

2018-2019

PhD in Epidemiology

Handbook



Department of Epidemiology
College of Public Health and Health Professions
College of Medicine

<http://epidemiology.php.ufl.edu/>

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Welcome from the Chair of the Department of Epidemiology

Welcome!

Welcome to the Department of Epidemiology, housed in both the College of Public Health and Health Professions and the College of Medicine. These are two of the six Colleges that make up the Health Science Center.

The College of Public Health and Health Professions routinely ranks first or second in National Institutes of Health research funding for colleges of health professions and within the top 12 in research funding for colleges of public health, with nearly \$40 million in grant awards in FY 2018.

The Department of Epidemiology aspires to be a top tier program in the country, but can only achieve this through excellent faculty and terrific students like you. The Department is home to the PhD Program and the Epidemiology concentration in the MPH Program, an MS in Epidemiology, a Certificate in Psychiatric Epidemiology and a NIDA T32 for pre and post docs. Our students have been funded by the Gates Foundation, McKnight Foundation, Fulbright, NIH and other agencies.

UF is a wonderful place to call home and I know you will agree. You are lucky to be a part of history! In 2018 the College celebrated its 60th anniversary. Welcome to the Gator Nation!



Linda B. Cottler, PhD, MPH, FACE
Dean's Professor and Chair, Department of Epidemiology
<http://epidemiology.phhp.ufl.edu/people/faculty-staff/chair/>

Welcome from the Epidemiology PhD Program Director

Dear Epidemiology PhD Students,

Welcome to the Department and the Epidemiology family! We are excited to have you as a member of this prestigious department. This handbook will guide you through all the steps required to complete this program successfully. Make sure to read and understand the various requirements mentioned in this handbook for the successful completion of your course. Feel free to ask questions to me or to the Academic Assistant whenever you are unsure of your next steps. You should also consult the University of Florida Graduate Catalog for programmatic matters.

We hope you will enjoy your time at University of Florida in the Department of Epidemiology. Learn, grow and enjoy your time in this department and at UF!



Deepthi S. Varma, PhD, MSW, M.Phil

Research Assistant Professor and PhD Program Director Department of Epidemiology

<http://epidemiology.phhp.ufl.edu/people/faculty-staff/faculty/core-faculty/deepthi-varma/>

Introduction

The Graduate School establishes and administers graduate student policies and procedures campus- wide for the University of Florida. Policies and requirements listed in this handbook are either clarifications of those described in the [Graduate Catalog](#) or additional requirements or policies of the [PhD Program in Epidemiology](#). The PhD Program in Epidemiology is administered through the Department of Epidemiology, which is housed in both the Colleges of Public Health and Health Professions and Medicine.

Throughout this handbook, you will find links to programs, institutes, colleges and centers in the University of Florida. These links allow us to keep up with the ever-changing complexion of the University.

Part I: The University of Florida

Overview of UF

The [University of Florida](#) in [Gainesville](#) is a major research university and one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). It is the state's Flagship University, the oldest and most comprehensive University and is among the nation's most academically diverse public higher education institutions. UF has a long history of established programs in education, research, health care and service. It is ranked #9 among all US public universities.

UF has a 2,000-acre [campus](#) and more than 900 buildings, including 170 with classrooms and laboratories. UF's extensive capital improvement program has resulted in facilities ideal for 21st century academics and research, including the Emerging Pathogens Institute; the Cancer and Genetics Research Center; the McKnight Brain Institute, the Institute on Aging and the Clinical and Translational Research Institute (shown below).

UF is 8th largest in terms of student population and is in the 3rd -most populous State.



The UF Health Science Center

The [UF Health Science Center](#) may be the country's only academic health center with six health-related colleges located on a single, contiguous campus with a nearby VA. They include the Colleges of 1) Dentistry, 2) Medicine, 3) Nursing, 4) Pharmacy, 5) Public Health and Health Professions, and 6) Veterinary Medicine. The Colleges teach the full continuum of students from undergraduates to professional students to advanced post-doctoral students.

The Health Science Center is also a world leader in interdisciplinary research. Major Institutes and Centers include the [Clinical and Translational Science Institute](#), the [Emerging Pathogens Institute](#), the [Institute on Aging](#), the [UF Health Cancer Center](#), the [UF Genetics Institute](#), and the [McKnight Brain Institute](#). Information on other UF centers and institutes can be found at this [link](#).

The Health Science Center is closely affiliated with the [UF Health](#) System. Together with clinical programs and services across all HSC colleges, the UF Health partnership is helping to create Florida's future healthcare workforce.

The Health Science Center's strategic plan of core vision, values, and goals is called [The Power of Together](#).

College of Public Health and Health Professions

The [mission](#) of the [UF College of Public Health and Health Professions](#) (PHHP) is to preserve, promote, and improve the health and wellbeing of populations, communities and individuals.

In 2014, the College was re-accredited by the Council on Education for Public Health (CEPH). PHHP is the first college to include both public health and health professions that has received accreditation as a School of Public Health. Quick Facts about PHHP can be found on the [college fact sheet](#). In 2018, the College celebrated its 60th anniversary.

Teaching

The College is composed of eight departments: 1) Biostatistics; 2) Clinical and Health Psychology; 3) Environmental and Global Health; 4) Epidemiology; 5) Health Services Research, Management and Policy; 6) Occupational Therapy; 7) Physical Therapy; and 8) Speech, Language and Hearing Sciences.

Research

The College of Public Health and Health Professions was granted nearly \$45 million in external funding in fiscal year 2018.

The Department of Epidemiology is home to a Center – [the Southern HIV and Alcohol Research Consortium \(SHARC\) Center for Translational HIV Research](#). The College of Public Health and Health Professions is home to additional centers, which can be found on the [PHHP website](#).

Research Training

The College has six NIH training grants: one in substance abuse training in the Department of Epidemiology, one in alcohol and HIV infection in the Department of Epidemiology, one in rehabilitation and neuromuscular plasticity, one in movement disorders and neurorestoration, one in physical, cognitive and mental health in older adults, and one in breathing research and therapeutics.

Patient Care

The College of Public Health and Health Professions is home to patient clinics offering services in Speech, Audiology, and Psychology.

Service

One major service site is provided through the Department of Epidemiology's [HealthStreet](#), which is a community-based effort that works every day to reduce disparities in healthcare and research participation by linking the medically underserved to medical and social services and opportunities to participate in research. HealthStreet offers an innovative hub for students and faculty to learn community based research methods. With its cohort of 11,000 community members, it offers unlimited opportunities for dissertations.

Global Health Research

On an international level, students and faculty in the Departments of Physical Therapy and Speech, Language and Hearing Sciences travel annually to countries in Latin America to provide training, health care services and public health needs assessments. The College has also opened a UF Public Health Field Laboratory in Haiti. The Department of Epidemiology has launched a population study to assess non-communicable disorders in rural and urban Haiti called the Haiti Health Study. The department has been home to a Fogarty International Center training program for 6 years. The department has a Memorandum of Understanding with the esteemed National Institutes of Mental Health and Neuroscience and a second MOU with Chulalongkorn University in Bangkok, Thailand. Faculty members also work in collaboration with various universities in the United Kingdom and China.

College of Medicine

The [UF College of Medicine](#) is acknowledged as having one of the strongest medical education programs in North America. Its mission is to improve health care in Florida, our nation and the world through excellence and leadership in education, clinical care, discovery and service. 2016 was the 60th anniversary of the founding of the College of Medicine.

Teaching

The College offers a variety of educational opportunities in addition to the medical degree, including the Interdisciplinary Program in Biomedical Sciences, which leads to a PhD or MS degree, and joint programs for both MD and PhD degrees. Also part of the College of Medicine is the School of Physician Assistant Studies. The College plays an important role in the continuing education of resident physicians and fellows through its collaboration with [UF Health](#). The College offers residencies in nearly 60 medical specialties and sub-specialties as well as clinical and research fellowships.

The College of Medicine is ranked 16th among US public medical schools and 41st among nation's top research medical schools, according to U.S. News & World Report. This is the highest ranking in the 60-year history of the College. The College includes 28 research-oriented basic and clinical academic departments, almost 900 students, over 700 residents and fellows, and more than 1,200 faculty members. The Jacksonville campus, located 75 miles to the northeast, is home to more than 350 physicians and scientists delivering medical care in an urban setting, performing research and educating medical students and residents.

Research

College of Medicine faculty are national leaders in fundamental, translational and clinical research in areas pertaining to diseases of the nervous system, human aging, cancer, diabetes, infectious disease, immunology and inflammation, genetics and gene therapy. College of Medicine faculty and collaborative research teams continue to receive awards and honors that reflect their exceptional distinctions and contributions. College of Medicine researchers have achieved an increase in National Institutes of Health funding reflected in the impressive rise in national rankings from 62nd to 42nd (joining the upper third of United States medical schools), according to U.S. News & World Report. The College of Medicine houses [7 affiliated research institutes and 23 affiliated research facilities/centers](#).

Two of the most widely recognized products to come out of research at the College of Medicine are Gatorade®, a popular sports beverage, and Trusopt®, an eye drop developed to treat certain forms of glaucoma.

Patient Care

Patient care is provided by the UF Physicians Group Practice, a close collaboration with UF Health, the [Malcolm Randall Veterans Affairs Medical Center](#), and several community health-care sites and other affiliated hospitals in Florida. Patient care occurs at two principal locations — Gainesville and Jacksonville — and at nearly 50 clinical practices. Clinical strengths are in cancer, neurosciences, aging, gene therapy, psychiatry and addiction medicine, transplantation and children's services. UF faculty members account for approximately 700,000 physician visits and 48,000 discharges annually. The UF Health Shands Cancer Hospital, a 192- bed hospital designed to meet the area's growing need for cancer services, opened its doors to patients in November 2009. It also houses the Critical Care Center for Emergency and Trauma services. The Florida Recovery Center is available for those who seek recovery from addiction and eating disorders. In January 2018, two new towers were completed: the UF Health Heart and Vascular Hospital and the UF Health Neuromedicine Hospital.

Department of Epidemiology

The [Department of Epidemiology](#) is housed in both the Colleges of Public Health and Health Professions and Medicine at the University of Florida. Faculty members are appointed in both Colleges. This forward governance structure was designed to create synergies resulting in a strong, competitive research profile and in highly trained students.

The mission of the Department of Epidemiology is to improve health globally through education, training, research and service.

As a leader in the field, the Department aims to:

- Advance the field's theoretical and empirical base through rigorous multidisciplinary epidemiological research that monitors health globally.
- Prepare the next generation of scientific leaders to design and conduct ethical, relevant and innovative epidemiological studies.
- Train a public health workforce committed to working with diverse communities to bring about outcomes that matter.
- Develop and refine epidemiological measures and methods that address the dynamic and complex factors impacting public health globally.
- Provide leadership and service in epidemiology and public health through international, national, state, and local collaboration and community engagement.

The department offers the [PhD in Epidemiology](#), an [Epidemiology concentration in the MPH program](#), an [MS in Epidemiology](#), and an online [Graduate Certificate in Psychiatric Epidemiology](#). Currently, there are over 70 students across these academic programs in the Department.

<http://epidemiology.phhp.ufl.edu/students-alumni/>

Part II: PhD in Epidemiology

Program Overview

The PhD in Epidemiology Program began in 2008. The PhD is a research degree, granted on evidence of overall proficiency in epidemiology, and particularly on the ability to apply the skills in an independent investigation as demonstrated in a dissertation presenting original research with a high degree of literary skill.

The core coursework of the PhD program was designed to incorporate competencies recommended by the American College of Epidemiology and the Association of Schools of Public Health, and the [Applied Epidemiology Competencies: Competencies for Applied Epidemiologists in Governmental Public Health Agencies](#).

Graduates of the Epidemiology PhD program will be able to:

- Apply epidemiological methods to address critical and/or emerging public health and clinical research issues through the use of:
 - Appropriate epidemiological research designs
 - Advanced statistical analysis methods for health studies
 - Data structures and measurement methods for health research
 - Biological, behavioral and social theory applied to the understanding and prevention of contemporary threats to health and well-being
 - Depth of knowledge in an area of specialization
- Assimilate the history, philosophy, and ethical principles of epidemiology into current research
- Develop grant proposals and manage research projects
- Write scientific papers for publication in high-impact peer-reviewed journals and communicate research results to scientists, policy makers, and the public
- Compete successfully for research and teaching positions in academic institutions, and federal or state agencies

The program consists of required core coursework, successful completion of a preliminary and qualifying comprehensive examination, preparation and successful oral defense of a dissertation proposal, admission to candidacy, research, and preparation and successful oral defense of a dissertation. These elements and the associated activities are described in the sections below.

Student Learning Outcomes

The following student learning outcomes are necessary for progression to candidacy:

1. Design epidemiologic research studies and analyze data to answer health-related research questions that are currently relevant to the population.
2. Prepare to become an independent researcher in the field of Epidemiology
3. Illustrate a thorough understanding of epidemiology concepts.
4. Display ethical behaviors, cultural sensitivity, teamwork, professional conduct and communication, and build academic skills such as grant writing.

Concentrations

Students in the PhD program in Epidemiology may apply to graduate with a concentration in up to two of the following areas.

- Cancer Epidemiology*
- Genetic Epidemiology*
- Gero-Epidemiology – approved and available to register
- Infectious Disease Epidemiology*
- Psychiatric Epidemiology*

Concentrations allow PhD students to focus their elective coursework toward a single content area that interests them. All concentrations offered by the Department of Epidemiology are completely optional, and students may enroll in up to two concentrations. Enrollment in a concentration requires the approval of the student's academic advisor, research mentor, PhD Program Director, and Curriculum Committee Chair.

All concentrations require that, before graduation, students submit either (a) dissertation aims or (b) a first-authored publication that documents research in the area of the concentration in addition to the required courses.

The overarching goal of each concentration is to provide learners with advanced training in each respective field. This training will help prepare researchers for the frontlines of interdisciplinary team science targeted toward improving the quality of life, health, and society using epidemiologic tools and methods.

The Department of Epidemiology also participates in the Clinical and Translational Science Interdisciplinary Concentration offered by the Clinical and Translational Science Institute. For more information about this concentration, please visit <https://www.ctsi.ufl.edu/education/ph-d-students/cts-interdisciplinary-concentration/>.

*These concentrations are under review by the Graduate Council and will be offered soon.

Faculty and Administration

The graduate faculty members of the PhD Program in Epidemiology are:

- a) Core faculty in the Department of Epidemiology,
- b) Affiliated graduate faculty from other Departments and Colleges around the university,
- c) Part time faculty (Adjunct Faculty): Individuals with satisfactory professional qualifications who teach, conduct research, and sometimes extended functions in connection to established programs, or
- d) Courtesy faculty appointees: Individuals currently not employed or paid by the university

A current listing of [core faculty](#) is shown below and on the Department of Epidemiology website. The Director of the PhD Program, appointed by the Chair of the Department, works with the Chair to oversee the PhD program, assuring student progress and monitoring program accomplishments. The Director works closely with core faculty members in the Department of Epidemiology and collaborates with the PhD Curriculum Committee and the Admissions Committee.

The PhD Academic Program Assistant, also known as the Academic Assistant or Program Assistant, is responsible for maintaining student records and assisting the Program Director.

Graduate faculty members, invited by the Chair, are voted on by a majority of all other graduate faculty in Epidemiology. Once voted in, their names are sent to the UF Graduate School for approval.

A current list of all [graduate faculty](#) members in Epidemiology is included in the Department of Epidemiology website.

Core Faculty in the Department of Epidemiology		
Role in Program (Year Joined UF)	Faculty/Degree(s)	Legacy Mentor
Dean's Professor of Epidemiology and Chair (2011)	Linda B. Cottler, PhD, MPH, FACE PhD – 1987: Washington University in St. Louis (Sociology/Psychiatric Epidemiology) MPH – 1980: Boston University School of Public Health (Epidemiology) BA – 1977: Emmanuel College (Biology) RN – 1972: Jewish Hospital School of Nursing	Lee N. Robins, PhD John E. Helzer, MD
Professor of Epidemiology (2014)	Xinguang (Jim) Chen, MD, PhD, FACE PHD – 1993: University of Hawaii (Biostatistics and Epidemiology) MPH – 1992: East West University, University of Hawaii (Population Studies) MPH – 1987: Tongji Medical University (Biostatistics) MD – 1982: Wuhan Medical College	Bonita Stanton, MD
Assistant Professor of Epidemiology (2016)	David Cheng, PhD MHS, MD – 2007: Johns Hopkins School of Public Health (Epidemiology) PhD – 2013: University of Washington (Epidemiology)	Thomas A. Pearson, MD, MPH
Professor of Epidemiology and Medicine (2007)	Robert Cook, MD, MPH MD – 1991: University of North Carolina at Chapel Hill MPH – 1991: University of North Carolina at Chapel Hill (Epidemiology) BSPH – 1986: University of North Carolina at Chapel Hill (Biostatistics)	Roberta Ness, MD, MPH Wishwa Kapoor, MD, MPH Duncan Clark, PhD, MD
Research Assistant Professor (2015)	Robert A. Fieo, PhD PhD – 2011: University of Edinburgh (Psychology) BS – 1995: Drexel University (Psychology)	Ian J. Deary, MD, PhD Yaakov Stern, PhD
Assistant Professor of Epidemiology (2015)	Kelly K. Gurka, PhD, MPH PhD – 2007: University of North Carolina at Chapel Hill (Epidemiology) MPH – 1999: University of Alabama at Birmingham (Epidemiology) BS – 1998: Spring Hill College (Biology)	Stephen W. Marshall, PhD Stephen Lankenau, PhD
Clinical Assistant Professor of Epidemiology (2015)	Mark Hart, EdD EdD – 2013: University of Florida (Curriculum and Instruction – Educational Technology) MA – 2006: Loyola College of Maryland (Liberal Studies) BA – 1997: Indiana University (History/Education)	Kara Dawson, PhD, MEd Swapna Kumar, EdD, EdM Jay Bernhardt, PhD, MPH
Assistant Professor of Epidemiology (2017)	Hui Hu, PhD PhD – 2016: University of Florida (Epidemiology) BS – 2012: Fudan University (Nursing)	Xiaohui Xu, PhD Linda B. Cottler, PhD, MPH, FACE

Core Faculty in the Department of Epidemiology (Continued)		
Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Clinical Assistant Professor of Epidemiology (2018)	Catalina Lopez-Quintero, MD, PhD PhD – 2012: Hebrew University (Public Health) MPH – 2003: Hebrew University MD – 1998: Universidad Colegio Mayor de Nuestra Señora del Rosario	Yehuda Neumark, PhD, MPH James C. Anthony, PhD Mario De La Rosa, PhD Raul Gonzalez, PhD
Associate Professor of Epidemiology (2012)	Volker Mai, PhD, MPH MPH – 2000: Harvard School of Public Health (Quantitative Methods) PhD – 1999: University of Georgia (Microbiology) BS – 1992: University of Georgia (Biochemistry)	Arthur Schatzkin, MD Steve Hursting, PhD, MPH, RD
Professor of Epidemiology (2013)	Thomas A. Pearson, MD, MPH, PhD PhD – 1983: Johns Hopkins University, School of Hygiene and Public Health (Epidemiology) MPH – 1976: Johns Hopkins University, School of Hygiene and Public Health MD – 1976: Johns Hopkins University, School of Medicine BA – 1973: Johns Hopkins University	Leon Gordis, MD DA Henderson, MD, MPH
Clinical Assistant Professor of Epidemiology (2010)	Cindy Prins, PhD, MPH, CIC, CPH MPH – 2006: University of Florida (Epidemiology) PhD – 2000: Pennsylvania State University (Biochemistry, Microbiology, and Molecular Biology) BS – 1993: University of Central Florida (Biology)	Richard J. Frisque, PhD Robert Cook, MD, MPH
Associate Professor of Epidemiology (2015)	Mattia Prosperi, MEng, PhD PhD – 2008: Roma Tre University (Computer Science and Automation) MEng – 2003: Roma Tre University (Computer Science Engineering)	William Hogan, MD, MS Linda B. Cottler, PhD, MPH, FACE Iain E. Buchan, MD, FHHP, FACMI Giovanni Ulivi, MEng, PhD
Research Assistant Professor of Epidemiology (2018)	Huaizhen Qin, PhD PhD – 2008: Michigan Technological University (Statistical Genetics) PhD – 2001: Chinese Academy of Sciences (Survey Sampling) MS – 1998: Beijing Normal University (Theoretical Statistics) BS – 1993: Beijing Normal University (Mathematical Education)	Xiaofeng Zhu, PhD Shuanglin Zhang, PhD Yong Li, PhD Alan T. K. Wan, PhD Shiyong Feng
Associate Professor of Epidemiology (2011) Epidemiology Director of MS in Epidemiology	Catherine W. Striley, PhD, MSW, ACSW, MPE MPE – 2004: Washington University in St. Louis (Psychiatric Epidemiology) PhD – 2002: Washington University in St. Louis (Social Work) MSW – 1989: George Warren Brown School of Social Work, Washington University (Social Work) BA – 1980: University of Missouri at Kansas City (Political Science)	Linda B. Cottler, PhD, MPH, FACE Arlene Rubin Stiffman, PhD

Core Faculty in the Department of Epidemiology (Continued)		
Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Assistant Professor of Epidemiology (2013) Epidemiology MPH Concentration Coordinator	Krishna Vaddiparti, PhD, MPE, MSW MPE – 2005: Washington University in St. Louis (Psychiatric Epidemiology) PhD – 2002: National Institute of Mental Health and Neuro Sciences Deemed University (Psychiatric Social Work) MPhil – 1996: National Institute of Mental Health and Neuro Sciences Deemed University (Psychiatric Social Work) MSW – 1994: Osmania University (Social Work) BA – 1992: Osmania University (Sociology)	Linda B. Cottler, PhD, MPH, FACE Prabha S. Chandra, MD, MRCPsych
Assistant Professor of Epidemiology (2014) PhD Program Director	Deepthi Satheesa Varma, PhD, MPhil, MSW PhD – 2005: National Institute of Mental Health and Neuro Sciences Deemed University (Psychiatric Social Work) MPhil – 1998: National Institute of Mental Health and Neuro Sciences Deemed University (Psychiatric Social Work) MSW – 1994: Mahatma Gandhi University (Medical and Psychiatric Social Work) BSc – 1992: Mahatma Gandhi University (Chemistry)	Linda B. Cottler, PhD, MPH, FACE Prabha S. Chandra, MD, MRCPsych
Assistant Research Scientist in the Department of Epidemiology (2016)	Yan Wang, PhD PhD – 2013: Syracuse University (Child and Family Studies) MS – 2008: Syracuse University (Child and Family Studies)	Robert Cook, MD, MPH
Assistant Professor of Epidemiology (2013)	Lusine Yaghjyan, MD, MPH, PhD PhD – 2009: University of Cincinnati College of Medicine (Epidemiology) MPH – 2003: College of Health Sciences, American University of Armenia MD – 1997: Yerevan State Medical University	Rulla M. Tamimi, ScD
Professor of Epidemiology (2016)	Jinying Zhao, MD, PhD PhD – 2005: University of Texas Health Science Center at Houston (Statistical Genetics & Genetic Epidemiology) PhD – 1999: Chinese Academy of Medical Sciences (Molecular Genetics) MD- 1989: Zhengzhou University School of Medicine	Viola Vaccarino, MD, PhD

Part Time Faculty

Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Professor of Epidemiology, Part-time (2018)	Sonja A. Rasmussen, MD, MS MD – 1990: University of Florida MS – 1983: University of Wisconsin, Madison (Medical Genetics) BS – 1981: University of Minnesota Duluth (Biology and Mathematics)	Ada Hamosh, MD, MPH Margaret (Peggy) Wallace, PhD
Adjunct Instructor (2006)	Jerne Shapiro, MPH MPH – 2001: University of South Florida (Tropical Public Health and Communicable Diseases) BS – 1998: University of Florida (Microbiology and Cell Science; Plant Pathology)	Steven Weismer, MD] Thomas Belcuore, MS
Professor of Epidemiology, Part-time (2012)	David Sheps, MD, MSPH MSPH – 1988: University of North Carolina, Chapel Hill (Epidemiology) MD – 1969: University of North Carolina, Chapel Hill BA – 1965: University of North Carolina, Chapel Hill	Herman (Al) Tyroler, MD, PhD
Professor of Epidemiology, Part-time (2012)	Ronald I. Shorr, MD, MS MS – 1990: Case Western Reserve University (Epidemiology) MD – 1982: Ohio State University (Medicine) BA – 1978: Duke University (Chemistry)	Wayne A. Ray, PhD
Adjunct Instructor (2018)	Fern Jureidini Webb, PhD PhD – 2001: University of South Florida (Public Health/Epidemiology and Biostatistics) MS – 1995: Alabama Agricultural and Mechanical University (Food Science and Technology) BA – 1992: University of South Florida (Chemistry)	Linda B. Cottler, PhD, MPH, FACE

Emeritus Faculty

Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Professor Emeritus (2005)	Nabih R. Asal, PhD, FACE PhD – 1969: University of Oklahoma (Epidemiology) MSPH – 1966: University of Missouri Medical School (Community Health and Preventive Medicine) AB – 1963: William Jewell College (Chemistry)	
Professor Emeritus (2012)	Richard S. Hopkins, MD, MSPH MSPH – 1987: University of Colorado MD – 1974: University of Pennsylvania AB – 1968: Harvard College (Biochemical Sciences)	

Courtesy/Joint Faculty

Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Courtesy Appointment (2011)	Manoj Jadhav, MPharm., PhD, FCP PhD – 2008: University of Mumbai (Pharmaceutical Technology-Pharmaceutics) MS – 2004: University of Delhi (Pharmacy- Hospital Pharmacy) BS – 2000: University of Pune (Pharmacy)	
Courtesy Appointment (2015)	Norman Sartorius, MD, PhD, FRCPsych PhD – 1965: University of Zagreb (Psychology) MA – 1962: University of Zagreb (Psychology) MD – 1958: University of Zagreb (Medicine)	

Student Guidance and Mentoring

Students accepted into the PhD program will have a research mentor and an academic advisor.

Research Mentor

The Mentor will serve as chair of the student's Dissertation Supervisory Committee if he/she is a core member (shown above) of the Epidemiology faculty (see **Chair of the Supervisory Committee** section for details). A student can petition for a non-core faculty member who is a member of the Epidemiology Graduate faculty on a case-by-case basis, though it is not an ideal situation and only granted under specific conditions as noted below. The Academic Assistant will ensure a **Mentoring Compact** is completed annually. This outlines expectations for both the student and the Research Mentor. Students will review the Individual Development Plan (IDP) and the mentoring contract annually, and the student will provide a copy to the Epidemiology Program Office. Reminders will be sent to the Research Mentor by the Academic Assistant.

Academic Advisor

Students are assigned an Academic Advisor by the Chair of the Department of Epidemiology and PhD Program Director prior to the start of their program. Advisors will work with the Research Mentor and the student to ensure that the student is completing the specific requirements needed to obtain the PhD in Epidemiology. The Academic Advisor will be a core faculty member within the Department of Epidemiology and will meet with the student in advance of the course registration period each semester to discuss academic progress. Advisors are available throughout the year to consult with students about academic issues. The Academic Advisor may also provide other general advice, serve as a member of the Supervisory Committee, and facilitate communication between the student and others.

Guidance

Every semester, the Mentor and Advisor will also sign off on the **Course Registration Form**. For each registration period, the Mentor and student will help plan courses to be taken; however, it is the responsibility of the Academic Advisor to know the curriculum requirements, and review the form. To keep track, the Academic Assistant will document the completion of specific curricular requirements. This form will be provided to the student for meetings with the Advisor and Mentor.

Every August, students and Mentors will meet and review the **PhD Individual Development Plan (IDP), updated CV, and discuss short and long-term goals**. The Annual Mentoring Review Form, completed by the student before the meeting, outlines specific goals for the upcoming year. The Research Mentor adds comments in the presence of the student; the completed copy is then provided to the PhD Academic Assistant by the student. The PhD Program Director will review all Mentoring Review Plans.

Change in Mentor

Switching mentors is discouraged because time, effort and money are invested in the student by the mentor. Students with a compelling rationale may speak with the Program Director to request a switch. Such changes will be considered if the student is in good academic standing, both the original and proposed new mentors agree to the change, and the request is provided in writing to the Program Director. If the student is not in good academic standing or if the mentor or proposed mentor does not agree to the change, the student will seek the advice of the Department Chair.

Ombudsperson

Any concerns about the program should be discussed with the Research Mentor, the Program Director, or the Chair of the Department. If a resolution cannot be achieved, the student can meet with the [UF Ombuds](#).

Handbook Applications

Changes in the handbook are only made with the students' best interests in mind. The procedures in this version of the handbook apply to all students enrolled in the PhD in Epidemiology Program who have NOT completed their Qualifying Exam. Students who have fully completed their Exams are not bound by the changes in course requirements or Exams. Students who have successfully advanced to candidacy are NOT affected by changes in the dissertation proposal guidelines. Students who have NOT advanced to candidacy will be under the new rules and policies.

Good Academic Standing means that a student:

- Cannot have more than one incomplete grade on their transcript
- Has established their supervisory committee on time (within the first 12 months of their program)
- Is on track to defend their proposal at least two semesters prior to their planned semester of graduation
- Will graduate on target – within 4 years

Supervisory Committee

Composition

The Supervisory Committee oversees and mentors the PhD student through completion of the dissertation phase. Supervisory Committee membership is dictated by the UF Graduate School (see [Graduate Catalog](#)). As shown in the table below, the Supervisory Committee consists of four faculty members. The Epidemiology PhD Program requires that at least two members of the supervisory committee be core members (has a primary appointment) in the Department of Epidemiology. At least three members, including the Chair, must be Graduate Faculty members in the Department of Epidemiology PhD Program. At least one member of the committee must be tenured or on the tenure track. One Supervisory Committee member is required to be an external member-- a person who is not on the Graduate Faculty of the Department of Epidemiology and not affiliated with the department, but who is Graduate Faculty in another UF academic unit.

Chair and Co-Chair of the Supervisory Committee

The Chair of the Supervisory Committee is:

- the Research Mentor
- a core member in the Department of Epidemiology

A non-core member of the Department of Epidemiology can be a Research Mentor under the following circumstances:

- He/she is funding the student, and
- He/ she is a graduate faculty member in the Department of Epidemiology

In this case, another member of the Committee (core faculty member) will serve as Chair of the Supervisory Committee. The non-core Research Mentor can petition to be the Co-Chair. This decision is made on a case-by-case basis by the Chair of the Department. The core faculty member, as the head of the Supervisory Committee, has the ultimate responsibility to ensure that the dissertation meets all standards for the PhD in Epidemiology.

Non-tenured Faculty as Research Mentor

A non-tenured faculty member can be a Research Mentor if he/she is an Associate or Full Professor or if she/he is an Assistant Professor who has demonstrated research and mentoring competency. The Program Director will request this from the Chair of the Department.

Part-time Faculty as Research Mentor

A part-time faculty member may be a Research Mentor if she/he has demonstrated competency by fulfilling all of these criteria:

- Rank as Associate or Full Professor,
- Multiple senior authored papers,
- Mentor to graduate students in the past,

- Awarded external grant funding
- Permission of the Chair of the Department.

Students with their own funding: if students join the department with their own funding (e.g. Fulbright Scholarship, Gates Millennium Scholarship) they still need a core Epidemiology department faculty to be their Primary Research Mentor who will serve as the Chair of their Supervisory Committee. The student may be allowed to choose a Co-Mentor from another department, following the guidelines above.

Other Members of the Supervisory Committee

Supervisory Committee and the student will work together to identify a proposed Supervisory Committee in the first 12 months in the program. The CV of the external committee member must be reviewed by the Supervisory Committee Chair and the Chair of the Department of Epidemiology prior to accepting the faculty member¹. If the committee is not assembled within the first 12 months then the Chair of the Supervisory Committee may appoint members. After the student and Chair agree on the proposed Supervisory Committee, the student will submit the Supervisory Committee Selection Form to the Program Director², who will confirm that the proposed committee meets the Department guidelines as shown in the table below and by discussing with the Department of Epidemiology Chair. All external committee members will be carefully vetted prior to them being approved based on University guidelines.

Once students have permission from the Program Director to go ahead, the student will obtain members' agreements to serve. Once selected, the Chair of the Supervisory Committee will alert the Director of the PhD program to the committee selection. Once approved, the student will obtain the signatures of all Supervisory Committee Members on the Supervisory Committee form. The last person to sign, the Chair of the Department of Epidemiology, will return the form to the Academic Assistant, who will enter the committee into the UF Graduate School system for final approval at the Graduate School, and into the Epidemiology PhD database.

Final decision on who can be accepted rests with the Department Chair.

Additional Members

Additional Members of the Supervisory Committee can be requested but are not guaranteed. See table below for qualifications. If requested, CV's will be reviewed³, similar to the rules above. Once accepted, names will be entered onto the form at the time it is submitted⁴.

¹Added "The CV of the external committee member must be reviewed by the Supervisory Committee Chair prior to accepting the faculty member." on 6/28/16

²Changed "Academic Assistant" to "Program Director" on 6/28/16

³Added, "...CV's will be reviewed" on 6/28/16

⁴Added, "Once accepted" on 6/28/16

Supervisory Committee Roles and Responsibilities Regarding Dissertation:

The Chair of the Supervisory Committee will:

- Mentor the student according to the Compact, which is signed annually
- Evaluate the student officially with a yearly letter of evaluation (Annual Mentoring Review Form)
- Communicate with other members of the committee and the student
- Provide support and guidance to help the student meet academic goals
- Help to prepare PhD student Area Examination (both oral and written); get approval of exam questions from the Epidemiology Curriculum Committee Chair
- Provide guidance on the student's dissertation topic
- Administer the doctoral dissertation proposal defense in accordance with the guidelines for the Department, which must be attended by all members
- Monitor and evaluate the student's progress and give clear direction as to the final work plan leading to graduation
- Conduct the final oral examination (also known as doctoral dissertation defense) to satisfy that the dissertation is original research and a contribution to the field. The oral portion of the examination must be conducted in compliance with Graduate Council policies.
- Inform the PhD Program Director of all progress as the steps are completed, via email, within one day of the completion

The Supervisory Committee must collectively meet at least twice a year until before the student advances to candidacy, and then every semester thereafter, to review the student's research. These meetings should be scheduled by the student, in consultation with the Supervisory Committee Chair.

Changes in Committee Membership

Changes made to the Supervisory Committee follow the UF Graduate School procedures and must be requested using the Change of Committee Form, which must be approved by the Epidemiology PhD Program Director, with a notification to the Chair of the Department. Changes need to be approved at least 60 days prior to the date of the Final Oral Defense so that the request can be reviewed and so any new member will have ample time to become familiar with the student's work. If a change must be made after the deadline for a graduating student then the department will need to submit a petition to the Graduate School. The students are strongly discouraged from changing committee members unless it is absolutely necessary.

PhD in Epidemiology Supervisory Committee Qualifications

Person	Type	Graduate Faculty (GF) Status	Must be Tenured or Tenure Accruing?	Required to be Core Faculty Member in Department of Epidemiology?
A	Supervisory Committee Chair	Required to be core faculty in Epidemiology*	At least one of the three must be	Yes
B	Supervisory Committee Member	Yes, in Epidemiology		At least one of B and C must be; preferably both will be
C	Supervisory Committee Member	Yes, in Epidemiology		
D	External Member	Graduate Faculty at UF, but may NOT be GF in Epidemiology; must not be affiliated with the Department of Epidemiology	No	Cannot be
E	Additional Member (optional)	Needs special approval	No	No

*See Supervisory Committee description

PhD Curriculum (Under review by PHHP Curriculum Committee¹)

The PhD in Epidemiology program requires a minimum of 90 semester credits beyond the bachelor's degree. All students are required to complete, or to have completed, the following courses:

<i>Course</i>	<i>Epidemiology Prerequisites</i>
N/A	HIPAA & IRB certification
PHC 6001	Principles of Epidemiology in Public Health
PHC 6937	Introduction to Public Health for the Health Professions

The HIPAA & Privacy and IRB courses are available on [myTraining](#) through a sign in process using the Gator1 sign in. The HIPAA Class can be found by search "UF_PRV801v_OLT"; the IRB Course can be found by searching "UF_IRB800_OLT". Both trainings should be completed in the first 30 days of the program.

The current curriculum is shown below. All students must complete a minimum of 36 credits of epidemiology core coursework, 39 credits of Epidemiology Elective Courses, and 15 credits of dissertation work. Students will regularly review their progression towards meeting program curriculum requirements by completing the PhD Curriculum Form and reviewing it regularly with the Academic Assistant, the Research Mentor, and the Academic Advisor each semester.

Epidemiology Core Courses – Required (36 Credits)

<i>Course</i>	<i>Statistics & Data Management (8 Credits)</i>	<i>Credits</i>
PHC 6052	Introduction to Biostatistical Methods (SAS-based)	3
PHC 6053	Regression Methods for Life Sciences (SAS-based)	3
PHC 7065	Critical Skills in Epidemiological Data Management (PHC 7065)	2
<i>Course</i>	<i>Epidemiologic Methods (6 Credits)</i>	<i>Credits</i>
PHC 6000	Epidemiology Research Methods I	3
PHC 6011	Epidemiology Research Methods II	3
<i>Course</i>	<i>Epidemiology (9 Credits)</i>	<i>Credits</i>
Choose 9 credits from these courses	Epidemiology of Chronic Disease (PHC 6003)	3
	Public Health Concepts in Infectious Disease (PHC 6517)	3
	Advanced Epidemiology Methods III (PHC 7017)	3
	Social Epidemiology (PHC 6016)	3
	Methods in Spatial Epidemiology (PHC 6194)	3
	Genetic Epidemiology (PHC 7XXX)	3
	Cancer Epidemiology (PHC 7007)	3
	Psychiatric Epidemiology (PHC 7038)	3
	Molecular Epidemiology (PHC 7595)	3
<i>Course</i>	<i>Doctoral Series (6 Credits)</i>	<i>Credits</i>
PHC 7727	Grant Writing for Clinical and Health Research	2
PHC 7934	Epidemiology Seminar I	2
PHC 7000	Epidemiology Seminar II	2
<i>Course</i>	<i>Writing Series (2 Credits)</i>	<i>Credits</i>
PHC 7901	Epidemiology Literature Review and Critique (Journal Club)	1
PHC 7902	Scientific Writing for Peer Reviewed Publications (Writing Circle)	1
<i>Course</i>	<i>Ethics (2 Credits)</i>	<i>Credits</i>
PHC 7427	Ethics in Population Science	2

<i>Course</i>	<i>Measurement (3 Credits)</i>	<i>Credits</i>
PHC 6711	Measurement in Epidemiology & Outcomes Research	3

Epidemiology Elective Courses (39 Credits)²

<i>Course</i>	<i>Statistics Electives (6 credits)</i>	<i>Credits</i>
Choose 6 credits from approved courses	Clinical Trials Methods (PHC 6020)	3
	Introduction to Mixed Methods Research (PHC 6937)	2
	Introduction to Survival Analysis (PHC 6937)	3
	<i>Other relevant approved advanced statistics courses</i>	VAR
<i>Course</i>	<i>Epidemiology Electives (18 Credits)</i> <i>If completing a concentration, see the concentration curriculum</i>	<i>Credits</i>
Choose from these or other course above that is not already required, or other course with substantial epidemiological content with approval of the Curriculum Chair	Independent Study (PHC 7918)	1 - 3
	Hospital Epidemiology (PHC 6XXX) ³	3
	Maternal and Child Health Epidemiology (PHC 6XXX) ³	2
	Topics in Precision Medicine and Public Health Informatics (PHC 7XXX) ³	1
	Computational Epidemiology in Population Health (PHC 7083)	2⁴
	Design and Analysis of Translational Research in Biomedical Sciences (GMS 6841)	3
	Meta-analysis in Clinical, Health Services Research and Public Health (PHC 6846)	
	Advanced Pharmacoepidemiology (PHA 6935)	3
	National Field Epidemiology (PHC 7916)	1 - 3
	International Epidemiological Field Epidemiology (PHC 7910)	3
	<i>Can choose other courses as noted in column to the left under "Course"</i>	
<i>Course</i>	<i>General Electives (15 Credits)</i>	<i>Credits</i>
Choose any course above that is not already required, or any other course with approval of the Curriculum Chair	<i>Can choose other courses as noted in column to the left under "Course"</i>	
	Experimental and Quasi-Experimental Research Designs for Community Settings (GMS 6844)	2

Epidemiology Dissertation Research Courses – Required (15 Credits)

<i>Course</i>	<i>Pre-Candidacy (3 Credits)</i>	<i>Credits</i>
PHC 7979	Advanced Research	VAR
<i>Course</i>	<i>Dissertation (12 Credits)</i>	<i>Credits</i>
PHC 7980	Doctoral Research	VAR
	Doctoral Research	VAR
	Doctoral Research	VAR
	Doctoral Research	VAR

Optional Concentrations:

Students may designate up to 2 concentrations. Students must submit either (a) dissertation aims or (b) a first-authored publication that documents research in the area of the concentration in addition to required courses before concentration certification.

Course	Cancer Epidemiology Concentration (9 hours)	Credits
PHC 7007	Cancer Epidemiology	3
PHC 7595	Molecular Epidemiology	3
GMS 6065	Fundamentals of Cancer Biology	3
	TOTAL	9

Course	Genetic Epidemiology Concentration (9 hours)	Credits
PHC 7595	Molecular Epidemiology	3
PHC 7XXX	Genetic Epidemiology	3
	A relevant course from Epidemiology or another department, with approval of concentration coordinator	3
	TOTAL	9

Course	Gero-Epidemiology Concentration (9 hours)	Credits
GMS 6485	Population Based Research in Aging	3
GMS 6099	Research Methods in Gerontology	3
PHC 6016	Social Epidemiology	3
	TOTAL	9

Course	Infectious Disease Epidemiology Concentration (9 hours)	Credits
PHC 6517	Public Health Concepts in Infectious Disease	3
PHC 7XXX	Hospital Epidemiology ³	3
	A relevant course from Epidemiology or another department, with approval of concentration coordinator	3
	TOTAL	9

Course	Psychiatric Epidemiology Concentration (9 hours)	Credits
PHC 6016	Social Epidemiology	3
PHC 7038	Psychiatric Epidemiology	3
PHC 6041	Landmarks in Psychiatric Epidemiology	2
PHC 6939	CPE Psychiatric Grand Rounds (Special Topics)	1
	TOTAL	9

¹The PhD in Epidemiology curriculum was recently updated by the Department of Epidemiology Curriculum Committee and is under review by the PHHP Curriculum Committee. All changes resulting from this review will be communicated to the students.

²The Department of Epidemiology Curriculum Committee meets regularly to review and adjust the curriculum. *The list of approved elective courses is updated regularly.*

³These courses are under review by the Graduate Council and will have the course number PHC 6937 until further notice.

⁴This course was formerly 1 credit; the change to 2 credits is under review by the PHHP Curriculum Committee.

Curriculum Summary: PhD in Epidemiology

The Epidemiology PhD Curriculum Form summarizes the required components of the University of Florida PhD in Epidemiology degree and includes a list of specific courses that have been approved as requirements or elective categories. Specific course availability varies and some courses may not be available every year.

The Academic Assistant will track the courses and maintain an updated file of each student's PhD courses using the PhD Curriculum Form that documents what curriculum requirements have been completed. At the time of each registration, the Academic Assistant will provide an official matrix of courses taken and requirements yet to take.

Substitution or exemption for any specific curriculum requirements must be initiated with a letter of explanation that is signed by the student's Research Mentor and Academic Advisor (e.g., a specific course was cancelled or not offered for several years). Such requests will then be reviewed by the Curriculum Committee, and the decision of the Curriculum Committee will be placed in the student's academic file.

Registration

Registration requirements are consistent with the UF [Graduate School Requirements](#), unless otherwise specifically stated in this handbook. Full-time students in the Epidemiology PhD program are required to register for a minimum of either 9 (fall and spring semesters) or 6 (summer session) credits while they are actively working toward their degrees. Students receiving assistantships or fellowships must register for the number of credits required by the Graduate School for their specific award such as T32 fellows who must take 12 (Fall and Spring) and 8 (Summer) credits. Students failing to register for two or more consecutive terms are removed from the program and must submit an [Application for Readmission](#) if they wish to resume their graduate studies at the University of Florida in the Department of Epidemiology.

Part time students in the Epidemiology PhD program are required to register for a minimum of either 3 credits in the fall and spring semesters and 2 credits in the summer session while they are actively working toward their degrees. Part time status needs to be approved by the Program Director.

Full time students are not permitted to change to part-time status without a specific written explanation approved by the Research Mentor, Academic Advisor, and PhD Program Director. Likewise, taking a leave of absence requires written approval (See Leaves of Absence) from the above leaders as well as the Chair of the Department.

Registration Procedure

Registration for students in the Epidemiology PhD program is carried out by the PhD Academic Assistant after paperwork is completed by the student. Prior to each upcoming semester, the Academic Assistant will compile a list of courses to be offered that are approved by the Curriculum Committee as PhD core program requirements or electives. Students may request to take other courses as electives, but such courses must be approved by the student's Academic Advisor and Chair of the Supervisory Committee with review by the Curriculum Committee Chair. Once students have identified their proposed schedule, they will complete a Course Registration Form and have the form signed by the people listed on the form and submit it to the Academic Assistant.

Registration for Independent Research

If registering for an independent study (PHC 7918), pre-candidacy work (PHC 7979) or post-candidacy dissertation research (PHC 7980), the student should initiate the process several weeks prior to registration. The steps needed to register for these courses include:

- Completing a Dissertation Research Contract with PHC 7979 or 7980 specified or an Independent Research Contract Form (PHC 7918) that outlines contact time with the instructor, time allocation by students, and specific plan (goals and objectives) and deliverables to be completed during the semester.
- Obtaining signatures from the Instructor, the Chair of the Supervisory Committee, and the Academic Advisor.
- Obtaining signature from the Chair of the Curriculum Committee. The Chair of the Curriculum

Committee will then either approve the Contract, or communicate with the student about changes or clarifications that must be completed before approval for registration.

- Obtaining signature from the PhD Program Director
- Submitting signed contracts to the Academic Assistant

The Academic Assistant will then complete the registration process and create a unique section number for the student that links the course to the supervising faculty member. By the end of the semester, students must complete the work in the contract to receive credit (S/U). If work is not completed, the student must request an “I” (incomplete) grade that can be changed once the student has completed the work. In addition, a particular effort cannot be requested more than one time, and work completed in an Independent study cannot be from a course where credit was already given.

Registration in Final Semester

All PhD students must register for a minimum of either three (fall and spring semesters) or two (summer session) credits of PHC 7980 during the term they graduate; students on a fellowship, traineeship, or assistantship must be registered appropriately for their appointments. As noted above, these credits are arranged and documented using the Dissertation Research Contract. Candidates must submit a Degree Application on-line through ISIS by approximately the second week of their final term (see the Graduate Catalog or posted deadlines for the exact date). They may only do this after written confirmation from the Program Director has been given that all course requirements will be filled by graduation. This application must be renewed for a subsequent term if all degree requirements are not fulfilled in the term in which the application was filed.

Academic Residence Requirement

Student participation in Department and College seminars and activities and interaction with other students and faculty is an important part of doctoral education, therefore students must remain in residence in the Gainesville area to be able to attend these events and to meet face-to-face with their Research Mentor and Academic Advisor. Students who want to relocate more than reasonable commuting distance away from Gainesville may petition to do so only after they have advanced to candidacy. A petition for an exemption to the Academic Residence Requirement must be submitted at least 2 months prior to the proposed relocation date and must include:

- A statement of reasons for the relocation
- A written plan detailing the work the student will be completing during the time period out of residence
- A written plan outlining how the student will maintain regular contact with their Supervisory Committee Chair and Academic Advisor and how this contact will be documented
- Signatures of the student, their Supervisory Committee Chair and their Academic Advisor

Petitions will be reviewed by the PhD Program Director and the Epidemiology Department Chair. The student, their Research mentor, and their Academic Advisor will be informed of the final decision within 3 weeks of receipt of the petition.

Personal Time

Per the [agreement](#) between the University of Florida Board of Trustees and Graduate Assistants United:

8.2 Personal time under this Article shall be with pay for up to five (5) days per semester appointment. Each person shall be credited with five (5) days at the beginning of each semester and shall use leave in increments of not less than one (1) day. For example, an employee scheduled to work six (6) hours on Monday and three (3) hours on Tuesday, who is unable to perform assigned duties on these days for any of the reasons described above, would be charged with two (2) days of personal time, regardless of FTE appointment, or number of work hours scheduled. The personal time provided under this Article shall not be cumulative.

Personal time days must be pre-approved by the Research Mentor via signature on the [Application for Leave](#). Personal time days do not carry over from one semester to another. The dates of each semester appointment are below.

Semester	Dates
Fall 2018	08/16/18 – 12/31/18
Spring 2019	01/01/19 – 05/15/19
Summer 2019	05/16/19 – 08/15/19

Leaves of Absence

Per the [agreement](#) between the University of Florida Board of Trustees and Graduate Assistants United:

8.3 Unpaid Leave

(a) Graduate Assistant shall be entitled to six (6) weeks of unpaid leave during any 12-month period for one (1) or more of the following reasons:

1. The birth of a child and in order to care for that child;
2. The placement of a child with a graduate assistant for adoption or foster care;
3. The care of a spouse, domestic partner, mother, father, sister, brother, child, legal dependent, or a relative living in the graduate assistant's household;
4. A serious health condition of the GA which makes the GA unable to perform his or her duties.

(b) The GA shall provide the University with written notice not less than thirty (30) days prior to the date of the requested leave if practicable. In the case of an emergency, the GA must give verbal notice within twenty-four (24) hours of taking leave. In the case of a serious health condition, the University may request medical verification from a health care provider. The University also may require the GA to see a health care provider of the University's choice and at the University's expense.

(c) The GA may request an extension of the leave which the University at its sole discretion may provide.

(d) The GA is entitled to return to the same or similar position at the conclusion of the leave. This return provision does not apply if the return date is after the completion of an employment contract.

(e) The University shall continue to pay the health care premiums during the duration of the GA's leave. If applicable, the University tuition waiver shall be maintained.

(f) A GA must be in at least a second semester of employment as a GA to be eligible for this leave provision.

Transfer of Credits

The Department of Epidemiology and Curriculum Committee will *consider* transferring graduate coursework that was obtained prior to acceptance in the PhD program. This includes graduate work previously conducted at the University of Florida. All course transfers must meet guidelines outlined in the UF Graduate Catalog [guidelines for graduate degrees](#) as well as guidelines of the Department of Epidemiology.

A maximum of 30 credits can be requested to apply to the 90 credit requirements in the PhD in Epidemiology program with these caveats:

- The program in which the course was taken should lead to an MPH or MS in Epidemiology degree at that institution; courses that do not meet this criterion may be requested but are not guaranteed to be transferred.
- A grade of B or higher was obtained. Pass/Fail courses are not transferrable.
- Required courses are not transferrable unless there is a direct match to our course.
- Only courses directly related to the PhD in Epidemiology will be transferred.
- Course credits are based on instructional hours; in general, one hour of instruction per week during a semester equals one credit.
- Generally, no more than 6 credits of General Electives may be transferred.

Procedure

Course transfer requests must be submitted in the first semester after enrollment in the PhD program. (i.e., Courses begin in August - transfers must be submitted by October 31st of that year). Transfers will only be considered once; in other words, you may not submit transfers separately over several months or later in the program. To request a transfer, students must:

- Be sure to have previous academic transcripts, course syllabi, have identified potential courses that may qualify for transfer, and have identified which required courses or general categories within the current PhD curriculum that each transferred course may fulfill or replace prior to meeting with their Academic Advisor.
- Meet with the Research Mentor and Academic Advisor to complete the Course Transfer Request Form and obtain signatures of approval.
- Submit the Course Transfer Request Form and any accompanying course syllabi to the Academic Assistant.

The Academic Assistant will track that this was submitted, and give transfer request materials to the Epidemiology Curriculum Committee for review. The Curriculum Committee will approve, disapprove, or request more information for each course transfer request. The Academic Assistant will then submit the approved courses to the UF Graduate School for final approval.

Final Check

No transferred course can be taken for PhD credit at UF. For example, if the student is allowed to transfer Spatial Epidemiology from University X, Spatial Epidemiology cannot be taken at UF for credit towards the PhD in Epidemiology. However, the Supervisory Committee Chair may request an exception based on the academic needs of the student.

Qualifying Examination

The University of Florida requires all PhD students to complete both a written and an oral PhD qualifying examination. The Department of Epidemiology has additional criteria.

The exam has three components: 1) the Written Preliminary Examination, 2) the Written Area Examination, and 3) the Oral Area Examination.

1) The Written Preliminary Examination begins the process. It can only be completed if the student:

- Has a minimum 3.00 GPA and is in good academic standing;
- Has completed the core (non-elective) coursework for the PhD program, with the exception of *PHC 7727 Grant Writing for Clinical and Health Research* and *PHC 7427 Ethics in Population Science*, which may be taken after the Written Preliminary Exam;
- Is currently registered for coursework at the time the examination is taken.

Students interested in taking the Written Preliminary Examination should get permission from their Research Mentor to take it, and should request it in writing to the PhD Program Director and the Academic Assistant no later than three weeks in advance of June/December 1st. The Academic Assistant will confirm that the student has completed the necessary coursework and is eligible to take the exam. No later than two weeks in advance of the test date, the Academic Assistant will provide a list of interested and eligible students to the Department Chair and the PhD Program Director.

The Written Preliminary Examination will be given twice each calendar year—in June and December. High stakes exam protocols are utilized during the exam period: no internet availability, no phones, and minimal to no breaks. All grading is blinded through a number system that only the Academic Assistant knows. All communication of grading and exam results to the student goes through the PhD Program Director.

Part 1 is the general knowledge component with questions that test conceptual knowledge of epidemiology in an applied way. The Curriculum Committee will solicit questions from Core Faculty in Epidemiology for use. Then the Program Director and the Curriculum Committee Chair of the Department of Epidemiology decide the final set of questions for the exam. The final arbiter is the Curriculum Chair. Questions are not shared in advance of the exam with all faculty. Questions will come from current issues in epidemiology, grant design, definitions, ethical issues, and current opinions regarding state of the art issues and their effect on the field. Points for each question are given to sum to 100 with a bonus question. This is a hand-written, closed-book, no internet exam.

Part 2 involves the critique of a journal article where the article is given at the time of the exam and students are expected to critique every component of the article from the title and funding, through the methods section and discussion. Laptops are allowable, but internet access is not. This is a pass/fail exam.

Each exam section will be graded by at least 3 core members in the Department of Epidemiology. Answers

are read aloud; faculty agrees on the score for each question.

For Part 1, any questions that did not receive a “Pass” will be communicated to the student. The student will be allowed to look at their scored answer sheet while sitting in the Academic Assistant’s office. The student will be given 1-2 hours (depending on the number of wrong answers) after the review to rework their responses while being proctored by the Academic Assistant. Re-worked material will be graded by the PhD Program Director. If the student still scores below the pass mark, he/she will get a ‘Failed’ status and will be asked to retake the exam after 6-months. If the student’s score is still below 75%, the student may be asked to leave the program. These decisions are made on a case by case basis.

For Part 2, students are graded on the article critique, proper use of epidemiology terms, clarity, and proper use of English and grammar. Students who do not pass this will be asked to redo the critique of the article. To receive a pass grade, the 3 reviewers must agree that the critique has passed. Failure to improve the critique will result in a student potentially being asked to leave the program.

2) Written Area Examination

The Written Area Examination may only be taken after successful completion of the Written Preliminary Examination. The format of the examination requires:

- Knowledge of the specific area of expertise of the student
- Knowledge of the unique aspects of Epidemiology in study designs related to the area of expertise
- Ability to think conceptually and clearly, and speak clearly in Epidemiological terms about the area of expertise

The student will notify the Research Mentor of their perceived readiness to be examined. The student will prepare a 3+ page summary of their research area and potential questions to address along with potential methods. The Supervisory Committee Chair will ask committee members for potential questions related to the field of study. Questions will take into consideration design of studies, persistent and current problems in the field today that need to be solved, and other research issues. At least five questions will be generated. Once agreed upon by the Supervisory Committee, the Supervisory Committee Chair will send the questions to the Epidemiology Curriculum Committee Chair for review at least two weeks before the exam. The Chair of the Curriculum Committee will ensure a consistent level of difficulty and standardization. The Curriculum Committee Chair will return the questions to the Supervisory Committee Chair who will ask the Academic Assistant to schedule a date for the exam period. The Supervisory Committee Chair will give the exam questions to the Academic Assistant who will send them to the student at 8 am, with a deadline 7 days later, at 8 am.

The student will choose which three questions to answer. Work must be that of the student alone. Faculty may not discuss the exam questions with students prior to the exam start and they may not help in any way. Answers must be typed, double-spaced in Arial 12-point font with one-inch margins all around. No more than 10 pages per question will be allowed; the 10 pages do not include references.

The Supervisory Committee Chair will ask the Supervisory Committee for help to grade the exam. Exams will be graded within two weeks of the exam completion. Each question will be graded as pass/fail. All three questions must be successfully answered to advance to the oral phase. If all three questions are failed no rewrite will be allowed and the student will not pass the Written Area Exam, which means that the student will not pass the Qualifying Exam. Any question not successfully answered must be rewritten until a level of passing is achieved, but only 2 rewrites per exam will be allowed. For example, a student may rewrite one question twice or two questions one time. Failure to pass the Written Area Exam will result in the candidate not passing the Qualifying Exam and not advancing to the Proposal Defense. The student will then meet with the Research Mentor and Program Director to discuss options.

3) Oral Area Exam

Within two weeks of passing the Written Area Exam, the student must pass the Oral Area Exam. This one-hour exam, without any PowerPoint or presentation, will cover all five questions available for the Written Area Examination. All members of the Supervisory Committee must be present. If any member is not available due to illness or travel, a core faculty member of the Department of Epidemiology must be substituted to fill in, but only one substitute is allowable. It is expected that dates will be pre-vetted in order that all members will be able to attend. The Academic Assistant will send reminders one week ahead, 3 days ahead and the day before. The Oral Area Exam will be closed to students. Upon passing the Written Preliminary Exam, the Written Area Exam and the Oral Area Exam, the student will officially pass the Qualifying Exam and progress to the dissertation proposal phase. The date of passing the Written Area Exam and the Oral Area Exam will be entered into the student's record in the PhD database by the PhD Academic Assistant, after being notified by the research Mentor. Any student who does not fully pass the Oral Area Exam will be allowed to do provisional remedial work through classes, or other sessions to strengthen his/her area and general knowledge. The remediation period can be as short as one month or as long as one semester. After remediation, the Supervisory Committee Chair may call all, some, or no Supervisory Committee Members back for a briefing with the student. If the Supervisory Committee Chair chooses not to bring members back for a briefing, the Supervisory Committee Chair is guaranteeing that the student has successfully remediated their weak areas. The Supervisory Committee Chair will inform all Supervisory Committee Members of the student's status.

Qualifying Examination

Exam Component	Given By	When Taken	Content
Written Preliminary Examination (WPE)	Department of Epidemiology	Any time after completion of core coursework and if criteria for status are met	<ul style="list-style-type: none"> • Closed book, closed notebook • One day, in house • General Epidemiology knowledge and • Journal critique
Written Area Examination	Supervisory Committee with approval of Curriculum Committee Chair	After successful completion of WPE and prior to the Oral Area Exam	<ul style="list-style-type: none"> • Three of five questions written <ul style="list-style-type: none"> • Not in-house • One week
Oral Area Exam	Supervisory Committee with approval of Curriculum Committee Chair	After successful completion of the Written Area Exam and at least six months prior to final dissertation defense.	<ul style="list-style-type: none"> • Any content from the five questions—even those not answered. <ul style="list-style-type: none"> • One hour • In-house • Knowledge of foundational aspects of the area

Dissertation Proposal

As soon as the Candidate has completed the qualifying exam (Written Preliminary Exam, Written and Oral Area Exams), she/he must begin work on the dissertation proposal. The proposal consists of:

- Abstract—30 lines of text, similar to that of an NIH abstract
- Specific Aims—state clearly and concisely what is being proposed, and hypotheses that will be tested (2 pages max)
- Significance—such as defined by the NIH grant application, with relevance to the field of epidemiology and public health (3 to 6 pages)
- Preliminary Studies (optional)—that describes what work has already been done as a beta test or leading up to the work to be done (3 pages max)
- Design and Methods—must have an understanding of how the work will be accomplished, with a flow chart and time line, power calculation, statistical tests to be performed, strengths and limitations. (5 to 10 pages)
- Literature Cited (no page limit)

In advance of any scheduling of the dissertation proposal defense, the Supervisory Committee Chair will meet with the Department Chair, the PhD Program Director, and the Academic Assistant to discuss the process of the dissertation proposal defense in the Department of Epidemiology. Students will work with their Supervisory Committee Chair to prepare the dissertation proposal. Once the Chair feels it is ready for review, the student will send it to the Supervisory Committee for review. Once the Committee members agree it is ready for defense, the Academic Assistant will set up a dissertation proposal defense date. The student must submit their final proposal to the committee at least three weeks before the proposal defense date. The Academic Assistant will inform the Chair of the Department and the PhD Program Director about the defense and post the name and date of the defense on the back- hall bulletin board. The Academic Assistant will attend all Dissertation Proposal defenses.

All members of the Supervisory Committee must attend the proposal defense in person. The Proposal Defense will commence with a succinct, yet complete, overview of the student's research proposal given as an oral presentation that is approximately 30 minutes long and supported by visual aids (PowerPoint). It should focus on the proposal topic and methodology. The final dissertation format (three journal articles or traditional dissertation proposal) will be discussed and agreed upon with the candidate's Committee at this point.

The Supervisory Committee will then evaluate the written proposal and the oral presentation. Thirty minutes will be given for questions for the Supervisory Committee to address such topics as:

- Literature evaluation skills
- Theoretical application
- Scientific background in the area
- Specific Aims
- Study design

- Models of disease/conditions
- Analytical methods
- Measurement methods
- Data and statistical analysis plans

After the student has answered questions from the Supervisory Committee, the Committee will meet without the student present to determine the outcome of the proposal defense. The results will be immediately communicated to the student and that same day the core Epidemiology faculty member will notify the PhD Director and the Chair of Epidemiology of the results. The following scale will be used:

1. Pass with no revisions
2. Pass with minor revisions—student must revise and submit the revisions to the Research Mentor who will send it to interested committee members¹.
3. Pass with major revisions—student must revise and resubmit². At the discretion of the Supervisory Chair, the committee may be reassembled. If the committee is not reassembled then all must review and discuss their decisions with other members³.
4. Not acceptable—student and Research Mentor must meet with the PhD Director

Any recommended remedial work or revisions must be completed within 3 months from the time of proposal presentation. If a student needs more than one rewrite, the Chair of the Department will be notified. A re-examination may be requested but it must be recommended by the student's Supervisory Committee Chair and approved by the Chair of the Department.

Admission to Candidacy

Upon passing the proposal defense (#1 or #2 above), the student's Supervisory Committee Chair will obtain signatures from all Supervisory Committee members on the Admission to Candidacy Form and inform the student that he/she has advanced to candidacy. The Academic Assistant will obtain the form from the Supervisory Chair and submit the data to the Graduate School⁴. Students who receive a 3 or 4 will do the needful before admission to candidacy. The Academic Assistant will notify the Department Chair and the faculty that the student has advanced to candidacy.

IRB Approval

All dissertations must receive IRB approval. This can take a few weeks to a couple of months depending on the timing and the state of the work. It is suggested that this be done as soon as possible after the defense to avoid lengthy delays. Students are advised to take an active role in the approval process.

¹Deleted "the Research Mentor/Chair of the Committee on 6/29/16

²Added "and resubmit" and deleted "and receive the approval of at least 2 of the 4 committee members" on 6/29/16 ³Added "At the discretion of the Supervisory Chair, the committee may be reassembled. If the committee is not reassembled then they must review and discuss their decisions with other members." on 6/29/16

⁴Replaced "Research Mentor" with "Supervisory Chair" on 6/29/16

Dissertation

The written and oral phase of the Area exam must be passed at least six months prior to the final dissertation defense. Per the Graduate School, two semesters must elapse between the Dissertation Proposal Defense and graduation. The semester in which a student advances to candidacy counts as one of the two semesters if the student advances to candidacy prior to the midpoint of the semester. No more than three years may pass between passing the Oral Dissertation Defense and the conferring of the degree for the Department of Epidemiology.

Every candidate for an Epidemiology PhD degree is required to prepare and present a dissertation that shows independent investigation of a topic relevant to the Epidemiology discipline, and is acceptable in form and content to the Supervisory Committee and to the Graduate School. A doctoral dissertation must demonstrate the ability to conceive, design, conduct, and interpret independent, original, and creative research. It must describe significant original contributions to the advancement of knowledge and must demonstrate the ability to organize, analyze, and interpret data. The student and Supervisory Committee are responsible for the level of quality and scholarship.

PhD in Epidemiology candidates will work with their Supervisory Committees to identify an appropriate format for their dissertations. Two format options are acceptable: 1) traditional; and 2) three journal articles.

Traditional Dissertation Format

The traditional dissertation format is one single document; it is an expanded version of the dissertation proposal format. The dissertation consists of:

- Abstract—Must be 350 words or less
- Specific Aims—state clearly and concisely the hypotheses that were tested
- Significance—such as defined by the NIH grant application, with relevance to the field of epidemiology and public health
- Design and Methods—clearly describe how the work was accomplished, with descriptions of statistical tests that were performed
- Results – Organize results by specific aim
- Discussion – Discuss the innovative aspects of the work, how the work advances the field, how the goals of the study were or were not met, and the strengths and limitations of the study. Include a discussion of future directions of the research.
- Human Subjects – Discuss how human subjects were included in each aim of the study, including how subjects were identified, recruited, the informed consent process, and protection of human subjects' rights, including privacy.
- Literature Cited

Journal Article Format

Candidates in scientific fields publish results of their research as journal articles. The three journal article dissertation format allows the student to prepare three journal articles, tied together by a common theme, as the core of their dissertation proposal. However, all copyright concerns must be addressed and any chapter that represents a journal article must have a footnote at the bottom of the first page that states, "Reprinted with permission from..." and gives the source as it is listed in the references section. The Graduate School stresses the fact that the dissertation is the primary objective and publication is the secondary objective. Students must use the formatting requirements of the Editorial Office for spacing and margins, pagination and copy sequence, heading formats, and overall preparation.

The Journal Article format allows for presentation of three manuscripts developed for submission to scientific journals. The dissertation must have a common introduction and review of literature. It is highly recommended that there be a methods chapter. There must also be a final chapter summarizing the overall results, conclusions, and recommendations for further research. In addition, the dissertation must have the following elements:

- A common table of contents covering the entire body
- An abstract of the complete study immediately preceding page 1 of the main text
- A common list of references at the end of the text

The Graduate School encourages candidates to use the scholarly journal in which they have published as a guide for thesis and dissertation preparation. A printed journal article on an analogous subject serves as a tangible, graphic guide for style of writing, use of abbreviations and numbers, reference system, and overall usage policies. Do not use the journal style manual to format the thesis or dissertation, however. To prepare the thesis or dissertation, use the formatting requirements of the [UF Graduate School Editorial Office](#).

- All pages numbered in sequence—from page 1 through the biographical sketch
- A footnote at the bottom of the first page of each article that states, "Reprinted with permission from..." if applicable.

The Journal Article Format also requires that:

- The student must be first author of all three articles
- The work has been done while a student is in the PhD Program in Epidemiology
- At least one article is submitted to a journal before the committee will sign the approval form; the other 2 will be submitted within 3 months of degree completion
- The articles were not submitted for publication prior to advancing to Candidacy

Each student is expected to work closely with the Supervisory Committee during the active research phase and while developing the written dissertation. A draft copy of the whole dissertation must be given to the dissertation committee at least one month prior to the defense. This allows time for any major changes to be conveyed and discussed prior to the defense. All committee members must provide written feedback to the student and the Research Mentor at least two weeks prior to the Defense. It is highly recommended

that committees meet regularly to vet each chapter so that delays are avoided.

Dissertations must be written according to the UF Graduate School requirements. If these requirements are not met, the dissertation will not be accepted. The Graduate Council requires the Graduate School Editorial Office, as agents of the Dean of the Graduate School, to review dissertations to ensure the format is acceptable, and to make recommendations as needed. When first presented to the Graduate School Editorial Office, the dissertation should be final and completely formatted. Students should be familiar with the format requirements and should work with the [Application Support Center](#) to troubleshoot their files before providing their first submission document to the Editorial Office for review. The Graduate School also regularly provides dissertation workshops to help students prepare their dissertations according to the guidelines. Students are encouraged to attend these workshops and to frequently refer to the Graduate Catalog while planning and preparing their doctoral dissertation.

[Thesis and Dissertation Format Requirements](#)

[Dissertation Checklist](#)

[Editorial Document Management System](#)

[Graduate School Graduation Checklist](#)

[ETD Technical Support](#)

It is the student's responsibility to ensure that all dissertation requirements for the graduate school are met; students are strongly encouraged to carefully review the [UF Graduate Student Handbook](#), and to attend [workshops or presentations](#) related to the dissertation process.

Final Oral Dissertation Defense

After submitting the dissertation and completing all other work prescribed for the degree, the candidate is given a final oral examination by the Supervisory Committee, on campus. Before the date is scheduled, the Supervisory Committee will meet with the Epidemiology Department Chair, the PhD Program Director, and the Academic Assistant. The Epidemiology Academic Assistant will contact committee members to schedule the defense date and time and will reserve a room for the defense.

The candidate and the Supervisory Committee Chair must be physically present at the defense and all efforts will be made to schedule the defense at a time when the remaining committee members can also be physically present. If one member of the Supervisory Committee is unable to make it to the defense, she/he may attend using a bidirectional webinar with video. If more than one committee member is unable to attend, the defense must be rescheduled.

If a Supervisory Committee member cannot attend in person or remotely (for example, due to serious illness) then a substitution may occur, but the substitute will be a core member of the Department of Epidemiology. Per the [UF Graduate Catalog](#), "If a supervisory committee member cannot be present at the student's final defense, a Graduate Faculty member in the same academic area may substitute for the absent committee member. The substitute should sign the Final Examination form on the left side, in the space provided for committee members, noting the name of the absent member. The chair of the student's major academic unit also must indicate the reason for the absence and state that the absent member agreed to this substitution at the final examination. The substitute should not sign the ETD signature page. The original committee member must sign. No substitutes are allowed for the chair or external member of the committee." In those cases, the defense will be rescheduled.

Two weeks prior to the defense the Academic Assistant will review all of the requirements again with the Committee Chair.

The PhD Dissertation Defense consists of an oral defense of the research results that are described in the dissertation. The oral defense is open to other faculty, family/friends, and other students. The Academic Assistant will publish the dates, titles, and presenter to all Graduate Faculty members in Epidemiology and relevant Department Chairs in PHHP and COM, and the Deans of these two Colleges. Supervisory Committee members must bring a written or electronic copy of the dissertation with them to the defense. The approximately two-hour defense begins with a 45-minute succinct presentation by the Candidate, followed by up to 20 minutes of questions from Supervisory Committee members, then up to 10 minutes of questions from other faculty members. Students may only ask questions if the Supervisory Committee Chair allows it, only after the committee and other faculty have had the opportunity (10 minutes maximum). It ends with all guests and the candidate leaving the room so the Supervisory Committee can confer briefly. The candidate is then invited back into the room and the defense continues for the remainder of the two hours total time. At the conclusion of the defense the candidate is again asked to leave the room and the Supervisory Committee will vote on the outcome of the defense.

The Committee may vote:

- Pass—with or without minor revisions that the Research Mentor (Chair) will review and pass;
- Incomplete—with major revisions that will require all Committee members to review and finalize¹;
- Fail—which means that even major revisions will not make the dissertation acceptable. Hopefully, a student will never get this vote, as it is a negative reflection of the Supervisory Committee Chair as well as the entire Committee.

The Supervisory Committee Chair will inform the Department Chair and the PhD Program Director of the dissertation defense results within 24 hours of the defense.²

The Supervisory Committee Chair must hold the ETD Signature Page until all members are satisfied with the dissertation. However, this form must be submitted electronically, via GIMS, by the Final Submission Deadline for the Graduate School Editorial Office, during the term of intended degree award.

If the Candidate passes without any changes, the candidate and the Supervisory Committee Chair sign the UF Publishing Agreement Form immediately after the dissertation defense, while the entire Supervisory Committee signs the ETD Signature Page and the Final Examination Report immediately after the defense. The forms will be returned to the Academic Assistant who will enter the results in GIMS.

If the Candidate passes with minor revisions, the candidate and the Supervisory Committee Chair sign the UF Publishing Agreement Form immediately after the dissertation defense, and all members of the Supervisory Committee except the Committee Chair sign the ETD Signature Page and the Final Examination Report immediately after the defense. The Supervisory Committee Chair will retain the ETD Signature Page; once the changes have been implemented to their satisfaction, the Chair will sign off on the ETD signature page and return it to the Academic Assistant.

If the Supervisory Committee votes that the dissertation is incomplete and needs major revisions, the UF Publishing Agreement Form and the ETD Signature Page and the Final Examination Report should not be signed until all committee members have reviewed and approved the required revisions. The Supervisory Committee Chair will retain those forms and will be responsible for gathering the signatures of the committee members after those revisions have been approved.

If the Supervisory Committee votes that the student has failed the dissertation defense, all forms should be returned to the Academic Assistant without signatures. In the event of a failed dissertation defense, the Supervisory Committee Chair will immediately inform the Department Chair and the PhD Program Director of the results.

¹Deleted “at least 3 of the” on 6/29/16

²Replaced “in a timely manner” with “within 24 hours of the defense” on 6/29/16

Once all changes are made to the dissertation, or if no changes are needed, the Academic Assistant will announce the passing of the defense to the faculty and students along with the student's next steps.

For updates and requirements for dissertations, check the [Graduate School website](#) or check with the PhD Program Director.

Part III: Other Important Information

GatorLink

UF requires all students to maintain access to their GatorLink e-mail. To create your GatorLink, you must go to the [GatorLink home page](#).

Emails from the Department

All students are required to respond in a timely manner to emails from academic program faculty and staff, including, but not limited to, the Department Chair, Program Director, and Academic Assistant.

Department of Epidemiology Seminar Series

All doctoral students are required to attend the monthly departmental seminar series and LunchNLearn Sessions with the Speaker. A request for student volunteers to provide transportation to the seminar speaker and to escort him/her during the visit will be communicated to all doctoral students. The Department expects active participation from all students in the successful planning and conducting of the seminar series. The departmental seminar series are arranged on the first Thursday of every month. All doctoral students are expected to arrange their classes and meetings accordingly to ensure availability to attend the monthly seminar series. A sign-in register will be maintained to log attendance. Also, “The Chair’s Travel Award” to attend conferences will be awarded based on each student’s participation in attending the departmental seminar series.

Quarterly PhD Student Meetings

All PhD students are required to attend the quarterly PhD student meeting with the Program Director and Department Chair. The PhD Student Representative must gather and present student questions and concerns at this meeting.

Graduate Assistantships

Graduate Assistants are expected to TA 10 hours a week if they receive funding through the University, the College, or the Department. All Graduate Assistants funded by other sources not listed above are expected to TA two semesters (10 hours a week) during their 4-year program. Doctoral students on T32s are exempt from TAs during the time they are funded by the NIH, but are expected to TA two semesters as noted above.

International Students

To teach, international students whose official first language is not English must score at least 55 on the SPEAK Test or 28 on the Speaking Section of the Internet TOEFL to be eligible to teach in the classroom, laboratory, or other instructional setting. Those who score 45 to 50 on the SPEAK Test, or 23 to 27 on the Speaking Section of the Internet TOEFL, may teach if they concurrently enroll in EAP 5836 to help their personal interaction and public speaking skills. Those who have scores below these minimums are not eligible to teach.

Financial Aid

Students in the PhD program are expected to have a source of funding for tuition and stipend (living expenses). Check with the [Grants and Fellowships](#) pages for ideas. Students can also obtain funding through:

- NIDA T32 (Cottler, PI) for addiction-related topics
- NIH F31
- NIH minority fellowship
- R36 dissertation grant
- UF Graduate Assistantships (see [Grants and Fellowships](#))
- Research sponsorship through a Graduate faculty member's funding
- The Department of Epidemiology Scholarship
- Scholarships funded through donors

Florida Residency

Recommendations for establishing and declaring Florida as the legal state of residence are [outlined](#) on the UF Admissions site.

Funding for Professional Travel

Epidemiology Chair's Travel Award

The Chair's Travel Award provides travel funds up to \$500 per trip, matched by the Research Mentor. The award is available to students enrolled in Epidemiology who are presenting a poster or paper at a conference or meeting. The activity must be related to the student's career development, the student must be in good academic standing, must be actively participating in department functions, and receive approval from their Research Mentor to travel.

After official notification of acceptance of the abstract, the student must submit the [Chair's Travel Award Application](#), along with their official notice of acceptance and a statement of their estimated expenses using the [Travel Authorization Form](#), to the Academic Assistant. The Academic Assistant will request approval from the Chair. Students will be reimbursed after travel has occurred. Students must turn in all receipts for reimbursements with summary page of expenses along with all funders of the trip within 30 days of travel. Unused funds do not carry over. Availability of funds will be evaluated each fiscal year and students will be notified if the award is cancelled. It is expected that the student will also solicit travel funds from the Research Mentor and the Graduate School first before asking for Department Travel Funds. Only early bird registration will be reimbursed. All other travel guidelines of the University will be followed.

Graduate Student Council Travel Grants

Grants are also awarded by the Graduate Student Council (GSC) to cover travel-related expenses for presenting research or participating in professional development at a professional conference. Travel Grants can be found on the [GSC](#) web page.

UF Office of Research Travel Funds

Students may request travel funds from the UF Office of Research under certain circumstances that are listed on the [website](#). The match requirement could be met by applying for the **Epidemiology Chair's Travel Award** or by using the Research Mentor's match.

Academic Professionalism and Integrity

In addition to prescribed coursework in the PhD program, students are required to collaborate with their mentors and other faculty members on presentations at professional meetings, publications in peer-reviewed journals, and professional service, such as reviewing journal articles, consulting with community agencies, and serving on University and Department committees.

The Department of Epidemiology has opportunities for students to learn about current activity in the field of epidemiology and to meet practicing epidemiologists. Students are strongly encouraged to attend major seminars or talks that are directly supported by the Department of Epidemiology, and to meet with visiting epidemiologists during times that are allotted to PhD students. Students who cannot attend these organized, departmental activities must give a reason for non-attendance.

Professional communication and behavior are expected of all students in the program. Students are strongly urged to participate in service activities, including community service, service on Department or University committees or organizations, or service within professional organizations. Professionalism is an educational outcome of this program and therefore, is continually assessed by the research mentors and other faculty members based on student behaviors and interactions in the department and class. Professional behaviors and attitudes are also assessed during the yearly departmental assessments done by the Chair and Program Director, and can negatively impact academic standing and eventual readiness for graduation. Students are expected to adhere to the [Department of Epidemiology Dress Code Policy](#) when they are in class or in the Epidemiology suite. Students should dress more professionally for the Seminar Series and the LunchNLearn sessions than they would on a typical work day.

Research Integrity

All students are responsible for receiving ongoing training in the Responsible Conduct of Research. This training should begin in the first 30 days of the program; ignorance of federal regulations covering research is not an excuse for misconduct. Graduate students can be and are held accountable for their conduct, and such accountability can lead to serious consequences. To meet this training need, students are required to take the Department Ethics Course. Students should also expect regular discussion of expected conduct with their mentors.

The University has an [Office of Research](#) and Research Compliance Officer. Become familiar with the information on their website.

Students are responsible for reading and understanding this policy before engaging in any research activities:

UF Research Misconduct Policy. “[It is the policy](#) of the University that each individual faculty, staff member and student is expected to maintain high ethical standards in the conduct and reporting of his/her scientific and scholarly research. Faculty, staff, and students have responsibilities for ethical

conduct in research not only to the University, but also to the community at large, to the academic community, and to private and public institutions sponsoring the research activities. Research Misconduct is defined as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research or reporting the results. It does not include honest error or honest differences in interpretations or judgments of data. It also does not include authorship or credit disputes. Should alleged incidents of misconduct in research occur, reporting of such possible violations is a shared responsibility, and it is the duty of the faculty, staff members and students to respond in a fitting manner to resolve issues arising from such alleged misconduct. Such an allegation should be brought to the administrative officer to whom the accused reports (e.g., supervisor, department chair, dean or director). The procedures for reporting misconduct may vary depending on the type, seriousness, and technical nature of the alleged misconduct.”

In addition to the administrative officer to whom the accused reports, academic and research misconduct will be reported to any persons who have a legitimate educational need to know about the issue. This may include the Department Chair, the PhD Program Director, members of the dissertation committee and other faculty members.

The full University Policy of Research Misconduct section can be accessed [here](#).

If you have any concerns about conduct, please see your Research Mentor or the PhD Program Director to clarify the UF policy and to consider possible action.

Student Honor Code

All students are required to abide by the [Student Honor Code](#). In adopting this Honor Code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the University community. Students who enroll at the University commit to holding themselves and their peers to the high standard of honor required by the Honor Code. Any individual who becomes aware of a violation of the Honor Code is bound by honor to take corrective action.

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

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

Grievance Procedures

Grievance Procedures for graduate students at the University of Florida are outlined in the University of Florida [Graduate Student Handbook](#). Students are encouraged to speak to their Research Mentor, Academic Advisor, PhD Program Director, or Epidemiology Department Chair to help resolve any issues.

Students are strongly encouraged to follow department procedures before taking grievances to the PHHP Associate Dean for Education or elsewhere in the College or University.

Counseling and Student Health

Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at:

[University of Florida Counseling & Wellness Center](#), 352-392-1575 Visit their website for more information.

U Matter, We Care, umatter@ufl.edu, 352-392-1575

Crisis intervention is always available 24/7 from: [Alachua County Crisis Center](#): (352) 264-6789

BUT – Do not wait until you reach a crisis to talk with a counselor. The University of Florida Counseling Center has helped many students through stressful situations impacting their academic performance; you are not alone so do not be afraid to ask for assistance.

The [Student Health Care Center at Shands](#) is a satellite clinic of the [main Student Health Care Center](#) located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services including primary care, women's health care, immunizations, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 352-294-5700 or visit the website.

It is the goal of the [Disability Resource Center](#) to foster a sense of empowerment in students with disabilities by educating them about their legal rights and responsibilities so that they can make informed choices, by encouraging them to engage in critical thinking and self-advocacy and by supporting them in being successful students, campus leaders and positive contributors to the campus community. The Disability Resource Center, in conjunction with the Division of Student Affairs, is helping students to create an unparalleled experience where students embrace learning and diversity to become leaders in the service of the global community.

Shared Governance

Shared governance is important at the University of Florida and in the Department of Epidemiology. The Department of Epidemiology invites student participation on several committees including the:

- Epidemiology Curriculum Committee
- Faculty Meetings (Student Representatives)
- Other Committees as determined

Annual Appointments to committees are made by the Chair of the Department, who is notified of a students' interest by the PhD Program Director except for the doctoral student representative who is voted on by the doctoral students.

PHHP has a Doctoral Student Council and students are encouraged to participate.

At the University level, Graduate Student Council serves as a liaison between UF graduate students, UF administration, and the UF Student Government. General body meetings are held each month of the Fall and Spring term. More information can be found on the [Graduate Student Council](#) website.

Readmission Requirements

Students who have left the program prior to graduating and wish to be readmitted require the following:

- A minimum GPA of 3.00.
- GRE scores that satisfy the admission requirements of the PhD program in effect at the time of readmission.
- Three letters of recommendation from faculty members on the Epidemiology PhD Graduate faculty.

Readmission is not guaranteed, irrespective of the circumstances that necessitated it.

Policy Changes

Any and all policies outlined in this handbook are subject to changes in the University and College regulations.

Suggestions for changes to this handbook?
Contact the [PhD in Epidemiology Program Director](#).