

STUDENT HANDBOOK

DEPARTMENT OF INFECTIOUS DISEASES AND MICROBIOLOGY GRADUATE PROGRAMS (2022-2023)

This handbook applies only to students who enter their specific academic program in Fall 2022 and will apply to your academic program throughout your course of study to completion of the program.

For students who entered their academic program of study prior to Fall 2022, please reference the appropriate Handbook corresponding with your starting semester. You must follow these handbook requirements in completing your courses of study. If you need another copy, please see the IDM student services specialist (idm@pitt.edu).

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INTRODUCTION

Students – Welcome to the Department of Infectious Diseases and Microbiology! This **Student Handbook (AY 2022-2023)** will be an important resource as you navigate the graduate program toward completing your degree. The information provided includes specific details about the requirements and expectations for completion of your degree. This document should be your **first source of information** regarding your coursework, examinations, and requirements for graduation. Please keep in mind that University and Pitt Public Health policies may change. The department will keep you informed of any changes in requirements, procedures, or policies that may impact the completion of your degree. It is important that you attend information sessions, departmental retreats, and other activities where information will be shared about changes, new initiatives, and opportunities for students. In addition, please read memorandums and emails from the department, program directors, and advisors regarding requirements, expectations, and policies.

Faculty – This document provides the requirements, policies, and procedures for the operations of the graduate programs. Please use it as resource while advising IDM graduate students.

Students & Faculty – All faculty and students are required to be knowledgeable of and adhere to the existing academic integrity policies of the University of Pittsburgh. The complete University of Pittsburgh Guidelines on Academic Integrity are available [online](#). The Pitt Public Health policies and procedures are available [online](#) as well on the website. All students are required to complete the Academic Integrity Module and access will be given at the start of the school year. Please be advised that any student that is found to be in breach of academic integrity will be subject to the guidelines, procedures, policies, and punishments detailed in the above, linked documents.

ALL IDM STUDENTS ARE BOUND BY THE REGULATIONS BELOW

Academic Integrity: Students are expected to comply with the [University of Pittsburgh's Policy on Academic Integrity](#) and [Pitt Public Health Academic Integrity Procedures](#). Any student suspected of violating this obligation for any reason will be required to participate in the procedural process, initiated at the instructor level, as outlined in the University Guidelines on Academic Integrity.

Disabilities: If you have a disability that requires special testing accommodations or other classroom modifications, you need to notify both the instructor and Disability Resources and Services no later than the second week of the term. You may be asked to provide documentation of your disability to determine the appropriateness of accommodations. To notify Disability Resources and Services, call 412-648- 7890 (Voice or TTD) or email drsrecep@pitt.edu to schedule an appointment. The Office is located in 140 William Pitt Union.

Nondiscrimination: The University of Pittsburgh prohibits discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or status as a disabled veteran or a veteran of the Vietnam era.

Social Media: Students will be working in practicum sites and other learning environments within and outside the University and students should be cognizant of the issues of confidentiality. Students are prohibited from posting and “live streaming” information, data, or photos via phones, laptops, or other electronic devices from these learning sites, classrooms or other educational sessions on social media of any kind. Exceptions for this can be made only with written release from individuals at the learning sites, classes or educational session. Approval must be obtained by the practicum site mentor, faculty instructor, or faculty advisor for approval prior to any recording. Failure to comply may result in disciplinary action or expulsion from the program.

IDM Statement and Plan for Combating Racism and its Public Health Impacts

The founding ideals of our nation are equality, liberty, and justice for all. However, our nation has actively denied these fundamental rights and freedoms to communities of color. Legacies of systemic racism and discrimination undermine the fabric of our nation and our value system. The recent killings of George Floyd, Breonna Taylor, and Ahmaud Arbery, and the past killing of Antwon Rose by East Pittsburgh Police, have awakened our nation to the hypocrisy of our ideals and have galvanized the nation, including our IDM students, postdocs, staff, and faculty, into action. Racism is a public health crisis, and as a department within the University of Pittsburgh Graduate School of Public Health, we are committed to the core public health values of equity, social justice, and anti-racism. While IDM has a history of addressing health disparities in marginalized groups, mainly through HIV research and advancing the HIV care continuum in communities, we recognize this is short of addressing numerous other health disparities marginalized communities' experience. Drawing on these past and ongoing endeavors, IDM will intensify its efforts in addressing health disparities in infectious diseases that disproportionately affect communities of color. We will support students, trainees, staff, and faculty of color and create an inclusive environment in which all members are respected and valued. We will incorporate this charge into the three domains of our department's mission, namely, to advance training/education, research, and service.

Training/Education: We will actively recruit students and postdocs from historically underrepresented groups to diversify the public health enterprise and serve as advocates and vanguards in addressing the health disparities in infectious diseases affecting communities of color. We will expand our recruitment efforts to historically Black colleges and universities (HBCUs) and other minority-serving institutions (MSIs), and we will foster relationships with local and national minority student organizations. We will reduce unnecessary barriers (i.e., graduate record exam) and facilitate financial support (i.e., training grants) for students from historically underrepresented groups through federal funding mechanisms. We will support minority students, facilitate collegial interactions among students, and create a sense of community in the student body through IDM's Inclusion and Diversity Committee representative. Importantly, we will strengthen the mentoring and retention of underrepresented students and postdocs, and we will equip these scholars with the tools and resources needed for success. We will incorporate training on cross-cultural competency and implicit bias against racial/ethnic minorities and other marginalized groups, as well as the impact of these biases on health, in our courses, seminars, and faculty/staff meetings. We will work to incorporate literature and research from scholars of color into our core curriculum to ensure that their contributions to public health are recognized. Overarching these principles, we will serve as advocates in creating a just and inclusive educational, working, and living environment, where students, postdocs, staff, and faculty from any marginalized community feel welcome and respected in Pitt Public Health, the University of Pittsburgh, and the City of Pittsburgh.

Research: We will expand our research to include new initiatives on investigating comorbidities that disproportionately affect people of color and the impact of these conditions on COVID-19 and other infectious diseases. We will integrate established federal and non-federal funding avenues to financially support historically underrepresented students in their research on infectious diseases, including but not limited to diseases that disproportionately affect minority and marginalized communities.

Service: We will adopt an integrative approach for addressing health disparities by strengthening our community engagement with local minority and marginalized communities through our ongoing work with HIV/AIDS prevention and care. We will expand our efforts to include new partnerships and student service in community health centers related to the COVID-19 pandemic and other infectious diseases in communities of color in Pittsburgh.

Finally, to look beyond our principal focus on infectious diseases, the department will strive to be a more forceful advocate in conversations and reparative actions in the Pitt Public Health and the University. IDM faculty, students, postdocs, and staff will be encouraged and supported to participate in broader university governance to advocate for additional systemic change that supports marginalized students, postdocs, faculty, and staff, as well as university actions and outreach fostering external community developments.

The students, staff, postdoctoral associates, and faculty members of the IDM Plan for Action Against Racial Disparities (IDM PAARD) Committee developed and approved this statement on 20 July 2020.

2020 IDM PAARD Committee Members:

Faculty – Drs. Charles Rinaldo, Moses Bility, Larry Kingsley, David Givens, Jeremy Martinson

Staff – Alissa Eugeni, Kaitlin Bodnar, Harley Roth

Postdocs – Drs. Daniel Jacobson López, Priscila Castanha

Students – Priyanka Talukdar, Renee Anderko, Karsen Shoger, Muhammad Khan

Approved by 2022 Committee: Dr. Jeremy Martinson, Dr. Moses Bility, Dr. David Givens, Harley Roth, Erin Schuetz, Sohaib Khan, Ruhma Qamar, Samhita Ravi

DOCTOR OF PHILOSOPHY (PhD) PROGRAM

I. COMPETENCIES

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

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

II. SUMMARY OF REQUIREMENTS

A. Courses

1. Department Required Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) - See Appendix B)

| Course Number | Course Name | Credits |
|---------------|--|-------------|
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| EPIDEM 2161* | Methods of Infectious Disease Epidemiology | 1 |
| IDM 2001 | Molecular Biology of Microbial Pathogens | 3 |
| IDM 2002* | Molecular Virology | 3 |
| IDM 2003 | Host Response to Microbial Infection | 2 |
| IDM 2004 | Viral Pathogenesis | 2 |
| IDM 2014* | Functional Genomics of Microbial Pathogens | 3 |
| IDM 2021 | Special Studies in Microbiology (6 semesters required) | Varies 1-15 |
| IDM 2023 | Microbiology Laboratory | 2 |
| IDM 2025 | Microbiology Seminar (4 semesters required) | 0 |
| IDM 2041 | Scientific Communication and Research Ethics | 1 |

2. Pitt Public Health Required Courses

| Course Number | Course Name | Credits |
|---------------|---|---------|
| EPIDEM 2110 | Principles of Epidemiology | 3 |
| PUBHLT 2011 | Essentials of Public health | 3 |
| PUBHLT 2022 | Public Health Grand Rounds (2 semesters required) | 0 |

Required Course Exemptions:

If you have earned a graduate degree and have completed a similar course, you must follow the instructions on **Appendix G** to obtain exemption from a required course. Procedures are different for department and school-wide course exemptions.

3. Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) - See Appendix B)

Six (6) elective credits must be completed. Below are elective suggestions; however, you are strongly encouraged to identify appropriate electives (offered at Pitt Public Health or other schools at Pitt) that are most related to your research area. NOTE: If a PhD student is currently at FTDR status, the student must choose an elective related to their project or career interest and obtain the approval of their advisor and the Director of IDM Academic Programs.

Advisors and course coordinators can approve other electives.

| Course Number | Course Name | Credits | Semester Offered |
|----------------------|--|----------------|-------------------------|
| EPIDEM 2160* | Epidemiology of Infectious Disease | 2 | Fall |
| EPIDEM 2180* | Epidemiological Methods I | 3 | Spring |
| EPIDEM 2260 * | Epidemiological Basis for Disease Control | 2 | Fall |
| FACDEV 2200 | Practicum on University Teaching | 3 | Fall/Spring/Summer |
| IDM 2032 | Human Diversity and Public Health | 2 | Fall |
| IDM 2035 | Vector-Borne Infectious Diseases: Research and Practice | 3 | Spring |
| IDM 2038 | Prevention, Treatment, and Control of Global Infectious Diseases | 3 | Spring |
| IDM 2069 | Infection Prevention and Control in Healthcare Settings | 2 | Spring |
| IDM 3440 | Vaccines and Immunity | 2 | Spring |
| MSIMM 2210 | Comprehensive Immunology | 2 | Spring |
| MSIMM 2230* | Experimental Basis of Immunology | 2 | Spring |
| MSIMM 3280* | Immunology of Infectious Disease (based on availability) | 2 | Fall |

B. Required Milestone Examinations

1. Doctoral Preliminary Examination

Each student must pass an oral preliminary examination at the completion of their first year in the program designed to test their ability to analyze and to interpret a scientific paper in the field of molecular biology, microbiology, immunology or infectious diseases, as well as to demonstrate the comprehensive understanding of associated broader concepts. **NOTE: According to University policy, students are not permitted to take the examination unless their cumulative GPA is 3.0 or higher.**

2. Doctoral Comprehensive Examination

Each student must pass a comprehensive examination at the completion of their second year in the program that will consist of a written proposal that outlines the proposed research plan, and an oral examination covering the selected topic of their research as well as the broader concepts in infectious diseases, immunology, virology, and related areas, and research methods in these areas. **NOTE: According to University policy, students are not permitted to take the examination unless their cumulative GPA is 3.0 or higher.**

C. Research/Dissertation

1. Selection of Research Topic and Dissertation Advisor

Each PhD student must choose an area of research and an appropriate faculty advisor by July 1 at the end of their first year. The final decision on this advisor ship is made by the faculty member. In the first two semesters (fall/spring) of the graduate program, the Department requires two laboratory rotations. PhD students are limited to faculty members who are able to support a four-year appointment in their lab. Each student's lab work will be evaluated by the rotation PI or the faculty advisor. These assessments will be included when determining pass/fail for the preliminary and comprehensive exams. Students may choose to change advisors with the permission of the current and proposed advisors and the Director of IDM Academic Programs.

While PhD students must rotate in two laboratories, they may utilize a third rotation. If doing three rotations, the following timeline must be adhered to:

- a. 1st rotation – Aug. – December
- b. 2nd rotation – January – March
- c. 3rd rotation – April – June

2. First Dissertation Committee Meeting - Submission and Approval of Research Proposal

After passing the doctoral comprehensive exam at the end of the second year, the student must form a dissertation committee according to [PITT PUBLIC HEALTH guidelines](#) and submit a research proposal to their dissertation committee for approval. Since the comprehensive examination is usually held in July, **the first dissertation committee meeting must be held by mid-December.**

3. Yearly Dissertation Committee Meetings

It is required that the student present a concise progress report of their research every 12 months for review by the dissertation committee at an official committee meeting. If a student enters into their 6th year, he/she should have committee meetings every 6 months.

4. F31 Grant Writing

After passing the comprehensive exam, eligible students (US citizens and permanent residents) are strongly encouraged to write and submit an F31 grant proposal to the National Institutes of Health. Read more in the grant section below.

5. Seminar Presentation Policy

As part of the Departmental Research Series and Journal Club, all PhD students are required to give a seminar on their work. 2nd and 3rd year PhD students will be assigned a 30-minute block. 4th year and beyond will get a full hour. The presentation will be evaluated by the faculty, students, and staff in attendance. *The evaluation criteria will include presentation skills, presentation organization, graphics, clarity in word choice and diction, introduction, and summary, etc.* Although input is regularly provided from the student's dissertation committee on experimental design, data, analyses, approaches, and feasibility, it is likely that feedback on these aspects of the content might also be provided. Each attendee will complete an evaluation form, and the results will be shared with the student within a week of the presentation. The student should consult the PI about the evaluation. Note: **All** PhD students are required to attend Journal Club regardless of year in the program, and attendance will factor into your yearly doctoral evaluation.

6. Publication Requirement for Graduation (policy instituted August 2005 & amended August 2013)
It is required that students have a minimum of one publication as primary author **PUBLISHED** and/or **IN PRESS** at the time of their dissertation defense. One of these papers must be a first author publication. Review papers are excluded from this criterion. The dissertation committee should monitor the student's progress towards these publications, so s/he can meet this requirement on time.

7. Dissertation Defense
Upon completion of the dissertation research, the student will present his/her work in an open seminar and defend their dissertation in a closed oral examination with their committee.

8. Additional Policies and Regulations
The University's policies related to doctoral PhD programs can be found at:
[University of Pittsburgh - Acalog ACMS™](#).
Students are advised to read this information

III. PITT PUBLIC HEALTH REGULATIONS FOR PhD STUDENTS

- A. All students must choose their dissertation mentor from the IDM primary and secondary faculty. Only in unusual circumstances may a student petition to have their IDM graduate research project mentored by a non-IDM faculty member. This request will be subject to review and approval by the Director of IDM Academic Programs and the PhD Program Director.
- B. Credit requirement: a minimum of 72 credits of graduate study is required for doctoral degrees in Pitt Public Health.
- C. A grade point average of at least a B (GPA = 3.0) and a least a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student's GPA falls below 3.0, the student, advisor, program director and department receive notice from the school's Student Performance Committee. If a student has a cumulative GPA below 3.0 for two full consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to take the preliminary and comprehensive examinations, and to graduate. A doctoral student receiving a grade lower than B (i.e., 3.0 grade points) in any course will be required to take the course again and achieve a grade of B or higher.
- D. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student is strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course, according to Pitt Public Health policy.
- E. In the preliminary examination, the student must demonstrate an ability to analyze and interpret data as well as breadth and depth of understanding of associated concepts.
- F. In the comprehensive examination, the student must demonstrate mastery of the general field of doctoral study, acquisition of both breadth and depth in the area of specialization within the general fields, and the ability to use the research methods of the discipline. *(Taken from Univ. Regulations Governing Graduate Study at the University of Pittsburgh, Oct. 1991).*
- G. Normally, full-time students should register for the maximum number of credits (15) per semester before advancing to full-time dissertation research.
- H. At least one-half of the credits earned in a doctoral degree program must be at the graduate level (the 2000 or 3000 series). **No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.**
- I. Doctoral degrees are conferred only to those students who have completed all course requirements with at least a 3.0 GPA, completed a successful dissertation defense, and all other requirements for graduation.
- J. A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g., writing of a dissertation) is required - if University facilities or faculty time are being used - to register for at least one credit or full-time dissertation research each term, or for a greater number of credits as the school or department considers appropriate.
- K. Full-time doctoral students should **complete their degree within five (5-6) years after admission to the program.**

IV. SUGGESTED SEQUENCE OF COURSES

Please note: PhD students must take 15 credits each fall and spring semester and 6 credits each summer of their first two years to meet the 72 credit requirement to reach Full-time Dissertation Research (FTDR) status.

FIRST YEAR

Fall Term *(Students cannot take more than 15 credits in any semester)*

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

Spring Term

| Course Number | Course Name | Credits |
|----------------------|---|-----------------|
| EPIDEM 2161 | Methods of Infectious Disease Epidemiology | 1 |
| IDM 2002 | Molecular Virology | 3 |
| IDM 2021 | Special Studies in Microbiology (Lab Rotation II) | 6 |
| IDM 2025 | Microbiology Seminar | 1 |
| PUBHLT 2011 | Essentials of Public Health | 3 |
| PUBHLT 2022 | Public Health Grand Rounds | 0 |
| IDM 2041 | Scientific Communication & Research Ethics | 1 |
| | | TOTAL 15 |

Summer Term *(Students cannot take more than 6 credits during the summer term)*

| Course Number | Course Name | Credits |
|----------------------|--|----------------|
| IDM 2021 | Special Studies in Microbiology (Lab Rotation III/Research) | 6 |
| | | TOTAL 6 |

DOCTORAL PRELIMINARY EXAMINATION IN JUNE

Student chooses advisor after completion of 2-3 laboratory rotations.

SECOND YEAR

Fall Term

| Course Number | Course Name | Credits |
|----------------------|--|-----------------|
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| IDM 2004 | Viral Pathogenesis | 2 |
| IDM 2021 | Special Studies in Microbiology (Research) | 3 |
| IDM 2025 | Microbiology Seminar | 1 |
| Elective(s) | See list of recommended electives | 4-6 |
| | | TOTAL 15 |

Spring Term

| Course Number | Course Name | Credits |
|----------------------|--|----------------|
| IDM 2014 | Functional Genomics of Microbial Pathogens | 3 |
| IDM 2021 | Special Studies in Microbiology (Research) | 6 |
| IDM 2025 | Microbiology Seminar | 1 |
| Elective(s) | See list of recommended electives | 1-5 |
| | | <hr/> TOTAL 15 |

Summer Term

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

DOCTORAL COMPREHENSIVE EXAMINATION IN JULY**THIRD, FOURTH, & FIFTH YEARS**

Fall Term

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

Spring Term

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

Summer Term

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

DISSERTATION DEFENSE

V. EXAMINATION REQUIREMENTS

A. Doctoral Preliminary Examination

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

The exam is typically held during the month of June in the first year of study. In the event of a failure, the student may apply to the Director of IDM Academic Programs for a re-examination. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program. One week in June is identified during the academic year so faculty and students can block this time off to ensure all exams are scheduled and held in a timely fashion. It is expected that all students will take their exam during this week.

Selection and Establishment of the Examination Committee

The examination committee must follow these rules:

1. The committee must be comprised of at least three Pitt faculty.
2. The exam chair must be from the Department of Infectious Diseases and Microbiology.
3. The composition of the committee must represent two university departments, at least half of the committee must hold primary appointments in Pitt Public Health, and at least half must be of graduate faculty status.

The dissertation advisor will not be a member of this committee, nor will they attend. The Director of IDM Academic Programs will work with the IDM Student Services Specialist to establish these examination committees. Once a committee is identified, the IDM Student Services Specialist submits it to the Dean's Office for approval. The committee will conduct the examination within four weeks of the Dean's Office's approval notification. Students will be notified of their committee members and will be provided with further instructions. Once instructions are provided, students are encouraged to practice with their lab and/or fellow students if no faculty member participates.

Examination Format

The examination coordinator will select a recently published paper from a leading peer-reviewed journal that does not directly pertain to the student's anticipated dissertation work. The student shall prepare a **critique** of the paper for oral presentation. The exam consists of the oral presentation of the data with figures from the paper along with the **critique** (no more than 30 minutes) followed by a series of questions from the committee members designed to determine if there is a solid understanding of the background of the study, actual data, the potential flaws, the advantages and limitations of techniques involved, and the implications of the results for the field. Additional questions can also be anticipated that seek to probe the student's comprehensive understanding of the broader concepts associated with the paper, from their courses, and of current importance in the field. The committee shall vote pass/fail with a simple majority opinion sufficient for a passing grade.

Re-examination Procedure

If the student fails the PhD preliminary exam, the student may appeal to the Director of IDM Academic Programs by submitting a written request via email. If granted, the Director of IDM Academic Programs will select one or two new committee members to serve on the re-examination committee and try to keep the original committee chair if possible. The new committee will still follow the committee composition rules. The exam format will remain the same. It is up to the Director of IDM Academic Programs if the journal publication that forms the basis of the exam be changed or remain the same as the original exam. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program.

A PhD student who has recently obtained an MS degree from IDM Department will not be required to take PhD preliminary exam. The MS comprehensive exam will be considered as equivalent for PhD preliminary exam. MS degrees from other institutions or departments will require review by the program director.

B. Doctoral Comprehensive Examination

The purpose of the comprehensive examination is to test the student's ability to think independently and demonstrate comprehensive knowledge in the broad area of infectious diseases and related sub-disciplines. In the comprehensive examination, the student will be required to demonstrate comprehensive knowledge in the areas related to infectious diseases, including, but not limited to, principles and methods in immunology, virology, pathogenesis of infectious diseases, cell biology, and molecular biology. The University of Pittsburgh's regulations on doctoral study can be found at [University of Pittsburgh - Acalog ACMS™](#) and includes the following statement:

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

An informal, instructional meeting will be held approximately three (3) months prior to the scheduled exam date.

A student who obtains an MS degree in the IDM Department and then enters the PhD program may take the comprehensive exam before two years in the program but not after. It is at the discretion of the student and his/her advisor to take the exam earlier.

The exam will usually occur in June or July of the second year of study with a final grade of pass or fail. In the event of a failure, the student may apply to the Director of IDM Academic Programs for a re-examination. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program. One week is identified during the academic year so faculty and students can block this time off to ensure all exams are scheduled and held in a timely fashion. It is expected that all students will take their exam during this week.

Selection and Establishment of the Examination Committee

The examination coordinator (usually the PhD Program Director) will work with the IDM Student Services Specialist to establish the comprehensive examination committee under the following rules:

1. The committee must be comprised of at least three Pitt faculty.
2. The exam chair must be from the Department of Infectious Diseases and Microbiology.
3. The composition of the committee must represent two university departments, at least half of the committee must hold primary appointments in Pitt Public Health, and at least half must be of graduate faculty status.

The dissertation advisor will not be a member of this committee, nor will s/he attend. Once the PhD Program Director selects the committee, the IDM Student Services Specialist submits it to the Dean's office for approval. Students will be notified of their committee members and will be provided with further instructions. Once instructions are provided, students are encouraged to practice with their lab and/or fellow students if no faculty member participates.

Examination Format

The examination format will consist of two components, a written proposal and an oral examination:

1. The student will write a seven-page grant proposal (similar to NIH R21 proposal) based on their current research project. Three weeks before the scheduled oral exam the student will submit the full written proposal to the chair of the exam committee, who will review the proposal. One week prior to the oral exam the student will be informed by the chair of the committee if the proposal is acceptable to proceed to the oral exam. If the proposal is judged not satisfactory, the student will be asked to revise and resubmit, and the oral examination will be rescheduled.
2. The second component of the examination is the oral examination, which will have two parts, the first being questions related to the proposal and project, and the second being broader comprehensive questions.

At the beginning of the oral examination, and in the absence of the student, the Examination Chair will briefly address the committee, communicating the ground rules for the examination. Students will then give a 15-to-30-minute presentation to introduce his/her research project using his/her medium of choice (i.e. PowerPoint, whiteboard, etc.)

The first hour of the examination will focus on the student's project proposal, including but not limited to the rationale, background, preliminary data, approaches, methods, reasoning, interpretation, and anticipated findings. Then, the student will be examined on their comprehensive knowledge of those areas related to infectious diseases and related sub- disciplines.

It will be the panel's task to evaluate the student's comprehensive understanding of overall concepts, details, and methodologies related to their proposal. At the end of the oral examination, the panel will vote in private to pass or fail the student. A simple majority shall prevail. There will be no conditional pass/fail decision. After the panel vote, the panel will immediately notify the student of the decision and the Chair will provide an evaluation of the student's performance. The Chair of the panel will also notify the examination coordinator of their decision and submit a written critique of the student's performance. Students and their dissertation advisors will be notified of the exam outcome. A "pass" will be warranted when the student demonstrates both breadth and depth in their understanding of aspects in their field as noted above. A student who fails the comprehensive examination may petition the Director of IDM Academic Programs to be allowed to re-take the examination. Should the student fail the re-examination, they will not be allowed to continue in the IDM doctoral program.

Project Proposal

The project proposal will be in the form of a grant application and is limited to seven (7) pages. The format will follow that of a National Institutes of Health R21 application.

The proposal will consist of the following:

- A. 1 page with a brief paragraph overview and then a list of the specific aims (2 or 3 aims)
- B. 6 pages to include:
 - A description of the significance of the project and of the anticipated findings
 - A description of the innovation of the studies
 - Preliminary data
 - Research design and methods by specific aim

The proposal is to represent the student's ideas and original writing, although feedback from advisor is allowed and encouraged. The advisor is not to directly edit the written document; it is to be the student's own work. The studies proposed should include the student's current project but are not limited to what is currently being studied. Experiments and ideas can be explored in this proposal that might not be performed by the student, but which are nonetheless interesting, important, and of sound rationale. During the informational meeting, advice on writing the proposal

will be provided. This proposal is not a dissertation proposal but could very likely serve as an early version of one.

Re-examinations

If the student fails the PhD preliminary exam, the student may appeal to the Director of IDM Academic Programs by submitting a written request via email. If granted, the Director of IDM Academic Programs will select one or two new committee members to serve on the re-examination committee and try to keep the original committee chair if possible. The new committee will still follow the committee composition rules. The exam format will remain the same. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program.

VI. PUBLICATION REQUIREMENT FOR GRADUATION

It is required that doctoral students have a minimum of one publication based on their dissertation as a primary author **PUBLISHED** and/or in **PRESS** at the time of their dissertation defense. The dissertation committee should monitor student's progress towards publication, so that they can meet this requirement on time.

If a student cannot meet this requirement due to extreme conditions and plans to submit the manuscript at a later stage, the student should appeal to the Director of IDM Academic Programs explaining the situation in writing and the proposed timeline for submission/publication. This letter should have the PI's approval and signature as well.

VII. GRANT WRITING – F31 GRANT

PhD students are strongly encouraged to write and submit a F31 grant proposal to the National Institutes of Health after passing the comprehensive exams. Grant submission is required for students who are [eligible](#). Below are some resources:

- **NIH announcement:** <http://grants.nih.gov/grants/guide/pa-files/PA-14-147.html>
- **Application guide:** <http://grants.nih.gov/grants/funding/424/index.htm>
- **General Tips:** http://www.pitt.edu/~qsiegle/Siegle-f31hints-BehaviorTherapist10_fordistrib.pdf

Students should work closely with their faculty advisor and grants administrator. The resources and guidelines attached can change at any time, so you should contact IDM's Grants Administrator or faculty advisor's grants administrator, about 6 months before submission.

VIII. DISSERTATION REQUIREMENTS

Dissertation Committee

The members of the dissertation committee are selected by the student in conjunction with their faculty advisor. The Graduate School of Public Health and the University of Pittsburgh have established [committee composition regulations](#). Once the committee members are selected, the student is responsible for notifying the IDM Student Services Specialist of the proposed committee members. A memo requesting approval of the student's committee is sent to the Director of Student Affairs at Pitt Public Health. **Committee meetings cannot be held until the committee is approved.** The IDM Student Services Specialist will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings. If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting for a reservation. Regardless of whether the student requires assistance for the meeting, they must notify the IDM Student Services Specialist of their meeting date to ensure that the appropriate paperwork is completed at the meeting. The primary responsibilities of the dissertation committee are to advise the student in the effective analysis of a research problem and

to approve a body of original research of sufficient quality to form the basis for the PhD dissertation.

First Dissertation Committee Meeting - Dissertation Proposal

After passing the doctoral comprehensive exam, the student must submit a research proposal to their dissertation committee for approval. Since the comprehensive examination is usually held in July, the **first dissertation committee meeting must be held by mid-December**. This meeting will satisfy the following Pitt Public Health graduation milestones: dissertation overview approved, fulfilled research requirements, and admitted to candidacy. Upon approval of the research proposal, the student will continue to work towards completion of the dissertation work. Remember, the proposal used for the comprehensive exam is not your dissertation proposal but can serve as an early version of one. **Please note: Prior to the first committee meeting, students must submit their research proposal to all dissertation committee members two (2) weeks in advance.**

Information to include in proposal:

- A. Project significance and background
- B. Specific aims
- C. Preliminary data
- D. Research methods/design

Proposal Format:

- A. 6-10 pages
- B. Double spaced
- C. Times new roman or Arial
- D. 1" margins

Continuing Dissertation Committee Meetings- Progress Reports

It is required that the student present a concise progress report of their research at least every 12 months for review by the dissertation committee at an official meeting. This will be held in the fall semester of each year. **Please note: Prior to the committee meeting, the student must send the progress report to all dissertation committee members two (2) weeks in advance.**

The yearly report will include:

- A. Project Background and Significance
- B. Specific Aims
- C. Updated Results/Data
- D. Research Methods

A minimum of three dissertation meetings are required by the graduate program prior to graduation (once per year). However, if the student and/or advisor feel the need to have more than one meeting per year, you are encouraged to schedule additional committee meetings. If a student does not complete their degree program in five (5) years, upon beginning their sixth year of study, they will be required to hold a minimum of two (2) dissertation committees in that sixth year. In the rare instance that a student enters a seventh year of study, they will be required to hold a minimum of three (3) dissertation committee meetings in that seventh year.

Dissertation Format

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

The dissertation will contain:

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

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

The dissertation advisor will read preliminary drafts of the dissertation and will approve the final copy for submission to the dissertation committee. ***The final copy must be submitted to the dissertation committee at least two (2) weeks prior to the dissertation defense date for review.*** Noncompliance with this policy could necessitate rescheduling of the defense date.

Dissertation Defense

The dissertation defense consists of a formal public seminar on the dissertation subject. This is followed by a closed-door examination of the student by the dissertation committee members. Approval of the dissertation requires unanimity by the dissertation committee. The defense must be held in Pitt Public Health. The student must work with the IDM Student Services Specialist at least two months in advance of the anticipated defense date to coordinate the defense announcement and the location of a suitable room. It is the student's responsibility to find an appropriate date for the defense and efforts should be made to consult the calendars of the Department Chair and Director of IDM Academic Programs so both are aware of the defense and can attend if possible.

Dissertations completed by IDM alumni are available online via the [University of Pittsburgh ETD digital library system](https://etd.pitt.edu/learn-template). Please note that students must submit dissertations online via ETD online form and adhere to the ETD template. Please see templates on the ETD website: <https://etd.pitt.edu/learn-template>.

IX. Lab Summary Report

At the end of each rotation, the PhD first-year students must submit a written document summarizing their lab research project. The report should be no more than two (2) pages. Students should have their reports submitted to the PhD Program Director a week after their finals. In the report, students will include a detailed description of the following:

- Current Research Projects
- Techniques Learned
- Results (if any)
- Discussion/Conclusion

X. TEACHING OPTION

In addition to completing the [Teaching Certificate](#), IDM PhD students will have the opportunity to lead paper discussion or give lectures in some IDM classes. Interested students should speak with the IDM Academic Programs Director to recommend course instructors to speak with. Note, this opportunity is only available to PhD students who have completed all coursework, have successfully passed their comprehensive exam, and have FTDR status.

MASTER OF SCIENCE (MS) Program

I. COMPETENCIES

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

1. Demonstrate knowledge of the molecular biology of hosts and pathogens and the pathogenesis of host/pathogen interactions.
2. Demonstrate knowledge of the mechanisms of innate and acquired immunity and their roles in health and disease.
3. Demonstrate an ability to analyze and interpret data from scientific publications covering molecular biology, microbiology, immunology, and infectious diseases.
4. Show an ability to think independently and demonstrate comprehensive knowledge in a specific area related to the student's thesis research.
5. Demonstrate an ability to conduct relatively independent laboratory-based research.

II. SUMMARY OF REQUIREMENTS

A. Courses

1. Department Required Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) - See Appendix B)

| Course Number | Course Name | Credits |
|---------------|--|-------------|
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| IDM 2161* | Methods of Infectious Disease Epidemiology | 1 |
| IDM 2001 | Molecular Biology of Microbial Pathogens | 3 |
| IDM 2002* | Molecular Virology | 3 |
| IDM 2003 | Host Response to Microbial Infection | 2 |
| IDM 2004 | Viral Pathogenesis | 2 |
| IDM 2021 | Special Studies in Microbiology (all semesters enrolled) | Varies 1-15 |
| IDM 2023 | Microbiology Laboratory | 2 |
| IDM 2025++ | Microbiology Seminar (4 semesters required) | 1 (4) |
| IDM 2040 | Scientific Communication and Research Ethics | 1 |

++ Part-time students only require 3 semesters (see section VII below)

2. PITT PUBLIC HEALTH Required Courses

| Course Number | Course Name | Credits |
|---------------|---|---------|
| EPIDEM 2110 | Principles of Epidemiology | 3 |
| PUBHLT 2011 | Essentials of Public Health | 3 |
| PUBHLT 2022 | Public Health Grand Rounds (2 semesters required) | 0 |

Required Course Exemptions:

If you have earned a graduate degree and/or have taken a similar graduate level course, you must follow the instructions in **Appendix G** to obtain exemption from a required course. Procedures for department and school-wide course exemptions are different.

3. Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) - See Appendix B)

Two (2) elective credits must be completed. Suggestions are listed below. However, you are strongly encouraged to identify appropriate electives in consultation with your advisor (generally amongst courses offered through Pitt Public Health, MVM, or MSIMM programs) that are most related to your research area.

Advisors and course coordinators can approve other electives, including the following:

| Course Number | Course Name | Credits | Semester Offered |
|---------------|--|---------|------------------|
| EPIDEM 2160* | Epidemiology of Infectious Disease | 2 | Fall |
| EPIDEM 2180* | Epidemiological Methods | 2 | Spring |
| EPIDEM 2260 * | Epidemiological Basis for Disease Control | 2 | Fall |
| IDM 2014* | Functional Genomics of Microbial Pathogens | 3 | Fall |
| IDM 2035 | Vector-Borne Infectious Diseases: Research and Practice | 3 | Spring |
| IDM 2038 | Prevention, Treatment, and Control of Global Infectious Diseases | 3 | Spring |
| IDM 2069 | Infection Prevention and Control in Healthcare Settings | 1 | Spring |
| IDM 3440 | Vaccines and Immunity | 2 | Spring |
| MSIMM 2210 | Comprehensive Immunology | 2 | Spring |
| MSIMM 2230* | Experimental Basis of Immunology | 2 | Spring |

B. Required Examination

Master's Comprehensive Examination

Each student must pass a comprehensive examination that is designed to test the ability of the student to analyze and interpret data in the fields of molecular biology, microbiology, immunology, and/or infectious diseases. Students are required to have taken IDM 2002, IDM 2002, and IDM 2003, and they must have had at least one semester of IDM 2025 and presented at Journal Club before taking the exam. More details on this examination are provided below.

C. Research

1. Selection of Research Topic and Major Advisor

At the beginning of the term, students rank research projects, and are placed in a lab based on those rankings by the MS Program Director. The PI of the lab will have the opportunity to interview students and decide if the pairing is a good fit. If student and/or PI determine it's not a good fit, the student has the option of selecting another laboratory/PI for their thesis work with approval of the MS Program Director. Students begin their thesis research with their PI during the Spring and Summer Sessions of their first year and continue through their second year of study. The student's lab work and progress will be formally evaluated once per year by the PI.

2. Seminar Presentation

As part of the Departmental Research Series and Journal Club, all MS students will be required to give a seminar on their work in the Fall Semester of their second year. The presentation will be evaluated by the faculty, students, and staff in attendance. *The evaluation criteria will include presentation skills, presentation organization, graphics, clarity in word choice and diction, introduction and summary, etc.* Each attendee will complete an evaluation form, and the results will be shared with the student within a week of the presentation. The student may then consult with their advisor about the evaluation.

3. Submission and Approval of Research Proposal

Students must submit a research proposal to their thesis committee for approval within five (5) months after passing the comprehensive examination. The research proposal should follow the guidelines described in the section in the Thesis Requirements section.

4. Presentation of Thesis and Defense

Students will present their work in an open seminar and defend their thesis in a closed oral examination with their thesis committee. **Please note: Prior to the defense, students must submit their thesis to all thesis committee members two (2) weeks in advance.**

III. PITT PUBLIC HEALTH REGULATIONS FOR MS STUDENTS

- A. Credit requirement: a minimum of 36 credits of graduate study is required for master of science (MS) degrees in the Pitt Public Health.
- B. All students should choose their thesis advisor from the IDM primary and secondary faculty. In unusual circumstances may a student petition to have their IDM graduate research project mentored by a non-IDM faculty member. This request will be subject to review and approval by the Director of IDM Academic Programs and the Department Chair. In such a case the student will be required to identify a co-advisor from amongst the IDM primary faculty.
- C. A grade point average of at least a B (GPA = 3.0) and a satisfactory (S) must be maintained. **A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0.** When a student's GPA falls below 3.0 the student, advisor, and department receive notice from the school's Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they may be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to take the comprehensive examination, and to graduate.
- D. A grade of B or better must be maintained for all school-wide required courses in a student's academic program (see summary of requirements above). If a grade of C is earned in either a department program required course or an elective course, the Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student be strongly encouraged to re-take the course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course: <https://publichealth.pitt.edu/home/academics/academic-handbook-degree-requirements/course-and-credit-requirements>
- E. In addition to the requirements for regular students, provisional students must fulfill the other requirements of admission by the end of the first or second term of study at which time they will be re-evaluated and either accepted as a regular student or dismissed from the program.
- F. Successful completion of the master's comprehensive examination is required.
- G. Normally, full-time students should register for the maximum number of credits (15) per semester.
- H. Courses are required to be at the graduate level (the 2000 or 3000 series). **No courses below 1000 or from 7000-7999 may be applied toward graduate requirements.**
- I. Master's degrees are conferred only to those students who have completed all course requirements with at least a 3.0 GPA and have completed a successful thesis defense.
- J. A student who has completed all course requirements for a graduate degree but has not fulfilled other requirements (e.g., writing of a thesis) is required - if University facilities or faculty time are being used - to register for at least one credit each term, or for a greater number of credits as the school or department considers appropriate.

- K. Full-time students are expected to complete their degree within two (2) years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program. (University policy stipulates that “All requirements for MA and MS degrees must be completed within a period of four consecutive calendar years from the student’s initial registration for graduate study; all requirements for professional master’s degrees, in five years.”)

IV. SUGGESTED SEQUENCE OF COURSES

Note: Full-time MS students cannot register for less than 9 credits until the spring term of their second year. A total of 36 credits are required.

FIRST YEAR

Fall Term

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

Spring Term

| Course Number | Course Name | Credits |
|---------------|---|----------|
| IDM 2161 | Methods of Infectious Disease Epidemiology | 1 |
| IDM 2002 | Molecular Virology | 3 |
| IDM 2021 | Special Studies in Microbiology (Lab Rotation II) | 3 |
| IDM 2025 | Microbiology Seminar | 1 |
| IDM 2041 | Scientific Communication and Research Ethics | 1 |
| PUBHLT 2011 | Essentials of Public Health | 3 |
| PUBHLT 2022 | Public Health Grand Rounds | 0 |
| Elective(s) | See list of recommended electives | 3 |
| | | TOTAL 15 |

STUDENT CHOOSES LAB/ADVISOR IF ROTATED

Summer Term

| Course Number | Course Name | Credits |
|---------------|---|---------|
| IDM 2021 | Special Studies in Microbiology (Thesis Research) | 0 |
| | | TOTAL 0 |

MASTER’S COMPREHENSIVE EXAMINATION (TYPICALLY AT MAY’S END)

SECOND YEAR

Fall Term

| Course Number | Course Name | Credits |
|---------------|---|-------------|
| IDM 2021 | Special Studies in Microbiology (Thesis Research) | 4 |
| IDM 2025 | Microbiology Seminar | 1 |
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| IDM 2004 | Viral Pathogenesis | 2 |
| Elective(s) | See list of recommended electives | <u>2-5</u> |
| | | TOTAL 12-15 |

Spring Term

| Course Number | Course Name | Credits |
|---------------|---|-------------|
| IDM 2021 | Special Studies in Microbiology (Thesis Research) | 8 |
| IDM 2025 | Microbiology Seminar | 1 |
| Elective(s) | See list of recommended electives | <u>2-6</u> |
| | | TOTAL 11-15 |

V. EXAMINATION REQUIREMENTS

Master's Comprehensive Examination

Description of the Examination

The purpose of the comprehensive examination is to test the student's knowledge and thinking skills in areas related to their didactic program of studies. The following is excerpted from the University's "Regulations Pertaining to Master's Degrees" ([University of Pittsburgh - Acalog ACMS™](#)):

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

Examination Format

The format of the master's comprehensive examination is the presentation and **critique** of a recently published paper to a faculty examination committee. The MS Program Director will select a group of papers for the examinations in a given year and assign them to the individual students. The papers will have been published recently (within one year of the examination) and will not directly pertain to the student's anticipated thesis work. The exam will be divided into two sections.*

1. The first hour will be spent primarily on the selected paper. The student shall prepare a critique of the paper for oral presentation. The exam consists of the oral presentation of the data with figures from the paper along with a **critique** (no longer than 50 minutes) followed by a series of questions from the committee members designed to determine if there is a solid understanding of the background of the study, actual data, the potential flaws, the advantages and limitations of techniques involved, and the implications of the results for the field.
2. The second hour will be spent asking more comprehensive questions. Any subject area from the paper that is related to the classes taken by the students can be included in this part of the comprehensive exam. The committee shall vote pass/fail with a simple majority sufficient for a passing grade. Note: Students are allowed to bring a clean copy of the paper and a notebook with them into the actual exam and nothing else.

* *The format above is merely a guideline. The examination committee can interrupt the presentation and ask questions at any point during the 2h time period.*

Governance of the Examination Committee

The comprehensive examination is taken at the end of the first academic year, typically in May. Students must take the exam when it is scheduled. It is anticipated that one week in late May will be identified for this examination with enough advance notice for faculty and students to plan accordingly. The MS Program Director selects the examination committee members, including the Chairs. The committee will adhere to the committee composition regulations dictated by the school. The committee conducts the examination four weeks (minimum) after distribution of the paper to the student by the MS Program Director. An information session for the students will be held before the exam. For part-time students, the timing and scheduling of the exam will be determined following approval by the Program Director and will be based on individual circumstances

Re-examination Procedure

If the student fails the MS comprehensive exam, the student may appeal to the Director of IDM Academic Programs by submitting a written request via email. If granted, the MS Program Director will select one new committee member to serve on the re-examination committee and will keep the original Committee Chair if possible. The exam format and scientific paper will remain the same. Students who are not permitted to retake the examination or who do not pass the re-examination will be released from the program.

VI. THESIS REQUIREMENTS

Thesis Committee

The members of the thesis committee are selected by the student in conjunction with and input from their faculty advisor. Pitt Public Health and the University of Pittsburgh have established [committee composition regulations](#) for which students must adhere.

Once the committee members are identified, the student is responsible for notifying the IDM Student Services Specialist of the **proposed** committee members. A memo requesting approval of the student's committee is sent to the Director of Student Affairs.

Committee meetings cannot be held until the committee is approved by Student Affairs. The IDM Student Services Specialist will notify the student and their faculty advisor upon approval. The student is responsible for scheduling the committee meetings.

If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting to reserve the room and/or equipment. Regardless of whether the student requires assistance for the meeting, they are to notify the IDM Student Services Specialist of their meeting date to ensure that the appropriate paperwork is completed at the meeting. For full-time students, the first thesis committee meeting is to be held within **five (5) months** of passing the MS comprehensive examination. **Note: Part-time students may have their first committee meeting before their comprehensive exam with approval from the program director. The student and the MS Program Director should also identify an IDM faculty member to serve as co-advisor if their major advisor is a non-IDM faculty member.**

First Thesis Committee Meeting

After passing the master's comprehensive exam, the student must hold a thesis committee meeting and submit a research proposal for approval. Since the comprehensive examination is usually held in May, the **first thesis committee meeting must be held by mid-November. Note: Students must submit a research proposal to all thesis committee members two (2) weeks in advance.**

Information to include in the thesis proposal:

- A. Project significance and background
- B. Specific aims
- C. Preliminary data
- D. Research methods/design

Proposal Format:

- A. 6-10 pages
- B. Double spaced with 1" margins
- C. Helvetica or Arial font

Thesis Format

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

The student's thesis must provide evidence of original scholarly research. The student's thesis committee will meet at the time the student's research is nearing completion and will authorize the student to begin writing the thesis. At this time, students should make certain that all required courses (**total of minimum 36 credits**) have been taken. This can be verified by the IDM Student Services Specialist. The style and format of the thesis must conform to the standards set forth by the Graduate Council as shown below. The thesis will contain:

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

Students could substitute items F and G with published articles or articles that have been submitted for publication of their thesis work. In that case, exhaustive literature review in the introduction may not be necessary. However, a sufficiently complete introduction of the research objectives and background are still necessary. Additional results not included in the publications can be included as a separate chapter in the results section, although this is not the only way they can be appropriately included in the thesis. The discussion should include the overall conclusions and implications of the results (published and unpublished). The future direction of the project, based on the results, should also be mentioned in the discussion section. Note: All these are to be structured following the [Electronic Thesis and Dissertation \(ETD\) policies](#) set forth by the University. Details can be obtained through Pitt Public Health Student Affairs.

Theses completed by IDM alumni are available online via the [University of Pittsburgh D-Scholarship System](#).

Thesis Presentation and Defense

Upon completion of the thesis work, the students will present their work in a seminar and defend their dissertation in an oral examination. The student is responsible for scheduling the presentation and defense of their master's thesis. **Note: Students must submit the thesis to all committee members two (2) weeks in advance.** Noncompliance with this rule could necessitate rescheduling of the defense date.

Submission of Thesis Copy

Students are **required** to submit **one** copy of the approved final bound thesis to the student's faculty advisor no later than one week after the end of the semester.

VII. SPECIAL NOTE TO PART-TIME STUDENTS

Scheduling of required course work and exams to graduate in a timely fashion.

It is recommended that part-time students complete their degree within 3-4 years after admission to the program. Part-time students should be enrolled for a total of 6 credits each semester, but students can maintain part-time status by registering for 1-8.5 credits.

Since each part-time student presents with a unique situation, it is difficult to have a standard schedule designed to cover everyone's individual needs. This is also complicated by the fact that certain required and prerequisite courses are only offered during specific times and semesters throughout the year. The department recognizes that this can present various logistical hurdles. The Program Director will serve as the primary academic advisor and offer guidance to help the student navigate scheduling challenges. This may also include adjusting the timing of the comprehensive exams. If a student cannot take a required course as suggested, or if they do not have the required courses needed to take the comprehensive exam during the regularly scheduled dates, they should discuss their situation with the Program Director, who will help to arrange alternatives. In some cases, another graduate level class may be used to substitute for a listed required course upon permission from the director of the required course and the MS Program Director, and comprehensive exams can be arranged to be taken outside of the standard dates.

Comprehensive Exam for Part-Time Students

Students should complete 26 credits before they take the comprehensive exam. To ensure you take the correct courses to prepare for the exam, consult your advisor and/or the MS Program Director.

Seminar/Journal Club Requirement (IDM 2025)

Part-time students must register for IDM 2025 for three (3) semesters. To receive credit, part-time students can do the following:

1. Attend the regular Monday and Wednesday seminars and journal clubs
2. Attend a seminar outside of the department that is comparable to IDM seminar, totaling 15 hours, and write an abstract about each seminar attended. Return abstracts to the IDM Student Services Coordinator to ensure the requirement is fulfilled. Submit course substitution form to your advisor and program director.

Note: Option number 2 is ONLY available to part-time students. All full-time students must attend the department seminar/journal club.

MASTER OF PUBLIC HEALTH (MPH-MIC) PROGRAM

INFECTIOUS DISEASE MANAGEMENT, INTERVENTION, AND COMMUNITY PRACTICE

I. COMPETENCIES

Upon completion of the MPH-MIC degree, the student will be able to:

1. Demonstrate knowledge of social, economic, environmental and cultural factors for the prevention, control and/or elimination of the emergence and spread of infectious disease syndemics within populations, neighborhoods, communities, regions and other locales.
2. Demonstrate knowledge of infectious disease pathogenesis, prevention, clinical diagnosis, treatment and interventions in relevant populations in domestic and international settings.
3. Demonstrate knowledge and skills in the assessment and interventions with clinical prevention and treatment, and behavioral aspects of infectious diseases for clients, healthcare services, systems of care, organizations, institutions, communities, and governments.
4. Demonstrate knowledge and skills related to the syndemics of infectious diseases, substance use, mental illness, and social determinants of health.
5. Demonstrate knowledge, skills and evidenced based practices in infection prevention in health care settings and related community settings.
6. Demonstrate knowledge of global infectious diseases and implications for intervention, policy and research.
7. Demonstrate knowledge and skills in addressing stigma, health care and access disparities, and the need for cultural humility, inclusiveness in developing and evaluating, guidelines, best practices, health care and other organizations, and related research to increase innovation, and evidence-based public health policies and recommendations.

II. SUMMARY OF REQUIREMENTS

A. Courses

1. Department Required Courses

(# = requires Departmental consent – See Appendix F for instructions)

| Course Number | Course Name | Credits |
|---------------|--|---------|
| IDM 2007# | Public Health Communicable Disease Practicum | 3 |
| IDM 2021 | Special Studies (thesis/essay writing) | 2-3 |
| IDM 2025 | MPH Microbiology Seminar (2 semesters required) | 1 |
| IDM 2032 | Human Diversity and Public Health | 2 |
| IDM 2034 | Control and Prevention of HIV/AIDS | 2 |
| IDM 2038 | Prevention, Treatment, and Control of Global Infectious Diseases | 3 |
| IDM 2069 | Infection Prevention and Control in Healthcare Settings | 2 |
| IDM 2068++ | Infection Prevention Internship | 3 |

++ IDM 2069 is pre-requisite for IDM 2068 and must make application and be accepted. This internship can take the place of IDM 2007 (Public Health Communicable Disease Practicum)

2. Pitt Public Health Required Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix B)

| Course Number | Course Name | Credits |
|---------------|---|---------|
| BCHS 2509 | Social and Behavioral Sciences and Public Health | 3 |
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| EOH 2013 | Environmental Health and Disease | 2 |
| EPIDEM 2110 | Principles of Epidemiology | 3 |
| HPM 2001 | Introduction to Leadership, Management and Policy for Public Health | 3 |
| PUBHLT 2015 | Public Health Biology | 2 |
| PUBHLT 2022 | Public Health Grand Rounds (2 semesters required) | 0 |
| PUBHLT 2033 | Foundations of Public Health | 1 |
| PUBHLT 2034 | Public Health Communications | 2 |
| PUBHLT 2035* | Applications in Public Health | 2 |

Required Course Exemptions:

If you have earned a graduate degree and/or have taken a similar course, you must follow the instructions in **Appendix G** to obtain exemption from a required course. Procedures for department and school-wide course exemptions are different.

3. Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix

B) (# = requires Departmental consent – See Appendix F for instructions)

(+ = course would replace student's IDM 2007 practicum requirement)

Three (3) elective credits must be completed. The next page has some suggestions; however, you are strongly encouraged to identify appropriate electives that are most related to your clinical, research, or career goals. These electives can be chosen from graduate course offered in any school within the University upon approval of your advisor, the Program Director and the course coordinator. Examples of electives are listed below but many others are available in the health sciences. Please contact your advisor for additional suggestions.

| Course Number | Course Name | Credits | Semester Offered |
|---------------|--|---------|------------------|
| BCHS 2520 | Theories Health Behavior & Health Education | 3 | Fall/Spring |
| BCHS 2523 | Public Health Program Planning & Proposal | 3 | Fall |
| BCHS 2525 | Writing | | |
| BCHS 2558 | Introduction to Applied Research | 3 | Fall/Spring |
| BIOSTAT 2062 | Health Program Evaluation | 3 | Spring |
| EPI 2181 | Clinical Trials: Methods & Practice | 3 | Spring |
| EPI 2183 | Design of Clinical Trials: Reading, Analyzing, Interpreting Public Health and Medical Literature | 2 | Fall |
| EPI 2260 | Epidemiological Basis of Disease Control | 2 | Fall/Spring |
| HPM 2012 | Financial Management Foundations of Healthcare and Public Health | 3 | Fall |
| HPM 2049 | Human Resource Management for Healthcare and Public Health Professionals | 2 | Spring Fall |
| HPM 2145 | Marketing Healthcare and Business Planning | 3 | |
| HPM 2064 | Health Policy Analysis | 2 | Spring |
| HUGEN 2041# | Bioethics | 3 | Fall |
| PUBHLT 2018* | Overview of LGBT Health Disparities | 2 | Fall |
| PUBHLT 2020* | Advanced Topics in LGBT Research | 3 | Spring |
| IDM 2068 *#+ | Infection Prevention and Control Internship | 3 | Summer |
| IDM 2035 | Vector-Borne Infectious Diseases: R & P | 3 | Spring |

B. Practicum

Each student is expected to complete a public health focused practicum IDM 2007 or IDM 2068 (see above). The practicum is a structured and educationally supervised assignment at an approved clinical, practice, service, or policy site with an experienced professional. Students may start their practicum after their first semester of study. Planning for the practicum should begin with the student's advisor as soon as the program starts. Students must spend a minimum of 200 hours at their site, and complete all necessary paperwork for the department and practicum location. This includes Practice Development form, Self-evaluation form, and mentor evaluation form. All completed forms must be submitted to your advisor and the IDM Student Services Specialist and must be on file to qualify to graduate. Students in the MIC program can choose to take IDM 2068 (Infection Prevention and Control Internship) or IDM 2007 to meet the requirements for a practicum for the MPH program in IDM.

C. Thesis/Essay

Students must complete a thesis or an essay to graduate from the program. In addition, the student must present their essay/thesis to their committee in oral presentation that is open to other faculty, staff, and students to attend. The essay/thesis final defense/presentation must be completed at least 2 weeks prior to graduation. Students are advised to begin work on essay/thesis during the 2nd semester of study at the latest to meet the deadlines and address unanticipated delays and challenges. See *Essay/Thesis Requirements*.

III. PITT PUBLIC HEALTH REGULATIONS FOR ALL MPH STUDENTS

See <https://catalog.upp.pitt.edu/index.php> and <https://publichealth.pitt.edu/academic-handbook>

- A. All students must choose their thesis/essay mentor from the IDM primary and secondary faculty.
- B. A minimum of 42 credits of graduate study is required for MPH degrees in Pitt Public Health. A grade point average of at least a B (GPA = 3.0) and a least an "S" in Pitt Public Health core courses which make up the program for any graduate degree must be maintained. A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0. When a student's QPA falls below 3.0 the student, advisor, and department receive notice from the school's Student Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to graduate.
- C. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student is strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course.
- D. Completion of a satisfactory essay or thesis.
- E. Normally, full-time students enroll for no more than 9-12 credits per term. The absolute maximum number of credits any student can take is 15.
- F. Full-time students are expected to complete their degree within 2 years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after admission to the program.
- G. If a thesis is completed, copies of the approved signed bound thesis are required to be submitted to the faculty advisor and the IDM academic office. The finalized electronic thesis (ETD) must also be submitted to the IDM academic office, in addition to the Pitt Public Health Office of Student Affairs. If an essay is completed copies of the approved signed bound essay are required to be submitted to the faculty advisor, IDM academic office, and Pitt Public Health Office of Student Affairs. An electronic copy of the essay is also to be submitted to the IDM academic office.

IV. CURRICULUM

The program is designed to prepare public health professionals who can define, assess, and develop interventions for individuals, program agencies, and communities regarding interventions, program development, and research of communicable diseases. The aim of the curriculum is to address critical public health issues in urban, rural, medically underserved areas, and international settings.

The program prepares public health professionals to serve specific populations and communities through community capacity building, evidenced based interventions, education, leadership, facilitation, evaluation in clinical care settings, public health departments, county or state and government agencies, institutions, community-based organizations, NGOs, hospitals, and other settings addressing infectious diseases. The curriculum utilizes a conceptual framework which incorporates epidemiology, prevention, clinical treatment, psychosocial, and environment within the context of infectious disease public health prevention, treatment, and control with additional focus on infection prevention in healthcare settings.

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

- Epidemiology of communicable diseases in the US and worldwide
- Infection prevention in health care settings
- Communicable disease laboratory diagnosis and monitoring
- Diagnosis, treatment of infectious diseases
- Syndemics of infectious diseases
- Infectious disease prevention, clinical treatment, and care
- Global and emerging infectious diseases including COVID 19
- Individual, social, and community disease control and treatment
- International models for communicable disease control and treatment
- Diversity issues within the context of infectious disease prevention
- Educational and evidenced based approaches and interventions prevention and treatment within specific populations
- Psychosocial factors influencing individual and community behaviors
- Development and implementation of culturally appropriate programs
- Policy development and advocacy
- Collection, analysis, and interpretation of relevant data
- Evaluation of individual and community focused interventions.

V. SUGGESTED SEQUENCE OF COURSES

Note: Full-time MPH students cannot register for less than 9 credits until spring term of their second year. A total of 42 credits are required.

FIRST YEAR

Fall Term

| Course Number | Course Name | Credits |
|---------------|--|----------|
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| EPIDEM 2110 | Principles of Epidemiology | 3 |
| IDM 2034 | Prevention and Control of HIV/AIDS | 2 |
| IDM 2025 | Microbiology Seminar | 1 |
| PUBHLT 2015 | Public Health Biology | 2 |
| PUBHLT 2022 | Public Health Grand Rounds | 0 |
| PUBHLT 2033 | Foundations of Public Health (Online) | 1 |
| BCHS 2509 | Social and Behavioral Sciences and Public Health | <u>3</u> |

TOTAL 15

Spring Term

| Course Number | Course Name | Credits |
|----------------------|--|----------------|
| IDM 2069 | Infection Prevention in Health Care Settings | 2 |
| EOH 2013 | Environmental Health & Disease | 2 |
| IDM 2038 | Prevention, Treatment, and Control of Global Infectious Diseases | 3 |
| IDM 2068 | Infection Prevention Internship OR | 3 |
| IDM 2007 | Practicum | 3 |
| IDM 2025 | MPH Seminar | 1 |
| IDM 2069 | Infection Prevention and Control in Healthcare Settings | 2 |
| PUBHLT 2022 | Public Health Grand Rounds | 0 |
| PUBHLT 2034 | Public Health Communications | 2 |
| Elective | Elective opportunity/Certificate class | <u>1-2</u> |
| | | TOTAL |
| | | 14-15 |

SECOND YEAR**Fall Term**

| Course Number | Course Name | Credits |
|----------------------|--|-----------------|
| IDM 2021 | Special Studies (Thesis/Essay) | 3 |
| IDM 2032 | Human Diversity & Public Health | 2 |
| IDM 2068 | Infection Prevention Internship | 3 |
| | Or | |
| IDM 2007 | Practicum | |
| PUBHLT 2035 | Applications in Public Health | 2 |
| HPM 2001 | Introduction to Leadership, Management & Policy in Public Health | 3 |
| Elective | Elective | <u>2</u> |
| | | TOTAL 15 |

Spring Term

| Course Number | Course Name | Credits |
|----------------------|----------------------------------|------------------|
| IDM 2021 | Special Studies (Thesis/Essay) | 1 |
| IDM 2007 | Practicum (if not taken earlier) | 3 |
| Elective | Elective optional | <u>1-3</u> |
| | | TOTAL 1-4 |

VI. ACADEMIC MONITORING AND ADVISING

During the first semester of the program, each student will be assigned an academic advisor who will guide the student in curriculum requirements, thesis/essay requirements, and other academic issues

1. Student responsibility to academic advisor

- The student must schedule ongoing meetings with academic advisor (call, email to get appt)
 - Four sessions during first year
 - Monthly sessions in second year
- Take advantage of your advisor's regularly scheduled office hours or schedule a meeting
- Any change in the selected concentration of study within the MPH program must be approved within the first semester of study in collaboration and approval of:
 - Academic advisor and Director of the MPH- MIC Program
 - Academic advisor and Director of another program, IDM-PEL, MS, etc.

2. Student responsibility for academic progress

- Schedule an appointment in advance with advisor during the beginning of the academic year and each semester of study.
 - Use email and phone to communicate with academic advisor
 - If communication problems occur, contact the MIC program director via phone, email or stop by the Director's office
- Possess and continuously review the current program outline, course sequencing, and offerings for your particular program of study and bring to advisee meetings to discuss with your academic advisor.
- Complete registration forms and obtain academic advisor signature in a timely manner.
- Keep academic advisor informed immediately of any issues that may impede your progress.
- Monitor University of Pittsburgh academic transcript. Each semester, the student should obtain a copy of their transcript through PeopleSoft to assure that all credits for required courses completed have been properly recorded.
- Students may request a change in their academic advisor. The [change request](#) for a new academic advisor must be completed and submitted to the MPH-MIC Program Director.

3. Student responsibility for research related to thesis or essay

- All MPH students must complete the on-line IRB module during the first semester of study. Please visit this website for training requirements: <http://www.citi.pitt.edu/citi/> , and create an account through this website: [https://www.osiris.pitt.edu/osiris/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity\[OID\[AC482809EC03C442A46F2C8EEC4D75D3\]\]](https://www.osiris.pitt.edu/osiris/Rooms/DisplayPages/LayoutInitial?Container=com.webridge.entity.Entity[OID[AC482809EC03C442A46F2C8EEC4D75D3]])
- The student must discuss their planned thesis or essay with their academic advisor by the end of the first semester to begin
 - The process for IRB submission if needed and develop the thesis
 - Formation of the thesis/essay committee for submission for approval to student affairs.
- Important: The student must identify the members of their committee and convene their committee before beginning any data collection to obtain. Approval of topic, research questions, methods must occur before proceeding.
- All MPH students must complete the research integrity modules during the first semester of study. A copy of the completion certificate must be sent to advisor for inclusion in your academic file.

4. Student required participation in scheduled academic events

- All second year MPH students are required to present a poster on their research or practice at the departmental Research Day.
- All MPH students are required to attend the fall departmental Research Day. Failure of students to participate in the fall research day will result in disqualification for any departmental or Pitt Public Health academic awards or travel grants.
- Students are required to participate in formal meetings scheduled with the MPH Program Director and/or IDM faculty for academic communication.

VII. MPH E-PORTFOLIO

Beginning in the fall 2019, all MPH students will be required to create and use the [e-portfolio](#). This is a Pitt Public Health requirement. [E-portfolios](#) will be created through the provider, Digication. The use of the [e-portfolio](#) will be used for collecting paperwork for their practicum, uploading samples of work, posting of term papers, posters for academic meetings including the departmental poster presentation, volunteer activities, student committee participation, etc. This e-portfolio provides ongoing documentation for student work and accomplishments that will be critical to developing a quality resume for job placement post-graduation or for further educational degrees.

The access to your [e-portfolio](#) will be available even after students graduate so it can be used for job searching. Please check with your program director for more information.

VIII. PRACTICUM REQUIREMENTS

MPH students are required to engage in an infectious disease public health focused practicum. The practicum must be related to infectious diseases specifically.

The practicum is a structured and educationally supervised assignment at an approved practice, service, or policy site with an experienced health, public health, research, or practice professional within academic, organizational, education, clinical practice, or community settings.

It is aimed to identify and apply theoretical frameworks, interventions, best practices and skills discussed in the classroom to the infectious disease related clinical, hospital, infectious disease related behavioral health approaches, and infectious diseases community health fields. This activity provides the student with hands-on experiences within these settings to acquire new skills, approaches to public health issues, leadership, capacity building, advocacy, and other skills and competencies. The practicum site choice is based upon recommendations by faculty advisor, networking, and the career goals of the student. A list of past practicum sites with contact information is available in the IDM Student Services Specialist's office.

Practicum Site Selection

The student has the primary responsibility for identifying potential practicum sites in collaboration with their faculty advisor who will officially approve the practicum site by signing the [Practicum Learning Agreement](#). The practicum cannot commence until this form is completed and signed by the Program Director and Academic Advisors. Students may start a practicum any time after the first semester.

1. The student schedules an appointment with faculty advisor to discuss potential practicum sites that align with the student's area of interest.
2. The student and faculty advisor meet and agree on a practicum site and complete the [Practicum Learning Agreement](#) before the start of the practicum.
3. Student contacts practicum site to ensure available practicum opportunities and notifies the advisor regarding any questions or concerns.
4. The student advisor contacts the preceptor if needed to review requirements including documentation and expectations for the student.
5. Student obtains the signatures of the practicum preceptor and faculty advisor on the

[Practicum Learning Agreement](#) and submits form to the Program Director and IDM Student Services Specialist for student file.

Practicum Progress

1. Student provides status reports to their academic advisor on practicum progress.
2. Nonparticipation and unexcused absences within the placement agency will result in the student failing the practicum.
3. Students are expected to always follow the policies and procedures of the University of Pittsburgh and the practicum site.
4. Academic advisor communicates with the practicum mentor in person, by phone, or via web before the placement is approved and at least once during the placement.
5. Student and practicum mentor record hours to ensure they meet the 200-hour minimum requirement.
6. Upon completion, the practicum is graded on a letter grade.
7. Students may accept a stipend from the agency if available, but it is not required in order for an agency to be approved.

Department Forms & Documentation

1. Pitt Public Health and the department requires the completion of the following forms and one report due at different times throughout your practicum experience: [Practicum Learning Agreement](#): Completed in collaboration with faculty advisor and practicum mentor before your practicum starts. Obtain signatures and submit to the IDM Student Services Specialist.
2. [Practicum Mid-Point Student Self-Evaluation Form](#): Completed at the mid-point of [practicum](#). The student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
3. [Practicum Mid-Point Evaluation Form for Site Preceptors](#): Completed at the mid-point of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
4. [End of Practicum Evaluation Form for Students](#): Completed at the conclusion of your practicum. The student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
5. [End of Practicum Evaluation Form for Site Preceptors](#): Completed at the conclusion of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
6. [End of Practicum Evaluation Form for Advisers](#): Completed at the conclusion of practicum. Student will give their advisor this form, and the student must submit completed form to the IDM Student Services Specialist and provide copy to faculty advisor. Student Report: Completed at the conclusion of practicum. Students must write a report of his/her activities during the field placement and submit it to the faculty advisor with a copy to the IDM Student Services Specialist.

IX. ESSAY/THESIS REQUIREMENTS

Thesis/Essay Committee and Topic

At the end of the student's first year, the student must select a thesis/essay committee in collaboration with their faculty advisor. Each committee will have a thesis/essay chair, who may or may not be the student's IDM faculty advisor. However, this individual must be a member of the IDM faculty with a primary or secondary appointment in the department. Students and advisors are restricted to the [University rules for committee composition](#).

Both the thesis or essay is deemed a scholarly work and a demonstration of the student's ability to conduct research or develop a comprehensive essay. The topic of this scholarly work must be in the field of infectious diseases related to any clinical, behavioral, environmental, policy, or systems aspects of infectious diseases. It must also be related to specific populations, patients, programs, institutions, agencies or systems in either domestic or international settings. The standard of excellence for either an essay or thesis is the same and must demonstrate the ability to reason based on scientific evidence, best practices to be able to develop conclusions and public health implications. The essay/thesis must meet appropriate academic standards and be written in a scholarly manner. The essay or thesis must be presented to the committee 2 weeks before end of the term in which the student expects to graduate. This presentation is open to other faculty, staff, and students and scheduled in advance by the IDM student services specialist. Failure to meet this requirement may result in delays in graduation and/or the need to take an additional semester to complete all requirements for graduation.

The topic, thesis/essay chair, and committee are all approved in writing by completing the [Thesis/Essay Planning Form](#). Before work can start on the thesis/essay, students must complete, obtain signatures, and submit form to the IDM Student Services Specialist. The IDM Student Services Specialist will submit the committee to Student Affairs for official approval. The student and the advisor will be notified once the committee is approved.

Focus of Essay/Thesis

The thesis or essay must be in the field of infectious diseases. The thesis is original research done by the student independently or as part of an investigation of a problem, issue, practice or policy identified. The aim of thesis work is for the student to demonstrate the ability to conduct research. This work may be related to the practicum experience but not required.

Thesis or Essay Types (not entirely mutually exclusive, discuss with your faculty advisor)

1. Original investigation (Thesis):
This infectious disease research involves the formulation of a hypothesis and the collection and analysis of data to test the hypothesis. Existing data from other research projects can be used if written approval is obtained from the principal investigator of the study. Determination of IRB submission must be agreed upon before work can commence.
The student may choose to collect new data for analysis for the study. For the masters' thesis, time and cost may limit the scope of the research. The research can take the form of a demonstration or pilot project with a demonstration of sampling, methodology, structure, analysis and procedures which could be used in a more expanded and rigorous study. The thesis topic does not have to be related to a practicum experience but must be related to infectious diseases.
2. Program Evaluation (Essay or Thesis): Such a thesis/essay could utilize tested evaluation methods for an infectious diseases project (i.e. outcome-based, analytical survey) to analyze the success of a program or project within a specific clinical, community, hospital setting in meeting the planned goals and objectives. This type of thesis/essay includes the development and recommendations for improvement in effectiveness, structure, design and/or change in objectives, goals or metrics for a program.
3. Literature Review (Essay): The relevant literature on a specific infectious diseases topic is examined in detail to create a definitive document that describe a problem, issue, policy, practice, etc. This is not a limited literature search but a [comprehensive document](#) that demonstrates

- competence in evaluation, analysis and synthesis of content.
4. **Policy Analysis (Essay)**: This involves a review of relevant infectious disease federal, local, and agency policies (legislation, regulations, best practices, guidelines, bylaws, etc.) for analysis, prioritization, and synthesis to develop a document that outlines the implications for services, system, planning, and policy. Such essays would include recommendations for changes in policies for a specific agency, program, institution, government agency or the legislature.
 5. **Program Development (Essay)**: This type of essay focuses on the development of a specific infectious disease program, plan, or initiative for a specific agency, department, or institution based upon an identified need or issue. The essay identifies and describes a specific plan of action and policies to address a need or issue. The essay may be prepared for presentation verbally or in print to the agency, department, or institution for their use as well as for the MPH essay requirement.
 6. **Management Issue Analysis (Essay or Thesis)**: This essay/thesis requires the collection and analysis of data related to specific infectious disease programmatic, organizational or management issue existing in a healthcare, governmental, or community agency or organizations responsible for infectious disease related clinical care, behavioral health services, or programs. Alternatively, this work could also analyze a management decision (institution of a new program, restructuring of staff, etc.) which may include a review of relevant management approaches and principles, evaluation of the effects of the decision on agency structure, functioning and service delivery.

Essay/Thesis Committee Meeting (Please adhere to the timelines in Appendix C and Appendix D)

Students must meet with their Primary Academic Advisor in-person for approval of their essay committee. If the primary academic advisor is not the chair or member of the essay committee, the academic advisor must be kept informed by the student of progress on a monthly basis by email or phone. Students must submit an abstract of the project to all committee members when asking them to serve on his/her committee. An initial meeting of the essay committee must be convened by Zoom or in person during the 2nd semester of study. The abstract form is included in the [thesis/essay planning form](#). Final **in person** presentation of the essay must occur 2 weeks before MPH graduation deadline.

Thesis Committee Meeting

Students completing a thesis must meet with their committee members in person adhering to the same timeline as above. The student's academic advisor may or may not be the thesis chair or member. If the academic advisor is not the thesis chair, the student must keep the academic advisor informed of progress. In addition to the abstract in the [thesis/essay planning form](#), students doing a thesis need to submit a proposal to the committee at the formal meeting.

The proposal for a **thesis** will consist of:

- Introduction
- Research questions
- Review of relevant literature
- Proposed methodology

Additionally, prior to the first committee meeting, students must submit their research proposal to all thesis committee members two (2) weeks in advance. After the first meeting, it is up to the student to send drafts to their academic advisor and committee members. Students should develop a timeline for draft completion and submit to their thesis chair for review and approval.

Institutional Review Board (IRB)

All thesis/essay work involving human subjects must have IRB approval. Please discuss this with your IDM academic advisor and your thesis/essay chairperson. Refer to the University of Pittsburgh IRB website: <http://www.irb.pitt.edu/>. During the first semester of study, students must complete the University of Pittsburgh online research modules <https://cme.hs.pitt.edu> and the successful completion certificate (copy) of each module will be provided to the Faculty Advisor. Students must maintain the original copy for their records for future reference and documentation for IRB submission.

Thesis/Essay Format

These scholarly works should be written in a clear, concise prose, utilizing the Style and Form Manual for Graduate Thesis and Dissertation Preparation at the University of Pittsburgh, for final preparation procedures. This is available through the Pitt Public Health Office of Student Affairs or (<https://etd.pitt.edu>). All students must adhere to the format outlined by the ETD system. For essay and thesis format and requirements, please read the [academic handbook](#). The most recent edition of the American Psychological (APA) Style Manual must be followed. Most theses or essays will include the following elements:

- **Abstract:** A brief statement of the hypothesis or research question, design, and conclusions of the study.
- **Introduction:** A statement of the purpose and aims of the study. This includes either specific hypothesis (thesis) or research questions (essay). Must also include a description of the scope of the problem or issue and rationale for the focus of the study.
- **Review of relevant literature:** A comprehensive review that includes a synthesis of journal articles, books, and other documents that describe relevant findings and indicating gaps in knowledge which the study may attempt to address.
- **Methods:** Includes a description of terms, assumptions, approaches to data collection and analysis, ; procedures, instruments to be used, informed consent, storage of data describes the specific the IRB approval process, and limitation of the study.
- **Findings:** Describes review of the study results, including figures, tables, etc. and/or a summary of the evaluation, review, or intervention developed depending on the type of thesis/essay type selected (see above)
- **Discussion:** Describes the implications of the results, synthesis of major trends, discussion of meaning of the data for the field, correlation with other studies from the literature review, and outlines areas for further investigation of research.
- **Conclusions:** Includes a summary of major findings and their application based on the type of study (See above).
- **Bibliography:** Includes all references in the document and must follow the APA format

Theses and essays completed by IDM alumni are available online via the [University of Pittsburgh D- Scholarship System](#).

Thesis/Essay Submission & Defense/Presentation

- The committee determines if the student is ready to present the thesis for final defense. The defense cannot be scheduled until approved by thesis advisor that the document is of sufficient completeness and quality.
- The student may be required to complete additional data collection, analysis, or other development prior to final defense/presentation.
- In collaboration with the advisor/committee chair, the date, time, and location of the final defense will be scheduled at least 1 month in advance. If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting to reserve the room and/or equipment.
- Print and email copies of the thesis/essay will be made by the student and delivered to the

office of all committee members 2 weeks prior to the date of the defense. The advance submission of the document must be a full 2 weeks excluding any holidays or semester breaks and fit within the schedules of participating committee faculty.

- Per school-wide essay/thesis completion policy, only the Program Director can request an extension to complete work on the thesis/essay. Student Affairs will not grant extensions directly in response to student or advisor requests. Please read more about this policy [here](#).

Thesis/Essay Presentation:

- Each student is required to present the completed thesis/essay in person to faculty and students once the thesis advisor approves the document for presentation.
 - Students are expected to prepare a PowerPoint presentation of their thesis for presentation which must be submitted to their thesis advisor for approval before presentation.
 - IDM Student Services Specialist schedules the time and location for the presentation.
 - Students must schedule this presentation one month in advance of presentation.

Submission of Thesis/Essay Copies

Students are **required** to submit **one** copy of the approved final thesis to the student's faculty advisor no later than one week after the end of the semester.

Failure to comply with any deadlines for submission of documents, scheduling of defense, or submission of documents for approval by the thesis/essay advisor can result in the student being required to register for another semester of study and which may delay anticipated graduation term

It is recommended that part-time students complete their degree within 3-4 years after admission to the program. Part-time students must be enrolled for a total of 6 credits each semester to maintain part-time status. You cannot take the required courses as suggested, so you must work with the MPH-IPI Program Director to organize the sequence of classes.

Seminar/Journal Club Requirement (IDM 2025)

Part-time students must register for IDM 2025 – MPH Seminar for two semesters. To receive credit for the course, part-time students can do any one of the following:

1. Attend the regular Monday and Wednesday seminars and journal clubs with the rest of the department.
2. Attend seminars or retreats outside of the department, totaling 15 hours, and complete the Seminar Substitute form to return to IDM 2025 MPH Journal Club instructors for credit.
3. A combination of one and two is also permitted. For example, if you have to miss one or two classes, you can make those sessions up by attending an outside event.

Note: Options number 2 and 3 are **ONLY** available to part-time students. All full-time students must attend the department seminar/journal club.

MASTER OF PUBLIC HEALTH (MPH-PEL) PROGRAM

INFECTIOUS DISEASE PATHOGENESIS, ERADICATION, AND LABORATORY PRACTICE

I. COMPETENCIES

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

1. Demonstrate increased knowledge in infectious disease pathogenesis and application to public health prevention and control.
2. Demonstrate knowledge of host response mechanism and application to domestic and global infectious diseases
3. Contribute to research and development in novel or enhanced prevention, treatment, and eradication programs
4. Demonstrate knowledge of basic laboratory methods and data analyses as applied to public health infectious disease programs
5. Explain how the different disciplines that make up the field of Public Health contribute to response to the threat of infectious diseases

II. SUMMARY OF REQUIREMENTS

A. Courses

1. Department Required Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix B)

| Course Number | Course Name | Credits |
|---------------|---|---------|
| IDM 2003 | Host Response to Microbial Infections | 2 |
| IDM 2007# | Practicum | 3 |
| IDM 2021 | Special Studies (thesis/essay writing) | 2-3 |
| IDM 2025 | Microbiology Seminar (2 semesters required) | 1 |
| IDM 2004 | Viral Pathogenesis | 2 |
| IDM 2161 | Methods in Infectious Disease Epidemiology | 1 |

2. Pitt Public Health Required Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix B)

(# = requires Departmental consent – See Appendix F for instructions)

| Course Number | Course Name | Credits |
|---------------|---|---------|
| BCHS 2509 | Social and Behavioral Sciences and Public Health | 3 |
| BIOST 2041** | Introduction to Statistical Methods I | 3 |
| EOH 2013 | Environmental Health and Disease | 2 |
| EPIDEM 2110 | Principles of Epidemiology | 3 |
| HPM 2001 | Introduction to Leadership, Management and Policy for Public Health | 3 |
| IDM 2010 | Pathogen Biology | 2 |
| PUBHLT 2022 | Public Health Grand Rounds (2 semesters required) | 0 |
| PUBHLT 2033 | Foundations of Public Health | 1 |
| PUBHLT 2034 | Public Health Communications | 2 |
| PUBHLT 2035* | Applications in Public Health | 2 |

***students wishing to take BIOST 2011 instead should consult their advisor before making this decision.*

Required Course Exemptions:

If you have earned a graduate degree and/or have taken a similar course, you must follow the instructions on **Appendix G** to be exempt from a required course. There are different procedures for department and school-wide course exemptions. Exemptions from IDM courses for the MPH program are not permitted.

3. Elective Courses

(* = Requires appropriate prerequisite course(s) and/or co-requisite course(s) – See Appendix B)

(# = requires Departmental consent – See Appendix F for instructions)

Three (3) elective credits must be completed. Below are some suggestions; however, you are strongly encouraged to identify appropriate electives that are most related to your research area or career goals. These electives can be chosen from graduate courses offered in any school within the University upon approval of your advisor, the Program Director and the course coordinator.

| Course Number | Course Name | Credits | Semester Offered |
|---------------|--|---------|------------------|
| BCHS 2520# | Theories Health Behavior & Health Education | 3 | Fall/Spring |
| BCHS 2523# | Public Health Program Planning and Proposal Writing | 3 | Fall/Spring |
| BIOST 2016* | Sampling Design & Analysis | 3 | Fall |
| EPIDEM 2160* | Epidemiology of Infectious Disease | 2 | Fall |
| EPIDEM 2180* | Epidemiological Methods I | 3 | Spring |
| EPIDEM 2181* | Design of Clinical Trials | 2 | Fall |
| EPIDEM 2260* | Epidemiological Basis for Disease Control | 2 | Fall |
| IDM 2001 | Molecular Biology of Microbial Pathogens | 3 | Fall |
| IDM 2014 | Functional Genomics of Microbial Pathogens | 3 | Spring |
| IDM 2021^ | Lab Practice | 3 | All |
| IDM 2032 | Human Diversity & Public Health | 2 | Fall |
| IDM 2034 | Control and Prevention of HIV | 2 | Fall |
| IDM 2038 | Prevention, Treatment, and Control of Global Infectious Diseases | 3 | Spring |
| IDM 2022 | Special Topics | 1-3 | Fall/Summer |
| IDM 2035 | Vector-Borne Infectious Diseases: Research and Practice | 3 | Spring |
| IDM 2069 | Infection Prevention and Control in Healthcare Settings | 2 | Spring |
| IDM 3440 | Vaccines and Immunity | 1 | Spring |
| PUBHLT 2018* | Overview of LGBT Health Disparities | 2 | Fall |
| PUBHLT 2020* | Advanced Topics in LGBT Research | 3 | Spring |

^ If completing a lab rotation, please notify the Student Services Coordinator and register for 3 credits of IDM 2021.

B. Practicum

Each student is required to complete an Infectious Disease public health focused practicum. The practicum is a structured and educationally supervised assignment at an approved practice, service, or policy site with an experienced professional. Students may start their practicum after their first semester of study. Planning for the practicum should begin with the student's advisor as soon as the program starts. Students must spend a minimum of 200 hours at their site and complete all necessary paperwork for the department and practicum location in order to get credit for the course IDM 2007. Students may instead choose to take the combination of IDM 2068 (Infection Prevention Internship) and IDM 2069 (Infection Prevention and Control in Healthcare Settings), subject to enrollment cap restrictions, to satisfy the practicum requirement instead of taking IDM 2007. Please note, however, that IDM 2069 is a prerequisite for IDM 2068 and students must therefore take both courses.

C. Thesis/Essay

Students must complete a thesis or an essay to graduate from the program. Students may conduct mentored laboratory or other research for this and receive course credit for the course IDM 2021 for each semester in which they do such research. Students may also use data obtained during their practicum for their thesis/essay, but prior permission from the practicum site must be obtained and documented.

III. CURRICULUM

The MPH program in PEL is designed to prepare public health professionals with skills in many areas, including immunology, microbiology, parasitology, and epidemiology and data analysis, to address critical problems in the prevention, control and eradication of infectious diseases both globally and within the USA. Students will have gained expertise in infectious disease pathogenesis and epidemiology, their relationship to the control of infectious diseases, and the skills appropriate for careers within local and state health departments, federal agencies or global organizations conducting infectious disease surveillance and control programs. This MPH concentration utilizes a conceptual framework that brings together pathogen biology, immunology, and epidemiology within the broader framework of public health.

Each student is expected to demonstrate knowledge and expertise in the following areas:

- Biology of bacterial, viral, protozoan and metazoan pathogens
- Host response to infectious agents
- Ways of manipulating the host response by vaccination
- Epidemiology of infectious disease spread
- Acquisition and analysis of laboratory and community data on infectious pathogens
- Human behavioral practices and their effects on the spread of infectious diseases
- Current best practices and remaining challenges in the eradication of infectious disease

IV. SUGGESTED SEQUENCE OF COURSES

Note: Full-time MPH students cannot register for less than 9 credits until spring term of their second year. A total of 42 credits are required. **Students who wish to complete the program in three semesters must take an average of 14 credits in each semester and should discuss their plans with their academic advisor as soon as possible on matriculating into the program.**

FIRST YEAR

Fall Term

| Course Number | Course Name | Credits |
|---------------|--|----------|
| BIOST 2041 | Introduction to Statistical Methods I | 3 |
| EPIDEM 2110 | Principles of Epidemiology | 3 |
| IDM 2003 | Host Response to Microbial Infections | 2 |
| IDM 2010 | Pathogen Biology | 2 |
| IDM 2025 | MPH Seminar | 1 |
| PUBHLT 2022 | Public Health Grand Rounds | 0 |
| PUBHLT 2033 | Foundations of Public Health (Online) | 1 |
| Elective | Elective opportunity/Certificate class | 3 |
| | | <hr/> |
| | | TOTAL 15 |

Spring Term

| Course Number | Course Name | Credits |
|---------------|---|---------|
| BCHS 2509 | Social & Behavioral Sciences and Public Health | 3 |
| EOH 2013 | Environmental Health and Disease | 2 |
| HPM 2001 | Introduction to Leadership, Management and Policy for Public Health | 3 |
| IDM 2025 | MPH Seminar | 1 |

| | | |
|-------------|--|-------------|
| PUBHLT 2022 | Public Health Grand Rounds | 0 |
| IDM 2161 | Methods in Infectious Disease Epidemiology | 1 |
| Elective | Elective opportunity/Certificate class | 1-4 |
| | | TOTAL 10-15 |

SECOND YEAR

Fall Term

| Course Number | Course Name | Credits |
|---------------|--|-------------|
| IDM 2004 | Viral Pathogenesis | 2 |
| IDM 2007* | Public Health Communicable Disease Practicum | 3 |
| IDM 2021 | Special Studies (Thesis/Essay) | 2-4 |
| IDM 2025 | MPH Seminar | 1 |
| PUBHLT 2034 | Public Health Communications | 2 |
| Elective | Elective opportunity/Certificate class | 3-7 |
| | | TOTAL 13-15 |

Spring Term

| Course Number | Course Name | Credits |
|---------------|--|------------|
| IDM 2021 | Special Studies (Thesis/Essay) | 2-4 |
| PUBHLT 2035 | Applications in Public Health | 2 |
| Elective | Elective opportunity/Certificate class | 1-4 |
| | | TOTAL 5-10 |

*students typically conduct the work for their practicum in the summer semester, but register for the credit in the following fall semester.

V. PITT PUBLIC HEALTH REGULATIONS FOR ALL MPH STUDENTS

See <https://catalog.upp.pitt.edu/index.php> and <https://publichealth.pitt.edu/academic-handbook>

- A. All students must choose their thesis/essay mentor from the IDM primary and secondary faculty.
- B. A minimum of 42 credits of graduate study is required for MPH degrees in Pitt Public Health. A grade point average of at least a B (GPA = 3.0) and a least an "S" in Pitt Public Health core courses which make up the program for any graduate degree must be maintained. A student with full graduate status is automatically placed on probation whenever their cumulative graduate GPA falls below 3.0. When a student's QPA falls below 3.0 the student, advisor, and department receive notice from the school's Student Performance Committee. If a student has a cumulative GPA below 3.0 for two consecutive terms, they are likely to be dismissed from the program. Students must have a cumulative GPA of 3.0 or above to be eligible to graduate.
- C. A grade of B or better must be maintained for all school wide core courses required in a student's academic program (see summary of requirements above). If a grade of C is earned the Pitt Public Health Educational Policies and Curriculum Committee recommends that the student and advisor meet to discuss the grade and that the student is strongly encouraged to re-take the core course. However, this final decision is up to the advisor and the student. If a grade below a C is earned, that student must repeat the course.
- D. Completion of a satisfactory essay or thesis.
- E. Normally, full-time students enroll for no more than 9-12 credits per term. The absolute maximum number of credits any student can take is 15.
- F. Full-time students are expected to complete their degree within 2 years after admission to the program. It is recommended that part-time students complete their degree within 3-4 years after

admission to the program.

- G. If a thesis is completed, copies of the approved signed bound thesis are required to be submitted to the faculty advisor and the IDM academic office. The finalized electronic thesis (ETD) must also be submitted to the IDM academic office, in addition to the Pitt Public Health Office of Student Affairs. If an essay is completed copies of the approved signed bound essay are required to be submitted to the faculty advisor, IDM academic office, and Pitt Public Health Office of Student Affairs. An electronic copy of the essay is also to be submitted to the IDM academic office.

VI. MPH E-PORTFOLIO

Beginning in the fall 2019, all MPH students will be required to create and use the [e-portfolio](#). This is a Pitt Public Health requirement. [E-portfolios](#) will be created through the provider, Digication. The use of the [e-portfolio](#) will be used for collecting paperwork for practicum, uploading samples of work, and any other materials that the student and their advisor feel will be of the greatest help to the student in their future careers.

The access to your [e-portfolio](#) will be available even after students graduate so it can be used for job searching. Please check with your program director for more information.

VII. PRACTICUM REQUIREMENTS

MPH students are required to engage in an Infectious Disease public health focused practicum. The practicum is a structured and educationally supervised assignment at an approved practice, service, or policy site with an experienced professional. It is aimed to identify and apply theoretical frameworks and skills discussed and demonstrated in the classroom to the communicable disease/behavioral health field. This activity provides the student with hands-on experiences with community, research, clinical or organizational settings to learn new skills, approaches to public health issues, leadership, public health capacity building, advocacy, and other public health skills and competencies. The practicum site choice is based upon recommendations by the faculty advisor and the career goals of the student. A list of past practicum sites with the contact information is available in the IDM Student Services Specialist's office.

Practicum Site Selection

The student has the primary responsibility for identifying potential practicum sites in collaboration with their faculty advisor who will officially approve the practicum site by signing the [Practicum Learning Agreement](#). Students may start a practicum any time after the first semester.

- a. Student schedules appointment with faculty advisor to discuss potential practicum sites that fit the student's interest.
- b. Student and faculty advisor meet and agree on a practicum site and complete the *Practicum Learning Agreement* before the start of the practicum.
- c. Student contacts practicum site to ensure available practicum opportunities.
- d. Student obtains the signatures of the practicum preceptor and faculty advisor on the *Practicum Learning Agreement form*, and submits form to the IDM Student Services Specialist for student file.

Practicum Progress

1. Student provides status reports to their faculty advisor on practicum progress
2. Nonparticipation and unexcused absences within the placement agency will result in the student failing the practicum.
3. Students are expected to follow the policies and procedures of the University of Pittsburgh and the practicum site at all times.
4. Faculty advisor communicates with the practicum mentor in person, by phone, or via web before the placement is approved and at least once during the placement.

5. Student and practicum mentor record hours to ensure they meet the 200-hour minimum requirement.
6. The practicum is graded on a letter grade basis
7. Students may accept a stipend from the agency if available, but it is not required for an agency to be approved.

Department Forms & Documentation

Pitt Public Health and the department require the completion of the following forms and one report due at different times throughout your practicum experience:

1. [Practicum Learning Agreement](#): Completed in collaboration with faculty advisor and practicum mentor before your practicum starts. Obtain signatures and submit to IDM Student Services Specialist.
2. [Practicum Mid-Point Student Self-Evaluation Form](#): Completed at the mid-point of [practicum](#). The student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
3. [Practicum Mid-Point Evaluation Form for Site Preceptors](#): Completed at the mid-point of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
4. [End of Practicum Evaluation Form for Students](#): Completed at the conclusion of your practicum. The student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
5. [End of Practicum Evaluation Form for Site Preceptors](#): Completed at the conclusion of practicum. Student will give their practicum mentor this form, and the student must submit completed form to faculty advisor with a copy to the IDM Student Services Specialist.
6. [End of Practicum Evaluation Form for Advisers](#): Completed at the conclusion of practicum. Student will give their advisor this form, and the student must submit completed form to the IDM Student Services Specialist and provide copy to faculty advisor.
7. [Student Report](#): Completed at the conclusion of practicum. Students must write a report of his/her activities during the field placement and submit it to the faculty advisor with a copy to the IDM Student Services Specialist.

VIII. THESIS/ESSAY REQUIREMENTS

Thesis/Essay Committee and Topic

At the end of the student's first year of study, the student must select a thesis/essay committee in collaboration with their faculty advisor. Each committee will have a thesis/essay chair, who may, but does not have to be, the student's IDM faculty advisor. This individual must, however, be a member of the IDM faculty. Students and advisors must follow the [University rules for committee composition](#). The topic of this scholarly work must be in the field of infectious diseases related to any clinical, behavioral, laboratory, environmental, policy, or systems aspects of infectious diseases as they apply to individuals, programs, institutions, or systems in both domestic and international settings. The standard of excellence for both the essay and the thesis is the same and must demonstrate the ability to reason, based on scientific evidence, and draw appropriate conclusions. The essay/thesis must meet appropriate academic standards and be written in a scholarly manner.

The topic, thesis/essay chair, and committee are all approved in writing by completing the [Thesis/Essay Planning Form](#). Students must complete, obtain signatures, and submit form to the IDM Student Services Specialist, who will obtain Pitt Public Health Student Affairs approval on the committee. Once approved, the faculty advisor and student will be notified.

Focus of Essay/Thesis

The thesis or essay must be in the field of infectious diseases. The project undertaken for a thesis must include original research done independently in a laboratory or other research setting by the student, or the investigation of a problem undertaken during a practicum in a public health agency, health care institution or other public health setting. The essay is an original piece of scholarship that presents a critical review of the literature of a problem, policy, issue, or practice in the above-described fields of study. An essay may also include the description and analysis of any original data generated by the student in these settings.

Thesis or Essay Types (not entirely mutually exclusive, discuss with your faculty advisor)

- **Original investigation (Thesis):** This involves the formulation of a hypothesis and the collection and analysis of data to test the hypothesis. The data may already exist or can be new data collected by the student. Consideration of the time and financial resources necessary might limit the scope of the research; in this case the thesis could take the form of a demonstration or pilot project, describing a methodology, structure and/or process that would have a much wider field of potential applicability.
- **Literature Review (Essay):** This involves the examination of all of the relevant literature on a given topic, to create a definite “state-of-the-art” document about the topic. This is more extensive than a normal literature search, which would be required for the other types of essays/thesis as well. In a literature review essay the student must demonstrate competence in analysis, evaluation, and criticism of existing material, as well as the synthesis of new content.
- **Policy Analysis (Essay):** This is a review of relevant federal, local, and agency policies (legislation, regulations, guidelines, bylaws, etc.), together with an analysis of their implications for service, planning and future policy development. A recommendation for policy direction for an agency, or an individual position paper, would probably be a part of the final essay product. An essay might also analyze the process of policy development in an agency.
- **Program Evaluation (Essay):** This involves the application of accepted methods of program evaluation to reach conclusions about the effectiveness or success of that program in meeting its own objectives. This essay type would include a critique of the program as well as recommendations for future improvements in all aspects of the program’s function.
- **Program Development (Essay):** This type of essay documents the development of a specific program, plan, or initiative for a specific agency, department, or institution. The essay is based upon an identified need or issue, and should describe a tailored plan of action to address this. The essay should be prepared as if it is to be presented to the agency, department, or institution for their use, as well to satisfy the essay requirement of the MPH-PEL program.
- **Management Issue Analysis (Essay or Thesis):** This essay involves the collection and analysis of data relevant to specific programmatic management issues which may occur within health care organizations, government agencies, or community-based organizations involved in infectious disease diagnosis or monitoring, or the provision of other kinds of services or programs related to infectious disease. The essay may also analyze a management decision (institution of a new program, restructuring of staff, etc.), which may include a review of relevant management principles and approaches, and an evaluation of the effects of the decision on agency structure, functioning and service delivery.

Essay Committee Meeting (Please adhere to the timelines in Appendix C and Appendix D)

Students must meet with their committee; however, a formal in-person meeting is not needed. Distance-based communication can be utilized for this meeting (i.e. zoom, MS Teams, etc.). Students must submit an abstract of the project to all committee members when asking them to serve on his/her committee. The abstract form is included in the [thesis/essay planning form](#). Approval must be obtained three months before the planned presentation month.

Thesis Committee Meeting

Students completing a thesis must meet with their committee members in person adhering to the same timeline as above. In addition to the abstract included in the [thesis/essay planning form](#), students doing a thesis need to submit a proposal to the committee at the formal meeting.

The proposal for a **thesis** will consist of:

- Introduction
- Research questions
- Review of relevant literature
- Proposed methodology

Additionally, prior to the first committee meeting, students must submit their research proposal to all thesis committee members two (2) weeks in advance. After the first meeting, it is up to the student to send drafts to the advisor. Students should develop a timeline for draft completion and communicate this to their advisor for approval.

Institutional Review Board (IRB)

All thesis/essay work involving human subjects must have documented evidence of either IRB approval or exemption. Please discuss this with your IDM faculty advisor and your thesis/essay chairperson. Refer to the University of Pittsburgh IRB website: <http://www.irb.pitt.edu/>. During the first semester of study, students must complete the University of Pittsburgh online research modules <https://cme.hs.pitt.edu> and the successful completion certificate (copy) of each module will be provided to the Faculty Advisor. Students must maintain the original copy for their records for future reference and documentation for IRB submission.

Thesis/Essay Format

Essays and theses are written in a clear, concise prose, utilizing the Style and Form Manual for Graduate Thesis and Dissertation Preparation at the University of Pittsburgh, March 1993 for final preparation procedures. This is available through the Pitt Public Health Office of Student Affairs or (<https://etd.pitt.edu>) All students must adhere to the format outlined by the ETD system. For essay and thesis format and requirements, please read the [academic handbook](#)

The most recent edition of the American Psychological (APA) Style Manual must be followed. Most theses or essays will include the following elements:

- **Introduction:** A statement of the purpose of the study, the research description of the agency, or the environment in which the data are to be collected, identifying the problem and stating scope or focus of the study or research, including, where appropriate, the hypothesis to be tested.
- **Review of relevant literature:** A comprehensive review, and synthesis of journal articles, books, etc. on the same theme, indicating major relevant findings and indicating gaps in knowledge which the study may attempt to address.
- **Methods:** Documents, terms and statement of assumptions, how the information is to be collected and analyzed; describes the specific procedures used to collect and store the data, describe the IRB approval process, and the limitation of the study.
- **Findings:** Describes data management, results of study, policy decisions, policy materials, and original research data and identifies biases or limitations of the study results.
- **Discussion:** Describes the implications of the results, synthesis of major trends, discussion of meaning of the data for the field, correlation with other studies from the literature review, and outlines areas for further investigation of research.
- **Conclusions:** Includes a summary of major findings, application to agency planning, the field and other recommendations).
- **Bibliography:** Includes all references in the document and must follow the APA format
- **Abstract:** A brief statement of the research question, design, and conclusions of the study.

Thesis and essays completed by IDM alumni are available online via the [University of Pittsburgh D- Scholarship System](#).

Thesis Submission & Defense

- The committee determines if the student is ready to present the thesis for final defense.
- The student may be required to complete additional data collection, analysis, or other development prior to final defense.
- In collaboration with the advisor/committee chair, the date, time, and location of the final defense will be scheduled at least 1 month in advance. If a conference room or audio-visual equipment is needed, the student must contact the IDM Student Services Specialist in advance of the meeting to reserve the room and/or equipment.
- Copies of the thesis will be made by the student and delivered to the office of all committee members 2 weeks prior to the date of the defense. The advance submission of the document must be a full 2 weeks excluding any holidays or semester breaks and fit within the schedules of participating committee faculty.
- The committee will conduct a final examination on the Masters' thesis after the defense.
- Per school-wide essay/thesis completion policy, only the Program Director can request an extension to complete work on the thesis/essay. Pitt Public Health Student Affairs will not grant extensions directly in response to student or advisor requests. Please read more about this policy [here](#)

Essay Submission

- The committee determines if the student is ready to submit the essay for their review for graduation.
- The student may be required to complete additional data collection, analysis, or other development prior to submission.
- The student should communicate with their faculty advisor regularly throughout writing
- Copies of the essay will be made by the student and delivered to the office of all committee members 2 weeks prior to the date of the defense and the advance submission of the document must be a full 2 weeks excluding any holidays or semester breaks and fit within the schedules of participating committee faculty.
- Per school-wide essay/thesis completion policy, only the Program Director can request an extension to complete work on the thesis/essay. Pitt Public Health Student Affairs will not grant extensions directly in response to student or advisor requests. Please read more about this policy [here](#).

Essay Presentation

- Students will present their essay during their Monday Seminar, Wednesday Journal Club, or to the Public, in December or in April.

Submission of Thesis/Essay Copies

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

It is the student's responsibility to comply with all departmental and school guidelines for submitting their thesis/essay documents, and for scheduling their thesis defense. A student who fails to meet these deadlines may be required to register for another semester and to delay their planned graduation.

IX. SPECIAL NOTE TO PART-TIME MPH STUDENTS

It is recommended that part-time students complete their degree within 3-4 years after admission to the program. Part-time students should be enrolled for a total of 6 credits each semester, but students can maintain part-time status by registering for 1-8.5 credits.

Since each part-time student presents with a unique situation, it is difficult to have a standard schedule designed to cover everyone's individual needs. This is also complicated by the fact that certain required and prerequisite courses are only offered during specific times and semesters throughout the year. The department recognizes that this can present various logistical hurdles. The Program Director will serve as the primary academic advisor and offer guidance to help the student navigate scheduling challenges. In some cases, another graduate level class may be used to substitute for a listed required course upon permission from the director of the required course and the MPH Program Director.

Seminar/Journal Club Requirement (IDM 2025)

Part-time students must register for IDM 2025 – MPH Seminar for two semesters. To receive credit for the course, part-time students can do the following:

- a. Attend the regular Monday and Wednesday seminars and journal clubs with the rest of the department.
- b. Attend seminars or retreats outside of the department, totaling 15 hours, and complete the Seminar Substitute form to return to IDM 2025 MPH Journal Club instructors for credit.
- c. A combination of one and two is also permitted. For example, if you have to miss one or two classes, you can make those sessions up by attending an outside event.

Note: Options number 2 and 3 are ONLY available to part-time students. All full-time students must attend the department seminar/journal club.

GRADUATION GUIDELINES

A. Application for Graduation

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

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

B. Electronic Theses & Dissertations (ETDs)

Students submitting a dissertation or thesis as their written requirement for their degree **must** submit their dissertation/thesis electronically via the University of Pittsburgh's ETD system. Assistance in this process is available from the University Library System, Pitt Public Health, and Computing Services and Systems Development. Further information is available at <https://etd.pitt.edu/>. **Note:** it is imperative that students adhere to the ETD formatting specifications. It is not uncommon for Pitt Public Health's Office of Student Affairs to return the document multiple times for failure to adhere to these specifications.

C. IDM Exit Interview (optional)

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

TRANSFER BETWEEN IDM GRADUATE PROGRAMS

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

Transfer from the IDM MS program to the IDM PhD program is not allowed. However, students who have completed or are on track for completing all requirements for the MS program may apply for entrance into the IDM PhD program by applying through SOPHAS - www.sophas.org. Applications to the PhD program can occur prior to completing the MS degree, although entrance into the PhD program can only occur after the completion of the MS degree. Students wishing to apply to the PhD program must formally do so. Application procedures can be obtained from the IDM Student Services Specialist or from the IDM [website](#).

II. DOCTORAL TO MASTER'S PROGRAM TRANSFERS

The student, with concurrence from their faculty advisor, must inform the Admissions Manager in the Pitt Public Health Office of Student Affairs, the IDM Department Chair, Director of IDM Graduate Programs, and the IDM Student Services Specialist of their decision to transfer to the master's program. The student should also discuss this with the IDM Director of Graduate Programs prior to taking action to make this transfer. After receiving permission from the IDM Department Chair, the student must finish the required courses for the master's program, pass the master's comprehensive examination (MS students), and successfully defend a master's thesis (MS and MPH students). It is noted that Pitt Public Health requires three core courses to be completed for a student to receive an MS degree, even if they are seeking an MS upon exit from the PhD program. The MPH program has eleven (11) Pitt Public Health core courses that must be completed. If the student has earned a graduate degree and/or has taken a similar course, s/he must follow the instructions in **Appendix G** to obtain exemption from a required course. Procedures for department and school-wide course exemptions differ.

III. TRANSFERRING WITHIN IDM - MPH CONCENTRATIONS

The student must meet with their academic advisor to discuss the transfer. With concurrence from their academic advisor, the student must inform their respective MPH Director in writing of their desire to transfer including a brief rationale for the change. A copy is sent by the student's advisor to the Admissions Manager in the Pitt Public Health Office of Student Affairs. The student should also inform the IDM Student Services Specialist of the transfer. Once the student's MPH Program Director and the Department Chair signs off on the transfer, the Student Services Coordinator will notify the student by email of the successful transfer.

IV. MPH TO MS DEGREE and MS TO MPH DEGREE

If a student has completed his/her MPH degree, and is accepted to pursue an MS degree, only 6 credits from the MPH degree can be transferred into the MS degree and vice versa. This means the student must complete 30 additional credits to earn the MS degree at Pitt or 36 additional credits to earn an MPH degree.

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

Active non-degree Pitt Public Health students who wish to apply for an IDM degree granting program must submit a formal statement to the Pitt Public Health Admissions Manager requesting to be considered for admission to a specific program. Applications to degree programs are subject to a full review by the IDM Admissions Committee. Credits earned during the semester(s) under a non-degree status will be counted towards IDM program course requirements. Upon acceptance into the program, students will be subject to the requirements set for the selected IDM graduate program. **Pitt Public Health policy states that non-degree students are only eligible to earn 12 credits prior to admission to a degree-granting program.**

IDM FACULTY AND RESEARCH INTERESTS

During your graduate studies, you will work closely with a faculty member who will serve as your academic advisor. As you begin to identify potential advisors, one critical factor in your decision-making process will include the specific research interests of individual faculty members. Complete faculty bio sketches, statements of research interests, recent publications, and contact information are available on the Pitt Public Health Directory:

(<http://www.publichealth.pitt.edu/home/directory?type=1&department=34205>).

You are strongly urged to begin to work toward identifying a major advisor immediately upon entering an IDM graduate program.

APPENDIX A PITT PUBLIC HEALTH DEPARTMENTAL ACADEMIC OFFICES

DEPARTMENTS & CENTERS

| Department | Contact | Telephone | E-mail |
|--|----------------|--------------|--|
| Behavioral and Community Health Sciences | Paul Markgraf | 412-624-3107 | pjm111@pitt.edu |
| Biostatistics | Renee Valenti | 412-624-3023 | biostat@pitt.edu |
| Environmental and Occupational Health | Bryanna Snyder | 412-383-7297 | bms85@pitt.edu |
| Epidemiology | Lori Smith | 412-383-5269 | smithl@edc.pitt.edu |
| Health Policy and Management | Jessica Dornin | 412-624-3625 | jld115@pitt.edu |
| Human Genetics | Noel Harrie | 412-624-3066 | nce1@pitt.edu |
| Infectious Diseases and Microbiology | Erin Schuetz | 412-624-3331 | idm@pitt.edu |
| Multidisciplinary MPH | Jessica Dornin | 412-624-3625 | mmph@pitt.edu |

CERTIFICATE PROGRAMS

- Community-Based Participatory Research and Practice (BCHS)
 - Jennifer Jones (jri25@pitt.edu)
- Environmental Health Risk Assessment (EOH)
 - Bryanna Snyder (bms85@pitt.edu)
- Evaluation of Public Health Programs (BCHS)
 - Paul Markgraf: (pjm111@pitt.edu)
- Global Health
 - Cynthia Salter (cys6@pitt.edu)
- Health Care Systems Engineering (HPM)
 - Jessica Dornin (jld115@pitt.edu)
- Health Equity (BCHS)
 - Paul Markgraf: (pjm111@pitt.edu)
- Health Systems Leadership and Management (HPM)
 - Jessica Dornin (jld115@pitt.edu)
- LGBT Individuals' Health & Wellness (BCHS)
 - Paul Markgraf: (pjm111@pitt.edu)
- Public Health Genetics (HUGEN)
 - Noel Harrie (nce1@pitt.edu)

APPENDIX B COURSES REQUIRING PREREQUISITES

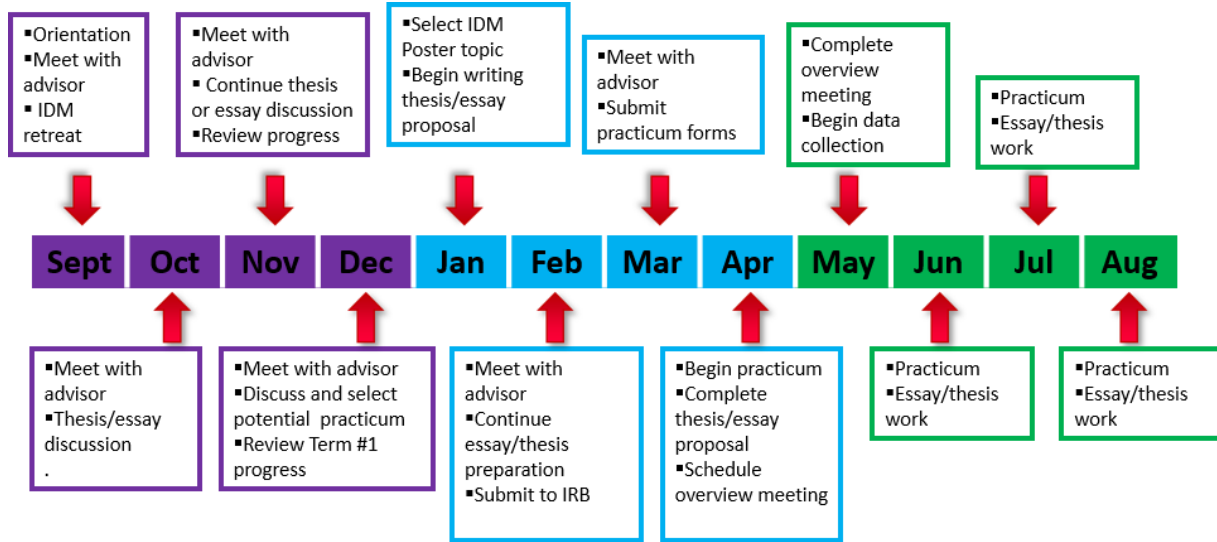
| Course Number | Course Title | Course Offered | Prerequisite Course(s) |
|---------------|--|------------------|---|
| BCHS 2598 | Social Inequities in Health | Summer | BIOST 2011/2041 EPIDEM 2011 |
| BIOST 2016 | Introduction to Sampling | Spring | BIOST 2011 OR 2041 & BIOST 2093 |
| BIOST 2042 | Introduction to Statistical Methods II | Spring | BIOST 2041 |
| BIOST 2049 | Applied Regression Analysis | Spring | BIOST 2042 |
| BIOST 2093 | Data Management and Analysis | Spring | Pre-requisite: BIOST 2041 |
| EPIDEM 2160 | Epidemiology of Infectious Disease | Fall | EPIDEM 2110 |
| EPIDEM 2161 | Methods Infectious Diseases Epidemiology | Spring | EPIDEM 2110 & EPIDEM 2160 |
| EPIDEM 2170 | Chronic Disease Epidemiology | Fall | EPIDEM 2110 & BIOST 2011 OR 2041 |
| EPIDEM 2180 | Epidemiological Methods I | Spring | EPIDEM 2110 & BIOST 2041 Co-requisite: BIOST 2042 |
| EPIDEM 2181 | Design of Clinical Trials I | Fall | EPIDEM 2110 |
| EPIDEM 2260 | Epidemiological Basis Disease Control | Fall | EPIDEM 2110 & BIOST 2011 or 2041 |
| IDM 2002 | Molecular Virology | Spring | IDM 2001 OR INTBP 2000 |
| IDM 2014 | Functional Genomics of Microbial Pathogens | Every other Fall | IDM 2001 or IDM 2010 |
| IDM 2161 | Methods Infectious Diseases Epidemiology | Spring | EPIDEM 2110 |
| IDM 3440 | Vaccines and Immunity | Spring | IDM 2003 |
| MSIMM 2230 | Experimental Basis of Immunology | Spring | Co-requisite: MSIMM 2210 |
| MSIMM 3480 | Immunology of Infectious Disease | Fall | Co-requisite: MSIMM 2210 or Pre-requisite: IDM 2003 |
| PUBHLT 2016 | Capstone: Problem Solving in Public Health | Fall/Spring | EPIDEM 2110 & BIOST 2011 or 2014 & PUBHLT 2014 & 2015 & 2022 & BCHS 2509 & EOH 2013 & HPM 2001 |
| PUBHLT 2018 | Overview of LGBT Health Disparities | Fall | EPIDEM 2110 |
| PUBHLT 2020 | Advanced Topics in LGBT Research | Spring | PUBHLT 2018 |

Only course instructor(s) can grant exemptions from class prerequisites or co-requisites. Per instructor consent an "Admission to Closed Class or Restricted Class" form may need to be completed. This form is available in Pitt Public Health Student Affairs.

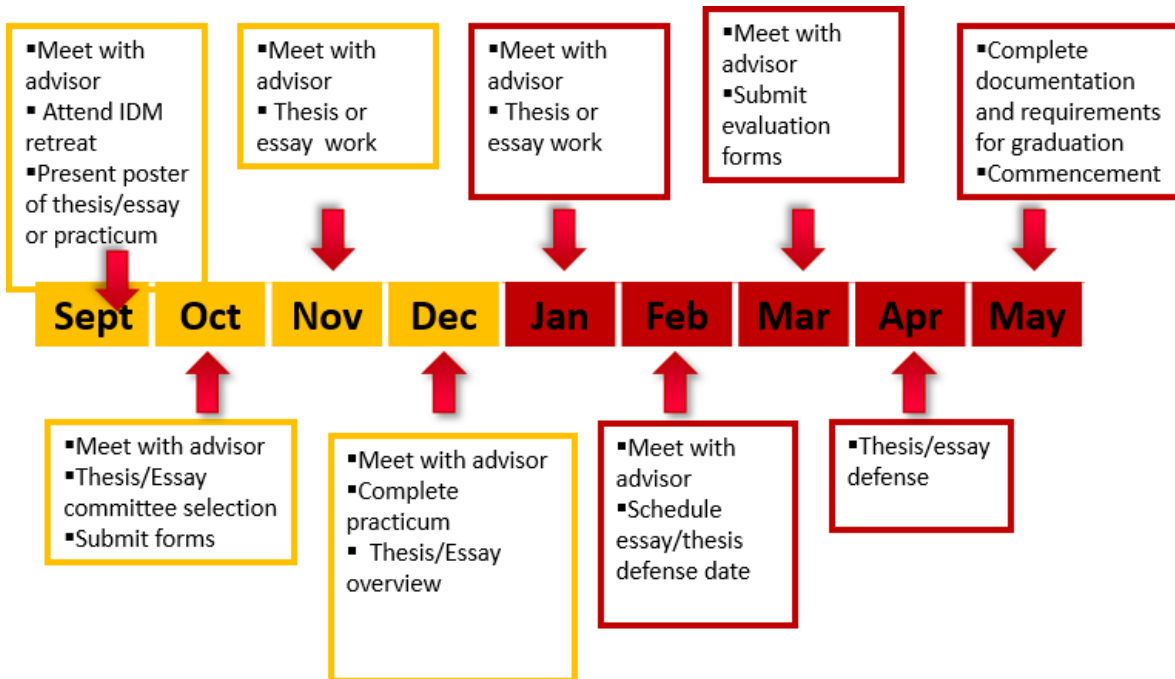
Please refer to the [Pitt Public Health Course Catalog](#) for updates to this list.

APPENDIX C IDM MPH PROGRAM: TIMELINE YEAR I

SEE APPENDIX E FOR CHECKLIST THAT COINCIDES WITH TIMELINES



APPENDIX D IDM MPH PROGRAM: TIMELINE YEAR II



APPENDIX E

IDM MPH PROGRAM: CHECKLIST YEAR I

This checklist coincides with IDM-MPH Timeline Year I in the IDM handbook, appendix C

| | |
|--|--|
| | September |
| | <ul style="list-style-type: none"> • Orientation • Meet with Advisor • IDM Research Day & Annual Meeting |
| | October |
| | <ul style="list-style-type: none"> • Meet with Advisor <ul style="list-style-type: none"> ○ Preliminary discussion on thesis/essay |
| | November |
| | <ul style="list-style-type: none"> • Meet with Advisor <ul style="list-style-type: none"> ○ Continue thesis/essay discussion |
| | December |
| | <ul style="list-style-type: none"> • Meet with Advisor <ul style="list-style-type: none"> ○ Discuss potential practicum opportunities • Review progress from term #1 |
| | January |
| | <ul style="list-style-type: none"> • Select IDM poster topic • Begin writing thesis/essay proposal |
| | February |
| | <ul style="list-style-type: none"> • Meet with Advisor <ul style="list-style-type: none"> ○ Continue essay/thesis preparation • Submit IRB |
| | March |
| | <ul style="list-style-type: none"> • Submit practicum forms <ul style="list-style-type: none"> ○ Work with advisor and IDM Student Services Specialist |
| | April |
| | <ul style="list-style-type: none"> • Begin practicum • Complete the thesis/essay proposal |
| | May/June/July |
| | <ul style="list-style-type: none"> • Practicum <ul style="list-style-type: none"> ○ Complete and submit all mid-point practicum forms • Thesis/essay work |

APPENDIX E (CONTINUED)

IDM MPH PROGRAM: CHECKLIST YEAR II

This checklist coincides with IDM-MPH Timeline Year II in the IDM handbook, appendix D

| | |
|--|--|
| | <p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Meet with Advisor • Present at IDM Research Day and attend Annual Meeting • Committee should now be selected for thesis/essay <ul style="list-style-type: none"> ○ Submit ALL appropriate forms to IDM Student Services Specialist to get approval • Submit end-of-practicum forms <i>if applicable</i> |
| | <p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Meet with Advisor <ul style="list-style-type: none"> ○ Continue working and discussing thesis/essay • Submit end-of-practicum forms <i>if applicable</i> |
| | <p style="text-align: center;">November</p> <ul style="list-style-type: none"> • 1st committee meeting (<i>please schedule in advance with committee and IDM Student Services Specialist</i>) • Thesis/essay work |
| | <p style="text-align: center;">December</p> <ul style="list-style-type: none"> • ALL practicum forms should be submitted by this month • Thesis/essay progress discussed with advisor |
| | <p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Continue working on thesis/essay • Begin working with committee on scheduling thesis defense/essay presentation <ul style="list-style-type: none"> ○ Students may not present after the 3rd week of April |
| | <p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Continue working on thesis/essay • Scheduled thesis defense/essay presentation date should be finalized <ul style="list-style-type: none"> ○ Please work with IDM Student Services Specialist once date is selected for booking room, AV setup, etc. |
| | <p style="text-align: center;">March</p> <ul style="list-style-type: none"> • Finalizing the thesis/essay before defending/presenting <ul style="list-style-type: none"> ○ Practicing defense/presentation |
| | <p style="text-align: center;">April</p> <ul style="list-style-type: none"> • Thesis defense/essay presentation • Complete and submit all documentation and requirements for graduation • Commencement |

APPENDIX F COURSES REQUIRING PERMISSION TO ENROLL

| Course Number | Course Title | Permission Type | Course Offered |
|---------------|--|-----------------|--------------------|
| BCHS 2504 | Overview Health Communication | Department | Spring |
| BCHS 2523 | Public Health Program Planning, Implementation, and Evaluation | Department | Fall/Spring |
| BIOST 2062 | Clinical Trials: Methods and Practice | Department | Spring |
| HUGEN 2041 | Bioethics | Department | Fall |
| IDM 2007 | Public Health Communicable Disease Practicum | Department | Fall/Spring/Summer |

Student must complete Admission to Closed Class or Restricted Class - available in the Pitt Public Health Office of Student Affairs. Forms to be submitted to department or instructor offering the course. See Appendix A for a listing of Pitt Public Health contact information.

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

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

APPENDIX G

Procedure for Required Course Exemptions

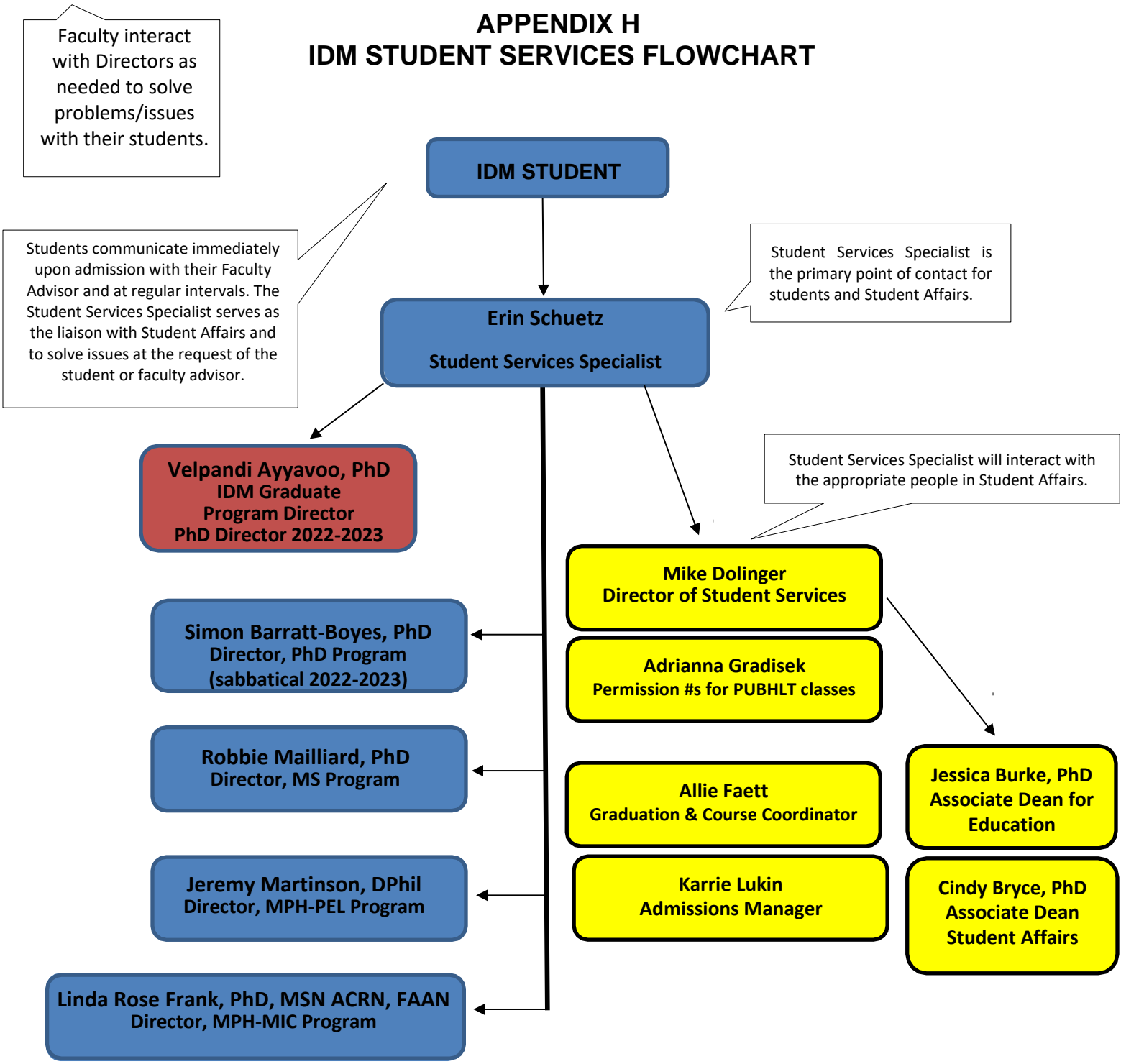
Department Required Course Exemptions

If the student has taken an equivalent course to satisfy a *department* course requirement, the individual must complete a [Department Required Course Exemption form](#), obtain official transcripts and syllabi for courses used as the basis for the request, and present it first to the faculty advisor for their recommendation, and then to the program director for exemption consideration. The program director will sign if they approve or disapprove of the exemption. The completed Department Required Course Exemption form must be returned to the IDM Student Services Specialist.

Pitt Public Health Core Course Exemptions

If the student requests an exemption from a Pitt Public Health Core Course, the individual must complete a [PITT PUBLIC HEALTH Core Course Exemption form](#), obtain official transcripts and syllabi for courses used as the basis for the request, and present it first to the faculty advisor for their recommendation, and then to the instructor of the course for exemption consideration. The completed, original Pitt Public Health Core Course Exemption form must be returned to the Office of Student Affairs.

APPENDIX H IDM STUDENT SERVICES FLOWCHART



Faculty interact with Directors as needed to solve problems/issues with their students.

Students communicate immediately upon admission with their Faculty Advisor and at regular intervals. The Student Services Specialist serves as the liaison with Student Affairs and to solve issues at the request of the student or faculty advisor.

Student Services Specialist is the primary point of contact for students and Student Affairs.

Student Services Specialist will interact with the appropriate people in Student Affairs.