



Boston University School of Public Health Doctor of Public Health Program



DrPH Program Guidelines

2022 - 2023

<https://www.bu.edu/sph/students/sph-student-dashboard/my-academic-program/drph/>

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Doctor of Public Health Program Contacts

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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.

Contact Information

	Office & Contact Info
Course Materials	Online: Course information, assignments, and syllabi are often posted on a course webpage at learn.bu.edu . Course Readers and Textbooks are available for purchase through Barnes & Noble bookstore located at 660 Beacon Street, Kenmore Square, Boston University
Career Services	Office of Career Services: www.bu.edu/sph/careers/ Talbot Building 2 nd Floor East
Financial Assistance	Office of Student Financial Services: www.bumc.bu.edu/osfs/contact-us/ Email: osfs-sph@bu.edu Phone: 617-358-6550
Housing	Office of Housing Resources: www.bumc.bu.edu/ohr/ Email: OHR@bu.edu
Library Resources	Alumni Medical Library: medlib.bu.edu L Building, 12 th Floor Phone: 617-358-4810 Boston University Library Network: www.bu.edu/library
Parking and Transportation	Office of Parking and Transportation Services: www.bumc.bu.edu/parking/ 710 Albany Street Phone: 617-638-4915
Registration Information	Registrar's Office: www.bu.edu/sph/students/advising-and-registration/ Talbot 2 nd Floor Central Email: sphreg@bu.edu Phone: 617-358-3434 Compliance, Registration and Unofficial transcripts are available at bu.edu/studentlink
Student Health Behavioral Medicine	Student Health Services: www.bu.edu/shs/ 881 Commonwealth Avenue 617-353-3575
Student Services	Office of Graduate Student Life: www.bu.edu/sph/students/student-services/ Talbot 2 nd Floor East Email: sphgsl@bu.edu Phone: 617-358-1750
Disability and Access Services	Office of Disability and Access Services: bu.edu/disability Email: access@bu.edu Phone: 617-353-3658
International Students And Scholars Office (ISSO)	Contact Information: //www.bu.edu/isso/ 888 Commonwealth Avenue, 2 nd Floor Boston, MA 02215 Email: isso@bu.edu Advisor-on-Call: https://www.bu.edu/isso/contact/isso-advisor-on-call-for-student/
Additional Student Resources	Academic Support: https://www.bu.edu/sph/students/student-services/student-resources/academic-support/ SPH Courses and Bulletin: https://www.bu.edu/academics/sph/courses/

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.

Academic calendar: <https://www.bu.edu/sph/students/advising-and-registration/academic-calendar/>

Academic class dates: <https://www.bu.edu/sph/students/advising-and-registration/academic-calendar/course-meeting-dates/>

Graduation and dissertation deadlines: <https://www.bu.edu/sph/students/advising-and-registration/graduation/graduation-procedures-for-ms-doctoral-students/>

Doctoral Graduation Calendar Deadlines			
Graduation Award Date	January 2023	May 2023	August 2023
Graduation Application submitted to Registrar by	June 10, 2022	Nov 10, 2022	March 10, 2023
Dissertation Abstract and Form to DrPH@bu.edu	At least 30 days prior to defense		
Dissertation Defense held by	Nov 15, 2022	April 15, 2023	July 15, 2023
Dissertation submitted to Library by	Nov 30, 2022	April 30, 2023	July 31, 2023

Withdrawal and tuition refund schedule: <https://www.bu.edu/reg/calendars/refund/>. A withdrawal means dropping ALL classes at the University. Students must complete a withdrawal form (forms are available online at <https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/>).

Withdrawal and Tuition Refund Schedule	
Prior to first day of class	100% refund of tuition and fees
During the first two weeks of the semester	80% refund of tuition only
During the third week of the semester	60% refund of tuition only
During the fourth week of the semester	40% refund of tuition only
During the fifth week of the semester	20% refund of tuition only
After the fifth week of the semester	0% refund

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.

Emergency Cancellation Information

In the event of an emergency or class cancellation, email messages will also be sent to faculty, staff and students in the event of closings. 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. Instructors are required to reschedule cancelled classes; students will be notified by the instructor of make-up dates for any cancelled classes.

Doctor of Public Health Program
Crosstown Center, Room #440
801 Massachusetts Avenue
Boston, Massachusetts 02118
sph.bu.edu/drph

Fall 2022

Dear DrPH Students,

Welcome to the Boston University School of Public Health (BUSPH). You are joining an accomplished group of students and esteemed graduates who have decided to pursue doctoral studies in order to enhance their leadership, management, research and policy 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. There has never been a time in our recent history where public health leadership has been more important. I speak for the School in saying we are looking forward to having you at BU as each of you will bring a unique energy and enthusiasm to the classroom that will enhance the learning experience for your classmates and teaching faculty alike.

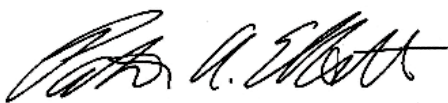
You have received a letter welcoming you to the program and informing you of your advisor assignment. Please plan to meet with your advisor in the coming weeks. Your advisor is available and prepared to help you think about how you can make the most of your BUSPH career. I also encourage you to take 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. We will also keep an updated version of all forms on the DrPH student website: <https://www.bu.edu/sph/students/sph-student-dashboard/my-academic-program/>.

The next several semesters will be extremely busy ones, but I encourage you to take advantage of the strong commitment of BUSPH to an activist public health agenda with regular seminars, presentations, and activities. There is also a wide array of cultural, historic, and artistic attractions that make Boston a unique and beautiful city.

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. Please do not hesitate to call on us if we can be of help to you.

Sincerely,

A handwritten signature in black ink, appearing to read "Patricia A. Elliott".

Patricia A. Elliott, DrPH
Director, Doctor of Public Health Program

Section 1: Introduction and Program Overview

Purpose of this Handbook

This handbook is designed to assist students as they navigate through their Doctor of Public Health studies at the Boston University School of Public Health (BUSPH). Each student must read this handbook carefully and is responsible for understanding all of the policy guidelines and requirements it contains. It comprehensively discusses the DrPH requirements, addresses the processes that need to be followed to meet the requirements, and provides reference links for more information to be found online. The contents are outlined in three general parts:

- Overview of program and checklists for degree requirements
- Detailed discussion on each degree phase
- Student forms and resources

To supplement this handbook, there is an internal student website which can be found here:

<https://www.bu.edu/sph/students/sph-student-dashboard/my-academic-program/drph/>. This website stores all forms in a digital copy and houses additional resources, such as historic student examples.

The curriculum and program requirements described in this handbook apply to students matriculating in Fall 2022. The academic dates, policies, and resources apply to all current students, regardless of their matriculation.

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 an 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.

The Doctor of Public Health Committee (DPHC)

The Doctor of Public Health Committee is composed of faculty representatives from throughout the School of Public Health and the DrPH Program Director, 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 and advises the DrPH Director 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. Committee faculty from respective departments will advise the DrPH Director on the appropriateness of requests from students who seek to complete prerequisite requirements with courses from schools other than BUSPH.
- **Administration** – advises the DrPH Director on operational issues that may come up with regard to the program.
- **Dissertation Oversight** – approves members of a student's dissertation committee, and approves dissertation topic approvals, outside readers for the dissertation, etc.
- **Monitoring Student Progress** – reviews cases of students who appear to be struggling academically or not progressing in the program. 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.

Academic Advisors

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. In many cases, the mentors will be graduates of 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.

DrPH Program Requirements and Timeline

The curriculum and program requirements described in this handbook apply to students matriculating in Fall 2022 and are generally completed in the order listed here. The 48-credit DrPH program must be completed within 5 (full-time) - 7 years (part-time). Specific checklists for the Practicum and Dissertation are also outlined on the following pages.

Admission and Matriculation	<ul style="list-style-type: none">• Completion of PH700: Foundations of Public Health• Completion of prerequisites, if necessary, within the first year of coursework
Coursework	<ul style="list-style-type: none">• Completion of 40 required degree credits• Completion of 8 elective credits
Practicum	<ul style="list-style-type: none">• Practicum selection and Learning Contract• 200+ hours on-site and completion of deliverables• Written Summary, Evaluations, and Final Presentation
Comprehensive Exam	<ul style="list-style-type: none">• Registration for continuing student status• Comprehensive Written and Oral Exam• Note: Must be completed within 4 years of matriculation
Responsible Conduct of Research (RCR) Training	<ul style="list-style-type: none">• Training with online sessions and live workshops• Note: Must be completed prior to submission of the TAR
Dissertation Topic Approval Request (TAR)	<ul style="list-style-type: none">• Selection of a Dissertation Committee and Chair• Selection of a dissertation topic and subsequent DPHC approval• Note: Must be completed within 6 months of Comprehensive Exam
Dissertation Proposal	<ul style="list-style-type: none">• Completion of written dissertation proposal• Oral defense of dissertation proposal• Note: Must be approved within 1 year of TAR approval
Dissertation Defense	<ul style="list-style-type: none">• Completion of written dissertation and submission of Abstract• Oral defense of dissertation• Note: Must be completed within 5-7 years from matriculation
Dissertation Approval	<ul style="list-style-type: none">• Final approval from Dissertation Committee and collection of signatures• Library submission of dissertation
Additional Yearly Requirements	<ul style="list-style-type: none">• Annual doctoral progress report• Dissertation progress presentations (only those in dissertation stage)• Attend at least two peers' dissertation progress presentations
Graduation	<ul style="list-style-type: none">• Completion of DrPH degree• Commencement and Awards Ceremonies

DrPH Practicum Checklist

Copies of all forms mentioned below can be found at the end of this Guidebook or the [DrPH Website](#).

1. _____ Identify Practicum Site and Field Supervisor
2. _____ Determine role/s and deliverables for the practicum
3. _____ Draft learning objectives and learning contract details
4. _____ Meet with DrPH Program Director to discuss and approve learning contract
5. _____ Complete *Learning Contract Form* and submit signed copies to DrPH@bu.edu
6. _____ Submit completed [Add/Drop form](#) for PH986 to DrPH@bu.edu
7. _____ Conduct a midpoint review with supervisor and send *Midpoint Review Form* to DrPH@bu.edu
8. _____ Complete at least 200 hours of practicum work
9. _____ Deliver final products/deliverables to practicum site
10. _____ Complete *Field Supervisor Practicum Evaluation* and send to DrPH@bu.edu
11. _____ Schedule oral presentation within two months after practicum by emailing DrPH@bu.edu
12. _____ Submit two-page written summary to DrPH@bu.edu at least two weeks before presentation
13. _____ Deliver practicum presentation to peers and DrPH Program Director
14. _____ Submit *Final Practicum Leadership Self-Assessment* to DrPH@bu.edu
15. _____ Complete [Continuing Student Status Form](#) for PH990 to continue registration after coursework

DrPH Dissertation Checklist

Copies of all forms mentioned below can be found at the end of this Guidebook or the [DrPH Website](#).

1. _____ Complete Responsible Conduct of Research Training (RCR) prior to TAR Submission
2. _____ Form a Doctoral Dissertation Committee (DDC)
3. _____ Choose a dissertation topic and develop a 5-page Topic Approval Request (TAR)
 - a. Review TAR with DDC and receive sign-off on the *Topic Approval Request Form*
 - b. Submit TAR and signed form to DrPH@bu.edu at least 1 week prior to the meeting where the TAR will be presented to the DrPH Committee
 - c. DDC Chair (or their proxy) will present TAR during a DrPH Committee Meeting
 - d. Receive DrPH Committee Approval of TAR and complete any necessary updates
4. _____ Participate in yearly progress update presentations to faculty and students following successful completion of the comprehensive exam
5. _____ Complete Dissertation Proposal
 - a. Complete written dissertation proposal
 - b. Defend dissertation proposal to DDC
 - c. DDC Chair will email DrPH@bu.edu when committee approves the dissertation proposal
6. _____ Complete multiple drafts of written dissertation, receive feedback from DDC, and revise
7. _____ Plan for Defense and Graduation Timelines
 - a. Discuss progress on dissertation and intended timelines for graduation with DDC
 - b. Provide DDC a timeline of remaining dissertation activities (e.g., date for providing final draft, estimated date of dissertation defense)
 - c. Submit graduation application form to BUSPH Registrar by the [appropriate deadline](#)
 - d. Notify DrPH@bu.edu of intended graduation date
8. _____ Select a preliminary date and time for the dissertation defense
 - a. Coordinate availability with DDC
 - b. NOTE: While the dissertation can be tentatively scheduled at any time, it will not formally be scheduled by the DrPH program until the *Dissertation Defense Sign-Off Form* is complete
9. _____ Finalize Written Dissertation – at least 60 days in advance of the dissertation defense
 - a. Provide the final draft of the dissertation to DDC to receive final comments
 - b. Begin a dissertation abstract of no more than 350 words

10. _____ Prepare for Dissertation Defense – at least 30 days in advance of the dissertation defense
 - a. Complete dissertation abstract
 - b. Receive DDC Chair signature on the *Dissertation Defense Sign-Off Form*
 - c. Submit abstract and form to DrPH@bu.edu, as well as the dissertation date, time, format (e.g., in-person or hybrid), and the names and email addresses of the DDC
 - d. The DrPH program support will create a calendar invitation and book a conference room if needed
11. _____ Contact Brendan McDermott (brendan@bu.edu) at Mugar Library to begin the library submission process and formatting check
12. _____ Defend Dissertation
 - a. DDC Chair will complete the *Dissertation Assessment Rubric* and send to DrPH@bu.edu within one week following defense
13. _____ Submit Final Dissertation
 - a. Complete remaining edits from DDC and Brendan McDermott
 - b. Collect physical approval signatures from each member of DDC
 - c. Submit final Dissertation document via ProquestETD site and pay of processing fees by the appropriate graduation [deadline](#)
 - d. Email DrPH@bu.edu when final dissertation is submitted

DrPH Foundational Competencies

The DrPH is the professional doctoral degree in public health, designed to produce transformative academic and practice leaders with expertise in evidence-based public health practice and research.

Data & Analysis

1. Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels
2. Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue
3. Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health

Leadership, Management & Governance

4. Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners
5. Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies
6. Integrate knowledge, approaches, methods, values and potential contributions from multiple professions, sectors, and systems in addressing public health problems
7. Create a strategic plan
8. Facilitate shared decision making through negotiation and consensus-building methods
9. Create organizational change strategies
10. Propose strategies to promote inclusion and equity within public health programs, policies and systems
11. Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency
12. Propose human, fiscal and other resources to achieve a strategic goal
13. Cultivate new resources and revenue streams to achieve a strategic goal

Policy & Programs

14. Design a system-level intervention to address a public health issue
15. Integrate knowledge of cultural values and practices in the design of public health policies and programs
16. Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis
17. Propose interprofessional and/or intersectoral team approaches to improving public health

Education & Workforce Development

18. Assess an audience's knowledge and learning needs
19. Deliver training or educational experiences that promote learning in academic, organizational or community settings
20. Use best practice modalities in pedagogical practices

DrPH Leadership and Management Program Competencies

1. Develop evidence-based strategies for changing health law and policy.
2. Apply relevant ethical, legal, and human rights principles to difficult and controversial public health decision-making.
3. Apply lean management tools and techniques to resolve operational problems and enact sustainable change.
4. Develop financial and business plans for health programs and services.
5. Develop a fully integrated evaluation of a program or policy that incorporates a plan for both outcome and process evaluation.

Section 2: DrPH Coursework

DrPH Prerequisites

Students who have not completed a Master of Public Health degree may be asked to complete prerequisite courses to gain public health competencies that are necessary for the DrPH coursework. Students will be informed of any prerequisites when they are admitted to the program and these must be completed within the first year of matriculation. Students are not required to complete prerequisite courses at Boston University. However, if these courses are completed at another institution or online, they must first be approved by the DrPH Program Director.

All students are expected to demonstrate current competency in biostatistics to keep pace with the required methods courses. Additional training is not required if you have passed a biostatistics course within the past 5 years of matriculation or use biostatistics regularly in a professional context. For those looking to refresh skills or needing to fulfil a biostatistics prerequisite, the DrPH program highly recommends this course on Coursera:

<https://www.coursera.org/specializations/biostatistics-public-health>. Please email DrPH@bu.edu with your completion certificate.

DrPH Core Course Requirements

The curriculum requirement described in this handbook apply to students matriculating in Fall 2022.

- PH 700: Foundations of Public Health (0)
- PH 842: Research Theory and Design (2)
- PH 844: Introduction to Qualitative Analysis for Public Health (2)
- PH 851 Community Needs Assessment and Systems Analysis (4)
- PH 853 Managing and Implementing Public Health Programs (4)
- PH 854 Program and Policy Evaluation (4)
- PH 856 Health Law and Ethics for Public Health Leaders (2)
- PH 857 Health Economics and Financial Management for Public Health (4)
- PH 859 Cases in Public Health Management (2)
- PH867 Evidence-Based Budgeting and Policy (4)
- PH 871 Communication Skills for Public Health Leaders (1)
- PH 872 Mentorship and Coaching in Public Health Leadership (1)
- PH 873 Data-Driven Decision-Making for Public Health Leaders (1)
- PH 874 Public Health Practice within Political Contexts (1)
- PM 835 Lean Management (4)
- PM 839 Implementation Science: Linking Research to Practice (4)
- PH 986 Public Health Practicum (0)

Preapproved Elective Courses

In addition to the core course requirements, students will complete 8 credits of electives in: statistics, research design, and methods; management and finance; law, policy, and advocacy. Students must consult with their advisor to help them choose elective courses that will be most instrumental to achieving competencies students do not already possess and may need for completion of their dissertation. In certain cases, students may petition to substitute another course to fulfill their elective requirements with written approval from the DrPH Program Director, using the Course Substitution Form found here: <https://www.bu.edu/sph/students/advising-and-registration/forms/>. (typical offerings are coded as S=spring, U=summer, F=fall)

Preapproved Statistics,* Research Design, and Research Methods*** Electives:**

- BS 723 Introduction to Statistical Computing* (4) S, U, F
- BS 728 Public Health Surveillance: A Methods Based Approach* (4) F
- BS 730 Introduction to R: Software for Statistical Computing* (4) S, U, F
- BS 805 Intermediate Statistical Computing and Applied Regression Analysis* (4) S, U, F
- BS 810 Meta-Analysis for Public Health & Medical Research* (4) F
- BS 852 Statistical Methods in Epidemiology*** (4) S, F
- EH 757 Environmental Epidemiology*** (4) S
- EH 811 GIS for Public Health Data Analytics*** (4) F
- EH 866 Risk Assessment Methods*** (4) F
- EH 872 Environmental Data and Modeling*** (4) S
- EP 813 Intermediate Epidemiology*** (4) S
- EP 850 Applications of Intermediate Epidemiology*** (4) S
- EP 854 Advanced Epidemiology*** (4) F
- EP 857 Design and Conduct of Cohort Studies** (2) F
- EP 858 Design and Conduct of Case-Control Studies** (2) F
- MC 759 Research Methods for Perinatal and Early Childhood Epidemiology*** (4) F
- MC 776 Advanced Practice and Research Methods for Public Health Equity*** (4) F
- PH 843 Introduction to Quantitative Analysis for Public Health*** (2) F
- PM 822 Advanced Health Services Research Methods*** (4) S
- PM 828 Advanced Seminar in Qualitative Research Methods for Health Services Research*** (4) S
- SB 818 Qualitative Research Methods*** (4) S, U, F

Preapproved Management and Finance Electives

- GH 773 Financial Management for Health Programs (4) S, F
- GH 806 mHealth (4) S
- GH 805 Controversies in Global Control & Eradication of Infectious Diseases (2) S, F
- GH 854 From Data to Dashboards: Building Excel Skills to Support Health Program Decisions (2) S, U, F
- GH 881 Global Reproductive and Perinatal Health (4) S
- GH 885 Global Trade, Intellectual Property, and Public Health (2) F
- GH 887 Planning and Managing Maternal and Child Health Programs in Developing Countries (4) F
- MC 800 Preventing Mental Health Disorders Among Women, Children, and Adolescents: A Life Course Perspective (2) S
- MC 802 Implementing Community Health Initiatives: Medicine and Public Health as Partners (4) F
- PM 734 Principles and Practices in Non-Profit Health Care Accounting (4) S, F

- PM 736 Human Resource Management in Public Health (4) S, F
- PM 755 Health Care Delivery Systems: Issues and Innovations (4) S, F
- PM 807 Introduction to Cost Effectiveness Analysis (2) F
- PM 827 Strategic Management of Healthcare Organizations (4) S, F
- PM 832 Operations Management in Healthcare (4) S, F
- PM 834 Health Regulation and Planning (4) F

Preapproved Health Law, Policy, and Advocacy Electives

- GH 795 Global AIDS Epidemic: Social and Economic Determinants, Impact, and Responses (4) F
- GH 888 Seminar on Global Health Policy Issues (2) S
- LW 830 Health Insurance and the Affordable Care Act (4) S
- LW 850 Public Health Law (4) S
- MC 763 Maternal and Child Health Policy Making (2) S
- MC 785 Reproductive Health Advocacy: From Rights to Justice (2) S
- MC 840 Women and Health Policy: Gender, Evidence, and Politics (4) S
- PM 785 Mental Health Advocacy (2) S
- PM 804 Digital Disruption in Health: The Effects of Health Information Technologies on Policies, Delivery, Patient Engagement, and Health Outcomes (2) S, F
- PM 833 Health Economics (4) S, F
- PM 840 Analysis of Current Health Policy Issues (4) S, F
- PM 851 Consumer Organizing and Advocacy for Health System Change (4) F
- SB 860 Strategies for Public Health Advocacy (4) S, F

Course Cycle: Full Time Students

YEAR 1: 31-37 credit hours

<u>Semester</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall:	PH 700 Foundations of Public Health (online)	(0)
	PH 842 Research Theory and Design	(2)
	PH 844 Introduction to Qualitative Analysis for Public Health	(2)
	PH 851 Community Needs Assessment and Systems Analysis	(4)
	PH 857 Health Economics and Financial Management for Public Health	(4)
	PH 871 Communication Skills for Public Health Leaders	(1)
	Electives	(2-4)
Spring:	PH 853 Managing and Implementing Public Health Programs	(4)
	PH 856 Health Law and Ethics for Public Health Leaders	(2)
	PM 839 Implementation Science: Linking Research to Practice	(4)
	PH 867 Evidence-Based Budgeting and Policy	(4)
	PH 872 Mentorship and Coaching in Public Health Leadership	(1)
	PH 873 Data-Driven Decision-Making for Public Health Leaders	(1)
	Electives	(0-4)
Summer:	PH986 Public Health Leadership Practicum	(0)

YEAR 2: 13-17 credit hours (followed by Continuing Study in Spring Semester)

<u>Semester</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall:	PH 854 Program and Policy Evaluation	(4)
	PH 858 Cases in Public Health Management	(2)
	PM 835 Lean Management	(4)
	PH 874 Public Health Practice within Political Contexts	(1)
	Electives	(0-4)
Spring:	PH 990 Continuing Study* (payment for equivalent of 2 credits)	(0)
	<i>Upon completion of academic coursework and practicum</i>	
	Comprehensive Examination	
	Dissertation Topic Approval	

YEAR 3 & Beyond:

PH 990 Continuing Study*
Dissertation Proposal Approval
Dissertation
Final Dissertation Defense

*Note: Students who have completed their coursework must submit a [Continuing Student Status Form](https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/) (available at <https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/>) to the SPH Registrar, who will register them for PH 990 automatically every fall and spring semester until they graduate. This zero-credit course is equivalent to the cost of 2 credits and allows students to maintain active student status.

Course Cycle: Part Time Students

YEAR 1: 20-22 credit hours

<u>Semester</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall:	PH 700 Foundations of Public Health (online)	(0)
	PH 851 Community Needs Assessment and Systems Analysis	(4)
	PH 857 Health Economics and Financial Management for Public Health	(4)
	PH 871 Communication Skills for Public Health Leaders	(1)
	Electives	(0-2)
Spring:	PH 853 Managing and Implementing Public Health Programs	(4)
	PH 856 Health Law and Ethics for Public Health Leaders	(2)
	PM 839 Implementation Science: Linking Research to Practice	(4)
	PH 873 Data-Driven Decision-Making for Public Health Leaders	(1)
	Electives	(0)

YEAR 2: 17-20 credit hours

<u>Semester</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall:	PH 842 Research Theory and Design	(2)
	PH 844 Introduction to Qualitative Analysis for Public Health	(2)
	PH 854 Program and Policy Evaluation	(4)
	Electives	(0-2)
Spring:	PH867 Evidence-Based Budgeting and Policy	(4)
	PM835 Lean Management	(4)
	PH 872 Mentorship and Coaching in Public Health Leadership	(1)
	Electives	(0-2)
Summer:	PH 986 DrPH Practicum	(0)

YEAR 3: 5-11 credit hours

<u>Semester</u>	<u>Course Title</u>	<u>Credit Hours</u>
Fall:	PH 858 Cases in Public Health Management	(2)
	PH 874 Public Health Practice within Political Contexts	(1)
	Electives	(0-8)
Spring:	Any Remaining Elective Coursework (or PH 990 Continuing Study*)	(0-8)
	<i>Upon completion of academic coursework and practicum</i>	
	Comprehensive Examination	
	Dissertation Topic Approval	

YEAR 4 and beyond:

- PH 990 Continuing Study*
- Dissertation Proposal Approval
- Dissertation
- Final Dissertation Defense

*Note: Students who have completed their coursework must submit a [Continuing Student Status Form](https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/) (available at <https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/>) to the SPH Registrar, who will register them for PH 990 automatically every fall and spring semester until they graduate. This zero-credit course is equivalent to the cost of 2 credits and allows students to maintain active student status.

Transfer Credit and Course Waiver

In certain cases, students may request to transfer or waive courses for an elective or required course. The full policy can be found here: <https://www.bu.edu/academics/sph/policies/transfer-credit-and-course-waiver/>, with key items outlined below. There is a maximum number of 8 credits that can be taken outside of BUSPH to count towards the DrPH degree. This includes courses taken at other schools within Boston University.

- Prior to enrolling in a course outside of BUSPH, the student must have a conversation with their advisor and DrPH Program Director regarding the learning outcomes and relevancy of the desired course
- The student must gain written approval for the course from the DrPH Program Director by using the Transfer Credit/Waiver request form found here: <https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/>
- The student must provide the SPH Registrar with the completed Request for Transfer Credit or Course Waiver Form, along with a course description, syllabus, reading list, official transcript, and any other materials requested by the department designee or the SPH Registrar
- The course must be approved by the SPH Registrar for degree credit
- BUSPH scholarships and funding are intended to cover the 48 DrPH course credits, and can only be applied to Boston University courses after they are approved as transfer credit. BUSPH scholarships cannot be used outside of Boston University.

Reading or Directed Studies Courses

Students may choose to augment required 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 not offered at BUSPH cannot be applied to the completion of the DrPH.

Registration and Continuing Study Status

All DrPH students who have completed their required coursework (including the practicum) must apply for continuing student status by submitting a [Continuing Student Status Form](https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/) (available at <https://www.bu.edu/sph/students/advising-and-registration/policies-and-procedures/forms/>) to the SPH Registrar. Upon receipt of this form, the SPH Registrar will automatically register continuing DrPH students for PH 990 (a zero-credit course equivalent in tuition cost to 2 credits) each fall and spring semester until they graduate. This requirement applies to students who are preparing to take the comprehensive exam and all students who have reached the dissertation stage of their academic careers. Failure to apply for continuing student status upon completion of all required coursework may result in dismissal from the DrPH Program.

Students do not need to submit this form each semester, only if they are making changes to their status (e.g., taking a leave of absence or returning from one).

Responsible Conduct of Research Training

All doctoral degree candidates at BUSPH must complete advanced responsible conduct of research (RCR) training. There are two stages that each degree candidate must complete. This should be completed prior to submitting a TAR. For more information and to register for all stages of RCR training, please visit the following website: <https://www.bu.edu/researchsupport/compliance/responsible-conduct-of-research/training-programs/rcr-for-doctoral-or-postdoctoral-researchers/>

1. RCR via the Collaborative Institutional Training Initiative (CITI) (online)
 - a. CITI RCR includes three online modules (Data Management, Authorship and Publication, and Research Misconduct and Whistle-Blowing) containing detailed information, case studies and historical and societal context.
2. Four Advanced RCR Discussion Workshops (live)
 - a. These four workshops, offered every semester, incorporate faculty mentor-led group discussions around the practical ethical questions surrounding authorship, mentor/mentee relationships, data acquisition and management, and peer review.

Those doctoral candidates who have an RCR Responsible Conduct of Research compliance requirement under an NIH National Institutes of Health training grant or an NSF National Science Foundation research grant must complete the RCR-specific CITI training and the four Advanced Live Workshops within two (2) years of requirement notification. All other DrPH candidates should complete prior to their Topic Approval Requests.

Section 3: DrPH Practicum

Practicum Overview

The DrPH public health practicum is designed to provide an opportunity for students to apply key elements of policy, management, and program analysis to an organization or institution engaged in public health implementation. The Practicum also serves to emphasize the linkages between practice and research, and the value of integrating these through the application of rigorous academic principles to improve both policy and practice.

- Full-time students are expected to complete the practicum in the first summer of their academic studies. Part-time students may complete it over a longer time period.
- All students must complete the practicum prior to taking the comprehensive exam
- Students must register for PH986 to receive credit for this degree requirement, which is graded as Pass/Fail
- The practicum has a minimum requirement of 200 on-site hours (usually 5 consecutive weeks for full-time students), although most students will complete substantially more hours
- The goal of the practicum is to emphasize the linkage between practice, research, and academia and the importance of valuing and integrating all three

Choice of Organization and Field Supervisor

Students are encouraged to choose an organization or institution that will provide them with a set of experiences that will not be familiar. Students should not choose the organization they are currently working with. For example, a student currently working with civil society organizations implementing community services should consider working with an international NGO, a donor, or a UN organization. A student working with direct service delivery might consider an organization conducting large-scale economic analysis, and a student working in HIV/AIDS might consider working in a completely different area, such as non-communicable diseases or maternal and child health. Additionally, students may choose an organization they have identified (in consultation with their academic advisor and the DrPH Program Director), choose from the opportunities available through the DrPH Program and the SPH Career and Practice office, or work with the DrPH Program Director to identify a suitable opportunity.

Students must also identify a field supervisor who is an advanced-level public health practitioner capable of providing substantive contact, mentorship, and access to leadership during the practicum experience. Field supervisors may take a variety of approaches to mentoring DrPH candidates, including reserving time for weekly on-on-one meetings, facilitating access to high-level organizational meetings, and providing opportunities for on-the-job shadowing. The mentoring activities that the field supervisor and DrPH candidate agree to must be reflected in the candidate's practicum learning contract.

Students may complete their practicum in any country and setting of their choosing, but are strongly advised to strategically investigate skills and settings that will advance their own career objectives and/or position them well to continue with a dissertation.

Choosing a Topic for the Practicum

The practicum is **not** a research project, although it may involve conducting a study related to management, implementation, or systems functioning in the organization or institution. When the practicum does involve research, it should be carefully linked to both the objectives of the practicum laid out in the contract and also to the

competencies worksheet developed for the practicum. Students should review the competencies sheet and consider which competencies they need to work on during the practicum.

Practicum Learning Contract

When students have identified a practicum site, know the name and contact information for their field supervisor, and have drafted a practicum learning contract (see below for more details), they must make an appointment to see the DrPH Program Director to seek approval for their proposed practicum experience. A copy of the Practicum Learning Contract Form can be found at the end of this Guidebook.

The practicum learning contract should include the details of the practicum experience, including

- learning objectives (see description below) that describe the specific competencies that they hope to enhance during the practicum and how working in the practicum will address them
- a description of practicum experience tasks, responsibilities, deliverables, and expectations. For example:
 - conducting an impact evaluation of a program that they implement in multiple centers throughout a large urban center
 - undertaking a cost-effectiveness study of a program that the organization wants to scale up but is unsure if it is worth it
 - developing a quality improvement plan applying lean management principles to some operational component of the organization
 - analyzing current guidelines for care in the country and determining if, and how they should be revised based on the current state of the art
 - proposing a revised implementation program based on a recent evaluation
- a detailed timeline describing the schedule of hours they will commit to the practicum, a date for the midpoint review, and approximate range/s of time devoted to particular practicum tasks or responsibilities

All of this information should be put into the learning contract which must be signed by the Program Director and field supervisor. Once finalized, students must email a copy of their practicum learning contract to DrPH@bu.edu. Students should also provide their field supervisor a copy of the learning contract, requirements, and the competencies worksheet and the field supervisor evaluation form that they will complete at the end of the practicum.

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.

Linking the Practicum to DrPH Competencies

In conjunction with a field supervisor and their advisor, students will compare their leadership competencies at the time they initiate the practicum to the broader, pre-identified set of such competencies they completed in the DrPH

Leadership Seminar and listed in this Guidebook. Reviewing and reassessing competencies allows the student to think of the upcoming practicum in terms of objectives, activities, resources and outcomes. Based on this comparison they will develop a list of the competencies they wish to develop/enhance in their practicum and include those in the learning contract. Students must choose five DrPH competencies to address during their practicum, at least one of which must be related to leadership and management.

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. They should 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.

Students must then complete the Midpoint Review Form (found at the end of this Guidebook), and email to DrPH@bu.edu.

Practicum Deliverables for the DrPH Program

In addition to project-specific deliverables agreed upon by the student and site supervisor, students will ensure completion of the following:

1. **Written Summary:** Students must submit a 2-page single-spaced professionally formatted summary that succinctly outlines what was accomplished during the practicum. It should provide a high-level overview of the project, the activities worked on, and deliverables completed. It will be distributed as background for the oral presentation. The 2-page written summary should be sent to DrPH@bu.edu at least 2 weeks prior to the presentation date.
2. **Practicum Oral Presentation:** Students must present a cohesive presentation to the DrPH class and members of the DrPH Committee lasting approximately 20 minutes with 10 minutes of discussion. This presentation should take place within 2 months of completing their practicum. Students should contact DrPH@bu.edu to coordinate the date and time of the presentation. The focus of the presentation should be an analysis of the organizational challenges and barriers and how they might be overcome to improve service delivery or performance. The audience will have a copy of the 2-page written summary of the project so this presentation does not need to duplicate that information but rather integrate specific lessons learned using the general principles of policy, management, and programmatic leadership learned in coursework.
3. **Final Practicum Leadership Self-Assessment:** Students must submit a detailed self-assessment (not to exceed 2-pgs single spaced) reflecting on how their field experience and classroom preparation in DrPH leadership seminars have impacted their assessment of the selected leadership competencies. This must include a description of how students met their leadership competency learning objectives through specific deliverables, ongoing projects, and/or responsibilities. A copy of the Leadership Self-Assessment Form can be found at the end of this Guidebook.
4. **Field Supervisor Evaluation:** Students must have their field supervisor complete a final written evaluation (found at the end of this Guidebook), and email to DrPH@bu.edu.

Section 4: Comprehensive Examinations

DrPH Comprehensive Examination Guidelines

Upon successful completion of coursework and practicum, each student will take a comprehensive exam that will require the student to address a public health problem using knowledge and skills acquired in the classroom. Students must complete their Comprehensive Exam within 4 years of matriculation to demonstrate adequate progress in the program.

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.

Format

Each student will be required to select a geographic location where they will address a real-life public health situation, as assigned by the examiners. There may be different situations depending on if the location is international vs. U.S.-based. Each student will be required to present their response in three formats:

1. A 25-page written report
2. A 2-page memo to a policymaker concerning the political implications of their proposal, due one day following the written report
3. An oral examination presented to an exam committee, about one week following the written report

Exam Committee

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 BUSPH 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.

Setting

The exam will be administered 3 times per year: Fall, Spring, and Summer. Exams will be offered typically in October, February, and June. Students must email DrPH@bu.edu with their intention to take the comprehensive exam and their selected geographical focus (e.g., a U.S. state or foreign country/large province) no later than 2 months prior to the administration of the exam. The deadline on each day will be 12pm EST.

Comprehensive Exam Schedule				
	Fall 2022	Spring 2023	Summer 2023	Fall 2023
Exam distributed:	10/6	2/16	6/1	10/5
Return written exam:	10/10	2/20	6/5	10/9
Policy Memo:	10/11	2/21	6/6	10/10
Oral Exams:	Week of 10/17	Week of 2/27	Week of 6/12	Week of 10/16

Requirements

- Students will be on their honor not to collaborate with each other or anyone else concerning their responses. Violation of this provision or other school policies are grounds for expulsion from the program and will follow the University's Academic Conduct Code:
<https://www.bu.edu/academics/policies/academic-conduct-code/>.
- The written report cannot exceed the 25 double spaced page limit, though it may be shorter if the information contained is complete. Please do not include appendices. Data tables will go in the main text, but references (as well as the title page) will not count toward page limit. Font must be no smaller than Times New Roman 12 or Arial 11 point with a 1-inch margin on all sides.
- The 2-page single-spaced memo should not be an executive summary of the full report but rather should explicitly and concisely explain the political implications of their proposed plan in a language and style that would be persuasive to an actual policymaker in the setting they chose for their exam on their terms.
- All written work must be submitted directly to DrPH@bu.edu by the stated deadlines. Failure to meet these deadlines will result in immediate disqualification. If a student cannot meet the deadline or wishes to not complete the exam, they must notify Dr. Elliott and DrPH@bu.edu as soon as possible.
- The oral presentation will involve a brief (15-minutes maximum) presentation that will be followed by a question and answer period that may cover all three products.

Grading

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 three formats.

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

Under the guidance of their advisors, students must prepare themselves to retake the comprehensive exams during one of the following two exam administrations and must both be in agreement that the student is ready to retake the exam. 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 DrPH@bu.edu).

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. Petitions must be submitted to DrPH@bu.edu no later than one month following the second failed exam. 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.

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. Please note any budget must be accompanied by a brief justification.
 - 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: Students will be evaluated based on their ability to:

- Tailor all information specifically to the recipient's *political* needs
- Effectively contextualize the proposed plan into existing political realities and anticipated political implications using language relevant to a policymaker
- Justify the proposed plan with attention to any negative political pushback or outcomes that may result
- This should not be an executive summary, but rather a thoughtful examination of the political implications for its recipient of their proposal.

Oral Examination:

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, including their ability to:

- Manage time effectively and present information visually and verbally in a clear manner
- Demonstrate reflection of products, making use of time to identify and correct errors based on the additional time available for analysis and provide updates as the topic evolves in real-time
- Field and respond to questions and concerns of committee in a professional and productive manner

Section 5: Public Health Practice Dissertation

Dissertation Topics and Design

Through independent work under the guidance of their Doctoral Dissertation Committee (described below), DrPH candidates will prepare a dissertation demonstrating their ability to analyze and solve a complex, practice-based problem or maximize a practice-based opportunity in public health. The dissertation is expected to make a substantial contribution to the existing public health practice knowledge base and must include primary data collection. The dissertation format will be determined in large part by the nature of the public health problem students plan 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. DrPH dissertations are expected to provide support for ongoing public health field practice and at the same time include sufficient context and assessment of transferability so that practitioners in other public health settings can gauge the usefulness of the findings for their own work. Appropriate dissertation projects may include:

- 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
- case-studies and 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.

Dissertation Products

Dissertation products will vary depending on the project and must ultimately be decided in consultation with the Dissertation Committee. At minimum, students must produce one chapter in the form of a manuscript of publishable quality in a peer-reviewed journal. Additionally, one chapter (typically the final one) should consider the transferability of the findings of the dissertation research to other geographical and/or practice contexts: To what extent would the findings concerning program/policy/practice studied be applicable in a different setting?

Formation of Dissertation Committee

Students will identify a dissertation advisor (who is often but not necessarily their original 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 faculty members must have a primary or secondary appointment at SPH, and at least two different SPH academic departments must be represented on the student's DDC.
- The fourth member should work in a leadership capacity in the public health practice community and have applicable expertise to meaningfully advise the work.
- The DDC should 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.

- Students have the option of including additional members to their committee at their discretion, particularly if there is a need for support in specific skill areas not available from their committee (e.g., statistical or programming support). Additional committee members are expected to be full participants in all aspects of dissertation review and approval.

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

Dissertation Topic Approval Request

Overview

After forming their committee, the first step in the dissertation process is to identify a public health practice dissertation topic and prepare a dissertation Topic Approval Request (TAR). This will take place prior to the full development of a dissertation proposal and must be approved by the DPHC to ensure that it fulfills the general criteria for a practice-oriented dissertation and is consistent with the goals of the DrPH Program. Students must submit a TAR within six months of successfully passing the comprehensive exams to demonstrate adequate progress in the program.

TARs will be reviewed at DPHC meetings. The DPHC meeting schedule will be announced at the beginning of the semester. The student's dissertation advisor (First Reader) must attend the meeting and present the TAR on the student's behalf (students will not attend this meeting). The student's dissertation advisor will notify the student of the result of the DPHC's decision and provide feedback or any needed edits. If a topic is subsequently changed, approval by the DPHC will be required. The DPHC will assess the TAR on two criteria: (1) the extent to which the proposed dissertation is practice relevant; and (2) based on the research design and methods as described, is the project feasible within the proposed timeframe?

Student Responsibilities

- Develop a written TAR according to the outline below in conjunction with DDC
 - It is important that students do not rush this process as a thoughtful TAR with ample time for Dissertation Committee input and feedback will move through the DPHC more efficiently than one that has been rushed.
- Complete the Dissertation Topic Approval Request Form and receive signatures of approval from DDC
 - 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
 - A copy of this form can be found at the end of this Guidebook
- Submit the Topic Approval Request and TAR Form to DrPH@bu.edu at least one week in advance of the DPHC meeting at which it is being presented
- Arrange for their dissertation advisor to attend the DPHC meeting and present the TAR

Written TAR Requirements

The topic approval request should be a maximum 5 double spaced pages (exclusive of title page, references, and Gantt chart or project timeline, if included) and contain the following:

- Title Page
 - The formal title of the dissertation and clearly state the public health question that you are addressing in this dissertation
 - List of members of the committee and each of their roles/expertise in the dissertation topic
- Content & Questions
 - *In one page or less*, describe the background and context of the problem being studied
 - How will your dissertation improve the public's health in a practical way by contributing to the solution of a current public health problem while providing some generalizable lessons practitioners can use?
 - How will the research be carried out? Students should provide an outline of the design and methods, inclusive of primary data collection, to be used to provide the DPHC sufficient information to judge the project's feasibility. If the project is in partnership with ongoing work, the student's autonomous work must be made clear. It is particularly important that this portion of the TAR has been read and approved by the student's dissertation committee. The more explicit students can be concerning their research design and methods, the greater the likelihood for approval.

Dissertation Proposal Development

Following approval of their TAR and continued progress on the dissertation, students must 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 and include the following sections. Students must complete a dissertation proposal and oral defense within one year of TAR approval to demonstrate adequate progress in the program.

(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 the literature on 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. 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

(7) 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 of Dissertation Proposal

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 short email from the Dissertation Chair to DrPH@bu.edu, indicating the decision and date of oral proposal defense. This must be delivered 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, this should be stipulated in a letter to the candidate with a copy to DrPH@bu.edu 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, an email indicating such must be sent by the Dissertation Chair to DrPH@bu.edu.

Dissertation Progress Update Presentations

Every student who has successfully completed the comprehensive exam, will present an oral progress update on the current status of their dissertations once per academic year. The content of these presentations will vary depending on how far into the dissertation process the student is, but it will be required of every doctoral student each year and will serve as an opportunity for them to get feedback from faculty and their fellow students.

The tone of these sessions should be supportive of the student's efforts with participants weighing in on how to help the student complete the best practice-based dissertation possible. Presentation sessions will occur each fall and spring semester. Students defending their dissertations will not be required to present during their final semester.

Presentations will be scheduled by DrPH@bu.edu, and students will be asked to sign-up for a time that they are available. Each presentation will have two members of the DrPH Committee in attendance. Students should inform their committees when they will be presenting and invite them to attend.

Students should plan for a 30-minute presentation (15-minute presentation with 15 minutes for Q&A) and should:

- Briefly summarize the key questions being addressed
- Briefly note the methods being used to examine them
- Focus primarily on the presentation of challenges faced in the process of doing the dissertation and how those challenges were resolved
- Discuss what challenges remain that the student would like feedback on

In addition to their own presentation, students are required to attend two additional presentations per academic year to support their peers.

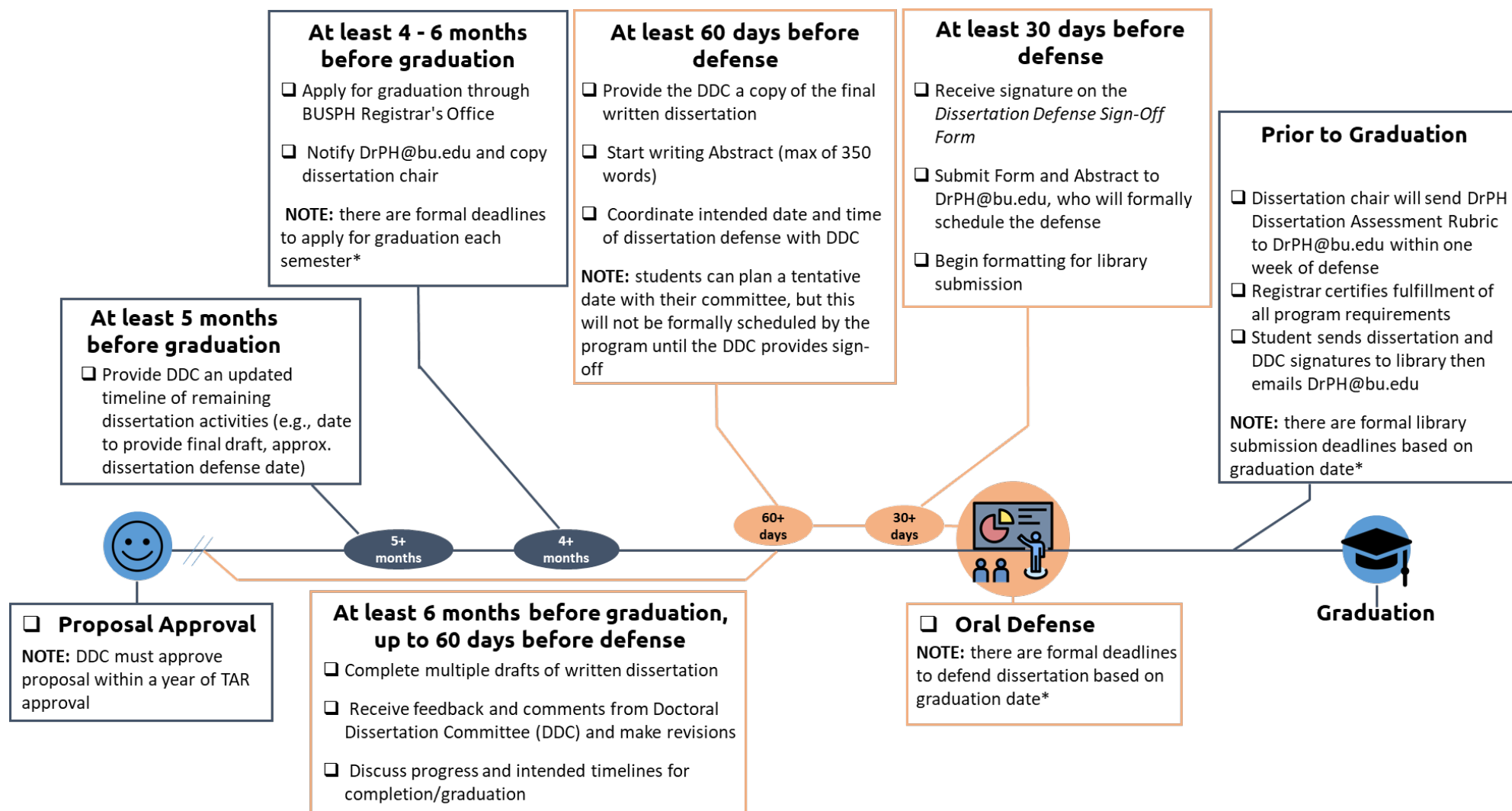
Dissertation Defense

It is expected that throughout the writing of their dissertation, students will have multiple iterations of each chapter for their committee to review. This back-and-forth is imperative for successful completion of the dissertation and a high-quality written product. Students must manage their own timeline to ensure committee members have mutually agreed upon time to review and provide feedback throughout. It is expected that the committee should have seen the entire product of the dissertation at least once before the complete draft is submitted and the student advances to the defense. As students approach the end of their dissertation and anticipate graduation, they must follow the timeline outlined below.

Upon completion of the written public health practice dissertation, students will make an oral defense summarizing the key elements of the dissertation and its population-based policy and practice implications to their DDC. 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 will be responsible for making changes to the written dissertation based on comments received at the oral presentation—and all such revisions must be made by the dissertation submission deadline set by the University library—though it is expected that most or all of these concerns will be resolved prior to the oral presentation.

Students preparing to defend their public health practice dissertations must follow the below process by appropriate deadlines, as listed in the Graduation Timelines table and [online](#).

Dissertation Proposal to Graduation Timeline Visual Check List



*All graduation and dissertation deadlines can be found in the guidebook and [online](#).

Student Responsibilities

1. Discuss progress on written dissertation and intended timelines for graduation with DDC
2. **Prior to applying for graduation:**
 - Provide DDC a final timeline of remaining dissertation activities (e.g., date for providing final draft, estimated date of dissertation defense)
 - Notify DrPH@bu.edu of intention to graduate, copying their Dissertation Chair and including an estimated or approximate dissertation defense date
3. Apply for graduation through the BUSPH Registrar based on graduation deadlines:
<https://www.bu.edu/sph/students/advising-and-registration/forms/>
4. **At least 60 days prior** to the intended dissertation defense: provide the final version of the dissertation to their committee to allow sufficient time for comments and revision. The DDC should have received already drafts of each chapter of the thesis before that date.
5. Plan for the dissertation defense
 - Students are responsible for coordinating DDC availability and selecting a date and time
 - **Note:** Students may plan a tentative date for their defense with their committee, but this will not be formally scheduled by the DrPH Program until the student has provided the final written dissertation to their DDC and received committee approval
6. Complete the *Dissertation Defense Sign-Off Form* which must be signed by the student's first reader/committee chair to signify the committee's approval of the written dissertation and readiness to defend. A copy of this form can be found at the end of this Guidebook.
7. **At least 30 days prior** to the intended dissertation defense: submit the completed *Dissertation Defense Sign-Off Form* and a dissertation abstract of no more than 350 words to DrPH@bu.edu.
 - This step finalizes the oral dissertation defense, and the program support will create a calendar invite, share the event, and book a conference room if needed

Final Assessment/Approval

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. The assessment of the dissertation will be based on the degree to which it makes a substantial contribution to the existing public health practice knowledge base and on the progress made on the competencies identified by the candidate during the Topic Approval Process.

Upon approval, the Dissertation Chair must complete the *DrPH Dissertation Assessment Rubric* and send to DrPH@bu.edu within one week of the oral dissertation defense. The DrPH Program will notify the SPH Registrar of the final defense, who will then make the final determination and certify the student's successful fulfillment of all DrPH program requirements.

Students must send a final email to DrPH@bu.edu to notify the program when they have submitted their final dissertation and signatures to the library.

Preparation and Submission of Final Dissertation

After the successful dissertation defense, the student must submit their dissertation electronically to the Mugar Memorial Library via the ProQuestETD site (<http://www.etdadmin.com>) by the deadline listed in the [Doctoral Graduation Calendar](#). Students should familiarize themselves fully with the requirements for preparing and submitting the final draft of the dissertation before the dissertation defense so that these steps can be fulfilled expeditiously after the defense. Currently, physical signatures from the DDC members are required for the library submission.

There are specific Boston University requirements for the style, electronic submission, distribution, and other aspects of the dissertation which can be found in "Research Guide for Writers of Theses and Dissertations," available here: https://library.bu.edu/ld.php?content_id=30310050.

Students with questions about formatting or the dissertation submission process can contact Brendan McDermott, Thesis and Dissertation Librarian at the Mugar Memorial Library, at brendan@bu.edu. Mr. McDermott has requested that students send him an electronic copy of their dissertation draft long in advance of the date when they would like to submit their final draft to give him ample time to assess their dissertation's adherence to Boston University formatting requirements. There is a charge for library services for handling the thesis.

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. Students must send a final email to DrPH@bu.edu to notify the program that they have submitted their dissertation and final signatures to the library.

Section 6: Student Policies and Forms

Below are policies and resources related to the DrPH program at BUSPH. All of the student forms printed in this section are also available as editable forms on the student website: <https://www.bu.edu/sph/students/sph-student-dashboard/my-academic-program/drph/>. All Registrar forms (Substitution, Course Waiver, Add/Drop, etc.) can be found on the Registrar's website: <https://www.bu.edu/sph/students/advising-and-registration/forms/>

Annual Doctoral Progress Report

Each year, all BUSPH doctoral students are required to complete an annual progress report. This collects information valuable for accreditation and collects meaningful information on student progress in the program and upcoming goals. This is required for each student at all stages of the degree and is usually distributed during the late spring/early summer. A copy of each report is sent to the student's academic advisor, and stored by the DrPH Program and BUSPH Education Office. It is a great opportunity for students to connect with their advisor on their plan for the upcoming academic year.

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. The 7-year limit is not inclusive of any leaves of absence the student may have taken. Any extensions of the overall time limit must be requested in writing to the DrPH Program Director 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.

Grading Standards, Program-Level Probation, and Dismissal

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. Please see the BUSPH Grading Policy at <https://www.bu.edu/academics/sph/policies/grades/>.

Program-Level Probation

A DrPH student is expected to make satisfactory academic progress in each semester. This includes:

- Maintaining a B (3.0) or better average in all coursework
- Taking the comprehensive exams within four years of matriculation into the program. If the first attempt is not successful, a second attempt must be made within the next two administrations of the examination.
- Submitting a Topic Approval request within 6 months of successfully completing one's comprehensive examination
- Submitting a dissertation proposal within a year of receiving notice that their dissertation topic has been approved
- Maintaining adequate progress on his/her dissertation in the last year as represented in the required Semi-Annual Student Self-Evaluation
- The DrPH Committee may assess a student's progress at any time, and may place the student on program-level probation if, in its opinion, it has determined that the student has not made adequate progress toward meeting graduation requirements

When a student is placed on program-level probation, the DrPH Program Director will send the student a letter specifying the reason(s) for probation, 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), they must write a letter to the DrPH Program Director that describes these steps. The DrPH Program Director will respond in writing with a determination of whether the student (A) has met the requirements and has been removed from probationary status or (B) has not met the requirements and will remain on probation. Alternatively, the DrPH Director may refer the matter to the DrPH Committee for further action.

Dismissal

A student who is on probation for not making adequate progress will be dismissed from the doctoral program if they do not demonstrate substantial progress during the specified probationary period, or do 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 comprehensive examination two times will be dismissed unless they successfully petition 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.

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 <https://www.bu.edu/academics/policies/academic-conduct-code/>.

Dispute Resolution Process

A concern or complaint from a SPH student should be directed to the persons whose actions or inactions have given rise to the concern or complaint. Whenever possible, every effort should be made to resolve the problem promptly at the level at which it occurred. The student may pursue the issue within the normal reporting structure of the academic or administrative department at SPH. If a student feels he or she has been unfairly treated by an instructor or teaching assistant of a SPH course, the student should contact the chair (or his/her designee) of the department in which course is taught. If the chair is the instructor, the student should seek assistance from the Associate Dean for Education. Should the student need additional assistance, he or she may also see staff in the Boston University Office of the Ombuds: <https://www.bu.edu/ombuds/>.

Grievance Process

Boston University prohibits discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, [disability](#), sexual orientation, gender identity, or other unlawful basis. The goal of the procedures outlined below is to ensure that non-discrimination is a reality at Boston University and that no person in the University community is subjected to such unlawful conduct. All members of the University community can assist in the furtherance of this goal by ensuring that complaints of discrimination are promptly directed to the departments or individuals who have been designated to receive them, in accordance with these procedures. <https://www.bu.edu/dos/policies/lifebook/grievance-and-complaint-procedures/>

Registration Requirements

Consistent Registration and 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 registering for 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 DrPH Program Director and the BUSPH Registrar. Longer leaves of absence may be approved under compelling circumstances.

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.

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.

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. Some additional resources include:

- International Travel Risk Policy: <http://www.bu.edu/policies/international-travel-risk>
- Maintaining F-1 Status: <https://www.bu.edu/isso/students/status/>
- International Student Employment: <https://www.bu.edu/isso/administrators/advising-current-students/work/>

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.

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 DrPH Program Director 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

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 DrPH Program Director's signatures are required.
- Submit the completed contract to DrPH@bu.edu within one week 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: _____

(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
- Selection of 5 specific DrPH competencies that will be reinforced and addressed, at least one of which should be related to leadership
- Learning objectives and goals: These should be specific, measurable, realistic/reasonable, and focused on DrPH leadership competencies.
- 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: _____

DrPH Program Director _____ Date: _____

Practicum 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 Program Manager within 2 days following the Midpoint Review.

Student Name (Print): _____

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

2. Assess progress on accomplishing the learning and mentoring 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 DrPH@bu.edu)

Final Practicum Leadership Self-Assessment

Instructions: Students must use the table below to reassess their current competency levels and reflect any improvements made as a result of their practicum experience. Students must then use a separate page to provide a detailed description of the practicum task/s or deliverable/s that led to each Improved or Mastered competency.

Leadership, Management, and Government Competencies	Not Addressed	Improved	Mastered
Propose strategies for health improvement and elimination of health inequities by organizing stakeholders, including researchers, practitioners, community leaders and other partners.			
Communicate public health science to diverse stakeholders, including individuals at all levels of health literacy, for purposes of influencing behavior and policies.			
Integrate knowledge, approaches, methods, values and potential contributions from multiple professions, sectors, and systems in addressing public health problems.			
Create a strategic plan.			
Facilitate shared decision making through negotiation and consensus-building methods.			
Create organizational change strategies.			
Propose strategies to promote inclusion and equity within public health programs, policies and systems.			
Assess one's own strengths and weaknesses in leadership capacities, including cultural proficiency.			
Propose human, fiscal and other resources to achieve a strategic goal.			
Cultivate new resources and revenue streams to achieve a strategic goal.			
Apply relevant ethical, legal, and human rights principles to difficult and controversial public health decision-making.			
Apply lean management tools and techniques to resolve operational problems and enact sustainable change.			
Data and Analysis Competencies	Not Addressed	Improved	Mastered
Explain qualitative, quantitative, mixed methods and policy analysis research and evaluation methods to address health issues at multiple (individual, group, organization, community and population) levels.			
Design a qualitative, quantitative, mixed methods, policy analysis or evaluation project to address a public health issue.			
Explain the use and limitations of surveillance systems and national surveys in assessing, monitoring and evaluating policies and programs and to address a population's health.			
Develop a fully integrated evaluation of a program or policy that incorporates a plan for both outcome and process evaluation.			
Policy and Programs Competencies	Not Addressed	Improved	Mastered
Design a system-level intervention to address a public health issue.			
Integrate knowledge of cultural values and practices in the design of public health policies and programs.			
Integrate scientific information, legal and regulatory approaches, ethical frameworks and varied stakeholder interests in policy development and analysis.			
Propose interprofessional and/or intersectoral team approaches to improving public health.			
Develop evidence-based strategies for changing health law and policy.			
Develop financial and business plans for health programs and services.			
Education and Workforce Development Competencies	Not Addressed	Improved	Mastered
Assess an audience's knowledge and learning needs.			
Deliver training or educational experiences that promote learning in academic, organizational or community settings.			
Use best practice modalities in pedagogical practices.			

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 DrPH@bu.edu.

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.

	Exceeded Expectations	Met Expectations	Somewhat Met Expectations	Did Not Meet Expectations	N/A
Attendance/Punctuality					
Cooperation/Teamwork					
Problem Solving					
Dependability					
Professionalism					
Initiative/Motivation					
Adaptability/Flexibility					
Ability to Accept Feedback					
Communication Skills					
Cultural Competency					
Basic Public Health Skills					
Policy Development					
Program Planning					
Leadership Skills					

To what degree did the student improve the following DrPH competencies chosen as learning objectives in the DrPH Practicum Learning Contract?
Please rank the student's skill levels.

Competency	Improved	Mastered
1.		
2.		
3.		
4.		
5.		

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: _____

(Return to DrPH@bu.edu)



Boston University School of Public Health
Doctor of Public Health Program

Dissertation Topic Approval Request Form

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 DrPH@bu.edu 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 the list of your committee members and clearly state the public health question that you are addressing in this dissertation.
- 2. How will your dissertation improve the public’s health in a practical way by contributing to the solution of a current public health problem while providing some generalizable lessons practitioners can use?
- 3. How will the research be carried out? (The more explicit students can be concerning their research design and methods, the greater the likelihood for approval by the DrPH Committee.)

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	_____	Topic Approved <input type="checkbox"/>	Date _____
Second Reader	_____	Topic Approved <input type="checkbox"/>	Date _____
Third Reader	_____	Topic Approved <input type="checkbox"/>	Date _____
Fourth Reader	_____	Topic Approved <input type="checkbox"/>	Date _____
Additional Committee Members (if necessary)			
Name	_____	Topic Approved <input type="checkbox"/>	Date _____
Name	_____	Topic Approved <input type="checkbox"/>	Date _____



DrPH Dissertation Defense Sign-Off Form

This form must be submitted to DrPH@bu.edu, accompanied by the dissertation abstract (maximum of 350 words), **at least 30 days** in advance of the planned dissertation defense. This form confirms that the student has received all necessary approvals to defend their dissertation.

At least 30 days **prior to submission of this form and abstract**, the student must provide their dissertation committee with a final copy of the written dissertation. That is, at least 60 days prior to the defense the dissertation committee will receive the written dissertation to allow adequate time for their review, comments, and feedback.

DrPH Degree Candidate Name

Dissertation Title

My dissertation defense is scheduled for _____.

Date & Time

Dissertation Committee

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

Approval and Signatures

Signature below confirms that the dissertation committee has received and reviewed the final written dissertation and agrees that the student is adequately prepared to defend their dissertation on the date indicated above.

Signature of Doctoral Degree Candidate

Date

Signature of Dissertation Committee Chair/First Reader

Date



DrPH Dissertation Assessment Rubric

This form must be submitted to DrPH@bu.edu within one week following the DrPH candidate's oral dissertation defense. This form confirms a successful oral defense and provides any additional edits or contingencies necessary to approve the final written dissertation. This form should be completed with input from the student's entire DDC and must be signed and submitted by the candidate's Dissertation Chair.

DrPH Degree Candidate Name

Date of Defense

Dissertation Title

	Approve as-is OR with minor changes	Approve subject to major changes	Do not approve	Committee Comments
Literature Review is relevant, well written and comprehensive				
Conceptual Framework is appropriately described, relevant to a practice context and linked to the literature review				
Practice Relevance of the dissertation is clearly described and the work makes a contribution to field knowledge				
Research question is clearly defined and addressed with appropriate methodological rigor				
Findings are Clearly Presented , linked to past research and field knowledge, and comprehensive				
Conclusions advance knowledge in the practice of public health				
Independence – work was carried out by student with moderate levels of advising and direction from faculty and field members of the committee				
Student Identified Competencies - the work completed sufficiently demonstrates successful progress in all defined competencies.				
Additional Comments:				

Approval and Signature – Signature verifies the approval of the defended dissertation, contingent on any additional edits summarized in the table above.

Signature of Dissertation Committee Chair/First Reader

Date

DrPH Program Library

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 DrPH work room of the Crosstown Center building.

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

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