral program until they graduate or risk being administratively withdrawn from their doctoral program.

International students holding F-1 or J-1 non-immigrant status and who are in residence at Boston University must meet the requirements of their visa, in particular full-time enrollment. Full-time enrollment is achieved by registration for 12 or more credits of academic coursework, or by registration in Continuing Study with additional full-time certification (“Certified Full-time”) coding by the SPH Registrar. International, non-immigrant students must check in at the Boston University International Students and Scholars Office (ISSO) when they first arrive at Boston University and then complete “Semester Verification” in each subsequent semester to ensure that they remain in lawful status. Students who are not full-time by virtue of academic course load (12 credits or more) or who are not certified full time by enrolling in continuing study will be considered in violation of their immigration status. Students who violate their status are subject to the penalties prescribed in relevant immigration laws.

Students who are permanent residents or United States citizens must meet the requirements of their program and must register for either coursework or Continuing Study each fall and spring semester.

**Leaves of Absence**
A student may request a leave of absence of up to two semesters by writing a letter to the Assistant Dean for DrPH Education and the BUSPH Registrar. This request must be received no later than 60 days prior to the beginning of the semester when the requested leave of absence would begin. Longer leaves of absence may be approved under compelling circumstances.

International students must have approval of ISSO to take a leave of absence and must work with ISSO when they are ready to return to their studies.
Students on leave of absence are not entitled to be advised officially by their advisors or meet with their Doctoral Dissertation Committee during a leave of absence, nor do they have library privileges. It has been possible for students on leave to maintain their ACS accounts.

**Boston University Information Regarding Academic Honesty**

Academic honesty is essential for students to attain the competencies the University and School expect of graduates, and any action by a student that subverts these goals seriously undermines the integrity of the educational programs at the School. Students at the Boston University School of Public Health are expected to adhere to the highest standards of academic honesty.

Academic misconduct is any intentional act or omission by a student which represents his or her academic achievements, or attempts to misrepresent these achievements. While not an exhaustive list, the following acts constitute academic misconduct:

- **Cheating on Examinations:** The use or attempted use of any unauthorized books, notes or other materials in order to enhance the student's performance in the examination, copying or attempting to copy from another student's examination, permitting another student to copy from an examination or otherwise assisting another student during an examination, or any other violation of the examination's stated or commonly understood ground rules.

- **Plagiarism:** Any representation of the work of another as his or her own constitutes plagiarism. This includes copying or substantially restating the work of another person without the use of quotation marks or other indication that the words of another have been copied, the use of any written or oral work from which the student has obtained ideas or data without acknowledging that person's contribution.

- Submitting the same work in more than one course without the consent of all the instructors.

- Misrepresentation or falsification of data.

- Allowing another student to represent your work as his or her own.

- Violating the rules of an examination or assignment.

Charges of academic misconduct will be brought to the attention of the Associate Dean for Education, who will review all such cases and decide upon the appropriate action. A student who is found guilty of academic misconduct may be subject to disciplinary action, up to and including dismissal from the School.

The full academic misconduct policy is available at [www.bu.edu/bulletins/sph/item09.html](http://www.bu.edu/bulletins/sph/item09.html).
**Grading Standards, Probation, and Dismissal**

**Grading Standards**
All SPH degree candidates must earn a minimum 3.0 GPA each semester to be in good academic standing and must have a minimum 3.0 GPA at SPH to graduate.

**Improving a Grade in a Course with a Minimum Grade Requirement**
Faculty teaching a course with a minimum grade requirement may, at their discretion, give students who fail to attain the minimum grade at least one opportunity to improve their final course grade by revising a component of the grade as determined by the instructor. The revised course grade cannot be higher than the minimum required grade.

The course instructor's grade change policy must be explicitly stated in the course syllabus at the beginning of the semester. If a faculty member designates a mechanism to improve a grade in a course with a minimum grade requirement, a student must express his or her intention to improve the course grade within two weeks after the course grade is entered, and must submit the specified work before the start of the next academic semester. Exceptions to the two-week notification policy are granted only in extraordinary circumstances and can be approved only by the Associate Dean for Education.

**Repeating a Class Due to Failure to Attain the Minimum Grade Requirement**
Students who do not meet a minimum grade requirement must register for the course, or its curricular equivalent, for a second time in the next semester the course is offered. Students may earn a grade higher than the minimum grade in a repeated course – they are eligible to be graded with the whole range of grades, as described on the SPH Grading Policy at sph.bu.edu/registrar/policies.

In all cases, a student must repeat the course in which he or she did not attain the minimum grade no later than one year from the initial registration, unless they are given specific written permission of the Associate Dean for Education to exceed this timeframe. Students who do not repeat the course within one year and do not seek permission to do so may be subject to academic dismissal.

The option to improve a grade is not available in courses that do not have a minimum grade requirement. Students may not repeat such a course or its curricular equivalent.

**Conditions and Consequences of Repeating a Course**
Grades for every course in which a student registers, including repeated courses, will appear on the student’s transcript. The credits from courses in which the student fails to achieve the minimum grade are not counted toward the credit requirement for graduation, although the grade is factored into the overall grade point average.

A student may not use institutional aid or SPH scholarship or merit funds to pay for courses they are retaking in order to meet the minimum grade requirement. They may use federal financial aid, such as loans. Students repeating courses are strongly encouraged to contact the Office of Student Financial Services to verify their financial aid prior to the start of the semester.
Failure to Meet the Minimum Required Grade in a Repeated Class
A student will be subject to dismissal from Boston University if he or she does not achieve the minimum grade in a repeated course or its curricular equivalent. The student may petition the Associate Dean for Education to repeat the course or its curricular equivalent an additional time. If the petition is rejected, the student will be dismissed from SPH. If the petition is granted and the student again does not achieve the minimum grade, the student will be dismissed with no option to appeal.

Failure to Meet the Minimum Required Grade in Multiple Courses
No student will be permitted to repeat more than two courses that have a minimum grade requirement during their tenure at SPH. A student who fails to achieve a minimum grade in three courses that have a minimum grade requirement will be subject to dismissal from SPH. A student who wishes to appeal his or her dismissal may do so by petitioning the Associate Dean for Education in writing. The student should provide evidence

Please see the BUSPH Grading Policy at sph.bu.edu/registrar/policies for the full grading policy.

Probation
A student may be placed on probation if his/her overall GPA falls below 3.0. A student also may be placed on probation if he or she has failed to make adequate progress in the program over a length of time: this will occur if the student has been in the doctoral program for 4 years and has not taken the qualifying exams; if the student has not submitted a dissertation concept letter within two submission deadlines of passing the qualifying exams; if the student has not submitted a dissertation proposal within two submission deadlines of receiving notice that their concept letter has been approved; or if the student has not shown adequate progress on his/her dissertation based on annual presentations at Epidemiology Doctoral Student Presentation Day, other progress reports required of the student by the EDC, or a report of the dissertation committee chair to the EDC program director. In addition, the EDC may assess a student’s progress at any time, and may place the student on probation if the EDC determines that the student has not made adequate progress toward meeting graduation requirements.

When a student is placed on probation, the EDC director sends the student a letter specifying the reason(s) for probation, precisely what is required to be removed from probation, and the deadline by which the requirement(s) must be met. After the student has fulfilled the relevant requirement(s), he/she must write a letter to the EDC director that describes these steps. The EDC director will respond in writing with a determination of whether the student has met the requirements and is removed from probationary status, has not met the requirements and will remain on probation, or that the matter has been referred to the EDC for further action.

Dismissal
A student who is on probation for not making adequate progress will be dismissed from the doctoral program if he/she does not demonstrate substantial progress during the specified probationary period, or does not meet the requirement(s) of probation by the deadline specified by the doctoral committee.

A student who fails one or both sections of the qualifying examination two times will be dismissed unless he/she successfully petitions the doctoral committee for a third attempt to complete that exam. Dismissal may also occur as a result of committing an act of academic dishonesty, as defined in the School’s policy on Academic Honesty.

All decisions regarding probation and dismissal will be made by the doctoral committee. The decision of the doctoral committee is final.
Dissertation Abstract

All doctoral students must submit a dissertation abstract of no more than 350 words to the BUSPH Registrar and the Doctoral Education Program Manager when they apply to graduate. This abstract must be accompanied by the “Dissertation Abstract Submission Form,” which must be signed by the student’s first reader/committee chair to signify the committee’s approval of the abstract. Both application and abstract must be received no later than 30 days prior to the dissertation defense date. (See form included in the Appendices.) Students are strongly encouraged to schedule a meeting of their Doctoral Dissertation Committee shortly before the abstract submission deadline to seek abstract approval and finalize dissertation revision plans in advance of the dissertation defense.

Dissertation Defense

Dates included in the Doctoral Graduation Calendar represent the absolute deadlines (in each semester) for holding a dissertation defense. (Please see the “Doctoral Graduation Calendar” in the front of this guidebook.) When scheduling their dissertation defense, students should allow sufficient time for making any final revisions recommended by their doctoral dissertation committee prior to the absolute deadline for submitting the approved dissertation to the Mugar Memorial Library. The doctoral candidate and all dissertation committee members must participate in the dissertation defense on the selected defense date. Both the doctoral candidate and the dissertation committee chair must be available on the selected defense date to appear in person at the defense, which must be held on the BU Medical Campus. Other committee members should appear in person for the defense; however, if they cannot, they may make arrangements to participate in the defense remotely.

Students must notify the Doctoral Education Program Manager of the dissertation defense date no later than 30 days prior to the defense. Within one week after the dissertation defense, the dissertation committee chair must send written notification of the outcome of the defense to the Doctoral Education Program Manager.

Submission of Doctoral Dissertation

Conferment of the doctoral degree is contingent upon receipt of the dissertation final draft by the deadlines established by the Doctoral Graduation Calendar. A doctoral candidate must present the BUSPH Registrar with the “Dissertation Transmittal Approval” form, signed by the first reader/committee chair, when the Registrar completes the dissertation transmittal paperwork. Failure to do so by the established deadline will require that the student submit a new graduation application and will defer the student’s graduation to the following semester. (See the form included in the Appendices.)

Please note that, to be accepted by the Mugar Memorial Library, all doctoral dissertations must be formatted according to the guidelines described in the “Research Guide for Writers of Theses and Dissertations,” which is available at the following URL:
http://www.bu.edu/library/guides/theses/
Students with questions about formatting or the dissertation submission process should contact Brendan McDermott, Thesis and Dissertation Librarian at the Mugar Memorial Library, at brendan@bu.edu.
Program Time Limit

It is the policy of the School of Public Health that all requirements for a doctoral degree must be completed within 5-7 years of entering the doctoral program. The DrPH Program observes the following time limits: 5 years for fulltime students (fulltime at the time they entered the program) and 7 years for part-time students. Any extensions of the overall time limit must be requested in writing to the Assistant Dean for DrPH Education with documentation of the extraordinary circumstances creating the delay and a date by which the requirements will be met. The request must be reviewed and approved by the DrPH Committee. A student who does not meet the time limits established by the program may be dismissed from the program without a degree.

Semiannual DrPH Student Self-Evaluation

DrPH Students who have passed their comprehensive exams are required to submit a DrPH Student Self-Evaluation twice annually to the Doctoral Education Program Manager: once by July 15 and once by December 15. Please see the template for the DrPH Student Self-Evaluation in the Appendix to this Student Guidebook. This self-evaluation asks students a) to reflect on their academic and professional activities over the previous six months and b) to assess their current progress in the DrPH Program. Failure to submit two consecutive self-evaluations by the established deadlines will automatically place the student on academic probation due to lack of progress and may result in dismissal from the DrPH Program.

Annual Student Evaluation of the DrPH Program

The DrPH Program also seeks formal and informal feedback from all of its students concerning the program. Students are welcome to discuss ideas, comments, or concerns about the DrPH Program with Dr. Declercq or the Doctoral Education Program Manager at any time. Formally, the DrPH Program would like to receive this information on an annual basis. At the beginning of each Summer Session, the Doctoral Education Program Manager will distribute to students a copy of the Annual Student Evaluation of the DrPH Program form, which should be completed and submitted to the Doctoral Education Program Manager by no later than July 15.

The Official Student Record

The Official Student Record is an extremely important set of documents that demonstrate the progress of the student through the doctoral program. All students will be responsible for understanding the contents of their own file and familiarizing themselves with the rules outlined below.

When a student enters the program, the program director creates the Official Student Record in the program director’s office. The Official Student Record is available for inspection by the student and members of the doctoral program committee. Initially, the file contains the student's name, the date of entry into the program, and the name of the assigned academic advisor. With a few exceptions, described below, it is the student's responsibility to make additions to the Official Student Record and guarantee that the program director has received the appropriate information. Additions may be made in person or by mail, facsimile transmission, or electronic mail.
**Student Responsibilities**

Students must submit the following information and materials to their Official Student Record:

- notification of change of academic advisor, including the name of the new advisor and the date of the change;
- copies of transcripts and other required documentation showing completion of the credit requirements;
- a copy of all qualifying examination documents;
- a letter identifying the members of and date of formation of the doctoral dissertation committee;
- a copy of all dissertation progress reports;
- and a copy of an announcement of the dissertation defense

**Doctoral Education Program Manager Responsibilities**

The Doctoral Education Program Manager must maintain the following materials in all Official Student Records:

- qualifying examination committee’s written approval of the passage of the qualifying examination/s;
- doctoral program committee’s written approval of the proposed dissertation project;
- dissertation committee chair’s written approval indicating the dissertation committee's unanimous approval of the dissertation;
- and any correspondence pertaining to potential or actual disapproval of the dissertation.

**International Students and International Work**

**International Students and Scholars Office (ISSO)**

The ISSO provides professional expertise on immigration and employment issues to students, faculty, and staff at Boston University.

**ISSO Office Hours**

Monday, Tuesday, Thursday, and Friday: 9:00AM - 5:00PM
Wednesday: 12:00PM - 5:00PM

The ISSO office is closed on all Boston University holiday and intersession days.

**Contact Information:**

888 Commonwealth Avenue, 2nd Floor
Boston, MA 02215
Phone: (617) 353-3565
Fax: (617) 358-1170
Email: isso@bu.edu

The School of Public Health’s ISSO liaison is Elizabeth Capuano (mirarchi@bu.edu). Students who have any questions regarding their required registration or necessary documents for travel or study should contact the ISSO. If students must visit the office in person, they may take the BU BUS. 888 Commonwealth Avenue is located opposite the C6 – Buick Street and Commonwealth Avenue stop on the BU Shuttle Outbound to the Charles River Campus.
Maintaining Visa Status
To remain lawfully in the United States during their doctoral studies, international students must obey the laws regulating F-1 and J-1 visa status. These regulations include, but are not limited to, registering for a fulltime course of study (whether by taking 12 or more credits or via registering for Continuing Study during all fall and spring semesters), limiting travel outside the U.S. to no more than 5 months at a time, and maintaining a current and valid I-20. For a complete discussion of these requirements, please visit the ISSO website at the following URLs:

Students on an F-1 visa: [http://www.bu.edu/isso/students/current/f1/status/index.html](http://www.bu.edu/isso/students/current/f1/status/index.html)

Students on a J-1 visa: [http://www.bu.edu/isso/students/current/j1/status/index.html](http://www.bu.edu/isso/students/current/j1/status/index.html)

Completing the Dissertation
Regardless of when they participate in graduation ceremonies, international students officially complete their doctoral studies when they submit the final version of their dissertation and when Boston University certifies that they have successfully completed all degree requirements. Please note that all students who will complete and submit their dissertation during the summer must be registered as continuing students during the summer semester to maintain lawful F-1 status. Otherwise, students must register in every fall and spring semester.

Disability Services
Students requiring disability services or accommodations are encouraged to meet with Mary Murphy-Phillips, Director of Student and Educational Services, who is the BUSPH liaison to the Boston University Office of Disability Services. Mary may be reached at 617-638-5059, in her office on Talbot 2 Center, or via e-mail at mcmurph@bu.edu. Students may also refer to the School of Public Health Student Handbook ([sph.bu.edu/studenthandbook](http://sph.bu.edu/studenthandbook)) and to the Office of Disability Services website [bu.edu/disability](http://bu.edu/disability) for more information.

Student Health and Behavioral Medicine
BUSPH students have several options for health and medical care, as outlined in the School of Public Health Student Handbook ([sph.bu.edu/studenthandbook](http://sph.bu.edu/studenthandbook)). Students should always refer to their insurance brochure and policy for coverage options, benefits and any restrictions.

In the event of a medical emergency, go to the closest hospital emergency room.
Communications

There are several ways to remain in contact with faculty and other students and to be informed about events and opportunities at BUSPH.

- **The BUSPH website:** [sph.bu.edu](http://sph.bu.edu)

- **The Student Insider:** BUSPH’s online student newsletter: [sph.bu.edu/studentinsider](http://sph.bu.edu/studentinsider). You’ll also receive emails announcing information on the Student Insider from Please be sure to add sphstdnt@bu.edu to your safe senders list.

- **The Student Handbook:** [sph.bu.edu/studenthandbook](http://sph.bu.edu/studenthandbook) and also available in Student Services, Talbot 219 East

- **BUSPH Bulletin:** Available in Registrar’s Office, Talbot 210 Center

Events

Each month, BUSPH hosts several events designed to get students involved in the community and socialize with your fellow students. These opportunities include:

- **5 PM Socials:** Free food held in Chequer’s in the L-building basement 3-4 times per semester.

- **Student Meetings with the Dean:** Open discussions and free food for students to discuss issues they find important with the Dean of BUSPH, Robert Meenan.

- **Watch for other events on the Student Insider!**

Public Health Forum

BUSPH Public Health Forum is a monthly presentation at which students, faculty, and colleagues gather to examine contemporary problems or issues in the public health world. Speakers include public health practitioners and policy experts from around the globe and faculty from schools of public health. The goal of the Forum is to promote awareness and dialogue about matters critical to the public’s health. The Forum is generally held on a Wednesday, from 12 –1 PM, monthly during the academic year, in room L-112. Topics for the Forum will be posted throughout the school and medical campus as well as on the SPH web. If you have any questions about the Public Health Forum, please contact Vanessa Edouard at [vbe@bu.edu](mailto:vbe@bu.edu). Past topics have included “Fraud in Medical Research”; “Strategies for Addressing Health Disparities in Boston”; and “Male Circumcision: Our Best Available HIV Vaccine.”
Professional Associations

In addition to skills gained through classes, students benefit greatly from joining professional associations. These associations offer students opportunities to meet people working in public health, learn about job opportunities, understand trends in the field, and polish communication and presentation skills. Students are strongly encouraged to become active in the following organizations, and are welcome to discuss your interest in other associations with the Assistant Dean for DrPH Education and their advisors. These organizations generally welcome student members at a reduced cost.

- American Public Health Association (APHA) – www.apha.org
- Massachusetts Public Health Association (MPHA) – www.mphaweb.org
- National Association of County and City Health Officials (NACCHO) – www.naccho.org
APPENDICES

Student Progress through Program

1. Admission to Program and Home Department
2. Completion of Prerequisites (if necessary; they can be done in conjunction with first year coursework)
3. Assignment of Academic Advisor
4. Completion of 20 School-Wide Credits
5. Completion of 8 Research Method Course Credits, 4 Management/Policy Elective Credits, & 8 General Elective Credits
6. Completion of Field Practicum
7. Completion of Comprehensive Examination
Formation of Dissertation Committee (DDC)

Approval of Dissertation Topic by DPHC

Dissertation Proposal Approval by DDC

Written Dissertation and Abstract

Oral Defense of Dissertation

Dissertation Approval

Submission of Dissertation Copies

Conferring of Degree
Dissertation Abstract Submission Form

This form must be submitted to the Office of the Registrar, 715 Albany Street, Talbot Building, Room T210AC, and the Doctoral Education Program Manager, Crosstown Center, Room #429B, 801 Massachusetts Avenue, accompanied by one copy of the dissertation abstract (maximum of 350 words) and the Graduation Application, at least 30 days in advance of the defense of the dissertation. The proper heading of the dissertation abstract must be printed at the top of the abstract. Prior to submission, the abstract must have been read and approved by your dissertation committee chair/first reader. Please type or print clearly.

Name ___________________________________________ BUID ____________________________
Not Applicable Doctor of Public Health (DrPH) ________________________________
Department _________________________________ Degree ____________________________
Date of Defense ________________________________

Dissertation Title
________________________________________
I plan to graduate on ______________________. I have completed a graduation application.

Dissertation Committee

First Reader: ________________________________
Name ________________________________
Department/Affiliation ________________________________
Second Reader: ________________________________
Name ________________________________
Department/Affiliation ________________________________
Third Reader: ________________________________
Name ________________________________
Department/Affiliation ________________________________
Fourth Reader: ________________________________
Name ________________________________
Department/Affiliation ________________________________
Additional Readers: ________________________________
Name ________________________________
Department/Affiliation ________________________________
Name ________________________________
Department/Affiliation ________________________________

Approval and Signatures

The undersigned verify that the enclosed dissertation abstract has been approved for publication and submission to the Office of the Registrar and the Doctoral Education Program Manager. Any subsequent revisions to this abstract will require the immediate resubmission of these documents to the Office of the Registrar and the Doctoral Education Program Manager.

Signature of Doctoral Degree Candidate ________________________________
Date ________________________________
Signature of Dissertation Committee Chair/First Reader ________________________________
Date ________________________________
Boston University School of Public Health

Dissertation Transmittal Approval Form

This form must be submitted to the Office of the Registrar, 715 Albany Street, Talbot Building, Room T210AC at the time the Registrar completes the final dissertation transmittal paperwork. Failure to submit this document by the deadline set by the School of Public Health will immediately disqualify the degree candidate from graduation and will require that the candidate submit a new graduation application to the Office of the Registrar. Please type or print clearly.

Name ___________________________________________ BUID ___________________________________________
Not Applicable Department _______________________________ Doctor of Public Health (DrPH) Degree _______________________________
Date of Defense _______________________________

Dissertation Title

________________________________________________________________________________________

Approval and Signatures

The undersigned verify that the enclosed dissertation has been approved for publication and submission to the Mugar Memorial Library. Upon submission of these documents, no further revisions may be made to the dissertation.

Signature of Doctoral Degree Candidate ___________________________ Date ___________________________

Signature of Dissertation Committee Chair/First Reader ___________________________ Date ___________________________
**SEMIANNUAL STUDENT SELF-EVALUATION**

**DOCTOR OF PUBLIC HEALTH PROGRAM**
**BOSTON UNIVERSITY SCHOOL OF PUBLIC HEALTH**

All Doctor of Public Health candidates who have passed their comprehensive exams must submit this report on a semiannual basis to the Assistant Dean for DrPH Education.

**Process:**

1. Using the template on the following page, report completed work over the last six months and intended completion plan/s for work in the future by July 1 and January 1 to the Doctoral Education Program Manager. The narrative report should address, by a self-evaluation, where you are in the dissertation process. You should think broadly in the context of the balance of how working through this program fits into your life as a whole, though you may record in the report only the professional development aspects of this reflection.

2. Prior to submitting this report to the Doctoral Education Program Manager, students should consult their advisor to discuss this plan and report. Faculty advisors may write an evaluation of their own that is appended to this report as desired. The progress will be reviewed by the DrPH Committee at its July meeting.

3. Reports may be submitted in any medium that is convenient. Students may cut and paste from other documents, provide printouts from other records, or use any medium that makes the preparation of this report expedient. The Assistant Dean for DrPH Education will review the reports and then meet with individual students as either the student or the Assistant Dean deems necessary.

4. Student evaluation of the Program Director, the Program Manager, and the DrPH Program (the last pages of this document) can be submitted separately and anonymously via whichever medium the student chooses to guarantee that anonymity, if desired (including faxing, leaving in the Program Director’s or the Program Manager’s mailbox, etc.), or it can be E-Mailed to the Program Director with the self-evaluation, if anonymity is not desired.
Template for Student Self-Evaluation

1) Student name
2) Year student entered the program
3) Number of course credits required for the degree program
4) Academic advisor (with date of meeting to discuss semiannual progress)
5) Membership of dissertation committee (if known)
6) Status of dissertation topic approval request
7) Status of dissertation proposal (complete plan to accomplish the dissertation)
8) Status of I.R.B. approval (if required) for dissertation work
9) Describe service and membership/s in professional organizations (e.g. APHA)
10) Describe professional meetings attended and presentations (poster or oral) made outside Boston university
11) List presentations made at Boston University (excluding class assignments) and any plans for such presentations in the coming year
12) List peer reviewed publications submitted and status of review process.
13) Status of grant proposals, scholarship applications, or plans to submit grant proposals or scholarship applications to support your own work
14) Status of dissertation work and writing, including actual or working title
15) Narrative discussion of current status of professional growth, career plans, and general experience of the program as it fits into your life (extent of personal aspects included is by choice, but you should think about all aspects of how this program and degree fit into your life and plans, as you write this narrative). Consider carefully milestones/accomplishments as well as disappointments/failures.
Course Descriptions

PH851 Needs Assessment:
This course examines the processes by which local and regional health status and services can be assessed and analyzed. Students will learn approaches to: quantitatively and qualitatively defining public health problems; setting a community agenda by prioritizing distinct public health problems; engage the community in assessing local capacity to address those problems; visualizing those problems with Geographic Information Systems; and presenting the results of their assessment to audiences of decision makers and the public. 4 Credits (Declercq & Viera)

PH 853 Strategic Planning and Communications
This course focuses on the development and implementation of program and policy interventions that can improve public health by modifying people's health-related behaviors, and on the design and execution of effective oral and written communications to support those interventions. Working through a sequence of written assignments, students will develop: (1) a set of theory-based learning and environmental change objectives; (2) a strategic plan for a program or policy intervention designed to change an important health-related behavior; (3) a management plan for implementing and maintaining that intervention; (4) a supportive communication strategy; and (5) specific media and communications executions to operationalize that strategy. In class writing workshops and individual consultations are designed to give students ideas for their projects and interim feedback on their written assignments. 4 credits (DeJong)

PH 854 Program and Policy Evaluation
Evaluation research is critical to the advancement of public health knowledge and the improvement of program services. This course focuses on the theory and practice of program evaluation and the development of student evaluation skills. Students will critique case materials taken from current evaluation projects. The process of examining secondary data related to evaluation of public health policy initiatives will also be covered. Students will learn to conceptualize the entire evaluation process from the initial stages of program development through program and policy implementation. 4 credits (Finison & LaValley)

PH856 Law and Ethics for Public Health Leaders
This course examines the ethical and legal principles which public health leaders in US and international settings should understand when making difficult decisions. The course is case-based and issues addressed will include resource allocation and rationing, surveillance practices and privacy, the “right to health,” the regulation of research in the U.S and developing countries, and public health responses to major epidemics. 2 credits (Glantz)

PH857 Health Economics and Financial Management for Public Health
This course is an applied, practitioner-oriented survey of major topics in health economics and the financial management of public health organizations and programs. It will provide students with a brief introduction to the theoretical and conceptual underpinnings of health economics and financial management, but the focus will be on practical application to health care market issues, resource allocation policy problems, financial and managerial accounting, performance measurement, and economic evaluation of public health programs. The course will use a combination of lectures, group discussions, in-class exercises, take-home assignments, and case studies to forge the link between the theoretical material and its practical application. Examples and case studies will be taken from a range of real-life domestic and international experience. 4 credits (Sabin & Vian)
**PH858 Cases in Public Health Management**
This course will focus on developing tools for and perspectives on decision making in senior public health positions through analysis of a series of case studies. Students will adopt different roles in preparing the cases, sometimes singly and sometimes in groups. The cases will address challenges faced by senior leadership including human resources, facilities design, quality control, organizational change and integration of policy and program planning. Students will be assessed on: (1) memos prepared for their roles in individual classes; (2) the quality of their participation in class discussions of the cases; and (3) their response to a case that will be distributed as a final examination. 2 credits (Murphy and Declercq)

**PH 866 Public Health Leadership Seminar**
The public health leadership seminar provides the main integrative pedagogic experience of the DrPH doctoral program. It will provide a place for combining and applying knowledge from previous courses and field experience to address substantial complex multidimensional public health programs. It will also address crosscutting issues that may not be covered in any single DrPH core or departmental course. The seminar will also provide an opportunity to meet/learn from/ and interact with senior public health officials/practitioners. 0 credits (Declercq).
DrPH Program Library

Borrowing Policy

The DrPH program has developed a small, specialized library focusing on public health management, leadership and policy that you may use as a resource during your time in the program. The library is housed in the Assistant Dean for DrPH Education’s office in Room #430 of the Crosstown Center building.

You are permitted to sign books out of the library four weeks at a time. If you do not return the books, or if the books you borrowed are lost, you will be billed for the cost and shipping of a new copy of the book.

Library Titles


Trostle, JA. *Epidemiology and Culture*. New York: Cambridge University Press, 2004


DOCTOR OF PUBLIC HEALTH (DRPH) GRADUATION
REQUIREMENTS FOR STUDENTS ENTERING
PROGRAM IN 2012-2013

Name (last, first) ________________________________  □ Non-permanent U.S. resident

BU ID: U ______ - ______ - ______ ______ ______

Students who have not completed the MPH may be required to take courses in the following core Public Health areas: Health Policy & Management, Epidemiology, Biostatistics, & Environmental Health.

<table>
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<th>Semester / Year</th>
<th>Credits Earned</th>
<th>Grade</th>
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<td>PH851 Needs Assessment</td>
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<td>PH853 Health Program Development &amp; Management</td>
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<td>PH854 Program and Policy Evaluation</td>
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<td>PH856 Health Law and Ethics for Managers</td>
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<td>PH986 Public Health Practicum</td>
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<td>Management/Policy Elective</td>
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<th>Practice Based Dissertation</th>
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Final Approval Signature: I certify that this student has completed all requirements for the DrPH.

Assistant Dean for Doctoral Education  Date

Miscellaneous Requirements:

□ Prerequisites Complete  □ Credits Total 40 or above  □ GPA 3.0 or above