



UF UNIVERSITY *of*
FLORIDA
Department of Environmental
and Global Health

Departmental Student Handbook
Fall 2011

Last revised March 8, 2012

Contents

| | |
|--|----|
| Introduction..... | 5 |
| College Overview..... | 6 |
| College Mission..... | 6 |
| Primary Goals..... | 6 |
| Organizational Structure..... | 6 |
| Graduate Training Programs..... | 8 |
| Program Areas..... | 9 |
| Environmental Pathogens..... | 9 |
| Environmental Toxins..... | 9 |
| Facilities..... | 9 |
| Research Facilities..... | 9 |
| Environmental and Global Health Faculty..... | 11 |
| Master’s of Public Health..... | 11 |
| Program Overview..... | 11 |
| Key Contacts for the MPH Program..... | 12 |
| Degree Course Requirments..... | 13 |
| Doctorate of Philosophy (PhD)..... | 16 |
| Program Overview..... | 16 |
| How the PhD Program Works..... | 16 |
| Key Contacts for the PhD Program..... | 17 |
| PHD Core Competencies..... | 18 |
| Principles of Ethical Practice in Public Health..... | 19 |
| Environmental Health Concentration Overview..... | 20 |
| Plans of Study..... | 20 |
| Degree Course Requirements..... | 21 |
| Suggested Study Plan..... | 22 |

Faculty Advisor24

Advisor, Supervisory Committee, and Supervisory Committee Chair25

Qualifying Examination26

Guidelines for Written Proposal Preparation29

Guidelines for Oral Presentation of Proposal30

Final Dissertation Research31

Phd Program Timeline35

EGH Administrative procedures36

 Important Information for Students Planning to Graduate.....36

 EGH PhD Program Notice of Intent to Graduate37

Program Policies And General Reminders37

 UF Policy Regarding Undergraduate Courses During the MPH/PhD37

 The Student Honor Code - 6C1-4.01737

 Requirements for Satisfactory Progress38

 Grievance Procedure38

 Coursework and Registration Requirements39

 Identification Badges40

 Gatorlink Account40

 Compliance with HIPAA (Health Insurance Portability and Accountability Act of 1996)41

 Completion of Bloodborne Pathogens Training.....42

 Expenses41

 Financial Assistance41

 Teaching Assistantships42

 Tuition Payments (Fee Waivers)42

 Health Requirements43

 Bioterrorism43

 Dress Code43

Smoking 43

Cell Phones and Beepers 43

Establishing Florida Residency..... 44

Graduate Assistants United (GAU) 44

Leave of Absence and Readmission..... 44

Campus Facilities 45

INTRODUCTION

Welcome to the Environmental and Global Health (EGH) Department! We are excited that you have joined us. We have some rich training experiences in store for you and we very much enjoy helping students learn.

Our EGH department is one of twelve academic departments and programs housed in the University of Florida's [School of Public Health and Health Professions](#). We are a relatively new department (established in 2009) but we are rapidly growing in research (>50 projects in more than 15 countries) and in the number of students (75 graduate students as of August 2011). We have a number of cutting edge laboratories as well as international collaboration sites where you may refine your professional skills. We currently offer a Certificate in Emerging Infectious Diseases Research (CEIDR), a Master's of Public Health, Environmental Health Concentration (MPH-EH), and Doctor of Philosophy in Public Health, Environmental and Global Health concentration (PhD-EGH) degrees. We are aggressively pursuing additional One Health-oriented training opportunities: Certificate program, an MPH concentration, a Master's in Health Science, and a PhD concentration.

We have a top-notch faculty and staff team to assist you. You will likely get to know best your advisor or Chair of your Supervisory Committee and our Graduate Studies Program Assistant, Nikki Burke. She can be reached at:

Nikki Burke, MA

EGH Graduate Studies Program Assistant
HPNP Room 2160
352-294-5316
nburke@phhp.ufl.edu

EGH graduate training falls under the guidance of College and the University of Florida's Graduate School. Many of the requirements you will find in this document have been abstracted from Graduate School documents. This EGH Student Handbook should be viewed as a supplement to Graduate School policies and information. Each student in the EGH department needs to become familiar with this handbook and graduate school documents and database like these below.

University of Florida 2010-2011 Handbook for Graduate Students
<http://gradschool.ufl.edu/downloads/handbook-2010-2011.pdf>

University of Florida Graduate Catalog
<http://gradschool.ufl.edu/students/catalog.html>

University of Florida Graduate Course Listings
<http://registrar.ufl.edu/soc/>

We recognize that this handbook needs your critical review and recommendations so please send these to me as soon as you see a way we can make improvements.

We look forward to working with you!

Gregory C. Gray, MD, MPH, FIDSA

Professor and Chair, Department of Environmental and Global Health, College of Public Health and Health Professions
Professor, Infectious Diseases and Pathology, College of Veterinary Medicine
Director, Global Pathogens Laboratory
Tel 352-273-9449/9188
Email: ggray@phhp.ufl.edu

COLLEGE OVERVIEW

The CEIDR, the MPH, and the PhD programs are offered by the College of Public Health and Health Professions (PHHP), one of six colleges that comprise the University of Florida Health Science Center. The other colleges are Dentistry, Medicine, Nursing, Pharmacy, and Veterinary Medicine. Established in 1958, the College was the first of its type in the United States dedicated to educating students of many different health professions in an academic health center. In 2003, the College expanded beyond its original focus on health professions to embrace public health as integral to its mission and goals. We envision our long history of national leadership in the education of health professionals to continue far into the future through development and application of innovative models of education, research, and service that derive from collaboration among public health disciplines and the health professions.

COLLEGE MISSION

The mission of the College, which was adopted in February 2007, is:

To preserve, promote, and improve the health and well being of populations, communities, and individuals. To fulfill this mission, we foster collaborations among public health and the health professions in education, research, and service.

PRIMARY GOALS

Consistent with its mission, the PHHP has three primary goals:

- 1. Provide excellent educational programs that prepare graduates to address the multifaceted health needs of populations, communities, and individual***
- 2. Address priority health needs by conducting high quality research and disseminating the results.***
- 3. Lead and actively participate in serving our university, our professions, and individuals and communities.***

We emphasize the development of intellectual resources and skills that can help our graduates address today's complex health problems and pursue fulfilling careers in a variety of health arenas. The College strives to impart the following values to all of our students:

- ***Commitment to excellence***
- ***Diversity***
- ***Integrity***
- ***Respect for human dignity***
- ***Social responsibility***

ORGANIZATIONAL STRUCTURE

The PHHP is comprised of the dean's office and 12 departments. Each department, or center, maintains its own

student training programs. Our department, because of its unique resources, offers classical environment training as well as unique programs in emerging infectious diseases, and, in the future we will add “One Health” training.

PHHP DEPARTMENTS & PROGRAMS

- [Behavioral Science and Community Health](#)
- [Biostatistics](#)
- [Clinical and Health Psychology](#)
- [Environmental and Global Health](#)
- [Epidemiology](#)
- [Health Science](#)
- [Health Services Research, Management and Policy](#)
- [Occupational Therapy](#)
- [Physical Therapy](#)
- [Public Health](#)
- [Rehabilitation Science](#)
- [Speech, Language and Hearing Sciences](#)

MAJOR ADMINISTRATIVE UNITS

| <i>Administrative Units</i> | <i>Key Contacts</i> | <i>Phone Number</i> |
|--|---|--|
| Dean’s Office — administrative offices for the college; includes staff management, advising, academics, financial aid concerns, budget, research development, and personnel issues; oversees bachelor of health science program; coordinates public health programs. | Dean: Michael Perri, PhD Executive Assoc Dean: Stephanie Hanson, PhD Associate Dean for Academic Affairs: Joanne Foss, PhD Senior Associate Dean for Public Health: Mary Peoples-Sheps, PhD | 273-6214 273-6377 273-6135 273-6443 |
| Department of Behavioral Science and Community Health — oversees social and behavioral sciences concentration in MPH program; offers social & behavioral sciences concentration in the PhD in Public Health; participates in the rehabilitation sciences PhD program. | Chair: Barbara Curbow, PhD MPH Social and Behavioral Science Concentration Coordinator: Tracey Barnett, PhD Social and Behavioral Sciences Concentration Coordinator: Giselle Mann, PhD, MPH | 273-6092 273-6086 |
| Department of Biostatistics — oversees biostatistics concentration in the MPH program; offers MS and PhD in Biostatistics. | Interim Chair: Samuel Wu, PhD MPH Biostatistics Concentration Coordinator: Amy Cantrell, PhD PhD Coordinator: Babette Brumback, PhD | 294-1925 |
| Department of Epidemiology — oversees epidemiology concentration in the MPH program; offers PhD in epidemiology and biostatistics | Chair: Linda Cottler, MPH, PhD MPH Epidemiology Concentration Coordinator: Cindy Prins, PhD PhD Concentration Coordinator: Robert Cook, MD, MPH | 273-5468 |
| Department of Health Services Research, Management and Policy — oversees health management and policy concentration in MPH program; offers MHA program and health services research PhD program; participates in the | Chair: Paul Duncan , PhD MPH PHMP Concentration Coordinator: Allyson Hall, PhD MHA Program Director: Cynthia | 273-6072 273-5129 273-6067 |

| | | |
|--|--|----------------------------------|
| health science program | Toth, PhD, MHA Administrative Coordinator: Heidi Kinsell, MHA PhD Coordinator: Jeffrey Harman | 273-6060 |
| Department of Environmental and Global Health — oversees environmental health concentration in the MPH program; Offers environmental & global health concentration in the PhD in Public Health | Chair : Gregory Gray, MD, MPH, FIDSA MPH Concentration Coordinator: Tara Sabo-Attwood, PhD PhD Concentration Coordinator: Gregory Gray, MD, MPH, FIDSA | 273-9449 273-9203 273-9449 |
| Department of Clinical and Health Psychology — offers APA accredited doctoral program with specialty tracks in neuropsychology, health psychology, and pediatric psychology; also offers APA accredited internship and postdoctoral fellowships; participates in the health science program | Chair: William Latimer, PhD Grad Coordinator: Stephen Boggs, PhD | 273-6155 273-6144 |
| Department of Occupational Therapy — offers an entry level master’s program, and advanced master’s programs for individuals who already have an entry-level OT degree; participates in the health science program and the rehabilitation sciences PhD program | Chair: William Mann, PhD Grad Coordinator: Craig Velozo, PhD Coordinator of Pre-OT track and Director of OT Professional Programs: Joanne Foss, Ph.D. | 273-6098 273-6128 273-6017 |
| Department of Physical Therapy — offers an entry level doctoral program; participates in the rehabilitation sciences PhD program | Chair: Krista Vandeborne, PhD Assistant Chair and Director of Education: Jane Day, PhD | 273-6100 273-6433 |
| Department of Speech, Language, and Hearing Sciences — has both speech-language pathology and audiology faculty; offers distance learning doctoral program in audiology and participates in on-campus AuD program and the rehabilitation sciences PhD program | Chair: Christine Sapienza, Ph.D. Grad Coordinator: Scott Griffiths, PhD | 273-6158 273-6160 |

GRADUATE TRAINING PROGRAMS

Certificate in Emerging Infectious Diseases Research (CEIDR) – The primary purpose of this Certificate is to support sponsoring organizations (e.g. United States Department of Defense Global Emerging Infections Surveillance and Response System (DoD-GEIS), Centers for Disease Control and Prevention (CDC), US Department of State, United States Agency for International Development (USAID), Fogarty International Center, etc) by providing special graduate level education in emerging infectious disease research to nominated international public health professionals. By making advanced training available to international public health practitioners, the program will help to build sustainable epidemiological research capacity in infectious diseases and promote new collaborations between international US laboratories and other countries. The program is also open to anyone who provides independent support for his/her studies, including public health professionals and University of Florida undergraduate and graduate students. Detailed information can be found on the [CEIDR web pages](#).

Master’s of Public Health with Environmental Health concentration degree (MPH-EH) - The Master of Public Health (MPH) degree program helps students develop competencies in the core areas of public health. It prepares

students to become future public health professionals, with the application of knowledge and skills in community health settings. The MPH training is by nature broad and multi-faceted. Graduates can work in many settings.

Doctor of Philosophy in Public Health with a concentration in Environmental and Global Health degree (PhD-EGH) – This program prepares scholars who can create new knowledge, use research to transform practice, and effectively communicate research findings. Trainees are prepared for independent, team-leading, academic and research positions. Graduates of the PhD program will be prepared to compete for post-doctoral fellowships and Assistant Professor positions at Association of American Universities (AAU) institutions.

In the near future the EGH Department plans to develop a Certificate in One Health (COH), a Master’s of Health Science Degree (MHS) with concentrations in One Health (MHS-OH) and Environmental and Global Health (MHS-EGH), and a Doctorate of Philosophy in Public Health with a concentration in “One Health” (PhD-OH).

| <i>Requirements</i> | <i>CEIDR</i> | <i>MPH</i> | <i>MHS</i> | <i>PhD</i> |
|--|--------------|------------|------------|------------|
| Total Hours | 12 | 48 | 40 | 90 |
| Min # of Supervisory Committee members | 0 | 1 | 3 | 4 |
| Qualifying Exam Required | no | no | no | yes |
| Final Exam | None | None | none | Oral* |
| Time Limit for Completing Degree | 5 | 7 | 7 | 5 |

*on dissertation material

PROGRAM AREAS

ENVIRONMENTAL PATHOGENS

The faculty in the Environmental and Global Health Department focus primarily on national and international emerging infectious disease research and training. Research includes studies on influenza virus infections, zoonotic influenza transmission, dengue, cholera, water sanitation, and the health of aquatic systems to name a few. Many of these activities are engaged through the Emerging Pathogens Institute (EPI) and the EGH Department’s [Global Pathogen Laboratory](#).

ENVIRONMENTAL TOXINS

Factors in the air, soil, and water that threaten health are rarely contained within artificially drawn political borders. Thus environmental health is global and it is our goal to explore and examine its global dimensions fully. In many of the department’s studies the focus is on understanding human and ecological health effects of environmental agents, both chemical and biological, as well as the interaction between chemical and biological agents, on health outcomes.

FACILITIES

RESEARCH FACILITIES

The Department collaborates extensively with the Center for Environmental and Human Toxicology (CEHT), the Emerging Pathogens Institute (EPI), and the Whitney Laboratory for Marine Bioscience.

The Emerging Pathogens Institute was established as a multidisciplinary unit on the University of Florida campus in 2007 to bring together researchers from diverse fields to understand factors leading to the emergence of new pathogens and to develop methods for their control. The new institute is also charged to develop the teaching capability to train the next generation of scientists who will keep these pathogens at bay in the future, and to develop the outreach capability to educate the population on steps they can take to avoid human diseases as well as help our private sector avoid diseases that affect plants and animals. The Institute has a strong interest in understanding the role of environmental factors (including climate and other anthropogenic changes) in emergence of pathogens and in developing microbial risk assessment models, including modeling of transmission pathways and interventions.

The Aquatic Pathobiology Laboratory is a unique, state of the art research and teaching facility at the University of Florida supported by the Emerging Pathogens Institute, the PHHP, the College of Veterinary Medicine, and the Institute for Food and Agricultural Sciences (IFAS). Under the direction Dr. Andrew Kane, the laboratory serves as a shared resource for faculty and students with focus in the areas of aquatic toxicology, aquatic pathology, and ecological studies that examine the relationships between aquatic animal health, human health, and environmental stress. Areas for collaborative research include cell injury, carcinogenesis, endocrine disruption, environmental and comparative pathology, molecular biology, immunology, behavioral toxicology, and fisheries and aquaculture sciences. The laboratory programmatically partners with the Center for Environmental and Human Toxicology and the University-wide Aquatic Animal Health Program to support multidisciplinary collaborations throughout the UF community.

The Center for Environmental and Human Toxicology serves as the focal point at the University of Florida for activities concerning the effects of chemicals on human and animal health. The Center serves as an interface between basic research and its application for evaluation of human health and environmental risks. This interface includes an educational component to transfer this knowledge to producers, consumers, and regulators. The research and teaching activities of the Center provide a resource for the State of Florida to identify and reduce risks associated with environmental pollution, food contamination, and workplace hazards. Development and improvement of risk assessment methods as well as toxicity testing and elucidation of mechanisms of action of chemical-induced adverse health effects are all activities of the Center that serve as resources for the State of Florida and the nation. The Center provides a forum for the discussion of specific and general problems concerning the potential adverse human health effects associated with chemical exposure. Using the interpretive skills of scientists and clinicians from various health disciplines, better decisions can be made for the protection of public health.

The Whitney Laboratory for Marine Bioscience was established in 1974 as a free-standing laboratory adjacent to Marineland, the world's first Oceanarium. The Whitney Lab is the site of a variety of research projects on marine mammals and their environments, as well as the spread of vector-borne diseases, such as malaria and dengue fever. Educational programs for children, the general public, and university students at all levels are also provided by the Whitney Lab.

In addition to CEHT, EPI, and the Whitney Laboratory, faculty members in the Department also collaborate with other colleagues in the PHHP, IFAS, the College of Veterinary Medicine, the College of Law, and the departments of Sociology and Environmental Engineering.

ENVIRONMENTAL AND GLOBAL HEALTH DEPARTMENT FACULTY

| Faculty Member and Contact Information | |
|--|--|
| <p>Gray, Gregory C. MD, MPH, FIDSA <i>Department Chair, PhD Coordinator</i> <i>PhD Concentration Coordinator</i> HPNP Building, Suite 2150 A 352-273-9449 ggray@php.ufl.edu</p> | <p>Andrew Kane, PhD Aquatic Pathobiology, Room 101 352-273-9090 kane@ufl.edu</p> |
| <p>Dr. Tara Sabo Attwood, PhD <i>MPH Concentration Coordinator</i> HPNP Building Room 2133 352-294-5293 sabo@php.ufl.edu</p> | <p>John Lednický, PhD HPNP Building, Room 2146 352-273-9204 jlednický@php.ufl.edu</p> |
| <p>Afsar Ali, PhD EPI Building, Room 276 352- 273-7984 aali@epi.ufl.edu</p> | <p>Bernard Okech, PhD HPNP Building Room 2147 352-273-5254 bokech@ufl.edu</p> |
| <p>Dana Focks, PhD EPI Building, Room 473 352-294-5148 dafocks@php.ufl.edu</p> | <p>Richard Rheingans, PhD HPNP Building, Room 2148 EPI Building, Room 120 352-294-5110 rrheing@ufl.edu</p> |
| <p>Gary Heil, PhD EPI Building, Room 475 352-273-9418 glheil@php.ufl.edu</p> | <p>Steven Roberts, PhD CEHT-Building 471, Room 12 352-392-2243 x 1-5505 smr@ufl.edu</p> |

MASTER'S OF PUBLIC HEALTH

PROGRAM OVERVIEW

The MPH Program is offered in four different formats: a traditional 48-credit MPH program, an accelerated 42-credit MPH for qualified health professionals, a combined bachelor's to master's degree MPH program, and collaborative programs with complementary master's and doctoral degrees. In each format, students may concentrate in one of the five core areas of public health: biostatistics, environmental health, epidemiology, health management and policy, and social and behavioral sciences. In addition, health professionals who wish to obtain breadth in public health may pursue a concentration in public health practice. The MPH curricula have been designed to meet current developments in the field of public health, Council on Education for Public Health (CEPH) accreditation criteria, and the College's mission, goals and objectives.

The major characteristics and graduation requirements of the 48-credit MPH curriculum are:

- One course in each of the five core areas (15 credits)
- Seminar in contemporary public health issues (1 credit)
- Core courses in an area of concentration (15-21 credits)
- Elective courses relevant to the chosen concentration and individual career goals (up to 12 credits)

- Public health internship (5-8 credits)
- Major paper and presentation (credit assigned through the Seminar in Contemporary Public Health Issues)

Students attain a depth in public health knowledge and skills by selecting one core area for their concentrations. They obtain a broad knowledge base of public health issues and perspectives through the MPH core courses and electives. The concepts presented in these courses are integrated and assimilated through an internship which provides an opportunity for each student to apply his or her knowledge in the real world of public health practice. Students may engage in many activities during an internship. However, each student must have one special project which serves as the basis for a major paper and a presentation. These final activities of the MPH program are intended to encourage students to understand their projects in the larger context of public health as a cross-disciplinary field and in relation to the competencies expected of all MPH graduates. Student presentations are scheduled on one or two Public Health Days near the end of fall, spring and summer semesters.

The 42-credit accelerated program is designed for working professionals, but it may be completed on either a full- or part-time basis. All professional students must complete 15 credits of core public health course work, 15-18 credits in a concentration area, 1 credit of seminar in contemporary public health issues, and 5 credits of an internship. Candidates for this program must possess a terminal degree in health-related fields.

Non-traditional and concurrent programs between the MPH and other graduate degrees are developed on an individual basis. The University allows no more than nine credits of coursework to be applied to a second graduate degree. When the MPH is the second degree, students work with their supervisory committee chairs to identify the courses that will be acceptable as electives in the MPH program. As in the case of joint programs, students pursue the 48-credit MPH and are required to complete MPH and concentration core courses, as well as a public health internship. Programs in this category have been shared with Psychology, Rehabilitation Science, Nursing, Journalism, and Sociology.

KEY CONTACTS FOR THE MPH PROGRAM

| <i>When you need.....</i> | <i>Please contact.....</i> |
|---|---|
| Detailed plans of study, advice on courses, and career planning | Faculty Advisor, Department Chair, or Concentration Coordinator |
| General advice on courses or the curriculum, help with scheduling and registering, help finding forms or dealing with other bureaucratic issues | Program Assistant |
| Help with e-learning | Director of Public Health Professional Education Programs |
| Financial aid | Assistant Director of Student Financial Services |
| To resolve other program issues | Senior Associate Dean for Public Health |

| Whom to Contact | |
|---|---|
| <p>Mary Peoples-Sheps, PhD <i>Senior Associate Dean for Public Health</i> HPNP Room 4110 352-273-6084 mpeoplessheps@phhp.ufl.edu</p> | <p>Susan O. White, MEd <i>Director of Public Health Professional Education Programs</i> HPNP Room 3109 352-273-5367 swhite@ufl.edu</p> |
| <p>Gregory C. Gray, MD, MPH, FIDSA <i>EGH Department Chair</i> <i>PhD Concentration Coordinator</i> HPNP Building, Suite 2150 A 352-273-9449 gcgray@phhp.ufl.edu</p> | <p>Mike Menefee <i>Assistant Director of Student Financial Affairs</i> Room G208 HPNP 352-273-6202 mmenefee@ufl.edu</p> |
| <p>TBA <i>MPH Associate Director</i> HPNP Room G229 352-273-6444</p> | <p>Tara Sabo Attwood, PhD <i>Concentration Coordinator</i> HPNP Building Room 2133 352-294-5293 sabo@phhp.ufl.edu</p> |
| <p>Brigette Hart, BA <i>Program Assistant</i> HPNP G228 352-273-3108 352-273-6443 bhart@phhp.ufl.edu</p> | <p>Slande Celeste, MPH, CHES <i>MPH Internship Coordinator</i> HPNP Room 2126 352-273-6148 slande@phhp.ufl.edu</p> |

DEGREE COURSE REQUIREMENTS

MPH Environmental Health 48-Credit Concentration

| I. Public Health Core: 16 credits | | Credits | *Semester |
|--|---|---------|-----------|
| PHC 6052 | Introduction to Biostatistical Methods | 3 | F |
| PHC 6001 | Principles of Epidemiology | 3 | F |
| PHC 6313 | Environmental Health Concepts in Public Health | 3 | S |
| PHS 6114 | Introduction to the US Health Care System | 3 | F |
| PHC 6410 | Psychological, Behavioral, and Social Issues in Public Health | 3 | F |
| PHC 6601 | Seminar in Contemporary Public Health Issues | 1 | F, S |
| II. Concentration Core: 13 credits | | Credits | *Semester |
| VME 6602 | General Toxicology (online) | 3 | F |
| VME 6607 | Human Health Risk Assessment | 4 | F |
| PHC 6702 | Exposure Measurement and Assessment | 3 | ss |
| PHC 6937 | Special Topics: Risk Communication for Environmental Health and Risk Assessment | 3 | ss |
| <p>III. Concentration Electives: 9-11 Credits * - Students should select 9-11 credits (3-4) courses from List A (Infectious Disease) or B (Environmental Health). Courses from these lists may be mixed with approval of the supervisory chair.</p> | | | |
| A. Infectious Disease Track | | Credits | *Semester |

| | | | |
|---|--|----------------|------------------|
| PHC 6301 | Aquatic Systems and Environmental Health | 3 | S |
| PHC 6512 | Environmental Management of Vector-Borne Diseases | 3 | F |
| PHC 6519 | Zoonotic Diseases in Humans and Animals | 3 | S |
| PHC 6312 | Water Quality and Public Health | 3 | S |
| PHC 6006 | Applied Infectious Disease Epidemiology | 2 | S |
| PHC 6937 | Special Topics in Public Health: Public Health Laboratory Techniques | 1 | S |
| PHC 6515 | An Introduction to Entomology, Zoonotic Diseases, and Food Safety | 3 | S |
| PHC 6931 | Seminar in Global Health | 1 | F |
| PHC 6764 | Global Public Health and Development 1 | 3 | F |
| PHC 6445 | Global Public Health and Development 2 | 3 | S |
| B. Environmental Health Track | | Credits | *Semester |
| ENV 5105 | Foundation of Air Pollution | 3 | S |
| PHC 6183 | Disaster Preparedness and Emergency Response | 3 | F |
| EES 5245 | Water Quality Analysis or | 3 | S |
| PHC 6937 | Special Topics: Water Biology | 3 | S |
| FOS 5205 | Current Issues in Food Safety and Sanitation (online and on campus) | 3 | F |
| SOS 6932 | Soils, Water and Public Health | 3 | S |
| ALS 5106 | Food and the Environment (online alternate years) | 3 | Even |
| FOS 5732 | Current Issues in Food Regulations | 3 | S |
| ANG 5467 | Culture and Nutrition | 3 | S |
| VME 6934 | Ecological Toxicology and Risk Assessment | 3 | S-Odd |
| VME 6605 | Toxic Substances (online) (pre-req. VME 6602) | 3 | S |
| VME 6603 | Advanced Toxicology (pre-req VME 6602) | 3 | S-Even |
| VME 6934 | Ecological Toxicology and Risk Assessment | 3 | S-Odd |
| PHA 6425 | Drug Biotransformation and Molecular Mechanisms of Toxicity | 3 | F, S |
| SYA 7933 | Environmental Justice Seminar | 3 | F |
| IV. Public Health Electives: 3 Credits | | Credits | *Semester |
| PHC 6945 | Public Health Practicum (<i>Pre-req: approval of practicum site and consent of the instructor</i>) | 1-3 | F, S, ss |
| PHC courses | Public Health Concentration coursework offered by the other tracks | 3 | F, S, ss |
| PHC 6917 | Supervised Research (<i>Pre-req: consent of the instructor</i>) | 1-3 | F, S, ss |
| V. Internship: 5 credits | | Credits | *Semester |
| PHC 6946 | Public Health Internship | 5 | F, S, ss |

MPH Environmental Health 42-Credit Concentration

| | | | |
|---|---|----------------|------------------|
| I. Public Health Core: 16 credits | | Credits | *Semester |
| PHC 6052 | Introduction to Biostatistical Methods | 3 | F |
| PHC 6001 | Principles of Epidemiology | 3 | F |
| PHC 6313 | Environmental Health Concepts in Public Health | 3 | S |
| PHS 6114 | Introduction to the US Health Care System | 3 | F |
| PHC 6410 | Psychological, Behavioral, and Social Issues in Public Health | 3 | F |
| PHC 6601 | Seminar in Contemporary Public Health Issues | 1 | F, S |
| II. Concentration Core: 13 credits | | Credits | *Semester |

| | | | |
|--|---|----------------|------------------|
| VME 6602 | General Toxicology (online) | 3 | F |
| VME 6607 | Human Health Risk Assessment | 4 | F |
| PHC 6702 | Exposure Measurement and Assessment | 3 | ss |
| PHC 6937 | Special Topics: Risk Communication for Environmental Health and Risk Assessment | 3 | ss |
| III. Concentration Electives: 6-8 Credits * - Students should select 9-11 credits (3-4) courses from List A (Infectious Disease) or B (Environmental Health). Courses from these lists may be mixed with approval of the supervisory chair. | | | |
| A. Infectious Disease Track | | Credits | *Semester |
| PHC 6301 | Aquatic Systems and Environmental Health | 3 | S |
| PHC 6512 | Environmental Management of Vector-Borne Diseases | 3 | F |
| PHC 6519 | Zoonotic Diseases in Humans and Animals | 3 | S |
| PHC 6312 | Water Quality and Public Health | 3 | S |
| PHC 6006 | Applied Infectious Disease Epidemiology | 2 | S |
| PHC 6937 | Special Topics in Public Health: Public Health Laboratory Techniques | 1 | S |
| PHC 6515 | An Introduction to Entomology, Zoonotic Diseases, and Food Safety | 3 | S |
| PHC 6931 | Seminar in Global Health | 1 | F |
| PHC 6764 | Global Public Health and Development 1 | 3 | F |
| PHC 6445 | Global Public Health and Development 2 | 3 | S |
| B. Environmental Health Track | | Credits | *Semester |
| ENV 5105 | Foundation of Air Pollution | 3 | S |
| PHC 6183 | Disaster Preparedness and Emergency Response | 3 | F |
| EES 5245 | Water Quality Analysis or | 3 | S |
| PHC 6937 | Special Topics: Water Biology | 3 | S |
| FOS 5205 | Current Issues in Food Safety and Sanitation (online and on campus) | 3 | F |
| SOS 6932 | Soils, Water and Public Health | 3 | S |
| ALS 5106 | Food and the Environment (online alternate years) | 3 | Even |
| FOS 5732 | Current Issues in Food Regulations | 3 | S |
| ANG 5467 | Culture and Nutrition | 3 | S |
| VME 6934 | Ecological Toxicology and Risk Assessment | 3 | S-Odd |
| VME 6605 | Toxic Substances (online) (pre-req. VME 6602) | 3 | S |
| VME 6603 | Advanced Toxicology (pre-req VME 6602) | 3 | S-Even |
| VME 6934 | Ecological Toxicology and Risk Assessment | 3 | S-Odd |
| PHA 6425 | Drug Biotransformation and Molecular Mechanisms of Toxicity | 3 | F, S |
| SYA 7933 | Environmental Justice Seminar | 3 | F |
| V. Internship: 5-7 credits | | Credits | *Semester |
| PHC 6946 | Public Health Internship | 5-7 | F, S, ss |

*F=Fall; S=Spring; ss=Summer. Class schedules are subject to change each semester. Students should verify course offerings and contact appropriate department for permission to register prior to registration.

Students in the MPH program are highly encouraged to view the MPH Handbook on the University of Florida Public Health Programs Website (<http://www.mph.ufl.edu/students/handbook/>). More information including

degree requirements, a guide to the public health internship, information about public health day presentations, and a preparation checklist for graduation can be found there.

Visit <http://www.mph.ufl.edu/concentrations/environmentalhealth.htm> for a detailed map of the Environmental Health concentration competencies and the course learning objectives designed to contribute to them.

DOCTOR OF PHILOSOPHY (PHD)

PROGRAM OVERVIEW

The PhD in Public Health Program is offered in two different formats: a traditional 90-credit PhD program and collaborative programs with complementary Master's and doctoral degrees. In each format, students may concentrate in one of the core areas of public health: environmental health or social and behavioral sciences. The PhD curriculum has been designed to meet current developments in the field of public health, CEPH accreditation criteria, and the College's mission, goals and objectives.

The major characteristics and graduation requirements of the 90-credit PhD-EGH curriculum are:

- One course in each of the five PH core areas (15 credits)
- Core quantitative methods and statistics (12 credits)
- Core courses in an area of concentration (20 credits)
- Elective courses relevant to the chosen concentration and individual career goals (16-18 credits)
- Professional issues courses (5-7 credits)
- Supervised teaching (2 credits)
- Supervised research (3 credits)
- Dissertation hours (15 credits)

Students attain a depth in public health knowledge and skills by selecting one core area for their concentrations. They obtain a broad knowledge base of public health issues and perspectives through the public health core courses and electives. Students work closely with their faculty advisor to create a plan of study appropriate to the individual and their area of focus.

Non-traditional and concurrent programs between the PhD and other graduate degrees are developed on an individual basis. The University allows no more than nine credits of coursework to be applied to a second graduate degree. When the PhD is the second degree, students work with their supervisory committee chairs to identify the courses that will be acceptable as electives in the PhD program.

HOW THE PHD PROGRAM WORKS

The PhD-EGH Program is administered through the Department of Environmental and Global Health in PHHP. Other administrative personnel include the Department Chair, the PhD Concentration Coordinator, and the Graduate Studies Program Assistant. The EGH concentration is one track in the PhD degree, the other track being offered through the Department of Behavioral Science and Community Health.

PhD students submit letters of intent and research goals to the department when they apply to the program. Upon enrollment, they are assigned a faculty member whose interests and research goals roughly match those of the student. This faculty member serves as a faculty advisor and the Supervisory Committee Chair. This advisor will

help the student adjust to the University of Florida, supply the student with academic content advice, help the student develop a study plan, and guide the student in dissertation research unless another advisor or Supervisory Committee Chair is identified. The advisor is not responsible for finding the student financial support.

The faculty advisor will provide individual guidance and advice in the selection of a research topic and the selection of Supervisory Committee members. Working from the forms provided on the EGH website, students consult with their faculty advisor and the Graduate Studies Program Assistant to draft individualized plans of study, which are subsequently finalized with the each student’s faculty advisor.

The PhD-EGH degree allows for an array of options for elective courses, and faculty will often approve new courses to meet elective requirements. However, the PhD-EGH is approved by UF to allow courses from only the following prefixes to be accepted toward the degree:

ABE, CLP, FYC, MMC, PUP, URB, AEB, EDF, GMS, PAD, RCS, VME, ALS ,EES ,HAS, PHA, SDS, ANG, ENV ,INR, PHC, SOS, ANT, FOS, LAW, POS, STA

Registration for the PhD program is managed through the Graduate Studies Program Assistant, Nikki Burke, to assure that PhD students have access to the program’s courses.

KEY CONTACTS FOR THE PHD PROGRAM

| <i>When you need.....</i> | <i>Please contact.....</i> |
|---|---|
| Detailed plans of study, advice on courses, and career planning | Faculty Advisor, Supervisory Chair, or Department Chair |
| General advice on courses or the curriculum, help with scheduling and registering, help finding forms or dealing with other bureaucratic issues | Graduate Studies Program Assistant |
| Help with e-learning | Director of Public Health Professional Education Programs |
| Financial aid | Assistant Director of Student Financial Services |
| To resolve other program issues | Senior Associate Dean for Public Health |
| <i>Whom to Contact</i> | |
| Mary Peoples-Sheps, PhD <i>Senior Associate Dean for Public Health</i> HPNP Room 4110 352-273-6084 mpeoplessheps@phhp.ufl.edu | Susan O. White, MEd <i>Director of PH Professional Education Programs</i> HPNP Room 3109 352-273-5367 swhite@ufl.edu |
| Gregory C. Gray, MD, MPH, FIDSA <i>EGH Department Chair, PhD Coordinator</i> HPNP Building, Suite 2150 A 352-273-9449 ggray@phhp.ufl.edu | Mike Menefee <i>Assistant Director of Student Financial Affairs</i> Room G208 HPNP 352-273-6202 mmenefee@ufl.edu |

| | |
|--|---|
| <p>Richard Rheingans, PhD <i>EGH Member of the Public Health Curriculum Committee</i> 352 294-5110 rrheing@ufl.edu</p> | <p>Tara Sabo Attwood, PhD <i>MPH Concentration Coordinator</i> HPNP Building Room 2133 352-294-5293 sabo@phhp.ufl.edu</p> |
| <p>Nikki Burke, MA <i>Graduate Studies Program Assistant</i> HPNP Room 2160 352-294-5316 nburke@phhp.ufl.edu</p> | |

PHD CORE COMPETENCIES

All students in the PhD Program are expected to master a set of public health competencies during the course of their studies. The competencies that have been selected by the faculty of the College of Public Health and Health Professions are derived from the Ten Essential Public Health Services (1994) and are consistent with recommendations of the Association of Schools of Public Health (www.asph.org). The following table lists the competencies expected of all of our PhD graduates and the courses that contribute to them.

TABLE PHD CORE COMPETENCIES

| Graduates of the PhD degree program are expected to have entry-level competence in the following essential public health services: | <i>PhD Core Courses</i> | | | | |
|--|---|---|--|---|--|
| | PHC 6052 Introduction to Biostatistical Methods | PHC 6001 Principles of Epidemiology | HSA 6114 Introduction to US Healthcare Systems | PHC 6313 Environmental Health Concepts in Public Health | PHC 6410 Psychological, Behavioral, and Social Issues in Public Health |
| 1. Monitoring health status to identify and solve community health problems | X | X | X | X | X |
| 2. Diagnosing and investigating health problems and health hazards in the community using an ecological framework | X | X | X | X | X |
| 3. Informing, educating, and empowering people about health issues | | | X | | X |
| 4. Mobilizing community partnerships and action to identify and solve health problems | | | X | | X |
| 5. Developing policies and plans that support individual and community health efforts | | X | X | X | X |
| 6. Applying laws and regulations that protect health and ensure safety | | | X | X | |
| 7. Linking people to needed personal health services and assure the provision of health care when otherwise unavailable | | | X | | X |
| 8. Evaluating effectiveness, accessibility, and quality of personal and population-based health services | X | X | X | X | X |
| 9. Conducting research for new insights and innovative solutions to health problems | X | X | | | X |

| | | | | | |
|---|--|---|---|---|---|
| 10. Communicating effectively with public health constituencies in oral and written forms | | X | X | X | X |
|---|--|---|---|---|---|

X: Course provides content and experiences that contribute to development of the competencies

P: Course provides opportunities for learning experiences that contribute to development of one or more competency. Specific experiences vary by student.

PRINCIPLES OF ETHICAL PRACTICE IN PUBLIC HEALTH

The PPHP expects that all MPH and PhD in Public Health students have a comprehensive understanding of, and adhere to, the public health code of ethics in their academic and professional careers. These 12 principles were developed by the Center for Health Leadership and Practice, Public Health Institute in conjunction with the Public Health Leadership Society’s <http://www.phls.org/home> Ethics Work Group, and standing Committee on Public Health Ethics. Students will find that these 12 principles correspond to the 10 essential public health services.

1. Public health should address principally the fundamental causes of disease and requirements for health, aiming to prevent adverse health outcomes.
2. Public health should achieve community health in a way that respects the rights of individuals in the community.
3. Public health policies, programs, and priorities should be developed and evaluated through processes that ensure an opportunity for input from community members.
4. Public health should advocate and work for the empowerment of disenfranchised community members, aiming to ensure that the basic resources and conditions necessary for health are accessible to all.
5. Public health should seek the information needed to implement effective policies and programs that protect and promote health.
6. Public health institutions should provide communities with the information that is needed for decisions on policies or programs and should obtain the community’s consent for their implementation.
7. Public health institutions should act in a timely manner on the information they have within the resources and the mandate given to them by the public.
8. Public health programs and policies should incorporate a variety of approaches that anticipate and respect diverse values, beliefs, and cultures in the community.
9. Public health programs and policies should be implemented in a manner that most enhances the physical and social environment.
10. Public health institutions should protect the confidentiality of information that can bring harm to an individual or community if made public. Exceptions must be justified on the basis of the high likelihood of significant harm to the individual or others.
11. Public health institutions should ensure the professional competence of their employees.
12. Public health institutions and their employees should engage in collaborations and affiliations in ways that build the public’s trust and the institution’s effectiveness.

For more information about the Principles of Ethical Practice in Public Health, go to <http://www.apha.org/NR/rdonlyres/1CED3CEA-287E-4185-9CBD-BD405FC60856/0/ethicsbrochure.pdf>

ENVIRONMENTAL AND GLOBAL HEALTH CONCENTRATION OVERVIEW

PhD students trained in the Environmental Health concentration (PhD-EGH) will study the impact of our surroundings on our health. They understand how environmental risk factors can cause acute diseases like pneumonia and cholera, and chronic diseases like asthma and cancer. Environmental health professionals make up approximately half of public health personnel and the field accounts for about half of public health expenditures.

Students interested in environmental health typically have a background in biological or physical sciences, engineering, nursing, medicine, and veterinary medicine. Prior experience in chemistry, biology, statistics, and Microsoft Excel software is desirable.

Those who graduate with a PhD-EGH are likely to find employment in federal, state, and county departments of health and environmental protection, other federal agencies, consulting and research companies, and industry. They work as environmental health specialists, risk assessors, and project managers.

The PhD-EGH program is part of the Environmental and Global Health Department in the College of Public Health and Health Professions. Many of the faculty members are also members of the Emerging Pathogens Institute (EPI) and/or the Center for Environmental and Human Toxicology (CEHT). Some of them hold joint appointments in other UF colleges including the College of Veterinary Medicine. The environmental health curriculum addresses a diverse range of environmental issues that concern individuals and communities. Courses and other educational experiences are carefully structured to enable students to develop competence in very specific environmental health skills. The program offers particular depth in the effects of infectious agents and hazardous materials on human health and the environment. Required courses include general toxicology, toxic substances, human health risk assessment, risk communication, and exposure assessment. Included in the concentration core are courses on water biology, air pollution, water pollution and wastewater management, and food sanitation and safety where public health activities are guided by federal and state laws and regulations. Through additional elective courses, which draw on the extensive expertise of University of Florida faculty and the unique ecology of our state, students may focus on multiple other related training areas.

Currently, the EGH Department is excited to be working on a new “*One Health*” concentration for the PhD Program. The One Health concept is a worldwide strategy for expanding interdisciplinary collaborations and communications in all aspects of health care for humans, animals and the environment. The synergism achieved will advance health care for the 21st century and beyond by accelerating biomedical research discoveries, enhancing public health efficacy, expeditiously expanding the scientific knowledge base, and improving medical education and clinical care. When properly implemented, “*One Health*” approaches can help protect and save untold millions of lives in our present and future generations.

PLANS OF STUDY

Degree course requirements for the 90-credit PhD-EGH curriculum are provided in the following pages. These should be used as templates for developing individual study plans specific to each student’s needs and career goals.

Students should meet with the Graduate Studies Program Assistant and their faculty advisor in their first semester to begin developing their individual plan of study. In preparation for this meeting, students should develop a list of goals they wish to accomplish through the PhD Program. The EGH Department Chair and other public health

faculty are also available to consult in the development of the plan of study. Students should go to the [EGH Forms page](#) and download the PhD Plan of Study and the PhD Requirements Checklist to begin the process.

Once you have developed your initial plan of study, you will need to have your faculty advisor sign off on your plan. Please provide a copy of the signed plan of study to the Graduate Studies Program Assistant to be placed in your student file.

If you need to change the plan of study, please contact the Graduate Studies Program Assistant or your Supervisory Committee Chair for guidance. The revised plan of study, signed by your faculty advisor and the Department Chair, must be sent to the Graduate Studies Program Assistant prior to course registration. You will not be registered for supervised teaching, supervised research or doctoral research until appropriate proposal forms with signatures have been submitted.

DEGREE COURSE REQUIREMENTS

PhD-EGH Environmental Health Concentration 90-Credit Breakdown

| I. Public Health Core: 15 credits | | Credits | *Semester |
|--|---|----------------|------------------|
| PHC 6052 | Introduction to Biostatistical Methods | 3 | F |
| PHC 6001 | Principles of Epidemiology | 3 | F |
| PHC 6313 | Environmental Health Concepts in Public Health | 3 | F,S online |
| HSA 6114 | Introduction to the US Health Care System | 3 | F |
| PHC 6410 | Psychological, Behavioral, and Social Issues in Public Health | 3 | F |
| II. Quantitative Methods and Statistics: 12 credits | | Credits | *Semester |
| PHC 6053 | Regression Methods for the Life Sciences | 3 | S |
| PHC 6000 | Epidemiology Methods | 3 | S |
| Elective | | 3 | |
| Elective | | 3 | |
| III. Concentration Core: 36-38 credits | | Credits | *Semester |
| VME 6602 | General Toxicology | 3 | F,S |
| PHC 6702 | Exposure Measurement and Assessment | 3 | S |
| PHC 6937 | Health Risk and Crisis Communication | 3 | ss |
| VME 6607 | Human Health Risk Assessment | 4 | F |
| PHC 6762 or PHC 6764 | International Public Health or Global Health and Development I | 3 | ss F |
| PHC 6937 | Environmental and Global Health Journal Club | 1 | S |
| PHC 6937 | Research Methods Rotation, setting based on student focus | 4 | |
| General Elective* | | 3 | |
| General Elective* | | 3 | |
| General Elective* | | 3 | |
| General Elective* | | 3 | |
| Elective from Different Area* | | 3 | |

| IV. Professional Issues: 5-7 credits | | Credits | *Semester |
|--------------------------------------|---|--------------------|-----------|
| PHC 6937 | Public Health Journal Club | 1 | F |
| PHC 6937 | Public Health Ethics | 1-2 | S |
| PHC 6XXX | Public Health Grant Writing | 2 | S, ss |
| PHC 7XXX | Environmental and Global Health Seminar | 1 | S |
| V. Supervised Research | | | |
| PHC 7979 | Supervised Research | 3 | |
| VI. Supervised Teaching | | | |
| PHC 6937 | Supervised Teaching in Public Health | 2 | F-Even |
| VII. Dissertation Research Hours | | | |
| PHC 7980 | Research for Doctoral Dissertation | 15 | |
| | | Total Hours | 90 |

*F=Fall; S=Spring; ss=Summer. Class schedules are subject to change each semester. Students should verify course offerings and contact appropriate department for permission to register prior to registration.

Students may distribute research for doctoral dissertation course work over multiple semesters. Students who have previously taken any core courses at another institution may apply for a course exemption (please see the section Credit Hour Transfers and Course Exemptions for more information on how to apply for course exemptions, or see the online packet [Transfer of Credits and Applications for Course Exemption Reviews, How it All Works](#)). Additional course requirements can be fulfilled by completion of electives selected in consultation with the student’s advisory committee.

SUGGESTED STUDY PLAN

The below tables reflect suggested courses. Specific course work may change depending upon individual requirements.

Year 1

| Fall | Spring | Summer |
|--|--|---|
| Intro to Biostatistical Methods PHC 6052 (3) | Exposure Measurement and Assessment PHC 6702 (3) | Health Risk and Crisis Communication PHC 6937 (3) |
| US Healthcare Systems HSA 6114 (3) | Public Health Ethics PHC 6937 (2) | International Public Health PHC 6762 (3) |
| Psychological, Behavioral, and Social Issues Public Health PHC 6410 (3) | Regression Methods for the Life Sciences PHC 6053 (3) | General Elective (3) |
| Environmental Health Concepts in Public Health PHC 6313 (3) | Epidemiology Methods PHC 6000 (3) | |
| Principles of Epidemiology in Public Health PHC 6001 (3) | EGH Journal Club (1) | |
| | Quant Methods and Statistics Elective (3) | |
| Total: 15 Credit Hrs | Total: 15 Credit Hrs | Total: 7 Credit Hrs |

Year Two

| Fall | Spring | Summer |
|---|---|--|
| Human Risk Assessment VME 6607 (4) | Research Methods Rotation PHC 6917 (4) | Grant Writing PHC 6XXX (2) |
| PH Journal Club PHC 6937 (1) | General Elective (3) | General Elective (3) |
| Quant Methods and Statistics Elective (3) | General Elective (3) | Supervised Research PHC 7979 (1) |
| Environmental and Global Health Seminar PHC 7XXX (1) | Elective from Different Department (3) | Research for Doctoral Dissertation PHC 7980 (3) |
| General Toxicology (online) VME 6602 (3) | Supervised Research PHC 7979 (2) | |
| Total: 13 Credit Hrs | Total: 16 Credit Hrs | Total: 9 Credit Hrs |

Year Three

| Fall | Spring | Summer |
|--|---------------|---------------|
| Supervised Teaching in Public Health PHC 6937 (2) | | |
| Research for Doctoral Dissertation PHC 7980 (12) | | |
| | | |
| | | |
| Total: 14 Credit Hrs | Total: | Total: |

TABLE ENVIRONMENTAL HEALTH CONCENTRATION COMPETENCIES

| PhD Graduates with a concentration in Environmental and Global Health are expected to perform with entry-level competence in the following areas: | Concentration Core Courses | | | | | |
|---|---|--|---|--|--|--|
| | PHC 6313 Environmental Health Concepts in Public Health | VME 6602 General Toxicology (online) | VME 6607 Human Health Risk Assessment | PHC 6702 Exposure Assessment | PHC 6937 Health, Risk and Crisis Communication in Public Health (online) | PHC 6764 Global Health and Development I |
| 1. Describe to specific communities or general populations the direct and indirect human and ecological effects of major environmental agents | X | X | X | X | X | X |
| 2. Describe genetic, physiological and psychosocial factors that affect susceptibility to | | X | | X | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| adverse health outcomes following exposure to environmental hazards | | | | | | |
| 3. Explain the health effects and general mechanisms of toxicity in eliciting a toxic response to exposure to various environmental toxicants | X | X | | | | |
| 4. Specify approaches for assessing, preventing, and controlling environmental hazards that pose risks to human health and the environment | X | X | X | X | X | X |
| 5. Develop a testable model of an environmental insult or design a way to evaluate an environmental insult | X | | X | X | | X |

X: Learning objectives in this course contribute to achievement of the competency.

P: Competency may be addressed through this course.

FACULTY ADVISOR

The PhD faculty advisor assignment is considered permanent unless the student and/or faculty member decide that another arrangement would be more advantageous to the student.

If a student desires to change advisors or Supervisory Committee Chair, the student must discuss the change with the current advisor. If both the old and new advisors/Chair agree to such change, the student drafts a memorandum to the EGH PhD Concentration Coordinator with the approving signatures of the old and new advisors/Chairs. If the parties cannot come to an agreement concerning the proposed change, then the student and the two faculty members must each write a letter to the EGH PhD Concentration Coordinator explaining the situation. The student must specify the reason(s) for wanting to change. The advisor's letter must specify the reason(s) for the disagreement and contain an overall evaluation and appraisal of the situation. The EGH PhD Concentration Coordinator will evaluate the letters, discuss the situation with the parties, and make a recommendation to the Department Chair who will review the issue. Any changes to the Supervisory Committee must also be approved by the Dean of the Graduate School. If the student is permitted to change advisors/Chairs, he/she will not be allowed to continue the same research project with another faculty member, except if both

faculty members agree in writing to the EGH PhD Concentration Coordinator that the student should continue the same project under the new advisor. The form for changing faculty advisor is available on the [EGH Forms page](#).

Requests for changes to the student's faculty advisor may be initiated by the student or a faculty member by contacting the Graduate Studies Program Assistant. No changes will be made in the final semester of the student's program of study.

Faculty advisors contribute to student well-being in the following ways:

- Assist in the development and approval of the student's plan of study (coursework to meet graduation requirements);
- Advise on appropriate selection and approval research project; and advise upon the content and structure of the qualifying exams;
- Advise students on career options in public health;
- Work closely with the Programs Assistant in all of the above to ensure success of all students; and
- Advise the Associate Dean of any issues related to the student that may impact the student's academic progress.

ADVISOR, SUPERVISORY COMMITTEE, AND SUPERVISORY COMMITTEE CHAIR

As soon as possible, but not later than the second semester of the student's course work, the student and advisor should work together to select the Supervisory Committee and submit the PhD Nomination of Supervisory Committee Form, located on the [EGH forms page](#), to the Programs Assistant. The memorandum should also indicate the aims of the student's dissertation research. Once completed, the form is submitted to the EGH Department Chair for approval. If approved, the student's proposed Supervisory Committee and Chair are next reviewed by the Dean of the Graduate School, who formally makes the Supervisory Committee and Chair appointments. The Dean of the Graduate School is an ex-officio member of all supervisory committees.

Upon appointment, the student's advisor or Supervisory Committee Chair assume academic and research advising responsibilities for the student. The EGH Department Graduate Studies Program Assistant can assist both students and faculty members in the committee appointment process.

The Supervisory Committee shall consist of at least 4 members of the Graduate Faculty. At least 2 members of the EGH PhD graduate faculty must be on the committee. The Chairperson need not be tenured, but must hold a full-time position in the Department unless otherwise specified. All the members of the committee are voting members.

In unusual cases, the doctoral research may require the guidance of a specialist in an area of study other than that of the Supervisory Committee Chairperson. In such cases, the EGH PhD Concentration Coordinator may appoint such professionals to serve as additional members of the Supervisory Committee. Supervisory Committee membership must be approved by both the Department Chair and the Dean of Graduate School.

Duties of Supervisory Committee:

- To provide optimum support and guidance to the student to help the student meet his/her academic goals.
- Review and recommend for approval/denial the students transfer credit/course exemption request
- To meet soon after appointment with the student to consider the student's individual goals and proposed program, and evaluate the student's progress to date.
- To help design and evaluate the student's Qualifying Exam and if the student has passed the examination to the committee's satisfaction, recommend the student's admission to candidacy
- The Supervisory Committee will also discuss and approve the student's dissertation topic
- The Supervisory Committee should monitor and evaluate the student's progress and give clear directions as to the final work plan leading to graduation. It is recommended that the Committee meets once a year before the student advances to candidacy and every six months thereafter to review the student's research and to make suggestions for completion of research, and approve that the student is ready to write up the dissertation as soon as the major advisor and student believe that the research is nearing completion.
- To conduct the final oral examination in defense of the dissertation.

COMMITTEE CHANGES

It is important to remember that any changes made to the Supervisory Committee must be approved by the Department Chair and the Dean of the Graduate School as the changes occur. Changes need to be approved at least 30 days prior to the date of the Final Oral Defense so that all new members will have ample time to become familiar with the dissertation. Committee changes cannot be made after a final oral defense takes place.

QUALIFYING EXAMINATION

The PhD Qualifying Exam can be taken after all required courses and most of the elective coursework has been completed for the PhD degree. The Qualifying Exam is normally taken at the end of the second year of PhD studies. Satisfactorily passing the Qualifying Exam is a requirement for admission to candidacy (when the student actually becomes a candidate for the PhD degree).

In order to take the Qualifying Exam the student must (i) have a minimum 3.00 GPA; (ii) have completed letter-grade course work; (iii) have completed all core courses; and (iv) be registered at the time the examination is taken. Exceptions (if a core course is not offered, but the student has fulfilled all other requirements and has formulated a research program) may be granted by the Supervisory Committee. It is expected that the Qualifying Exam will focus on the student's specific area of interest and background information from PhD course work.

Students who plan to take their Qualifying Exam must submit an *Intent to Take the PhD Comprehensive Qualifying Examination Form* to the EGH PhD Concentration Coordinator no later than one month before the last day of the term before they wish to take the exam. See the Program Assistant to fill out this form. It is the student's responsibility to schedule the time and place of the oral examination and confirm this with Committee members.

GENERAL GUIDELINES OF EXAM

The exam process tests the student's ability to integrate, synthesize, and apply major environmental and global health concepts through critical reading of the literature and study design. This is accomplished by a take-home examination with three components: an article critique, a study design and analysis, and an oral defense of this work. The Supervisory Committee will be involved with all steps of this process. Through the advisor or Supervisory Committee Chair, the student will inform the committee of his/her chosen emphasis area. This may be a formal emphasis area or one that has been discerned as part of preparing for the dissertation. The committee will meet to:

- 1) Select the articles for critique.
 - The chair in consultation with the committee, will select 2-3 articles which will form the basis of the article critique portion of the examination. These articles should be about diverse topics and related but not directly involving the student's likely dissertation research area. In short, the articles chosen should not have been previously studied by the student.
- 2) Pose a hypothetical research question and develop 4-6 open-ended examination questions about design and analysis of a study of the research question.
- 3) Students will typically receive the examination articles and questions during the third week of October (for fall semester) or the fourth week of March (for spring semester). The student will have two weeks to complete the take-home examination.

The oral examination will follow within two weeks of the completion of the student's written exam. During the time between the take-home examination completion and the oral examination the Committee members will review the student's take-home examination.

After the oral examination, the Committee will take no more than one week to grade the complete examination.

It is the student's responsibility to schedule the time and place of the oral examination and confirm this with Committee members. This scheduling should be done in September (for fall semester) or February (for spring semester) to avoid schedule conflicts.

COMPREHENSIVE QUALIFYING EXAMINATION CONTENT

There are two components to the take-home examination: I. article critique, and II. study design and analysis. The examination must be typewritten, double-spaced, with 1-inch margins and 12-point font.

Component I: Broadly apply environmental and public health methods to the critique of 2-3 published articles. The student should provide 3-5 pages of typewritten critique per article, and should cite and summarize other literature that supports his/her logic. The critique should include the following items as relevant:

- Identify the study design.
- Describe the strengths and weaknesses of the design as applied to the particular research topic.
- Describe the types of potential biases that may exist given the design and the particular research topic.
- Discuss the appropriateness of the statistical methods.
- Is there biological plausibility for any effect modification presented?
- Describe/identify the authors' main findings.

- Do you agree/disagree with the conclusions of the article based on the main findings and potential biases you identified?

Component II: Synthesize epidemiological methods and concepts into a selection and defense of a study design within the student's emphasis area. A full research proposal is not expected. Rather, committee members should specify 4-6 of the following topics to have the student specifically address in the 15-20 page document.

- Selection and defense of study design (including frequency of exposures and outcomes)
- Selection of subjects
- Sampling and recruitment
- Measurement of exposures and outcomes
- Definition and conceptualization of key variables
- Identify and justify covariates, confounders, effect modifiers, and their corresponding measures
- Quality assurance
- Statistical methods – propose and defend model building to examine confounders, effect modifiers, and mediating variables
- Sample size/power/ or minimal detectable effect size
Human Subjects/IRB
- For component II, a 15-20 page paper is expected. Each component of the examination is described below.

FINAL GRADE

After the oral examination, the student's examination committee will recommend a grade of satisfactory, reservations, or unsatisfactory for the full examination (take-home plus oral). If the committee has reservations, additional requirements will be identified by the committee in writing to the student and the Dean of the Graduate School. The committee will also establish a timeline for the removal of the reservations.

RE-EXAMINATION

The examination may be repeated only once.

CONTINUOUS REGISTRATION AFTER COMPLETION OF THE COMPREHENSIVE EXAMINATION

A student is required to register each fall and spring semester after passing the Ph.D. comprehensive examination until the degree is awarded. If a student has no courses to take, the student can fulfill this requirement by registering for Doctoral Research hours.

DOCTORAL CANDIDACY

The doctoral student becomes a doctoral candidate when the following requirements are satisfied:

- The student academic record is satisfactory.
- The breadth requirement is completed.

- The Supervisory Committee certifies that the student has made satisfactory progress to be admitted to candidacy.
- The student has a dissertation topic approved by his/her Supervisory Committee.
- The student has passed the Qualifying Exam.
- The Admission to Candidacy form has the required formal approvals.

The EGH department requires that the student be admitted to candidacy as soon as the criteria listed above have been met but no later than two years after passing the comprehensive qualifying exam.

The Student Services Office must be notified at least two weeks in advance of the comprehensive qualifying examination so the Announcement of Examination form can be mailed and the Admission to Candidacy form prepared. This form should be taken to the exam by the student, signed by the Supervisory Committee and returned to the Student Services Office for processing.

Between the date of completion of the comprehensive qualifying exam and the date of the degree, there must be a minimum of two semesters if the candidate is in full-time residence or a calendar year if the candidate is in attendance on less than a full-time basis. The semester in which the examination is completed is counted provided that the exam is completed before the midpoint of the 2nd term. No more than five years may pass between the completion of the comprehensive qualifying exam and the conferring of the degree.

GUIDELINES FOR WRITTEN PROPOSAL PREPARATION

The topic of the research proposal must be an **original research project**. A written abstract of the research proposal, maximum of one page in length, should be provided, examined and approved by the academic committee chair and committee prior to preparation of the complete proposal.

The written proposal, maximum of 10 pages of text plus references, prepared in the format of a granting agency (NIH R03 format) should be distributed along with "key" references to the committee at least 14 days prior to the oral dissertation presentation.

PROCEDURES

Written proposals are to be submitted on NIH grant application form PHS 398 continuation pages (rev. 12/04) and prepared according to the directions in the application packet, with the exceptions noted below. Forms and instructions are available on the internet at: <http://grants.nih.gov/grants/funding/phs398/phs398.html>

RESEARCH PLAN

Do not exceed a total of ten pages for the following parts (a-d): Specific Aims, Background and Significance, Progress Report/Preliminary Studies, and Experimental Design and Methods. Tables and figures are included in the ten page limitation. Applications that exceed the page limitation or PHS requirements for type size and margins (Refer to PHS 398 application for details) will be returned for revision. The ten page limitation does not include parts e through i. (Human Subjects, Vertebrate Animals, or Literature Cited).

(a) - **SPECIFIC AIMS** – (1 page). List the broad, long-term objectives and what the specific research proposed in this application are intended to accomplish, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, or develop new technology.

(b) - **BACKGROUND AND SIGNIFICANCE** – (2-3 pages). Briefly sketch the background leading to the present application, critically evaluate existing knowledge, and specifically identify the gaps that the project is intended to fill. State concisely the importance and healthcare relevance of the research described in this application by relating the specific aims to the broad, long-term objectives.

(c) - **PRELIMINARY STUDIES/PROGRESS REPORT** – (2-3 pages). Use this section to provide an account of the students'/academic advisors' preliminary studies pertinent to the application information that will also help to establish the feasibility of the proposed project.

(d) - **RESEARCH DESIGN AND METHODS** – (4-5 pages). Describe the research design and the procedures to be used to accomplish the specific aims of the project. Include how the data will be collected, analyzed, and interpreted. Describe any new methodology and its advantage over existing methodologies. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. As part of this section, provide a tentative sequence or timetable for the project.

See http://grants.nih.gov/grants/funding/phs398/section_1.html#8_research for complete instructions regarding sections (e) and (f).

(e) – **HUMAN SUBJECTS RESEARCH**

(f) – **VERTEBRATE ANIMALS**

(g) – **LITERATURE CITED**. (No page limits). List all references. Each reference must include the title, names of all authors, book or journal, volume number, page numbers, and year of publication. The reference should be limited to relevant and current literature. While there is not a page limitation, it is important to be concise and to select only those literature references pertinent to the proposed research.

GUIDELINES FOR ORAL PRESENTATION OF PROPOSAL

It is suggested that the research proposal be presented no later than 1 year following successful completion of the comprehensive qualifying exam.

The graduate student will give an oral presentation that should be succinct, yet complete (approximately 30 minutes), and be supported by visual aids (slides/overheads). It should focus on the proposal topic and methodology.

Oral questions posed to the candidate will be related to the candidate's written and oral dissertation proposal.

The committee will identify questions relevant to each research focus area, which may include but not be limited to:

- Literature evaluation skills

- Writing skills
- Theoretical application
- Scientific background
- Study design
- Analytical methods
- Measurement methods
- Data and statistical analysis skills

The final evaluation by the dissertation committee should be communicated to the student and the graduate academic affairs committee utilizing the following scale:

- a. Pass - With written feedback on strengths and weaknesses
- b. Remedial work needed:
 - Specific needs for additional learning experiences (e.g., scientific area, statistics, writing, etc.) may be identified.
 - Remedial work may include a minor rewrite of the proposal or a major rewrite and re-defense of the proposal.
 - Remedial work must be completed within six months from the time of proposal presentation.

The candidate will propose a format for the final dissertation write up at the oral proposal presentation. The final format will be discussed and agreed upon with the candidate's committee at this point. (See template in Appendix A).

DISSERTATION PROPOSAL PRESENTATION

All candidates will present their proposals in MS PowerPoint style. Visual aids and graphics may be provided to assist the committee. A written abstract (word length =200) should be provided to each committee member prior to commencement of the presentation. Proposal presentation will last no longer than 30 minutes.

A proposal re-write may be required following oral proposal presentation. If this occurs, an additional oral presentation may also be scheduled.

FINAL DISSERTATION RESEARCH

Each dissertation candidate must prepare and present a body of work that must be of publishable quality and must be in a form suitable for publication, using the Graduate School's format requirements. The department is responsible for quality and scholarship. Graduate Council requires the Graduate School Editorial Office, as agents of the Dean of the Graduate School, to briefly review theses and dissertations for acceptable format, and to make recommendations as needed.

A doctoral dissertation must demonstrate the ability of the author to conceive, design, conduct, and interpret independent, original, and creative research. It must describe significant original contributions to the advancement of knowledge and must demonstrate the ability to organize, analyze, and interpret data.

A dissertation includes a statement of purpose, a review of pertinent literature, a presentation of methods and results obtained, and a critical interpretation of conclusions in relation to the findings of others. It involves a defense of objectives, design, and analytical procedures.

The dissertation must have a common introduction and review of literature. There must also be a final chapter summarizing the overall results, conclusions, and recommendations for further research. In addition, the dissertation or thesis must have the following elements:

- A common table of contents covering the entire body.
- An abstract of the complete study immediately preceding page 1 of the main text.
- A common list of references at the end of the text.
- All pages numbered in sequence—from page 1 through the biographical sketch.

Dates for submission of dissertations are published in the Graduate Catalog, online, and UF Handbook for Graduate Student.

For updates and new requirements, check the Graduate School website at <http://gradschool.ufl.edu/editorial/introduction.html> or check with your program's graduate coordinator.

CHECKLIST FOR DISSERTATION SUBMISSION

Students must submit the dissertation electronically. Students should refer to the Graduate School Editorial Office for more information regarding their dissertation submission. The guidelines are also online at: (<http://gradschool.rgp.ufl.edu/editorial/introduction.html>)

Submit to Graduate Editorial: University of Florida, 224 Hub (Stadium Road), Gainesville FL 32611-8461. Phone: (352)392-1282.

Doctoral Dissertation First Submission (checklist):

____ UF Publishing Agreement, signed by you and your supervisory committee chair. To create your UF Publishing Agreement, you will need to log into the EDM system: https://gradschool.ufl.edu/edm_app/etd_login.cfm (if you have trouble logging in, early in the semester, call 392-1282 and ask us to create a workaround). Type your dissertation title in Title Case. Choose a release level (most people choose immediate; some people choose 2 year embargo if they are trying to get an article published in a journal). Choose Yes or No (whether to send your dissertation to ProQuest). When you see the "print form" button, print the form.

____ ProQuest/UMI Publishing Agreement (Page 3 and 4): Here is the link to the entire 27-page ProQuest/UMI Publishing Agreement: <http://gradschool.ufl.edu/pdf-files/dissertation-publishing-agreement.pdf>. Print and complete only Pages 3 and 4, for the Graduate School Editorial Office. Most people choose "Traditional" and "Immediate." The ProQuest embargo period begins after the UF embargo period (if any) has been satisfied. (In other words, the embargo periods are additive.)

____ Expanding wallet, labeled (upper left) with your name, degree, major, month and year of degree award, defense date, and UF ID number.

____ Dissertation, on plain paper, completely formatted (print on only one side of the paper). This should be loose; do not bind it or clip it.

____ Journal article: a photocopy of an entire article from the journal whose reference system you used in formatting your reference citations and list.

____ Transmittal letter from your supervisory committee chair: "I have read _____'s dissertation and it is ready for the Graduate School to review."

____ Fee receipts for \$67.80 dissertation processing, payable in S113 Criser Hall (Monday to Friday, 8:30am to 3:30pm).

____ General audience abstract: For example, <http://gradschool.ufl.edu/editorial/format.html>.

____ Survey of Earned Doctorates: print from <http://gradschool.ufl.edu/editorial/doctoral-forms.html> , then complete by hand.

Student will be notified when their reviewed dissertation is ready. Please pick it up promptly, so that you can begin making final corrections. As soon as your committee is satisfied, work quickly and carefully to achieve Editorial final clearance.

Forms needed for your defense: Your department's graduate secretary creates the two forms below, from the Graduate Information Management System (GIMS) database. Both forms are typically signed at the defense. If you have not defended yet, make sure you have the correct forms. Then make sure that you get these forms signed before you leave your defense. Although departmental procedures vary regarding delivery of these forms, the student is ultimately responsible (the student is the one who will be inconvenienced if these forms are not delivered).

____ ETD Signature Page: Your supervisory committee signs. In some colleges, the college dean signs [not Agricultural and Life Sciences (CALS)]. The Dean of the Graduate School generally does not sign.

____ Final Exam form: Your supervisory committee signs. The department chair signs. In some colleges, the college dean signs. If your committee wants revisions, your chair (or designee) may hold your final exam form until satisfied. The Editorial Office needs your final exam form before you can achieve Final Clearance.

Submit to the Department of Environmental and Global Health:

(1) Bound copy of the signed, defended, and approved (by the Dean for Academic Programs, College of Agricultural and Life Sciences) dissertation.

(2) Copy of the signed "Report on Thesis or Dissertation and/or Final Examination" form.

Submit to the Supervisory Committee: The student is responsible for providing a softbound (e.g., velobound) or hardbound copy of the signed, defended, and approved dissertation (high quality photocopy paper is sufficient) to each member of their Supervisory Committee.

The Student Services Office should be informed of the examination one week prior to the defense date in order to process the Final Exam Report form and send out notices. Copies of the student's dissertation must be given to the supervisory committee members at least two weeks in advance of the final examination. Graduation may be delayed for those who do not adhere to this rule.

Students are also required to complete an Exit Survey during the semester they plan to graduate. Students can find more information about the Exit Survey in the Student Services Office. All work for the PhD degree must be completed within five calendar years after the completion of the PhD qualifying exam.

ORAL DISSERTATION DEFENSE

The PhD final exam consists of an oral defense of the research results that is described in the doctoral dissertation. This exam is given within six months of graduation, after the first submission of the dissertation, and the completion of all other prescribed work for the degree.

This will comprise a presentation of the candidate's research as per the proposal.

At the time of the oral defense, all Dissertation committee members should sign the signature pages in the dissertation and sign the Final Exam Report form which is to be returned to the Student Services Office. Students will also submit the original copy of their dissertation to the Student Services Office.

All oral defense presentations will be advertised via the college of Public Health & Health Professions two weeks in advance. All faculty and students are welcome to attend.

A written abstract of the project (200 words minimum) will be provided to the Dissertation Committee Chair no later than two weeks prior to the scheduled presentation.

FINAL DISSERTATION EXAMINATION

After submission of the original copy of the dissertation to the Graduate School (see Appendix A below) and completion of all other work for the degree, and the appropriate dates and time intervals will follow the guidelines set forth by the University of Florida Graduate School, as detailed in the Graduate Catalog.

An announcement of the scheduled examination must be submitted in writing to the Dean of the Graduate School by the Chairperson of the Supervisory Committee at least ten working days prior to the scheduled date. An announcement of the examination is sent at least one week prior to the date of examination to faculty members in the College of Public Health & Health Professions (PHHP) inviting them to attend.

At least four faculty members, including all members of the supervisory committee, must be present at the final oral portion of the final examination. The four faculty members must be Graduate Faculty members. Only the official members of the supervisory committee may sign the dissertation signature pages.

Assuming the candidate is successful, the Final Dissertation Report shall be signed by all faculty members attending the examination. The dissertation, original and copies, are to be signed by the official members of the supervisory committee and by the Dean of PHHP. The signed Final Dissertation Report and the original copy of the dissertation should be returned to the Graduate School after the dissertation has been corrected.

Every candidate for a doctoral degree is required to prepare and present a dissertation that shows independent investigation, and is acceptable in form and content to the Supervisory Committee and to the Graduate School. Since all doctoral dissertations will be published, it is necessary that the work be of publishable quality and that it

be in a form for publication. A draft copy of the dissertation must be given to the dissertation committee at least one month prior to the defense. This allows time for any major changes to be made. A final copy of the thesis should be circulated to the committee at least one week before the final defense. A final dissertation must be signed by all members of the committee prior to submission.

All copies of the dissertation, except the original copy and the College copy, must be provided as a hard bound copy by the student. The original copy and the second copy of the dissertation must be presented to the Dean of the Graduate School on or before the date specified in the University Calendar. A copy of the final dissertation must also be provided to the Chair of the student’s dissertation committee, and committee members by request.

Note: any data resulting from dissertation research is the property of the University of Florida and shall remain so, following a candidate’s graduation. All data must remain at UF.

PHD PROGRAM TIMELINE

| PhD Program Timeline | |
|---|---|
| Milestone | When to complete |
| If appropriate, petition to the Graduate Committee to have non-UF master’s course work (30 hours maximum) transferred to the doctoral record. | First Year |
| Appoint Supervisory Committee | By the end of the second semester |
| Complete all breadth requirements | First and second years |
| At least two weeks in advance of the comprehensive qualifying exam, notify the Student Services Office in writing of plans to complete the exam. | Second year |
| Take and pass the written comprehensive qualifying exam. | |
| Arrange with the supervisory committee the details of your written research proposal that is to be defended in the oral exam. | Within 1 term after passing the written comprehensive qualifying examination. |
| Present research proposal to committee | |
| Check with the Student Services Office to see if all graduation requirements, including appropriate course hour credits, will be satisfied. | Semester before graduation |
| If you have any grades less than C (i.e. D, I, or E grades), discuss your options for meeting graduation requirements. | |
| Submit degree application to the Student Services Office prior to the deadline. | Semester of graduation |
| Comply with Graduate School dissertation and final examination deadline dates | |
| Be registered for at least the minimum number of dissertation hours (3 hours in the fall and spring semester, 2 hours in the summer) | |
| Schedule the doctoral oral defense with the supervisory committee. Inform the Student Services Office of plans to take the final dissertation defense, and reserve a conference room. The Student Services Office will send the announcement of exam and student + committee will prepare and review the Final Dissertation Report. | |

EGH ADMINISTRATIVE PROCEDURES

IMPORTANT INFORMATION FOR STUDENTS PLANNING TO GRADUATE

1. Please make sure you contact your faculty advisor and complete a Plan of Study by the end of your first term.
2. Make sure you are aware of all forms required by the program and the Graduate School during your program, e.g., certification of all degree requirements, and application for degree form. Students are responsible for ensuring all forms are completed and submitted to the appropriate offices by the deadlines indicated.
3. The correct title of the degree: **PhD in Public Health (PhD PH)**
4. Review the Graduate Student Handbook, which includes information on your rights, responsibilities, and procedures you need to follow to ensure all requirements for graduation are completed.
5. The Graduate School publishes a Deadlines handout each semester. This may be picked up in the lobby, 2nd floor, Grinter Hall.
6. The term before you graduate you are responsible for checking your file in the Graduate Student Records Office (3rd Floor, Walker Hall) to ensure any previous grade changes have been made and incompletes are resolved.
7. **REGISTRATION FOR FINAL TERM:** Students who have not completed ALL requirements* BEFORE the first day of classes of their graduation term MUST register for at least three hours of credit (two in summer) that count toward the degree. Students who are registered and who have completed ALL requirements* for a graduate degree after the deadline, but BEFORE the beginning of classes of the next term, may receive the degree in the NEXT term without registration. However, such students MUST apply for their degrees by the specified deadline.

**including ALL petitions, course requirements, and special project presentation*

8. Additional Information for currently enrolled students is available on line at the Graduate School Web site at <http://gradschool.rgp.ufl.edu/>
9. Visit the PhD EH program Web site for special project information and other important forms www.egh.phhp.ufl.edu.

10. EXIT INTERVIEW: The EGH PhD program conducts exit surveys of graduating students each semester. The purpose of the exit survey is to elicit feedback about the program from the student's perspective and to gauge the program's strengths, weaknesses and growth. After the student submits their Notice of Intent to Graduate, they are e-mailed an online program evaluation survey to be completed. While the exit survey provides the student with an opportunity to give anonymous feedback, graduating students are also invited to participate in group exit interviews which provide a forum in which to discuss the program's overall effectiveness and brainstorm suggestions for improvement. This is an important process in the development of the program and student attendance is expected.

VERY IMPORTANT: IGNORANCE OF A RULE OR DEADLINE DOES NOT CONSTITUTE A BASIS FOR WAIVING THAT RULE OR DEADLINE. USE YOUR RESOURCES TO ENSURE YOU KNOW WHAT TO DO TO HAVE A SUCCESSFUL AND SMOOTH ACADEMIC EXPERIENCE.

EGH PHD PROGRAM NOTICE OF INTENT TO GRADUATE

Students will need to submit a *Notice of Intent to Graduate* to the Graduate Studies Program Assistant during the semester prior to anticipated graduation. This form can be found on the [Forms page](#) of the EGH website. Before filling out the form, students should contact Graduate Student Records at 392-4643 to be sure that there are no I's, X's, etc. on their record which would prohibit graduation. Students must also complete the degree application (available from the registrar) for the appropriate degree during the term they expect to graduate prior to the specific deadline. If you have any questions about this process, contact Nikki Burke at 294-5316.

PROGRAM POLICIES AND GENERAL REMINDERS

UF POLICY REGARDING UNDERGRADUATE COURSES DURING THE MPH/PHD

Since the PhD in Public Health is a graduate degree program, students are expected to take graduate courses. PhD students are not permitted to enroll in undergraduate courses without written approval of their supervisory chairs. Students who register in undergraduate courses without permission will be required to withdraw when the unauthorized registration is identified. Furthermore, the student must absorb any financial loss associated with course withdrawal. If either the student or the Faculty advisor feels that an undergraduate course should be taken, the student must fill out an *Undergraduate Course Request Form*, available on the [EGH Forms page](#).

THE STUDENT HONOR CODE - 6C1-4.017

Preamble: In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action. Student and faculty support are crucial to the success of the Honor Code. The quality of a University of Florida education is dependent upon the community acceptance and enforcement of the Honor Code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied:

On my honor, I have neither given nor received unauthorized aid in doing this assignment.

- (1) All students are required to abide by the Student Honor Code.
- (2) The conduct set forth hereinafter constitutes a violation of the Student Conduct Code. Those adjudged to have committed such conduct shall be subject to the sanctions provided in Rule 6C1-4.016, F.A.C.

For more information go to <http://www.dso.ufl.edu/judicial/academic.php>.

PLAGIARISM IN COURSEWORK

In cases of plagiarism or academic dishonesty in a course, the instructor would inform the student's graduate advisor and the student would fail the course. If a more severe or less severe penalty is sought by the student or

involved faculty, the case would be presented to a group of three faculty members. The group will include the advisor, the Department Chair, and the instructor in cases of academic dishonesty in a course. Decision on the case would be decided by the three faculty members.

PLAGIARISM IN THESIS/DISSERTATION WORK

In cases of plagiarism or academic dishonesty in thesis work, the student would fail his/her defense, and the advisory committee would decide whether the student would be allowed to defend the thesis work the following semester. If a more severe or less severe penalty is sought by the student or involved faculty, the case would be presented to a group of three faculty members. The group will include the advisor, the Department Chair, and an involved member of the student's graduate committee in cases of academic dishonesty regarding thesis work. Decision on the case would be decided by the three faculty members. According to University of Florida policy, involved faculty and/or the student reserve the right to report the case to the University of Florida Student Judicial Affairs Office, where the University Hearing Board will determine the level of discipline.

REQUIREMENTS FOR SATISFACTORY PROGRESS

Grades: The only passing grades for graduate students are A, A-, B+, B, B-, C+, C, and S. Grades of C+ and C count toward a graduate degree if an equal number of credits in courses numbered 5000 or higher have been earned with grades of B+ and A, respectively. Grade points are not given for S and U grades; S and U grades are not used to calculate grade point averages. All letter-graded courses eligible to count toward the graduate degree, except 1000- and 2000-level courses, are used to calculate the cumulative grade-point average.

Incomplete grades: Grades of "I" (incomplete) received during the preceding term should be removed as soon as possible. Grades of "I" carry no quality points and become punitive after 1 term. All grades of "I" must be removed before a graduate degree can be awarded.

Unsatisfactory Progress or Unsatisfactory Scholarship Any graduate student may be denied further registration if progress toward completing the program becomes unsatisfactory to the academic unit, college, or Dean of the Graduate School. Unsatisfactory scholarship is defined as failure to maintain a B average (3.00) in all work attempted. Students need an overall GPA of 3.00, and graduate students also need a 3.00 GPA in their major (and in the minor, if a minor is declared) at graduation. Students with less than a 3.00 GPA may not hold an assistantship or fellowship.

GRIEVANCE PROCEDURE

The Graduate Student Handbook defines the word "grievance" as "dissatisfaction occurring when a student thinks that any condition affecting him or her is unjust or inequitable or creates unnecessary hardship. Areas in which student grievances may arise include scientific misconduct, sexual harassment, discrimination, employment-related concerns, and academic matters." The first line of action is to resolve the conflict with the party directly involved. If the conflict cannot be resolved to the student's satisfaction, he/she should speak with either his/her supervisory committee chair or the Graduate Coordinator. If the student does not feel comfortable in addressing the issue with either faculty member, he/she should discuss the grievance with the Program Assistant. As stated in the Graduate Handbook, "the right of appeal in writing to the Dean of the Graduate School is the next option if the student still feels the grievance has not been settled. The President of the University shall be the final appeal but only after the prescribed administrative channels and grievance procedures have been exhausted."

COURSEWORK AND REGISTRATION REQUIREMENTS

CREDIT HOUR TRANSFERS AND COURSE EXEMPTIONS

The PhD degree requires a minimum of 90 credit hours beyond a bachelor's degree. Credits earned in approved UF graduate programs like the MPH degree automatically count towards this minimum. Credits earned at other Universities for similar degrees may also count towards the PhD degree. Below are some of the guidelines.

As per the University of Florida Graduate School, University of Florida Master's level courses will automatically transfer to a student's PhD transcripts along with the student's grades for those courses.

Credits of graduate courses taken other institutions where the student earned a Master's degree will be transferred *in block*. These courses will not be individually noted on the transcript nor will the student's grades for those courses be reflected on the transcript. This in block exemption of credits will appear as a single entry in the student's transcript.

From the graduate school handbook <http://gradschool.ufl.edu/catalog/current-catalog/catalog-graduate-degrees-and-programs.html#doctoral>:

No more than 30 credits of a master's degree from another institution will be transferred to a doctoral program. If a student holds a master's degree in a discipline different from the doctoral program, the master's work will not be counted in the program unless the academic unit petitions the Dean of the Graduate School. All courses beyond the master's degree taken at another university to be applied to the PhD degree must be taken at an institution offering the doctoral degree and must be approved for graduate credit by the Graduate School of the University of Florida. All courses to be transferred must be graduate-level, letter-graded with a grade of B or better and must be demonstrated to relate directly to the degree being sought. All such transfer requests must be made by petition of the supervisory committee no later than the third term of Ph.D. study. In addition, any prior graduate credits earned at UF (e.g., a Master's degree in the same or a different discipline) may be transferred into the doctoral program at the discretion of the supervisory committee and by petition to the Graduate School. The petition must show how the prior course work is relevant to the current degree.

Students must formally request such credit transfer/course exemptions from their department by completing a [Petition for Course Exemptions Form](#). This form is submitted with corresponding syllabi documentation first to the EGH Graduate Studies Program Assistant for review. Next an EGH Exemption Committee will review and approve the submission. The package will be then forwarded for the Supervisory Committee and finally the Graduate School review and approval.

In general, students will want to submit credit transfer/course exemption requests early in their training as this has great bearing upon their course of study. It is best that requests for transfer of credit from another institution be made during the same term that the Supervisory Committee is formed.

Some important consideration:

1. Along with the [Petition for Course Exemptions Form](#) students must submit a syllabus for each course for which an exemption is sought. As course content changes over time, the syllabus should be as near as possible, to the time when the student took the course.
2. Students should submit a complete package with all syllabi at the same time. Students should not send one syllabus at a time as the Supervisory Committee needs to consider the entire request. Only complete exemption packets. Only course exemption requests will be submitted for Supervisory Committee review.

3. Although the Exemptions Committee is not the final review authority, their review should provide the student and his advisor/Supervisory Committee with guidance regarding which courses the student should take.
4. The student then registers for classes under the guidance of his or her faculty advisor/Supervisory Committee Chair.
5. If an exemption is granted by the Graduate School for a specific class, then the student does not have to take that course at UF. If an exemption is denied, then the student will have to take that course at UF to complete their degree. All core PH and EGH cores must be taken at UF or must have exemptions granted for them.

For more information on transfer of credits and applying for course exemption reviews, see our online packet [Transfer of Credits and Applications for Course Exemption Reviews How it All Works....](#)

MINIMUM NUMBER OF CREDITS PER TERM

All graduate students in the Department of Environmental and Global Health are required to register for a minimum of either three (Fall and Spring Semesters) or two (Summer Session) credits while they are actively working toward their degrees. Students receiving assistantships or fellowships must register for the number of credits required by the Graduate School. PhD candidates, conducting their dissertation research at remote sites away from Gainesville, will be required to register for a minimum of three (Fall and Spring Semesters) or two (Summer Session) credits of PHC 7980 Doctoral Dissertation Research. Students failing to register for two or more consecutive terms, must submit an "Application for Readmission" if they wish to resume their graduate studies at the University of Florida.

All PhD students must register for a minimum of either 3 (Fall and Spring Semesters) or 2 (Summer Session) credits of PHC 7980 Doctoral Dissertation Research during the term they expect to graduate. All candidates must submit a "Degree Application" form on-line through ISIS (go to <http://gradschool.ufl.edu/students/student-forms.html>) by approximately the second week of their final term (see the Graduate Catalog or posted deadlines for the exact date). This application must be renewed for a subsequent term if all degree requirements are not fulfilled in the term in which the application was filed.

IDENTIFICATION BADGES

You must purchase a Gator One card, which is your photo identification badge. The cost is \$15.00. The badge can be obtained from either the Health Science Center (HSC) ID Card Center (located in room C3-3 Communicore) or the UF ID Card Center (located at the Welcome Center Bookstore, room G071). Please call the HSC ID Card Center at (352) 273-5044 or the UF ID Card Center at (352) 392-8343 to make an appointment to get your picture taken for your Gator 1 Card. Be sure to take your acceptance letter from the College and your driver's license or other picture identification to the appointment. You must have your Gator One card with you at all times in the Health Science Center/Shands Hospital complex when involved in student activities.

GATORLINK ACCOUNT

Students must have an active Gatorlink e-mail account, which is used for college and course-specific correspondence. You are responsible for the content of all college correspondence sent via e-mail. We will not send e-mail to any other account. Do not forward your mail from an outside account (e.g. AOL, gmail, yahoo, etc.) to Gatorlink. Set up your e-mail system so that our correspondence goes directly to the Gatorlink account.

COMPLIANCE WITH HIPAA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996)

All students in the College of Public Health and Health Professions are required to complete HIPAA online training and to sign a HIPAA Confidentiality Agreement by the mandatory orientation of the student's term of admission. A copy of your Certificate of Completion and signed Confidentiality Agreement must be turned in the day of orientation to Nikki Burke, the EGH Program Assistant. The HIPAA training Web site is located at <http://privacy.health.ufl.edu>. In addition, students must complete HIPAA every year they are in the program. Please keep a copy of your HIPAA compliance documents. Students in noncompliance will have their records flagged immediately. The College will drop all classes of students remaining in noncompliance by the end of the second week of classes.

Please note: Even if you have completed HIPAA at another institution such as Shands Hospital, you must repeat the online training and sign another confidentiality agreement.

COMPLETION OF BLOODBORNE PATHOGENS TRAINING

All students must complete the Bloodborne Pathogens (BBP) training by the deadline date on your checklist. The training is located on line at <https://intranet.pphp.ufl.edu/phhp/bbp/>. The BBP training is required each year of the program.

The HIPAA General Awareness Certificate, Confidentiality Statement and Bloodborne Pathogens Verification are to be turned in with your final transcript. All forms must be turned in at the same time. Please review the checklist for the dates. **Please retain copies for your records.**

EXPENSES

In addition to the usual tuition, books, and supplies, you should anticipate the expenses listed below:

- Photo identification badges
- Laboratory fees
- Vaccinations
- Health insurance
- Hand-outs and materials for classes and/or presentations
- Required computer hardware and software

FINANCIAL ASSISTANCE

Graduate students may receive some form of financial support from the EGH Department. This support is usually arranged through the major professor, either as a graduate assistantship or as hourly employment (OPS).

In addition, a limited number of College graduate assistantships and fellowships may be available on a competitive basis, primarily for recruiting outstanding graduate students. Also, the Office of Research and Graduate Education in Grinter Hall maintains an extensive compilation of national and international programs supporting graduate and postdoctoral fellowships and scholarships. Usually, only a limited number of students qualify for any particular program. Prospective and accepted graduate students should review the information at their earliest possible opportunity, preferably prior to their first registration as a graduate student at the University of Florida. For more information about funding, see <http://gradschool.rgp.ufl.edu/students/financial-aid.html>. For more specific

information about financial aid, please contact Mr. Mike Menefee, Assistant Director of Student Financial Affairs, at 352-273-6202 or mmenefee@ufl.edu

TEACHING ASSISTANTSHIPS

Teaching assistantships may be provided for a period of time contingent upon continuing funding from State sources. A student may receive support for one more year if a relevant reason is presented to the departmental faculty by the major advisor, and the departmental faculty approves the request by majority vote of the entire faculty. Except in extenuating circumstances, the department is not financially responsible for any student taking longer than 5 years to complete the doctoral program.

Those students assigned to teach during any given semester by the graduate studies coordinator are appointed Teaching Assistant (0.33 FTE) and are required to work 13.3 hours per week. All graduate students receiving a stipend who are not employed as teaching assistants will be designated Research Assistants or Fellows depending on the source of funds. Students are expected to diligently pursue that research.

Prior to the beginning of each fiscal year, every graduate student will receive a statement specifying (i) total amount of stipend for that period, (ii) position to which appointed, e.g. TA, R.A., or other, (iii) starting and ending dates of appointment, (iv) assignment for that period, (v) the supervisor for that period, and (vi) other pertinent information. A copy of this document will be kept in the student's personnel file. Students will be asked to sign the form to indicate that it has been read, understood and accepted.

At the end of each fiscal year, each student will be evaluated on his/her assigned duties by the supervisor in writing. The student has the right to a written rebuttal in case he/she does not agree with the evaluation. The evaluation will also be kept in the student's personnel file.

Students are encouraged to apply for national and graduate school fellowships and awards. If a student succeeds in receiving a grant, the department or the center may supplement the student's salary with a fraction of the amount up to the current funding levels (provided the granting agency allows such an arrangement).

Decisions concerning the allocation of state stipends are made by the departmental PhD committee faculty at the same time as a decision is made to admit a particular candidate. A faculty member may support with his/her own funds any number of graduate students in addition to the College-supported graduate students.

TUITION PAYMENTS (FEE WAIVERS)

Graduate students, employed by EGH on a Graduate Assistantship and those receiving fellowships, will be eligible for a tuition fee waiver. For Florida residents, the fee waiver covers the matriculation fee, or approximately 80% of the total in-state fees. For first-year students who are not legal residents of the state of Florida, this waiver will cover the matriculation fee plus the non-resident fee, or approximately 95% of the out-of-state fees. However, the non-resident fee will be waived for the first year (12 months) only.

After one year, non-residents, who are U.S. citizens or Resident Aliens of the United States, are expected to declare Florida their legal state of residence (see below). In general, international students are not eligible for tuition fee waivers or a graduate assistantship unless the major professor provides those funds through externally-funded

grants. Current tuition and fee waiver rates per student credit hour are located at <http://fa.ufl.edu/ufs/cashiers/feecalculator.asp>.

HEALTH REQUIREMENTS

IMMUNIZATIONS

In addition to University immunization requirements, all students in the health science programs must provide proof of immunity to the chicken pox virus. Students must present medical documentation of immunization or positive titer to the Student Health Care Center. The titer test needs to be completed before the first day of the term of admission. The Student Health Care Center offers the titer test Monday through Wednesday 8:00 a.m. to 11:30 a.m. and Monday through Thursday, 1:00 p.m. to 4:00 p.m. The current cost is \$26. In addition, students needing to complete their Hepatitis B series can do so at the SHCC, if desired. The Student Health Care Center (392-1161) currently offers the Hepatitis B vaccinations on Monday through Wednesday, 8:00 a.m. to 11:30 a.m. and Monday through Thursday, 1:00 p.m. to 4:00 p.m. The current cost is \$50 per hepatitis shot for a total of \$150. (Costs are subject to change.)

TUBERCULOSIS TEST: Students are required to be tested annually for tuberculosis (or to provide documentation from a physician that this test is contraindicated). This TB test needs to be completed by the end of the first week of fall semester classes. The Student Health Care Center offers the TB test on Monday through Wednesday, 8:00 a.m. to 11:30 a.m. and Monday through Thursday, 1:00 p.m. to 4:00 p.m. The current cost is \$15.

BIOTERRORISM

The following telephone numbers are provided for response to suspicious looking letters, packages, or other items. If you find something suspicious during the class day, please also notify the dean's office or your instructor. Do not attempt to open or remove the material.

Internal Contacts: Director On Call 877-364-1252

DRESS CODE

You are expected to dress in a manner appropriate to the class assignment. In general, you may dress in casual attire for class. However, you should dress professionally when appropriate to a site you are visiting or when meeting health representatives as part of your college activities. Please also be respectful of the diversity of our students in selecting attire.

SMOKING

Smoking is not permitted anywhere in the Health Science Center or HPNP Complex.

CELL PHONES AND BEEPERS

Audio ringers on cell phones and beepers must be DEACTIVATED before entering the classroom. Cell phone use is not permitted during class time.

ESTABLISHING FLORIDA RESIDENCY

Residency refers to whether you are an in-state Florida resident or an out-of-state resident, and this classification determines your rate of tuition. Florida residents pay less in fees per credit hour than do non-Florida residents.

Florida state statute Section 1009.21 defines the requirements for *in-state* status. Generally a person is considered a Florida resident for the purpose of paying taxes, voting or other legal purposes after residing in the state for a designated length of time. However, state statute specifies additional requirements for a student to be classified as an in-state resident for tuition purposes. Most importantly: **living in or attending school in Florida will not, in itself, establish legal residence for tuition purposes.** <http://www.admissions.ufl.edu/residency/>)

Your initial residency classification is determined by the Office of Admissions when you apply to the university. Failure to provide all relevant information and required documentation in the residency section of the admission application could result in a non-Florida or *out-of-state* resident classification for tuition purposes. You have until the **last day of classes in your first term** to request the Office of Admissions to re-evaluate your residency status by providing additional documentation not submitted previously.

Once you have completed your first term at UF, you can request a reclassification of your residency status. You must contact the Office of the University Registrar to initiate this process.

PhD students are eligible for some Financial Aid packages developed to defray tuition, fees and living expenses. These packages are tailored to individual students and can accommodate out-of-state tuition rates. For specific information about financial aid, please contact Mr. Mike Menefee, Assistant Director of Student Financial Affairs, at 352-273-6202 or mmenefee@ufl.edu.

GRADUATE ASSISTANTS UNITED (GAU)

Graduate Assistants United (GAU) at the University of Florida represents all graduate assistants employed by the University. GAU bargains for health benefits, improved working conditions, and salary increases. GAU represents graduate assistants in workplace disputes and protects their rights as state employees. For more information or to download the membership form, visit their website at <http://www.ufgau.org>.

LEAVE OF ABSENCE AND READMISSION

Students who wish to take a leave of absence from their academic program for two or more consecutive terms must obtain prior written approval from their academic units. Students who wish to skip a single term will be scheduled automatically for a registration appointment for one additional term. Graduate students who do not enroll at the University for two consecutive terms, including any summer term, must reapply for admission whether to the same or a different program. Readmission, however, is not guaranteed and is subject to the availability of space at the appropriate level, college or major.

Readmission applications are available from the Office of Admissions, P.O. Box 114000, University of Florida, Gainesville, FL 32611-4000 or online at <http://www.admissions.ufl.edu/grad/readmission.html>.

CAMPUS FACILITIES

HPNP COMPLEX

Most of your classes and the administrative areas for your programs are located in the HPNP Complex. This is a state-of-the-art, wireless facility shared by the colleges of Public Health and Health Professions, Nursing, and Pharmacy. The building is located just north of the Communicore building, the other major facility in which you may have classes. The HPNP Complex has five floors, with the ground floor and a section of the first floor representing common space. The upper floors house college-specific personnel with Public Health and Health Professions occupying the east wing, Nursing the middle section and Pharmacy the west wing. The Epidemiology and Biostatistics Department is on the 3rd floor, while Behavioral Science and Community Health, as well as Health Services Research Management and Policy are located on the 4th floor. The Environmental Health Program is based in the Center for Environmental and Human Toxicology on Mowry Road.

CLASS LOCATIONS

The majority of your classes will be located on the ground or first floor of the HPNP Complex. In order to assist you in finding your classes, the layout is as follows:

- All classrooms assigned on the ground floor begin with the letter G. All classrooms on the first floor begin their numbering with a 1.
- The numbering continues from east to west with all rooms on the east side of the building (the Public Health and Health Professions side) beginning with a 1, the central part (Nursing) beginning with a 2, and the west side (the Pharmacy side), beginning with a 3. For example, if your classroom is scheduled to be in G300, your classroom location is on the ground floor on the west side of the building.
- The auditorium (1404) is located in the far west part of the building and has a reception area with tables below it on the ground floor allowing you to study and eat. There are vending machines and a student bulletin board located in the reception area.

STUDENT LOUNGE

The student lounge is located on the third floor between the elevators. This is where you will find your student mailboxes.

STUDENT SERVICES CENTER

The Student Services Center is located in the center section of the ground floor (G205). This is where you will find the academic and financial aid advisors.

OTHER SERVICES

Vending machines and a bulletin board for posting notices are located in the student reception area (west side of building).

THE LIBRARY

The Health Science Center Library system is one of the largest health science center libraries in the United States. It is located on the first, second, and third floors of the Communicore Building. You must have your Gator One Card available when in the library because some library services are limited to Health Science Center personnel and students. Books placed on reserve for health science courses will be on the second floor of the library. There also is a computer lab on the second floor for conducting literature searches.

- Hours: Monday - Thursday 7:30 am – Midnight
- Friday 7:30 am – 7:00 pm
- Saturday 8:00 am – 5:00 pm
- Sunday 10:00 am – Midnight
- Holiday schedules are posted on the door of the library and published in the independent student newspaper, *The Florida Alligator*. Xerox machines are located on the second and third floors of the library. For additional information, check the brochures available at the library.

BOOKSTORES

The bookstore/convenience store for the Health Science Center is located in the Medical Sciences Building near the Post Office on the ground floor. This bookstore carries texts for HSC courses and is open Monday – Friday, 8:00 am - 5:30 pm.

CIRCA COMPUTER LABS

CIRCA computer labs are open to all UF students for coursework and personal use. All computer lab users must show a Gator One card. CIRCA computer labs are staffed with student lab operators who manage lab activity and provide limited software and hardware assistance. CIRCA staff do not teach classes or help students with their homework. For more information, call CIRCA Operations at 392-2428.

TEACHING CENTER

The Teaching Center provides students with assistance in written communication skills, such as developing and organizing papers, building vocabulary, grammar, and study skills, and GRE preparation. The center is located in S.W. Broward Hall. For more information, call 392-2010.

STUDENT HEALTH CARE CENTER AT SHANDS HOSPITAL

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the Web site at <http://shcc.ufl.edu/>.

COUNSELING CENTER

The University Counseling Center, located in Peabody Hall, offers a wide range of services to assist students with academic, career, or personal questions and concerns. Services include individual and group counseling and

therapy, workshops on a variety of topics, such as building math confidence, managing stress, and developing effective study skills, and services related to career development. For more information, contact 392-1575 or check out the Web site at <http://www.counsel.ufl.edu/>.

CAREER RESOURCE CENTER

The Career Resource Center provides career planning and employment assistance to all students and alumni. The center offers a wide range of seminars on topics such as interviewing techniques and resume preparation. In addition, the center contains an extensive library on different career options, data on economic trends, and facilitates recruitment activities for a variety of businesses. The Career Resource Center is located on the first floor of the Reitz Union. For more information, contact 392-1601 or visit <http://www.crc.ufl.edu/>.

FOOD SERVICE

The hospital cafeteria, Subway, Wendy's and TCBY/Hovan are all located on the first floor of Shands Hospital.

Mini Mall Food Hours:

Wendy's Monday – Sunday 6:00 a.m. – 3:00 a.m.

Subway Monday – Sunday 9:00 a.m. – 10:00 p.m.

TCBY/Hovan Monday – Sunday 11:00 a.m. – 8:00 p.m.

Cafeteria Hours: Monday - Friday

Breakfast 6:00 a.m. – 10:00 a.m.

Lunch 10:30 a.m. – 2:00 p.m.

Dinner 5:00 p.m. – 8:00 p.m.

The Sun Terrace is located in the courtyard near the entrance to the Health Science Center Library and has several dining options. Monday – Friday 7:00 a.m. – 2:00 p.m.

Beaty Breadbasket, located on Museum Road immediately in front of Beaty Towers, serves sandwiches, frozen yogurt, and soft drinks. Monday – Friday hours vary by semester

Reitz Union, located on Museum Road, also offers a variety of restaurants. Days and hours vary per food court.

GIFT STORE AND MISCELLANEOUS ITEMS

Shands Hospital houses a gift store called the Gift Stop, which is located on the main floor (first floor) of Shands Hospital adjacent to the main entrance and elevators. An ATM is also located near the central elevators near the cafeteria. The Reitz Union has many different shops that carry a variety of items. There are also ATMs located at the Reitz Union each of these stores has its own business hours.

POST OFFICE

A post office is located on the ground floor of the Medical Sciences Building near the bookstore. Hours are Monday – Friday, 8:00 am – 3:00 pm.

CPR

You are encouraged to become CPR certified. CPR certification is offered through the American Heart Association and the Red Cross. For students' convenience, CPR courses are also regularly offered at the Student Health Care Center. Call 392-1161 x 4283 for further information.

NEWSPAPERS

Newspapers are available in Shands Hospital (near the East Entrance and North side of the Communicore Building) and on Museum road in front of Beaty Towers. *The Florida Alligator*, the —unofficial student newspaper, is distributed throughout the campus and can also be found at distribution points around the Gainesville community. It is published daily during the regular semester schedule.

PARKING

Parking facilities are extremely limited. Therefore, you will be required to park in the area assigned to you at the time you register your vehicle on campus. Parking decals are available through UF's Traffic and Parking Division located on the corner of Gale Lemerand Drive (formerly North-South Drive) and Mowry Road.

PHONE

Pay phones are located in the main lobby of Shands Hospital and at the Reitz Union. You are expected to use the pay phones for long distance calls.

OTHER RESOURCES

There are a variety of other services not represented in this manual that are available at the University of Florida. Examples include assistance for students with disabilities, legal services, speech and hearing services, dental care, and recreational facilities. You may consult the Graduate Catalog, the Student Guide, and the University Web site for descriptions and additional information. Contact the Office of Student Services, 392-1261, Peabody Hall, for your copy of the Student Guide or check out the Web site at www.dso.ufl.edu.