Health Services Research, Policy and Administration
MS and PhD Programs
Division of Health Policy & Management

2018-2019
STUDENT GUIDEBOOK
Welcome to the University of Minnesota School of Public Health!

This Guidebook contains important information about SPH and University policies and resources that enable students to better navigate their academic journey and get the most out of their student experience. By combining this Guidebook with your program-specific Student Guidebook you will have a comprehensive reference that will answer most questions about academics, the University environment, policies, expectations, and the many resources available to students.

Refer to your Guidebook to ensure that you are informed of the essentials of student life.

Links to many policies and procedures can be found by clicking on the “Current Students” link at http://www.sph.umn.edu/current/resources/.

The University of Minnesota is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

This publication can be made available in alternative formats for people with disabilities. Direct requests to the Student Services Center, School of Public Health, MMC 819 Mayo, 420 Delaware Street SE, Minneapolis, MN 55455; 612-626-3500 or 800-774-8636.
# TABLE OF CONTENTS

## Section 1  HSRP&A MS and PhD Degree Programs

1.1 Program Policies (expectations, time to completion, responsible research, seminars, incompletes, grades, active status) .......................................................... 4
1.2 Leave of Absence (LOA) .................................................................................... 7
1.3 Course transfer and Waiver requests .................................................................. 7
1.4 HPM PhD Student Group .................................................................................... 8
1.5 Types of Advisors and Advising .......................................................................... 9
1.6 Required Forms for the MS and PhD ................................................................. 10
1.7 Financial Support Options .................................................................................. 11

## Section 2  HSRP&A Master of Science Degree Program

2.1 MS Degree Requirements .................................................................................. 14
2.2 MS Plan B Master’s Project ................................................................................ 15
2.3 Plan B Project Format and Style ......................................................................... 16
2.4 Final MS Oral Exam and Committee .................................................................. 17
2.5 MS in HSRP&A Curriculum .............................................................................. 19
2.6 Elective Credits and Sample Specialization Areas .............................................. 21

## Section 3  HSRP&A Doctoral Degree Program

3.1 Overview, and Degree Requirements ................................................................. 22
3.2 Degree Completion Steps for the PhD ............................................................... 24
3.3 Funds and Travel Policy for PhD Students ......................................................... 24
3.4 PhD Curriculum .................................................................................................. 26
3.5 PhD Areas of Emphasis ....................................................................................... 27
3.6 Supporting Program or Minor ............................................................................. 34
3.7 Research Apprenticeship .................................................................................... 34
3.8 Teaching Requirement ....................................................................................... 34
3.9 Authorship Guidelines for Students .................................................................. 35
3.10 Exams and Timelines for the PhD Program .................................................... 36
3.11 Time Extension Requests ................................................................................ 38
3.12 Thesis Credits: Types and Purposes .................................................................. 39
3.13 Thesis Advisor, Committees and Oral Exam Processes .................................... 39
3.14 Doctoral Student Work-in-Progress Seminar Requirement .............................. 43
3.15 Dissertation Proposal & Final Oral Defense Guidelines ................................... 44
3.16 Dissertation Format & Final Oral Defense ....................................................... 46
3.17 Guidelines for Inclusion of Publications in Dissertation ............................... 47
3.18 Obtaining an MS Degree from the Doctoral Program ..................................... 48
3.19 Appeals ............................................................................................................. 49
## Section 4. Appendix

<table>
<thead>
<tr>
<th>Form</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD Student Timeline</td>
<td>50</td>
</tr>
<tr>
<td>MS and PhD Course Waiver/Transfer Request</td>
<td>59</td>
</tr>
<tr>
<td>PhD Area of Emphasis Declaration form</td>
<td>60</td>
</tr>
<tr>
<td>PhD Supporting Program form</td>
<td>61</td>
</tr>
<tr>
<td>PhD Thesis Registration form</td>
<td>62</td>
</tr>
<tr>
<td>Doctoral Student Annual Progress Report</td>
<td>63</td>
</tr>
<tr>
<td>MS Plan B Project Plan form</td>
<td>68</td>
</tr>
<tr>
<td>MS Project Title Page Template</td>
<td>69</td>
</tr>
<tr>
<td>MS Project Signature Page Template</td>
<td>70</td>
</tr>
</tbody>
</table>
1. HEALTH SERVICES RESEARCH POLICY & ADMINISTRATION (HSRP&A)

1.1 PROGRAM POLICIES AND EXPECTATIONS OF STUDENTS

The MS and PhD programs in Health Services Research, Policy, and Administration (HSRP&A) are very rigorous. Students should expect to make a substantial time commitment their program, to fully participate in all aspects of the education to ensure timely completion of the degree. The MS and doctoral programs in HSRP&A are built on a mentoring philosophy and we encourage great deal of interaction between students and faculty, therefore it is very important for students to spend as much time as possible on campus working with the faculty. Interaction with faculty are key to your academic success and professional development. In addition to the formal coursework, students are expected to participate in the regularly scheduled Division seminars and the ad-hoc seminars that occur during the year. These activities, coupled with additional work expectations associated with research assistantships, internships, traineeships and fellowships, represent a substantial time commitment. Therefore, full-time students are encouraged to carefully consider their workload before committing to work outside the program.

Maximum Time to Complete the MS and PhD Degree

Beginning January 2013, the University instituted new policies regarding the amount of time permitted to complete a graduate degree.

- MS students have 5 years from the date of admission to complete the degree.
- PhD students have 8 years from the time of admission to complete the doctoral degree.

Periods of non-enrollment are counted in the total timeframe to complete the degree.

Responsible Conduct of Research

University of Minnesota policy states that research related to either a grant, thesis or project, shall be conducted in a responsible and ethical way. The Division of Health Policy and Management ensures that their researchers, (both students and faculty), obtain adequate training to meet this requirement and several training formats are available. Researchers will be notified when the training is offered.

Students should consult with the principal investigator (PI) of their research assistantship, or project or thesis advisor whether they need to obtain approval for the research from the University's Research Subjects’ Protection Program. Procedures and application materials are available from their office in D528 Mayo, Box 820. Depending on the nature and methodology of their project, students may be able to file for exemption from the Committee review. For further information call 612.626.5654 or go to www.irb.umn.edu. The nature of the research will determine which form needs to be completed.

Division Seminars

The Division of HPM sponsors a number of seminars that are intended to augment learning and inquiry. Doctoral students are required to attend the seminars, and they are considered an integral part of the doctoral program. MS students are not required, but are encouraged to attend. PhD Students may be excused from attending a seminar if there is a conflict with a class or job. Contact Maureen Andrew with questions at: andre031@umn.edu.

HPM sponsors two seminar series: Health Services Research seminars (HSR), are offered 2-4 times per year, and the weekly HPM seminar series. See the HPM section of this Guidebook for the HPM Weekly Seminar Series schedule. You will also find it on the HPM website at: www.hpm.umn.edu.

Incomplete Coursework and Required Contract

An on-line contract between the student and instructor is required in order to request an Incomplete (“I”) for a course. Incompletes are given the discretion of the instructor when, due to extraordinary circumstances (e.g., documented illness or hospitalization, death in family, etc.), the student was prevented from completing the work of the course on time. Students should discuss the situation with the instructor. The
assignment of an “I” requires that a contract be initiated and completed by the student by the last date of
instruction, (NOT the last day of final exams), and electronically signed by both the student and instructor.
If an incomplete is deemed appropriate by the instructor, the student in consultation with the instructor, will
specify the time and manner in which the student will complete course requirements. Extension for
completion of the work will not exceed one year (or earlier if designated by the student’s college). If the
instructor has not entered a final grade by the end of one year, the SPH will change the “I” to a fail (F). For
more information and to initiate an incomplete contract, students should go to: www.sph.umn.edu/gradespolicy.

End-of-Semester Course Evaluations (CoursEval)
At the end of every semester, students are invited and encouraged to complete an on-line evaluation for
courses taken, in the CoursEval system. Students will get a reminder toward the end of every semester to
complete their CoursEval. Student feedback is an important tool that informs the instructors and the SPH
of the strengths and weaknesses of the courses. Student feedback is anonymous, as all identifying
information is stripped before being made available to SPH instructors and officials. Students will get access
to their grades early when the end-of-semester evaluation has been completed. Those who do not complete
the evaluation will have to wait two weeks after finals to get access to their grades.

Minimum Grade Requirements
The MS and PhD programs in HSRP&A require a 3.0 grade point average for students by the time of
graduation. Students who earn less than a 3.0 GPA at the end of any given semester will be placed on
academic probation for the subsequent term of enrollment, in which a 3.0 GPA must be earned to remain
in the program. See the specific MS and PhD sections for additional grade requirements that vary by
program.

Letter Grades Required
MS: All core coursework must be taken on an A-F grading basis. Electives can be taken on either A-F or
S/N (pass/fail) basis. No more than 20% of total credits can be taken for S/N.

PhD:
All coursework for the PhD degree must be taken on a A-F grade basis; no pass/fail (S/N) permitted. This
includes elective credits, and those in a minor or supporting program. The only exceptions are thesis or
pre-thesis credits, which have no grade requirement.

Audited Courses
Students are not prohibited from auditing courses however, audited (not graded) courses cannot be applied
toward a degree. Audited courses cost the same tuition as graded courses, and count toward the tuition
plateau which is a flat rate for 6-14 credits. Students who exceed 14 credits will be charged additional tuition
for each credit over the plateau even if those credits are audited.

Students can only audit courses that are set-up in the registration system with an audit option. Some
courses do not have an audit option. Students who audit a course should inform their instructor that they
are auditing the course.

Registration Required Every Fall and Spring
To maintain active student status MS and PhD students are required to register every fall and spring. Active
status is required to have a graduate assistantship, student loan deferment, receive financial aid, access
the library, take any qualifying exams, or orally defend the PhD or MS thesis/masters project. Students not
registered by the end of the second week of fall or spring will have their record deactivated. Deactivated
students must apply for re-admission. Contact the coordinator, Maureen Andrew, andre031@umn.edu
should you lose student status due to non-enrollment.

Options to Maintain Active Student Status
GRAD 999, Active Status, but not Enrolled, For Up to One Year. Students who have completed all
coursework, but are still working on their thesis or master’s project, or have to take a short leave of absence
up to one year, have options for maintaining student status. For those who do not need a student loan
deferment, and don’t have a fellowship, grant, or graduate assistantship, there is a free registration called
GRAD 999 whose sole purpose is to maintain active student status. GRAD 999 is considered active, but
not enrolled. There are no credits associated with GRAD 999. Periods of non-enrollment count toward the total maximum time period to complete the degree. Students may register for up to one year of Grad 999 without permission. After one year, a hold may be placed on your record that prevents registration while an assessment of your academic progress is reviewed. Contact the program coordinator to find out what is required to continue registration for Grad 999.

Types of Thesis Credits and Purposes
Students who need to be registered and enrolled to qualify for student loan deferments, financial aid, fellowships, grants, and graduate assistantships may register for pre-thesis, thesis, or advanced thesis credits depending on your individual progress in the program. Thesis credits are not graded. All types of thesis credits require tuition. Permission is required to register for all categories of thesis credits except the first two terms of pre-thesis credits. 6 credits of pre-thesis and thesis credits are equivalent to full time. Contact the coordinator, Maureen Andrew for permission to register, andre031@umn.edu.

PubH 8333, Advanced Master’s Status. This is for MS students who have completed all coursework, but have not yet defended their master’s project, and also need to be full time. PubH 8333 is a special status, whereby only one credit of registration is equivalent to full time, and qualifies for benefits of full time enrollment. Students registered for PubH 8333 may have a graduate assistantship, student loan deferments, dissertation grant, and continuation of International student visas. Permission to register is required. A permission form to request this special status is available on the Graduate School website: grad.umn.edu.

PubH 8666, Doctoral Pre-Thesis Credits can be used by students who have completed all coursework, but who have not passed their prelim oral exam. No permission is required for the 1st and 2nd registrations of pre-thesis credits. Thereafter, students will be prompted for a permission number. A maximum of 24 cumulative of pre-thesis credits is allowed. Students admitted prior to 2007 are allowed a cumulative total of 60 pre-thesis credits.

PubH 8888, Doctoral Thesis Credits. 24 are required for the PhD degree. HSRP&A PhD students may take up to 12 thesis credits after passing the methods preliminary exam, but before passing the preliminary oral exam (proposal defense). Once passing the oral prelim, students become eligible for the remaining 12 thesis credits. Permission required. The registration system will not let a student register for PubH 8888. Rather, students are required to submit a request form to the coordinator who will work with the SPH registrar to register you for thesis credits.

PubH 8444, Advanced Doctoral Thesis Credits. This is for students who have completed all 24 thesis credits, but are still working on the dissertation. PubH 8444 is a special status, whereby only one credit of registration is equivalent to full time, and qualifies for benefits of full time enrollment. Students registered for PubH 8444 may have a graduate assistantship, student loan deferment, dissertation grant, and continuation of International student visas. The form to apply for this status is on the Graduate School website at grad.umn.edu.

Leave of Absence (LOA)
There are two different methods of taking a leave of absence (LOA). Students may request a LOA directly from the HSRP&A MS or PhD program for up to one year, or may request a LOA for up to two years from the School of Public Health. The terms of each LOA differ, so it is important to understand the benefits and consequences of each.

HSRP&A LOA
MS and PhD students may request a leave of absence from the program for up to 1 year. An approved LOA obtained from the HSRP&A program is included in the maximum timeframe for completing the MS or doctoral degree. The LOA does not extend the maximum timeframe for completing the degree. The MS degree must be completed within 5 years from the admitted date, and the PhD degree must be completed within 8 years of being admitted. It is recommended that students on an approved HSRP&A LOA maintain their active student status by registering for up to one year in the fall and spring for GRAD 999. There is no tuition charged or credit earned for this special registration. Students who register under Grad 999 are considered “active” but not enrolled, therefore are not eligible for student loan deferments, graduate assistantships, International Student visas, or dissertation grants.
Students seeking a leave of absence (LOA) from the program should submit a written request to their advisor and the Program Director that includes the reason for the LOA request, starting date of the LOA and the date you wish to return. The program specific LOA is best for students who plan to return within one year, and who will also be able to finish their degree within the required degree completion timeframes even with the LOA included.

**School of Public Health LOA**

The School of Public Health LOA will extend the timeframe for completing the program up to two years. This method is best for students who expect to need more than one year off, and want to protect the maximum timeframe for completing their degree. Students on School of Public Health LOA will have no access to University libraries during the period of the leave. During the SPH LOA students are considered not enrolled and therefore are not eligible for International Student visas, student loan deferments, graduate assistantship positions or dissertation grants.

Students who want to request a SPH Leave of Absence should contact the coordinator, Maureen Andrew, at andre031@umn.edu.

**Course Transfer and Waiver Requests**

Coursework taken at other schools can be considered for transfer into the MS and PhD programs, or a waiver from a particular course may be requested, if the prior course is equivalent to a required course, or to use as an elective, the previous course must be at the graduate level and relevant to the HSRP&A degree. The previous course had to have been completed with a grade of "B-" or better to be considered for either transfer or waiver.

**Transfer and Waiver Policies**

Up to 40% of coursework from schools outside of the University of Minnesota may be transferred into the HSRP&A degree, *pending approval by the program.*

Up to 12 credits from coursework taken on a non-degree status at the University of Minnesota, may be transferred into the MS or PhD programs in HSRP&A, *pending approval.*

Thesis credits from other programs cannot be transferred into the HSRP&A MS or PhD degree.

No more than 8 credits may be in common between two U of MN masters degrees.

For consideration, submit a HSRP&A ‘Course Waive or Transfer Request’ form listing the previous course and the HSRP&A course to which you think it may be equivalent. Attach a syllabus from each previous course that you would like considered, and a copy of your transcript that contains the grade of the previous course. Give that to the program coordinator, Maureen Andrew. A faculty member will review the prior syllabus to determine whether it contains similar content to the required course. For elective course transfers, the advisor and Director of Graduate Studies will review the prior syllabus for relevance and rigor.

*HSRP&A Director of Graduate Studies makes decisions about the acceptance of transfer credits.

### 1.2 HPM PHD STUDENT GROUP

**Mission:**

The HPM Student Research Group is a student-led professional development forum designed to improve the quality of student scholarship and build connections between projects in order to support student learning and future research. The purpose of this group is to foster community and collaboration among HPM students, while providing opportunities for faculty involvement and feedback. The group provides opportunities for participants to practice giving conference presentations and job-talks in an accessible social environment geared toward students. We will sponsor skill-building workshops and provide opportunities for students to practice presenting their research and receiving peer critiques. The group also
provides a forum for peer review and for sharing publication and research funding opportunities. Additionally, the group helps coordinate student welcome activities, acts a sounding board for the student graduate-faculty representative and the Director of Graduate Studies, and plans regular social and service activities.

1.3 TYPES OF ADVISORS AND ADVISING

The School, the Division, and your Program have adopted a team approach to advising. This approach acknowledges that different people with different expertise are needed to help you make the most of your education and time in the School of Public Health. Each student will be advised by a team consisting of at least one faculty member, a coordinator (for HSRP&A, the coordinator is Maureen Andrew), and the Program Director. The PhD and MS program Director is Karen Kuntz.

During these early stages in your education and transition to graduate education, you may have very concrete questions about housing, transportation, course registration or transferring credits. These questions can be addressed by Maureen. Your advisor can assist you explore relevant elective courses, topic ideas for your master’s project or dissertation, research resources, and career ideas. The Program Director/DGS is the third member of the team and is there to be sure that you have access to the services and resources that will allow you to be successful.

Each MS and PhD student, upon entering the program, will be assigned an academic advisor. When you are considering a topic for the MS Plan B project or PhD thesis, you are encouraged to seek a thesis advisor who has expertise in your topic area. In some cases, your academic advisor may be the most appropriate faculty member to serve in the thesis advisor role. HPM faculty members are from diverse academic and professional backgrounds, and are a rich resource for students in the advisor-advisee relationship.

Only faculty with a Graduate faculty appointment associated with the HSRP&A program may serve as advisors. This includes all HPM full time faculty, and several individuals from outside the Division who also have appointments with the HSRP&A MS and PhD programs. These faculty are also available to serve on student examining committees. The list below includes all the faculty with responsibilities to the HSRP&A program. You will also find the Graduate Education Faculty Role listing that includes HSRP&A faculty as well as other Graduate Education faculty from across the University at: https://faculty-roles.umn.edu/institution/UMNTC/programs/search

The table below indicates advising and committee role eligibility for HSRP&A graduate faculty.

<table>
<thead>
<tr>
<th>HSRP&amp;A Graduate Faculty Member</th>
<th>Advise MS, Chair MS Cmtee, Serve on Cmtees</th>
<th>Advise PhD, Chair PhD Cmtee, Serve on Cmtees</th>
<th>Serve on MS&amp; PhD Cmtees Only (not chair or advisor)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abraham, Jean</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Beebe, Tim</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Begun, James</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Berg, Bjorn</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Blewett, Lynn</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Butler, Mary</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Call, Kathleen</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Christianson, Jon</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Dowd, Bryan</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Enns, Eva</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Everson-Rose, Susan</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Feldman, Roger</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Golberstein, Ezra</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Gollust, Sarah</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Grant, Leslie</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Hardeman, Rachel</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Holtzman, Jeremy</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>Huckfeldt, Peter</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Johnson, Pamela Jo</td>
<td>Yes</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Kane, Rosalie</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
The student or advisor may propose a change of academic advisor at any time. If you plan to change advisors be certain that the person you want as your new advisor has the time to serve you in that role. As a courtesy, be sure to also let your current advisor know that you are changing advisors. Faculty are very flexible about students changing advisors so rest assured that you will not hurt your advisor’s feelings if you change. When your new advisor has accepted to serve in that role, contact the HSRP&A major coordinator, Maureen Andrew, who will update your advisor in the student system.

Role of the Academic and Thesis Advisor
Academic advisors are responsible for providing guidance towards the development of a program of study with the student, such as guidance in the selection of elective and supporting program courses, assuring appropriate exposure to the academic culture and counseling students regarding both career and professional growth. The student and advisor should meet at a minimum of at least once per semester. The academic advisor may also advise the student about employment opportunities within the program (i.e., specific research assistantships) but the advisor has no claim on the student’s time and the student has no work responsibilities as part of the advisor/student relationship.

The advisor is also required to sign-off on various required Graduate School forms that document the student’s academic progress though the MS and PhD programs. These documents are to be filed with the Graduate School at various points throughout the program to record milestones, assign committee members, and report the graduate degree plan. Generally, the academic advisor will sign most of the required forms until the student has found a thesis advisor. Once the thesis advisor has been identified and he or she has agreed to serve in that role, the thesis advisor then becomes the primary advisor for signing required forms. See the milestone requirements for degree progress for the MS and PhD degrees the Graduate School website at [www.grad.umn.edu](http://www.grad.umn.edu/students/index/html).

The thesis advisor is the student’s primary consultant for the development of the MS master’s project or PhD dissertation thesis. When the topic for the project or dissertation has been determined, the student should begin looking for a faculty member to serve as their thesis advisor. The thesis advisor should have particular knowledge and expertise in the topic area. Students are encouraged to ask their academic advisor for assistance in finding a thesis advisor. In some cases, the academic advisor may be the most appropriate person to serve as the thesis advisor.

1.4 REQUIRED FORMS FOR THE MS AND PHD

The Graduate School requires the following forms. Failure to submit required Graduate School forms in a timely manner may cause registration holds, de-activation of student status, prevent a student from scheduling an oral exam, or prevent graduation. Many of the forms are available in an electronic format, others have to be downloaded, filled out and submitted on paper. You find all the required forms here: [www.grad.umn.edu/Current_Students/forms/index.html](http://www.grad.umn.edu/Current_Students/forms/index.html).

<table>
<thead>
<tr>
<th>Form</th>
<th>Which Program(s)</th>
<th>When the Graduate School Requires it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Degree Plan</td>
<td>MS</td>
<td>At least one term prior to graduation</td>
</tr>
<tr>
<td>Graduate Degree Plan</td>
<td>PhD</td>
<td>At least one term prior to the oral preliminary exam</td>
</tr>
<tr>
<td>Form</td>
<td>Purpose</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>---------</td>
<td></td>
</tr>
<tr>
<td>Assign Members to MS Final Exam Committee (On-line form)</td>
<td>MS</td>
<td>At least 1 month prior to the final oral defense <a href="http://www.grad.umn.edu/students/forms/masters/index.html">www.grad.umn.edu/students/forms/masters/index.html</a></td>
</tr>
<tr>
<td>Assign Members to Preliminary Oral Exam Committee (On-line form)</td>
<td>PhD</td>
<td>At least 1 month prior to the preliminary oral exam (AKA dissertation proposal defense) <a href="http://www.grad.umn.edu/students/forms/doctoral/index.html">www.grad.umn.edu/students/forms/doctoral/index.html</a></td>
</tr>
<tr>
<td>Preliminary Written Examination Report (Coordinator submits)</td>
<td>PhD</td>
<td>Submitted upon completion of written prelims (HPM submits to Grad School) <em>Must be on file to be authorized to take prelim oral</em></td>
</tr>
<tr>
<td>Preliminary Oral Scheduling Form (is submitted on-line)</td>
<td>PhD</td>
<td>At least 1 week prior to taking the prelim oral exam (also known as the defense of the proposal)</td>
</tr>
<tr>
<td>Preliminary Oral Examination Report</td>
<td>PhD</td>
<td>Coordinator submits upon completion of prelim oral exam (proposal defense)</td>
</tr>
<tr>
<td>Assign Final Exam Committee Members (On-line form)</td>
<td>PhD</td>
<td>At least 1 month prior to the final oral defense <a href="http://www.grad.umn.edu/students/forms/doctoral/index.html">www.grad.umn.edu/students/forms/doctoral/index.html</a></td>
</tr>
<tr>
<td>Graduation Packet contains the Application for Degree and the Final Exam Report (MS) OR the PhD Thesis Reviewers Report</td>
<td>MS and PhD</td>
<td>After Grad School has approved Graduate Degree Plan, and the MS final exam committee has been assigned, MS students should request the packet. After passing the prelim oral and after assigning the PhD final exam committee, up to 1 term prior to the expected final oral defense, request the graduation packet. <a href="http://www.grad.umn.edu">www.grad.umn.edu</a></td>
</tr>
<tr>
<td>Schedule Final Oral Exam (On line form)</td>
<td>PhD</td>
<td>At least one week prior to the date of your final defense Use the scheduling form at: <a href="http://www.grad.umn.edu">www.grad.umn.edu</a></td>
</tr>
<tr>
<td>Application for Degree (In Graduation Packet)</td>
<td>MS and PhD</td>
<td>Submit the Application for Degree by the first day of the month of anticipated graduation. (this form is in the Graduation Packet)</td>
</tr>
<tr>
<td>Thesis Reviewer’s Report (In Graduation Packet)</td>
<td>PhD</td>
<td>Submit Prior to Final Oral Exam (final oral defense)</td>
</tr>
<tr>
<td>Final Exam Report (is enclosed with Graduation Packet)</td>
<td>MS</td>
<td>Bring to your final oral defense for committee members to sign after the final oral defense. Submit no later than the last working day of graduation month</td>
</tr>
<tr>
<td>Doctoral Final Exam Report (Obtain from Grad School prior to final oral defense)</td>
<td>PhD</td>
<td>Bring to your final oral defense for committee members to sign after the final oral defense. Submit no later than the last working day of graduation month.</td>
</tr>
<tr>
<td>Dissertation Thesis</td>
<td>PhD</td>
<td>Submit dissertation thesis</td>
</tr>
<tr>
<td>Other special purpose forms are:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Registration Exception</td>
<td>For changing registration after published deadlines <a href="http://www.onestop.umn.edu">www.onestop.umn.edu</a> (forms)</td>
</tr>
<tr>
<td>Petition</td>
<td>To make a change on previously submitted GraduateDegree Program form <a href="http://www.grad.umn.edu">www.grad.umn.edu</a></td>
</tr>
<tr>
<td>Change of Status</td>
<td>For readmission to the MS or PhD HSRP&amp;A program or change of major/degree</td>
</tr>
</tbody>
</table>
1.5 FINANCIAL SUPPORT OPTIONS FOR MS AND PHD STUDENTS

Graduate Assistantships: Research, Teaching, and General Assistantships
Both MS and PhD students are eligible for graduate assistantship positions. A graduate assistantship is a part-time on-campus job. Assistantship types fall into three categories:

1. Research assistantships (RA): Students work with/for faculty on research projects.
2. Teaching assistantships (TA): Students provide teaching and administrative support to professors. Some TA positions are for a Grader, which pays salary only and does not include tuition or health insurance benefits.
3. General graduate assistantships (GA): These jobs provide clerical or other administrative support to departments within the University.

There are many benefits to obtaining an assistantship including:
- Tuition benefits. Graduate assistants receive a tuition subsidy based on the number of hours worked per week, and their rate of tuition. Non-Minnesota residents also receive a waiver that covers the non-resident portion of tuition. (Graders are not eligible for tuition benefits)
- Health insurance, coverage of at least 47.5%. (Graders not eligible for insurance. Graduate Assistant Insurance Plan only).
- Invaluable working experience and opportunity to work on-campus, and work closely with faculty.
- International students who are in the U.S. on student visas are eligible to work in graduate assistantships jobs.

Hourly Salary for Graduate Assistantships 2018-19
- Students with a bachelor’s degree: $19.24
- Students with a master’s degree, OR PhD students who have passed all written prelim exams: $24.44.
- Students with a doctorate or professional degree: $28.95 (this salary rate is contingent upon negotiation)

The Division of HPM has various RA and TA positions available. Looking for graduate assistantship employment is very competitive as students seeking positions far exceed the number of jobs available. Students looking for an assistantship should approach it like any job search, and prepare a brief biography and resume to have available for prospective openings. Computer skills such as SAS, SPSS, and other statistical software skills are in great demand for research assistantships with HPM. Students may also look for graduate assistantship jobs outside of the department, through the University’s Office of Human Resources at www.umn.edu/ohr/gao/. Other graduate assistantship positions within the School of Public Health are also available in the SPH Career Services Center, which can be viewed at www.sph.umn.edu/career/

Teaching Assistantships for Non-Native English Speakers:
Spoken English Language Proficiency Required for Non-native English Speaking Students who are Prospective Teaching Assistants

The University of Minnesota requires high standards of English proficiency for nonnative English speaking students who are appointed to teaching assistant and instructor positions. Spoken proficiency is assessed in one of three ways:

- Internet-based TOEFL (speaking subscore)
- SETTA (Spoken English Test for Teaching Assistants)
- Final exam taken after coursework in the International TA Program

Scores on these assessments are converted into numerical English Language Proficiency (ELP) ratings which correspond to eligibility for various teaching responsibilities (i.e., higher proficiency corresponds with more demanding instructional responsibilities.) For ELP ratings lower than 1, one to three semesters of ITA Program coursework is required.
This page contains the English Language Proficiency levels and eligibility for various aspects of working as a teaching assistant. http://www1.umn.edu/ohr/teachlear/graduate/itap/settaeligibility/index.html

Generally, students with a low ranking may be required to obtain English training before being allowed to work as a TA. Contact the Center for Educational innovation, University Office Plaza, Suite 400, 2221 University Ave. S.E., Minneapolis, MN 55414

- 612-625-3041
- teachlrn@umn.edu

Fellowships, Traineeships and Dissertation Grants for PhD Students
(MS students are not eligible for internally administered fellowships or traineeships)

A fellowship is a type of financial support awarded to doctoral students. Fellowships may subsidize tuition, some pay for health insurance, and/or may pay a stipend. Most fellowships do not require the student to work. HPM has funding from a federal training grant (often referred to as a traineeship), that is designed to support doctoral students who will eventually become contributors to the field of health services research. Traineeships subsidize tuition and pay the student a stipend. Dissertation grants provide funding during the writing of the dissertation and are usually one to two years in length. Dissertation grants are competitive and require a detailed proposal that must also be formatted in a particular way. Our PhD students have successfully won dissertation grants from the Graduate School and the Agency for Health Care Quality (AHRQ). There are also other organizations that announce dissertation grant competitions throughout the year.

The dollar value of fellowships, traineeships and dissertation grants varies. Funds for these opportunities come from various sources such as government agencies, private organizations, or the University. Most government programs require United States citizenship or permanent residency. All newly admitted doctoral candidates are automatically reviewed for fellowship and traineeship eligibility as part of the admissions process. Students are advised to start seeking out dissertation grant resources by their second or third year.

Examples of funding sources for fellowships, traineeships and dissertation grants are:
- National Institutes of Health
- Agency for Health Care Research and Quality (AHRQ)
- National Research Service Award (NRSA)
- University of Minnesota Office of Diversity and Equity
- University of Minnesota Graduate School (Doctoral Dissertation Fellowship (DDF), Doctoral Interdisciplinary Fellowship (IDF), Best Dissertation Award
- Doctoral Program in Environmental and Occupational Health Services and Policy
- HPM John Kralewski Family Fellowship
- Hearst Fellowship for Public Health and Aging
- HPM Doctoral Scholarship for Entering Students

Student Loans
The Office of Student Finance that is housed in the One Stop student center, administers student loan programs. For information contact One Stop at: www.onestop.umn.edu, or visit the One Stop Student Services, University Veterans Services, and Student Accounts Assistance in the new Science Teaching & Student Services building at 222 Pleasant St. S.E., East Bank.

School of Public Health Scholarships
The SPH administers a variety of scholarships. All admitted applicants are automatically considered for SPH scholarships. Most of these are available only when admitted.
2. **HSRP&A MASTER OF SCIENCE DEGREE PROGRAM**

2.1 **DEGREE REQUIREMENTS**

*Beginning January, 2013, master’s degrees must be completed within 5 years of admission to the program. The maximum timeline includes periods of non-enrollment.*

The MS degree in Health Services Research, Policy and Administration (HSRP&A) prepares graduates for a wide variety of research and data analytics careers in the health care field.

**Health Services Research, Policy and Administration – Plan B**

The degree requires a minimum of 34 credits:

- 19-20 credits in the required core
- 14-15 elective credits in a structured specialization area or design your own
- Completion of a master’s project that is either a project based on experiential learning OR write a traditional research and analytics-based project.
- Complete CITI (Collaborative Institutional Training Initiative) course on Working with Human Subjects. (free) [https://www.citiprogram.org/](https://www.citiprogram.org/)
- Final oral examination (This is an oral defense of the master’s project)

**Grades**

- The SPH and MS program requires that students maintain a grade point average of 3.0 or better.
- The Biostatistics courses must be completed with a grade of no less than a “B-.”
- All required core courses must be taken on an A-F grade basis except the master’s project credits which will be graded on a pass/fail (S/N) basis. Elective credits may be taken for A-F or Pass/Fail (S/N) basis. No more than 20% of the grades can be pass/fail.

**Time Extension Request**

MS students concerned that they will not be able to meet the 5 year timeline for completion of the MS degree, including the Plan B Project, may submit a request for additional time to complete the degree. Extensions are justified only in cases of extenuating circumstances, and situations beyond the student’s control. Examples of extenuating circumstances are pregnancy, illness, hospitalization, physical injury, family emergency, or other life-altering circumstances. Poor time management, job conflicts, not having a concrete topic, are NOT extenuating circumstances. Extension requests should be submitted two to three months BEFORE the due date.

Students should discuss the extension request with their advisor to obtain their support. The advisor makes the request for the extension on the student’s behalf.

- Provide a written memorandum to your advisor that explains the reasons for the delay in completing your Plan B Master’s Project, and a target due that you will finish.
- Your advisor writes a letter of support to the DGS that includes a timeline for completion of the various steps that will enable you to complete the exam by a specific date.

If the requested extension is 6 months or less, the DGS will make the decision whether to approve or deny the request. If the requested new due date is more than 6 months, OR if it is a second request from the same student, the request will be discussed and decided by the entire graduate faculty at one of their monthly faculty meetings. The graduate faculty meet the 2nd Friday of each month.

Students granted an extension from the HSRP&A program for their final oral defense are also required to submit a Request for Extension to the Graduate School.
2.2 MS PLAN B MASTER’S PROJECT

Purpose
The purpose of the MS Plan B Master’s Project is to demonstrate:

- familiarity with the tools of research, analytics, or scholarship in the field of health services research;
- the ability to work independently and within a team;
- the ability to effectively present the results of their investigation in written and oral form.

Two Options for the MS Master’s Project

Traditional Research/Analytics Master’s Project:
Students seek out a faculty member as their master’s project advisor. This should be a faculty member that has expertise or knowledge in the topic area. The student should discuss their ideas for the master’s project to ensure that their ideas for the project are compatible with the MS degree and should write up a proposal for the Plan B master’s project that lays out a plan for the project is required. The proposal should be approved by your advisor and committee members prior to embarking on the project.

Experiential learning-based Master’s Project:
For this type of project, students work on a real-world project at a local organization that conducts health services research and analytics, where a mentor from the organization provides a specific issue for analysis, and provides access to their data. Students are encouraged to identify the organization based on their own interests, whether a public health agency, insurance company, managed care organization, or other organization that conducts health research and analytics.

Registration Requirement for the Master’s Project:
Students are required to register for 2 credits of PubH 7894, MS Plan B Project. The registration for these credits should correspond to your project advisor. A permission number to register is required. Students may obtain a permission number from the HSRP&A major program coordinator, Maureen Andrew. Email her with your request and let her know who your thesis advisor is so that your registration can be set up to correspond with your thesis advisor. Your thesis advisor will enter the final grade upon completion and the final oral defense of your master’s project. The grading basis for the Plan B project is S/N (pass/fail).

IRB Approval and Potential Time Constraints
Students who conduct research using human subjects, or use data from human subjects, are required to comply with IRB regulations and may be required to obtain approval for their project.

Consult with your master’s project advisor whether you need to obtain approval for your project from the University’s Research Subjects’ Protection Program, (via IRB). Procedures and application materials are available from their office in D528 Mayo. Depending on the nature and methodology of your project, you may be able to file for exemption from the Committee review.

For further information call 612-626-5654, or see http://www.research.umn.edu/subjects/index.html

Compliance with regulations under HIPAA is also required. For information about HIPAA, see the IRB webpage.

IRB approval can be a lengthy process. Take care to allow adequate time to not jeopardize timely completion of your master’s project.

MS Plan B Examining Committee and Final Oral Exam
The University requires MS students to convene an examining committee who will grade the Master’s Project and administer a final oral exam. The final oral exam consists of a presentation of the Master’s Project followed by questions from the committee members.

Details regarding eligible faculty status to serve on MS committees, organizing your examining committee and final oral exam is described in section 9.4.

Submit Electronic and Bound Copies of Your Master’s Project
Email an electronic PDF version of your Plan B project AND provide a bound final hard copy of your Plan B project to the HSRP&A coordinator. The bound copy should have the title and author visible on the front cover. MS master’s projects will be stored in the Division and will be available for review by others upon request.

Time Commitment For Plan B Project
Both options for the Master’s Project should represent a minimum of 120 hours effort.

Project Options
The purpose of the master’s project is to give students the opportunity to demonstrate competence in health services data analytics, problem solving, working in teams, written and oral communications. Students choosing the experiential learning-based Master’s Project will have their topic assigned to them.

Students doing an independent research master’s project can choose almost any topic. Topics selected by past students include:

- Business plan
- Cost benefit analysis/cost effectiveness analysis
- Policy analysis
- Clinical trial
- Critical literature review and recommendations
- Quality Improvement Project

Topic Selection
Students may select a thesis topic as a result of prior experience, coursework, research of a particular HPM faculty member, internship, or other meaningful and relevant areas of interest. Students are encouraged to discuss ideas with their master’s project advisor.

MS Project Plan
Complete the MS Plan B Project Plan form (in appendix), to create an initial outline of your proposed project. The Project Plan helps you formulate the project objectives, significance, methods of your research, human subject’s protection, and authorship. The Project Plan helps you outline your project to have available when discussing your project with your project advisor.

2.3 PLAN B PROJECT FORMAT AND STYLE

Generally, papers should be typed, double-spaced, and normally 30-40 pages in length including references. Tables, charts and conceptual models can be used to illustrate and summarize information. The project should be in a standard master’s project format to include various components:

- Cover Page (includes the title, program name, author’s name)
- Signature Page (includes name or your advisor(s) and signature line for advisor to sign when project is a final copy.
- Table of Contents (if multiple chapters, tables, appendices)
- Abstract
2.4 FINAL MS ORAL EXAM AND COMMITTEE

FINAL ORAL EXAMINATIONS FOR MS DEGREES

MS degree requires a final oral examination, often referred to as the final oral defense. The final oral exam is based on the student's master's project. The defense is the final milestone for completing the MS degree. The oral defense follows the completion of all core and elective coursework, including satisfying any incompletes, and the completion of the master's project.

Organizing the Final Oral Defense

Students must coordinate the scheduling of the final exam with their examining committee members to ensure all of them are available. In addition, a room in which to take the final oral exam will need to be located and reserved. Students may contact the HSRP&A major coordinator, Maureen Andrew, to reserve a room. A digital projector and laptop computer may also be available for the final exam. Check with the coordinator to reserve a room and equipment.

MS Final Oral Exam Committee

MS examining committees are composed of a minimum of three faculty members: two with graduate education faculty appointments within the HSRP&A program (major field), and one member with a graduate education faculty appointment outside the HSRP&A program. The outside member must be fully external to HSRP&A, without any appointment that includes HSRP&A, and can include a member from industry if that person contributes particular knowledge and expertise to the master's project topic. Students may have more than three members on their committee, and in some cases, a larger committee can ensure access to broader expertise that may benefit the project or thesis.

The faculty committee members should be selected based on their individual and collective substantive or methodological contributions to the student’s master’s project. It is the student’s responsibility to confirm that each committee member is eligible to serve on the committee according to University Graduate Education rules, (e.g. have the appropriate graduate education faculty appointment or be an approved external member), and that they are willing to serve.

The thesis/project advisor plays the greatest role in guiding the student through the various phases of their thesis research. The advisor provides guidance as the student selects a topic and refines the research question(s); works with the student to formulate their oral examining committee; reviews all drafts of the project/thesis and helps determine when it is developed enough to involve other committee members in the review and refinement process; and, works with the student and other committee members to determine whether the project is ready for defense.

The chair of the oral examining committee leads and moderates the formal oral exam after the student orally defends the project/thesis (final defense). The oral exam includes questioning the student, and
discussing and grading the student’s defense. The chair is also responsible for ensuring the committee members sign-off on the required grading form; the Masters Final Examination Report, which is the mechanism to inform the Graduate School of passing or failing the oral exam.

The student’s advisor can serve as chair of the committee for the final oral exam.

Committee members must have eligible Graduate Education Faculty appointments. (Consult the Graduate Faculty roster on the Graduate School webpage at: www.grad.umn.edu). In some cases, the student may include a committee member that does not have a Graduate Education faculty appointment, such as someone from elsewhere at the University, a company, organization, or other institution. The external member should have particular knowledge and expertise in the dissertation topic. There is an additional process required to request that an external member be included on the committee.

The current status of a faculty member determines the role that the committee member may have on the committee. Only faculty with more senior with tenure can advise PhD students and chair PhD committees. Junior faculty may advise MS students, co-advising PhD students, and chair MS committees. Consult the list of HSRP&A faculty in this Guidebook, for their eligible roles. To find the role eligibility for external faculty, see the Graduate faculty Directory on the Grad School website at: www.grad.umn.edu.

Always contact each faculty member that you are considering for your committee to make sure they are willing to serve.

Including an External Committee Member
Students may include a member on their committee who does not have a current Graduate Education faculty appointment. These are usually people from elsewhere at the University, or an organization outside of the University, who holds expertise that is relevant to student research. To request having an external member on the committee, the student should send a written request via email, to the DGS via the HSRP&A coordinator, Maureen Andrew, asking to include the person on the committee and the reason why that individual should be in the committee. Attach that individual’s CV or resume. The individual is vetted to ensure that he or she holds a doctorate or other equivalent degree in a relevant field, and that their background and experience is compatible with the student's master’s project. The DGS makes the final decision. When the external member is approved to serve on the examining committee, a University ID number will be assigned to the external member and provided to the student. The student will need the ID number to assign external members to their committee. A substantial advance notice is recommended in the event the request is denied.

Assigning Your Final Oral Exam Committee
Once the committee has been identified and all members have agreed to serve, the student needs to notify the Graduate School. On the Graduate School webpage are forms used to notify the Graduate School of the committee members for each oral exam. (http://www.grad.umn.edu/students/forms/doctoral/index.html) The form for the final exam is called “Assign/Update Masters Final Examination Committee.” Enter your committee member’s names. Faculty with Graduate Education faculty appointments will already be in the system, and no additional information besides their names will be needed to assign them to your committee. To assign an external member, their University ID number will also have to be entered. (If you followed the process above to request an external member, a University ID number will have been created and given to you for the purpose of assigning an external committee member).

Changes to the Masters Final Examination Committee
To change the composition of a previously approved committee, send an email request to the DGS via the program and coordinator, Maureen Andrew, requesting a committee change. Include the justification for the change. If the new committee member already has a Graduate Education faculty appointment, it is not necessary to attach a CV. If the new committee member does not have a Graduate faculty appointment, follow the procedure in the Including an External Committee Member, above. The DGS makes the final decision regarding committee changes. Once the DGS has approved the change, go the Graduate School webpage to the on-line form called “Assign/Update Masters Examining Committee at: http://www.grad.umn.edu/students/forms/doctoral/index.html .
If a committee member is unable to attend the oral defense at the last minute, a replacement can be recruited to attend the defense and vote. On the MS Final exam Report, simply cross off the original member and write-in the replacement member. After the defense, the committee must be reassigned to include the new member after the fact. The defense can go forward only if there are a minimum of three committee members present.

### 2.5 MS IN HSRP&A CURRICULUM

#### Required Core Courses, When Offered and On-line Options

**2018-2019**

*A minimum of 14-15 elective credits in addition to the core are required for the MS degree. Electives are not included below.*

<table>
<thead>
<tr>
<th>REQUIRED CORE</th>
<th>In-Person and When Available</th>
<th>On-line option fall</th>
<th>On-line option spring</th>
<th>On-line option summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6450, Biostatistics I (4cr)</td>
<td>Fall &amp; Spring</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PubH 6451, Biostatistics II, (4cr)</td>
<td>Spring</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PubH 6806, Principles of Public Health Research (2cr) OR PubH 6864, Outcomes Research (3cr)</td>
<td>Spring</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 6341, Epidemiological Methods I (3cr) (in person) OR</td>
<td>Fall</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>_____________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 6320, Fundamentals of Epidemiology, (3cr)</td>
<td>Fall &amp; Spring</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>PubH 6724, The Health Care System and Public Health (3cr)</td>
<td>Fall</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PubH 6741, Ethics in Public Health, Professional Practice OR</td>
<td>Fall</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>_____________________________</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 6742, Ethics in Public Health: Research and Policy (1cr)</td>
<td>Fall</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 6250, Foundations of Public Health (2cr)</td>
<td>Online Only</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>PubH 7894, Plan B Master’s Project Credits (2cr)</td>
<td>Not a class</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

19
**HSRP&A MS Program Required Core Courses**

and When Offered, 2018-19

*Biostatistics (PubH 6450) has several options for the lab section. Minimum of 14-15 elective credits are also required for the degree.

**PubH 6341 Epi I has another section at 4:15 - 05:30 P.M. Tu, Th

***PubH 6250 Foundations of Public Health is on-line every fall and spring semester.

### FALL 2018 Year 1

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:50</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:05-9:55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:10-11:00</td>
<td>10:10-12:05 PubH 6741 Ethics Prof Practice 2nd Half (also has on-line option)</td>
<td>11:15-12:30 PubH 6724, HlthCare&amp;Pub Hlth Syst (on-line option spring)</td>
<td>11:15-12:30 PubH 6724, HlthCare&amp;Pub Hlth Syst (on-line option spring)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:15-12:05</td>
<td><strong>12:20-1:10 PubH 6450 Biostat Lab</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:20-1:10</td>
<td><strong>12:20-1:15 PubH 6742 Ethics in Rsrch&amp;Policy 2nd Half (also has on-line option)</strong></td>
<td><strong>12:20-1:10 PubH 6450 Biostat Lab</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1:25-2:15</td>
<td>1:25-3:20 Pub H 6450 Biostatistics I (also has on-line option)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30-3:20</td>
<td></td>
<td>1:25-3:20 Pub H 6450 Biostatistics 1 (also has on-line option)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:40-5:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**On-Line Core Course Options**

- PubH 6806 Principles of HC Rsrch (also in-person spring)
- PubH 6320, Fundamentals of Epidemiology, (3)
- PubH 6450, Biostatistics I (4) (also in-person option)
- PubH 6741, Ethics in Professional Practice (1), 2nd half (also in-person option), also offered spring.
- PubH 6742, Ethics in Research and Policy (1), 2nd half (also in-person option), also offered spring.
- ***PubH 6250, Foundations of Public Health (2) On-line every fall and spring term

Choose 14-15 elective credits. They are not included in this schedule. Total credits should not exceed 14 per semester.

### SPRING 2019

<table>
<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:50</td>
<td></td>
<td>8:00-9:55 PubH 6320 Fundamentals of Epi</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:05-9:55</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:10-11:00</td>
<td>10:10-12:05 PubH 6451 Biostatistics II (also has on-line option)</td>
<td>10:10-12:05 PubH 6451 Biostatistics II (also has on-line option)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11:15-12:05</td>
<td>10:10-12:05 PubH 6741 Ethics Prof Practice 2nd Half (also has on-line option)</td>
<td>10:10-12:05 PubH 6451 Biostatistics II (also has on-line option)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12:20-1:10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:30-3:20</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:35-4:25</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4:40-5:30</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.6 ELECTIVE CREDITS AND SAMPLE SPECIALIZATION AREAS FOR THE MS

Elective credits can be used for any graduate-level course that is compatible with health services research and your interests and goals. We have grouped some courses together into thematic specialization areas to illustrate the focus of the skills and knowledge acquired in each group of courses. Students can combine courses from more than one specialization, or design and propose their own specialization in consultation with their advisor.

Examples of Specialization Areas and When Courses are Offered 2018-19

Cost Effectiveness (Minimum 6 cr)

**Fall:**
PubH 6717, Decision Analysis for Health Care (2cr)
PubH 6832 Health Economics (3cr)

**Spring:**
PubH 6862, Cost Effectiveness Analysis (3cr)
PubH 6809, Advanced Methods in Health Decision Science (3cr)

Health Care Quality Improvement/Operations Research (Minimum 6 cr)

**Fall:**
PubH 6765, Continuous Quality Improvement (3cr)
PubH 6727 Health Leadership and Effecting Change (2 cr) Also in-person spring.

**Spring:**
PubH 6727 Health Leadership and Effecting Change (2 cr) Also on-line fall
PubH 6560, Operations Research and Quality in Healthcare (3cr)

Health Services Research and Evaluation (Minimum 6 cr)

**Fall:**
PubH 6717, Decision Analysis for Health Care (2cr)
PubH 6863 Understanding Health Care Quality (2cr)

**Spring:**
PubH 6803 Conducting a Systematic Literature Review, (3 cr)
PubH 6810 Survey Research Methods, (3 cr)
PubH 6845 Using Demographic Data for Policy Analysis, (3 cr)
PUBH 6852 Program Evaluation in Health and Mental Health Settings, (2cr) Completely online

Health Policy (Minimum 6 cr)

**Fall:**
PubH 6078 Public Health Policy as a Prevention Strategy (2 cr)
PubH 6735 Principles of Health Policy (3 cr) (Fall OR online Spring)
PubH 6832 Economics of the Health Care System (3 cr) OR PubH 6555 Topics in Health Economics (2 cr)
**Spring:**
PubH 8802 Health Services Policy Analysis: Applications (2 cr) Spring odd years
PubH 6711 Public Health Law (2 Cr)
For more policy course options, see the Public Health Policy Interdisciplinary Concentration at http://sph.umn.edu/programs/ic/

### Health Economics (Minimum 6 cr)

#### Fall:
PubH 6832 Economics of the Health Care System (3 cr) OR PubH 6555 Topics in Health Economics (2 cr)

#### Spring:
PubH 6862 Cost Effectiveness Analysis (3 cr)

### Social Determinants of Health (Minimum 6 cr)

#### Fall:
PubH 6066 Building Communities, Increasing Health: Preparing for Community Health Work (2 Cr)
PUBH 6078 - Public Health Policy as a Prevention Strategy (2cr)
PUBH 6627 - Sexuality Education: Criteria, Curricula, and Controversy (1cr)

#### Spring:
PubH 6055 Social Inequalities in Health (2 cr)
CSPH 5115 Cultural Awareness, Knowledge and Health (3 cr)
PubH 6855 Medical Sociology (3 cr)
PubH 6804, Mental Health Policy (2cr) offered alternating years

For more sociology themed courses, see the Health Disparities Interdisciplinary Concentration at http://sph.umn.edu/programs/ic/

### AVAILABLE COURSES SUBJECT TO CHANGE

### 3. HSRP&A DOCTORAL DEGREE PROGRAM

#### 3.1 OVERVIEW AND DEGREE REQUIREMENTS

Starting January, 2013, doctoral degrees must be completed within eight years of admission, this includes periods of non-enrollment.

The doctoral program in Health Services Research, Policy and Administration (HSRP&A) is designed primarily for students interested in academic careers or senior research positions in government or the private sector. The core of the curriculum is a multidisciplinary examination of the social, political, and economic forces that affect the organization, financing, and delivery of health care services. There is a strong emphasis on theory, modeling, and quantitative methods. In addition to the core coursework, students will choose an Area of Emphasis that is concentrated in a specific field. Each Area of Emphasis is overseen by a team of faculty who are experts in that particular area.

The program prepares graduates to conduct sophisticated empirical studies and formulate policy options using a wide range of quantitative and qualitative analytic techniques. The coursework is supported by the
student’s ongoing involvement with the faculty on research projects and is linked to the health care field by these projects, and by coursework focused on health and health services. In addition to the coursework, supervised research and teaching experiences, the program provides students with an opportunity for further interchange with faculty through a series of research seminars and doctoral colloquia.

The doctoral program includes core coursework from various disciplines including: statistics, health services research methods, economics, epidemiology, research ethics, and social/psychological theories to health. In addition to the required core coursework, students will select an Area of Emphasis of their choice that will become the theme for their remaining academic work. The Area of Emphasis includes courses specific to a particular field. Students also complete a supporting program which is comprised of courses from the Area of Emphasis. PhD students also are required to pass 2 written preliminary exams. All students take the Methods written prelim exam, and the exam required for their Area of Emphasis, except students in the Health Economics Area of Emphasis, who also take a third exam; the Econ for Minors exam. Also required is an oral preliminary exam, also known as the defense of the thesis proposal, prior to beginning full time work on the dissertation. When the dissertation thesis is finished, a final oral exam known as the final defense is required.

The Division’s goals for the PhD degree emphasize timely completion of coursework, preliminary exams, prompt notification of academic progress benchmarks to the Graduate School, and completion of the dissertation thesis. Earning a doctoral degree is a challenging and rewarding endeavor that requires a high level of discipline and personal commitment. To ensure that your degree is completed within targeted time frames, an effective start is essential; therefore, we strongly recommend that all required coursework be completed during the first two and a half years in the program. It is also recommended that Area of Emphasis coursework begin as soon possible.

Grades and Other Requirements at a Glance

- The doctoral program in HSRP&A requires a grade point average of 3.0 or better.
- All required courses must be taken on an A-F grade basis. This includes core courses and those in the supporting program, Area of Emphasis, or minor, and the optional course, Grad 8101, which is used as a substitute for the teaching requirement.
- All required core courses must earn a minimum grade of B-. Those not meeting this minimum may be repeated once to improve the grade.
- PhD students must fulfill a teaching requirement.
- PhD students must pass written and oral preliminary exams by specified deadlines.
- PhD students must complete 24 thesis credits. Up to 12 thesis credits can be completed before passing the prelim oral (conditions apply. See section 10.12 for details). The remaining 12 are taken after the passing oral prelim.
- Annual progress report is required.
- PhD students must formally declare a chosen Area of Emphasis by the end of spring of their first year. (A form is available for this purpose).
- PhD students are required to attend the Work in Progress (WIP) and other Division hosted seminars.
- PhD students are required to give a work-in-progress seminar after passing the proposal defense, but before the final oral defense.

Student Progress Review Process for Doctoral Students

Toward the end of spring semester every year, students will be sent via email, an annual PhD Student Progress Report. (See sample in appendix). The Progress Report is completed in consort with the student and advisor. It is intended to guide students and advisors in their discussion about the student’s navigation through the PhD program.

The progress report collects information about completed coursework, plans for future coursework, plans for publications, obtaining research experience, status of preliminary written examinations and the preliminary oral examination, selection of committee members, thesis topic ideas, fulfilling the teaching experience, supporting program, and other issues and concerns.
The Progress Report should be viewed as a guidance tool for planning strategies to meet the milestones of the doctoral program, and foster professional development under the mentorship of the advisor.

When the PhD Student Progress Report has been completed, signatures are required from the student, advisor and if applicable, co-advisor, and PhD Program Director/DGS. Graduate School and HSRP&A Academic Progress Milestones and Reporting Graduate School policy requires students to maintain academic progress by successfully completing all milestones, and submitting forms that document their progress at various points throughout the program.

### 3.2 PHD DEGREE COMPLETION STEPS

Links to forms and more detailed description is on the Graduate School website: [https://www.grad.umn.edu/current-students-forms/formsdoctoral](https://www.grad.umn.edu/current-students-forms/formsdoctoral).

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Graduate Degree Plan</td>
<td>Submit at least one semester prior to your oral preliminary exam. Have Maureen review it before collecting signatures.</td>
</tr>
<tr>
<td>2) Assign members to your prelim oral exam committee</td>
<td>Complete at least one month prior to your prelim oral</td>
</tr>
<tr>
<td>3) Complete prelim written exams</td>
<td>Coordinator reports results to Graduate School</td>
</tr>
<tr>
<td>4) Schedule oral prelim</td>
<td>Notify Grad School at least one week in advance. You will have to pick up the grading form, Preliminary Oral exam Report, from the Grad School and bring to your defense</td>
</tr>
<tr>
<td>5) Submit Preliminary Oral Exam Report</td>
<td>Submit to Grad School after completing oral prelim to record doctoral candidacy</td>
</tr>
<tr>
<td>6) Assign members to final oral exam committee</td>
<td>Complete at least one month prior to final oral defense</td>
</tr>
<tr>
<td>7) Request Graduation Packet</td>
<td>Packet includes Application for Degree, and Thesis Reviewers Report. Can be requested on line or in person up to one semester prior to final oral defense. Grad Packet contains the Thesis Reviewers Report that committee members sign to authorize your oral defense</td>
</tr>
<tr>
<td>8) Schedule final oral exam</td>
<td>Notify Grad School at least one week prior</td>
</tr>
<tr>
<td>9) Submit Application for Degree</td>
<td>Submit to One Stop by the first business day of anticipated graduation</td>
</tr>
<tr>
<td>10) Submit Thesis Reviewers Report</td>
<td>Submit to Grad School prior to defense</td>
</tr>
<tr>
<td>11) Submit Doctoral Final Exam Report</td>
<td>Submit to Grad School no later than the last business day of anticipated month of graduation</td>
</tr>
<tr>
<td>12) Submit dissertation</td>
<td>Submit by the last business day of anticipated graduation. Consult Graduation Packet for formatting guidelines and submission destinations</td>
</tr>
</tbody>
</table>
3.3 FUNDS AND TRAVEL POLICY FOR PHD STUDENTS

PhD in HSRP&A students represent the largest percentage of student travel and have access to several funding sources, all of which have different requirements.

AHRQ Trainees: Students with an NRSA/AHRQ traineeship have $2,000 to attend one conference during the academic year of the traineeship funding, and travel must be completed by June 30. NRSA/AHRQ expects students to use the travel funding to attend the annual NRSA/AHRQ Trainee Conference in June. Attendance at the NRSA/AHRQ trainee conference can be combined with the AcademyHealth Annual Research Meeting without additional permission. A written justification to attend any other conferences is required. Regardless of the conference, current trainees are not required to present a paper or poster. The NIH Ruth Kirschstein guidelines set the travel limits, but do require prudence and adherence to federal GSA rules.

Dissertation Awardees and Other Scholarship/Fellowship Recipients: Students with a dissertation grant often have access to travel funds. All limitations are set by the funding source.

Faculty Nonsponsored: Faculty will occasionally provide their RAs or advisees some funds to attend national conferences. Faculty will determine the number and amounts based on their availability of funds.

Sponsored funds for Research Assistants: Occasionally, Research Assistants will need to travel to present findings. Funding and allowable costs will be determined by the sponsoring agency. Faculty will determine the number and amounts based on their availability of funds.

Division Funds:
The Division provides funds dedicated to PhD students to use for conference travel or research-related expenses. The funds are annually authorized as part of the Division budget and the amount available is subject to change. (FY18 amount is $12,000). The PhD Travel Funds can be used for either travel or research-related expenses. Availability is on a first-come, first served basis. Students may only access the funds once per fiscal year and the amount per student is limited by the number of students who request funds. The funds will be distributed as equitably as possible, which may result in smaller amounts spread over a larger number of students. We cannot guarantee full reimbursement. Students with active traineeships or dissertation funds are not eligible.

Student Travel
The funds are for travel to conferences. Students are required to give either a podium or poster presentation at the conference to be eligible for funding. Proof of acceptance of a poster or podium is required.

Research-Related Expenses
Students doing field work or pursuing other relevant training directly related to their dissertation may use the funds for:

- Visit to a particular organization to access a data set or conduct research on-site that cannot be accomplished at a distance;
- Attend an Institute or colloquium—akin to a short course that would not be available at the UMN; OR
- Dissertation-related needs such as datasets, supplies, software in cases where funds are not available through other funding.

AHRQ Trainees
Students with an NRSA traineeship are not eligible to use the PhD Student Travel funds during their appointment. The traineeship provides up to $2,000 to attend one conference during the appointment (travel must be completed by 06/30 of that year). AHRQ requires a justification to any conference except the NRSA/AcademyHealth combined conference. If justified, the conference must be domestic (within the US), but there is no requirement for presenting a poster or making a presentation.
Process to Use Funds

Students requesting travel or research-related funds must provide documentation to confirm the relevance of the conference, field work, training, or other activity and how it is beneficial to the student’s dissertation research. Your advisor is required to approve the appropriateness of the field work or the purchase of data.

Once you have your advisor’s approval, forward the request to Sarah Trachet to be added to the queue. Requests will be awarded on a first-come, first-serve basis, but priority will be to first time requesters.

If your request is selected, you will need to send in a budget on the UMN’s Employee Expense Reimbursement (EER) Form to Sarah Trachet for approval. All expenses must be approved PRIOR to spending. Eligible expenses include:

- Roundtrip airfare from Minneapolis
- Hotel (limited to federal per diem level)
- Meals (limited to federal per diem level). Expenses will need detailed receipts. Alcohol (and its share of tax) and any meals provided by the conference will not be covered.
- Taxis between airports and home or hotel. Taxis to dinners are not allowable.
- Registration at student rate. Membership fees are not allowable.
- Poster printing
- All receipts need to be originals. PICTURES of receipts are not allowable (they don’t scan).

When you return from the conference, update the EER with your actual expenses, tape the receipts to a full-size sheet, and submit form to Sarah Trachet. The form must be submitted within 15 days of returning.

Questions? Contact Maureen Andrew: andre031@umn.edu or Sarah Trachet: scatt001@umn.edu

3.4 PHD CURRICULUM

All doctoral students will complete the core courses, additional required Area of Emphasis courses, and supporting program or minor courses (if in the Multidisciplinary Social Science Area of Emphasis). It is recommended that students complete the HSR core requirements as a cohort as outlined in the curriculum schedule.

The supporting program or minor is required to contain a minimum of 12 credits. The supporting program courses and options are laid out in your chosen Area of Emphasis. A minor is allowed in the Multidisciplinary Social Science Area of Emphasis. If a student chooses to minor, it must be approved in advance by the Multidisciplinary Social Science Area of Emphasis faculty.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Offered</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 7401</td>
<td>Fundamentals of Biostatistical Inference</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>PubH 7402</td>
<td>Biostatistical Modeling and Methods</td>
<td>Spring</td>
<td>4</td>
</tr>
<tr>
<td>OR APEC 8211</td>
<td>Econometric Analysis I</td>
<td>Fall</td>
<td>4</td>
</tr>
<tr>
<td>APEC 8212</td>
<td>Econometric Analysis II</td>
<td>Spring</td>
<td>4</td>
</tr>
<tr>
<td>Contact your advisor for which course sequence to take</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 8810</td>
<td>Seminar: Research Studies in Healthcare</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 8811</td>
<td>Research Studies in Healthcare</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 8830</td>
<td>Writing for Research</td>
<td>Spring Yr 2</td>
<td>2</td>
</tr>
<tr>
<td>PubH 8831</td>
<td>Writing for Research</td>
<td>Fall Yr 3</td>
<td>2</td>
</tr>
<tr>
<td>PubH 6832</td>
<td>Economics of the Health Care System</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td>PubH 8341</td>
<td>Advanced Epidemiologic Methods: Concepts</td>
<td>Fall</td>
<td>3</td>
</tr>
</tbody>
</table>
In some cases, PubH 6341, Epidemiological Methods I (3cr) may be substituted. Consult with your advisor.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PubH 6855</td>
<td>Medical Sociology</td>
<td>Spring</td>
<td>3</td>
</tr>
<tr>
<td>PubH 6742</td>
<td>Ethics in Public Health: Research and Policy</td>
<td>Fall/Spring</td>
<td>1</td>
</tr>
<tr>
<td>PubH 8801</td>
<td>Health Services Policy Analysis (3)</td>
<td>Fall</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Students unable to attend this course due to scheduling</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>conflicts should obtain permission from the instructors</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bryan Dowd and Lynn Blewett to substitute PubH 6835,</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Principles of Health Policy, 2 cr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PubH 6250</td>
<td>Foundations of Public Health (Can be waived in certain</td>
<td>Fall/Spring</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>circumstances)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Core Credits 31-33**

**Areas of Emphasis**
Students will select an area of emphasis that includes course options within a particular theme.

- Health Decision Science
- Multidisciplinary Social Sciences
- Health Policy
- Health Economics
- Clinical Outcomes Research
- Sociology of Health and Illness

### 3.5 SEE THE FOLLOWING TABLES FOR EACH AREA OF EMPHASIS

- Health Decision Science
- Multidisciplinary Social Sciences
- Health Policy
- Health Economics
- Clinical Outcomes Research
- Sociology of Health and Illness
Health Decision Science 2018-19

The field of health decision science consists of a collection of quantitative methods used to evaluate decision making under uncertainty. There are many areas relevant to medical decision making, which include decision analysis, cost-effectiveness analysis, disease simulation modeling, infectious disease modeling, shared decision making, quality-of-life assessment, utility elicitation, health outcomes assessment, pharmacoeconomics, technology assessment, evidence-based medicine, and discrete event simulation. The concentration in decision sciences prepares students for research careers that involve the application of these methods to public health and clinical problems. Examples of research topics in health decision sciences include: economic evaluations of medical technologies and pharmaceuticals; return-on-investment analyses; optimal screening policies for cancer and other chronic diseases; evaluation of interventions for control of infectious diseases, measurement and evaluation of health outcomes, including quality of life; policy simulation modeling of diseases such as coronary heart disease, cancer, and asthma; and optimal resource allocation for biomedical research.

<table>
<thead>
<tr>
<th>Required Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA OF EMPHASIS REQUIRED CORE COURSEWORK</strong></td>
</tr>
<tr>
<td>• PUBH 6717: Decision Analysis for Health Care (2) (fall)</td>
</tr>
<tr>
<td>• PUBH 6862: Cost Effectiveness Analysis in Health Care (3) (spring)</td>
</tr>
<tr>
<td>• PUBH 6809: Advanced Methods in Health Decision Science (3) (spring)</td>
</tr>
<tr>
<td>AND, Choose a minimum of 2 credits from the following:</td>
</tr>
<tr>
<td>• IDSC 8721: Behavioral Decision Theory (3) (Spring even years)</td>
</tr>
<tr>
<td>• IDSC 8511: Conceptual Topics and Research Methods in Information and Decision Sciences (3) (fall)</td>
</tr>
<tr>
<td><strong>SUPPORTING PROGRAM</strong> (Must total a minimum of 12 credits, and be approved by the Area faculty)</td>
</tr>
<tr>
<td>Sample supporting program courses:</td>
</tr>
<tr>
<td>• PUBH 7450: Survival Analysis (3) (fall)</td>
</tr>
<tr>
<td>• PUBH 7420: Clinical Trials: Design, Implementation and Analysis (3) (spring)</td>
</tr>
<tr>
<td>• PUBH 7440: Introduction to Bayes Analysis (3) (spring)</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong> 77 (includes core, A of E core, supporting and required 24 thesis credits).</td>
</tr>
</tbody>
</table>

**PRELIM EXAMS** Methods and Decision Science exam, which is a 5-hour classroom format.

**DECISION SCIENCE FACULTY**
Karen Kuntz, John Nyman, Eva Enns and Bjorn Berg
The multidisciplinary social sciences (MULTI) area of emphases is designed for doctoral students who want a broad introduction to analytic perspectives from economics, sociology, and political science, along with statistics and econometrics. In addition to the core coursework, students are required to take a second course in economics and sociology or organization theory, a course in American politics, and a third course in either economics or sociology/organizations, depending on their choice of preliminary written examination.

### Required Coursework

**AREA OF EMPHASIS REQUIRED COURSEWORK**

- PUBH 8805: Sociological Theory in Health Services Research (3) Offered per cohort request
- APEC 5151: Applied Microeconomics: Firm and Household (3) (fall)

Choose one additional theory course.

To be decided with your advisor. Here are some possibilities:

- PUBH 6862: Cost Effective Analysis in Health Care (3) (spring)
- PUBH 8821: Health Economics II (3) (spring, even years)
- SOC 8701: Sociological Theory (4) (fall)
- SOC 8721: Theories of Social Psychology (3) (offered irregularly)
- PubH 8804, Quantitative Methods for Policy and Demographic Research (3) Spring
- PubH 6717 – Decision Analysis for Health Care (2) (Fall)
- PubH 6809 – Advanced Methods in Health Decision Science (3) (Spring)

### Supporting Program

Must total minimum of 12 credits, with the approval of the MULTI faculty. It also has to be submitted to the Graduate Faculty for approval.

<table>
<thead>
<tr>
<th>TOTAL CREDITS</th>
<th>76-77 (includes core, area of emphasis, and supporting program and required 24 thesis credits)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>PRELIM EXAMS</th>
<th>Methods and a choice between the in-house health econ exam which is a 5 hour classroom format OR the sociology exam which is the writing of a research paper</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>MULTI FACULTY</th>
<th>Bryan Dowd, lead member, and all other Graduate Faculty in the Division of HPM</th>
</tr>
</thead>
</table>
Health Policy and Analysis 2018-19

The emphasis area in Health Policy is designed to prepare students for careers in research, teaching, and public service in academic, governmental, and public policy settings. The focus of this area includes multi-disciplinary training in the social sciences, application of quantitative research methods, and rigorous writing and communication skill-based training. Students will receive the core doctoral-level training in health services research with an emphasis on U.S. Health Policy and applied Policy Analysis. It is expected that graduates will play key leadership roles in creatively addressing the current state and national issues in health policy including efforts to improve the health of populations, approaches to measuring and assuring quality of care, and efforts to improve health care financing, delivery, and access to care.

**Prerequisites**

Take, substitute, or test out by end of first year one of the following courses:
- PUBH 6724: Public Health and the US Health Care System (3) (fall and spring) **OR**
- PUBH 6556: Health and Health Systems (3) (fall)

**AREA OF EMPHASIS REQUIRED CORE COURSEWORK**

- PUBH 8802: Applications in Health Services Policy (2) (spring, odd years)

**SUPPORTING PROGRAM** (Must total minimum of 12 credits, with the approval of the area faculty)

<table>
<thead>
<tr>
<th>Suggested Supporting Program: Methods – Choose courses to fit individual needs with advisor approval.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PUBH 6845: Demographic Data for Policy Analysis (3) (Fall) <strong>HIGHLY RECOMMENDED</strong></td>
</tr>
<tr>
<td>• PUBH 8804, Advanced Quantitative Methods Seminar (3cr)(spring) <strong>HIGHLY RECOMMENDED</strong></td>
</tr>
<tr>
<td>• PUBH 6717: Decision Analysis for Health Care (2) (fall)</td>
</tr>
<tr>
<td>• PUBH 6810: Survey Research Methods (3) (fall)</td>
</tr>
<tr>
<td>• PUBH 6862: Cost Effectiveness Analysis (3) (spring)</td>
</tr>
<tr>
<td>• PUBH 8813: Measurement – Health Related Social Factors (3) (spring, odd years)</td>
</tr>
<tr>
<td>• PUBH 6811: Health Disparities in Research (2) (fall, even years)</td>
</tr>
</tbody>
</table>

Other Topics for Supporting Program. Program must be approved by advisor prior to taking courses: LTC or Aging Policy, Economics, Health Disparities, Ethics, or other topic with approval of policy faculty.

**TOTAL CREDITS**

72 (Includes core, A of E core, supporting program and required 24 thesis credits).

**PRELIM EXAMS**

Methods exam and Policy exam. Format of Policy exam is a policy analysis paper.

**POLICY FACULTY**

Lynn Blewett, Rosalie Kane, Ira Moscovice, Bryan Dowd, Jon Christianson, Katy Kozhimannil, Sarah Gollust, Ezra Golberstein, Hannah Neprash, Peter Huckfeldt
Health Economics 2018-19

The goal of the Health Economics Area of Emphasis is to train health economists who will rival PhDs from the top economics departments in competing for jobs in universities and research institutions. The curriculum includes a broad menu of health economics courses in addition to the multidisciplinary core courses.

<table>
<thead>
<tr>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calculus, statistics, linear algebra and micro-economics</td>
</tr>
<tr>
<td>Note: students may have the option to pass these courses between the time of admission and matriculation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Required Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE COURSE REQUIREMENTS FOR ECONOMISTS (8 CREDITS)</strong></td>
</tr>
<tr>
<td><strong>Choose one of the following sequences:</strong></td>
</tr>
<tr>
<td>- APEC 8211-12: Econometric Analysis (8) <strong>recommended</strong> / OR</td>
</tr>
<tr>
<td>- PUBH 7401-7402: Fundamentals of Biostatistical Inference &amp; Biostatistics Models and Methods (8)</td>
</tr>
<tr>
<td><strong>AREA OF EMPHASIS REQUIRED COURSEWORK (11 CREDITS)</strong></td>
</tr>
<tr>
<td><strong>Choose one of the following sequences:</strong></td>
</tr>
<tr>
<td>- PUBH 8821: Health Economics II (3) (spring, even years)</td>
</tr>
<tr>
<td><strong>SUPPORTING PROGRAM (Minimum of 12 credits; must be approved by area faculty)</strong></td>
</tr>
<tr>
<td><strong>Choose two methods courses from the selection below:</strong></td>
</tr>
<tr>
<td>- APEC 8211-12: Econometric Analysis, if not taken as core requirement (4-8)</td>
</tr>
<tr>
<td>- ECON 8205-6-7-8: Applied Econometrics (4-8)</td>
</tr>
<tr>
<td>- PUBH 7401-7402: Fundamentals of Biostatistical Inference &amp; Biostatistics Models and Methods (8), if not taken as a core requirement and if not taken with Applied Econometrics</td>
</tr>
<tr>
<td>- APEC 8202: Mathematical Optimization in Applied Economics (3)</td>
</tr>
<tr>
<td>- APEC 8206: Dynamic Optimization: Applications in Economics &amp; Management (3)</td>
</tr>
<tr>
<td>- PUBH 8804: Advanced Quantitative Methods Seminar (3) (spring, even years)</td>
</tr>
<tr>
<td>- PA 8302: Applied Policy Analysis (4)</td>
</tr>
<tr>
<td>Courses may be offered infrequently. Check the current class schedule to determine availability and ask your advisor about additional courses that may meet this requirement.</td>
</tr>
<tr>
<td><strong>Additional Supporting Program options:</strong></td>
</tr>
<tr>
<td>- ECON 8xxx: Graduate courses in Economics</td>
</tr>
<tr>
<td>- APEC 8xxx: Graduate courses in Applied Economics</td>
</tr>
<tr>
<td>- PUBH 6862: Cost-Effectiveness Analysis in Health Care (3)</td>
</tr>
<tr>
<td>Note: PUBH 8xxx: Graduate courses in Biostatistics or Epidemiology may be approved on an ad-hoc basis.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TOTAL CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>78 (Includes core, area of emphasis, supporting program, and 24 required thesis credits)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRELIMINARY EXAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Three preliminary examinations:</strong> (1) Methods; (2) Health Economics (5-hour classroom exam); and (3) choice of Micro-economics exam in the Department of Applied Economics or Micro-economics for Minors exam in the Economics Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ECONOMICS FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jean Abraham, Jon Christianson, Bryan Dowd, Ezra Golberstein, Peter Huckfeldt, Pinar Karaca-Mandic, John Nyman, Steve Parente, Hannah Neprash</td>
</tr>
</tbody>
</table>

- Students from other doctoral programs may qualify for a Minor in Health Services Research, Policy and Administration (HSRP&A) with a Focus in Health Economics. They should consult the requirements for this minor.
- Although the Division recommends a course load of 12 credits for the first semester, health economics track course requirements result in students having to complete 14 credits in their first semester.
- Attendance at the math camp offered by the Applied Economics (APEC) department in August prior to the first semester is STRONGLY recommended.
- MATLAB software is a requirement for students taking APEC 8211. The department will pay for a license for students to access this software.
Clinical Outcomes Research track is designed to train health services researchers who wish to study clinical care, costs and outcomes. Their research may be conducted using observational (quasi-experimental) studies, randomized clinical trials or analyses of secondary data sets, including administrative data. Honing these skills requires a combination of epidemiology, statistics, measurement, and interpretative expertise. These individuals would develop their epidemiology skills and take courses to expand their understanding of how to measure outcomes of health care. Many will want to include work in cost-effectiveness as well.

<table>
<thead>
<tr>
<th>Required Coursework</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AREA OF EMPHASIS REQUIRED CORE COURSEWORK</strong></td>
</tr>
<tr>
<td>- PUBH 8342 Advanced Epidemiological Methods Applications (3) Spring</td>
</tr>
<tr>
<td>- PUBH 8343 Synthesis and Application Methods in Epidemiological Research (4)</td>
</tr>
<tr>
<td>- PUBH 6864: Conducting Health Outcomes Research (3) (spring)</td>
</tr>
<tr>
<td>- PUBH 7430: Statistical Methods of Correlated Data (3) (fall)</td>
</tr>
<tr>
<td>- PUBH 7450: Survival Analysis (3) (fall)</td>
</tr>
<tr>
<td>- PUBH 6810: Survey Research Methods (3) (Spring)</td>
</tr>
</tbody>
</table>

**Supporting Program** Must total a minimum of 12 credits. Courses not listed here may be used with approval of Area director or designee. Supporting program must be approved by the Area faculty.

<table>
<thead>
<tr>
<th>Supporting Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>- PUBH 6717: Decision Analysis for Healthcare (2) (fall)</td>
</tr>
<tr>
<td>- PUBH 6862: Cost Effective Analysis in Health Care (3) (spring, even years)</td>
</tr>
<tr>
<td>- PUBH 8813: Measurement of Health-Related Social Factors (3) (spring, odd years)</td>
</tr>
<tr>
<td>- PUBH 6863: Understanding Healthcare Quality (2) (fall)</td>
</tr>
<tr>
<td>- PUBH 6803: Conducting a Systematic Literature Review (3) (spring)</td>
</tr>
</tbody>
</table>

**Total Credits** 88 (includes HSRP&A core, A of E core, supporting and required 24 thesis credits).

**Prelim Exams** Methods and the Clinical Outcomes exam, which is a 72 hour take home exam format.

**Clinical Outcomes Faculty** Beth Virnig, Mary Butler, Karen Kuntz, Nathan Shippee
The Sociology of Health and Illness 2018-19

The sociology of health and illness track emphasizes fundamental issues in medical sociology, such as social stratification, the social construction of health and illness, the organization of health care, interaction between individuals and health professionals and organizations, population dynamics and demographic forces. A supporting program in this field prepares students for research focused on how social structures, organizations and relationships shape the experience of health and illness. Students may instead choose a minor in sociology (Sociology department), or demography (Minnesota Population Center). Students will also learn about methods appropriate for analyses of social behavior. Examples of research topics in the Sociology of Health and Illness include: analysis of health disparities; social predictors of health care utilization and costs; analysis of social stress; and understanding variation in illness behavior.

Required Coursework

<table>
<thead>
<tr>
<th>AREA OF EMPHASIS REQUIRED CORE COURSEWORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theoretical Foundations (6 credits)</td>
</tr>
<tr>
<td>Example courses. Area faculty must approve of courses.</td>
</tr>
<tr>
<td>- PUBH 8805: Sociological Theory in HSR (3) Offered by cohort request</td>
</tr>
<tr>
<td>- SOC 8701: Sociological Theory (4) Offered periodically</td>
</tr>
<tr>
<td>- SOC 8731: Sociology of Knowledge (3) Offered periodically</td>
</tr>
<tr>
<td>- MGMT 8302: Seminar in Macro-Organization Behavior (4) offered periodically</td>
</tr>
<tr>
<td>- SOC 8211: Race Relations Theory (3) Offered periodically</td>
</tr>
</tbody>
</table>

SUPPORTING PROGRAM (Must total minimum of 12 credits) (Example courses listed; others may be approved by area faculty)

<table>
<thead>
<tr>
<th>Area of specialization (disparities, demography, social networks, family, etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supporting program must be approved by the Area faculty.</td>
</tr>
<tr>
<td>Minimum of 8 credits:</td>
</tr>
<tr>
<td>- SOC 8735: Sociology of Culture (3) Offered periodically</td>
</tr>
<tr>
<td>- SOC 8551: Life Course Inequality &amp; Health</td>
</tr>
<tr>
<td>- SOC 8390: Topics in Political Sociology (3) Offered periodically</td>
</tr>
<tr>
<td>- SOC 8101: Sociology of Law (3) Offered periodically</td>
</tr>
<tr>
<td>- SOC 8290: Topics in Social Stratification (3) Offered periodically</td>
</tr>
<tr>
<td>- SOC 8501: Sociology of the Family (3) Offered periodically</td>
</tr>
<tr>
<td>- IDSC 8721: Behavioral Decision Theory</td>
</tr>
<tr>
<td>- SOC 8311: Political Sociology</td>
</tr>
<tr>
<td>- Soc 8412: Social Network Analysis: Theory and Methods</td>
</tr>
</tbody>
</table>

Advanced Methodology4-6 credits:

| - PUBH 8813: Measurement of Health Related Social Factors (3) Spring, alternating years |
| - PUBH 6811: Health Disparities Research: Data, Measures, and Methods (2) (Offered periodically) |
| - PUBH 8804: Advanced Quantitative Methods Seminar (3) Spring, even years |
| - EPSY 5247 Qualitative Methods in Educational Psychology or Pol 8126 Qualitative Methods |
| - PUBH 6845: Using Demographic Data for Policy Analysis (3) Fall |
| - PSY 8881: Seminar in Quantitative and Psychological Measurement (1) Fall |
| - SOC 8412 Social Network Analysis: Theory and Methods |

TOTAL CREDITS 73 (includes core, A of E core, supporting, and required 24 thesis credits).

PRELIM EXAMS
Methods and Sociology exam, which is a paper with a sociological focus

SOCIOLOGY FACULTY
Kathleen Call, Jim Begun, Sarah Gollust, Rosalie Kane, Donna McAlpine, Todd Rockwood, Tetyana Shippee, Nathan Shippee, Rachel Hardeman, Tim Beebe
3.6 DOCTORAL SUPPORTING PROGRAM OR MINOR

Doctoral students are to complete either a supporting program or minor of at least 12 credits. A supporting program is required for all the Areas of Emphasis except Multidisciplinary Social Sciences, which also allows a minor. The supporting program or minor provides an opportunity to expand knowledge and skills as needed for the dissertation, and to build skills to achieve desired career goals. Supporting program course work is taken primarily in other Divisions in the School of Public Health and units throughout the University, such as the Carlson School of Management, the Departments of Economics, Statistics, Population Studies, Sociology, Political Science, Information and Decision Sciences, and Applied Economics. Minors are available in many academic departments outside of HPM. Most minors are very prescribed. The department where the minor resides also has to approve it. Students should contact the DGS Students in the Multidisciplinary Social Sciences Area of Emphasis who instead chose to minor should discuss this with the Multidisciplinary Social Sciences faculty and obtain approval PRIOR to taking classes for the minor to ensure that the minor fits your goals.

Approval for Supporting Program or Minor
The supporting program must be approved by the Area of Emphasis faculty. For most Areas of Emphasis, any faculty member associated with the Area can approve the supporting program, but some Areas may require that the lead faculty member approve the supporting program. Check with your Area of Emphasis faculty to determine which faculty member is appropriate for approving the supporting program. The student should submit to their A of E faculty, a selection of courses they would like included in the supporting program or minor. There is a form on the web and in the Appendix for the Area of Emphasis Supporting program that should be used. Students are advised to not take those courses until Area of Emphasis faculty have approved the supporting program or minor. When approved, the student should provide a signed copy of their supporting program or minor to the program coordinator (Maureen Andrew) to be retained in the student file.

Students in the Multidisciplinary Social Sciences Area of Emphasis must have their supporting program or minor approved by the full HSRP&A faculty. After the Area of Emphasis faculty has reviewed and given a preliminary approval of the proposed supporting program or minor, a formal proposal should be submitted to the HSRP&A program coordinator who will submit the proposal to the graduate faculty for review at their monthly Graduate Faculty meeting. Proposals are due at least one week before the meeting. The proposal should include your rationale for the chosen courses, and a list of all the course numbers, titles, number of credits, and if available, the grades earned.

Grading Requirement for PhD Supporting Program or Minor Courses
All course work in the PhD supporting program or minor must have a letter grade, A-F. Pass/Fail (S/N) is not acceptable.

3.7 RESEARCH APPRENTICESHIP

PhD students with active fellowship funding are expected to work 10 hours per week with a faculty member on a research project beginning the 2nd semester of the first year. It is recommended that all PhD students, regardless of funding status, participate in this apprenticeship work.

The goal of the apprenticeship expectation is to facilitate first-hand experience with research, provide opportunities for publishing and grant writing, and provide exposure to life in academia.

The research experience may occur either within a paid research assistantship (RA), or as a volunteer.

3.8 TEACHING REQUIREMENT

Doctoral students must obtain some training and experience in teaching during the course of their studies. There are three options available to satisfy this requirement:

1. Complete the Graduate School course, Grad 8101 – Teaching in Higher Education, taken for an A-F letter grade basis; OR

2. Teach a class while serving as a TA. Ideally the TA experience should be at a level that includes a variety of teaching elements such as helping with revisions to course and course syllabus, grading, opportunity to lecture
(which includes writing teaching and learning objectives and a method for evaluating successfully meeting these goals), leading a study session, keeping office hours for one-on-one help, etc. Engaging in only one of these elements would not qualify for the waiver. The TA will provide written documentation of the teaching experience gained; the faculty instructor must sign-off on this description and provide a brief evaluation for the student’s record. The student must provide their write-up and instructor’s comments to their advisor; OR

3. Demonstrate other teaching experience (at the undergraduate level at the minimum). This teaching experience must involve substantial responsibility for the course, design, lecturing and grading. Student must provide the course syllabus and a brief written explanation of their role in the course to their advisor.

The student and their advisor will determine which of these choices is most appropriate, and the advisor will certify fulfillment of the teaching requirement on the PhD Annual Progress Report. No additional faculty approval is required. However, advisors may consult with the DGS and/or the Graduate Faculty.

Some TA positions are available through HPM. Other TA positions can be found through the University’s Office of Human Resources at, [http://www1.umn.edu/ohr/employment/index.html](http://www1.umn.edu/ohr/employment/index.html)and the SPH Career Services at [www.sph.umn.edu/career](http://www.sph.umn.edu/career).

If the student proposes a different path to fulfilling the teaching requirement this must be brought forward to the Graduate Faculty.

### 3.9 AUTHORSHIP GUIDANCE FOR STUDENTS

The division strongly encourages our PhD students to publish during their doctoral program in addition to conducting their dissertation research. Our goal is that students will publish a minimum of three papers during the program, with one as first author. Conducting research and publishing the results is an important part of your academic development as a graduate student. Authorship on a research paper is often the primary way by which to acknowledge the contributions of individuals involved in a project, and as a graduate student, it can be a rewarding experience and achievement to see your name on a published manuscript for the first time. However, just being part of a research project does not imply that you will be an author.

One opportunity for publication is when students work with faculty on their research, whether paid or unpaid. Other opportunities may arise from a class project or student-initiated work under the supervision of an advisor. Because there are different standards and expectations across the many disciplines in the division, the school and the university, it is important that the student and faculty research advisor communicate prior to initiating any research activities. There is no a single set of rules or procedures that applies to all disciplines. Hence, students should have a discussion with their research advisor to understand the faculty member’s expectations for authorship and the student should express their desire for authorship. When roles and expectations change over the course of collaboration, the understanding concerning authorship should be discussed again and changed if necessary.

The International Committee of Medical Journal Editors (ICMJE) recommendations for defining authors and contributors (see:[www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html](http://www.icmje.org/recommendations/browse/roles-and-responsibilities/defining-the-role-of-authors-and-contributors.html)) should be used as a guide for the discussion between you and your research advisor. These recommendations are meant to start a conversation, as they are clearly open for different levels of interpretation.

The ICMJE recommends basing authorship on four criteria. All four of the following criteria must be met to warrant authorship.

1. Substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data for the work.
2. Drafting the work or revising it critically for important intellectual content.
3. Final approval of the version to be published.
4. Agreement to be accountable for all aspects of the work in ensuring the questions related to the accuracy or integrity of any part of the work are appropriately investigated and resolved.

Begin a conversion with your research advisor by expressing your interest in being an author on one (or more) of the papers that result from the research project. Expect to be given extra work (perhaps outside the scope of your paid work on the project) that will prepare you to make a substantial contribution. This could involve reading the grant proposal to better understand the motivation, underlying theory, and methodological approach, or it could involve reading additional papers from the field that provide relevant context. Students should try to identify their own project that could be carved out from the main research for which they could take the lead under the supervision of an advisor.
3.10 EXAMS AND TIMELINES FOR THE PHD PROGRAM

Doctoral students are required to complete and pass preliminary written and oral exams, and a final oral examination. The written preliminary examinations are designed to cover areas of study in a comprehensive, integrative manner, rather than focusing on specific courses. Written exams may draw from information available in the larger body of literature, and extend beyond standard texts. Each examination will indicate the format of the exam: research paper, in classroom, or take home. The oral preliminary exam is the oral defense of the research proposal. Students first identify their dissertation topic and oral preliminary exam committee members, and begin preliminary research for the dissertation. The preliminary oral exam provides an opportunity for the student to formally present his or her research idea, data sources and planned methodology before embarking full time on their research. The committee provides feedback to help guide the student in the full time research and writing phase of the dissertation. The final oral exam is the final defense of the dissertation which is done after finishing all the research and writing.

Preliminary Written Examinations
PhD students must complete and pass a written preliminary exam. The purpose of the written prelim is to evaluate the student’s comprehensive knowledge of the subject matter. The HSRP&A written preliminary exam is split into two different subject areas, except for the health economics Area of Emphasis which also requires a third exam. All students take the exam in research methods, the other will be in the student’s Area of Emphasis. Students in the Health Economics A of E also take a choice of the Microeconomics Exam in the Applied Economics department, or Economics for Minors exam in the Economics Department. All written prelim exams must be completed and passed by the deadline of August 31 of the 3rd year.

Course Prerequisites to Prepare for the Written Preliminary Exam
Some Areas of Emphasis require specific coursework as a prerequisite BEFORE taking a written prelim exam. The Areas that currently require specific coursework prerequisites are health policy, health economics, and methods.

- **Health Policy Exam Requirements**
  PubH 6724, Public Health and the US Health Care System (3 cr) OR PubH 6556: Health and Health Systems
  PubH 8801, Health Policy Analysis: Theory (3cr)
  PubH 8802, Applications in Health Services Policy (2cr)

- **Health Economics Exam Requirements**
  Calculus and micro-economics
  APEC 8211-12 OR PubH 7401-2
  PubH 8821, Health Economics II (3cr)
  --And choice of one of the following sequences--
  APEC 8001-2-3-4, Microeconomic Analysis (8cr) (RECOMMENDED) OR
  ECON 8001-2-3-4, Microeconomics Analysis (8cr) OR
  ECON 8101-2-3-4, Microeconomic Theory (8cr)

- **Methods Exam Requirements**
  Students take the research methods exam after completion of PubH 8810 Research Methods in Healthcare I (fall, year 1), and PubH 8811, Research Methods in Healthcare II (fall year 2).
  Students arrange the date for the methods exam with the faculty instructors for both PubH 8810 and PubH 8811.

  *These courses are subject to change.*

Students should consult with their Area of Emphasis faculty well in advance of writing the prelim to ensure they are adequately prepared for the exam. It is the student’s role to initiate scheduling the exam. Students should contact the Area of Emphasis lead faculty member to voice interest in taking the written preliminary exam.
Timeframe for Completion of the Written Preliminary Exams
All the written preliminary exams must be completed before the end of summer (August 31), of the third year. This includes re-takes of failed exams. Students who delay taking the exams will not be permitted to re-take a failed exam if the 3 year timeline requirement has been exceeded. To ensure that students meet this timeline, preliminary written examinations should be started as soon as it is feasible in the second year. Preparing for written prelims and possible re-takes of failed exams is essential in order to meet the timeline. Failure to meet this timeframe will result in termination from the program. In cases of extenuating circumstances, students may submit an appeal to request additional time for completion of the written prelim exam.

A "completed" exam is defined as having been written by the student and submitted to the examining committee by the due date.

Written Preliminary Exams May be Taken Twice.
If a written preliminary exam in methods or in any Area of Emphasis is failed, the exam committee will determine the timeframe of the make-up exam. The make-up exam is subject to the same timeline requirement for written prelim exams, e.g. by August 31 of the third year. Failing two methods prelim exams or failing any two Area of Emphasis prelim exams (even if exams are in two different Areas of Emphasis) will result in termination from the program.

Written Preliminary Exam Availability
ALL STUDENTS TAKE TWO WRITTEN PRELIMINARY EXAMS, (except health economics students who also take a third exam (see below).

1) Methods exam
2) The Area of Emphasis exam

NOTE: The Economics Area of Emphasis also requires students to take EITHER the Microeconomics Exam in the Applied Economics department, OR the Economics Department Exam for Minors in addition to the Area of Emphasis exam. The microeconomics exam may be taken as many times as necessary until it is passed, but it must be passed within the same three year timetable as the written prelim exams, (e.g. by August 31 of the third year). The Applied Economics and Economics Departments determine when the exam is offered. Students should contact either the Applied Economics or Economics departments for the availability.

When the written preliminary exams are offered:

- Methods Exam: is offered in the spring semester, usually January or February, at the request of the students in the research methods course, PubH 8811, or on an individual basis to be scheduled with the Examining Committee. 72 hour take home exam format.
- Health Economics exam: is offered in August. It is a 5 hour classroom-format exam.
- The other Area of Emphasis exams are offered on an individual basis by request. Students should contact the faculty of their chosen Area of Emphasis to schedule the exam.

The examining committees have a three week deadline to notify the student of the exam results. The notification will be in writing.

Format of the Preliminary Written Exams

- Methods: 72 hour take home, open book exam
- Clinical Outcomes: 72 hour take home, open book exam
- Decision Science: 5 hour in-classroom format
- Health Economics: 5 hour in-classroom format
- Health Policy: A student designed research paper usually completed over several weeks
- Medical Sociology: A student designed research paper, usually completed over several weeks.

Preliminary Written Exam Report
After passing both written preliminary exams, (or the 3 exams required for health economics), the program coordinator will notify the Graduate School by submitting an on-line form to record the results of your written prelims. The written
prelim exam must be recorded with the Graduate School for students to be authorized to take the prelim oral (oral defense of the dissertation topic).

**Preliminary Oral Examination**

The preliminary oral examination is the student’s oral defense of their dissertation topic. It is completed after completing all the coursework, (core, Area of Emphasis, supporting program/minor courses, and teaching experience), and the written preliminary exams, but prior to beginning the writing on the dissertation. The student assembles an examining committee to whom the student presents his/her thesis proposal. The purpose of the preliminary oral exam is to confirm that student is ready to begin work on the dissertation. The Graduate School requires that students submit an on-line form to formally schedule the preliminary oral at least one week in advance of taking the exam. The on-line Preliminary Exam Scheduling Form is available for this purpose at: [www.grad.umn.edu](http://www.grad.umn.edu). The student should also contact the coordinator to reserve a room for the oral prelim exam.

**Timeframe for Completion of the Preliminary Oral Exam**

The preliminary oral exam should be scheduled as soon as possible after passing the written prelims, and passed absolutely no later than December 30 of the fifth year. Failure to meet this timeframe will result in termination from the program. In cases of extenuating circumstances, students may submit a request for additional time for completion of the oral prelim exam.

Students should be certain to allow adequate time to organize the preliminary oral exam which can take weeks or months to arrange.

**Timeframe for Completion of the Doctoral Degree**

Beginning January, 2013, PhD students must complete their dissertation and all other degree requirements within a maximum of eight years from being admitted to the program. Students admitted prior to January, 2013, have 5 years following the passing of the prelim oral exam to graduate. The maximum timeframe includes periods of non-enrollment which are periods without registration for classes or thesis credits, such as on a leave of Absence, or when registered for active student status: Grad 999. Grad 999 active status is considered not enrolled.

To maintain “active” student status, students must register each fall and spring semester. Summer registration is not required. Failure to register each fall and spring semester will cause the student’s status to revert to “inactive.” Inactive status requires readmission. Eligible registration includes classes, pre-thesis credits PubH 8666, thesis credits PubH 8888, one-credit-equal to full time, PubH 8444, and free, active student place holder, Grad 0999.

### 3.11 TIME EXTENSION REQUESTS

Doctoral students concerned that they will not be able to meet the timeframe requirements of the preliminary written and oral preliminary exams, or final oral exam, may submit a request for additional time to complete the exam. Extensions are justified only in cases of extenuating circumstances, and situations beyond the student’s control. Examples of extenuating circumstances are changing an Area of Emphasis, pregnancy, illness, hospitalization, physical injury, family emergency, or other life-altering circumstances. Poor time management, job conflicts, not knowing when exams are offered, etc. are NOT extenuating circumstances. Extension requests should be submitted two to three months BEFORE the due date. Time extensions are counted toward the 8 year maximum timeframe for completing a PhD degree.

Students should discuss the extension request with their advisor to obtain their support. The advisor makes the request for the extension on the student’s behalf.

- Provide a written memorandum to your advisor that explains the reasons for the delay in completing the exam, and a target due that you will finish.
- Your advisor writes a letter of support of support to the DGS that includes a timeline for completion of the various steps that will enable you to complete the exam by a specific date.

If the requested extension is 6 months or less, the DGS will make the decision whether to approve or deny the request. If the requested new due date is more than 6 months, OR if it is a second request from the same
student, the request will be discussed and decided by the entire graduate faculty at one of their monthly faculty meetings. The graduate faculty meet the 2nd Friday of each month.

Students granted an extension from the HSRP&A program for their final oral defense are also required to submit a Request for Extension to the Graduate School.

3.12 THESIS CREDITS: TYPES AND PURPOSES

Doctoral students are required to complete 24 thesis credits.

**PubH 8888, Doctoral Thesis Credits.** 24 thesis credits are required for the PhD degree. Up to 12 thesis credits can be completed after passing the methods preliminary exam, and before passing the prelim oral exam. To qualify for early thesis registration, the student should be "research ready." "Research ready" requires that the student have a thesis advisor, and that some work has begun to identify a research topic. Permission from the student's thesis advisor is required. The remaining 12 thesis credits can be completed only after passing the preliminary oral exam (also known as defense of the thesis topic).

Contact the PhD program coordinator, Maureen Andrew, for the form to request thesis credit registration. Students will be unable to register for thesis credits, PUBH 8888, on their own. The coordinator will submit your request for thesis credit registration to the SPH registrar who will register you.

A form to request thesis credit registration is on the HSRP&A webpage: [http://www.sph.umn.edu/programs/hsrppaphd/hsrpphdresources/](http://www.sph.umn.edu/programs/hsrppaphd/hsrpphdresources/) and in the appendix.

Other Doctoral Thesis Credit Options

**PubH 8666, Doctoral Pre-Thesis Credits** may be used by PhD students to maintain full time student status who have completed all their coursework, but have not passed the preliminary oral exam. These students may not be "research ready" thus are ineligible for early thesis credits, or have completed 12 early thesis credits, but have not passed the oral prelim exam. Students are limited to 6 credits of PubH 8666 for any fall, spring or summer term. This applies to all students without regard to when they entered the program. Students admitted fall 2007 and after are limited to a cumulative maximum of 24 pre-thesis credits. Students admitted prior to fall, 2007 may accumulate a maximum of 60 credits of PubH 8666. 6 or more pre-thesis credits are considered full time.

**PubH 8444, Advanced Doctoral Thesis Credits.** This is for students who have completed all 24 thesis credits, but are still working on the dissertation. PubH 8444 is a special status, whereby only one credit of registration is equivalent to full time, and qualifies for benefits of full time enrollment. Students registered for PubH 8444 may have a graduate assistantship, student loan deferments, dissertation grant, and continuation of International student visas.

3.13 THESIS ADVISOR, COMMITTEES AND ORAL EXAM PROCESSES

**Thesis Advisor**

Students are encouraged to seek out a thesis advisor when considering a topic for their thesis. In some cases, the academic advisor may be the best qualified to serve in this role. The thesis advisor is the primary consultant to the student during the phase of conducting research and writing the dissertation. The thesis advisor may chair the preliminary oral exam, but is not eligible to chair the final oral exam committee. Students having difficulty identifying a thesis advisor should ask their academic advisor or Area of Emphasis faculty for assistance. Students who change advisors must first confirm that the new advisor agrees to serve in that role. Once the new advisor has been confirmed, the change of advisor must be formally declared and entered into the system. Inform the PhD coordinator, Maureen Andrew of your change of advisor, and she will record the new advisor in the system to make the change official.

**Preliminary and Final Oral Exam Committees**

HSRP&A examining committees are composed of a minimum of four faculty members: three with graduate education faculty appointments within the HSRP&A program (major field), and one member with a graduate education faculty
appointment outside the HSRP&A program. The outside member must be fully external to HSRP&A, without any appointment that includes HSRP&A. Students may have more than four members on their committee, and in some cases, a larger committee can ensure access to broader expertise that may benefit the thesis.

The faculty committee members should be selected based on their individual and collective substantive or methodological contributions to the student’s dissertation research. It is the student’s responsibility to confirm that each committee member is eligible to serve on the committee according to University Graduate education rules, (e.g. have the appropriate graduate education faculty appointment or be an approved external member), and that they are willing to serve.

The dissertation advisor plays the greatest role in guiding the student through the various phases of their dissertation research. The advisor provides guidance as the student selects a topic and refines the research question(s); works with the student to formulate their dissertation committee; reviews all drafts of the dissertation proposal and helps determine when it is developed enough to involve other committee members in the review and refinement process; and, works with the student and other committee members to determine whether the proposal meets the criterion outlined above and is ready for defense.

The chair of the oral examining committee leads and moderates the formal oral exam after the student defends the dissertation topic (prelim oral), and thesis (final defense). These meetings include questioning the student and discussing and grading the student’s defense. The chair is also responsible for ensuring the committee members sign-off on the required grading forms; the Preliminary Oral Exam Report and the Doctoral Final Oral Exam Report, which are the mechanisms to inform the Graduate School of passing or failing the oral exams.

For the preliminary oral exam (proposal defense), the student’s academic or dissertation advisor can serve as chair of the committee. The advisor may not serve as chair at the final dissertation oral defense.

Eligibility for Oral Exam Committee Membership

Committee members must have eligible Graduate Education Faculty appointments. (Consult the Graduate Faculty roster on the Graduate School webpage at: www.grad.umn.edu). In some cases, a student may include a committee member that does not have a Graduate Education faculty appointment, such as someone from elsewhere at the University, a company, organization, or other institution. The external member should have particular knowledge and expertise in the dissertation topic. There is an additional process required to request that an external member be included on the committee.

The Graduate Education levels of appointment eligible to serve on student examining committees are: Senior Member, Affiliate Senior Member, Member/Advising, Affiliate member/Advising, Member, and Affiliate Member. The level of appointment determines the role the committee member may have on the committee. Only faculty with appointment levels of Senior Member and Affiliate Senior member are permitted to chair examining committees. A list of HSRP&A Graduate Education faculty and their levels of appointment is found in this guidebook.

Always contact each faculty member that you are considering for your committee to make sure they are willing to serve.

Including an External Committee Member

Students may include a member on their committee from elsewhere at the University or an organization outside of the University who holds expertise that is relevant to student research. To request having an external member on the committee, the student should send a written request via email, to the DGS via the HSRP&A coordinator, Maureen Andrew, andre031@umn.edu asking to include the person on the committee and the reason why that individual should be in the committee. Attach that individual’s CV or resume. The individual is vetted to ensure that he or she holds a doctorate or other equivalent degree in a relevant field, and that their background and experience is compatible with the student’s dissertation topic. The DGS makes the final decision. When the external member is approved to serve on the examining committee, a University ID number will be assigned to the external member and provided to the student. The student will need the ID number to assign external members to their committee. A substantial advance notice is recommended in the event the request is denied.

Assigning Your Oral Prelim and Final Defense Exam Committees

Once the committee has been identified and all members have agreed to serve, the student needs to notify the Graduate School. On the Graduate School webpage are on-line forms used to notify the Graduate School of the committee members for each oral exam.

(http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctrinalcompletion_appa.pdf)
The form for the prelim oral exam is called “Assign/Update Doctoral Preliminary Examining Committee.” The form for the final oral defense committee is called “Assign/Update Final Oral Examining Committee.” Enter your committee member’s names. Faculty with Graduate Education faculty appointments will already be in the system, and no additional information besides their names will be needed to assign them to your committee. To assign an external member, their University ID number will also have to be entered. (If you followed the process above to request an external member, a University ID number will have been created and given to you for the purpose of assigning an external committee member).

**Changes to the Preliminary Oral and Final Defense Examining Committee**

To change the composition of a previously approved committee, send an email request to the DGS via the program and coordinator, Maureen Andrew, requesting a committee change. Include the justification for the change. If the new committee member already has a Graduate Education faculty appointment, it is not necessary to attach a CV. If the new committee member does not have a Graduate faculty appointment, follow the procedure in the Including an External Committee Member, above. The DGS makes the final decision regarding committee changes. Once the DGS has approved the change, go the Graduate School webpage to the on-line form called “Assign/Update Preliminary Oral Examining Committee” or “Assign/Update Final Oral Examining Committee at:

http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appa.pdf

**Examination Process for the Oral Prelim and Final Oral Defense**

The preliminary oral examination and final oral exam is administered by the student’s examination committee. It is the student’s responsibility to schedule the examination with the committee. When a time and date have been agreed to, the student needs to find a room in which to have the exam. Contact the HSRP&A major program coordinator, Maureen Andrew, to reserve a room. Both oral exams must also be scheduled with the Graduate School at least one week before the examination. An on-line scheduling form is available on the Graduate School website at: http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appa.pdf. When the Preliminary and Final Oral Exams have been scheduled with the Graduate School, they will send the grading form called the “Doctoral Preliminary Oral Exam Report” and “Doctoral Final Oral Exam Report” to your committee chair who will collect the committee member’s signatures following the preliminary oral and final oral exams. For complete guidelines for the oral preliminary exam, see section 10.15, Dissertation Proposal and Final Defense Guidelines.

**Emergency Committee Changes for Oral Exams**

The PhD in HSRP&A program policy calls for a minimum of 4 committee members, (3 internal, e.g. with Graduate Education faculty appointments in the major of HSRP&A, and 1 external, e.g. not having an appointment in the HSRP&A major). This the absolute minimum number of members permitted, per Graduate School policy. If a committee member informs the student at the last minute that he or she cannot attend the oral exam, the exam may still proceed under these two circumstances:

1) Students with a larger committee of 5 or more members may be permitted to proceed with the oral exam as long as the composition of the committee meets the Graduate School minimum membership requirements of 4 members; 3 ‘internal’ members and 1 ‘external’ member. On the Oral Exam form, cross off the name of the member unable to participate and write-in the new member. After the oral exam, reassign the committee with the new member on the Grad School website.

2) If a substitute committee member can be found that conforms with the required composition of the committee (3 internal, 1 external), you may proceed. After the oral exam, reassign the committee to include the new member on the Graduate School website.

If a substitute cannot be found to ensure the required composition of the committee, the exam CANNOT proceed and has to be rescheduled.

**Remote Participation on Examining Committees**

Remote participation by committee members or the student on the preliminary and final oral examining committee is permitted if the following required conditions are met:

- All members of the examining committee and the student must agree to the remote participation
- The DGS must approve the request to allow remote participation
- All participants must be able to hear clearly at all times
- All versions of visual or text materials (slides, videos, handouts), must be available to all participants
- Integrity of the exam process must be guaranteed by some form of proctoring if the candidate is not physically present on the University campus or if no other committee member is physically present with the candidate.
- Provisions must be made for secret balloting during the votes by examiners and for signing the Oral Examination Report
• For doctoral final oral exams, arrangements must be made for public presentation by video link, with opportunities for question and answer from audience.

• The chair of the examining committee must recess the exam immediately if any technical problems interfere with the proceedings for more than a few moments.

• All participants must be notified ahead of time of the options for recession the examination.

• The chair of the examining committee must guarantee the all the above conditions have been satisfied.

Cancellation or Recessing of the Oral Preliminary or Final Exam
If the preliminary or final oral exam cannot be held on the scheduled date, the Graduate School (via Graduate Student Services and Progress (GSSP) must be notified, and the Preliminary or Final Oral Exam report must be returned to the GSSP office in 333 Bruininks Hall. The student must reschedule the exam at least one week in advance of the oral exam. A new Preliminary or Final Oral Exam Report will be issued.

On rare occasions, the examining committee may conclude that the oral preliminary or final exam should be recessed before determining whether the student has passed, but to be reconvened at a later date. Guidelines for dealing with this situation are sent to the chair of the committee along with the Preliminary or Final Oral Exam Report.

A recess of the Preliminary Oral Exam requires that the chair send a letter to the vice provost and dean of Graduate Education explaining the reasons for the recess and noting the date that the committee will reconvene. If the recess will be more than one week, the Preliminary Oral Exam Report must be returned to GSSP. The student must reschedule the Preliminary Oral Exam at least one week prior to the reconvening date.

In the case of the final oral exam, Graduate Student Services and Progress (GSSP) need not be notified until after the fact of informal recesses up to one week. In the case of a longer recess, the committee must inform the student in writing the reason for the recess including any deficiencies noted in the defense or dissertation, and must indicate when they will reconvene the exam. A copy of this letter must be sent to Graduate Education Student Services along with the unsigned Final Oral Exam Report. When a date has been decided for the committee and student to reconvene, the student must reschedule the Final Oral Exam with the Graduate School, using the on-line scheduling form at least one week prior to reconvening.

Grading Categories for the Oral Preliminary Exam
The oral preliminary exam grades are recorded on the Preliminary Oral Exam Report. Each committee member signs the report indicating their grade. The categories of results are: Pass, Pass with Reservations, or Fail. The exam is considered a “pass” if 3 of the 4 members grade the student “pass” or “pass with reservations.” If one committee member indicates a fail, it is still a pass as long as 3 members vote to Pass or Pass with Reservations. For larger committees, a similar concept applies. On a 5 member committee, votes must be 4-1; 4 Pass, no more than 1 vote a fail. On a six member committee, a minimum of 4-2; 4 Pass, 2 fail, on a seven member committee, 5-2; five voting to pass, 2 fail.

Passing the Preliminary Oral Exam with Reservations
Students who pass the preliminary oral exam “with reservations” will have the opportunity to integrate feedback from their committee into their dissertation work. A vote of Passing with Reservations is determined by the same proportion of votes as described above, to determine a pass or fail. During the discussion with the committee members following the preliminary oral exam, the student will be informed of the reservations, but the committee is permitted one week in which to convey the specific reservations in writing to the student, and the steps that must be taken to remove them. The chair of the examining committee will send a copy of this letter to the Graduate School along with the signed Oral Preliminary Exam Report. When the student has satisfied the requirements, the chair will inform the Graduate School in writing that the reservations have been removed. The reservations must be removed prior to the final oral defense.

If the committee members disagree on whether the reservations have been satisfactorily removed, the chair asks for another vote, the results of which are in the same proportion as the original vote. If the student is unable to satisfy the requisite number of committee members, he or she may lose doctoral candidacy, and graduate student status may be terminated.
Final Oral Examination-Defending the Thesis
To be eligible for the final oral examination, students must have completed the writing of their dissertation, and fulfilled all the other requirements of the program e.g. had their supporting program or minor approved, fulfilled the teaching requirement and completed all required coursework, including satisfying all incomplete coursework, and must have passed both the preliminary written and oral examinations. The final oral examination covers the candidate's thesis.

The final oral examination committee conducts the examination after the thesis has been certified by the readers as ready for defense. It will not exceed three hours. Students must schedule the final defense exam with their committee members. When a date and time have been agreed to, contact the program coordinator, Maureen Andrew, to reserve a room. When a location has been determined, the student must schedule the examination with Graduate School at least one week in advance, via a web-based Doctoral Final Defense Scheduling Form at this website: http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appa.pdf. The examination format will be a public seminar to which the relevant scholarly community is invited to hear the presentation of the thesis by the candidate for the first hour. After one hour the audience is excused and the committee members meet privately with the student. For a complete description of the process, see the Dissertation Proposal and Final Oral Defense Guidelines in this Guidebook in section 10.12.

Grading Categories for the Final Oral Exam
The final oral defense is graded as either “Pass” or “Fail.” Candidates must receive unanimous “Pass” votes with no more than one dissenting member to qualify as a “Pass.” If the student has clearly passed or failed the defense and all committee members have signed the Final Oral Exam Report form, it must be returned to the Graduate School no later than the first working day following the defense.

If any revisions are required, the advisor is responsible for ensuring the inclusion of any appropriate modifications and required revision. The Final Oral Examination Report should NOT be signed and submitted to the Graduate School until all revisions have been made. If the form is held for more than one week, a letter must be sent to the Graduate School stating that the form is being held pending required revisions.

Once the Final Oral Exam Report has been returned to the Graduate School indicating that the student has either passed of failed, a hold will be placed on the student's record to prevent further registration. If the advisor indicates that the student needs additional time to make revisions, the student will be allowed to register for one additional semester. Once the thesis has been submitted, no further registration is allowed unless the student has been admitted to professional development or a different major field.

Graduating with the PhD
Instructions for graduation requirements, including applying for the degree and submission of the doctoral thesis, is in the Graduation Packet. Students should request the Graduation Packet from the Graduate School website after passing the preliminary oral exam, and assigning their final PhD defense committee, up to two terms before the expected final oral defense.

Commencement
The School of Public Health commencement is once per year in mid-May. Every spring semester the SPH will post announcements about commencement inviting students to sign up to participate. Commencement is ceremonial and actual graduation is not a requirement. Students who expect to graduate by the end of summer are invited to “walk” in commencement.

3.14 DOCTORAL STUDENT WORK-IN-PROGRESS SEMINAR REQUIREMENT
Beginning 2014, doctoral students are required to give a work-in-progress seminar that is subsequent to the proposal defense, but far enough in advance of the final defense to allow time to incorporate feedback into the dissertation. The scheduling should be such that the student's advisor (or designated committee member) could attend the seminar. Prior to the seminar the student should meet with their advisor and go through the slides together. As a reminder it is suggested the students include a slide in the beginning of the presentation that state the following: 1) This is a work in progress (not a job talk), 2) this work is based largely on [fill-in] discipline, 3) feedback from faculty is greatly appreciated. Exceptions for this would be granted based on practical considerations. (Note: the venue for this would be the Wednesday seminar series, with potential seminar days added during the summer or other days of the week.)
3.15 DISSERTATION PROPOSAL AND FINAL ORAL DEFENSE GUIDELINES

Proposal Defense

Purpose of the dissertation proposal defense

The dissertation proposal defense (as opposed to the defense of the dissertation itself) serves as the preliminary oral examination. In theory, the dissertation committee members could ask about any topic related to the student's educational program, but in the HSRP&A program, the dissertation proposal defense has evolved into a process for vetting the dissertation, rather than a broader examination.

The purpose of the dissertation proposal defense is for the dissertation committee to evaluate a dissertation topic chosen by the student in consultation with his or her advisor and other committee members. The formal proposal defense represents a rare opportunity for students to have all committee members present, focused on their research and, therefore, take advantage of this chance to converse about their ideas.

For students who are obtaining an official minor their dissertation topic must relate to their minor field and have at least one faculty member from the minor field on the committee.

Format of Dissertation Proposal

The proposal should follow the same outline as any research proposal and thus should cover the following material:

1. Statement of purpose. Describe hypotheses to be tested (if applicable) or specific aims.
2. Background, significance, and contribution. The study should be grounded in a policy, practice, or theoretical context. There should be some indication of how the findings might be used, for example, to make management or policy decisions, or how study findings will make a theoretical contribution. The proposal should demonstrate the study’s significance and demonstrate its contributions in policy, practice, or theory.
3. Literature review. A thorough literature review that explains what is known about the topic, what is important but unknown, and exactly what gaps the dissertation will fill. This does not rule out a dissertation that examines hypotheses tested in previous research, but in that case, this section should explain the advantages of the proposed test over previous tests. This section might also address methodological issues, for example, how a technique used elsewhere will be employed here in a creative way.
4. A clear exposition of the theory relevant to the topic, including a conceptual model. The exposition of the theory should take into account theoretical foundations in related literatures.
5. A clear exposition of the methodology used in the data collection and analysis.
6. For empirical dissertations, a description of the data that will be used in the dissertation, including a clear exposition of the way in which theoretical constructs are actually measured, or “operationalized” in the data. Ideally, the student would prepare a table showing the source of each major dependent and independent variable and its form. The student also should provide evidence that the key variables in the analysis are empirically useful (have adequate sample size and variance, few missing values, etc.). For projects involving primary data collection, the student should describe how the data will be collected. For secondary analyses, the student should describe the current state of the data and how it can be used for the proposed analysis.
7. For empirical dissertations, an analysis plan should anticipate and address estimation problems that are likely to be encountered in the analysis. There should be an analysis plan for each research question or hypothesis.

Evaluation Criteria

The dissertation committee can approve, approve with reservations, or not approve the proposal. Approval should be based on the following criteria:

1. The topic is interesting and important enough to warrant expenditure of the student's time and effort to write a dissertation on it. There are several sub-dimensions to this criterion.
   a. The topic is original enough to represent a substantial contribution to the literature.
   b. The topic would be considered important by experts in the general area addressed by the dissertation. One test of this concept would be that a paper on this topic would have a good chance of being published in a reputable journal.
   c. The topic fits well with the student’s research interests.
d. The topic will serve the student well in the short-run (possible dissertation grant funding, placement in first post-doctoral job, and publications) and the longer term (providing a foundation for the students initial reputation in the field and possible continued research for the first few years of their career – particularly if they are seeking academic employment).

2. There are no fatal flaws in the research design, data availability, or analysis plan to the extent that can be assessed by the faculty at the time of the proposal defense.

3. The proposal theory (if applicable) is consistent with and reflects the theoretical literature from which it is derived.

4. The student is prepared academically (e.g., coursework and methods) and financially (e.g., arrangements to acquire expensive data) to complete the dissertation.

The approval process is not foolproof, and passing the dissertation proposal defense does not guarantee successful completion of the dissertation. However, the possibility of undesirable outcomes can be minimized by a detailed proposal.

**Format of the Preliminary Oral Exam/Dissertation Proposal Defense**

1. The proposal defense is conducted privately with only the student and committee members present.

2. The proposal defense should take 1-2 hours (2 hour maximum).

3. The committee chair oversees the defense and keeps the process on track (advisors can chair the preliminary oral defense).

4. Student gives a 20-30 minute presentation of their proposal, addressing the components in the written proposal.

5. After the presentation, the committee members will ask questions about the proposal.

6. Student is excused from the room.

7. Prior to any discussion about the defense, the committee votes by secret, written ballot.

8. Following the first vote, the defense is discussed by the committee members, and a second secret, written vote is taken.

9. Each of the committee members will sign the Doctoral Preliminary Exam form, indicating pass, pass with reservations, or fail. Unanimous vote or a 4 to 1 vote is required to pass. Pass with reservations constitutes a passing vote.

10. If the student gets a pass with reservations, he/she will be informed immediately. The chair of the committee has one week to inform the student in writing, specifics of the reservations, and steps that must be taken to remove them.

11. Student returns the signed Oral Prelim Examining Form to the Graduate School, and if reservations, the chair of the committee also sends a letter to the Graduate School. The student must remove the reservation to proceed.

NOTE: In the rare event that the dissertation research is significantly revised/altered after passing the proposal defense, a formal defense before the full committee is required. Significant changes should be weighed between the advisor and student, and may have implications for the choice of advisor and committee members. Results of the revised proposal defense and committee composition must be filed with the Program Chair/DGS.

**Faculty Roles and Obligations**

HSRP&A dissertation committees are composed of a minimum of four faculty members: three with Graduate faculty appointments within the HSRP&A program (major field) and, two with Graduate faculty appointments outside the HSRP&A program (minor or related fields), with preference for outside committee members without a dual appointment in HSRP&A. These four faculty members are selected based on their individual and collective substantive or methodological contributions to the student’s dissertation research.

The dissertation advisor plays the greatest role in guiding the student through the various phases of their dissertation research. The advisor provides guidance as the student selects a topic and refines the research question(s); works with the student to formulate their dissertation committee; reviews all drafts of the dissertation proposal and helps determine
when it is developed enough to involve other committee members in the review and refinement process; and, works with the student and other committee members to determine whether the proposal meets the criterion outlined above and is ready for defense. Timely feedback within a two to three week period from the advisor and committee members is essential to student’s success.

The dissertation chair runs and moderates the formal oral defense meetings. For the prelim oral defense, the student’s dissertation advisor can serve as chair of the committee. According to Graduate School rules, the dissertation advisor may not serve as chair at the final dissertation oral defense. Typically another faculty member with a Graduate School appointment within HSRP&A chairs the final oral defense.

The advisor again plays a key role working with the student and coordinating with other committee members through the production of the dissertation and in preparing for the final oral dissertation defense.

**Dissertation Defense**

**Purpose of the final dissertation oral defense**

According to Graduate School rules doctoral students are required to successfully defend their thesis in a final oral seminar and examination. The seminar can only be scheduled after the dissertation committee has judged the thesis ready for defense. The first half of the meeting is public and the second half involves only the formal dissertation committee. This is an opportunity for the PhD candidate to formally share their research with, and defend their ideas and approach to an invited scholarly audience of peers and faculty. The final oral defense is an inappropriate venue for non-scholarly individuals such as family and friends.

**Format of the final dissertation oral defense**

1. On average the defense should take 2 hours to complete (it is not to exceed 3 hours).
2. The candidate provides a 40 minute presentation on their work. Questions during the presentation are confined to clarifying questions.
3. After the candidate’s formal seminar presentation, there will be 20 minutes of questions from the audience. Committee members will refrain from asking questions during this time unless it is a follow up question.
4. After 1 hour, the audience is dismissed and the committee members have a closed meeting with the candidate and ask questions and comment on the thesis. The examination is limited to the candidate’s thesis subject and relevant areas.
5. Once committee questioning is complete, the candidate is dismissed and a secret written ballot is taken before the examination is discussed amongst committee members (the vote is limited to either pass or fail).
6. Following the discussion, a second and final vote is taken. To be recommended for the award of the doctoral degree, candidates must receive a vote with no more than one dissenting member of the total examining committee.
7. The committee sets up a plan for thesis revisions (if any) and the thesis advisor is responsible for ensuring that the final dissertation draft includes these revisions.
8. The Chair is responsible for applying the rules and keeping the defense on schedule.

**3.16 DISSERTATION FORMAT AND FINAL ORAL DEFENSE**

The dissertation can take two possible forms: three papers or a traditional monograph. With either format, the committee should assess whether the dissertation research would lead to one or more publishable papers if carried out successfully. The format of the dissertation must be discussed and agreed upon at the oral proposal defense.

Publishability is desirable and recommended to help launch the candidate’s research program either on the way to completing the degree or immediately after. However, the papers need not be published to be viewed as acceptable for defense. Furthermore, papers published before final defense are not necessarily considered acceptable for the dissertation. The decision about what is acceptable for the defense lies with the committee, not with the discretion of peer-review referees and editors.

While page constraints for peer-review publications may limit the level of detail included in the literature reviews, descriptions of the data, methods and statistical results, these materials must be included in the three-paper dissertation. There are several ways this can be handled:

- The three papers can be prefaced with lengthier background/significance, literature review, and methods sections than would be allowed in a journal submission.
If the three papers are linked, the set could be prefaced with a single background/significance, literature review, methods section and brief connective sections could be written with detail related to each paper. A lengthier version of each paper can be included that provides the necessary details concerning background and methods. Each paper can have an accompanying appendix that provides these details. Linkages to the appendix can be included in the text of an otherwise publishable-length paper.

If the three-paper format is selected, the candidates must provide a summary of the approach they will take to integrate the papers into a dissertation and for providing comprehensive background and methods information in the preliminary proposal; and the committee must discuss and agree upon the format during the oral proposal defense. At this time, it is also recommended that the committee discuss expectations for communicating about the submission of papers or chapters for publication en route to completing the dissertation. The dissertation is the candidate’s independent research; candidate’s decisions about co-authorships with committee members are dependent upon their level of contribution.

Regardless of the option selected above for providing additional information, the three-paper dissertation must include a concluding section for the dissertation that summarizes the papers, describes the strengths and limitations of the three papers, the implication of the paper’s findings for policy or practice, and directions for future research. This overview paper is consistent with the content of the final chapter of the monograph format dissertation.

All of the rules and recommendations described above for the three-paper format, including prior publication, hold for the traditional monograph formatted dissertation.

**Final Oral Defense**

Students planning for their oral defense should coordinate a date and time with their committee members to ensure everyone’s availability. Allow two hours for the final defense. Once a date and time are agreed upon, contact the program coordinator, Maureen Andrew, to reserve a room, and provide your dissertation title for announcement to the Division. University policy states that “The doctoral final oral examination must include a public presentation of the candidate’s dissertation to the final oral examination committee and the invited scholarly community. Limit the audience at final PhD defenses to the “scholarly” community. This includes faculty, students, staff and researchers with connections to HPM and the doctoral program. Family and friends generally are excluded from attending the final oral defense.

**3.17 GUIDELINES REGARDING INCLUSION OF PUBLISHED MATERIALS IN THE DISSERTATION**

None of the dissertation papers or chapters may be published prior to the student’s matriculation into the program. The majority of the work must occur while a student is in the program with the direction of the graduate faculty and advisor. The student must be listed as the sole author of the dissertation. However, submission of co-authored papers or chapters from the dissertation to peer-review journals is permitted if others contribute substantially to the development of the papers or chapters. The student should be lead author and have primary responsibility for the papers or chapters. Order of co-authors should follow conventions of the field and journal.

What follows is University of Minnesota Graduate School rules (March 2008) regarding use of published material: If the dissertation includes materials published while a graduate student, a letter authorizing use of this material must be obtained from the publisher. Two copies of this letter must accompany the Deposit Agreement Form that is submitted to Graduate Student Services and Progress (GSSP) office upon completion of the dissertation. Authorization letters must state that the copyright owner is aware that ProQuest may supply single copies on demand and that the work will be available for open access through the Conservancy. If permissions are not supplied, ProQuest will not publish copyright materials and the work will not be distributed to the Conservancy.

The following rules apply for submitting all or part of the dissertation to a professional journal (Graduate School, March 2008):

1. The research must have been carried out under the direction of the graduate faculty and approved by the adviser for incorporation into the dissertation.
2. Adviser(s) must notify The Graduate School in writing of the intention to publish a part of the material (The Graduate School’s approval is not required.)

3. The student must be listed as the sole author of the dissertation. Editorial or substantive contributions with general significance made by others should be acknowledged in the preliminary materials; more specific contributions should be acknowledged by footnotes where appropriate.

4. Students whose manuscripts include more than the student’s research must make their contribution clear in the dissertation.

5. A suitable introduction is required, as well as transition sections and a conclusion that might not ordinarily be included in the published manuscript.

6. Where appropriate, a comprehensive literature review, not usually permitted by journals, should be part of the submitted dissertation.

7. Appendices should be added to the manuscripts as necessary to provide the comprehensiveness not ordinarily permitted by scholarly journals.

8. Use of manuscript reprints or the published articles themselves are acceptable if they are satisfactorily (and legally) reproduced and conform to all the formatting specifications outlined in the document Formatting your Doctoral Dissertation.

Students wanting to include articles in their dissertation should discuss it with their thesis advisor.

3.18 OBTAINING AN MS DEGREE FROM THE DOCTORAL PROGRAM

Doctoral students are eligible to obtain a transitional MS degree if leaving the doctoral program or earn an MS degree while progressing toward the completion of the doctorate. Requirements for each situation:

Leaving the PhD program:

Coursework requirement: Satisfactory completion of all the PhD core courses (30-31 credits depending on when entered program, plus other elective and/or supporting area coursework to total 34 credits.

Project Requirement: Write and defend a Plan B paper (theoretical or empirical) OR pass the written prelims.

Continuing in the PhD program:

Coursework requirement: Satisfactory completion of all the PhD core courses (30-31), plus other elective and/or supporting area coursework to total 34 credits.

Project requirement: Write and defend a Plan B paper (theoretical or empirical) AND pass the written prelims.

Both options require:

- **Plan B Paper** (This may include projects from PubH 8830-31, completed prelim oral exams (the dissertation proposal and defense), or another Plan B project option as described in the MS section 8.
- **An examining committee of 3 members** (Members from the oral prelim committee meet this requirement).
- **Oral Exam** (The oral prelim exam is equivalent to the MS final oral exam, or if leaving the PhD prior to that point, schedule a separate MS oral exam based on your Plan B project.
- **Submitting required Graduate School forms**

**Filing Required Graduate School Forms:**

1) Complete a Graduate Degree Plan form for the MS degree. You can get a form at the Graduate School website at: www.grad.umn.edu. Complete this form, obtain required signatures and return the completed signed form to the coordinator, Maureen Andrew, in D-262 Mayo. She will route the form to the SPH reviewer, where is approved, and subsequently routed to the Graduate School for entering into the system.

2) After the Grad School has entered the Graduate Degree Plan milestone for the MS into the system, you will receive a notification.
3) At that point, assign your MS final exam committee. When your committee has been approved, request a Graduation Packet from the graduate School. The Graduation Packet contains the Application for Degree and Final MS Exam Report, both of which are needed to confer the MS degree.

3.19 APPEALS

Examples for requesting an appeal IF YOU:

- were denied a time extension.
- experienced disciplinary action due to a behavioral issue (verbal threats, physical/verbal abuse, theft, harassment, defaming others, etc.).
- experienced disciplinary action due to an academic integrity violation (cheating, plagiarism, assisting others to cheat, etc.).
- are being terminated from the program due to failing written or oral preliminary exams, or final oral defense
- are being terminated from the program due to not maintaining the required grades.

Appeal Process

Appeals should be submitted within 30 days of being notified of the action.

Your request for an appeal should be in writing. Your appeal request should explain the circumstances and include a justification for an appeal. Submit your request to your advisor and the DGS. Ask your advisor to write a letter addressed to the faculty in support of your appeal. Your advisor or DGS will present your request for appeal to the full faculty for a vote. If your appeal is approved, your status will be reinstated and criteria for maintaining active status will be delineated in writing.

Additional avenues for appeals are available. Students may also file an appeal through the School of Public Health, Associate Dean for Student Affairs. Students may also contact the Student Conflict Resolution Center at: http://www.sos.umn.edu/

The Student Conflict Resolution Center works with students to resolve campus-based problems and concerns. For appeals related to a disability, contact the Disability Resource Center, https://diversity.umn.edu/disability.

4. APPENDIX

Includes:

- PhD Student Timeline
- MS & PhD: Course Waiver/Transfer Request Form
- PhD Area of Emphasis Declaration Form
- PhD Supporting Program form
- PhD Thesis Credits Registration form
- PhD Progress Report Form
- MS Plan B Project Plan
- MS Degree Thesis Title Page Template
- MS Degree Signature Page Template
**First Year – Fall Semester**

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
</table>
| August  | Attend new student orientation and read student guidebook            | *Note: Use your academic advisor for:*  
- academic planning  
- deciding area of emphasis  
- academic progress issues  
- professional development  
- discussing career plans  

*Note:* Use Maureen (Major Coordinator) for:  
- class schedules  
- benchmarks/timelines  
- permission numbers  
- changing advisors  
- fellowship/funding issues  
- registering room for oral exams/defense  
- PhD program requirements  
- Student Travel

See the Student Guidebook at:  
[http://www.sph.umn.edu/programs/hsrpaphd/index.asp](http://www.sph.umn.edu/programs/hsrpaphd/index.asp) and click on the “Student Resources” tab in the middle of the page for more information about advising (e.g., academic advisor, thesis advisor and major coordinator roles).

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Details</th>
<th>Relevant to the University and Local Environment:</th>
</tr>
</thead>
</table>
| September | Week 1-2: Meet with academic advisor. Get acquainted, discuss your interests, start thinking about dissertation topics will be, potential supporting program, as well as research and training opportunities you wish to take advantage of. | - attending Work-in-Progress (WIP) seminars to learn faculty and visitor interests, get a sense of common research issues, how speakers approach research topics, and how they present their work. Also, attend visiting scholar seminars sponsored by HPM and other groups around the University. This provides exposure to national/international experts outside our local environment.  
- Joining student groups and watching activities they organize. Various student groups include:  
  - [http://www.sph.umn.edu/programs/hsrpaphd/index.asp](http://www.sph.umn.edu/programs/hsrpaphd/index.asp) for more information about advising (e.g., academic advisor, thesis advisor and major coordinator roles). | This provides exposure to national/international experts outside our local environment and helps students learn about various research interests and opportunities. |

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
<th>Details</th>
<th>Relevant to the University and Local Environment:</th>
</tr>
</thead>
</table>
| On-going | If you have not decided on an Area of Emphasis (A of E), remember that this has to be declared by May 30 of your first year. Seek information to help guide this decision. For example, meet with various A of E faculty and fellow graduate students to learn about the kind of health services research problems people in their area work on, what their favorite journals are, and what professional association and meetings they attend or are active in. Peruse these journals and professional association web sites to inform your decision. | - attending Work-in-Progress (WIP) seminars to learn faculty and visitor interests, get a sense of common research issues, how speakers approach research topics, and how they present their work. Also, attend visiting scholar seminars sponsored by HPM and other groups around the University. This provides exposure to national/international experts outside our local environment.  
- Joining student groups and watching activities they organize. Various student groups include:  
  - [http://www.sph.umn.edu/programs/hsrpaphd/index.asp](http://www.sph.umn.edu/programs/hsrpaphd/index.asp) for more information about advising (e.g., academic advisor, thesis advisor and major coordinator roles). | This provides exposure to national/international experts outside our local environment and helps students learn about various research interests and opportunities. |
|  | HPM Student Group (most impact on your day-to-day life in the division)  
|  | COGS (Counsel of Graduate Students) invites student reps  
|  | SPH Student Senate – invites student reps  
|  | Health Disparities Work Group (HDWG)  

**Fall**

- While taking methods courses, consider topics to pursue for the “Writing for Research” class in the spring of your second year. Read literature on the topic to get acquainted with the topic, background information, gaps in the literature, while completing these courses.
- Attend meeting with Director of Graduate Studies (DGS) to review expectations and ask questions.

**Early November**

- Registration for Spring semester opens. Clear all “holds” so you can register.
- Consult with academic advisor again about spring coursework if needed.

**December**

- Final exams.
- Complete end of semester course evaluations (on the web). Completed evaluations give students early access to view grades.
- Attend HPM holiday party.

---

**First Year – Spring Semester**

| January | Attend meeting with DGS to debrief about first semester  
| Jan-Feb | Meet with academic advisor. Discuss courses, electives, research topic ideas and how to satisfy the teaching requirement. Get closer to deciding on an A of E (must be declared by May 30th).  
| Jan-Feb | Talk to your advisor and/or other faculty about opportunities to build your curriculum vita (CV) through work on projects (e.g., writing papers, work on grants, presentations at professional meetings, etc). NOTE: It is expected that students will graduate with at least 3 publications underway (first and supporting author roles).  
| Late Spring semester | Doctoral student progress reports are sent to students. Complete the form, send to your advisor and set up a time to meet (and co-advisor if applicable). After the meeting, both you and your advisor(s) must sign off on the report. Take advantage of this opportunity to discuss goals and career development opportunities on and off the progress report.  
| March/April | Join meeting with DGS for general question and answer session.  
| March | Begin looking for RA job for fall if funding ends. Network with faculty. This will help them keep you in mind when they have RA funds and are considering advertising for positions.  

Tip: Networking is very important. Get to know faculty. Have a current CV (SPH Career Services offers assistance in this area). Desirable RA skills include: SAS, STATA, other statistical processing software, synthesis, writing skills and/or previous research experience. Sign up for courses in SAS or STATA (sometimes offered over winter break) or teach yourself.
Note: Some but not all courses that offer TA positions require prior enrollment in the course.

### April
- Meet with academic advisor. If possible, finalize supporting program.
  
  **NOTE:** that some upper level courses are not offered every year so plan ahead for supporting program coursework. Make plans for fulfilling teaching requirement in the coming year. Get organized to take written prelim exams.

Teaching Requirement:
Either TA, or take a class (Grad 8101) or, if you have previous teaching experience, you may submit an appeal to the Graduate Faculty for a waiver. Advisor has to approve the option you choose.

Written Prelims:
Deadline to take and pass is **August 31st of your third year**. Once you decide on you A of E, find out what the prelim exam for that area is like, ask A of E faculty members when to begin preparations and how best to prepare. To meet the August 30 deadline, include time necessary to retake a failed exam. A written prelim exam can be failed only once.

### May
- Attend HPM Spring Party
- Complete SPH end of the school year survey (on the web).
- Complete end of semester course evaluations (on the web).
- Meet with DGS to debrief about second semester
- **May 30th:** Deadline to declare Area of Emphasis. Get the form from the Student Guidebook at:
- It is recommended that your academic advisor be within your A of E. If you need to change advisors based on your declared A of E, see Maureen.
- You should receive the annual progress form to complete; set up a time to meet with your advisor (and co-advisor if applicable).

### FIRST YEAR-SUMMER

### June
- AHRQ/NRSA Trainee Conference. Current and past trainees are strongly encouraged to attend. Trainees have a travel subsidy with their training grant that can be applied to their travel expenses. (Most also attend the Academy Health Research Meeting since they occur back to back.)
- Academy Health Conference. AHRQ/NRSA trainees can use the travel allowance from the grant to attend this conference.

  **NOTE:** All travel expenses that are to be paid for with fellowship funds or by the Division have to be approved prior to making travel arrangements. Contact Maureen Andrew for information on getting pre-approval before making any travel arrangements.

### Summer
- Complete and send your annual progress form to your advisor. Set up a meeting to go over all of the materials on this form and any other issues
on your own agenda. At the close of the meeting obtain comments and signatures.

- Again, consider topics to pursue for the “Writing for Research” class in the Spring of your second year.
- If time permits, take the opportunity to work with faculty on projects to gain hands on research experience.

**August**

Clear all holds that may block Fall registration.

---

**SECOND YEAR – FALL SEMESTER**

**September**

- Meet with your academic advisor. If supporting program is still not approved, work on this with advisor and other A of E faculty. Discuss plans to take written prelim exams. Discuss other issues of concern. Talk about opportunities to build your CV through work with faculty on projects, presentations, writing papers, grants, etc.

  REMINDER: It is expected that students will graduate with at least 3 publications underway (first and supporting author roles).

- Plan to take the methods prelim in the spring after completing PubH 8811. The methods prelim exam is a 3-day, take home exam. Students may arrange the exam on dates that work for their cohort—discuss dates with cohort members and the Methods Committee (Professors Dowd and Rockwood).

**NOTE:** Students MUST be registered every fall and spring of their degree program. If you miss registering by the 2nd week of a term, the University will deactivate your record and you will have to apply for readmission. In extenuating circumstances, such as brief periods of leave of absence, students still need to register. There is a free “placeholder” registration status to retain active student status called: Grad 999, that students can register for up to one year. Check with Maureen if you have questions about this.

Other registration status and purpose:

*Pre-Thesis credits (PubH 8666)*: For students who have finished coursework but have not yet passed the prelim oral exam. This is used when full time enrollment is needed (like to qualify for an RA/TA job, student loan deferments, or fellowships). Pre-thesis credits are limited to 2 instances and 12 total credits without permission.

*Thesis credits (PubH 8888)*: 24 thesis credits are required to graduate. Up to 12 thesis credits may be completed after passing the methods prelim. The remaining required thesis credits cannot be taken until AFTER passing the prelim oral exam (dissertation proposal).

*One Credit Equivalent to FTE (PubH 8444)*: For students who have used up all their thesis credits, but need to be full time while completing dissertation. This single credit is counted as full time.
Permission from the PhD program is required. Find the form for permission to register on the Grad School website: [www.grad.umn.edu](http://www.grad.umn.edu).

| Ongoing                  | Attend Work-in-Progress (WIP) seminars
|--------------------------|------------------------------------------------------------------------------------------
|                          | Join or stay connected to student groups for activities they organize (e.g., the HPM student group), or consider joining a professional organization. Please note that the Graduate School organizes dissertation and writing support groups. Visit their web page. |

| Oct/Nov                  | Attend meeting with DGS for general question and answer session.                     |

| November                | Meet with your academic advisor. Discuss thesis topic and begin identifying a thesis advisor. (Your thesis advisor can be the same as your academic advisor but need not be.) Discuss classes, keep working on supporting program, and have a plan for completing written prelims. Also discuss career goals and how to position self to achieve these goals. |
|                        | Clear registration holds (if any) for spring registration.                           |

| December                | Complete end of semester course evaluations (on web). Completed evaluations give students early access to view grades. |
|                        | With your cohort, decide on a date to take the Methods prelim. Clear it with Professors Dowd and Rockwood, and then inform Maureen of those dates. |
|                        | Attend HMP holiday potluck                                                          |
|                        | Attend SPH holiday party                                                           |
|                        | As you complete courses in your in A of E, provide feedback to your A of E advisor – let them know whether you would have them recommend the course to other students in your A of E. |

| **SECOND YEAR – SPRING SEMESTER**                   |
| Jan/Feb (or other agreed upon date) | Take Methods prelim exam.               |
|                                         | Attend meeting with DGS to discuss Fall Semester |
|                                         | After passing the methods prelim exam you may be eligible to start taking up to 12 thesis credits. Contact Maureen for more information. |

<table>
<thead>
<tr>
<th>Ongoing</th>
<th>Attend Faculty Work-in-Progress (WIP) seminars</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Join or stay connected to student groups for activities they organize, and consider joining a professional organization.</td>
</tr>
</tbody>
</table>

| February                | Meet with your advisor to discuss your progress in the program. Make a plan to satisfy the teaching requirement, finalize your supporting program, and be on-track with meeting written prelim deadlines. Fine-tune your research topic. Talk about opportunities to build your CV through work with faculty on projects, presentations, writing papers, grants, career goals, etc. |
|                        | REMINDER: It is expected that students will graduate with at least 3 publications (first and supporting author roles). |
|                        | NOTE: Each A of E written prelim exam has its own format. Check with your A of E for the format of the prelim exam. |
NOTE: When your plan for the supporting program is finalized complete the Supporting Program form (get from the appendix in the Student Guidebook: http://www.sph.umn.edu/programs/hsrpph/index.asp click on the Student Resources tab in the middle of the page. Have Maureen review when approved by your A of E faculty.

| March/April       | • Attend meeting with DGS for general question and answer session. |
|                  | • Clear any registration holds for fall. |
| May              | • Attend HPM Spring Party |
|                  | • Complete end of semester course evaluations (on web). Completed evaluations give students early access to view grades. |
|                  | • Meet with DGS to debrief about Spring semester |
|                  | • As you complete courses in your A of E, provide feedback to your A of E advisor – let them know whether you would have them recommend the course to other students in your A of E. |
|                  | • You will receive the annual progress form to complete. |

**SECOND YEAR – SUMMER**

| Early June       | • AHRQ/NRSA Trainee Conference. Current trainees use their travel allowance to attend this conference. |
|                  | • AcademyHealth Research Meeting. |
|                  | • NOTE: All travel expenses that are to be paid for with fellowship funds or by the Division have to be approved prior to making travel arrangements. Contact Maureen Andrew for information about pre-approval. |
|                  | • Complete and send your annual progress form to your advisor. Set up a meeting to go over all of the materials on this form and any other issues on your own agenda. Included in this discussion with your advisor is your thesis ideas/topics and potential target dates for your oral prelim exam. Talk about opportunities to build your CV through work with faculty on projects, presentations, writing papers, grants, career goals etc. |
|                  | • Obtain signatures for progress report and turn in (electronically). |
|                  | • The oral prelim exam is a defense of your written doctoral thesis research proposal. See Guidelines for Proposal in the Student Guidebook or the web at: http://www.sph.umn.edu/programs/hsrpph/index.asp and click on the “Student Resources” tab in the middle of the page. Also, start brainstorming with your advisor about possible committee members if your proposal topic is well defined. |

NOTE: Passing the oral prelim puts you in position to submit a proposal for funding for R36 AHRQ Dissertation Award (Due dates are February 1, May 1, August 1, and November 1 of each year. Conforming to those dates requires sufficient lead time to prepare the proposal for submission). For more information contact Glenda Gosen, grant administrator in HPM. Also see: http://grants.nih.gov/grants/oer.htm

**THIRD YEAR – FALL SEMESTER**

**IMPORTANT** Written prelims have to be passed by August 31st of your third year.
| October                  | • Meet with your academic advisor. Discuss classes, keep working on supporting program, have a plan for completing written prelims.  
• Discuss thesis topic and begin identifying a thesis advisor. With guidance from your thesis advisor, begin to fine tune your thesis topic, determine viable data sets, and begin a discussion about assembling a committee (5 people). Talk about opportunities to build your CV through work with faculty on projects, presentations in the division and at conferences, writing papers, grants, etc.  
• Submit your Graduate Degree Plan to the Grad School  

NOTE: Your thesis advisor can be the same as your academic advisor, but need not be. If you change advisors, inform Maureen Andrew |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ongoing                | Attend Faculty Work-in-Progress (WIP) seminars.  
Join or stay connected to student groups and watch for activities they organize; consider joining a professional organization. Please note that the Graduate School organizes dissertation and writing support groups. Visit their web page. |
| Oct/Nov                | • Attend HPM fall party.  
• Join meeting with DGS for general question and answer session. |
| November               | Clear all holds for spring registration. |
| December               | • Complete end of semester course evaluations (on web). Grades won’t be released until the evaluation is completed.  
• Meet with DGS to debrief about Fall semester  
  o Note: this is the last formal “end of semester” debrief with the DGS as most students will have completed all HSR core required courses at this point.  
• As you complete courses in your in A of E, provide feedback to your A of E advisor – let them know whether you would have them recommend the course to other students in your A of E. |

---

**Third Year – Spring Semester**

<table>
<thead>
<tr>
<th>January</th>
<th>Have final date for taking remaining written prelim exam.</th>
</tr>
</thead>
</table>
| Ongoing | • Attend Faculty Work-in-Progress (WIP) seminars.  
• Join or stay connected to student groups for activities they organize, or consider joining a professional organization. |
| February| • Meet with your advisor. Discuss thesis topic and begin identifying a thesis advisor. (Your thesis advisor can be the same as your academic advisor, but need not be. Once selected, most of your guidance should come from your thesis advisor.) Discuss classes, keep working on supporting program and begin a discussion about potential thesis committee members (minimum of 4 people) with guidance from your thesis advisor. Talk about opportunities to build your CV through work with faculty on projects, presentations, writing papers, grants, career goals, the job market, etc.  
• Determine thesis topic and data set.  
• When you have a thesis advisor, inform Maureen (she tracks advisors and ensures that advisors are officially entered into the system). |
<table>
<thead>
<tr>
<th>March/April</th>
<th>Attend meeting with DGS for general question and answer session.</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>Clear holds for summer and fall registration.</td>
</tr>
<tr>
<td>May</td>
<td>• Attend HPM spring party.</td>
</tr>
<tr>
<td></td>
<td>• Complete end of semester course evaluations (on web). Completed evaluations give students early access to view grades.</td>
</tr>
<tr>
<td></td>
<td>• Complete SPH End of the Year survey on the web.</td>
</tr>
<tr>
<td></td>
<td>• You should receive the annual progress form to complete.</td>
</tr>
</tbody>
</table>

**Third Year – Summer**

| June-August | Complete and send your annual progress form to your advisor. At this meeting with advisor: Discuss thesis topic, identify thesis advisor, discuss classes, keep working on supporting program, complete written prelims, make plans to assemble a committee, and determine thesis topic and data set. Talk about opportunities to build your CV through work with faculty on projects, professional presentations, writing papers, grants, etc. Following meeting obtain signatures. |
|            | • Have plan for satisfying teaching requirement.               |

| August 31st | Absolute deadline to pass all written prelims. Plan well in advance to build in time for grading exam, and potential of having to retake the exam. |
|            | NOTE: The department informs the Grad School via a form, when the written prelims are passed. Check with Maureen to ensure this form has been submitted. |

**Fourth Year--Fall Semester**

|           | Have concrete plan for dissertation topic, data set and assemble thesis committee. |
|           | Meet with thesis advisor frequently. |
|           | When committee is determined, submit the on-line form to assign your oral prelim examining committee to the Grad School. |

|           | NOTE: The Graduate School requires that the prelim oral exam be scheduled and approved by the Grad School at least 7 days prior to the exam. The electronic Preliminary Oral Scheduling form is on the Grad School website: www.grad.umn.edu |
|           | • Contact Maureen to locate and reserve a room and arrange for any needed equipment. |
|           | • After passing the Oral Prelim exam, you will be eligible to register for any remaining thesis credits to fulfill the required 24 thesis credits. |
|           | • After passing the oral prelim, request a Graduation Packet from the Grad School |
| On-going while writing dissertation | Submit electronic form to assign your final oral exam committee to the Grad School.  
Write your dissertation |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
|                                    | Attend WIP sessions and stay connected to student groups.  
Meet frequently with your advisor.  
With guidance from your advisor, provide drafts to your committee members and obtain their feedback  
Integrate feedback into draft  
   Allow adequate time for your committee members to provide Feedback—at least 2-3 weeks.  
If you are still working on your dissertation after completing the required 24 thesis credits, **continue to register**! Students must be registered in order to defend! Contact Maureen for details about registration options  
**Options**: 1) Special 1 credit equivalent to FTE, PubH 8444 if you need to be full time  
2) Grad 999 (no credit, no cost “place holder” to retain active student status)  
Continue to meet with your advisor to discuss career goals, professional development ideas, job market and continue to build your CV through work on faculty projects (e.g., presentations at professional meetings, writing papers, work on grants, etc).  
**REMINDER**: It is expected that students will graduate with at least 3 publications (first and supporting author roles).  
After passing your proposal defense, but some months before the final oral defense, present your Work-In-Progress with a diverse faculty audience, to obtain feedback for possible integration into your dissertation.  
**DEFEND** and graduate by 5th year! |
Division of Health Policy and Management
COURSE WAIVER OR TRANSFER REQUEST
for the MS or PhD in HSRP&A

NAME: ___________________________  U of MN ID: ____________________
Your Degree Program:  [ ] MS  [ ] PhD

Courses completed at other schools prior to admission into the HSRP&A MS or PhD program may be considered for transfer or waiver of required courses. The previous coursework must be equivalent to the required course for which this request is being made. Please attach a syllabus from each previous course for which this request is being made.

This request is for (check one):   _______Waiver of Required Course(s)
                                  _______Transfer Previous Courses into my degree

<table>
<thead>
<tr>
<th>Previous Coursework for Consideration</th>
<th>HSRP&amp;A Course That Appears Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>School</td>
<td>Title and course #</td>
</tr>
<tr>
<td>---------</td>
<td>--------------------</td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
</tr>
</tbody>
</table>

Attach a syllabus for each previous class and grade transcript.
Student Signature: ___________________________  Date: ________________

Return this form and accompanying materials to the academic program coordinator, Maureen Andrew.

Office Use Only

[ ] Approved   [ ] Not Approved

Director of Graduate Studies: ___________________________  Date: ________________
Doctoral students are required to declare your Area of Emphasis by May 31 of the first year.

Your chosen Area of Emphasis must be documented for internal tracking purposes. To report your Area of Emphasis, please do the following:

- Use this form to inform the doctoral program of your chosen Area of Emphasis. Please complete this form and give it to the PhD program coordinator, Maureen Andrew, D-262 Mayo.
- Contact the faculty of the Area of Emphasis you have chosen to discuss your intention to pursue that Area.

Student Name__________________________________________

Year you entered the PhD Program __________________________

Your chosen Area of Emphasis____________________________________________________________

<table>
<thead>
<tr>
<th>Areas of Emphasis</th>
<th>Lead Faculty Member of this Area of Emphasis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multidisciplinary Social Sciences</td>
<td>Bryan Dowd</td>
</tr>
<tr>
<td>Sociology of Health and Illness</td>
<td>Donna McAlpine</td>
</tr>
<tr>
<td>Health Decision Science</td>
<td>Karen Kuntz</td>
</tr>
<tr>
<td>Clinical Outcomes Research</td>
<td>Beth Virnig</td>
</tr>
<tr>
<td>Health Policy</td>
<td>Lynn Blewett</td>
</tr>
<tr>
<td>Health Economics</td>
<td>Ezra Golberstein</td>
</tr>
</tbody>
</table>
### SUPPORTING PROGRAM

Your supporting program must be approved by the Area of Emphasis faculty and a copy provided to the program coordinator, Maureen Andrew, D-262 Mayo.

Student Name_____________________________________________ Date___________________

Area of Emphasis_________________________________________________________________

#### Supporting Program Courses (must be a minimum of 12 credits)

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title of Course</th>
<th># Credits</th>
<th>Term &amp; Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This supporting program is approved by the Area of Emphasis Faculty

Area of Emphasis Faculty Signature__________________________________________ Date________________

Student Signature_______________________________________________________ Date________________
Student: __________________________________________________________ Date ____________

ID Number: __________________________________________________________

Student must have already passed the Methods Prelim Exam and be “research ready.”

PART ONE: Eligibility Request (required only once). If eligibility has already been certified, skip this section and go to Part 2.

THESIS ADVISOR TO CERTIFY: (Print name) __________________________________________

I certify that this PhD student:

- Has passed the Methods Preliminary Exam
- Is “research ready” and may register for up to 12 thesis credits prior to passing their oral prelim exam. Here “research ready” is demonstrated when the student has embarked on activities specifically pertaining to their dissertation. This includes, but is not limited to, writing the thesis proposal, conducting preliminary exploratory analysis, assembling a dissertation committee, etc.

Advisor Signature ____________________________________________________________

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

PART TWO: Request for Thesis Registration (required for each occurrence of thesis registration)

Indicate the number of thesis credits (PubH 8888, section 004) request by term:

<table>
<thead>
<tr>
<th>What Term? (choose one only)</th>
<th>Fall 20__</th>
<th>Spring 20__</th>
<th>Summer 20__</th>
</tr>
</thead>
</table>

How many thesis credits do you want to register for this term?

- Before passing your prelim oral: 1-12 credits with a cumulative max of 12.
- After passing your prelim oral: Any remaining thesis credits up to the total combined max of 24 required for the PhD degree, limited to no more than 12 credits in a single semester.

# Credits ____ (Maximum of 12 per term)

Return this to Maureen Andrew, PhD Program Coordinator in D-262 Mayo, or scan and email to andre031@umn.edu, or fax to: 612-626-8328.
Division of Health Policy and Management

Student Progress Review: Ph.D. in HSRP&A

Summer [ year ]

ALL: Individualized attention to student progress is something the Graduate Faculty in HSRP&A value. The progress review is designed to (1) facilitate a conversation between PhD students and their advisors to discuss accomplishments, challenges, career development; (2) ensure timely progress toward program goals which vary from year to year; (3) draw attention to the importance of building a strong curriculum vita (CV) early in the graduate program; and (4) prepare students for annual reviews typical in academic, government, private job sectors after completion of the PhD.

Students: To complete this process you need to:

1. complete this form
2. attach a recent transcript (IIA)
3. list of course work (IIC)
4. attach a current CV (III)
5. set up a 30-45 minute meeting with advisor (and co-advisor if applicable) to review these materials

Provide all materials at least one week prior to the meeting. Obtain your advisor’s comments and signature and submit to Maureen Andrew no later than July 31, 2015.

Keep an electronic record so that you can review your own progress and update sections from year to year.

Faculty Advisor(s): Meet with your advisee and review the completed form with particular attention to discussing materials listed in Section I, A through F. After meeting, add comments to page 5, sign the form and return it to your advisee. Each student signs before submitting to Maureen Andrew no later than July 31, 201__.

______________________________________________________________________________

Date:

Name: Email:

Area of emphasis (AE):

Year that you started the HSRP&A PhD program:

Note dates of any extended program interruptions (e.g., family leave):

Name of Academic or Thesis Advisor (circle which is applicable):
(Note: Responsibility for the progress report transfers to the thesis advisor once one is selected. Inform Maureen Andrew of any change in advisor.)
Name of Co-Advisor (if applicable):

I. FOR DISCUSSION WITH ADVISOR
1ST YEAR STUDENTS:
Please describe connections you have made with faculty around potential research collaborations. Have you identified a faculty member whose interests are compatible with your own? If not, who do you have in mind? What topics are you interested in? (The goal is to begin connecting in the 2nd semester of your 1st year.)

ALL STUDENTS COMMENT ON EACH ITEM BELOW (or attach write up)
A. Please comment on your past year’s progress.
   (e.g., list any professional experiences not be listed on your CV, conferences and workshops attended, papers in preparation, list faculty are you working with on projects and/or papers, provide progress report on dissertation, etc.):

B. Please note any areas of concern and possible plans for addressing concerns.
   (e.g., incompletes, delays in meeting benchmarks, impending deadlines, etc. that may be difficult to achieve, requests for support in meeting goals, etc.):

C. Please comment on your plans for next year.
   (e.g., coursework and program benchmarks to meet, dissertation plans, professional development opportunities you hope to take advantage of, which faculty would you like to connect with, RA positions, funding plans or concerns, etc.):

D. Briefly describe ideas and topics you are considering/you have selected for your dissertation:

E. List your dissertation committee members (This may not be relevant until 3rd year); feel free to provide a tentative list to review and discuss with your advisor:

   Internal: ___________________________    External (1 required, 2nd is optional):
   ___________________________    ___________________________

   ___________________________

II. Coursework
A. Completed: Print out a new unofficial U of MN transcript and attach it to this form. To print a recent transcript, go to www.onestop.umn.edu, then to Grades and Transcripts.
B. **Completed:** If you have either been granted a waiver from a course, or are transferring coursework into the HSRP&A PhD, please list those courses here:

<table>
<thead>
<tr>
<th>Waived HSRP&amp;A Courses:</th>
<th>Transferred-In courses</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

C. **Remaining:** Provide list or spreadsheet with core and tentative courses to be completed per semester in the coming year. Attach to this form OR print out the PhD curriculum from the Student Guidebook ([http://www.sph.umn.edu/programs/hsrpaphd/hsrpphdresources/](http://www.sph.umn.edu/programs/hsrpaphd/hsrpphdresources/)), and cross off completed courses and write in elective courses.

### III. Curriculum Vita

Please attach copy of your current Vita. **Note with asterisks * any new entries since your last review. This demarcation is typical for faculty annual reviews and continuation documentation.**

### IV. Degree Milestones

Note that many of the following activities are completed in Year 2 and later. It is okay to leave blank.

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Anticipated Date of Completion</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Methods Written Prelim Exam</td>
<td>Taken and Passed</td>
<td></td>
</tr>
<tr>
<td>AE Written Prelim Exam</td>
<td>Taken and Passed</td>
<td></td>
</tr>
<tr>
<td><em>Econ students only:</em> Economics Department Exam</td>
<td>Taken and Passed</td>
<td>(Can be retaken until passed)</td>
</tr>
<tr>
<td><strong>WRITTEN PRELIMS MUST BE COMPLETED BY AUGUST 31 OF THE 3RD YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign Prelim Oral Committee (on Grad School website)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oral Prelim</td>
<td>Taken and Passed</td>
<td></td>
</tr>
<tr>
<td><strong>ORAL PRELIM MUST BE COMPLETED BY DECEMBER 31 OF THE 5TH YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign Final Oral Exam Committee (on Grad School website)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Request a Graduation Packet (from Grad School website)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Obtain signatures on Thesis Reviewers Report prior to final defense (this form is in the Graduate Packet).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Oral Exam Scheduled</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>FINAL ORAL EXAM DEADLINE NO LATER THAN 5 YEARS AFTER PASSING ORAL PRELIM</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
V. Program Requirements and Recommendations

Note that many of the following activities are completed in Year 3 and later; it is okay to check the “no” box.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Established committee members¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supporting program approved</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate Degree Plan filed¹</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 thesis credits taken²</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fulfilled the teaching requirement though:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Taking course Grad 8101 and earned a grade of “B” or better</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Serving as a TA with a variety of experience; course and/or syllabus development/revising, lecturing, grading, one-on-one student help, leading study group, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Prior teaching experience (Waiver request submitted for faculty approval is required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation as a member of grant writing team (recommended but not required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared first-authored manuscript for publication (strongly encouraged)³</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prepared manuscript for publication in supporting role (strongly encouraged)⁴</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

¹ In most circumstances committee members are selected, and the Graduate Degree Plan form is completed after successfully passing the Preliminary Written Exams. See section 8.5 in the Student Guidebook. The form is completed with the assistance of Maureen Andrew.

² Up to 12 thesis credits may be taken after passing the Methods preliminary written exam /before oral prelim; see section 10.10, Student Guidebook at http://www.sph.umn.edu/programs/hsrpphdp/hsrpphdpresources/

³ Ideally all PhD students will have at least three peer reviewed publications prior to completing the PhD, with one as lead author.

VI. Dates, Signatures and Comments

Instructions: this page should be completed after the meeting between student and advisor(s) takes place. Student reviews advisor(s) comments before signing, commenting and submitting to Program Chair/DGS

Note date of meeting with Advisor (and co-advisor if applicable):

Advisor Comments:

______________________________  ___________
Advisor Signature              Date
Co-advisor Comments:

_________________________________________       _____________
Co-Advisor Signature                        Date

Student Comments:

_________________________________________       _____________
Student signature                          Date

PhD Program Director/Director of Graduate Studies Comments

_________________________________________       _____________
PhD Program Director/DGS                    Date
This project plan should provide a brief outline of the project that the student intends to complete in partial fulfillment of the MS degree in HSRP&A. It should provide enough details so that the advisor can judge whether the project is feasible and will meet expectations for the MS degree. The student and advisor should discuss this plan prior to conducting work to ensure that this project can be completed as proposed in a reasonable time-frame.

Title of Project:

Type of Project:

- Literature Review
- Policy Analysis
- Research Project
- Quality Improvement
- Other (Specify)

I. Objectives:

Describe the objectives of the project. What are they questions you plan to answer? What is the scope? What topics are beyond the scope of this project? Do you have hypotheses? Etc.

II. Significance:

Describe the significance to health services research, policy, administration or practice? How will the proposed project make a contribution? Etc.

III. Methods:

Describe the methods in sufficient detail so that it is clear that they are appropriate for answering your research questions or meeting your objectives. (For example, is the sample size large enough? Are the variables available? etc.) If sophisticated methods are proposed, the student should demonstrate that they have the skills and infrastructure (i.e. computing) necessary to complete the project. If data are necessary, the student should specify when they will be available.

IV. Human Subjects Protection:

If a review by the University’s Institutional Review Board (IRB) is unnecessary, describe why. Otherwise, describe steps that will be taken to address human subject’s projection before the project begins.

V. Authorship:

If this thesis is published in some form, such as an article, what are the authorship agreements for the individuals involved in this project (e.g. order of authors). Both student and faculty roles must be clearly specified.

VI. Additional Items:

Enter additional items you feel are necessary for evaluating this proposal.
TEMPLATE for MASTER’S PROJECT COVER PAGE

Title of the Thesis/Project

A PROJECT
SUBMITTED TO THE FACULTY
OF THE DIVISION OF HEALTH POLICY & MANAGEMENT
OF THE UNIVERSITY OF MINNESOTA
BY

Full Legal Name of Author

IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF
MASTER OF SCIENCE

Name of Adviser, Name of Co-adviser (if applicable)

Month and Year
UNIVERSITY OF MINNESOTA

This is to certify that I have examined this copy of a MS Plan B Project by

Full Legal Name of Author

and have found that it is complete and satisfactory in all respects, and that any and all revisions required by the final examining committee have been made.

Name of Faculty Advisor
Faculty Adviser

____________________________________
Signature of Faculty Adviser

________________________
Date

DIVISION OF HEALTH POLICY & MANAGEMENT