

Department of Epidemiology

Student Handbook

2009-2010



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ABOUT THE DEPARTMENT OF EPIDEMIOLOGY

Mission and Goals

The Department of Epidemiology's goal is to promote research and training in epidemiology, disease control, and health care evaluation.

Training: The didactic focus of the graduate programs in Epidemiology is to achieve epidemiologic, preventive, and health care evaluation skills for application in clinical and community-based settings and to develop qualified, independent research scientists in epidemiology at both the pre- and post-doctoral levels. With this goal in mind, curricula and student evaluation are designed to help students master the competencies in epidemiology and apply them in their future careers.

Research: The Department of Epidemiology has a strong research program in which both theoretical and applied research is utilized in achieving high-quality epidemiologic investigations at the forefront of scientific knowledge.

Current disease areas and fields of interest include epidemiology of infectious diseases, molecular epidemiology, reproduction, hospital and clinical practice, injury, aging, nutrition and physical activity, maternal and child health, drug use and outcomes, genetics, chronic diseases such as cancer, cardiovascular disease and mental disease, diseases caused by the environment, and intervention trials.

Department Organization

The Department of Epidemiology is one of five departments in the College of Public Health: Biostatistics, Community and Behavioral Health, Epidemiology, Health Management and Policy, and Occupational and Environmental Health.

The Head of the Department of Epidemiology is Dr. James Torner, who is responsible for administration of the educational, research, and professional service functions of the department. Dr. Elizabeth Chrischilles serves as the Associate Head for Admissions and Curriculum, and Dr. Charles Lynch is Associate Head for Research. The department currently has 16 primary faculty members and 49 secondary and adjunct faculty members.

Executive staff includes Department Administrator Cindy Rohret, Human Resources Coordinator Michele Hogue, and Secretaries Marilyn Anderson, Kathy Colbert, and Shelli Meyer. The Graduate Program Coordinator is Michele Patrick.

Office and e-mail addresses for primary faculty and support staff can be found in Appendixes A & B.

Student Organizations

Epidemiology Student Association

The [Epidemiology Student Association](#) (ESA) is officially chartered with the University of Iowa Student Organization Business Office. Any Epidemiology student is automatically a member and is encouraged to participate in ESA. Epidemiology Student Association officers are elected annually to arrange and conduct meetings and social events and to act as a liaison with departments and colleges.

ESA officers for 2009-2010

PresidentBlake Hanson
Secretary..... Gina Flinn
Treasurer..... Benjamin Henkle
Graduate Student Senator Laura Vonnahme

The College of Public Health Student Association

The College of Public Health Student Association at the University of Iowa was established to expand opportunities in professional development and outreach, discuss student issues, and create a greater sense of community for all students in the College of Public Health. Membership is open to all students enrolled in a CPH degree program.

PHSA officers for 2009-2010

PresidentGina Flinn (Epidemiology)
VP - FinanceBlake Hanson (Epidemiology)
VP- Communication & External RelationsJenny Zhang (Community & Behavioral Health)
Co-VP - Community Development.....Laura Vonnahme (Epidemiology)
Co-VP - Community DevelopmentCassie Cunningham (Community & Behavioral Health)

Resources for Students

Computer Labs

The College of Public Health computer lab in E176 GH is available for use, as is the college's computer classroom in E178 GH (when not in use for a class). Students are assigned computer accounts at orientation or they can contact the college receptionist in E107 GH to apply. Only College of Public Health students can use these facilities. Students can apply for evening and weekend access to the labs by contacting the receptionist in E107 GH. Other university computer labs are available throughout campus, including one at nearby Hardin Library. A complete list of available computer labs is available at [Information Technology Services](#).

Desk Space

Limited space is available in the Westlawn building for graduate students working as graduate assistants or working on dissertations. Priority is given for students who are graduate research assistants or teaching assistants. Graduate students with office space elsewhere on campus will only be given space if space is available. Space is given in order of request (contact [Michele Patrick](#)). Space allocations are reviewed each semester and are renewed in August. However, designated space can be reassigned at any time as needed or if space is unused.

Job and Internship Announcements

Announcements of job and internship opportunities are communicated to students immediately via e-mail. Opportunities are also posted on the College of Public Health's [Job Connection](#)

Mailboxes

Every student has a mailbox in the Student Commons (E177 GH). Mailboxes are assigned by box number, and each student will retain the same box number throughout the student's academic career. A current list of all mailbox numbers will be kept posted in the Student Commons. Mail addressed to a student should be addressed as shown in these examples:

US Mail

Morgan Smith 49
College of Public Health E177 GH
University of Iowa
200 Hawkins Drive
Iowa City IA 52242

Campus Mail

Morgan Smith 49
CPH
E177 GH

E-mail

Every student should apply for a university e-mail account upon enrollment. The student will then be connected to the College of Public Health network individually and as part of the Epidemiology Student Group e-mail list. Students receive course information, seminar announcements, job announcements, and program information via uiowa accounts only. Announcements are not distributed to gmail or hotmail (etc) accounts.

Forms

Commonly used forms are available on the department's website under Information for Current Students, [Forms](#).

Student Commons

The Student Commons at E177 GH is available to all College of Public Health students. Students are welcome to use all facilities in the commons, which include the microwave, refrigerator, and other kitchen facilities. All items in the refrigerator, including any containers, are disposed of after 2 p.m every Friday.

A limited number of lockers are available for students in the Student Commons. Interested students should contact [Katie Yamaki](#) to be assigned a locker.

Travel Funds

Each year the department has limited funds for student travel to meetings and conferences and support for travel for practicum experiences. To request travel funds, submit the [Travel Request Form](#) and to [Michele Patrick](#).

Writing Center

Good writing is an essential component for success in a career in epidemiology. Because of its importance, the Department of Epidemiology may occasionally offer diagnostic writing exercises allowing students to receive professional evaluation of their writing skills and suggestions for improvement.

It is strongly recommended that students use the resources of the University's Writing Center. The center offers a variety of free services, including regularly scheduled sessions with a writing tutor, one-time sessions with a tutor, and an e-mail tutoring service for three-day feedback on a student's work. The Writing Center is located at 110 English-Philosophy Building (EPB), 335-0188.

Admission to the Graduate Programs in Epidemiology

Minimum Requirements for Admission

The faculty takes several factors into consideration when evaluating an application for admission, including GRE scores, grades, letters of recommendation, intent and motivation for graduate study, and research interests. A student with deficiencies in one area may be admitted if all other parts of his or her application are very strong.

The minimum grade-point average requirement is 3.0 for admission to the MPH, MS, or PhD programs. Applicants must have taken the Graduate Record Examination (GRE) general test. Students admitted to the program are expected to have a combined Verbal and Quantitative GRE score of at least 1050.

Automatic waivers of the TOEFL requirement are granted for persons who have completed a bachelor's degree (or higher) at an accredited university in the United States, United Kingdom, Canada (excluding French Quebec), Africa (English speaking), Australia, or New Zealand.

Applicants are required to have strong written and oral communication skills. Students with deficiencies may be required to take remedial courses.

For additional information on the application process and admission requirements for the M.S. and Ph.D. degrees in Epidemiology, see the Department of Epidemiology website for [Prospective Students](#).

For information on the application process and admission requirements for the Epidemiology Subtrack of the College's M.P.H. degree program, see the College of Public Health website for [Master of Public Health](#).

Admission Guidelines for Ph.D. in Epidemiology

Strong preference is given to applicants holding master's degrees in epidemiology or closely-related health sciences, with substantial programmatic experience in health services delivery or administration, and with demonstrated capacity for quantitative research, originality and creativity, and the application of scientific methods.

Conditional Student Status

Potentially successful students not meeting all criteria may be admitted on a conditional basis. Specially tailored additional stated conditions (e.g. taking remedial courses or maintaining a grade point average for a prescribed length of time) must be met by each student to achieve regular student status. Regular admission must be reached within two semesters. Failure to achieve this requirement will result in dismissal. The MPH program does not admit students on a conditional basis.

Financing your Education

Cost of Tuition

Tuition and fee tables are posted on the [Registrar's website](#):

- MS & PhD students – see Table 19
- MPH students – see Table 18

To apply for financial aid

Submit the [Free Application for Federal Student Aid \(FAFSA\)](#). The University of Iowa's Federal School Code is 001892. The [Office of Student Financial Aid](#) also provides additional [Information for Graduate Students](#). Questions regarding financial aid should be directed to the Office of Student Financial Aid: 319-335-1450.

Employment

Employment by the department is not guaranteed to admitted students. Students are responsible for finding employment or other means of funding. Students usually have one of three types of jobs at UI: 1) hourly employment; 2) staff employment; 3) graduate research assistantships (GRAs)

Hourly positions are advertised on Jobnet: <http://www.bo.uiowa.edu/~finaid/jobform.html>

Staff – These jobs are advertised on the UI Employment site (search both Merit and Professional/Scientific categories): <http://jobs.uiowa.edu/>

GRAs - If a student has a half-time (50%) graduate research assistantship, the workload is 20 hours a week. In exchange, the student receives a stipend of about \$20,000 per year, and a tuition scholarship of about \$5,000 per year. Students with graduate research or teaching assistantships of at least 10 hours a week (also called quarter-time or 25% assistantships) qualify for resident tuition (also called in-state tuition) during the semesters they hold the position. GRA positions are advertised on the Graduate College's site: <http://www.grad.uiowa.edu/graduate-assistant-job-postings>

Students interested in GRA positions should talk to their advisor and complete the [Graduate Student Assistantship Application form](#). One copy along with a resume should be sent to their advisor and another to Michele Patrick. Advisors can help find open positions and circulate the form and resume as needed. Michele Patrick will post resumes in a centralized location where faculty can peruse if they are looking to hire a student.

Guidelines for Graduate Assistantship Work

All graduate assistantship appointments are governed by the University of Iowa's [contract with UE Local 896/COGS](#).

Generally, students on graduate assistantships (GRAs and GTAs) are required to work, on average, the appropriate amount per week (10 hrs for ¼-time; 20 hrs for ½-time) for the entire duration of their appointment, with the following exceptions:

- Graduate assistants do not have to work on official University holidays, such as Labor Day, Thanksgiving, the day after Thanksgiving, etc.
- Graduate assistants may take up to 15 days vacation per fiscal year (July 1st-June 30th). For example, if an GRA or GTA wants to take the week of Thanksgiving completely off, that person would be using 3 days vacation. In another example, a GRA/GTA who takes time off in November, December, and/or January may cut down or eliminate the possibility of taking a vacation during spring break and/or during the early part of summer.
- Graduate assistants may receive up to 18 days of sick leave per year

GRAs and GTAs must contact their supervisors regarding their vacation plans and request permission. They should also document their vacation and sick leave usage.

Reduced Schedules for Teaching and Research Assistants

Per Graduate College rules, teaching and research assistants are restricted on the number of semester hours (s.h.) they are allowed to register per semester:

- 1/2-time appointees may not register for more than 12 semester hours during a semester or 6 s.h. during the 8-week summer session.
- 5/8-time appointees may register for not more than 10 s.h. during a semester or 5 s.h. during the 8-week summer session.
- Two-thirds and 75% appointees may not register for more than 9 s.h. during a semester or 5 s.h. during the 8-week summer session.
- 7/8-time appointees may not register for more than 7 s.h. during a semester or 4 s.h. during the 8-week summer session.
- Full-time appointees may not register for more than 6 s.h. during a semester or 3 s.h. during the 8-week summer session.

IMPORTANT ACADEMIC POLICIES FOR STUDENTS

All Epidemiology degrees are conferred through the [Graduate College](#). Therefore, we are governed by Graduate College rules, regulations, and requirements as outlined in the [Manual of Rules and Regulations of the Graduate College](#). It is the student's responsibility to know and adhere to the Graduate College policies.

Academic Conduct Standards and Procedures

Academic Conduct

If an enrolled student commits an act of academic misconduct and is subsequently subject to disciplinary action by the university, the graduate programs within the College of Public Health reserve the right to impose their own disciplinary action which can include, but is not limited to, probation and/or dismissal from the program.

“Academic misconduct is identified as: including the acquisition of honors, awards, certification or professional endorsements, degrees, academic credits, or grades by means of cheating, plagiarism, or falsification, including forgery, with respect to any examination, paper, project, application, recommendation, transcript, or test, or registration document or by any other dishonest means whatsoever, or aiding or abetting another student to do so” (*University of Iowa Operations Manual, Part IV. STUDENTS, CHAPTER 1: GENERAL REGULATIONS APPLYING TO STUDENTS*).

Plagiarism and Cheating

Plagiarism is the unacknowledged use of another's ideas expressed in either the author's original words or in a manner similar to the original form. When using ideas, direct quotes, or paraphrases, the source must be footnoted or referenced. This principle applies even if the writer discovers that an idea, initially thought to be his or her own, has already been published by someone else. It is the student's responsibility to seek clarification of any situation in which he/she is uncertain whether plagiarism is/has been involved. Students who are uncertain about what constitutes plagiarism should consult their advisors or other faculty members.

Plagiarism includes, but is not limited to, the following:

- Presentation of ideas of others without credit to the source;
- Use of direct quotations without quotation marks and without credit to the source;
- Paraphrasing without credit to the source;
- Participation in a group project which presents plagiarized materials;
- Failure to provide adequate citation for material obtained through electronic research;
- Downloading and submitting work from electronic databases without citation;
- Submitting materials written by someone else as one's own, including purchased research papers.

Cheating includes but is not limited to the following:

- Accepting credit for a group project without doing one's share;
- Copying from someone else's exam, homework, or laboratory work;
- Allowing someone to copy or submit one's work as her/his own;
- Submitting the same paper in more than one course without instructor approval;
- Using notes or other materials during a test or exam without authorization;
- Not following the guidelines specified by the instructor for a 'take home' test or exam.

See Appendix E for procedures for addressing academic misconduct

Academic Advising

Changing Advisors

When an applicant is admitted to the Department of Epidemiology, the student is assigned a faculty adviser. If a student wishes to change advisers, the student initiates the change by determining which faculty adviser would be preferred and discussing the possibility with the preferred faculty adviser. Upon approval by the new faculty adviser, the student must then notify the prior adviser and Michele Patrick, Graduate Programs Coordinator.

There is no requirement that a student must remain with the same adviser throughout that student's academic career. The thesis/dissertation adviser may be a different faculty member than the academic adviser.

Academic Standards

Academic Standing

MPH students must earn \geq B- (2.67) on each of the 6 MPH core courses and must earn a \geq 3.0 cumulative GPA on the six MPH core courses. When necessary, a student may repeat a course to meet this requirement. A cumulative GPA of 3.00 or above is required for MPH students to graduate.

MPH students are also required to maintain \geq 3.00 cumulative GPA. A student with less than a 3.00 G.P.A. after 8 or more semester hours of graduate work will be placed on probation by the MPH program. If after completing at least 8 additional semester hours of graduate credit, the student's GPA remains below 3.0, the student will be denied permission to re-register.

MS students are required to earn \geq 2.75 cumulative GPA. A student with less than a 2.75 G.P.A. after 8 or more semester hours of graduate work will be placed on probation by the Graduate College. If after completing at least 8 additional semester hours of graduate credit, the student's GPA remains below 2.75, the Graduate College will deny the student permission to register. Refer to Sec. IV. of the [Manual of Rules and Regulations of the Graduate College](#) for details on probation and dismissal standards, procedures, and appeals.

PhD students are required to earn \geq 3.0 cumulative GPA. A student with less than a 3.0 G.P.A. after 8 or more semester hours of graduate work will be placed on probation by the Graduate College. If after completing at least 8 additional semester hours of graduate credit, the student's GPA remains

below 3.00, the Graduate College deny the student permission to register. Refer to Sec. IV. of the [Manual of Rules and Regulations of the Graduate College](#) for details on probation and dismissal standards, procedures, and appeals.

MS & Ph.D. students who receive more than six semester hours of C+ or lower on College of Public Health and required courses (including any transfer hours) will be dismissed from the program. A student may appeal the dismissal in writing to the head of the department. Student appeals must be voted on by the department faculty within two semesters, including summer session, from the end of the semester in which the last C+ or lower grade was received.

Restriction on Students on Probation

A student on probation will not be permitted to take the comprehensive or final exam, or receive any graduate degree or certificate.

Registration

How to Register for Classes

To register for classes, you need to first contact your advisor for authorization. You may then register online at [ISIS](#) after the time assigned to you. First-year students will not be authorized to register for the spring semester until they have submitted a Department Plan of Study.

New students must submit valid health forms to the Student Health Service before being allowed to register. New international students must also participate in an orientation conducted by the Office of International Students and Scholars before being allowed to register for their first session at the University of Iowa.

Changing Registration

Changes in registration are initiated by the student. Students may change registration with no penalty online until midnight the day prior to the start of classes. Beginning the first day of classes, online registration is no longer possible and any change must be done with a [drop/add slip](#) signed by the instructor and the student's adviser. Failure to drop classes by the established deadline will result in a successively increased fees and percentage of tuition fee assessment.

ISIS has a link to a site listing [significant deadlines](#) for each semester, including deadlines for changes or withdrawals and financial penalties involved.

Maximum Course Load

Nine or more semester hours constitutes full-time enrollment during fall and spring semester. Twelve semester hours is considered the standard schedule. A student may not register for more than 15 semester hours per semester during fall and spring semester, 8 s.h. during the 8-week summer session, 6 s.h. during the 6-week summer session, or 3 s.h. during the 3-week summer session.

International students are subject to registration requirements in addition to those listed above. They are generally required to be registered full-time (at least 9 s.h.) in fall and spring semester, and there are restrictions on the number of courses they are allowed to register for via distance learning.

International students should contact the Office of International Students and Scholars (OISS) if they have questions about registration requirements in specific situations.

Grading

Incompletes

A grade of Incomplete (“I”) is to be used only when a student’s work during a session cannot be completed because of illness, accident, or other circumstances beyond the student’s control. The student must submit required work with sufficient time for the instructor to review it and submit a grade by the end of the following semester. Failure to do this results in a grade of “F.” Students with an “I” have until the end of the following semester to remove the “I” (for example, an I from the fall semester will convert to an “F” at the end of the spring semester). Re-registering for a course does not remove an “I” but instead is treated as a new course on the student’s transcript.

Satisfactory/Unsatisfactory Grading

S/U grading may be applied to the following courses at the discretion of the instructor:

- 173:300 Thesis or Dissertation
- 173:205 Research in Epidemiology
- 173:195 Preceptorship in Epidemiology
- 173:320 Teaching in Epidemiology

Under S/U grading, the student receives credit if the course is completed satisfactorily, but the course is not included in calculating the grade-point average. Students should discuss grading options prior to registering for these courses.

Grades of S/U may also be used for courses taken outside the major department if they are not required for the degree, provided that the course instructor and the student’s adviser approve the registration. Arrangements for S/U grading in these courses are accomplished by filing a form with appropriate signatures in the Registrar’s Office at the time of registration or no later than the last day of the second week of a semester.

Retaking a course

The Graduate College does not have a ‘second-grade only’ policy (where re-taking a course replaces an earlier grade). Therefore re-registering for a class will not remove the original grade from a transcript. The two ways to remove a grade from a transcript are to be granted a retroactive withdrawal from the Graduate College (only granted in rare cases) or by the instructor changing the grade.

Grades Carrying Graduate Credit

Grades of A+ through C- and S confer graduate credit. Grades of D+ through F, W, and R do not carry graduate credit (therefore any required course receiving one of these grades must be taken again to fulfill the degree requirement). However, D+ through F grades are used in computing GPAs.

Auditing Courses

With the approval of the instructor and advisor, a student may audit courses for zero credit. However, UI still charges tuition for audited courses (0-1 s.h. fee schedule). UI does not allow students to unofficially “sit in” on classes. In addition, the requirements for auditing a course are determined by the instructor and may still include homework and tests.

Plan of Study

Students are expected to make steady and satisfactory progress toward a degree. A Department Plan of Study must be filed in the first semester of the student’s program. MS and PhD students should complete the [Plan of Study form](#) and submit it in person to their advisor. MPH students should complete the online [MPH Plan of Study](#).

The purpose of the plan is to ensure that any requested course waivers or transfer credits are approved, and that the student will have completed the appropriate coursework to receive the degree. The Plan of Study should be completed and signed by the student and the student’s adviser, and submitted to the graduate program coordinator for review. The student and her/his adviser will then be informed if the plan is approved or returned for modification.

First-year students will not be authorized to register for the spring semester until they have submitted a Plan of Study. All other students will not be authorized to register if they do not have a current Plan of Study on file.

Changing a Plan of Study

MPH students may make changes to their Plan of Study by submitting the online [Request for Plan Change](#) form.

MS and PhD students may make changes to their Plan of Study by submitting a [Request for Change in Plan of Study](#) form to their advisors.

Waiver of Courses

Students may request to waive a required course. A waiver means the student is not required to enroll in the course but neither does the student receive credit for it. A waiver is usually granted when a student has obtained the knowledge covered in the course some other way (For example, a MPH student who has worked in a basic science lab may ask to waive the 173:158 Public Health Laboratory Techniques course). Waiver requests are made on the Plan of Study.

Transfer Credits

Students may request to transfer credits. A transfer means the student may substitute a course taken at another institution for a required course. Students receive credit for transferred courses.

To request transfer credits, MPH students should request a form from Lexie Just in the MPH office. MS and PhD students make requests on the Plan of Study Form. In addition to the form, they should

submit information about the course (institution, course title, number of credit hours and grade) and a course syllabus.

Transfer requests are then evaluated by the Plan of Study Committee. Transfer credits from other colleges and universities are also evaluated by the Graduate Admissions Office. The department cannot approve transfer hours from other institutions unless Graduate Admissions awards graduate credit hours.

Criteria for approval of transfer courses are:

- Content is relevant to degree program
- Content is comparable in quality to courses offered by UI
- The course was taken when the student held graduate student status
- Student received a grade equivalent to “C-” or better
- Courses may not be more than 10 years old at the time of graduation from the program

Graduation

Application for Degree

Students are required to file an [Application for Graduate College Degree](#) at the Registrar Service Center in Calvin Hall by the posted deadline of the session (fall, spring, or summer) the student intends to graduate. Michele Patrick will file all other Graduate College forms (excluding dissertation forms) for graduation.

It is the responsibility of the student to ensure that all course and departmental requirements have been met prior to submitting the application for degree.

2009-2010 Graduation Deadlines

Fall 2009

December degree application due	Oct. 13
First deposit of thesis/dissertation.....	Nov. 5
Final deposit of thesis/dissertation.....	Dec. 9
Commencement.....	Dec. 19

Spring 2010

May degree application due	Feb. 26
First deposit of thesis/dissertation.....	March 25
Final deposit of thesis/dissertation.....	May 5
Commencement.....	May 15

Summer 2010

July degree application due	June 10
First deposit of thesis/dissertation.....	July 1
Final deposit of thesis/dissertation.....	July 21

Registration in Final Semester

The Graduate College requires you to be enrolled during the session in which your degree is conferred. To meet this requirement, master's candidates who have completed all their coursework may register for Master's Final Registration (000:001:000 for 0 hours) or for any course of interest. PhD candidates may register for Doctoral Continual Registration (000:002:000 for 0 hours) or any course of interest.

Commencement Ceremony

The Graduate College holds two commencement ceremonies each year, one in December and one in May. Students may also graduate at the end of the summer session, but there is no ceremony.

EPIDEMIOLOGY CORE COMPETENCIES

Category I: Basic Knowledge of Public Health Problem:

- Know the leading diseases responsible for death and disability globally
- Describe risk factors for well-established morbidity and mortality problems and the evidence that supports this
- Identify major historical phases of epidemiology and public health
- Describe the methods and findings from major epidemiologic studies
- Identify principles of screening and surveillance, measures of disease occurrence (incidence, prevalence, standardization, PMR, SMR)
- Describe sources of existing data including census, registries, medical records, vital statistics national population-based surveys, and their strengths and limitations for descriptive epidemiology

Category 2: Conceptualize a Research Problem

- Assess major sources of bias

Category 3: Study Design:

- Identify and evaluate all main study designs including clinical trials with respect to strengths and weaknesses and appropriate applications
- Identify appropriate target population
- Evaluate role of bias, confounding, and variance including direction and magnitude and importance in particular settings

Category 4: Research Conduct

- Recognize ethical issues in epidemiology research
- Manage a study (develop a budget; monitor status, work in the context of a multidisciplinary team)

Category 5: Conduct a Study

- Plan and evaluate recruitment strategies
- Develop project timetable and plan project monitoring system
- Anticipate data collection challenges
- Develop and evaluate data collection instruments (questionnaires, biological measures, etc.) including validity and reliability

Category 6: Data Management and Quality Control

- Describe protocols used to generate a given dataset, (i.e. protocols for data collection, data entry, data management, and quality assurance)
- Review and synthesize results of monitoring systems and design and implement corrective actions

Category 7: Data Analysis

- Analyze categorical and continuous data
- Generate and interpret descriptive statistics
- Conduct multivariable linear and logistic regression analysis

Category 8: Data Interpretation

- Make inferences from analyses

DEGREE REQUIREMENTS: MPH – EPIDEMIOLOGY SUBTRACK

Degree Objectives

The MPH in Public Health Epidemiology is a degree for students who desire to learn the fundamental concepts and methods of epidemiology. The degree provides the methodological skills, knowledge, and practical experience in the public health setting. The focus of the degree is public health data and methods and their utilization in assessment of disease burden in the community. The student will also learn to use evaluation methods to assess the need and outcome of programs and interventions in the community. Upon graduation, the student should be capable of performance in the public health department and healthcare settings.

Graduates of the MPH - Epidemiology subtrack will be able to:

1. Define the concepts and contents of epidemiology
2. Use existing databases to provide background or supportive public health data to determine priorities and formulate public health investigations
3. Use existing questionnaires and measurement instruments in collection of data to determine public health status and priorities and to evaluate interventions
4. Create study aims and objectives needed to address a public health program or investigation
5. Select the appropriate study design for interventions/investigations
6. Describe health and disease measurement in a community population
7. Identify risk or preventive factors that may contribute to outcome and to incorporate them into a preventive study
8. Use computers to collect, manage and analyze data for analysis of basic associations
9. Analyze results and compose an understandable and presentable report of the results
10. Identify whom to contact regarding additional clinical, biomedical, statistical and programmatic expertise
11. Interpret results to guide public health policy

Course Requirements

For MS students admitted Fall 2008 or later. Students admitted prior to Fall 2008 should refer to the requirements in place the year they were admitted.

Core Course Requirements (21 s.h.)

170:101	Introduction to Public Health Practice	3 s.h.
171:161	Introduction to Biostatistics	3 s.h.
172:101	Introduction to Health Promotion and Disease Prevention	3 s.h.
173:140	Epidemiology I: Principles (online section [exw] does not fulfill requirement)	3 s.h.
<i>Choose 1 of the following two courses</i>		
174:102	Introduction to the US Healthcare System	3 s.h.

174:200	Introduction to Health Care Organization and Policy	3 s.h.
175:197	Environmental Health	3 s.h.
170:299	MPH Practicum Experience	3 s.h.

Bioscience Requirement (3-4 s.h.)

Choose 1 of the following 4 courses

069:133	Introduction to Human Pathology	4 s.h.
069:270	Pathogenesis of Major Human Diseases	3 s.h.
096:114	Human Pathophysiology: Organ Systems	3 s.h.
096:115	Human Pathophysiology: Cellular/Neurology/Immunology	3 s.h.

Required Subtrack Courses (11-12 s.h.)

171:162	Design and Analysis of Biomedical Studies	3 s.h.
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Choose 1 of the following 2 courses

173:145	Public Health Data	2 s.h.
173:199	Evidence-Based Public Health	3 s.h.

Choose 1 of the following 2 courses:

173:153	Surveillance Internship: IRCID*	2 s.h.
173:154	Cancer Registration Internship*	2 s.h.
173:158	Public Health Laboratory Techniques*	1 s.h.
173:160	Introduction to Epidemiologic Data Analysis with Computer	2 s.h.
173:240	Epidemiology II: Advanced Methods	4 s.h.

**These courses may be waived with equivalent documented experience through practicum or research position.*

Electives (2 s.h.)

At least 2 s.h. of epidemiology courses (any courses with a 173 prefix) or from the following Biostatistics courses: 171:174 Introductory Longitudinal Data Analysis, 3 s.h.; or 171:242 Applied Survival and Cohort Data Analysis, 3 s.h. 2 s.h.

Additional elective courses are required to complete the minimum number of 42 hours

Minimum semester hours required 42

Non-Course Program Requirements

Epidemiology Seminar

Every week during the academic year, Epidemiology Seminar provides a forum for speakers to present information or research pertaining to diverse topics in epidemiology. Seminars generally will be scheduled Thursdays from 11:30-12:30. The 2009-10 seminar series is coordinated by Dr. Leslie Dennis and student Daniela Moga. Information about the schedule is distributed each semester and is also available on the department's [website calendar](#).

MPH students are required to achieve at least 80% attendance at the Department of Epidemiology Seminar for 3 semesters.

Epidemiology Journal Club

Every other week during the academic year the Journal Club meets to discuss articles of interest in the field. Journal Club will be scheduled on alternate Tuesdays from 11:30-12:30. The 2009-10 Journal Club is coordinated by Dr. Ryan Carnahan and student Gina Flinn. Information about the schedule is distributed to students each semester and is also available on the department's [website calendar](#).

MPH students are required to achieve at least 80% attendance at the Department of Epidemiology Journal Club for 3 semesters.

Scientific Poster Requirement

Every MPH – Epidemiology subtrack student is required to present at least one scientific poster at the international, national, regional, state, university, or department level, at some point in the student's program before graduation.

The poster must be submitted for review to the student's adviser or thesis/preceptorship mentor a minimum of ten days before the poster session. See Appendix C for poster guidelines.

MPH Academic Standing

Minimum GPA Requirements

MPH students must earn \geq B- (2.67) on each of the 6 MPH core courses and \geq 3.0 cumulative GPA on the six MPH core courses. When necessary, a student may repeat a course to meet this requirement.

MPH students are also required to maintain \geq 3.00 cumulative GPA. A student with less than a 3.00 G.P.A. after 8 or more semester hours of graduate work will be placed on probation by the MPH program. If after completing at least 8 additional semester hours of graduate credit, the student's GPA remains below 3.0, the student will be denied permission to re-register.

A cumulative GPA of 3.00 or above is required for MPH students to graduate.

Master's Residence Requirement

Under most circumstances, a minimum of 24 semester hours must be completed after admission to the department and under the auspices of the University of Iowa. Extramural registration completed after admission may be accepted for residence under specific circumstances. For a listing of these circumstances, refer to the [Manual of Rules and Regulations of the Graduate College, Section X, D](#)

MS – EPIDEMIOLOGY DEGREE INFORMATION

Degree Objectives

This program is designed to prepare students for professional careers in which specialized knowledge of epidemiologic methods and analytic techniques are useful. Placement possibilities include local, state, or federal health agencies, academic units within schools of public health or colleges of health sciences, or private enterprise.

Graduates of the Epidemiology M.S. program will be able to:

1. Define the concepts and contents of epidemiology
2. Formulate a research hypothesis
3. Determine study aim, objectives, and appropriate study design to address the hypothesis
4. Describe health and disease measurement in clinical and community populations
5. Identify risk and/or preventive factors that may contribute to outcome to incorporate them into a research study
6. Collect, manage, and analyze data for evaluation of hypotheses
7. Use questionnaires and measurement instruments in collection of data
8. Use existing databases to provide background or supportive data to address research questions
9. Analyze data and compose an understandable and presentable report of the results
10. Perform ethical research

Course Requirements

171:161	Introduction to Biostatistics	3 s.h.
171:162	Design and Analysis of Experiments in Biomedical Sciences	3 s.h.
171:241	Applied Categorical Data Analysis	3 s.h.
173:140	Epidemiology I: Principles (online section [exw] does not fulfill requirement)	3 s.h.
173:160	Intro to Epi Data Analysis Using Computers	2 s.h.
173:240	Epidemiology II: Advanced Methods	4 s.h.
<i>Choose 1 of the following 2 courses</i>		
069:133	Introduction to Human Pathology	4 s.h.
069:270	Pathogenesis of Major Human Diseases	3 s.h.
<i>Choose 1 of the following 2 courses</i>		
173:255	Epidemiology of Infectious Diseases	3 s.h.
173:260	Epidemiology of Chronic Diseases	3 s.h.
<i>Choose 1 of the following 3 courses</i>		
172:150	Health Behavior and Health Education	3 s.h.
173:280	Introduction to Health Care Organization	3 s.h.
175:197	Environmental Health	3 s.h.
<i>Choose 1 of the following 2 courses</i>		
173:195	Preceptorship in Epidemiology (for nonthesis students)	3 s.h.
173:300	Thesis (for thesis students)	3-6 s.h.

Total Core Course Requirements 30-34 s.h.

Electives

At least 5 s.h. of epidemiology courses (any course with a 173 prefix) 5 s.h.

At least 2 s.h. of graduate-level courses which support the student's educational goals 2 s.h.

Recommended electives:

171:164 Research Data Management, 3 s.h.

171:174 Introductory Longitudinal Data Analysis, 3 s.h.

171:242 Applied Survival and Cohort Data Analysis, 3 s.h.

Total electives 7-8 s.h.

Additional elective courses may be required to complete the minimum number of 38 hours

Total semester hours required (minimum) 38

Course Planning

Course availability is listed on the [College of Public Health course web page](#).

Non-Course Program requirements

Epidemiology Department Seminar

Every week during the academic year, Epidemiology Seminar provides a forum for speakers to present information or research pertaining to diverse topics in epidemiology. Seminars generally will be scheduled Thursdays from 11:30-12:30. The 2009-10 seminar series is coordinated by Dr. Leslie Dennis and student Daniela Moga. Information about the schedule is distributed each semester and is also available on the department's [website calendar](#).

M.S. students are required to achieve at least 80% attendance at the Department of Epidemiology Seminar for 3 semesters.

Journal Club

Every other week during the academic year the Journal Club meets to discuss articles of interest in the field. Journal Club will be scheduled on alternate Tuesdays from 11:30-12:30. The 2009-10 Journal Club is coordinated by Dr. Ryan Carnahan and student Gina Flinn. Information about the schedule is distributed to students each semester and is also available on the department's [website calendar](#).

M.S. students are required to achieve at least 80% attendance at the Department of Epidemiology Journal Club for 3 semesters.

Scientific Poster Requirement

Every Epidemiology M.S. student is required to present at least one scientific poster, at the international, national, regional, state, university, or department level, at some point in the student's program before graduation. The student's adviser or thesis/preceptorship mentor can help determine the suitability and timeline for the poster presentation.

For M.S. non-thesis students, this poster requirement takes the place of an oral seminar presentation as part of the Preceptorship requirement. Non-thesis students would typically formulate preceptorship research into a poster presentation, though the requirement may be met by poster presentation of other research, such as from an independent study or research related to employment.

For M.S. thesis students, this poster requirement is in addition to the oral seminar presentation requirement for the thesis. Thesis students would typically formulate thesis research into a poster presentation, though the requirement may be met by poster presentation of other research, such as from an independent study or research related to employment.

The poster must be submitted for review to the student's adviser or thesis/preceptorship mentor a minimum of ten days before the poster session.

Human Subjects Protections (IRB) Certification

MS and PhD students are required to provide evidence that they have completed an approved education in human subjects protections program. This should be done at the time of appointment to a graduate research assistantship position, at the start of the preceptorship, or at the start of thesis/dissertation research. More information is available at the University of Iowa's [Certification in Human Subject Protections](#) website.

MS Academic Standing

Minimum Academic Requirements

MS students are required to earn ≥ 2.75 cumulative GPA. A student with less than a 2.75 G.P.A. after 8 or more semester hours of graduate work will be placed on probation by the Graduate College. If after completing at least 8 additional semester hours of graduate credit, the student's GPA remains below 2.75, the Graduate College will deny the student permission to register. Refer to Sec. IV. of the [Manual of Rules and Regulations of the Graduate College](#) for details on probation and dismissal standards, procedures, and appeals.

M.S. students who receive more than six semester hours of C+ or lower on College of Public Health and required courses (including any transfer hours) will be dismissed from the program. A student may appeal the dismissal in writing to the head of the department. Student appeals must be voted on by the department faculty within two semesters, including summer session, from the end of the semester in which the last C+ or lower grade was received.

Master's Residence Requirement

Under most circumstances, a minimum of 24 semester hours must be completed after admission to the department and under the auspices of the University of Iowa. Extramural registration completed after admission may be accepted for residence under specific circumstances. For a listing of these circumstances, refer to the [Manual of Rules and Regulations of the Graduate College, Section X, D](#)

Changing thesis/non-thesis designation

A student will remain in the M.S. program designation (thesis or non-thesis) to which the student was admitted unless the student petitions the department to change designations, and approval is granted.

This must be done prior to the semester of student taking the M.S. Final Examination. A student wishing to petition should contact [Michele Patrick](#).

MS Degree without Thesis

Rules for Preceptorship Credit

Preceptorships are guided learning experiences through a quantitative, research-oriented project and not an independent study activity. Topics and activities must be within the domains of public health and epidemiology and they must be in line with the general plans and goals of the student. Preceptorships are not limited to any particular geographic site.

Preceptorships should have a minimum of 30 hours of total activity for each semester-hour of credit sought (minimum of 3 credits [i.e. 90 hours of activity]).

Preceptorship Course Director

One member of the Epidemiology faculty is designated each year to oversee preceptorship experiences. Dr. Elaine Smith is the Preceptorship Course Director for the 2009-2010 academic year. A director has not been designated yet for 2009-2010.

Preceptorship Advisor

The preceptorship advisor is the faculty member who directly supervises the student's project. It is preferred that the advisor be a primary faculty member in the Department of Epidemiology (see Appendix A for the list of primary faculty). However, a [secondary faculty member](#) or non-Epidemiology faculty member may be the advisor as long as a primary faculty member agrees to jointly advise the project. In this case, the primary faculty member is designated the "advisor-of-record". It is the student's responsibility to find advisor(s). The student registers for the preceptorship under the advisor-of-record's instructor number.

Prior to starting the preceptorship

The student completes a [preceptorship prospectus](#), which must be approved by her/his preceptorship advisor. Items to be included are: goals, specific aims, the name of the preceptor, the sponsor of the preceptor, the amount of time each week devoted to the activity and to meeting with the preceptor, the general nature of the activities, and the expected outcome or product at the end of the preceptorship. A copy of the prospectus should be submitted to Michele Patrick.

At the completion of the preceptorship

The student will produce a publication-quality report summarizing his/her experience with epidemiologic research and data analysis. After the advisor receives the report, he/she will complete the [preceptorship evaluation form](#) and submit it to Michele Patrick.

Grading

The student, with the advisor's agreement, will select the grading preference on the prospectus form (S/U or letter grade). At the end of the preceptorship the preceptorship advisor or advisor-of-record will assign the final grade.

Master's Final Examination

The master's examination is a written in-class examination that is 2-3 hours in length and is multiple choice, short essay, and problem solving. The examination is offered twice per year, and is typically taken during the semester the student plans to receive the degree. The examination may be repeated once. Failing the examination twice will result in dismissal from the program.

2009-2010 MS Exam Schedule

Fall exam.....	Nov. 2
Spring exam.....	April 5

The examination is a test over competencies expected of graduates at the M.S. level. Core competencies are listed on pp. 20-21 of this student handbook. It is recommended that students review material from epidemiology core courses (173:140 Epidemiology I; 173:240 Epidemiology II; 171:241 Applied Categorical Data Analysis; and 171:162 Design & Analysis of Biomedical Studies).

MS Degree with Thesis

The goal of the thesis is a document that is publishable in a peer-reviewed journal. Original thought is required in the formulation and conduct of the research, although neither data collection nor data analysis is strictly required.

The student is required to comply with Graduate College guidelines with regard to preparation of the thesis and meeting Graduate College thesis deadlines. Students should refer to the Graduate College [Thesis Resources](#) for regulations and resources for preparation of the master's thesis. Thesis costs are the responsibility of the student, including associated costs such as copying.

Examining Committee

The student is responsible for obtaining a thesis adviser who is interested in the area of research. The thesis adviser must be a Department of Epidemiology primary or secondary faculty member, but not necessarily the student's academic adviser. An adjunct faculty who is a member of the graduate faculty may serve as a co-thesis adviser with a primary or secondary faculty.

The thesis committee for the master's degree consists of at least three faculty members (typically defined as faculty with the title of assistant professor, associate professor, or professor) as recommended by the student and approved by the student's academic advisor. The committee must include:

- At least two faculty members who have primary appointments in Epidemiology.
- At least one faculty member who does not hold a primary appointment in Epidemiology.

This committee must approve the topic area and provide direction during the preparation of the thesis by participation in the evaluation, revision, and approval of the thesis prospectus.

Thesis Prospectus

The thesis prospectus describes the rationale for the proposed research and outlines its basic methods. It should be no more than 25 pages. The prospectus is submitted to the committee members prior to initiation of the research and at least one week prior to committee evaluation of the prospectus. A special meeting of the student's committee to evaluate the prospectus and unanimous, written approval by all committee members is required on a [Thesis Prospectus Approval form](#).

Thesis Format

The format of the thesis document should comply with all Graduate College guidelines. Refer to the [Graduate College Thesis Manual](#).

Thesis Defense

The master's thesis defense is an oral presentation of the purpose, methods, and results of the thesis research. It is scheduled by the student in consultation with the adviser and committee members. A copy of the thesis must be delivered to the committee members two weeks prior to the defense. A failure on the master's thesis defense is interpreted as an insufficient attempt at the thesis. The committee may encourage the student to polish the thesis or to abandon it. The thesis defense may be repeated once.

If the thesis defense receives a passing evaluation, the student must make any corrections and modifications to the thesis as required by the examining committee and obtain the signatures of the examining committee on the thesis. The thesis can then be submitted to the Graduate College to meet the final deposit requirement.

Thesis Deadlines

Deadlines are set by the Graduate College for the initial and final submissions of the thesis to the Graduate College in Gilmore Hall:

Fall 2009

First Deposit	Nov. 5
Final Deposit	Dec. 9

Spring 2010

First DepositMarch 25

Final DepositMay 5

Summer 2010

First DepositJuly 1

Final DepositJuly 21

DEGREE REQUIREMENTS: M.S. - CLINICAL INVESTIGATION

The M.S. in Clinical Investigation is offered by the Department of Epidemiology in cooperation with the University of Iowa's Institute for Clinical and Translational Science. The program is designed for clinicians interested in pursuing careers in clinical research.

Degree Objectives

Graduates of the program will acquire proficiency in the conduct of independent clinical research, including hypothesis development, study design, knowledge of research ethics, survey development, data collection, basic and advanced statistical analyses, and interpretation of results. At program completion, clinical scholars will be able to critically evaluate clinical literature, write a competitive grant proposal, design and conduct a clinical research project, work effectively with other researchers and support staff, and disseminate research results through scientific manuscripts and presentations.

Curriculum

The schedule of coursework proposed allows the scholar to complete the requirements in approximately two years while also maintaining clinical activities.

The MS in Clinical Investigation degree requires a prerequisite of at least 6 credit hours from the disciplines of pathology, physiology, and/or pharmacology. Students accepted into the MS in Clinical Investigation Program who have not had at least 6 hours of pathology/physiology/pharmacology may concurrently take the necessary courses to meet the requirements during enrollment in the program.

Admissions

Admission to the MS in Clinical Investigation program requires, at a minimum either (1) receipt of a doctoral-level degree (MD, DO, DDS, PhD, PharmD, DVM) in a clinical discipline and admission for graduate study at The University of Iowa's College of Public Health or (2) classification as a candidate within the Medical Scholars Training Program (MSTP). Admission to the CPH requires a bachelor's degree with at least a 3.0 GPA (or, in case of foreign-trained applicants, an outstanding doctoral training record), a statement of interest, and three letters of recommendation. The applicant will also be required to take GRE, MCAT or DAT exams with performance assessed by the Admissions Committee. Eligible prospective students will also need to submit a CV and a personal statement outlining their of career and research goals.

Applicants will be accepted into the MS in Clinical Investigation program based on credentials, prior training, and research training plans. Individuals with superior academic backgrounds, commitment to clinical research training, available time for research and coursework, and departmental commitment will be preferentially admitted to the program. If a prospective student has deficiencies in any one of the admission criteria, but is exceptionally strong in all other areas, admission may still be considered.

Course Requirements

173:140	Epidemiology I: Principles	3 s.h.
173:150	Introduction to Clinical Epidemiology	2 s.h.
173:152	Career Development for Clinical Investigators	1 s.h.
<i>1 of the following 2 courses:</i>		
173:160	Introduction to Epidemiologic Data Analysis with Computers	2 s.h.
173:161	Patient-Oriented Research – Data Analysis	3 s.h.
173:163	Seminar in Clinical & Translational Research (4 semesters, 1 s.h. each)	4 s.h.
173:195	Preceptorship in Epidemiology	3 s.h.
173:211	Grant Writing for Clinical Investigators	1 s.h.
173:295	Clinical Research Ethics	2 s.h.
<i>1 of the following 2 courses:</i>		
171:161	Introduction to Biostatistics	3 s.h.
171:202	Biostatistical Methods II	4 s.h.
171:241	Applied Categorical Data Analysis	3 s.h.
Total Core Course Requirements		27 s.h.

Electives

At least 3 s.h. from approved list of electives	3 s.h.
Total electives	3 s.h.

Additional elective courses may be required to complete the minimum number of 30 hours

Total semester hours required (minimum) 30

The elective courses are organized into three distinct focus areas, 1) Patient-Oriented Research, 2) Epidemiologic and Behavioral Research, and 3) Outcomes and Health Services Research, to allow students to pursue specialized training.

Contact Peter Forkenbrock (319-356-4640; peter-forkenbrock@uiowa.edu) for a list of approved electives.

Course Planning

Course availability is listed on the [College of Public Health course web page](#).

For more information about the M.S. in Clinical Investigation, contact Peter Forkenbrock (319-356-4640; peter-forkenbrock@uiowa.edu).

DEGREE REQUIREMENTS: PH.D. – EPIDEMIOLOGY

The Ph.D. in Epidemiology is constructed to meet the department's philosophy of training. There is a substantial contribution from the Biostatistics Department so that the candidate is well-grounded in quantitative and analytical techniques as well as design and conduct of epidemiologic studies, demographic methods, and the management of large data sets. Courses in medical physiology and pathology are required to provide a basic understanding of disease processes. In addition, each student works with an adviser to develop an emphasis area that insures substantive knowledge in a specific area which will generate important original research. An independent but finite research experience is required aside from the dissertation. Finally, relevant courses elsewhere in the university, particularly in other College of Public Health departments, are encouraged.

Degree Objectives

The primary goal of the doctoral program in the Department of Epidemiology is to prepare graduates for professional careers as scientists, teachers, and practitioners of epidemiological methods. Career opportunities in epidemiology exist in academic institutions, local, state, and federal health agencies, and in commercial enterprises.

Graduates with the Ph.D. in Epidemiology will be able to:

- Master the M.S. degree objectives.
- Understand and be capable of using advanced statistical analysis methods appropriate for the study design and to control for confounding.
- Manage data collection and quality control in research data, including development of a questionnaire.
- Understand and demonstrate risk factors and disease processes in a specialized area.
- Review literature and conceptualize theoretical models of disease and causation and develop hypotheses building upon prior research.
- Conduct independent research including design, data collection, analysis, and translation into applied and theoretical constructs.
- Demonstrate the ability to write a proposal for grant funding.
- Demonstrate in writing and oral presentation knowledge of epidemiological concepts and methods.
- Demonstrate in writing and oral presentation the ability to explain research study design and results of student-initiated research and to defend the results and implications.

Required Courses

NOTE: Modifications have been made in the Ph.D. requirements from previous years. The requirements listed here are for students who began their Ph.D. programs Fall 2006 or later. Students who began prior to 2006 should follow the requirements of the year they entered the program.

171:161	Introduction to Biostatistics	3 s.h.
171:162	Design and Analysis of Biomedical Studies	3 s.h.
171:164	Research Data Management	3 s.h.
171:241	Applied Categorical Data Analysis	3 s.h.
171:242	Applied Survival and Cohort Data Analysis	3 s.h.
173:140	Epidemiology I: Principles (online version cannot be used for fulfill this requirement)	3 s.h.
173:160	Introduction to Epidemiologic Data Analysis with Computers	2 s.h.
173:205	Research in Epidemiology	3 s.h.
173:210	Writing a Research Protocol	3 s.h.
173:240	Epidemiology II: Advanced Methods	4 s.h.
173:340	Epidemiology III: Theories	3 s.h.
<i>Choose 1 of the following 2 courses</i>		
069:133	1) Introduction to Human Pathology	4 s.h.
069:270	2) Pathogenesis of Major Human Diseases	3 s.h.
<i>Choose 1 of the following 2 courses</i>		
027:130	Human Physiology	3 s.h.
072:153	Graduate Physiology	4 s.h.
Total required courses		39-41 s.h.

Electives

At least 3 s.h. from among Epidemiology (173) courses outside student's emphasis area	3 s.h.
Emphasis area electives (minimum)	21-23 s.h.
Total Electives	24-26 s.h.

Dissertation Requirement

173:300	Dissertation	10-18 s.h.
Total semester hours		75 s.h.

Course Planning

Course availability is listed on the [College of Public Health course web page](#).

Non-Course Program Requirements

Preceptorship Requirement

Doctoral students who did not complete MS-Epidemiology program at UI will be required to take 173:195 Preceptorship or demonstrate that an equivalent course has been completed. This requirement must be fulfilled within one year of admission to the PhD program.

Department of Epidemiology Seminar

Every week during the academic year, Epidemiology Seminar provides a forum for speakers to present information or research pertaining to diverse topics in epidemiology. Seminars generally will be scheduled Thursdays from 11:30-12:30. The 2009-10 seminar series is coordinated by Dr. Leslie Dennis and student Daniela Moga. Information about the schedule is distributed each semester and is also available on the department's [website calendar](#).

PhD students are required to achieve at least 80% attendance at the Department of Epidemiology Seminar for 5 semesters. Attendance earned while enrolled as a MS student does not count towards the required 5 semesters.

Journal Club

Every other week during the academic year the Journal Club meets to discuss articles of interest in the field. Journal Club will be scheduled on alternate Tuesdays from 11:30-12:30. The 2009-10 Journal Club is coordinated by Dr. Ryan Carnahan and student Gina Flinn. Information about the schedule is distributed to students each semester and is also available on the department's [website calendar](#).

PhD students are required to achieve at least 80% attendance for 5 semesters. Attendance earned while enrolled as a MS student does not count towards the required 5 semesters.

Scientific Poster Requirement

Every Epidemiology Ph.D. student admitted Fall 2003 or after is required to present at least one scientific poster, at the international, national, regional, state, university, or department level, at some point in the student's program before graduation. The student's adviser or dissertation mentor can help determine the suitability and timeline for the poster presentation.

Seminar Presentations

In addition to the dissertation defense, students are required to make a presentation at a Department of Epidemiology Seminar. It is recommended that the student do the seminar presentation and dissertation defense in the same semester, with the seminar presentation scheduled before the defense so the seminar can serve as preparation for the defense.

Human Subjects Protections (IRB) Certification

PhD students are required to provide evidence that they have completed an approved education in human subjects protections program. This should be done at the time of appointment to a graduate research assistantship position, at the start of the preceptorship, or at the start of thesis/dissertation research. More information is available at the University of Iowa's [Certification in Human Subject Protections](#) website.

PhD Academic Standing

Minimum GPA Requirements

PhD students are required to earn ≥ 3.0 cumulative GPA. A student with less than a 3.0 G.P.A. after 8 or more semester hours of graduate work will be placed on probation by the Graduate College. If after completing at least 8 additional semester hours of graduate credit, the student's GPA remains below 3.00, the Graduate College will deny the student permission to register. Refer to Sec. IV. of the [Manual of Rules and Regulations of the Graduate College](#) for details on probation and dismissal standards, procedures, and appeals.

Ph.D. students who receive more than six semester hours of C+ or lower on College of Public Health and required courses (including any transfer hours) will be dismissed from the program. A student may appeal the dismissal in writing to the head of the department. Student appeals must be voted on by the department faculty within two semesters, including summer session, from the end of the semester in which the last C+ or lower grade was received.

Restrictions on Students on Probation

A student on probation will not be permitted to take the comprehensive or final exam, or receive any graduate degree or certificate.

Residence Requirement

Following the first 24 semester hours of graduate work, a Ph.D. student must complete at the University of Iowa either (1) two full-time semesters of graduate work (9 or more s.h. each) *or* (2) three semesters of at least 6 s.h. each while the student holds an assistantship of at least one-third time which must be certified by the department as contributing to the student's doctoral program.

PhD Qualifying Examination

Before being permitted to proceed to advanced courses in epidemiology, PhD students must qualify for the program by passing a PhD Qualifying Examination. The exam should be taken within one semester of admission to the Ph.D. program OR after the student has completed the epidemiology core courses (173:140 Epidemiology I; 173:240 Epidemiology II; 171:241 Applied Categorical Data Analysis; and 171:162 Design & Analysis of Biomedical Studies).

The first component of the Qualifying Exam is the same as the M.S. final exam, which tests knowledge of the core competencies at the M.S. level. The core competencies are listed on pp. 20-21 of this handbook. It is expected that students will have achieved these competencies through courses and research experiences.

Students may only take the examination twice as a graduate student either as the M.S. Final Examination or as the Ph.D. Qualifying Examination.

The second component of the Qualifying Examination is the essay examination. This is a proctored examination in which the candidate responds to one or more essay questions that require

demonstration of an understanding of epidemiological concepts, analytic thinking, and clear scientific writing.

Both examination components are considered by the faculty when making an overall pass/fail determination. If a candidate fails the Ph.D. Qualifying Examination on the first attempt, a candidate may be permitted to repeat either the first component or the second component, or both at the discretion of the faculty. Failing the examination on two occasions will result in disqualification or dismissal from the Ph.D. program.

To prepare for the exam, students are encouraged to review the 8 core competencies and material learned in the previous classes, especially 173:140 Epidemiology I; 173:240 Epidemiology II; 171:241 Applied Categorical Data Analysis; and 171:162 Design & Analysis of Biomedical Studies. The exam takes place on one day with the 3-hour exam in the morning and the 3-hour essay in the afternoon. It is scheduled each year on the first Monday of November and April.

2009-2010 PhD Qualifying Exam Schedule

Fall exam.....	Nov. 2
Spring exam.....	April 5

Ph.D. Comprehensive Examination

The comprehensive examination can be taken after all required courses and most of the elective coursework has been completed for the Ph.D. degree.

The examination tests the student's ability to integrate, synthesize, and apply major epidemiological and biostatistical concepts through critical reading of the literature and study design. This is accomplished by a take-home examination with two components: article critique, and study design and analysis. An oral examination will follow the written take-home examination.

(See also Section XII K. in the [Manual of Rules and Regulations of the Graduate College](#).)

Timetable

The examination is offered twice per year (fall semester and spring semester). Students wishing to sit for the examination must inform Michele Patrick by September 1 (for fall semester) or February 1 (for spring semester) by submitting a Ph.D. Comprehensive Examination Intent Form (see [Forms](#)).

Examining Committee

The student, in consultation with her/his adviser, will determine membership of the comprehensive examination committee.

- The committee must consist of at least five graduate faculty members (typically defined as faculty with the title of assistant professor, associate professor, or professor) which includes the adviser as chair.
 - At least three must be primary, secondary, or adjunct Epidemiology faculty

- At least one must have a primary affiliation in another College of Public Health department

Through the committee chair, the student will inform the committee of his/her chosen emphasis area. This may be a formal emphasis area or one that has been discerned as part of preparing for the dissertation. The committee will meet to:

- 1) Select 2-3 articles for the article critique.
 - a. The chair of the examination committee, in consultation with the committee, will select the 2-3 articles which will form the basis of article critique portion of the examination. These articles should be about diverse topics and are not intended to reflect the student's emphasis area.
- 2) Pose a hypothetical research question and develop examination questions about design and analysis of a study of the research question. Students will typically receive the examination articles and questions during the third week of October (for fall semester) or the fourth week of March (for spring semester).
 - a. The committee will pose a hypothetical research question and select 4-6 examination questions about study design and analysis relevant to the hypothetical research question which the student will answer as part of the study design and analysis component of the examination. The student will have two weeks to complete the take-home examination.

The oral examination will follow within two weeks. It is the student's responsibility to schedule the time and place of the oral examination and confirm this with committee members. This scheduling should be done in September (for fall semester) or February (for spring semester) to avoid schedule conflicts.

After the oral examination, the committee will take no more than one week to grade the complete examination.

Content of the Examination

There are two components to the take-home examination: I. article critique, and II. study design and analysis. The examination must be typewritten, double-spaced, with 1-inch margins and 12-point font. For component I, the student should provide 3-5 pages of typewritten critique per article. For component II, a 15-20 page paper is expected. Each component of the examination is described below.

Component I: Broadly apply epidemiological methods to the critique of 2-3 published articles.

The critique should include the following items as relevant:

- Identify the study design.
- Describe the strengths and weaknesses of the design as applied to the particular research topic.

- Describe the types of potential biases that may exist given the design and the particular research topic.
- Discuss the appropriateness of the statistical methods.
- Is there biological plausibility for any effect modification presented?
- Describe/identify the authors' main findings.
- Do you agree/disagree with the conclusions of the article based on the main findings and potential biases you identified?
- In all cases, the student should cite and summarize other literature that supports his/her logic.

Component II: Synthesize epidemiological methods and concepts into a selection and defense of a study design within the student's emphasis area. A full research proposal is *not* expected. Rather, committee members should specify 4-6 of the following topics to have the student specifically address in the 15-20 page document.

- Selection and defense of study design (including frequency of exposures and outcomes)
- Selection of subjects
- Sampling and recruitment
- Measurement of exposures and outcomes
- Definition and conceptualization of key variables
- Identify and justify covariates, confounders, effect modifiers, and their corresponding measures
- Quality assurance
- Statistical methods – propose and defend model building to examine confounders, effect modifiers, and mediating variables
- Sample size/power/ or minimal detectable effect size
- Human Subjects/IRB

Oral examination. Committee members will typically ask the student questions to further probe aspects of the written document.

Final Grade

After the oral examination, the student's examination committee will recommend a grade of satisfactory, reservations, or unsatisfactory for the full examination (take-home plus oral). If the committee has reservations, additional requirements will be identified by the committee in writing to the student and the dean of the Graduate College. The committee will also establish a timeline for the removal of the reservations.

Re-examination

The examination may be repeated only once.

Continuous Registration after Completion of the Comprehensive Examination

A student is required to register each fall and spring semester after passing the Ph.D. comprehensive examination until the degree is awarded. If a student has no courses to take, the student can fulfill this requirement by registering for Graduate College course 000:002 Doctoral Continuous Registration.

Tuition and fees for Doctoral Continuous Registration are the equivalent of 2 s.h. of coursework. For details, see Section XII-L. of the [Manual of Rules and Regulations of the Graduate College](#).

PhD Dissertation

The goal of the dissertation is to produce a document that is publishable in a peer-reviewed journal. Original thought is required in the formulation and conduct of the research, although neither original data collection nor data analysis is strictly required. Students should refer to the Graduate College [Thesis Resources](#) website for specifics on Graduate College regulations and resources for preparation of doctoral dissertations.

The student is required to comply with Graduate College guidelines with regard to format and preparation of the dissertation and meeting Graduate College dissertation deadlines for graduation. For this reason, the student should consult the [Manual of Rules and Regulations of the Graduate College](#) and posted deadlines, and refer to the [Graduate College Thesis Resources](#).

Dissertation costs are the responsibility of the student, including associated costs such as copying.

Examining Committee

The student is responsible for obtaining a dissertation adviser who is interested in the intended area of research. The dissertation adviser must be a graduate faculty member of the Department of Epidemiology (primary or secondary), but not necessarily the student's academic adviser. Adjunct faculty may serve as a co-dissertation adviser with a primary or secondary faculty, as long as the adjunct faculty is a member of the graduate faculty (typically defined as having the title of assistant professor, associate professor, or professor).

The dissertation committee shall consist of at least five members of the graduate faculty as recommended by the student and approved by the student's dissertation adviser. These members shall include:

- at least two members with primary appointments in the Epidemiology Department;
- at least one member with either a primary or secondary appointment in one of the other departments in the College of Public Health;
- at least one faculty member whose primary affiliation is not in the College of Public Health;

Note: At least one of these five members must have no appointment in the Department of Epidemiology.

The dissertation committee must approve the topic area and provide direction during the preparation of the dissertation by participation in the evaluation, revision, and approval of the dissertation prospectus.

Dissertation Prospectus

The dissertation prospectus describes the rationale for the proposed research and outlines its basic methods. It should be no more than 25 pages. The prospectus is submitted to the committee members prior to initiation of the research and at least one week prior to committee evaluation of the prospectus. Unanimous, written approval of the prospectus is required on the [Thesis/Dissertation Proposal Approval form](#) at a special meeting of the student's committee to evaluate the prospectus.

Format

Students should refer to the Graduate College [Thesis Manual](#) for formatting templates and specifics on Graduate College regulations and resources for preparation of doctoral dissertations.

Dissertation Defense

The work for the degree culminates in a final oral examination (dissertation defense) administered on campus. This defense should include;

- 1) a critical inquiry into the purposes, methods, and results of the investigation—not a mere recapitulation of the procedures followed
- 2) intensive questioning on areas of knowledge constituting the immediate context of the investigation.

A copy of the dissertation should be delivered to the committee at least two weeks prior to the examination.

The final examination (dissertation defense) may not be held until the next session after passing the comprehensive examination nor until the dissertation is accepted for the first deposit by the Graduate College; however, a student must pass the final examination no later than five years after passing the comprehensive examination. Failure to meet this deadline will result in reexamination of the student to determine his or her qualifications for taking the final examination.

Final examinations for the doctorate are open to the public. Members of faculty of the Graduate College are especially invited to attend and, subject to the approval of the chair, to participate in the examination.

The report of the final examination is due in the Graduate College office not later than 48 hours after the examination. The final examination will be evaluated as satisfactory or unsatisfactory. Two unsatisfactory votes will make the committee report unsatisfactory. In case of a report of unsatisfactory in the final examination, the candidate may not present himself or herself for reexamination until the next session. The examination may be repeated only once.

If the dissertation defense receives a passing evaluation, the student must make any corrections and modifications to the dissertation as required by the examining committee, and obtain the signatures of the examining committee on the dissertation. The dissertation can then be submitted to the Graduate College to meet the final deposit requirement.

Submission Deadlines

Deadlines are set by the Graduate College for the initial and final submissions of the dissertation to the Graduate College in Gilmore Hall:

Fall 2009

First Deposit.....Nov. 5

Final Deposit.....Dec. 9

Spring 2010

First Deposit.....March 24

Final Deposit.....May 5

Summer 2010

First Deposit.....July 1

Final Deposit.....July 21

Three-Paper Option

In the Department of Epidemiology, a PhD dissertation may consist of at least three manuscripts that the dissertation committee deems suitable for publication on related subjects. The scope of the manuscripts shall be negotiated with the dissertation committee in advance. Students are encouraged to pursue the three-paper dissertation option in order to obtain maximum publications. It is advisable that the dissertation committee be formed early in the student's PhD course of study and it is anticipated that the committee will meet several times.

Composition of the three-paper dissertation:

The dissertation will contain at least the following three sections:

- An introductory chapter
- Chapters containing the body of publishable manuscripts (one per chapter)
- A concluding chapter

The introductory chapter will:

- Explain the larger problems addressed in the research
- Address the significance of the proposed program of research to the field of Epidemiology
- Discuss the purpose and major goals of the research and (if requested)
- Contain a comprehensive literature review of the research area

The concluding chapter will:

- Explain how the papers answer the larger problems mentioned in the introduction
- Report on any aspects of the research not included in the manuscripts but worthy of discussion

- Discuss the potential for future research.

Formatting Guidelines:

In general, all instructions given in the [Thesis Manual](#) published by the University of Iowa Graduate College are to be followed when preparing the dissertation. To satisfy the format-check procedure of the Graduate College, the dissertation must appear in all ways as a typical dissertation. For example:

- A chapter that contains a manuscript must be formatted as if it were a chapter in a typical thesis or dissertation.
- The chapters must each contain a title and be numbered consecutively.
- The format of subheadings must be consistent from chapter to chapter.
- The same referencing style must be used throughout the dissertation regardless of whether the articles are submitted to different journals with different referencing styles.
- There can be only one abstract, at the beginning of the dissertation, and one bibliography, at the end of the dissertation. However, each chapter containing a manuscript could include an initial subheading titled, “Summary of Findings” (or equivalent terminology) that would, in essence, be the abstract included with that article.

The remainder of the policy is expressed as responses to “Frequently Asked Questions” below. The answers to these FAQs should be considered part of the policy.

Frequently Asked Questions:

Q: How should the student obtain advance permission for the three papers?

A: Approval for the three paper topics will be obtained in the same way that approval is obtained for the topic area under the traditional dissertation option. This typically involves submitting a written proposal for discussion and approval at one or more proposal meetings with the dissertation committee. It may be desirable to have two such meetings with the goal of the first being to obtain concept approval for the scope of the papers and the second to obtain approval for the detailed methods.

Q: How does the three-paper option affect the dissertation timeline?

A: Because the scope of the manuscripts must be negotiated in advance, it is advisable that the proposal meeting be held early in the student’s PhD program.

Q: Will the dissertation committee approve for inclusion in the three-paper dissertation work I have already started while enrolled in the PhD program but before obtaining approval by the Dissertation Committee?

A: It is possible but unlikely. This is because there are nearly always modifications to design and methods that must be made based on discussions at the proposal meeting(s).

Q: Can one or more of the papers be something I have already written?

A: The work for each paper must be completed while enrolled in the Epidemiology PhD degree program.

Q: Who should be the first author on the papers?

A: The student is expected to fulfill the role of first author on all three papers. A paper will not qualify for inclusion in a dissertation if it is not possible for the student to lead the research in a way that would justify first authorship.

Q: Will all dissertation committee members be authors on the three papers?

A: Authorship by committee members should not be assumed. Paper authorship should be determined by usual authorship guidelines in the professional journals to which the papers are being submitted.

Q: Can a paper be submitted for publication before my dissertation defense?

A: It is important that all committee members approve a manuscript before it is submitted for publication. The dissertation committee may decide that extra meetings are required if the student intends to submit one or more papers before the defense.

Q: Must each paper contain data analysis?

A: This is for the dissertation committee to decide. It is possible that a nonquantitative research synthesis or a theoretical paper would be accepted, for example.

Q: Where does my literature review go?

A: If one of the manuscripts will be a review article the literature review may be one of the three chapters containing the body of publishable manuscripts. If not, the literature review can appear in the introductory chapter or as an additional chapter.

Q: How long should the three papers be?

A: Word limits should be compatible with typical journals in the field.

Q: What does it mean to be "submission-ready"?

A: The three papers should be in a format ready for submission to a peer-review journal in terms of organization, length, number of tables and figures, etc.

Q: What about all the supporting tables that I will produce in my research? Where do they go?

A: Good documentation practices are part of the dissertation experience. Supporting tables should be compiled in accompanying technical reports or appendices.

Submission Deadlines

Deadlines are set by the Graduate College for the initial and final submissions of the dissertation to the Graduate College in Gilmore Hall:

Fall 2009

First DepositNov. 5
Final DepositDec. 9

Spring 2010

First DepositMarch 24

Final DepositMay 5

Summer 2010

First DepositJuly 1

Final DepositJuly 21

APPENDIX A

Department of Epidemiology Faculty Directory

Primary Faculty	Title	Office	Phone	Email
Burns, Trudy	Professor	2199 WL	335-9620	trudy-burns@uiowa.edu
Carnahan, Ryan	Assistant Professor	C21-H GH	384-5152	ryan-carnahan@uiowa.edu
Chrischilles, Elizabeth	Professor Associate Head for Admissions & Curriculum	C21-J GH	384-5009	e-chrischilles@uiowa.edu
Dennis, Leslie	Associate Professor	C21-H GH	384-5010	leslie-dennis@uiowa.edu
Gray, Gregory	Professor	C21-K GH	384-5008	gregory-gray@uiowa.edu
Lynch, Charles	Professor Associate Head for Research	C21-L GH	384-5006	charles-lynch@uiowa.edu
Pentella, Michael	Assistant Professor	H-101 UHL	335-4765	michael-pentella@uiowa.edu
Robinson, Jennifer	Associate Professor	SE226 GH	384-5040	jennifer-g-robinson@uiowa.edu
Romitti, Paul	Associate Professor	C21-E GH	384-5012	paul-romitti@uiowa.edu
Saftlas, Audrey	Professor	C21-M GH	384-5013	audrey-saftlas@uiowa.edu
Smith, Elaine	Professor	C21-C GH	384-5014	elaine-smith@uiowa.edu
Smith, Tara	Assistant Professor	C21-F GH	384-5755	tara-smith@iowa.edu
Snetselaar, Linda	Professor	E225-A GH	384-5011	linda-snetselaar@uiowa.edu
Torner, James	Professor Department Chair	C21-P-1 GH	384-5001	james-torner@uiowa.edu
Wallace, Robert	Professor	C21-N GH	384-5005	robert-wallace@uiowa.edu
Wallis, Anne	Assistant Professor	SE226 GH	384-5498	anne-wallis@uiowa.edu

APPENDIX B

Department of Epidemiology Executive Staff

Staff	Office	Phone	Email
<u>Anderson, Marilyn</u> Department Secretary Contact Marilyn to make appointments with Drs. Carnahan, Chrischilles, Lynch, Torner, and Wallace.	C21-P GH	384-5049	marilyn-anderson-1@uiowa.edu
<u>Colbert, Kathy</u> Department Secretary Contact Kathy to make appointments with Drs. Gray, Dennis, Robinson, T. Smith, and Snetselaar.	C21-A GH	384-5062	kathy-colbert@uiowa.edu
<u>Hogue, Michele</u> Human Resources Coordinator Contact Michele with questions concerning employment and payroll.	SE216 GH	384-5002	michele-hogue@iowa.edu
<u>Lenoch, Gerry</u> Contracts Administrator	SE217 GH	384-5061	geralyn-lenoch@uiowa.edu
<u>Palmer, Donna</u> Program Assistant Contact Donna to make appointments with Drs. Burns, Romitti, Saftlas, E. Smith, and Wallis.	C21-D GH	384-5003	donna-palmer@uiowa.edu
<u>Patrick, Michele</u> Educational Advisor Contact Michele with questions regarding curriculum and academic requirements.	C226 GH	384-5021	michele-patrick@uiowa.edu
<u>Rohret, Cindy</u> Department Administrator	SE214 GH	384-5015	cindy-rohret@uiowa.edu

To make appointments with Dr. Pentella, contact Barbara Janes at barbara-janes@uiowa.edu

APPENDIX C

Guidelines for Poster Presentations

Free standing bulletin boards (4' x 6') and push pins are generally what is available for displaying posters. Lettering, symbols, and graphics should be visible and readable 3-4 feet away.

Poster contents:

1. Aims
2. Background
3. Methods
4. Results
5. Summary or Conclusions

The poster should provide description, definitions, and scientific content to evaluate:

6. What is the question or specific aim of the investigation?
7. Who is studied?
8. What is measured?
9. How is the data analyzed?
10. What are the findings?
11. Are they significant?
12. Who is studied?
13. What did they show?
14. What are the scientific and public health implications?

Evaluation criteria (from the American College of Epidemiology):

1. Purpose: Hypothesis explicitly stated. Study methodology clearly and succinctly described
2. Methods: Exposure and outcome exactly and explicitly described, including any written instruments used to measure exposure or outcome. Analysis clearly and explicitly described
3. Results: If measures of association are estimated, then quantitative results should be shown, including the point estimate with confidence intervals. No abstracts will be accepted of studies which are "going to be done" or do not have at least some preliminary data
4. Conclusions: Conclusions clearly reported for the previously stated hypothesis
5. Clearly written in good English

An additional resource can be found at: <http://www.ncsu.edu/project/posters/NewSite/>

APPENDIX D

Tips for Academic and Professional Success

Students, faculty, and staff come from many backgrounds and may find it helpful to have the social expectations of an academic and professional environment described. At the graduate level, professional behavior is expected. We want to help you succeed. Consistent lapses in professional behavior, especially after corrective guidance has been provided, reflect poorly on your ability to be successful in your chosen profession.

Integrity

Your reputation for trustworthiness and integrity is the foundation of your future success. Keeping your word is perhaps most important. Following through is only one of many examples of trust.

Specific recommendations include:

1. Plagiarism is unacceptable and grounds for dismissal from a class, your program, and the University of Iowa. Please be aware of the College of Public Health's policies regarding plagiarism.
2. The faculty and staff are here to help you succeed. In order for us to help you, you need to be honest and forthright about your plans. Violation of trust will likely affect the recommendation a faculty member can provide.

Teamwork and Timeliness

In the workplace a person's success is almost always dependent on the support and work of others. Respect your colleagues. Your actions should support the team. If you strive for excellence you will likely be rewarded with more opportunities.

- Be on time and work the hours you are scheduled to work. Be conscientious with the hours that you report.
- Complete vacation requests at least one week before you take vacation.
- Work efficiently.
- Keep your workspaces neat and organized.
- Don't wait until the last minute. Things may take a lot longer than you think they will. As a result you will hold up the work of others on the team who are counting on you.
- When a senior team member assigns a task to you, do it in a timely manner. If personal considerations prevent you from completing the task in a timely manner, discuss this with the person who assigned the task to you. If you are not sure what constitutes timely, ask the person assigning the task.

- Some faculty and staff are more direct than others. In general, when a faculty or staff member talks about something needing to be done this is not an optional suggestion, the faculty member expects you to do it. If you are not clear about the faculty member's expectations, ask for clarification.
- If someone sends you an email asking you for information, you should reply within a day or two. This means checking your email regularly. Be sure the people you are working with have your correct email address. If you do not have an answer to the person's question then you need to reply that you are working on it and will get back to them. If the answer is no then you still need to reply.
- Proofread your work. The documents you submit to your supervisor are expected to be of high quality, with correct grammar and syntax. At a minimum, do not submit a paper without spell and grammar-checking using your word processing program. Contact the Writing Center if you need assistance.
- Acknowledge the work of others on publications. The faculty member with whom you are working will determine who should be included as an author. Refer also to the author guidelines for the journal to which you plan to submit your manuscript.
- All abstracts and articles intended for publication can only be submitted after the faculty member with whom you are working has read it and approved the final version.
- Keep all patient information confidential. It is illegal to discuss or disclose identifiable information with anyone who is not involved in the research study for which it was collected. Under no circumstances should any patient information that is not required in the performance of the job be accessed, read, or copied.
- Patient charts are not to be removed from the clinic. Identifiable information is to be kept in limited access locations (password protected electronic files or locked office and file cabinet for paper documents).
- Keep protocols, analysis plans, and datasets confidential. Do not distribute in any form.
- Protect the intellectual property and resources of your workplace. Let your supervising faculty or staff member deal with outside investigators and technicians.

- Have a positive mental attitude. Spreading rumors, gossiping, being negative overly critical, arrogant, and self-absorbed reflect poorly on your maturity and professionalism. Such behavior is not only unpleasant to be around, it will decrease the likelihood that others will want to reward you with career-advancing opportunities. If you have serious concerns about any aspect of student or staff function, see the “Handling problems at work” section below.
- Take the initiative while working as part of a team. Be creative and don’t be afraid to try new things but vet your ideas with others before trying them.

Behaviors that are considered unprofessional, will prevent you from advancement, and may preclude future employment include:

- Persistently late to work or appointments
- Unapproved absences
- Lack of pride in work or excitement about work (for example – reading newspapers and magazines, surfing the web, gossiping, frequent complaining, making many personal phone calls, wasting time)
- Sloppy work

Handling problems at work or in the classroom:

- Try to solve the problem at the lowest level
 - Talk to your immediate supervisor first
- Propose solutions
 - Take a step back from your emotional response and look at the problem from the other person’s perspective
 - Propose solutions that meet the needs of your workplace first
- If you have a problem with your direct supervisor, and you feel that you cannot discuss the problem further with that person, then seek help at the next level, or if your supervisor is a faculty member, from Michele Hogue or Dr. Torner.
- It is not appropriate to disrupt the productivity of your colleagues in the workplace by complaining about your problems. Counseling services are available either through student health or employee services: <http://www.uiowa.edu/~ucs/> You may also contact Michele Hogue if you need further information.
- If the position is not a good fit let your supervisor know and s/he can try to help you find another position.

Common courtesy

- Respond when spoken to.
- Do not interrupt others.
- Do not dominate the conversation (unless you are the invited lecturer or the boss).
- When you make a telephone call, identify yourself after the person answers the phone and says hello.
- Emails should include the subject in the header.
- A “Thank You” is always well received.

Respect for seniority

Faculty members are extremely busy and have many commitments. They are happy to assist you if you schedule an appointment first. Do not drop in to visit unless the faculty member has said this is acceptable. Be on time for appointments.

Gifts

University policy prohibits faculty and staff from receiving gifts of more than \$3 from students and advisees.

APPENDIX E

Procedures for Addressing Alleged Academic Misconduct

In the event that academic misconduct is suspected, the following procedures will be followed

1. The instructor will meet as soon as is feasible with the student to clarify the situation.
2. If the meeting results in no sanction or a minor sanction, and the student accepts the sanction, the process will be considered completed. No additional reporting will be required, nor will there be any information related to the situation entered into the student's permanent record.
3. If the situation is either not resolved to the satisfaction of both the instructor and student, or if the resulting sanction is not of a minor nature, the instructor will bring the matter to the department head and graduate programs coordinator. A review committee of 2-3 primary faculty members will be appointed with one member designated as the chair. Once appointed the committee will proceed with all deliberate speed to render their recommendation. All attempts will be made to keep allegations and procedures confidential.
4. The instructor will provide the committee with a written description of the suspected plagiarism or academic misconduct. Information serving to identify the student will be removed from this material.
5. If necessary, a meeting will be convened to allow the student an opportunity to discuss the alleged misconduct. The committee will preside over the meeting with the instructor, student, graduate programs coordinator, and department head in attendance. The department head will serve as a process advisor to ensure that the committee's deliberative process follows departmental and Graduate College guidelines.
6. The committee will determine if academic misconduct has occurred and the resulting sanction. Sanctions may range from no action, re-doing the assignment, lowering the grade, failure of the assignment, to failure of the course. The committee may also recommend to the full departmental faculty that the student be dismissed from the degree program.
7. The student may contest the committee's sanction within 14 calendar days of written notification of that action by appealing in writing, to the Associate Dean for Education and Student Affairs. Students dissatisfied with the resolution of this appeal may seek an audience with the Dean of the Graduate College. A final appeal may be made to the Provost.
8. For students enrolled in degree programs outside the department, the instructor will forward the committee's review of the facts and recommended sanction(s) to the DEO of the department in which the student is currently enrolled.
9. Copies of the final determination document will be given to the student, kept by the department, and furnished to the Associate Dean for Education and Student Affairs.

APPENDIX F

Centers in Epidemiology

Center for Emerging Infectious Diseases (CEID)

Research projects of the [Center for Emerging Infectious Diseases](#) study infectious diseases, often zoonotic, whose incidence in humans has increased over the past two decades or threatens to increase in the near future. Dr. Gregory Gray directs the center.

Health Effectiveness Research Center (HERCe)

[HERCe](#) is a collaborative research enterprise between the Department of Epidemiology and the College of Pharmacy which studies whether particular healthcare treatments or services are over- or under-utilized in practice. To answer this question HERCe researchers study variation in practice patterns and associate outcome differences with this variation. Dr. Elizabeth Chrischilles is director of HERCe.

Lipid Research Center (LRC)

The [Lipid Research Center](#) specializes in research to promote primary and secondary prevention of cardiovascular disease and provides an interdisciplinary approach to risk factor intervention. It facilitates studies to evaluate the effectiveness of new drugs or interventions designed to prevent occurrence and progression of coronary disease, as well as diseases related to women's health. Dr. Jennifer Robinson is director of the LRC.

Nutrition Center

The [Nutrition Center](#) provides expertise in nutrition and dietary assessment, dietary interventions and nutrition lifestyle change strategies with a focus on the research, teaching and service missions of the Department of Epidemiology and the College of Public Health. These services are available to faculty and students. Dr. Linda Snetselaar directs the center.

Preventive Intervention Center (PIC)

The [PIC](#) conducts population-based intervention trials to prevent occurrence and recurrence of disease and to promote wellness and health. Trials have focused on major health problems, particularly in elderly men and women, including the Fracture Intervention Trial, the Hormone Estrogen Replacement Study, and the Women's Health Initiative. Dr. Linda Snetselaar is serving as interim director of the center.

State Health Registries of Iowa (SHRI)

The [Iowa Cancer Registry](#) (ICR) component of SHRI, in cooperation with the Iowa Department of Public Health, collects medical data on every Iowan diagnosed with cancer and compiles survival and mortality data. The ICR, directed by Dr. Charles Lynch, is one of ten registries nationwide reporting data to the National Cancer Institute.

The [Iowa Registry for Congenital and Inherited Disorders](#) is a component of the SHRI that monitors the occurrence and etiology of birth defects for the entire state. It is directed by Dr. Paul Romitti.

APPENDIX G

Important Academic Deadlines for 2009-2010

Fall 2009

First day of Fall semester classes.....	Aug. 24
Fall comprehensive exam intent form due.....	Sept. 1
Last day to add/drop courses without a fee.....	Sept. 4
Deadline to sign up for MS Exam/PhD Qualifier.....	Oct. 1
December degree applications due.....	Oct. 13
Midterm.....	Oct. 14
MS Final Exam/PhD Qualifier.....	Nov. 2
First deposit of thesis/dissertation.....	Nov. 5
Last day to drop courses or withdraw registration.....	Nov. 10
Deadline to sign up for Epidemiology Fall Poster Session.....	Nov. 13
Thanksgiving Break.....	Nov. 23-27
Final deposit of thesis/dissertation.....	Dec. 9
Fall Poster Session.....	Dec. 11
Commencement.....	Dec. 19

Spring 2010

First day of Spring semester classes.....	Jan. 19
Spring comprehensive exam intent form due.....	Feb. 1
Last day to add/drop courses without a fee.....	Feb. 1
May degree applications due.....	Feb. 26
Deadline to sign up for MS Exam/PhD Qualifier.....	March 1
Midterm.....	March 10
Spring Break.....	March 15-19

Spring 2010 (continued)

First deposit of thesis/dissertation.....	March 25
MS Final Exam/PhD Qualifier.....	April 5
Last day to drop courses or withdraw registration.....	April 13
Deadline to sign up for Epidemiology Spring Poster Session.....	April 16
Final deposit of thesis/dissertation.....	May 5
Spring Poster Session.....	May 7
Commencement.....	May 15

Summer 2010

First day of 3-week session.....	May 17
Last day to add/drop 3-week session courses without a fee.....	May 21
Last day to drop 3-week session courses.....	May 28
University Holiday (no classes).....	May 31
Close of 3-week session.....	June 4
First day of 8-week session.....	June 8
Summer degree applications due.....	June 10
Last day to add/drop 8-week session courses without a fee.....	June 14
First day of 6-week summer.....	June 22
Last day to add/drop 6-week session courses without a fee.....	June 28
First deposit of thesis/dissertation.....	July 1
University Holiday (no classes).....	July 5
Final deposit of thesis.....	July 21
Close of 6- and 8-week session courses.....	July 30
Summer session degree conferral.....	July 30