

Department of PUBLIC HEALTH  
**GRADUATE HANDBOOK**

2010-2011

College of Education, Health, and Human Sciences

University of Tennessee, Knoxville

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*He {and she} who has health, has hope; and he who has hope has everything.*

Thomas Carlyle

# **1. WELCOME FROM THE DEPARTMENT HEAD**

Beginning graduate study is an exhilarating experience for most students. New challenges are anticipated, some uncertainties are present, and yet there is a reinforcing belief that many benefits are to be gained from earning a graduate degree. The faculty in the Department of Public Health (DPH) is committed to assisting you in securing a meaningful, rewarding graduate experience which will further develop your career potential. As course instructors and advisors, we consider ourselves to be student-oriented. We will endeavor to provide appropriate and reliable academic and career guidance.

Included in this handbook are professional competencies and ethical beliefs which are central to your practice in public health and we take them very seriously. It is these competencies that will define your practice, shape your programs and sharpen your outcomes.

We extend our best wishes for your success as you begin, or continue with, graduate education at The University of Tennessee, Knoxville.

# **2. INTRODUCTION TO THE DEPARTMENT OF PUBLIC HEALTH**

## **A. Graduate School Introduction**

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at the University of Tennessee, Knoxville, information related to the process of graduate education in each department is to be provided for all graduate students.

Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

## **B. Purpose of the Handbook**

The Graduate Student Handbook serves as a detailed guide to regulations and procedures pertinent for graduate students in the Department of Public Health at The University of Tennessee, Knoxville. All regulations are consistent with the general requirements of The Graduate School found in the current Graduate Catalog (online at <http://catalog.utk.edu/>); and specific requirements for graduate degrees in the DPH are described with this handbook. The regulations are under continuing review and are subject to change as program revisions occur. The Handbook is updated bi-annually to reflect changes. Information contained in the handbook is believed to be accurate, but some items may have been omitted inadvertently. Please bring these to the attention of the DPH Head.

The degree programs that are covered in this Handbook include the Master of Public Health (MPH) degree (all concentrations, including the Dual MS-MPH and the combined Doctor of Veterinary Medicine (DVM, MPH degrees) and Doctor of Philosophy (PhD) in Education (concentration in Health Behavior/Health Education). Please refer to the Handbook for the specific minimum course requirements and the policies and procedures pertaining to each degree program.

Graduate students need to keep this Handbook readily available; please take it to any planning conferences that you may have with your faculty advisor or graduate committee members.

The Handbook reflects a continuing process and its contents represent long-standing policy as well as this year's changes. Recommendations for the Handbook's improvements are welcome and they may be presented to your advisor, other members of the faculty, or members of the Department's Graduate Committee.

We hope you enjoy your graduate studies; this Handbook has been compiled to facilitate the process.

**Students should be familiar with the appropriate guides, handbooks, and forms that are most easily available at**  
<http://gradschool.utk.edu/Publications.shtml>

### **C. University of Tennessee Graduate School Policies**

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. For more information on these regulations and policies, please see the following resources which are located on the Graduate School website:

Graduate Catalog - <http://catalog.utk.edu/>

*Hilltopics Student Handbook* - <http://dos.utk.edu/hilltopics/>

Graduate Student Appeals Procedure Handbook -

<http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>

Graduate Assistant Handbook - <http://gradschool.utk.edu/GradAsstHandbook.pdf>

### **D. Departmental Description**

#### ***1. Directional Statements for the Department of Public Health, University of Tennessee***

##### **Vision**

The Department of Public Health will be nationally recognized for academic excellence, the expertise and talents of its faculty, and its dedication to preparing students for practical and academic careers in public health. Our alumni and students will improve the health of communities through outreach, support and

research, reducing health disparities and positively influencing health policy and resource development.

**Mission**

The University of Tennessee’s Department of Public Health prepares and mentors its students for exceptional careers in academia, public health research, administration and practice which promote optimal health of individuals and communities.

**Guiding Principles**

As a Department of Public Health at a land grant university, the following guiding principles support our mission:

- We are committed to providing an academically challenging, state-of-the-art education that bridges and integrates community health with epidemiology, health behavior and health education, health planning, administration, and environmental sciences.
- We seek to understand the common interests of societies and to promote social justice through focused efforts on equity and fairness.
- We engage in outreach, service, and research that directly benefit the communities we serve.
- We respect and strongly believe in ethnic and cultural diversity.
- We foster interdisciplinary collaboration across departments within the University and with other health promoting institutions worldwide.

The values ascribed to by the DPH in its educational mission are also those values which provide the foundation for the Principles for the Ethical Practice of Public Health: <http://phls.org/CMSuploads/Principles-of-the-Ethical-Practice-of-PH-Version-2.2-68496.pdf>

- *Humans have a right to the resources necessary for health.*
- *Humans are inherently social and interdependent.*
- *The effectiveness of institutions depends heavily on the public’s trust.*
- *Collaboration is a key element to public health.*
- *People and their physical environment are interdependent.*
- *Each person in a community should have an opportunity to contribute to public discourse.*

**2. Departmental Structure**

Department Head ..... Dr. Paul Erwin  
MPH Program Director ..... Dr. Charles Hamilton

*Full faculty listing can be found in Appendix C*

**Staff:**

Post-Doctoral Research Associate..... Dr. Fletcher Njororai  
Research Specialist II ..... Victoria Mills  
Administrative Support Assistants .....  
Deborah Butenko, Judy Reed, Wendy Smith

**Contact Information:**

Address ..... Room 390 HPER  
1914 Andy Holt Ave.  
Knoxville, TN 37996-2710  
Telephone number ..... (865) 974-5041  
Fax ..... (865) 974-6439  
Email Address..... [dph@utk.edu](mailto:dph@utk.edu)  
URL ..... <http://publichealth.utk.edu>

**E. Graduate Forum**

The Graduate Forum is a Blackboard supported venue whereby masters and doctoral students can access current information relevant to the Department of Public Health. Students must be added to the Graduate Forum by the Department. Afterward, they may access the Graduate Forum through the Blackboard platform. The Graduate Forum is a mechanism by which each student can be notified about departmental updates, news, and career opportunities. Departmental required forms, policies, and procedures are also located on the Graduate Forum.

**3. GENERAL DUTIES AND RESPONSIBILITIES OF FACULTY AND ALL GRADUATE STUDENTS**

**A. Faculty**

It is the responsibility of the faculty to provide scientifically sound, up-to-date academic coursework; guide students in their academic preparation; and to prepare students to be successful in practical and academic careers in public health. Faculty also provide research opportunities to students; engage students in outreach and service learning opportunities; and involve students in professional conferences and meetings.

**B. Student**

Students are responsible for knowing and abiding by procedures and policies described in this handbook; for maintaining academic integrity throughout their graduate studies; and for knowing and satisfying all university regulations in a timely fashion.

## 4. ADMISSION REQUIREMENTS AND APPLICATION PROCEDURE

### A. Admission

#### 1. *Master of Public Health Criteria*

Applicants will be evaluated for admission based on the following criteria:

- A GPA of at least 3.0 on a 4.0 scale, as evidenced by official transcripts.
- GRE scores (most recent)
- A statement of the applicant's educational and career goals.
- Three rating forms completed within the past 12 months by faculty members, academic advisors, employers or professional colleagues. At least two letters must be from persons able to assess academic capacity.
- MPH Data Admissions form (the departmental application)
- Admission to the University of Tennessee Graduate School

Preferential consideration for admission to degree status shall be given to those with at least one year of professional experience in a public-policy or health-related occupation. As a restricted program, non-degree admission requires department recommendation and approval. Deadlines for completed applications are February 1st for summer term and April 1st for fall semester. All applications must be submitted electronically. The application and rating forms are available on the DPH website [http://publichealth.utk.edu/MPH/apply\\_index.html](http://publichealth.utk.edu/MPH/apply_index.html). Examples are provided in Appendix B.

#### 2. *Doctoral Admission Criteria*

The Doctoral Program in Public Health leads to a PhD in Education, with a concentration in Health Behavior and Health Education. The PhD program is designed for a person with a previous master's degree in a public health or a related field (including, but not limited to, the social sciences, natural sciences, and public policy) or graduate professional degree in a clinical field (e.g., M.D., D.V.M., M.S.W., M.S.N. or Doctor of Nursing Practice). Exceptional students without a Master's degree will be considered on a case-by-case basis. Applicants will be evaluated for admission based on the following criteria:

- A GPA of at least 3.2 on a 4.0 scale on master's degree coursework, as evidenced by official transcripts.
- A minimum of 40th percentile on all sections of the Graduate Record Examination (GRE); 4.5 on the analytic portion of GRE and, for international

students, a satisfactory score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

- Appropriate academic background and professional and volunteer experience, as evidenced on a curriculum vitae.
- Three letters of reference completed within the past 12 months by faculty members, academic advisors, or employers or professional colleagues. All letters must be from persons able to assess academic capacity.
- Ability to express complex concepts and ideas in writing as evidenced in a 600-word essay on educational and career goals.
- Demonstrated skill in a professional, research, or academic writing sample.
- Ability to clearly articulate a defined research agenda upon interview.

Deadline for applications to the Doctoral Program is March 1<sup>st</sup> of each year, for consideration for admission for the following academic year.

### **B. Non-Degree Seeking Status**

Students who do not plan to work toward a graduate degree but who wish to enroll in occasional courses for such purposes as personal enrichment, professional development, and meeting special interests may, with the permission of the department, register as a “non-degree student.” Admission to the Graduate School is required. All students who enroll in graduate courses, whether or not they are seeking degrees, are required to maintain a 3.0 GPA on all graduate-level courses taken at UT. Students who fail to maintain this average will not be permitted to continue registering for graduate courses. Students may accrue a maximum of 15 hours graduate credit in a non-degree status.

## 5. FINANCIAL SUPPORT

### A. Graduate Assistantships

Graduate students may apply for Graduate Assistantships. An assistantship is a financial award to a graduate student for part-time work in teaching, administration, or research while pursuing study toward an advanced degree. The *Graduate Assistantship Request Form* is available at <http://publichealth.utk.edu/Forms/GA%20app.pdf> . A completed copy should be submitted to the department **at the beginning of the spring semester for the following academic year**. Students will be notified of the graduate assistantship award in May for the following academic year. Assistantships are awarded on a yearly basis, subject to available funding.

General information regarding Graduate Assistantships is available from the UT *Graduate Assistant Handbook* at <http://gradschool.utk.edu/GradAsstHandbook.pdf> . The applicable policies governing Graduate Assistantships are located in the Graduate Catalogue and available at

[http://catalog.utk.edu/content.php?catoid=2&navoid=27#poli\\_admi\\_grad\\_assi](http://catalog.utk.edu/content.php?catoid=2&navoid=27#poli_admi_grad_assi) .

The department has several types of assistantships available. These include Graduate Assistant (GA), Graduate Teaching Assistant/Associate (GTA), and Graduate Research Assistant (GRA). The work hours are 20 hours per week, excluding organized class time, with a 50% appointment, or 10 hours per week, excluding organized class time, with a 25% appointment.

Students receiving a 50% Graduate Assistantship should enroll for 6-11 hours; those receiving a 25% Graduate Assistantship should enroll for 9-13 hours. Exceptions must have prior approval from the Department Head.

Work responsibilities of the different assistantships vary as described below, but all provide tuition, maintenance fee, health insurance, and a monthly stipend (paid over 12 months). Salary (stipend) is subject to federal income tax.

#### ***1. Graduate Assistants (GA) and Their Responsibilities***

Graduate Assistants are funded typically with DPH funds, or through grants or contracts from the public, private or voluntary sectors. Graduate Assistants (GAs) assist with administrative work and are supervised by the faculty members who primarily are responsible for the specific projects. GAs are also expected to assist with various Departmental and College activities. The GA's tuition, maintenance fee, health insurance premium, and stipend are generally provided by the funding source or the Department. All other fees are paid by the GA. GAs must maintain at least a B average and be full-time graduate students to retain eligibility for assistance.

## **2. Graduate Teaching Assistants (GTA) and Their Responsibilities**

Graduate Teaching Assistants without prior college teaching experience are required to participate in the Graduate Teaching Assistant Seminar offered each fall by The Graduate School. Students appointed to teaching assistantships will receive information on the seminar from The Graduate School. Graduate Teaching Assistants (GTAs) assist with courses and generally are supervised by the faculty members who primarily are responsible for the specific courses. GTAs also are expected to assist with various Departmental and College activities. A waiver of tuition and the maintenance fee plus payment of health insurance and a stipend are provided by the University and Department. All other fees are paid by the GTAs. GTAs must maintain at least a B average and be full-time graduate students to retain eligibility for assistance.

## **3. Graduate Research Assistants (GRA) and Their Responsibilities**

Graduate Research Assistants (GRA) are funded by contracts or grants from specific businesses, government or other agencies, and foundations, or other extramural sources. Research Assistants are appointed for a one year term, with renewal at the discretion of the faculty research advisor and contingent on sufficient sources of funding. The primary functions of GRAs are as follows:

- a. To work under the direction of faculty members in specified approved project areas.
- b. To contribute to the specific research projects and at the same time, acquire training in research techniques and methods.

Graduate Research Assistants are permitted to take a maximum of 20 semester hours of organized coursework and/or dissertation credit per calendar year and observe official University holidays. The GRA's tuition, maintenance fee, health insurance premium, and stipend are generally paid by the funding source. All other fees are paid by the GRA.

## **4. Guidelines for Making Assistantship Awards**

- a. Assistantships should be used to foster mentorships with faculty who can provide oversight, supervision, mentoring of students' educational goals.
- b. Assistantships should be used to support faculty with ongoing projects capable of external funding.
- c. Assistantships should be used to support students with demonstrated potential for academic excellence (incoming students) or demonstrated excellence of academic achievement within the program.
- d. Time limits for assistantships are as follows: 2 years MPH, 4 yrs PhD, and 4 yrs MPH + PhD. Time limits for Graduate Research Assistantships may differ, depending on funding available to the faculty member.
- e. The monitoring of student performance during an assistantship is the responsibility of the faculty supervisor.
- f. Assistantships that involve assistance in a course involve: attendance at all class meetings, a weekly coordination meeting with the supervisor, assistance in course preparation and evaluation under the direction of the faculty

supervisor, plus other discretionary assignments that assist the faculty member's instruction.

- g. Assistantships that involve independent teaching of a course involve: attendance at all class meetings, a semi-weekly coordination meeting with the faculty supervisor, responsibility for class preparation (lectures, activities, assignments) and course evaluation (the design of tests and exams) with the guidance and oversight of the faculty supervisor, providing for and meeting with students during regularly scheduled office hours, plus any other discretionary tasks that enable the GT Associate to provide excellent undergraduate instruction and to develop as a potential member of a baccalaureate faculty.
- h. Graduate assistantships are awarded on an annual basis.
- i. Graduate assistantships may be withdrawn for non-performance of duties.

**\*\*Note:** Attendance at the GTA seminar held prior to Fall semester is a requirement for all GTAs and is highly recommended for GAs.

### ***5. Graduate Assistantships and Course Load Requirements***

Students on graduate assistantships are required to be enrolled as full-term students and must be registered as full-time students during fall, spring, and summer terms. Students with graduate assistantships are required to register for a minimum of six hours during the summer term. Students receiving a 50% Graduate Assistantship (GA or GTA) should enroll for 6-11 hours; those receiving a 25% Graduate Assistantship (GA or GTA) should enroll for 9-13 hours. Graduate Research Assistants (GRAs) are permitted to take a maximum of 20 semester hours of organized coursework and/or dissertation credit per calendar year. Exceptions must have prior approval from the Department Head.

### **B. College-based Scholarships**

The College of Education, Health, and Human Sciences has a link for graduate students interested in applying for College-based scholarships ([http://web.utk.edu/~cehhsstu/fin\\_aid/](http://web.utk.edu/~cehhsstu/fin_aid/)).

### **C. Other Financial Assistance**

General information on financial assistance is available from the University of Tennessee Graduate School website (<http://gradschool.utk.edu/otherfunds.shtml>).

Information on funding sources outside the College is available from the Financial Aid Coordinator in The Graduate School, Student Services Building. Graduate students are encouraged to begin seeking outside funding about a year preceding the academic year for which funding is needed, as some deadline dates are very early. The Graduate Record Examination is required by many funding sources as well as for admission to departmental programs.

#### **D. Student Employment**

Students with Graduate Assistantships may work a maximum of 20 hours per week within their assistantship responsibilities. While the DPH recognizes that students may have significant additional financial obligations, additional outside employment for persons receiving an assistantship is strongly discouraged. The DPH prefers other students (those not receiving assistantships) to be enrolled full-time, with only part-time outside employment.

#### **E. Graduate Student Travel**

As part of dissertation training, the faculty highly recommends students present their research at scientific meetings when possible. Discuss these opportunities with your advisor.

In general, partial funding can be arranged for graduate students who travel to meetings to present research or take part in other educational opportunities. You should begin the process of requesting funds and completing the necessary paperwork well in advance to ensure proper reimbursement of expenses. Students on official University travel are responsible for adhering to University travel regulations and should consult the following website to ensure compliance with those regulations (<http://treasurer.tennessee.edu/>). Travel arrangements should be made in consultation with your major professor. Some of these reimbursements are a one-time event. Please consult your major professor or the Department Head for confirmation. Possible sources of funding are:

Major Professor  
UT Graduate Student Association  
Department Head  
College Dean

Additional information regarding financial assistance for student travel is available from our College website (<http://cehhs.utk.edu/gradstudent/>) and the Graduate Student Senate site (<http://web.utk.edu/~gss/travel.html>).

**UT only accepts ORIGINAL receipts**

## **6. REGISTRATION AND ADVISING**

#### **A. Registration Procedures**

The University of Tennessee has an online registration system:  
<http://registrar.utk.edu/registration.shtml>

#### **B. Types of Courses and Course Credit**

Students are referred to the on-line course catalogue for a full description of courses and course credit: <http://catalog.utk.edu/content.php?catoid=4&navoid=300>

The MPH courses include required courses that represent the five core disciplines in public health, courses to complete a concentration area, and electives. Courses within the PhD program include 600-level courses that may be offered on an every-other-year basis. Doctoral students must plan coursework carefully because of the timing of course availability.

### **C. Course Load**

According to the Graduate Catalogue (<http://catalog.utk.edu/content.php?catoid=4&navoid=293>), the University of Tennessee's policy on graduate course load is as follow:

*The maximum load for a graduate student is 15 hours and 9 to 12 hours are considered a full load. For the summer term, graduate students may register for a maximum of 12 hours in an entire summer term or for a maximum of 6 hours in a five-week summer session. Students may enroll in only one course during a mini-term session.*

*Students holding a one-half time assistantship normally should enroll for 6-11 hours. A one-fourth time graduate assistant normally should take 9-13 hours. A student on a one-half time assistantship who takes 6 hours will be considered full time. Refer to the Policy for the Administration of Graduate Assistantships for additional information.*

*Students receiving financial aid should consult with the department/program head concerning appropriate course loads. Courses audited do not count toward minimum graduate hours required for financial assistance.*

*Registration for more than 15 hours during any semester, or for more than 12 hours in the summer term, is not permissible without prior approval. The academic advisor may allow registration of up to 18 hours during a semester if the student has achieved a cumulative grade point average of 3.6 or better in at least 9 hours of graduate work with no outstanding incompletes. No more than 12 hours are permissible in the summer term without prior approval.*

### **D. Proper Use of 502: University Facilities**

During the summer term, all graduate students using university facilities (including faculty advising) must be registered for at least three hours. Those who are working on thesis or dissertation research should register for 502 (use of facilities).

### **E. Proper Use of 500 Thesis Hours and 600 Dissertation Hours**

Although there is no set maximum number of 500 or 600 level thesis or dissertation hours, the University encourages students to complete their degrees in a timely fashion, consistent with excellent scholarship.

## **F. Advising**

### **1. *MPH Student Advising***

The advising process involves responsibilities of both the advisee and the advisor or major professor.

#### **a. Responsibilities of the advisee are as follows:**

- i. Contact the faculty advisor/major professor to schedule an appointment prior to registration for classes for the subsequent semester.
- ii. Consult the University registration website (<http://registrar.utk.edu/registration.shtml>). This site also has a link to the Timetable of Classes.
- iii. Consult the University Graduate School website (<http://gradstudies.utk.edu/default.shtml>). This site provides information on procedures and deadlines for graduation. In particular, students have found the “Steps to Graduation for Graduate Students” very helpful (<http://registrar.utk.edu/graduation/graduate.shtml>).
- iv. Notify the faculty advisor/major professor and the Graduate Program Coordinator of any change in your address or telephone number.

#### **b. Responsibilities of the advisor/major professor are as follows:**

- i. Schedule advising appointments when contacted by the advisee.
- ii. Assist the advisee in the development of a plan of study that is commensurate with the advisee's background, interests, and goals that comply with the approved curricula and policies.
- iii. Provide guidance to the advisee on selection of committee members (if Master's essay option is selected)
- iv. Assist the advisee in meeting Graduate School requirements and deadlines.
- v. Provide guidance in the development of a research project suitable for either a Master's essay or doctoral dissertation (if Master's essay option is selected).
- vi. Coordinate written and oral examinations, as required by the specific programs in which the advisee is a candidate.
- vii. Provide guidance and assistance in the selection of a field placement site.

### **2. *Doctoral Student Advising:***

An initial faculty advisor will be assigned to each doctoral student upon admission. The initial faculty advisor will be one of the full-time faculty who has been granted doctoral directorship status. The initial faculty advisor often becomes the student's Dissertation Committee Chair, but this is not a requirement. Students may choose to change advisors on approval from the Department Head. Additional information regarding doctoral advising is provided in section 7.B. below

## 7. GRADUATE PROGRAMS

The Department of Public Health offers two graduate level degrees, the Master of Public Health (MPH) and the Doctor of Philosophy - Education Major, Health Behavior/Health Education Concentration (PhD)

### A. Master of Public Health

#### *1. Description*

All MPH students complete a major in public health which provides a solid foundation for professional employment in community-based settings. The public health model, emphasizing health promotion and health protection, uses the key strategy of prevention. Incorporated in the curriculum are the five public health specialty areas. These include biostatistics, epidemiology, environmental health sciences, health services administration, and social and behavioral sciences. In addition, "Fundamentals of Program Evaluation" is required as a sixth foundation course.

#### *a. Accreditation by the Council on Education for Public Health*

The University of Tennessee MPH program is accredited by the Council on Education for Public Health (CEPH), which is the nationally recognized accrediting body for this discipline.

Accreditation was first achieved in 1969, with the Tennessee MPH program becoming the first outside a school of public health to receive this recognition. Since 1969, the program has been successful in securing extensions of accreditation through a self-study and review process that requires approximately two years to complete. Program accreditation offers substantial value to students, alumni, faculty and the University because of the distinction offered. This recognition of quality, consistent with that of other accredited MPH programs, indicates that the professional preparation offered at UT, Knoxville has met the criteria defined by the Council. These criteria have become more rigorous over time, requiring extensive documentation.

#### *b. Program Governance*

The MPH Academic Program Committee (MPHAPC) includes faculty and student representatives from each concentration of study. The Committee provides program governance, curricular direction and integrity, and academic policy development. Student representatives have full discussion and voting privileges with all academic matters except review of student admission applications.

## **2. Major Concentrations**

Each student is admitted to a specific concentration of study. The three concentrations are:

Community Health Education  
Health Planning/Administration  
Veterinary Public Health

Each concentration includes required and elective coursework specific to the area selected. As a culminating event for the degree, students also complete a field internship closely related to the concentration of study. Alternatively, more experienced students, with approval by the MPH Academic Program Committee, may select the option of developing a master's essay, typically leading to publication in the professional literature.

### **Dual MS-MPH**

A coordinated dual program leading to both the MS in Nutrition (Public Health Nutrition concentration) and the Master of Public Health (MPH) is available. This program allows students to complete both degrees in less time than would be required to earn both degrees independently. Students applying for the dual MS-MPH program file separate applications for the MS (through the Department of Nutrition) and for the MPH (through the DPH). Students must be admitted to both the MS Program and the MPH Program to be considered dual-degree students.

If a student is admitted and enrolled in either the MS in Nutrition (Public Health Nutrition option) or the MPH, but decides to apply for the dual program, then s/he must file a "Request for Change of Graduate Program" to the second program. The "Request for Change of Graduate Program" is available from the Graduate School's website (<http://gradschool.utk.edu/gradforms.shtml>). It is important to indicate on the form that s/he is applying for the dual program. Once admitted to the second program, the student immediately should notify the Director of Public Health Nutrition and his/her faculty adviser. This is to assure proper advising and program management.

## **3. Minors**

Minors may be selected in **statistics** or in **epidemiology**. The statistics minor requires nine semester credit hours (information available at <http://bus.utk.edu/stat/igsp/>) and the epidemiology minor (information available at <http://publichealth.utk.edu/~dph/Minors/epidemiologymminor.pdf>) requires twelve semester credit hours. (MPH coursework hours may be used to partially satisfy credit hours needed for the respective minors.)

## **4. Research Requirements**

Research opportunities for graduate students in the department are linked to departmental faculty research interests. Students should consult the faculty pages

on the DPH website [http://publichealth.utk.edu/Faculty/Faculty\\_index.html](http://publichealth.utk.edu/Faculty/Faculty_index.html) (or in Appendix C) to explore potential mutual research interests and opportunities.

Please see section 11.E. for the University policy on research projects and studies involving Human Subjects.

**5. Foreign Language Requirements**

The DPH has no foreign language requirement. Applicants to the MPH program whose first language is other than English must achieve a satisfactory score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

**6. Course requirements**

The MPH is a non-thesis program requiring completion of 42 hours of course work, including nine weeks of field practice (see section 9.A.8). An alternative to the field internship is the completion of a master’s essay described in section 9.A.11.a.

**a. Requirements Hours Credit**

<sup>1</sup> Public Health Foundation.....	20
<sup>2</sup> Concentration of Study (Community Health Education, Health Planning/Administration, or Veterinary Public Health) .....	10
<sup>3</sup> Electives.....	6
<sup>4</sup> Internship.....	6
<b>Total .....</b>	<b>42</b>

<sup>1</sup> Public Health Foundation courses: Public Health 509 (2 semesters) 510, 520, 530, 537, 540, 555.

<sup>2</sup> Community Health Education: Public Health 550, 552, 536. Health Planning and Administration: Public Health 521, 525, 527. Veterinary Public Health: Public Health 550, Veterinary Medicine 837, Comparative and Experimental Medicine 611.

<sup>3</sup> Listings of electives specific for each concentration are available in the MPH program office and on the Graduate Forum (Blackboard site).

<sup>4</sup> Internship: Public Health 587, 588 (field practice with an affiliated health agency or completion of a master’s essay). Written guidelines stipulating eligibility criteria and expectations are available on the Graduate Forum.

**Components of Master of Public Health (MPH) Professional Degree**

**MPH Concentrations of Study**

<b>Components of Instructional Program</b>	<b>Community Health Education</b>	<b>Health Planning/ Administration</b>	<b>Veterinary Public Health</b>
<b>Public Health Foundation:</b>			
Biostatistics	PUBH 530 (3*)	PUBH 530 (3)	PUBH 530 (3)
Foundations in Program Eval.	PUBH 537 (3)	PUBH 537 (3)	PUBH 537 (3)
Epidemiology	PUBH 540 (3)	PUBH 540 (3)	PUBH 540 (3)
Environ. Health Sciences	PUBH 510 (3)	PUBH 510 (3)	PUBH 510 (3)
Health Services Admin.	PUBH 520 (3)	PUBH 520 (3)	PUBH 520 (3)
Social and Behavioral Sciences	PUBH 555	PUBH555	PUBH555
Seminar in Public Health	PUBH 509 (1,1)	PUBH 509 (1,1)	PUBH 509 (1,1)
<b>Concentration of Study:</b>			
Community Health Education	PUBH 550 (3) PUBH 552 (4) PUBH 536 (3)		
Health Planning/ Administration		PUBH 521 (3) PUBH 525 (3) PUBH 527 (4)	
Veterinary Public Health			VMD 837 (2) CMVM 611 (2) PUBH 550 (3)
<b>Electives:</b>	6 hours	6 hours	9 hours
<b>Professional Skills Development:</b>			
Field Practice Internship or Master's Essay	PUBH 587, 588	PUBH 587, 588	PUBH 587, 588

NOTE: To meet program requirements, students must select courses in consultation with an assigned program advisor. Program totals are minimums and some students may be required to complete additional coursework to overcome background deficiencies.\*  
**Semester hours in parentheses**

**b. Core Public Health Competencies**

Twelve key competencies that all MPH students are expected to achieve as a result of foundation and professional skill building (field practice) components of the curriculum are listed by skill domain below:

**Analytic Assessment Skills**

- i. Defines a health problem in a population
- ii. Makes relevant inferences about patterns of health and potential causes from quantitative and qualitative data

**Policy Development/Program Planning Skills**

- iii. Collects, summarizes, and interprets information relevant to an issue
- iv. Utilizes current techniques in decision analysis and health planning

**Communication Skills**

- v. Leads and participates in groups to address specific issues

**Cultural Competency Skills**

- vi. Appraises the role of cultural, economic, social and behavioral factors in determining the delivery of public health services

**Community Dimensions of Practice Skills**

- vii. Collaborates with community partners to promote the health of the population
- viii. Identifies community assets and available resources

**Basic Public Health Sciences Skills**

- ix. Identifies and applies basic research methods used in public health

**Financial Planning and Management Skills**

- x. Manages programs within budget constraints

**Leadership and Systems Thinking Skills**

- xi. Evaluates internal and external issues that may impact delivery of essential public health services
- xii. Facilitates collaboration with internal and external groups to ensure participation of key stakeholders

**c. Concentration-specific Competencies**

In addition to the competencies listed above, each of the three MPH concentration areas has competencies specific to the discipline. These additional competencies are listed below, along with the relevant courses:

<b>Competencies for Community Health Education*</b>	
<b>Student Competency</b>	<b>Primary Course(s)</b>
1. Access health related data about social and cultural environments, individual and community needs for health education	PUBH550/555
2. Design education programs, strategies, interventions consistent with specified program objectives.	PUBH552
3. Implement health education programs, strategies, interventions.	PUBH552
4. Conduct evaluation and research related to health education.	PUBH552/536/537
5. Administer or supervise health education strategies, interventions, and programs.	PUBH552/520
6. Serve as a resource person.	PUBH550/552/510
7. Advocate for health and health education.	PUBH550/510
8. Communicates for health and health education.	PUBH550/552/555
9. Uses appropriate qualitative and quantitative research methods.	PUBH536/530/540

\*NOTE: The selected CHE competencies were taken from “A Competency-Based Framework for Professional Development of Certified Health Education Specialists” and “Standards for Preparation of Graduate-Level Health Educators.”

<b>Competencies for Health Planning &amp; Administration</b>	
<b>Student Competency</b>	<b>Primary Course(s)</b>
1. Guides use of Mobilizing for Action through Planning and Partnerships (MAPP) planning tool for improving community health	PUBH 527/520
2. Applies appropriate strategic planning methodologies for competitive positioning of health organizations	PUBH527/PUBH 525
3. Develops mechanisms to monitor and evaluate programs for their effectiveness and quality	PUBH527
4. Advocates for resources for public health programs	PUBH520/525/527
5. Links the budgeting process to planning and management control	PUBH525/521
6. Interprets the statement of operations and the balance sheet	PUBH525
7. Evaluates proposed capital projects	PUBH525
8. Applies theories of organizational structuring to modern management practice	PUBH521
9. Utilizes leadership, team building, negotiation, and conflict resolution skills to build consensus and partnerships	PUBH520/521
10. Identifies principles for managing human resources in health care organizations	PUBH520/521

<b>Competencies for Veterinary Public Health</b>	
<b>Student Competency</b>	<b>Primary Course(s)</b>
1. Assesses health risks to individuals and communities	PUBH509/550
2. Communicates health risks to individuals and communities	PUBH509/550
3. Designs, implements and critically evaluates epidemiologic studies	PUBH530/540/536 CEM611
4. Applies techniques of surveillance, recognition, prevention, control and management of infectious diseases, with special attention to zoonotic and emerging diseases, food borne illnesses and potential bio- or agroterrorism agents.	PUBH530/540 CMVM501/610/611 VMD837
5. Reduces injuries and other environmental and occupational human health hazards related to animal	PUBH510 VMD837/CMVM610
6. Maintains the safety and wholesomeness of foods of animal origin	VMD837/CMVM610
7. Identifies community and governmental resources appropriate for addressing health needs	PUBH520/555
8. Identifies need for public policy development based on scientific data	PUBH520/509
9. Develops draft of policies needed to safeguard the community	PUBH520/509

### ***7. Residency Requirements***

Residency requirements are those of the Graduate School. There are no additional residency requirements for the MPH Program.

### ***8. Overview of Field Practice Policies and Procedures***

Six (6) of the 42 hours required for completion of the MPH degree are earned through the completion of a field practice internship arranged with an affiliated health agency or organization involved in health-related programs. The internship may be completed as a full-time block experience for nine weeks or as a part-time involvement extending over a longer period of time. Of importance, field practice allows the student to apply academic theories, concepts, and skills in an actual work setting. With very few exceptions (discussed later), MPH students complete a practice experience with a health-related organization as an extensive culminating experience. By design, two four-credit hour courses (PH 552 for CHE students and PH 527 for HPA students) have a community transition/application component that offers important preparation for subsequent field practice, including participating in community needs assessments and working with diverse populations. These courses involve project completion, usually in direct consultation or partnership with community agencies. Examples of student projects are available for review.

Each student's faculty advisor is instrumental in arranging and facilitating the field placement based on individual discussions with the student regarding career interests and perceived need for new learning exposures. The advisor assists the student in recognizing that a broadening of experiences offers positive benefits for career advancement, rather than permitting the student to accept a field setting very similar to past work situations. A student may complete an internship with his/her

employing organization, if that organization is large enough to assign a field preceptor other than the work supervisor. Also, an employing organization must offer a set of field practice responsibilities that differ substantially from those associated with one's employment, resulting in a form of cross-training. Full-time placements are encouraged to give greater focus to the experience, but placements may be completed on a part-time basis if circumstances require the student to maintain employment. The field practice involves a minimum of 360 hours, generally completed 40 hours per week for nine weeks or approximately 20-22 hours per week for 16 weeks, under the on-site guidance of a designated field preceptor who is a practicing health professional. Each preceptor provides a written profile of his/her credentials, position, and agency which must be acceptable to the faculty advisor and MPH program. To achieve a desired match between the student's interest and the preceptor's area of work and philosophy, students arrange an interview with the preceptor, before arrangements are finalized by the faculty advisor.

For placement with a new preceptor, the faculty advisor discusses the potential field involvement and explores the academic credentials and experience of the individual proposed to serve as preceptor. Preferred qualifications for the preceptor are academic preparation in public health, holding an organizational position with supervisory responsibilities, previous experience with interns, and possessing CHES credentialing for those precepting CHE students. When the practitioner does not appear to satisfy the qualifications expected, the faculty advisor will request that the student be assigned co-preceptors to offer more balance to the situation or will withdraw the request for placement. At the conclusion of a placement with a new preceptor, the faculty advisor explores with the student dynamics associated with the placement and an assessment of preceptor guidance offered. If the experience is less than positive and issues raised do not appear easily resolvable, the preceptor is not invited to serve in the role again.

Field practice in an approved organization setting is an internship shaped by defined, individualized objectives. The typical experience provides for rotation among selected activities in the organization, with emphasis given to active student involvement with one or more projects. Students are required to submit written summary reports for each week to the faculty advisor, typically on a two week cycle. In addition, field students submit a mid-point evaluation of progress toward objectives, a final evaluation of their accomplishments, and a final field report. This reporting not only permits faculty monitoring of activities and progress, but also stimulates students to reflect more fully on their field experiences and to place the training in perspective with prior academic preparation and other work experiences.

When possible, arrangements are made for the faculty advisor to visit the field organization near the mid-point of the field experience, especially for new placements. If visits are less needed or major travel is involved, the faculty advisor telephones the field preceptor for purposes of assessing student progress. A final written evaluation regarding the performance of the student intern is submitted by

the preceptor. Guidelines for the MPH field practice and the evaluation form are available from the DPH website.

<http://publichealth.utk.edu/Forms/PH-11-Student%20Request%20for%20FP-ME.pdf>

The practice experience is not waived for MPH students at UT due to strong faculty commitment to preparing students for professional practice. As noted above, two four-credit hour courses (PH 552 and 527) involve an extensive community component which supplements but does not replace the field placement (PH 587 and 588).

An alternative to the field internship is the completion of a master's essay described in section 9.A.11.a.

### ***9. Preparation for licensing in the field***

Students completing the MPH are encouraged to achieve certification status (Certification in Public Health, or CPH). More information is available at <http://www.publichealthexam.org/>.

Students completing the CHE concentration within the MPH program are also encouraged to become certified as Certified Health Education Specialist, or CHES. More information is available at <http://www.nchec.org/>.

### ***10. Applicability of Coursework taken outside the department or program***

Courses to be transferred for the Master's degree must have been completed with a grade of B or better within a six-year period prior to receipt of the Master's degree. Transfer courses to meet elective requirements must be reasonably related to the MPH concentration of study. Only courses from other accredited MPH programs or schools may be transferred to meet specified MPH course requirements. One-half of the total hours required must be taken at UT, Knoxville. Ordinarily, coursework from foreign institutions is not transferred because these institutions have not been accredited.

### ***11. Formation of Committees and Exams***

#### ***a. Master's Essay Committee***

A master's essay option, available under the Professional Skills Development component of the MPH degree, is an alternative to field practice. This option is contingent on the consent of the faculty advisor, formal approval by the MPHAPC, and identification of a relevant community health topic. Few students have selected this research-oriented option, preferring to apply their knowledge and skills in an organizational setting. Those who are approved for the essay option typically are students who have extensive prior work experience or those pursuing academic careers who plan to seek admission to a doctoral program. Further guidelines for the Master's Essay are available at:

<http://publichealth.utk.edu/Forms/PH-11-Student%20Request%20for%20FP-ME.pdf>

**b. *Comprehensive Exam***

The written comprehensive examination provides a second culminating experience that is required of all MPH students. The exam is offered during a five-hour period three times each year. To secure a faculty recommendation of “pass” on the exam, students must successfully respond to two application problems or case studies with essays that reflect an integration of knowledge and inquiry skills acquired through coursework and field practice. In addition, they must complete satisfactorily a multiple choice examination covering application of core public health concepts and required coursework in the concentration of study. The university permits students one opportunity to retake the exam in the following semester.

**c. *Admission to Candidacy***

Admission to candidacy indicates agreement that the student has demonstrated ability to do acceptable graduate work and that satisfactory progress has been made toward a degree. This action usually connotes that all prerequisites to admission have been completed and a program of study has been approved.

The application for the master’s degree is made as soon as possible after the student has completed any prerequisite courses and 9 hours of graduate course work with a 3.0 average or higher in all graduate work. The Admission to Candidacy form must be signed by the student’s committee and all courses to be used for the degree must be listed, including transfer course work. The student must submit this form to the Graduate School (111 Student Services Building) no later than the last day of classes of the semester preceding the semester in which he/she plans to graduate. This form is available at <http://gradschool.utk.edu/gradforms.shtml>.

**12. *Degree Completion***

The MPH curriculum consists of 42 semester credit hours and is a non-thesis professional preparation degree program. The MPH degree can be completed in four academic semesters on a full-time basis, if few prerequisite courses are required. To meet the educational needs of working students, the MPH degree can be earned on a part-time basis with several classes offered during late afternoons and evenings. Based on the experience of other part-time students, enrolling in at least six hours per semester, the degree program typically can be completed in approximately three years. The time limit to complete the MPH degree is six years.

## **B. Doctor of Philosophy, Education Major, Health Behavior/Health Education Concentration**

### **1. Description**

The PhD degree in the DPH is the terminal degree for students in public health at the University of Tennessee. The intent of the degree program is to produce graduates who will have an in-depth comprehension of current public health issues, and the research skills and methodological capabilities to secure full-time academic appointments in institutions of higher learning, or employment with major professional organizations, research agencies, public health-related non-profit organizations, and high-level positions with local, state, and federal public health agencies.

### **2. Concentration**

The PhD in the DPH is under the umbrella of the Doctor in Education, and offers the concentration in Health Behavior and Health Education.

### **3. Cognate**

A cognate in the Doctoral program is a minimum of six semester hours of graduate course work in a given area outside the student's major study area. The cognate is designed by the student with advice from the student's Advisor/Dissertation Chair.

### **4. Dissertation and research requirements**

The dissertation represents the culmination of an original major research project completed by the student. The full dissertation will follow a Manuscript Format. The manuscript format requires three journal-length manuscripts of publishable quality in refereed journals. One of the three manuscripts may be a literature review; however, it must also be of publishable quality. These manuscripts should be accompanied by additional sections and/or appendices that provide detail normally included in the traditional monograph (i.e., 5-chapter) format but usually excluded from articles (e.g., a more detailed literature review, questionnaires, and details of data collection).

The dissertation must be prepared according to the regulations in the most recent *Guide to the Preparation of Theses and Dissertations*, available at <http://web.utk.edu/~thesis/thesisresources.shtml>.

The dissertation must be accompanied by an approval sheet (<http://web.utk.edu/~thesis/samples.shtml>), signed by all members of the dissertation committee. The approval sheet certifies to the Graduate School that the committee members have examined the final copy and found that its form and content demonstrate scholarly excellence. Students are primarily responsible for submitting all completed, required forms; students should regularly consult the Graduate Handbook and the Guide to Theses and Dissertations available at

<http://gradschool.utk.edu/Publications.shtml> and the requisite graduate forms otherwise available at <http://gradschool.utk.edu/default.shtml> .

Research opportunities for graduate students in the department are linked to departmental faculty research interests. Students should consult the faculty pages on the DPH website [http://publichealth.utk.edu/Faculty/Faculty\\_index.html](http://publichealth.utk.edu/Faculty/Faculty_index.html) to explore potential mutual research interests and opportunities.

Please see section 11.E. for the University policy on research projects and studies involving Human Subjects.

### **5. Foreign Language Requirements**

The DPH has no foreign language requirement. Applicants to the PhD program whose first language is other than English must achieve a satisfactory score on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

### **6. Course Requirements**

Completion of the PhD requires a total of 84 semester hours, as follows:

#### **Requirements Hours Credit**

<sup>1</sup> Research and Foundation .....	20
<sup>2</sup> Health Behavior/Health Education Major.....	29
<sup>3</sup> Electives .....	5
<sup>4</sup> Supporting Specialization (Cognate) .....	6
Dissertation (Health 600).....	24

**Total** **84**

<sup>1</sup> Public Health 509 (2 hours) 510, 520, 530, 537, 540, 555 or equivalent courses if taken outside of the University of Tennessee, approved by the Department Head.

<sup>2</sup> Public Health 536, 550, 552, 636, 637, 656, 609 (4 semesters), STATS 531 and 532 OR STATS 537 and 538.

<sup>3</sup> Must have prior approval of Dissertation Chair

<sup>4</sup> Courses must be approved by cognate professor outside the department.

**NOTE:** To meet program requirements, students must select courses in consultation with a program advisor. Program totals are minimums and some students may be required to complete additional coursework to overcome background deficiencies or to increase skill in an area of identified specialization.

### **7. Residency Requirements**

Residency requirements are those of the Graduate School:

*Residence is defined as full-time registration for a given semester on the campus where the program is located. The summer term is included in this period. During*

*residence, it is expected that the student will be engaged in full-time on-campus study toward a graduate degree.*

*For the doctoral degree, a minimum of two consecutive semesters of residence is required. Individual doctoral programs may have additional residence requirements.*

*A statement as to how and during what period of time the residence requirement has been met will be presented with the Application for Admission to Candidacy along with signatures of approval from the major professor and the department head/program director.*

## **8. Teaching**

All doctoral students must participate in the Graduate Teaching Assistant Seminar offered each fall by The Graduate School. All doctoral students will participate in teaching at the undergraduate level (Public Health 300: An Introduction to Public Health). Doctoral students will work closely with a faculty teaching mentor to develop and provide at least one full semester-long section of PH 300. Depending on the number of doctoral students in each cohort, the teaching assignment may be shared with one or more other doctoral students.

## **9. Preparation for licensing in the field**

There is no specific licensure associated with the PhD program.

## **10. Applicability of Coursework taken outside the department**

### **a. Transfer of Credits**

All courses included in an individual's graduate program of study must be approved by the student's committee and the Dean of The Graduate School. The number of hours that may be transferred into a doctoral program is determined by the doctoral committee. All doctoral students must complete a minimum of 9 semester hours (exclusive of dissertation hours) of 600 level courses at The University of Tennessee. These courses may not be transferred from another university.

### **b. Doctoral students who have already received a Master's degree.**

Doctoral students may be given credit for equivalent courses already taken in a Master's program. Doctoral students with a Master's degree must complete a minimum of 24 hours of additional coursework **plus** the 24 hours of required Doctoral Dissertation hours, for a total of 48 hours.

## **11. Formation of Dissertation Committees and Exams**

### **a. Doctoral Dissertation Committee**

Doctoral students must submit a Doctoral Committee Plan to their Faculty Advisor as early as after one completed semester of graduate study, but no later than after 36 hours of completed graduate coursework. The plan must identify the proposed Dissertation Committee Chair (aka, Major Professor), the other committee members, and rationale for selecting the specific committee members.

The Dissertation Committee Chair may be the same as the Faculty Advisor; however, the student is advised to select a chair for the dissertation committee whose areas of greatest interest/expertise coincide with the area(s) of research contemplated by the student. The proposed Doctoral Committee must be composed of a total of at least four faculty members holding the rank of assistant professor or above, three of whom, including the chair, must be approved by the Graduate Council to direct doctoral research. At least one member must be from an academic unit other than that of the student's major field. Students are encouraged where appropriate to seek a fifth member in the field of specialization from outside the university to serve on their dissertation committee. This Dissertation Committee Plan is reviewed by the student's Faculty Advisor and submitted to the Department Head for approval.

Once the Doctoral Committee Plan is approved, the student must request verbally that each selected faculty member serve on the committee and must confirm in writing that response to serve on their committee, using the Doctoral Committee Approval form available at [http://gradschool.utk.edu/forms/Doc\\_Comm\\_Appoint.pdf](http://gradschool.utk.edu/forms/Doc_Comm_Appoint.pdf). The student may request that a non-University person be a member of the committee in addition to the required number from the DPH faculty. However, this member must be ex-officio and a resume must be submitted with a formal request for committee appointment. This request must be approved by the Chair of the Dissertation Committee. This committee is then nominated by the Department Head and approved by the Dean of the Graduate School.

The doctoral student must successfully complete the qualifying examination and be admitted to candidacy for the doctoral degree prior to registering for Doctoral Dissertation hours (PH 600).

**b. *Progress Reports and Comprehensive Examinations***

**i. First Year Progress Review\***

At the end of the PhD student's first year, the student and faculty advisor form an academic committee to assist both the student and advisor in formally reviewing the student's progress in the doctoral program. The academic committee will be comprised of the faculty advisor, the chair of the Department's Doctoral Academic Program Committee, and one additional departmental faculty. At a minimum, one week prior to the formal progress report the student will provide the following documents: 1) educational and professional objectives; 2) completed and proposed coursework; 3) a description of other activities (assistantships, research); 4) a list of questions for the committee; and, 5) a current curriculum vitae.

**ii. Written Progress Reports**

At the end of the fifth semester, and every semester thereafter until graduation, the student must submit a written progress report to the faculty advisor (or dissertation chair if one has been selected) and to the chair of the Department's Doctoral Academic Program Committee. For students who have not yet

defended the dissertation proposal (see below) the report should identify the following: 1) the dissertation topic or progress toward identifying a topic; 2) the research questions or progress toward formulating research questions; 3) the likely chair of the dissertation committee and other likely committee members; 4) specific plans over the next 6 months towards defending the dissertation proposal; and 5) barriers to progress. For students who have successfully defended the dissertation proposal the progress report shall include: 1) report of progress since defending the dissertation proposal, including what stage(s) the student is in (e.g., data collection, analysis, writing up results); 2) achievable plans for the next six months; 3) expected date (month/year) of the dissertation defense; and, 4) barriers, problems, special circumstances. The faculty advisor (or dissertation chair) will provide the student with a written evaluation of the progress report, to which the student must respond in writing.

iii. Comprehensive Examinations

The comprehensive examination is normally taken at the end of the second year or the equivalent of the second year for part-time students. The comprehensive examination will be a written, “take-home” examination. The student’s Doctoral Dissertation Committee will determine the content and nature of the examination, the timing of the comprehensive examination, and certify its successful completion. The Dissertation Committee may draw from a pool of doctoral examination questions to which all departmental faculty may contribute. A student who does not successfully complete the comprehensive examination may re-take the examination once in the following semester.

c. ***Dissertation Proposal and Oral Qualifying Examination***

After approval of the formulation of the Doctoral Dissertation Committee and after successful completion of the comprehensive examination, the student will develop the dissertation proposal. The dissertation proposal will consist of the following sections:

- I. Introduction to the problem and background
- II. Review of the literature
- III. Outline and description of the (proposed) methodology specific to each of the three required manuscripts

The student must successfully complete an oral examination (defense) of the dissertation proposal before the full Dissertation Committee prior to conducting subsequent dissertation work. During the oral qualifying exam, the student will present the dissertation proposal and, at the same time, address questions on any subject in which the student is expected to be competent. At the end of the oral qualifying examination, the committee may be satisfied with the proposal and responses to other questions, or may grant a “conditional pass” contingent on the student making minor revisions. If major revisions or a new proposal is recommended, the student must pass a second oral qualifying examination.

#### **d. Admission to Candidacy**

A student may be admitted to candidacy for the doctoral degree after maintaining at least a B average in all graduate coursework, passing the comprehensive examination, submitting a written dissertation proposal, and successfully completing the oral qualifying examination. Admission to candidacy indicates agreement that the student has demonstrated the ability to do acceptable graduate work and has made satisfactory progress toward completing the PhD. This action connotes that the student has completed all prerequisites to admission to candidacy and that a final dissertation plan has been approved. Each student is responsible for filing the admission to candidacy form ([http://gradschool.utk.edu/forms/Adm\\_Candidacy\\_Docs.pdf](http://gradschool.utk.edu/forms/Adm_Candidacy_Docs.pdf)), which lists all courses to be used for the degree, including courses taken at the University of Tennessee or at another institution prior to admission to the doctoral program, and is signed by the doctoral committee. Admission to candidacy must be applied for and approved by the Graduate School at least one full semester prior to the date the degree is to be conferred.

#### **e. Dissertation Defense**

The student, in consultation with the Dissertation Committee Chair, will schedule a final oral examination which will include an oral presentation of the completed dissertation. **Prior to defending, the student will be required to have achieved the following regarding the three manuscript format:**

- **At least one manuscript accepted for publication in a peer-reviewed journal**
- **At least a second manuscript submitted for publication in a peer-reviewed journal**
- **A third manuscript in a publishable form.**

At least one week prior to the scheduled exam, the student must submit the Dissertation Defense Scheduling form to the Graduate School, available at <http://gradschool.utk.edu/forms/SchedDissDef.pdf>. All Doctoral Committee members must participate in the oral examination, which is also open to any faculty and students. Persons outside the university may also be invited to the oral examination. Upon successful completion of the final oral examination, a final electronic copy of the dissertation must be submitted to and accepted by the Graduate School.

### **12. Time Limits**

Comprehensive examinations must be taken within four years from initial enrollment, and all requirements must be completed within eight years from initial enrollment in the doctoral program. Students who may have extenuating circumstances may request an extension beyond eight years. A request for extension must be initiated by the student, with the Dissertation Committee Chair submitting a letter of request to the Graduate School.

## **8. EXAMINATIONS**

### **A. Written Comprehensive Examination**

#### ***1. Master of Public Health***

See 11.b. under the MPH program

#### ***2. PhD***

See 11.b.iii under the PhD program

### **B. Grades**

Each student's Grade Point Average (GPA) during the graduate program is reviewed by the department and The Graduate School. Satisfactory/No Credit (S/NC) grading may comprise no more than one-fourth of the student's total graduate hours in the doctoral program.

### **C. Termination**

The MPH and PhD programs both require students to maintain a GPA of at least 3.0 on all required courses. Students must achieve a "C" or better on each individual required course. If the student does not achieve a 3.0 in the designated courses and the student's committee will not approve additional courses, the student will be dismissed from graduate study.

### **D. Termination process**

The termination process will be established in accordance to the general guidance as outline in the Graduate Catalogue, as copied below:

If a student is on academic probation (see 9.F. below), the degree or non-degree status will be terminated by the Dean of the Graduate School if the student's semester GPA falls below 3.0 in a subsequent semester. When the particular circumstances are deemed to justify continuation, and upon recommendation of the appropriate academic unit and approval of the Dean of the Graduate School, a student on probation whose semester GPA is below 3.0 may be allowed to continue on a semester-by-semester basis.

Dismissal of a graduate student by a department or program is accomplished by written notice to the student, with a copy to the Graduate School. In those cases where the department's requirements for continuation are more stringent than university requirements for graduate programs, the Dean of the Graduate School will evaluate the student's record to determine whether the student is eligible to apply for a change of status and register in another area of study. Registration for courses in a department from which a student has been dismissed will not be permitted, except by written authorization from that department.

## 9. STANDARDS, PROBLEMS, AND APPEALS

### A. GPA

The University policy on cumulative grade point average (GPA) requires graduate students to maintain a GPA of at least 3.0 on all graduate courses taken for a letter grade of A-F.

### B. Evaluation

Evaluation of MPH students will be on an on-going basis with the student's advisor. Evaluation of PhD students is described above in sections 11.b.i and ii. In addition, guidelines for evaluation are taken from the Graduate Catalogue below:

Academic Standards Graduate education requires continuous evaluation of the student. This includes not only periodic objective evaluation, such as the cumulative grade point average, performance on comprehensive examinations, and acceptance of the thesis or dissertation, but also judgments by the faculty of the student's progress and potential. Continuation in a program is determined by consideration of all these elements by the faculty and the head of the academic unit.

The academic records of all graduate students are reviewed at the end of each semester, including the summer term. Graduate students must maintain a cumulative grade point average (GPA) of at least 3.0 on all graduate courses taken for a letter grade of A-F. Grades of S/NC, P/NP, and I, which have no numerical equivalent, are excluded from this computation.

### C. Incompletes

Students should consult the Graduate Catalog for a statement of the policy on the grade of "I" (incomplete). The grade of Incomplete is given only when a student has been performing satisfactorily in a course and cannot finish all requirements due to unforeseen circumstances. If the "I" grade remains unchanged for one year, the grade of "I" reverts to the grade of "F", after which a change of grade is no longer possible or permissible

### D. Adequate Progress and Inactive Status

A student who has not registered for graduate courses at the University of Tennessee, Knoxville, for one semester (including summer) must apply for readmission. Such students must be readmitted by the Graduate School and by the department before they are eligible to resume coursework toward a degree.

### E. Research Projects and Studies with Human Subjects

All research projects or studies that involve the use of human subjects must be reviewed by the University's Institutional Review Board or be certified as exempt from IRB review. All students involved in projects with human subjects should familiarize themselves with the information available from the Office of Research on working with human subjects

([https://my.tennessee.edu/portal/page?\\_pageid=43,5401117&\\_dad=portal&\\_schema=PORTAL](https://my.tennessee.edu/portal/page?_pageid=43,5401117&_dad=portal&_schema=PORTAL)). This includes, for example, “The Human Subject Research Review System” and “Students’ Guide for Studies Involving Human Participants.” There also are training modules, including the “Training Module for Protection of Human Subjects” and the “NIH Protection of Human Research Participants (PHRP) Training Guide.” This is necessary, because no research with human subjects can be initiated until approval from IRB is acquired. Understanding the special nature of the human subjects research review system is important and required by federal regulations governing research with human subjects. To obtain copies of the regulations governing research with human subjects, graduate students should contact the Graduate Program Coordinator or the Coordinator of Compliances directly: Office of Research, 1534 White Avenue. Your faculty adviser will guide you through this process.

The departmental procedure is consistent with that of the University. The appropriate human subject review forms should be completed and then submitted to the Chair, IRB Committee in the Department of Public Health. The IRB Committee will conduct the first stage of review and either return the form for revisions to the student/investigator or forward it to the Department Head for signature. Once signed by the Department Head, it is returned to the student/investigator for forwarding to the Office of Research for review and approval/denial.

#### **F. Terms of probation**

If after completion of 9 hours of graduate coursework, a student’s GPA falls below 3.0, then the student will be placed on academic probation. The student will be able to continue graduate study subsequently, if each semester’s GPA is 3.0 or greater. The student’s graduate degree status will be terminated by the Dean of The Graduate School, if the student’s semester GPA falls below 3.0 in a subsequent semester.

More complete information on this policy is described in the *Graduate Catalog* section titled Academic Policies and Requirements for Graduate Students (<http://catalog.utk.edu/content.php?catoid=4&navoid=293> ).

#### **G. Academic Honesty**

All students are expected to adhere to the honor code in all matters. It is given below: “An essential feature of The University of Tennessee is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the University, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.” (Graduate Student Handbook)

**Students shall not plagiarize, and all students must understand exactly what plagiarism is, and is not.** As described in the Graduate Catalogue: Plagiarism is using the intellectual property or product of someone else without giving proper credit. The undocumented use of someone else’s words or ideas in any medium of communication (unless such information is recognized as common knowledge) is a serious offense

subject to disciplinary action that may include failure in a course and/or dismissal from the university. Some examples of plagiarism are

- Using without proper documentation (quotation marks and a citation) written or spoken words, phrases, or sentences from any source.
- Summarizing without proper documentation (usually a citation) ideas from another source (unless such information is recognized as common knowledge).
- Borrowing facts, statistics, graphs, pictorial representations, or phrases without acknowledging the source (unless such information is recognized as common knowledge).
- Submitting work, either in whole or in part, created by a professional service and used without attribution (e.g., paper, speech, bibliography, or photograph).
- Extreme caution should be exercised by students involved in collaborative research to avoid questions of plagiarism. If in doubt, students should check with the major professor and the Dean of the Graduate School about the project. Plagiarism will be investigated when suspected and prosecuted if established.

#### **H. Conditions Resulting in Termination from the program**

Students may be terminated from the Public Health academic programs for the following reasons:

- Plagiarism or other form of academic dishonesty
- Failure to maintain a GPA of 3.0 on required coursework
- Failure to complete the degree within the required time limits
- Behavior that threatens the health and safety of, or is abusive towards other students, staff, or faculty

#### **I. Department Appeals Process**

All appeals – whether in relation to grades, progress towards completion of degree, or termination – begin with the student’s instructor, or, if not pertaining to a specific course, with the student’s advisor. For issues that are not resolved students may appeal to the Department Head. If the issue is not resolved with the Department Head, then the student follows the appeals process as further described in the next section.

#### **J. University Appeals Procedure**

The Graduate Council Appeal Procedure can be obtained at the Graduate School or at <http://gradschool.utk.edu/GraduateCouncil/AcadPoli/appealprocedure.pdf>.

#### **K. Student Grievances and Complaints**

Public health faculty interactions with students are based on respect, honesty, and fairness. Faculty seek to handle potential misunderstanding on a timely basis at the most direct point of concern. The recommended procedure for the student is to seek resolution with the involved faculty member, followed by consultation with the faculty

advisor. Guided by the program culture of advocacy for students, Public Health faculty are responsive to student suggestions and requests, recognizing the experience, maturity, and different needs of working students. If a student should become dissatisfied with advising, instruction, or other area related to degree pursuit, notification may be made to the program director for resolution of the issue or concern, subsequently to the department head, and then to the associate dean of the college. This protocol is described in *Hilltopics* (<http://dos.utk.edu/hilltopics/>) and shared via faculty advisors. If not resolved by the program, department or college, the student may file a formal complaint with the graduate school.

Two types of grievances may be considered by the Graduate Council (<http://gradschool.utk.edu/GraduateCouncil/gcouncil.shtml>). The first are concerns regarding the interpretation of and adherence to university, college and department policies and procedures as they apply to graduate education. In this case, the student files a formal complaint with the Graduate Council through the office of the associate dean of graduate studies, but only after grievances have been duly processed, without resolution, through appropriate appeals procedures at the department and college levels

The second type of grievances are concerns regarding academic performance evaluations (grades only on the basis of one or more of the following allowable grounds: (1) a clearly unfair decision (such as lack of consideration of circumstances clearly beyond the control of the student); (2) unacceptable instruction/evaluation procedures; (3) inability of the instructor to deal with course responsibilities; or (4) an evaluative process in a setting or situation which makes performance extremely difficult. The appeal procedure through the associate dean of graduate studies is the same as that outlined above.

Students with grievances related to race, gender, religion, national origin, age, or disability may file a formal complaint with the Office of Equity and Diversity and provide a copy to the academic department head.

## 10. APPENDIX A

### **Pertinent Graduate Student Web Pages**

- Best Practices in Teaching  
[http://gradschool.utk.edu/files/2009-10\\_BPIT-Flyer.pdf](http://gradschool.utk.edu/files/2009-10_BPIT-Flyer.pdf)
- Center for International Education  
<http://web.utk.edu/~globe/index.php>
- Counseling Center  
[www.utk.edu/counselingcenter](http://www.utk.edu/counselingcenter)
- Department and College  
<http://publichealth.utk.edu>  
<http://cehhs.utk.edu/>
- Funding, Fellowships, Assistantships for Graduate Students  
<http://gradschool.utk.edu>
- Graduate School  
<http://gradschool.utk.edu>
- Graduate Catalog  
<http://gradschool.utk.edu>
- Graduate Student Appeals Procedure  
<http://gradschool.utk.edu/GradAppealHbook.pdf>
- Graduate Student Senate  
<http://web.utk.edu/~gss>
- Graduate and International Admissions  
<http://admissions.utk.edu/graduate/>
- International House  
<http://web.utk.edu/~ihouse>
- Judicial Affairs  
<http://web.utk.edu/~osja/>
- Office of Equity and Diversity  
<http://oed.utk.edu>

- Office of Minority Student Affairs/Black Cultural Center  
<http://omsa.utk.edu>
- Research Compliance/Research with Human Subjects  
<http://research.utk.edu/compliance/>
- SPEAK Testing Program  
<http://gradschool.utk.edu/speaktest.shtml>
- Thesis/Dissertation Website  
<http://web.utk.edu/~thesis/>
- VolAware  
<http://volaware.utk.edu>
- Library Website for Graduate Students  
<http://www.lib.utk.edu/refs/gradservices.html>
- OIT  
<http://oit.utk.edu/>
- Housing  
<http://uthousing.utk.edu/sutherland/sutherlandresources.htm>

# **11. APPENDIX B**

## **Forms and Additional Resources**

**A. MPH Admissions Data Form**

**B. Graduate Rating Form**

**A. Admissions Data Form**

**APPLICATION FOR MASTER OF PUBLIC HEALTH PROGRAM**

**MPH Concentrations of Study in:**

**COMMUNITY HEALTH EDUCATION (CHE)**

**HEALTH PLANNING AND ADMINISTRATION (HPA)**

**VETERINARY PUBLIC HEALTH (VPH) -- Open to Graduate Veterinarians or  
Students Enrolled in the College of Veterinary Medicine**

**Concentration of interest: ( ) CHE ( ) HPA ( ) VPH  
Dual MS Nutrition-MPH: ( ) Yes ( ) No**

**NAME:** \_\_\_\_\_  
  **Last**  **First**  **MI**

**E-Mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Phone:** ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_      **Application Date:** \_\_\_\_\_

**Expected Semester and Year of Entry:** \_\_\_\_\_ / \_\_\_\_\_  
**(NOTE: New students are not admitted for the spring semester)**

**Submit this completed form plus statement of educational and career goals, GRE scores, and three rating forms to address cited below. NOTE: Application to UT Graduate Studies, fee, and official transcripts must be submitted directly to Office of Graduate Admissions. (201 Student Services Building, Knoxville, TN 37996-0230).**

**Graduate application for admission may be submitted electronically at  
<http://graduateadmissions.utk.edu/>.**

**Rating forms are requested from:**

- (1) \_\_\_\_\_
- (2) \_\_\_\_\_
- (3) \_\_\_\_\_

**TWO RATING FORMS SHOULD BE COMPLETED BY FACULTY IF APPLICANT GRADUATED WITHIN PAST 5 YEARS. ENCLOSE RATINGS WITH THIS APPLICATION IN SEALED AND SIGNED ENVELOPES OR MAIL SEPARATELY TO THE MPH PROGRAM.**

**All application materials must be received by the Public Health Program no later than:**

February 1 for summer admission

April 1 for fall admission

**MPH PROGRAM  
DEPARTMENT OF PUBLIC HEALTH  
THE UNIVERSITY OF TENNESSEE  
1914 ANDY HOLT AVENUE, HPER 390  
KNOXVILLE, TN 37996-2710  
(865) 974-5041**

**Forms may also be submitted  
via email attachment to:  
[dph@utk.edu](mailto:dph@utk.edu)  
<http://publichealth.utk.edu>  
PH-01**

**CURRENT/MOST RECENT EMPLOYMENT:**

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**STARTING TO ENDING DATES**

**EMPLOYER**

**ADDRESS**

**BRIEFLY DESCRIBE YOUR POSITION TITLE AND PRIMARY DUTIES:**

**LIST DATES AND PROVIDE A BRIEF DESCRIPTION OF YOUR COMMUNITY AND PROFESSIONAL EXPERIENCE (Attach additional page as needed):**

**COMMUNITY CLUBS AND ORGANIZATIONS:**

**VOLUNTEER WORK EXPERIENCES RELATED TO HEALTH:**

**CERTIFICATIONS OR EDUCATIONAL EXPERIENCE RELEVANT TO YOUR CAREER OBJECTIVES:**

**Those with extensive work experience should attach a copy of resume.**

**UNDERGRADUATE DEGREE:**

---

**GRADUATE STUDY/DEGREE:**

University

Degree Major or Hrs

Grad. GPA

**EDUCATIONAL AND CAREER GOALS:**

Provide a separate statement describing your educational and career aspirations with respect to previous academic and work experiences. Indicate rationale for your selection of MPH program concentration, specifically Community Health Education (CHE), Health Planning and Administration (HPA), or Veterinary Public Health (VPH).\* This statement should be typed, double spaced and limited to two pages.

\* The VPH concentration is open to graduate veterinarians or students enrolled in the College of Veterinary Medicine.

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**MPH Mission**

The Graduate Public Health Program at The University of Tennessee provides quality education and leadership to promote health in human populations through interdisciplinary instruction, research and community service.

**Professional Public Health Values and Concepts for the MPH Program = R.I.S.E.**

**Respect** - To engage in experiences that obligate a person to take responsibility for the public's good, to recognize human dignity, and to value the worth of individual and collective behaviors.

**Invovement** - To include a variety of resources and learning exposures in the professional preparation and practice of public health students and in continuing education of the faculty.

**Systems** - To emphasize a social-ecological systems approach for understanding and promoting well-being of individuals, families and communities.

**Excellence** - To commit to quality in teaching-learning and in practice.

PH-01

08/2010

## B. Graduate Rating Form

### THE UNIVERSITY OF TENNESSEE GRADUATE RATING FORM

TO THE APPLICANT: Refer to the major and degree programs chart in the *Graduate Catalog* to determine if this rating form is needed for the particular program to which you are applying and, if so, the number of copies required. If more than one form is required, you may photocopy this form or request additional forms from the department.

Distribute copies of this form to persons familiar with your academic qualifications and with your plans for graduate study. Provide a stamped envelope, addressed to

*Master of Public Health*  
The University of Tennessee  
1914 Andy Holt Avenue • Knoxville, TN 37996-2710

TYPE OR PRINT THE FOLLOWING INFORMATION:

Applicant Name \_\_\_\_\_ SSN/ID# \_\_\_\_\_  
Last First Middle

Mailing Address \_\_\_\_\_  
\_\_\_\_\_

Present Occupation \_\_\_\_\_ Employer/Institution \_\_\_\_\_

Degree Sought \_\_\_\_\_ Major \_\_\_\_\_

Expected Date of Entry \_\_\_\_\_ Concentration within Major \_\_\_\_\_

Name of Evaluator \_\_\_\_\_

I hereby  waive  do not waive the right to examine this evaluation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TO THE EVALUATOR: The person named above has applied for admission to graduate study at the University of Tennessee and has asked you to evaluate his/her ability to do graduate work. If the applicant has not waived the right to review this rating form, you should consider it non-confidential, and you may return the form uncompleted.

1. How long have you known the applicant and in what capacity? (Give dates, if possible.)

\_\_\_\_\_  
\_\_\_\_\_

2. Estimate of Potential: (Use Outstanding, Above Average, Average, or Below Average)

As a Degree Candidate \_\_\_\_\_; as a Teacher \_\_\_\_\_; as a Researcher \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Recommendation concerning admission (check one):

\_\_\_\_\_ I recommend the applicant with confidence.

\_\_\_\_\_ I recommend the applicant with reservation. (Please explain in Item #6.)

\_\_\_\_\_ I do not recommend the applicant. (Please explain in Item #6.)  
\_\_\_\_\_  
\_\_\_\_\_

OVER  
↓

4. (For teachers of applicant only.) I would rank this applicant in the top \_\_\_\_\_ % of approximately \_\_\_\_\_ undergraduates or \_\_\_\_\_ graduate students I have taught in the past \_\_\_\_\_ years.

5. Please rate the applicant in each area listed below in comparison with others you have known:

	UPPER 5%	UPPER 10%	UPPER 25%	UPPER 50%	LOWER 50%	NO BASIS TO JUDGE
Intellectual Ability						
Oral Expression						
Written Expression						
Motivation/Initiative						
Cooperation						
Emotional Maturity						
Dependability						
Creativity						
Ability to Work with Others						
Ability to Reason						
Overall Potential						

6. Please provide an additional assessment of the applicant's potential for success in graduate school. Include any particular strengths and/or weaknesses. We will appreciate your candid appraisal. Attach another sheet, if necessary.

(Please Print or Type)

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

Company or Institution: \_\_\_\_\_ Phone: \_\_\_\_\_

THANK YOU.

## **12. APPENDIX C**

### **Department of Public Health Faculty Listing**

- A. Faculty and Major Interests**
- B. Affiliated Faculty**

## **A. Faculty and Major Interests**

### ***Denise Bates Ph.D., RRT, CHES***

384 HPER Building

865-974-1102

[dbates2@utk.edu](mailto:dbates2@utk.edu)

Dr. Bates' primary teaching interests include women's health issues, health policy/advocacy, global health, psychosocial health, and community program assessment, planning, and evaluation.

Her work over the last 14 years has been predominately with refugees and immigrants, studying assimilation to dominant culture and the related and resulting health risks experienced by these groups of people, particularly in youth. Most of her work has been in community capacity building, community based research, health policy and developing social networks for community success.

### ***Jiangang Chen, PhD***

385 HPER Building

865-974-8487

[jchen38@utk.edu](mailto:jchen38@utk.edu)

Dr. Chen researches potential environmental impacts on human reproduction, with a special interest in effects of endocrine disruptors (EDS) on the homeostasis of endogenous hormones. A considerable part of Dr. Chen's research has been focused on a wide variety of synthetic compounds with intrinsic hormonal activity that may have adverse effects on human health. Exposure to EDS may change the balance of endogenous hormones, i.e. between estrogen signaling and androgen signaling; and thus, may contribute to the pathology of many hormone responsive diseases.

In addition, using animal models, Dr. Chen's group studies the *in utero* exposure of EDS during pregnancy to elucidate if early exposure could change the trajectory of the fetus in later life, which could considerably increase social and medical burdens.

### ***Paul Erwin MD, MPH, DrPH***

387 HPER Building

865-974-5252

[perwin@utk.edu](mailto:perwin@utk.edu)

Dr. Paul Erwin is Professor and Department Head, and Director, University of Tennessee Center for Public Health. The Center for Public Health's mission is to build collaborative opportunities for public health-related teaching, research, and service, and integrating such activities across all Colleges in Knoxville.

Dr. Erwin has a particular interest in Public Health Systems and Services Research (exploring the association between health agency inputs, outputs, processes, and outcomes), and in Community-Based Participatory Research through local County Health Councils. Having

worked as Regional Director and Health Officer for the Tennessee Department of Health for 16 years, Dr. Erwin has expertise in public health practice, community-based health assessment and strategic planning (Mobilizing for Action through Planning and Partnerships), and communicable disease investigation. He also has interests in public health accreditation and health inequities.

***June Gorski, DrPH, CHES***

375 HPER Building

865-974-1101

[jgorski@utk.edu](mailto:jgorski@utk.edu)

Dr. June Gorski is a professor and graduate advisor for the Community Health Education (CHE) concentration in the MPH program and for doctoral students. She teaches courses related to the profession of health education including principles and practices of community health education and program planning and evaluation; and, she coordinates the internships for CHE advisees. At the undergraduate level, she teaches the Introduction to Public Health course. Academic outreach to collaborate with communities is integral to her teaching. Her commitment and passion for teaching and service have been recognized with the Outstanding Teacher Award from the UT National Alumni Association, Chancellor's Award for Excellence in Teaching at UTK, Woman of Achievement Award from the UTK Commission for Women, and recognition from professional organizations.

Dr. Gorski has research interests in unintentional injuries, women's health, school/college health, and global health promotion. Her research has been published in fourteen different refereed journals. Advancing Coordinated School Health and engaging with partners to improve the health of children and youth are of primary interest to impact health status in Tennessee. As an academic anchor for the Society for Public Health Education (SOPHE), she encourages student involvement in the profession of health education.

***Charles Hamilton, DrPH, MPH***

373 HPER Building

865-974-1104

[cbhamilton@utk.edu](mailto:cbhamilton@utk.edu)

Dr. Hamilton is Director of the MPH program, which is nationally accredited by the Council on Education for Public Health (CEPH). Having extensive experience with public health program accreditation and trained as a CEPH site team reviewer, he serves as chair of site visit teams to other universities. He is an advisor for MPH students concentrating in Health Planning/Administration.

His research interests are influenced by educational preparation in environmental health, health planning, and health administration. Access to health services, especially primary care; use of community health planning techniques (Mobilizing for Action through planning and Partnerships); and community health practice outcomes are focal areas of research.

**Margaret Knight, PhD, MPH**

372 HPER Building

865-974-5249

[mknight13@utk.edu](mailto:mknight13@utk.edu)

Margaret Knight, PhD, MS, MPH, RHIT, CCS received her PHD in Public Affairs from the University of Texas at Dallas in Richardson, Texas. Dr. Knight also received a Master's of Science in Applied sociology from UTD and a Master's of Public Health in Health Systems Management from the Tulane School of Public Health and Tropical Medicine in New Orleans, Louisiana. Dr. Knight is a member of Pi Alpha Alpha, the national honor society for public affairs and administration.

Dr. Knight has spent most of her career working in healthcare as a medical records coder, manager, and consultant. Using her familiarity with administrative data, Dr. Knight's research interests include the effect of nonclinical decisions on medical outcomes and on healthcare disparities imposed by funding, research, and health planning decisions. Recent publications include "Domestic Partner Benefits" which is in press at *Public Personnel Management*. Current research includes working with Veteran's Administration data to determine the effectiveness of the VA's patient safety program, a comparison of Health Information Management education in the United States and Canada, and continuation of her research into the effects of nonclinical organizational characteristics on medical outcomes.

**Clea McNeely, DrPH**

374 HPER Building

865-974-1109

[cmcneely@utk.edu](mailto:cmcneely@utk.edu)

In addition to her appointment in the DPH, Dr. McNeely is a member of the research faculty in the Center for the Study of Youth and Political Violence at the University of Tennessee. . Dr. McNeely also serves as the Vice President of Programming for the Society for Research on Adolescence.

Dr. McNeely researches positive youth development across social contexts, with a particular emphasis on schools and youth programs. Her current research focuses on how youth make successful transitions to adulthood in regions of political conflict around the globe and in regions of economic and social distress within the United States. Dr. McNeely uses multiple research approaches including community-based participatory evaluations of youth programs, social network analysis, causal modeling, and qualitative methods. Dr. McNeely has received research funding from the William T. Grant Foundation, The National Institute of Health and Child Development (NICHD), the Centers for Disease Control and Prevention (CDC), the Robert Wood Johnson Foundation, The Jacobs Foundation, and many other foundations. She has authored or co-authored dozens of peer-review articles and, most recently, the book *The Teen Years Explained: A Guide to Healthy Adolescent Development* (published by Johns Hopkins University).

***Gregory C. Petty, Ph.D.***

376 HPER Building

865-974-4663

[gpetty@utk.edu](mailto:gpetty@utk.edu)

Dr. Petty teaches courses in statistics and research methods. His primary research areas are work ethic for a healthy life, behavioral issues for safety and health including occupational stress and psychometric measures of performance, attitude, and self efficacy.

He has served in leadership roles to professional organizations as Executive Secretariat (International Vocational Education and Training Association), Vice President (National Association of Industrial and Technical Teacher Educators), and most recently as Chair for the New Horizons Research Division of the National Safety Council.

***Paul Terry, PhD, MPH***

389 HPER Building

865-974-1108

[pdterry@utk.edu](mailto:pdterry@utk.edu)

Dr. Terry is an epidemiologist with a primary focus on chronic disease etiology, including cancer, cardiovascular disease, inflammatory bowel disease, and other chronic conditions. Among other factors, he has studied disease risk in relation to diet and nutrition, tobacco use, physical activity and obesity, occupation, factors related to circulating hormone levels, and gene-environment interaction. Dr. Terry teaches Advanced Research Methods and Advanced Epidemiology.

## **B. Affiliated Faculty**

### *Department of Nutrition, College of Education, Health, and Human Sciences*

Betsy Haughton, EdD, RD, LDN

212b Jessie Harris Building

865-974-6267

[haughton@utk.edu](mailto:haughton@utk.edu)

Hollie Raynor, PhD, RD

341 Jessie Harris Building

865-974-5445

[hraynor@utk.edu](mailto:hraynor@utk.edu)

### *College of Veterinary Medicine*

John New, DVM, MPH, DACVPM

A205 Veterinary Teaching Hospital

865-974-5576

[jnew@utk.edu](mailto:jnew@utk.edu)

Dr. New is a Professor in the Department of Comparative Medicine, College of Veterinary Medicine. His research interests include the study of infectious disease epidemiology especially zoonotic diseases and diseases of free-ranging wildlife, and human-animal interactions such as factors related to the acquisition and retention of pets and the use of animals as therapeutic interventions (animal-assisted therapy).

Agricola Odoi, BVM, M.Sc., PhD

A205 Veterinary Teaching Hospital

865-974-5568

[aodoi@utk.edu](mailto:aodoi@utk.edu)

Dr. Odoi is an Assistant Professor in the Department of Comparative Medicine, College of Veterinary Medicine. His research interests include applications of GIS and spatial epidemiology in health research and practice, zoonotic infections of public health significance, and determinants of population health.

Marcy J. Souza, DVM, MPH, DABVP (Avian)

A205 Veterinary Teaching Hospital

865-974-5505

[msouza@utk.edu](mailto:msouza@utk.edu)

Dr. Souza's primary teaching interests include infectious and zoonotic diseases of wildlife and exotic animals. She teaches the graduate course, Wildlife Diseases, and also teaches in various veterinary courses including Infectious Diseases, Zoonoses & Food Hygiene, and Multi-species Medicine.

After completing a residency in avian & zoological medicine, Dr. Souza became board certified in avian medicine and veterinary preventive medicine. Most of her research has focused on infectious diseases of wildlife species, including *Baylisascaris procyonis* in raccoons and *Salmonella* in hellbenders. She also is interested in using wildlife as sentinels for human health.

Matt Welborn, DVM, MPH, Dip. ACVPM

A205 Veterinary Teaching Hospital

865-974-5576

[mwelborn@utk.edu](mailto:mwelborn@utk.edu)

Dr. Welborn spent 20 years as a food-animal veterinarian, promoting animal health and food safety. His teaching interests include zoonotic diseases, agroterrorism, biosecurity and toxic plants. He currently is an assistant professor and serves as an advisor to MPH students in the VPH concentration. Additionally, Dr. Welborn is the Associate Director of the Center for Agriculture, Food Security, and Preparedness which develops and delivers training programs and conducts research related to agroterrorism, biosecurity and foreign animal diseases. The Center works to protect the nation's agriculture and food supply.

## **13. APPENDIX D**

### **Department of Public Health**

#### Course Listing

## **Course Listings**

### **PUBH 500 - Thesis (1 -15)**

Grading Restriction: P/NP only. Repeatability: May be repeated. Credit Level Restriction: Graduate credit only. Registration Restriction(s): Minimum student level – graduate.

### **PUBH 502 - Registration for Use of Facilities (1-15)**

Required for the student not otherwise registered during any semester when student uses university facilities and/or faculty time before degree is completed. Grading Restriction: Satisfactory/No Credit grading only. Repeatability: May be repeated. Credit Restriction: May not be used toward degree requirements. Credit Level Restriction: Graduate credit only. Registration Restriction(s): Minimum student level – graduate.

### **PUBH 509 - Graduate Seminar in Public Health (1)**

In-depth discussion of timely topics reflecting scope of public health as discipline and its interrelation with many other academic and professional disciplines. Speakers both internal and external. Cross-listed: (Same as Kinesiology 509; Nursing 509; Nutrition 509; Social Work 509.) Grading Restriction: Satisfactory/No Credit grading only. Repeatability: May be repeated. Maximum 4 hours.

### **PUBH 510 - Environmental and Occupational Health (3)**

Health risks and complexities of personal and community environments impacting individual's health and response to a diverse and dynamic world. Principles of occupational safety and health. Survey of contemporary environmental issues and their implications for healthful living. Comment(s): Admission to MPH or public health nutrition (MS) programs or consent of instructor required.

### **PUBH 520 - Public Health Policy and Administration (3)**

Administrative considerations of community-based health care programs and public health practice. Health policy formulation, political environment and governmental involvement in health, legal responsibilities, and managerial concepts/techniques/process.

### **PUBH 521 - Organization Theory and Health Care Delivery (3)**

Administrative and Organization theory related to health facilities; operation and management of community hospital. Case discussions and problem-solving exercises; managerial functions and skills.

### **PUBH 525 - Financial Management of Health Programs (3)**

Financial management concepts and practices applied to health services programs. Fundamentals of budgeting, costing, financing, rate setting, financial reporting and control. Opportunities to apply techniques. (RE) Prerequisite(s): 520 or consent of instructor.

### **PUBH 527 - Theories and Techniques in Health Planning (4)**

Overview of health planning concepts and methodologies; systems-oriented planning process. Major elements of planning: formulation and conceptualization of problem, plan design, evaluation and implementation. Health problems of institutions, communities and selected population groups, appropriate diagnoses, and programs for addressing needs.

**PUBH 530 - Biostatistics (3)**

Application of descriptive and inferential statistical methods to health-related problems and programs. Microcomputer applications, use and interpretation of vital statistics and introductory research methodology preparatory for first course in epidemiology.

Recommended Background: Introductory statistics course. Comment(s): Admission to MPH or public health nutrition (MS) programs or consent of instructor.

**PUBH 536 - Research Methods in Health (3)**

Basic quantitative and qualitative research techniques in a variety of health settings. Development of research skills, data collection instruments, and problem identification for research topic. (RE) Prerequisite(s): 530 or Statistics 531; and 540.

**PUBH 537 - Fundamentals of Program Evaluation (3)**

Familiarizes students in different types of program evaluation, including needs assessment, formative research, process evaluation, monitoring of outcomes, impact assessment, and cost analysis. The course covers experimental, quasi-experimental, and non-experimental study designs, including the strengths and limitations of each. (RE) Prerequisite(s): 530 or Statistics 531; and 540.

**PUBH 540 - Principles of Epidemiology (3)**

Distribution and determinants of health-related outcomes in specified populations, with application to control of health problems. Historical origins of discipline, hypothesis formulation, research design, data and error sources, measures of frequency and association, etiologic reasoning, disease screening, and injury control.

**PUBH 542 - Advanced Epidemiologic Methods (3)**

Nature, collection, analysis and interpretation of data pertaining to cohort and case-control studies. Surveillance and surveys. Analytic methods: multiple logistic regression and survival analysis. Experience in critiquing professional literature. (RE) Prerequisite(s): 540 or consent of instructor.

**PUBH 550 - Principles and Practices of Community Health Education (3)**

Theoretical foundations for community health education; opportunities for skill development in variety of educational processes; and introduction to community health analysis.

**PUBH 552 - Community Health Problem Solving (4)**

Dynamics of community organization, community needs assessment, educational interventions, and application of program planning and evaluation techniques. Opportunity to practice skills in realistic setting. (RE) Prerequisite(s): 550 or consent of instructor.

**PUBH 555 - Health and Society (3)**

Understanding of social and behavioral factors which influence health status and care in America. Application to behavior in health-related organization. Social and psychological aspects of disease, sociological aspects of health care delivery systems, political economy of health and illness, impact of social movements on health, and social consequences of health legislation.

**PUBH 580 - Special Topics (3)**

Repeatability: May be repeated if topic differs. Maximum 6 hours. Credit Level Restriction: Graduate credit only. Registration Restriction(s): Minimum student level – graduate. Registration Permission: Consent of instructor.

**PUBH 587, 588, 589 - Internship (3, 3, 3)**

Internship (health planning/administration) in either approved organizational or research setting under supervision of designated preceptor. Prereq: MPH major, one semester advance notice and consent of major advisor. 589 credit available only for approved extended placements. S/NC only.

**PUBH 593 - Directed Independent Study****PUBH 600 - Doctoral Research and Dissertation (3-15)**

Grading Restriction: P/NP grading only. Repeatability: May be repeated. Registration Restriction(s): Minimum student level – graduate.

**PUBH 609 - Public Health Doctoral Seminar (1)**

Will further prepare the public health doctoral student for the dissertation process, including proper framing of a research question, conducting the literature review, and specification of methods. Students will lead discussions and presentations on methods being used in their dissertations and early results. Will also include an exploration of current health behavior and health education-related research being conducted across the University. Repeatability: May be repeated. Maximum 4 hours. (RE) Prerequisite(s): 509 and 510 and 520 and 540 and 555 and 536 and 537 and 530 or 531. Registration Restriction(s): Minimum student level – graduate.

**PUBH 634 - Physical Activity and Positive Health (1)**

Cross-listed: (See Kinesiology 635.)

**PUBH 636 - Advanced Research Methods (3)**

Application of multivariate statistics to research questions in health behavior; analysis of public health data. (RE) Prerequisite(s): 536 and Statistics 531 and, Statistics 532 or Statistics 537, and Statistics 538. Registration Restriction(s): Minimum student level – graduate.

**PUBH 637 - Applications in Program Evaluation (3)**

Integrating program planning and evaluation; working with community stakeholders; qualitative evaluation methods; study designs and data analysis strategies for experimental and quasi-experimental evaluations; preparing an evaluation proposal and budget. (RE) Prerequisite(s): 537 and Statistics 531 and, Statistics 532 or Statistics 537, and Statistics 538. Registration Restriction(s): Minimum student level – graduate.

**PUBH 656 - Comparative Theories in Health Behavior (3)**

Theoretical models of health behavior; analysis, synthesis, and discussion of historical, contemporary and cross-cultural relevance of models; application of theory to research, prevention and intervention in public health; critical reading and evaluation of theory-based research on health behavior. (RE) Prerequisite(s): 555. Registration Restriction(s): Minimum student level – graduate.

**PUBH 680 - Special Topics (3)**

Repeatability: May be repeated if topic differs. Maximum 6 hours. Registration Restriction(s): Minimum student level – graduate. Registration Permission: Consent of instructor.

**PUBH 693 - Independent Study (1-3)**

Individual study of selected issues. Repeatability: May be repeated. Maximum 6 hours. Registration Restriction(s): Minimum student level – graduate. Registration Permission: Consent of instructor.