

**PH.D. GUIDELINES
FOR STUDENTS ADMITTED INTO THE
DEPARTMENT OF HEALTH POLICY AND MANAGEMENT
COLLEGE OF PUBLIC HEALTH
UNIVERSITY OF SOUTH FLORIDA**

The purpose of this document is to provide information on the requirements of the Department of Health Policy and Management for the degree of Doctor of Philosophy. A student accepted for doctoral studies in the Department of Health Policy and Management should also review the University and College Ph.D. guidelines for general guidance and for additional details regarding requirements. The requirements for doctoral students include the following sections:

- I. Initial Meeting Between Student and Major Professor
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- IV. Enrollment Requirements
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- VIII. Comprehensive Qualifying Examination
- IX. Dissertation
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I. Initial Meeting Between Student and Major Professor

Upon admission to the doctoral program, each student is required to meet with his/her major professor regarding the stages of the doctoral program. During this meeting the student will develop a:

- 1. clear understanding of required doctoral expectations and competencies, and
- 2. understand the need to develop a written plan of study to be approved by the doctoral committee.

It is the student's responsibility to obtain and retain an electronic copy of the graduate catalog which is in effect at the time of admission.

II. Advisor and Major Professor

As a condition of admission, a student must have a faculty member in the Department agree to serve as the student's sponsor. The major professor serves as a mentor and facilitates the student's doctoral studies by:

1. Serving as the student's advisor;
2. Meeting with the student to develop a plan of study for Doctoral Committee approval by the end of the second semester;
3. Chairing the Doctoral Committee;
4. Keeping the Doctoral Committee informed of the student's progress;
5. Meeting with student on a regular basis about academic and research progress;
6. Coordinating the development, administration, and grading of the comprehensive qualifying examination;
7. Recommending additional members when the dissertation committee is formed;
8. Guiding the student in the development and implementation of a quality dissertation (including proposal, implementation of the research, and the written document); and,
9. Recommending an appropriate outside chair to preside over the dissertation defense examination.

III. Doctoral Committee

By the end of the student's second semester, the major professor, in consultation with the student, shall form a Doctoral Committee and the Department will submit a Supervisory Committee Appointment Form for approval by the Graduate School (See the Appendix for this form and its instructions). The Doctoral Committee is also known as the Doctoral Supervisory Committee. The Committee will meet collectively with the student and approve the student's plan of study. The plan of study shall include all required departmental courses, prerequisites, and additional courses as prescribed by the Committee (including courses required outside of the Department) that are required to sit for the comprehensive qualifying examination and to conduct dissertation research. It will also specify required teaching activities. The plan should include a proposed time schedule to complete each course, and copies of the plan shall be given to each Committee member and to the Office of Academic Affairs. The major professor has the privilege of calling additional meetings, as necessary, to discuss the student's progress, research ideas, plan for the qualifying examination, or a significant change in the plan of study. It is the student's responsibility to arrange these meetings.

The Doctoral Committee is responsible for the following:

1. Meeting with the student to discuss the plan of study, research proposal, comprehensive qualifying examination, or academic progress;
2. Facilitating opportunities for research and scholarly growth;
3. Approving and monitoring a written plan of study that prepares the student to sit for the comprehensive qualifying examination and to conduct dissertation research;
4. Developing and grading the written comprehensive qualifying examination;
5. Guiding the student throughout dissertation preparation, including:

- a. approving the written dissertation proposal through a formal oral defense process
- b. providing guidance during the writing of the dissertation
- c. conducting the dissertation defense examination and approving the dissertation.

Occasionally, it becomes necessary or desirable to change a student's major professor or Doctoral Committee members. This may occur when research interests are more closely matched with another faculty member, the student and faculty member mutually agree that another faculty member is more appropriate, or a faculty member is leaving the university. This action requires submission of another Supervisory Committee Form to the Graduate School.

IV. Enrollment Requirements

In the first year of study, the student must enroll for a minimum of 9 hours each in two of the first three semesters (Fall, Spring, Summer) at the Tampa campus of the University of South Florida. The department abides by the Enrollment Requirements (including the Leave of Absence provisions) in the Graduate Catalog.

V. Course of Study

The student's course of study will include the following:

Prerequisites: A minimum of PHC 6050 Biostatistics I, PHC 6000 Epidemiology, and PHC 6102 Principles of Health Policy and Management are required of all students who do not have a master's degree in public health. The Doctoral Committee or the Department may require other prerequisites. These courses are not included in the minimum number of hours needed to complete the Ph.D and are expected to be completed early in the course of study.

Required Course Work: The courses and number of credit hours required are defined by the Department and the Doctoral Committee and may include course work from another department or college. There must be a minimum of 13 credits at the 7000 level. A **minimum** of 90 credits beyond the bachelor's degree and prerequisites is required. The required coursework will include:

Category	Hours
1. A minimum of 13 credits at the 7000 level. This includes a one credit hour college wide course titled Advanced Interdisciplinary Seminar. Required courses in this area include: PHC 7936 Seminar in Health Care Outcomes Measurement PHC 7054 Advanced Biostatistical Methods QMB 7566 Applied Multivariate Statistical Methods Choose one of the following: PHC 7055 Biostatistical Computing PHC 7066 Longitudinal Data Analysis PHC 7058 BioStatistical Inference II PHC 7059 Advanced Survival Data Analysis PHC 7065 Generalized Linear Models	13
2. All doctoral students must take the following department courses: PHC 6151 Health Policy and Politics PHC 6180 Health Services Management PHC 6191 Quantitative Analysis PHC 6430 Health Economics I or PHC 6433 Health Economics II	12
3. A minimum of 9 hours in advanced statistics or advanced research methods courses chosen from among the following: PHC 6051 Biostatistics II (required) Choose two of the following PHC 6760 Health Program Evaluation PHC 6700 Research Methods in Epidemiology PHC 6053 Categorical Data Analysis PHC 6701 Computer Applications for Public Health Researchers QMB 6375 Applied Linear Statistical Models ECO 6424 Econometrics I	9
4. Specialty Area Courses, including courses necessary to carry out dissertation research	32-38
5. Dissertation	18-24
Minimum Credits	90

Additional coursework beyond 90 credits may be required of the student as specified in the plan of study.

VI. Transfer Credit

It is possible to count most of the academic credits earned in an equivalent master's degree program in health policy and management (within the previous five years) toward the Ph.D. During the Ph.D. program, it is possible to complete and transfer up to 8 semester hours (or 3 courses) from another regionally accredited University. The courses to be accepted for transfer credit will be determined by the student's Doctoral Committee.

VII. Teaching

All doctoral students are encouraged to teach academic courses at the college or university level at some time during their Ph.D. program.

VIII. Comprehensive Qualifying Examination

When all required coursework is satisfactorily completed, the student must pass the comprehensive qualifying examination covering the subject matter in the major and related fields. Prior to the scheduling of the examination the student and Doctoral Committee will meet to review the student's course work, anticipated dissertation topic, and to define faculty responsibilities for the examination.

If all or part of the examination is failed, the student has one opportunity to retake the examination. If the student fails any part of the retake examination, the student will be dismissed from the program.

The comprehensive qualifying examination consists of two parts: a written examination and an oral examination. The written portion, at the minimum, must include the following three parts:

- 1) the field of health policy and management;
- 2) the student's cognate discipline or disciplines supporting the student's specialization area and public health; and,
- 3) research and analytic methods and their applications relevant to the field of health policy and management.

Other sections or areas may also be included in the written examination at the discretion of the Doctoral Committee. The in-class written examination will typically occur over two consecutive days and is administered by the major professor. The student will be required to pass satisfactorily each section of the written examination before being allowed to sit for the oral portion. A passing score is 70%. The results of the written portion of the comprehensive qualifying examination must be reported to the student, the members of the committee, and the department chair within three weeks of the date of the examination. The oral portion of the examination will be administered by the student's Doctoral Committee and will be no more than two hours duration. The oral examination is

an extension of and based on the written examination. Passing the oral portion of the examination requires approval by a majority of the Committee.

Successful completion of the examination requires passing grades on both the written and oral portions. No portion or section of the examination may be re-taken more than once, and the Doctoral Committee will determine the portions or sections to be re-taken.

After successful completion of the qualifying examination, the completed and approved Admission to Candidacy form will be forwarded to the Dean of Graduate Studies. Upon approval of the form by Graduate Studies, the student is admitted to candidacy and may register for dissertation credits.

IX. Dissertation

All students must follow the University's **Thesis and Dissertation Handbook**. Generally, the Doctoral Committee will continue to serve as the Dissertation Committee, although this is not required. If any change is made, a "Changes to the PhD Student Advisory Committee" form must be completed and approved. The Dissertation Committee will formally approve the student's written research proposal through an oral presentation given by the student, supervise the research, read and approve the dissertation for defense, and conduct the dissertation defense examination. The Committee will include at least three approved faculty from the department and one faculty from outside of the department. The Appendix contains a copy of the Guidelines for Dissertation Committee and Oral Defense.

X. Final Oral Examination

After the Dissertation Committee has determined that the dissertation is complete and suitable for presentation, the Committee will request the scheduling and announcement of the dissertation defense examination. All committee members must agree to the examination date and must be in attendance at the examination either in person or via speakerphone. This will be an oral examination of approximately two hours duration. The "chair" of the examination is expected to be a faculty member from outside of the Department.

Successful completion requires a 3/4 vote of the Dissertation Committee. Conditions may be placed upon a "pass" that require the candidate to revise the dissertation before final approval. The final oral examination may be re-taken once. In addition to the Guidelines for Dissertation Committee and Oral Defense, the Appendix contains a copy of a model dissertation defense notice, the Successful Defense of the Ph.D. Dissertation form, and a Contract for Incomplete Grade form.

XI. Restrictions on Release of Publications:

See University of South Florida Graduate Catalog for details.

XII. Responsibilities of Students:

Students are expected to be familiar with the Graduate Catalog, departmental and college guidelines and pertinent documents that guide doctoral studies. The student is responsible for assuring appropriate forms are submitted on time. Forms and directions are available on the Web, in the Resource Center, from the Office of Academic Affairs, and from the Graduate School.

XIII. Appendix: Selected Forms and Guidance

1. Graduate Student Supervisory Committee Appointment Form – Instructions
2. Graduate Student Supervisory Committee Appointment Form
3. Changes to the PhD Student Advisory Committee
4. Admission to Candidacy Form
5. Guidelines for Dissertation Committee and Oral Defense
6. Request for Ph.D. Final Oral Examination
7. Model Dissertation Defense Announcement
8. Successful Defense of the Ph.D. Dissertation Form
9. Contract for Incomplete Grades