

Oregon State  
UNIVERSITY

*Department of Public Health*

*PhD Handbook*  
2010-2011



# DEPARTMENT OF PUBLIC HEALTH

## *Ph.D. Degree in Public Health*

December 6, 2010

### INTRODUCTION

The Department of Public Health offers a Doctor of Philosophy (Ph.D.) degree in Public Health with concentrations in:

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

The Ph.D. in Public Health is an advanced, research-oriented degree requiring in-depth study in a specialty area within the field of public health. The Ph.D. is appropriate for students who wish to prepare themselves for careers in university teaching, research, consulting, policy development, or other high-level positions in national/international public health agencies, health care systems and services organizations, and private industry. The PhD is an advanced, research-oriented degree requiring in-depth study in a specialty area and requires students to apply theory, research, analytic methods, knowledge and skills to solve current and emerging public health challenges.

This handbook describes the degree requirements for the Ph.D. program in each of the three concentration areas and is periodically updated by the faculty. Other documents on the OSU Graduate School website contain important information about regulations and deadlines ([http://oregonstate.edu/dept/grad\\_school/current.html](http://oregonstate.edu/dept/grad_school/current.html)). It is the student's responsibility to be aware of and comply with all requirements, rules, policies, procedures, and deadlines in these documents, and to refer to the Graduate Catalog for information regarding official graduate education policy and procedures (<http://catalog.oregonstate.edu/Default.aspx?section=Graduate>).

### DOCTORAL COMPETENCIES

Doctoral students are expected to develop competencies in theory, research methods, public health principles and practices, and professional skills. These competencies are minimum competencies that form the foundation of doctoral training. Students have additional specialized competencies in their areas of concentration:

- Demonstrate understanding of and ability to apply theories and conceptual frameworks/models in the field of public health.

- Demonstrate and appropriately apply a range of research and statistical methods to improve understanding of specific public health problems.
- Assess public health problems in terms of their multi-disciplinary nature including but not limited to cultural, social, environmental, behavioral, and economic factors related to prevention and control.
- Demonstrate professional skills that uphold standards of professional integrity and that allow for effective synthesis, communication, instruction and collaboration.

## PRE-REQUISITES

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: H 524 (Biostatistics), H 525 (Principles & Practices of Epidemiology), H 533 (Organization, Financing and Delivery of Health Care), H 512 (Environmental & Occupational Health), and H 571 (Principles of Health Behavior). These classes should be taken as early in the student's program as possible.

## SELECTED GRADUATE POLICIES

### Residency Requirement

Students must also meet the residency requirement for the doctoral degree as described by the Graduate School. For the doctoral degree, the residence requirement consists of two parts:

1. a minimum of 36 graduate Oregon State University credits must be completed; and
2. the student must spend at least three terms of full-time graduate academic work (at least 9 credits/term) on campus or at an off-campus site approved by the Graduate School. The latter requirement of 3 terms of full-time enrollment does not have to take place in consecutive terms.

Adequate fulfillment of the residence requirement is determined by the Graduate School.

### Enrollment Requirements

**Unless on approved leave of absence, all graduate students in graduate degree and certificate programs must register continuously for a minimum of 3 graduate credits until their degree is granted or until their status as a credential-seeking graduate student is terminated.** See the complete Registration Requirements section of the catalog for more details located on the website ([http://oregonstate.edu/dept/grad\\_school/admitted/registration.html](http://oregonstate.edu/dept/grad_school/admitted/registration.html)).

The full-time course load for a graduate student, including course work and thesis credits, ranges from 9-16 credits per term. All Graduate Assistants must enroll for a minimum of 12 credits during each term of their appointment during the academic year or a minimum of 9 credits during summer, if the assistantship extends through the summer. All students enrolling for at least 9 credits are advised to register for their maximum allowable credits each term, using thesis credits to increase their loads to the allowable maximum. Check with your program or the Graduate School for further information.

International students are advised to contact an international advisor in the International Student and Faculty Services office to determine the number of credits required to maintain visa status.

### **Leave of Absence Policy**

Students in good academic standing may request a leave of absence from the Department for a defined period of time (up to three terms), during which no academic progress is made. After consultation and approval from the major professor, students should complete a Request for Leave of Absence form, which can be downloaded from the Graduate School website ([http://oregonstate.edu/dept/grad\\_school/forms.php](http://oregonstate.edu/dept/grad_school/forms.php)). Students who are considering a leave of absence should consult the Graduate School policy at <http://catalog.oregonstate.edu/ChapterDetail.aspx?key=38#Section1804>.

Leave of Absence/Intent to Resume Graduate Study Forms must be received by the Graduate School at least 15 working days prior to the first day of the term involved.

### **Change of Advisor**

To request a change in advisor a student must complete the “Request to Change Academic Advisor” form, which is available in the department’s main office. Allow at least one term for processing the request. The dated form must include the student’s name, degree track/area of concentration, and signatures of the student and current advisor, and proposed new advisor. A copy of the completed form should be placed in the Department Chair’s Waldo Hall mailbox for approval. The student will be notified by email of the decision.

### **Grievance Procedures**

A student who has a grievance or disagreement about an issue should first discuss the issue with the person perceived to be responsible for the action. The student should provide a written description of the problem in dispute. If this discussion does not satisfy the student, the grievance may be appealed to the track coordinator. If that discussion does not satisfy the student, an appeal may be made to the Department Chair. If this review does not satisfy the student, an appeal may be made to the Associate Dean of Health and Human Sciences. At each level of appeal within the Department, the student will be provided with a written response to the appeal. The student’s written grievance and all responses will be filed in the Department. Students can find more information regarding this process on the Graduate School web page at [http://oregonstate.edu/dept/grad\\_school/current/grievance.html](http://oregonstate.edu/dept/grad_school/current/grievance.html).

## DOCTORAL COMMITTEE REQUIREMENT

Members of the doctoral committee will be chosen by the student in consultation and agreement with her/his major professor. The major professor is the committee member from the student's major field who serves as the primary academic advisor, principal dissertation advisor, and the general mentor for the academic program and the student's research. The major professor serves as chair of the doctoral committee. Doctoral committees shall consist of a minimum of five members of the graduate faculty. Three of these five committee members must be resident faculty (appointment at OSU) from the Department of Public Health. Two of the committee members must represent the student's concentration area. Committee members must also include a graduate representative. A list of potential graduate representatives should be requested from the Graduate School. Potential graduate representatives have expressed an interest in public health and serve as representatives of the OSU Graduate School.

All committee members must be on the graduate faculty with appropriate authorization to serve on the student's committee. The graduate committee guides the student's coursework and research and is responsible for evaluation of the student's qualifications and progress toward achieving the Ph.D. degree, including all aspects of the student's performance. The committee also serves as the preliminary oral and final examining committee.

### **Physical Presence at Committee Meetings and Remote Participation**

It is generally expected that all members of graduate committees should be physically present at all required graduate committee meetings (i.e., program meetings, preliminary examinations, final examinations). However, it is permissible for the student, and/or committee members to participate from a remote location provided all conditions listed on the Remote Participation Form are met and the student submits that form to the Graduate School (with appropriate signatures) one week prior to the meeting. Students should first get approval for remote participation with the major advisor. Appeals for exceptions to this policy may be addressed to the Dean of the Graduate School. Contact the Graduate School for complete details. The Remote Participation form is located at:

[http://oregonstate.edu/dept/grad\\_school/Survival\\_Guide/Graduate\\_Forms/Remote.pdf](http://oregonstate.edu/dept/grad_school/Survival_Guide/Graduate_Forms/Remote.pdf).

## DOCTORAL TRAINING SEQUENCE

The steps which must be taken between admission and graduation are quite similar for all graduate students, and are shown below. The time necessary to complete a Ph.D. degree varies depending upon the background of the student and her/his work obligations related either to assistantships or work outside the university. An achievable rate of progress for many students is shown below. A typical full time student will take 3-5 years to complete the program. A part-time student may take longer. A student may not take more than 8 years to complete the program. For more detailed information about graduate school guidelines, policies, and

deadlines, see the Graduate School Guide to Success located online ([http://oregonstate.edu/dept/grad\\_school/success.php](http://oregonstate.edu/dept/grad_school/success.php)). A flowchart for successful completion of the PhD at OSU is shown on the following website ([http://oregonstate.edu/dept/grad\\_school/current/flowchart-PhD.pdf](http://oregonstate.edu/dept/grad_school/current/flowchart-PhD.pdf)). Below find the suggested timeline for PhD students in the Department of Public Health.

**Table 1. Typical Events in Ph.D. Program and Suggested Rate of Progress**

	<b>Typical Sequence of Events</b>	<b>Academic Year Term</b>
1.	Assigned to major professor for preliminary advising	1
2.	Select committee members in consultation with major professor	2-3
3.	Approval of program of study. Steps include: Outline program of study in consultation with major professor and committee members. Schedule program meeting with 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. File program with the Graduate School by the end of third term of enrollment.	3
4.	Complete coursework, including research project and research manuscript	6-9
5.	Doctoral Oral Preliminary Examination and approval of Dissertation Proposal Advancement to candidacy	7-10
6.	Complete dissertation research	8-11
7.	Approval of draft of dissertation by committee members	12
8.	Final Oral Examination and Defense of Dissertation	12
9.	Graduation	12

## **DEGREE REQUIREMENTS**

### **Credit for Previous Coursework**

Upon approval by the doctoral committee, students may transfer up to 36 graduate credits into their doctoral program from an accredited master's degree program. Transfer courses must have been taken no more than 7 years prior to entrance into the PhD program.

### **Program of Study Requirements**

The specific program of doctoral study in public health is jointly determined by the student and her/his doctoral committee. This process allows for designing a course of study uniquely suited to each person's particular needs and career goals. The Ph.D. program consists of a minimum of

**109 credits.** Each doctoral student, regardless of the area of concentration, must include the following courses in her/his degree program. Courses included on the approved program of study must achieve a grade of B- or higher. Students must maintain an overall grade point average (GPA) of 3.0 per term to be in good standing.

Degree requirements for each specific concentration are outlined below.

## **PhD Concentration in Environment, Safety and Health**

The Ph.D. in Environment, Safety and Health is an advanced, research-oriented degree requiring in-depth study in a specialty area within the field of environmental public health and occupational safety. This Ph.D. concentration is appropriate for students who wish to prepare themselves for careers in university teaching, research, consulting, policy development, or other high-level public health and private sector positions. Students gain research skills that can be applied to domestic and global environmental health and occupational safety problems and that prepare them for leadership roles.

### **Competencies:**

Upon completion of the PhD, students with a concentration in environment, safety and health will be able to:

- Demonstrate understanding of and ability to apply theories and conceptual models in the field of environmental public health and occupational safety.
- Design and conduct research designed to better understand the effects of environmental and occupational safety hazards on human health and the environment, requiring design of a study, data collection, appropriate use of statistical methods, interpretation of results, and publication of findings.
- Conceptualize environmental public health and occupational safety problems in terms of their multi-disciplinary nature and ethical and ideological underpinnings, to include cultural, social, economic, environmental, behavioral, and legal factors.
- Apply professional skills which uphold standards of professional integrity and that allow for effective synthesis and communication of research questions and results, including working with and reviewing the work of others in a respectful and collegial manner.

### **Course Requirements:**

1. **Public Health Core Courses (16 credits):** H 524, H 525, H 533, H 512, and H 571 or equivalent courses that have been taken in a master's program. If these courses have not been taken in a master's program, they must be taken in the Ph.D. program.

2. **Courses in Methodology and Statistics (18 credits).** A list of suggested courses for ESH students is shown here; however, alternative courses may be taken with approval of the student's committee. **A minimum of 2 courses must be of a statistical nature. A minimum of 2 courses in advanced research methods is required** (Note: H 515—Research Methods is a pre-requisite and does not count toward the 18 credit requirement). Courses must be substantively different from one other and represent expanded statistical/methodological techniques rather than repetitious courses from different departments. (Note: H 524 is also a pre-requisite course and does not count toward the 18 credit requirement.) Students should consult with their major professor and committee members to determine the appropriate courses and sequence of courses for their program. The following is a list of courses offered at OSU that may be considered in fulfilling this requirement:

H 526 Epidemiologic Methods  
H 570 Workflow of Data Analysis  
\*H 599 ST/Biostatistics-Latent Growth Modeling  
\*H 599 ST/Public Health Surveillance  
\*H 599 Generalized Linear Models and Categorical Data Models  
\*H 599 Principles of Intervention Studies and Clinical Trials (3)  
\*H 599 Epidemiology III (3) or Advanced Epidemiology  
H 699/EXSS 599 Advanced Research Methods  
HDFS 531 Research in HDFS (Advanced Multiple Regression)  
HDFS 532 Research in HDFS (ANOVA, Experimental design)  
HDFS 630 Advanced Quantitative Methods  
ST 531 Sampling Methods  
ST 539 Survey Methods  
ST 541 Probability, Computing, and Simulation in Statistics  
ST 571 Environmental Sampling

3. **Course in Proposal/Grant writing (e.g., H 576) (4 credits)**
4. **Courses in Major/Concentration Area (16 credits).** No more than 3 credits may be taken as independent study hours (blanket-numbered courses, e.g. 601-605) as part of this requirement. A maximum of 6 credits may be transferred into the major/concentration area.

Students pursuing the PhD in Environment, Safety and Health **must** take the following courses as part of the 16 credit concentration area requirement.

H 681 Environment, Safety and Health-- Moving from Research to Practice (3 credits)  
H682 Advanced Topics in Environment, Safety and Health (3 credits)  
H 683 Environment, Safety and Health-- Management and Financial Analysis (3 credits)

5. **Research Project: H 613 (9 credits).** See description below.

6. **Research Manuscript of Publishable Quality: H 614 (4 credits)**. See description below.

7. **Dissertation: H 603 (minimum of 36 credits)**

8. **Doctoral Seminar: H 612 (6 credits)**

## PhD Concentration in Health Policy

The focus of the PhD program in Health Policy is to address public health problems through the development, analysis, implementation and evaluation of health policies and interventions. Within this program, health policy is applied broadly to the spectrum of issues related to public health. Students study how public health policies impact the public's health and use public health policies as tools for promoting population health and preventing disease and injury.

### Competencies:

Upon completion of the PhD, students with a concentration in health policy will be able to:

- Demonstrate knowledge of the development and implementation of health policy.
- Demonstrate knowledge of the issues, research literature, conceptual frameworks and research tools in a specific area of public health policy.
- Design and conduct research from the initial conception of an idea to study design, data collection, application of appropriate analytic methods, interpretation of results, publication of finding and translation into program and policies.
- Communicate scientific findings through written and oral methods to technical and lay audiences.
- Demonstrate the skills necessary to contribute to the establishment and maintenance of a community of scholars who are collegial and respectful and who uphold standards of professional integrity in interactions with each other and the community at large.

### Course Requirements:

1. **Public Health Core Courses (16 credits):** H 524, H 525, H 533, H 512, and H 571 or equivalent courses that have been taken in a master's program. If these courses have not been taken in a master's program, they must be taken in the Ph.D. program.

2. **Courses in Methodology and Statistics (18 credits).** A list of approved courses is shown here; however, alternative courses may be taken with approval of the student's committee. **A minimum of 2 courses must be of a statistical nature.**

**Courses in advanced research methods are required** (H 515—Research Methods is a pre-requisite and does not count toward the 18 credit requirement). Courses must be substantively different from one other and represent expanded statistical/methodological techniques rather than repetitious courses from different departments. H 524 is also a pre-requisite and does not count in this 18 credit requirement. Students should consult with their major professor and committee members to determine the appropriate courses and sequence of courses for their program.

Students pursuing the PhD in Health Policy **must** take the following courses as part of the 18 credit methods and statistics requirement.

H 526 Epidemiologic Methods  
HDFS 531 Research in HDFS (Advanced Multiple Regression)  
HDFS 532 Research in HDFS (ANOVA, Experimental design )  
H659 Health Policy Research Methods  
Students must also take a Categorical Data Modeling Course.

For students wanting to conduct more rigorous quantitative policy analysis, we would direct them to take the following econometric classes, which are part of the applied economics program.

AREC 523 Statistics for Econometrics  
AREC 525 Econometrics

**3. Course in Proposal/Grant writing (e.g., H 576) (4 credits)**

**4. Courses in Major/Concentration Area (16 credits).** No more than 3 credits may be taken as independent study hours (blanket-numbered courses, e.g. H 601-605) as part of this requirement. A maximum of 6 credits may be transferred into the major/concentration area. Students pursuing the PhD in Health Policy **must** take the following courses as part of the 16 credit concentration area requirement.

H 635 Cost Effectiveness Analysis (3 credits)  
H 630 Advanced Topics in Health Policy Analysis (3 credits)  
H 638 Public and Private Health Insurance (3 credits)  
H 632 Health Economics (3 credits)  
Electives chosen in consultation with advisor (4 credits)

**5. Research Project: H 613 (9 credits).** See description below.

**6. Research Manuscript of Publishable Quality: H 614 (4 credits).** See description below.

**7. Dissertation: H 603 (minimum of 36 credits)**

**8. Doctoral Seminar: H 612 (6 credits)**

# PhD Concentration in Health Promotion and Health Behavior

The Ph.D. concentration in Health Promotion and Health Behavior is an advanced, research oriented degree that focuses on the application of social and behavioral sciences in the field of Public Health. Doctoral students in this concentration acquire the knowledge and skills to advance our understanding of the role of behavioral and social influences to public health problems and to apply the principles and practices of health promotion and health behavior to create innovative solutions for current and emerging public health challenges. The PhD is appropriate for students who wish to prepare themselves for high-level careers in university teaching, research, consulting, policy development, or other leadership roles primarily focused on the social, cultural, and behavioral determinants of population health, the promotion of health, and the prevention of premature disease and disability.

## Competencies

Upon completion of the PhD, students with a concentration in health promotion and health behavior will be able to:

- Conceptualize public health problems at multiple levels and within diverse cultural, social, behavioral, economic, environmental, policy, and other contexts
- Use social and behavioral science theories and models to guide understanding of the determinants of health and health-related behaviors and development of effective social and behavioral interventions
- Use social and behavioral research methods to improve understanding of health and health-related behaviors and test the effectiveness and efficacy of social and behavioral interventions
- Use social and behavioral science theory and methods to effectively communicate and promote translation of intervention research findings into public health practice

## Course Requirements:

1. **Public Health Core Courses (16 credits minimum):** H 524, H 525, H 533, H 512, and H 571 or equivalent courses that have been taken in a master's program. If these courses have not been taken in a master's program, they must be taken in the Ph.D. program.
2. **Courses in Methodology and Statistics (18 credits minimum).** A list of approved courses are provided; however, alternative courses may be taken with approval of the student's committee. A minimum of 2 courses must be of a statistical nature. Courses in advanced research methods are required (**Note: H 515—Research Methods is a pre-requisite and does not count toward the 18 credit requirement**). Courses must be substantively different from one other and represent expanded statistical/methodological techniques rather than repetitious courses from

different departments. **(Note: H 524 is also a pre-requisite and does not count toward the 18 credit requirement).**

Students should consult with their major professor and committee members to determine the appropriate courses and sequence of courses for their program.

Students pursuing the PhD in Health Promotion and Health Behavior **must** take the following courses (or their equivalent) as part of the 18 credit (minimum) methods and statistics requirement.

H526 Epidemiologic Methods

HDFS 531 Research in HDFS (Advanced Multiple Regression )

HDFS 532 Research in HDFS (ANOVA, Experimental Design)

To complete the remaining portion of their Methodology and Statistics requirements, students should consult with their advisor in taking courses that best meet their career goals from the following list of approved courses. Students are required to complete at least one course in qualitative research methods.

H 570 Workflow of Data Analysis

H 599 Generalized Linear Models and Categorical Data Models

H 599 ST/Biostatistics-Latent Growth Modeling

H 599 Chronic Disease Epidemiology

H599 Principles of Intervention Studies and Clinical Trials

H 599 Social Epidemiology

H 599 Epidemiology III or Advanced Epidemiology

\*Soc 518 Qualitative Research Methods

\*HDFS 538 Qualitative Research Methods I

\*HDFS 539 Qualitative Research Methods II

\*†H 6XX Advanced Evaluation and Research Design

\*†H 6XX Advanced Qualitative Methods in Health Behavior

\*†H6XX Advanced Quantitative Measurement in Health Behavior

HDFS 630 Advanced Quantitative Methods

ST 531 Sampling Methods

Other advanced methods or statistics courses approved by the student's major professor and committee.

\*H6XX courses will be renumbered during 2010-2011

† These courses cannot be used to meet both the requirement for courses in Methodology and Statistics and the requirement for courses in the major/concentration area (see below)

**3. Course in Proposal/Grant writing (e.g., H 576 or a doctoral level grant writing course) (4 credits)**

4. **Courses in Major/Concentration Area (16 credits).** No more than 3 credits may be taken as independent study hours (blanket-numbered courses, e.g. H 601-605) as part of this requirement. A maximum of 6 credits may be transferred into the major/concentration area with committee approval.

Students pursuing the Ph.D. in Health Promotion and Health Behavior **must take a minimum of 4 of the following 6 courses in addition to their other requirements. If possible, students should take all 6 courses**

- H 6XX Advanced Evaluation and Research Design (3 Credits)
- H 6XX Advanced Theories of Health Behavior (3 credits)
- H 6XX Advanced Qualitative Methods in Health Behavior (3 Credits)
- H 6XX Advanced Quantitative Measurement in Health Behavior (3 credits)
- H 6XX Development and Implementation of Health Behavior Interventions (3 credits)
- H 6XX Advanced Topics in HPHB (3 credits)

In addition to the above, students in HPHB may take either of the following:

- H 601 or H605 A Research and Scholarship or Reading and Conference or Research course in HPHB with HPHB faculty (1-3 credits)
- H 6XX An elective “H” course in consultation with advisor (1-3credits)

5. **Research Project: H 613 (9 credits).** See description below.
6. **Research Manuscript of Publishable Quality: H 614 (4 credits).** See description below.
7. **Dissertation: H 603 (minimum of 36 credits)**
8. **Doctoral Seminar: H 612 (6 credits)**

## Description of Research Project and Research Manuscript

### Research Project Description (H 613, 9 credits)

Ph.D. students are required to complete a research project that is intended to measure competency in designing and completing independent research. The subject of the project must be chosen by the student and is based on her/his knowledge and review of the literature. The proposed project must represent original research and therefore cannot have been defined previously in a published or unpublished form (i.e., manuscript, abstract, database of funded projects, submitted grant application, etc.). A student can begin her/his research project when the following criteria are met:

- completed 6 credit hours of graduate level statistics (beyond H524)
- completed 6 credit hours of graduate level public health coursework (beyond the MPH core—H 524, H 525, H 512, H 533, H 571 and in the area of concentration)
- completed 3 credit hours of graduate level research methods (beyond H 515)
- completed a total of 18 program-visible graduate credit hours at OSU
- filed the program of study with the Graduate School
- obtained approval from her/his major professor to go forward

## **Project Requirements**

Forming the Project Committee. Students will form, in consultation with their major professor, a two person committee including their major professor and one other faculty member who has expertise relevant to the project. The major professor is responsible for supervision of the project. The major professor will give general guidance but will not take a major role in the project. For example, major professors will not do any major editing/writing or contribute substantively to the project.

Project Proposal. Students will write a project proposal between 10-20 pages (double-spaced) and obtain approval to proceed with the project from their major professor and their second committee member. The project proposal must contain the following: background/literature review, specific aims/hypotheses/ research questions, and brief description of methods, including human subjects/ IRB protocol.

Project Report. The project write-up must include the following components: background, literature review, specific aims/hypotheses/research questions, methods (qualitative or quantitative), results and conclusion. The suggested length of the project write-up is 25 double-spaced pages, however, page lengths may be further determined by the student's Project Committee. Students are highly encouraged to submit their near-to-final draft of their report to peer review with fellow graduate students with respect to obtaining feedback on the writing of the project report. Specific information about this activity will be available from the major professor.

## **Evaluation of Research Project**

Evaluation Committee. In addition to the two consulting committee members, a third faculty member appointed by the major professor will also evaluate the final research project report. The major professor and at least one other faculty evaluator must be from the Department of Public Health.

Evaluation Criteria. The following elements will be taken into consideration in evaluating the project:

- Originality/ innovation/significance (10 points)
- Overall writing quality/organization (10 points)
- Literature review (10 points)

- Clearly stated specific aims/hypotheses/research questions (10 points)
- Methods, including research design, sampling and assignment to conditions, measures, data collection, and analytic strategies (30 points)
- Results (10 points)
- Discussion and Conclusions (20 points)

Faculty evaluators will read the final project report only one time, using the point scales described above with a maximum total score of 100. The outcome of the evaluation will be reported on a pass/fail basis, with the requirement that students must obtain 2 scores above 80% (i.e., 80 points) in order to receive a pass. Students who do not receive an overall pass from the faculty committee evaluating the project will have one opportunity to revise the project and resubmit for evaluation. The major professor can guide the student to areas that need improvement based upon the scores received. If the student does not receive a pass on the second attempt, the student will be terminated from the Ph.D. program.

### **Research Manuscript Description (H 614, 4 credits)**

Ph.D. students are also required to write a manuscript and submit the manuscript to a peer-reviewed journal as part of the course requirements.

### **Manuscript Requirements**

The manuscript can be based upon the research project described above or on another topic. The manuscript must be a substantive piece and therefore cannot be a brief note or letter to the editor. The student must be the lead author and the sole author of the manuscript submitted to the faculty evaluation committee. The student is welcome and encouraged to ask for faculty feedback as she/he is writing the manuscript. However, the manuscript must represent the work of the student, rather than the work of the faculty member. In addition, after the manuscript has received a passing grade, the student may ask faculty members to join as co-authors in the paper that is submitted for publication.

The major professor does not have to be the professor of record for the paper, as the subject of the paper will determine the professor of record. The professor of record is the faculty member who is responsible for submitting the grade for the paper. However, the professor of record must be determined before the paper is started. The choice of professor of record for the paper must be made in consultation with the major professor. The professor of record should be a faculty member who has expertise in the topic and agrees to serve in this capacity. The student must obtain approval from the professor of record for the paper topic and for the journal to which he/she will submit the manuscript. The professor of record provides the grade for the manuscript after receiving feedback from the other faculty reviewers.

The manuscript will generally include the following sections, with variation depending upon the journal and paper topic: abstract, introduction, literature review, specific aims/hypotheses/research questions, data description, description of IRB procedures, measures, data collection, analysis, results, discussion, conclusions, and limitations. The

maximum length of the manuscript will be determined by the requirements specific to each journal.

### **Evaluation of Manuscript**

The manuscript will be reviewed and evaluated by three faculty members (the professor of record, the major professor, and one other faculty member chosen jointly by the professor of record and the major professor). If the professor of record and the major professor are the same person, then at least one other Public Health faculty member will serve on the evaluation committee. Evaluation of the manuscript will be determined by criteria typically used in the peer-review process, and will vary depending on the journal that is chosen and the nature of the content of the article. Often the following types of questions are used in the peer review process:

- Is the question posed by the author(s) new and well defined?
- Does the paper demonstrate theoretical rigor?
- Are the methods appropriate and well described, and are sufficient details provided to replicate the work?
- Are the data sound and well controlled?
- Is the statistical treatment of the data appropriate?
- Is the abstract sufficiently informative, especially when read in isolation?
- Does the title of the manuscript clearly reflect its contents?
- Is there an appropriate and adequate literature review?
- Are the results of sufficiently high impact to warrant publication in the journal?
- Are the interpretations and conclusions sound, justified by the data and consistent with the objectives?
- Is there relevance to the field of practice?
- Is the manuscript appropriate for the readership of the journal?
- Is the writing free of grammatical mistakes and clearly organized?
- Are all figures and tables necessary?
- Does the article adhere to the journal requirements for length?

Faculty evaluators will only read the final paper one time and grade the manuscript on a pass/fail basis. To obtain a pass, the student must receive a pass (based on the quality of the paper and review criteria listed above) from two of the faculty reviewers, including the professor of record, and the student must send the manuscript out for review to the selected journal. Before the student submits the paper to the selected journal, the professor of record must agree that the paper is ready to send out for review. In addition, the professor of record and the student may choose to refine the paper once it has received a passing grade so that it meets all the journal requirements for submission. At this point in time, faculty members may assist the student in editing the manuscript and may also be included as co-authors on the manuscript that is sent out to the journal for review.

Students who do not receive an overall pass from the faculty committee (via the professor of record) evaluating the manuscript will have one opportunity to rewrite the manuscript and

resubmit for evaluation. The major professor and/or professor of record can guide the student to areas that need improvement based upon the feedback received. If the student does not receive a pass on the second attempt, the student will be terminated from the Ph.D. program. Peer review (with fellow graduate students) is highly encouraged with respect to editing/writing the manuscript.

## **THE DOCTORAL DISSERTATION AND REQUIRED EXAMINATIONS**

### **Preliminary Oral Examination**

In order to be admitted to candidacy for the doctoral degree, doctoral students must pass a comprehensive preliminary oral examination conducted by the student's committee. The preliminary oral exam is taken near the completion of all course work on the program of study. The purpose of this exam is to determine the student's understanding of the major and minor fields and to assess the capability to conduct research. The overall objective of the preliminary oral examination for advancement to Ph.D. candidacy assesses whether a graduate student has the capacity and promise:

- to understand the basic science and theory of public health;
- to be a creative and critical thinker;
- to understand the scientific literature;
- to conduct original and independent research; and
- to communicate the results of research.

Students must have passed the research project and the research manuscript requirements in order to take the preliminary oral examination. The preliminary oral exam lasts a minimum of two hours and is focused on the presentation and discussion of the dissertation proposal and examination over any coursework in the student's program in which the student is expected to be competent. No more than one-half of the time should be devoted to specific aspects of the proposal. All committee members must be present for the exam. At the end of the oral exam, the committee may be satisfied with the proposal as is, or satisfied with the proposal contingent on the student making minor revisions. If major revisions or a new proposal is recommended, the student will not pass the exam. 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. Students who do not satisfactorily complete the preliminary oral examination may not continue their program of study in the Department of Public Health.

Students must schedule the oral preliminary examination date with the Graduate School at least one week in advance and in a presentation room on campus that is open to the public. The examination should be scheduled for 2-3 hours.

## Written Dissertation Proposal

A written proposal for the dissertation is required of all Ph.D. students. One of the Public Health faculty members (preferably the major professor) on the student's committee must have expertise in the dissertation topic chosen by the student. The written proposal should consist of a draft of the first three chapters, including the introduction, detailed review of literature, research questions and hypotheses, significance of the research, and methods and procedures (including human subjects/IRB protocols). A draft of any data collection instrument being proposed (e.g., questionnaire, interview guide) should be included as an appendix to the proposal.

The dissertation proposal should contain the same information regardless if the student is planning to use a manuscript or traditional dissertation format. 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 format of the proposal should be discussed and approved by the major professor.** Regardless of the format chosen, the proposal must include a comprehensive review of relevant literature.

Students must receive written approval from their committee before scheduling the proposal meeting. A copy of the written proposal must 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.

If committee members perceive significant problems with the written document, they must notify the student's major professor at least 48 hours in advance and the proposal meeting may be postponed. Prior to the start of formal data collection, the written proposal must be presented to and approved by the student's committee.

## Oral Presentation of the Proposal

An oral presentation of the dissertation proposal to the student's committee is required of all Ph.D. students as part of the oral preliminary examination. During the oral exam the student will present the dissertation research plan and defend the approach in a seminar format with appropriate presentation materials. The dissertation proposal and presentation will be evaluated on the research design, the student's understanding of the subject matter, ability to defend the proposed research plan, and her/his general knowledge in the specialization area in Public Health. The entire exam (including proposal presentation) is expected to last approximately 2-3 hours.

Students must schedule an open forum to allow other students and members of the faculty to attend the presentation of their proposal. General questions can be asked during the open section of the examination. Guests will be asked to leave for the remainder of the examination. Following questions and discussions, the student's committee will evaluate the merits of the

proposed study and the overall performance on the exam, as well as make suggestions necessary for improvement of the proposal.

At least one week prior to the oral presentation of the proposal, an 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.

It is the student's responsibility to reserve the room and any necessary equipment for the oral presentation.

A suggested format for the oral presentation is as follows:

- Student presentation with overheads or slides (30 minutes—open to public) Questions, comments from the audience (15-20 minutes maximum—open to public)
- Examination from the committee (closed session with committee)
- Formal written approval/disapproval by committee (closed session with committee).

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, the candidate is advanced to candidacy and may officially begin the dissertation phase of her/his program. **At least one complete academic term must elapse between the time of the preliminary oral examination and the final oral examination (dissertation defense). If more than five years elapse between these two examinations, the candidate will be required to take another preliminary oral examination.** Once advanced to candidacy, Ph.D. students are required to serve as peer reviewers for research projects and for manuscripts being prepared by other students in the program.

### **Dissertation Document**

The majority of students in the Department of Public Health follow the manuscript series format for the dissertation. Guidelines for the format for the dissertation are included in the booklet, Online Thesis Guide, available electronically on the web at:

[http://oregonstate.edu/dept/grad\\_school/thesis.php](http://oregonstate.edu/dept/grad_school/thesis.php). Students choosing to follow the manuscript format for the dissertation must complete 2-3 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.

A completed copy of the final draft of the dissertation shall be distributed to all committee members three weeks prior to the anticipated date of the final oral examination.

Dissertations must be complete in order to take the final oral exam. For students electing the manuscript form, all manuscripts must be complete prior to the final defense.

Students may schedule a defense date only after all committee members have contacted the major professor and agreed the student is ready to defend. **Prior to the final oral exam, the major professor is obligated to follow-up with committee members and solicit feedback on the student's readiness to defend.**

### **Final Oral Examination (Dissertation Defense)**

At least one term prior to the final oral examination, the dissertation title must be filed with the Graduate School.

Prior to scheduling the final oral exam, the student must have:

- Registered for or completed all courses on the program.
- Completed all departmental requirements.
- Removed or made arrangements to remove all program deficiencies.
- Completed final draft of thesis.
- Obtained written approval from committee to take final oral exam.
- Filled out "Approval to Schedule Final Oral Exam" form which is available online ([http://oregonstate.edu/dept/grad\\_school/forms.php](http://oregonstate.edu/dept/grad_school/forms.php)). 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.
- Allowed at least one complete academic term to have elapsed between the oral preliminary exam and the dissertation defense.

The final oral exam should be scheduled for a minimum of two hours and be open to OSU faculty, students, and others. Only the student's committee, however, are present for the evaluation and approval of the dissertation.

At least two weeks prior to the final oral exam, an email announcement including the dissertation title, student's name, committee members, date, time, and location of the defense should be distributed to college faculty and students. Posting and distribution of the announcement is the responsibility of the student's major professor.

Several models for conducting the final oral exam are appropriate. The student and major professor will discuss the format of the oral exam. One suggested format is as follows:

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

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

### Dissertation Defense Timeline

**Table 2. Dissertation Defense (Final Oral Examination) Timeline**

<b>Event</b>	<b>Timing</b>	<b>Responsible Person</b>
File dissertation title with the Graduate School	One term in advance	Student
File diploma application with the Graduate School. (Check with the graduate school to determine the exact dates to defend to qualify for graduation).	5 weeks in advance	Student
Before scheduling final oral exam: Remove or make arrangements to remove all program deficiencies. Submit program changes, if necessary. Complete all departmental requirements.	One term in advance of tentative exam date	Student
Schedule tentative date for defense (final oral exam) with committee members and reserve room for public presentation and private defense	Several weeks in advance of tentative exam date	Student
Submit dissertation draft (not final draft) to committee. For students electing the manuscript format, all manuscripts must be complete prior to the final defense.	6 weeks before tentative exam date	Student
Meet individually with committee members to discuss draft comments	3-4 weeks before tentative exam date	Student
Obtain written approval from committee members to proceed with the final oral exam. Provide copies of the final draft of the dissertation to all committee members	3 weeks before tentative exam date	Committee Chair
Schedule final oral exam with Graduate School	2 weeks before exam date	Student
Email the dissertation title, location of the public presentation to HHS faculty, PH graduate students	2 weeks before exam date	Committee Chair
Formal presentation of dissertation research to public; final oral exam		

## **Dissertation Copies**

Graduate School requirements for the final copy of the doctoral dissertation are outlined on the following website: [http://oregonstate.edu/dept/grad\\_school/thesis.php](http://oregonstate.edu/dept/grad_school/thesis.php). The student is to provide and deliver one unbound copy of the dissertation on rag bond paper, at her/his own expense, to the Graduate School; and the copy will stay in the OSU Library. The student also sends the Graduate School an electronic copy of the dissertation. The student must also provide and deliver one hardbound copy to the Department of Public Health Chair's office and one hardbound copy to her/his major professor, at the student's 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. The 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 three copies. Once the Major Professor has signed, all three FINAL copies (one 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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For further information please contact:

Anna Harding, PhD  
Professor and Graduate Coordinator  
Department of Public Health  
Oregon State University  
309 Waldo Hall  
Corvallis, OR 97331-6406  
Phone: (541) 737-3830      Fax: (541) 737-4001  
email: [anna.harding@oregonstate.edu](mailto:anna.harding@oregonstate.edu)

or

Eileen Kaspar  
Assistant to Department Chair & Graduate Education Manager  
Department of Public Health  
Oregon State University  
404 Waldo Hall  
Corvallis, OR 97331-6406  
Phone: (541) 737-3825      Fax: (541) 737-4001  
email: [eileen.kaspar@oregonstate.edu](mailto:eileen.kaspar@oregonstate.edu)