

**DEPARTMENT OF PUBLIC HEALTH
DOCTOR OF PHILOSOPHY
IN PUBLIC HEALTH**



**Student Handbook
2007-2008**

DEPARTMENT OF PUBLIC HEALTH DOCTOR OF PHILOSOPHY IN PUBLIC HEALTH

I. GENERAL INFORMATION

The Department of Public Health offers a Doctor of Philosophy degree in Public Health with concentrations in

- Health Management and Policy
- Health Promotion and Health Behavior
- Environment, Safety and Health

The Ph.D. in Public Health is an option for students who wish to prepare themselves for careers in university teaching, research, consulting, policy development, or other high-level public health positions. A master's degree in a relevant field is required before admission into the PhD program. If doctoral students have not taken the following classes (or equivalent classes as part of their master's degree program, they will be required to take them as part of their doctoral program: H524, H525, H533, H512, and H571. These classes should be taken as early in the student's program as possible. Doctoral students can transfer up to **15 graduate credits** into their doctoral program. The specific program of doctoral study in public health is jointly determined by the student and his/her doctoral committee. This process allows students to design a course of study uniquely suited to their particular needs and career goals.

A. DEGREE REQUIREMENTS

The Ph.D. program consists of a minimum of 108 credit-hours. At least 36 graduate credits must be devoted to preparation of the thesis. A minimum of 27 Public Health credits must be taken in the department after admission to the doctoral program, exclusive of any thesis credits and the 4 quantitative methods courses (13 credits) described below. Transfer courses or previous degree work at OSU does not apply to this 27-hour count. Students must also meet the residency requirement for the doctoral degree as described by the graduate school. See Graduate survival guide at:

http://oregonstate.edu/dept/grad_school/Survival_Guide/survival.htm

Doctoral Degree Requirements

Each doctoral student, regardless of the area of concentration, must include the following courses in their degree program.

1. Research and Quantitative Methods (13 credits): At least two courses in statistics, one course in epidemiology, and one course in research methods/study design. Courses in statistics must be substantively different from one another, and represent expanded statistical techniques rather than repeating similar courses from different departments. For example, H 524

and ST 511 would be considered similar courses. Typically, doctoral students take the following 4 courses or their equivalents to meet this requirement: H515, H524, H526, and EXSS 577. H525 does not meet this degree requirement.

2. Additional Statistics and/or Research Methods (6-9 credits). Students must have substantial expertise in statistics and research methods. With this in mind, PhD students are required to take 6-9 credits of additional statistics and/or research methods courses. All such courses must be extensions of previously taken courses, rather than repeating similar courses in other departments.
3. Theoretical foundations (6 credits)
4. Ethics (3 credits)
5. Area of Emphasis (41-44 credits)

Doctoral Committee Requirements

1. Doctoral Committees shall consist of a minimum of five members of the graduate faculty (faculty members who have been approved by the graduate school to chair and/or serve on doctoral committees).
2. A minimum of two committee members **must be** from your concentration in the Department of Public Health. Committee members must also include a graduate representative.
3. A list of potential graduate representatives should be requested from the Graduate School. These committee members have expressed an interest in public health and serve as representatives of the OSU Graduate School. If the list of names provided by the Graduate School is not appropriate, one more list of potential committee members may be requested.

II. DOCTORAL DEGREE CHRONOLOGY

The graduate school requires three official meetings of your committee: the program meeting, the oral preliminary examination, and the final oral examination of the dissertation research. The department also requires that all doctoral students take a written comprehensive examination prior to the preliminary oral examination. This written examination determines the student's readiness to sit for the oral exam.

The deadlines for scheduling and taking written and oral examinations, submitting completed examination reports to the Graduate School, and filing diploma application can be found in the Graduate School Student Survival Booklet

http://oregonstate.edu/dept/grad_school/Survival_Guide/survival.htm

A. PROGRAM PLAN AND PRELIMINARY EXAMINATIONS

First Term: Assigned to Major Professor for preliminary advising.

Second or Third Term: Select committee members

Third Term: Schedule program meeting with the Graduate School at least one week prior to meeting.

Reserve room for program meeting.

Prepare vita, copies of transcripts, program of study form and give copies to all committee members.

Hold program meeting.

One Year: File program with the Graduate School by the end of one calendar year of enrollment.

When the Majority of Coursework for the Program is Completed:

Take departmental written comprehensive examination.

The written comprehensive examination consists of two 4-hour sessions of examinations that cover the student's program of study including the research and quantitative methods courses. For students who entered the doctoral program when the department required minor(s) and who have chosen to follow those degree requirements, the written comprehensive exam will consist of two 4-hour sessions covering the major (including research and quantitative methods courses) and one 4-hour session covering the minor(s).

Following Successful Completion of Written Comprehensive Examination:

Take oral preliminary examination.

The oral preliminary examination will cover the major (and minor, if applicable) as well as the student's proposed research project. This exam can take place as early as 2 weeks following the written comprehensive examination, but it is more likely to take place sometime in the year following successful completion of the written comprehensive examination. The proposal presentation is an open meeting and must be announced at least one week prior to the meeting. General questions can be asked during the open section of the examination. Guests will be asked to leave for the remainder of the examination.

B. DOCTORAL RESEARCH

One Term before Final Oral Examination:

File thesis title with the Graduate School.

About Five Weeks before Final Oral Examination:

File diploma application with the Graduate School.
(Please check with the graduate school to determine the exact dates to defend to qualify for graduation).

Before Scheduling Final Oral Examination:

Complete supportive requirements.
Remove or make arrangements to remove all program deficiencies.
Submit program changes, if necessary.
Complete all departmental requirements.
Complete Examination Copy of Thesis
Obtain written approval from committee to take Final Oral Examination.

At Least Two Weeks before Final Oral Examination Schedule Final Oral Exam with Graduate School

Take Final Oral Examination

Within Six Weeks after Final Oral Exam:

Submit two library copies of thesis, one extra copy of abstract, microfilming agreement, fee receipt, and doctoral survey form to the Graduate School. Provide one bound copy of thesis to major professor and one to the department of Public Health.

Allow at least one week's time for review and signatures of Chair and Dean on the signature page of the thesis/dissertation.

Remember to check with the Graduate School for specific dates/deadlines to meet graduation requirements.

III. GUIDELINES FOR THE WRITTEN COMPREHENSIVE EXAMINATION

All doctoral candidates in the Department of Public Health will be required to complete a written comprehensive examination near the completion of all course work required in the program. At the time of the examination, the student must have completed all quantitative and research method courses. Normally, students will have completed all coursework; however, students may sit for their examination with one term of coursework remaining if their committee agrees that remaining coursework will not place the student at risk. The written comprehensive examination must be taken prior

to the oral preliminary examination. The written examination will cover the courses in the program of study. The written comprehensive examination consists of two 4-hour sessions of examinations that cover the student's program of study including the research and quantitative methods courses. For students who entered the doctoral program when the department required minor(s) and who have chosen to follow those degree requirements, the written comprehensive exam will consist of two 4-hour sessions covering the major (including research and quantitative methods courses) and one 4-hour session covering the minor(s). The major professor will administer the exam. Each of the four-hour segments may be taken on different days. All students must satisfactorily complete these four-hour segments.

The format and scheduling of the examination will be determined by the major professor in consultation with the doctoral student. The major professor will be responsible for the solicitation and selection of the questions from the committee members for the examination. Committee members may provide general direction to the student regarding preparation for the examination.

Students may elect to take their examination on a designated departmental computer or to hand-write their examination. The completed answers will be evaluated by the doctoral committee shortly after the exam has been completed. Committee members will provide a Pass/No Pass score to the major professor, along with comments on exam responses. Students failing any portion of the exam may be: (1) asked to re-take special courses covering failed content; (2) terminated from the program; or (3) asked to wait three months and re-take the examination.

If the student passes the written comprehensive examination (having no more than one negative vote), the student will be allowed to take the oral preliminary examination. The oral preliminary examination date must be scheduled in the Graduate School at least one week in advance. The examination should be scheduled for at least two hours.

IV. GUIDELINES FOR THE ORAL PRELIMINARY EXAMINATION

A. PURPOSE

The purpose of the oral preliminary examination is to provide an additional opportunity for the committee members to evaluate the candidate on the courses completed for the major field of study as well as the research and quantitative courses. The oral preliminary examination will, therefore, include components from the written comprehensive examination. In addition, this exam allows the committee members to evaluate the dissertation proposal. No more than ½ of the time will, however, be devoted to specific aspects of the proposal. If more than one negative vote is recorded by the examining committee, the candidate will have failed the oral examination. Examination results will be recorded with the Graduate School via the graduate representative. If the student fails the oral examination, a re-examination may be scheduled. No more than two re-examinations are permitted by the Graduate School. Students who do not satisfactorily complete the examination may

not continue their program of study in the Department of Public Health.

B. WRITTEN PROPOSAL

1. A written proposal for the dissertation is required of all students planning to write a dissertation.
2. Prior to this proposal meeting students must have successfully passed their written comprehensive examination
3. If a traditional, five-chapter dissertation is anticipated, the written proposal should consist of a draft of the first three chapters (which should include the Introduction; Preliminary Review of Literature, Research Questions and Hypotheses, Statement of the Problem, Purpose of the Research; and Methods and Procedures). If students are proposing to collect data, a draft of the data collection instrument (e.g., questionnaire, interview guide) should be included as an appendix to the proposal. If a manuscript style dissertation is anticipated, the written proposal should contain the same information that is required for a traditional dissertation, but this information may be presented in a less structured format.
4. The proposal and the dissertation should be written in a style approved by the major professor of the committee. Some faculty may prefer American Psychological Association style; others may prefer another style or format. The document should also follow the Graduate School requirements as outlined in the most recent version of the "Thesis Guide: Preparing A Thesis or Dissertation at OSU."
5. Students must receive written approval from their committee **before** scheduling the proposal meeting.
6. A copy of the written proposal shall be submitted to each committee member and shall be made available in the administrative office of the Department Chair for perusal of interested parties. These copies should be made available **at least one week** prior to the scheduled oral preliminary examination.
7. When appropriate, Institutional Review Board approval should be obtained. Contact your major professor for more details.
8. If committee members perceive significant problems with the written document, they should notify the student's major professor at least 48 hours in advance and the proposal meeting may be postponed.
9. Please note: prior to the start of formal data collection, the written proposal must be presented to and approved by the student's committee.

C. ORAL PRESENTATION OF THE PROPOSAL

1. An oral presentation of the dissertation proposal to the student's committee is required of all students who write a dissertation. This presentation is part of the oral preliminary examination.
2. Students must schedule an open forum to allow other students and members of the faculty to attend the presentation of their proposal. This open forum is designed to serve as an educational tool and to help students formulate an optimal research plan. Following questions and discussions, the student's committee will evaluate the merits of the proposed study and make any suggestions that might be necessary.
3. At least one week prior to the oral presentation of the proposal, a written announcement of the presentation, including the title of the proposal, student's name, names of committee members, date, time, and location shall be posted on E-mail to all departmental faculty and students. Posting and distribution of the announcement is the responsibility of the student's major professor in consultation with the department's Graduate Coordinator.
4. It is the student's responsibility to reserve the room and any necessary equipment for the oral presentation.
5. A suggested format for the oral presentation is as follows:
 - a. Student presentation with overheads or slides (20-30 minutes)
 - b. Questions, comments from the audience
 - c. Examination from the committee (not open to the public)
 - d. Formal written approval/disapproval by committee (not open to the public).
6. The formal document of approval must be signed by the student and all committee members and filed in the department office along with a copy of the written proposal. Changes in the proposal which are implemented after the committee's written approval shall be at the discretion of the major professor in consultation with the student's committee.

Following the successful completion of the oral preliminary examination (including the proposal), the candidate may officially begin the dissertation phase of their program.

V. GUIDELINES FOR THE FINAL ORAL EXAMINATION AND DISSERTATION

A. WRITTEN DOCUMENT

1. The majority of students in the Department of Public Health follow the manuscript series format for the dissertation. Students opting to follow the manuscript format for the dissertation must complete a proposal having the

- same components as outlined above and must complete 3-5 manuscripts covering their research, in lieu of the traditional dissertation option. The exact number of manuscripts will be determined by the student's committee. The complete review of literature must be appended to the final set of manuscripts for the final oral examination. Students should consult with advisors to determine whether the traditional or manuscript format is preferred.
2. A completed copy of the dissertation shall be distributed to all committee members at least 10 working days prior to the date of the final oral examination.

B. FINAL ORAL EXAMINATION

1. At least one term prior to the final oral examination, the dissertation title must be filed with the Graduate School.
2. Prior to scheduling the final oral exam, the student must have:
 - a. Registered for or completed all courses on the program.
 - b. Completed all departmental requirements.
 - c. Removed or made arrangements to remove all program deficiencies.
 - d. Completed final draft of thesis.
 - e. Obtained written approval from committee to take final oral exam.
 - f. "Approval to Schedule Final Oral Exam" form is available at the Graduate School. For doctoral candidates the form, along with a copy of the dissertation, must be submitted to the Graduate School at least two weeks prior to the exam.
 - g. Allowed at least one complete academic term to have elapsed between the oral preliminary exam and the dissertation defense (doctoral candidates only).
3. The final oral exam shall be scheduled for two hours and be open to OSU faculty, students, and others. Only the student's committee shall be present for the evaluation and approval of the dissertation.
4. At least one week prior to the final oral exam, a written and email announcement including the dissertation title, student's name, committee members, date, and time of defense should be distributed to all departmental faculty and students. Posting and distribution of the announcement shall be the responsibility of the student's major professor.
5. Several models for conducting the final oral exam are appropriate. One suggested format is as follows:

Student Presentation of Dissertation (30-45 minutes)
Questions and comments from the audience
Examination from the committee (not be open to the public)

Formal written approval/disapproval by committee (not be open to the public)

Your major professor will discuss the format of the oral examination.

C. DISSERTATION COPIES

College Policy:

The student is to provide and deliver two unbound copies of their dissertation on rag bond paper, at their own expense, to the Graduate School; one will be kept by the Graduate School and one will stay in the OSU Library. The student must also provide and deliver one hardbound copy to the Department of Public Health Chair's office and one hardbound copy to their major professor, at their own expense.

Bound copies are also to be provided to other committee members, upon request. If your committee member has made a substantial contribution to your work, a hardbound copy is an appropriate professional courtesy. If the committee member has had only minor involvement, or indicates that he/she does not require a hardbound copy, a softbound copy may be appropriate.

Signature page **MUST** contain signature lines for the following three signatures:

1. Major Professor
2. Department Chair
3. Dean of the Graduate School

Obtain Major Professor's signature on all four copies. Once Major Professor has signed, all four FINAL copies (two must be on rag bond paper) must be taken to the Department Chair for signature. (Committee members' copies should be brought for signature at the same time.) After the Department Chair signs, the copies should be delivered in person to the Graduate School, Major Professor, and committee members, as indicated above.

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