

LSUHSC SPH EPIDEMIOLOGY HANDBOOK 2021-2022

This handbook presents useful information for current students in the Epidemiology program, prospective students, and faculty actively engaged with students.

EPIDEMIOLOGY PROGRAM

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Introduction

Welcome to the Department of Epidemiology! We are delighted to welcome the newest cohort of students. Our faculty, students, and staff come from a variety of diverse backgrounds to bring together their unique experiences and knowledge to improve public health. Our degree programs are designed to prepare students for careers in a wide variety of public health research and service settings. Our students are provided the skills to design, conduct, interpret and apply research into the causes, prevention, and control of human disease towards the goal of improving the public's health.

Epidemiology is defined as studies of the frequency, distribution, and determinants of disease in human populations and the application of these studies to preventing disease. It is the fundamental science of public health, historically founded in identifying and controlling infectious diseases. Epidemiology now covers a range of activities including disease surveillance, investigation and control of infectious disease outbreaks, study of environmental hazards, evaluation of new preventive or curative interventions, determination of the health needs of populations, and evaluating the effectiveness of prevention strategies and health delivery services. Epidemiologic methodology is constantly evolving and includes not only statistical methodology, data science, and principles of study design, but also unique ways of thinking about disease causation and prevention. The development of new concepts of scientific investigation in human populations contributes to epidemiology being increasingly recognized as the key discipline for research studies in human populations. Epidemiology is considered the basic science of public and population health. At the LSU School of Public Health, the Epidemiology Department's research expertise focuses in the following areas: cancer, environmental health, Infectious diseases, behavioral health, and social determinants.

Mission

The mission of the LSU SPH Epidemiology Department is to advance the understanding of disease distributions and the determinants of health and disease risk in human populations by developing the tools for prevention and control, with a particular emphasis on underserved communities and eliminating health disparities. We achieve this through excellence in research, education, and service.

Vision

To be a leader in improving population health through innovative approaches in epidemiologic research, teaching, and service which address health disparities.

Goals

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

- Provide high quality *education and training* in the principles and practice of modern epidemiology.
- Advance Public Health's theoretical and empirical foundation through rigorous multidisciplinary and innovative epidemiological *research*.
- Provide leadership and *service* in epidemiology through international, national, state, and local community collaborations.

NOTE: The academic catalog and this student handbook are for information purposes only and do not constitute any contractual agreement between a student and the Louisiana State University Health Sciences Center. The University reserves the right to make changes in curricula, degree requirements, course offerings, or academic regulations at any time when, in the judgment of the faculty, the Chancellor, or the Board of Supervisors, such changes are in the best interest of the students and the University.

Diversity

LSUHSC School of Public Health Epidemiology is committed to increasing diversity, equity, and inclusion in public health education, research and practice by providing impartial opportunities to individuals and populations, regardless of race, ethnicity, economic status, gender, sexual orientation, age, disability, religion, political affiliation, veteran status or national origin. This commitment is reflected in its recruitment, admission, education, employment, and retention of students, faculty and staff

Accreditation

The Louisiana State University School of Public Health is the first accredited public School of Public Health in Louisiana by the Council on Education for Public Health (CEPH). CEPH is an independent agency recognized by the US Department of Education to accredit schools of public health and public health programs offered in settings other than schools of public health. CEPH is a private, nonprofit corporation with the American Public Health Association (APHA) and the Association of Schools and Programs of Public Health (ASPPH) as its two members. The LSU School of Public Health was initially accredited in 2013 for a five-year term and reaccredited in 2018 by CEPH for a full seven-year term.

Master of Public Health (MPH) Concentration in Epidemiology

The Master of Public Health (MPH) is a professional degree in the field of Public Health. The core disciplines of the MPH are Behavioral and Community Health Sciences (BCHS), Biostatistics (BIOS), Environmental and Occupational Health Sciences (ENHS), Epidemiology (EPID), and Health Policy and Systems Management (HPSM).

The MPH concentration in Epidemiology is for students who desire to learn the fundamental concepts and methods of epidemiology while gaining a breadth of achievement in the five core disciplines of public health.

The goal of the Epidemiology Program MPH is to prepare students for careers in a wide variety of research and service settings. Our students are provided the skills to design, conduct, interpret and apply epidemiologic research methods into the causes, prevention, and control of human disease towards the ultimate goal of improving the public's health.

To obtain a basic understanding of epidemiologic principles and practice in the broader context of public health, full – time students will ordinarily complete the course sequence in two years. A minimum of 46 credit hours is required for the concentration in the Epidemiology Program, although students typically complete the program with 47-50 credits.

The MPH degree requires the completion of a formal practice experience involving the application of public health science and theory. In addition, a culminating experience is required that synthesizes and integrates knowledge acquired in coursework and other learning experiences.

Please refer to the LSUHSC School of Public Health [Catalogue](#) and SPH [Student Handbook](#) for more information regarding the MPH program.

MPH Admissions Requirements and Process

To apply for admission to the LSU School of Public Health MPH program, applicants are required to complete the [online Schools of Public Health Application Service \(SOPHAS\) application](#).

The Epidemiology Program takes several factors into consideration when evaluating an application for admission, including grades, letters of recommendation, and motivation for graduate study. A student with deficiencies in one area may be admitted if other parts of his or her application are very strong.

- A **bachelor's or professional degree** from an accredited university or College. Prior coursework in biological or health sciences (for example, biology, biochemistry, anatomy, physiology, microbiology) and mathematics (algebra and

above) are encouraged and calculus and statistics are highly recommended, although not required. Applicants who are deemed to not have sufficient prior coursework or experience in these areas may consider taking additional coursework.

- A minimum of a **3.0 cumulative GPA** in undergraduate coursework and any subsequent academic coursework is suggested. If the GPA is below a 3.0, the applicant should include in their personal statement an explanation of why it fell below a 3.0 and how the applicant plans to address any prior academic deficiencies as a graduate student.
- **GRE** test scores are no longer required. For those applicants that choose to submit GRE scores, we do not have a minimum score requirement. MD/MPH applicants to the LSUHSC SOM and SPH submit MCAT results only.
- **Official Test of English as a Foreign Language (TOEFL) scores.** International students whose native language is not English must provide official results of the Test of English as a Second Language (TOEFL) or the International English Language Testing System (IELTS). A minimum TOEFL score of 550 on the written test or 80 on the Internet test is required for all foreign students. The minimum acceptable score on the IELTS is Band 6.5. This test may be waived if a prior master's or graduate degree has been awarded from an institution in a predominately English-speaking country.
- An **essay that addresses career goals and purpose for study**, approximately 500 words single spaced in length. The essay should describe past experience as it relates to the applicant's interest in Epidemiology, career goals, purpose for applying to the program, and how the program will serve future goals.
- **Three Letters of Recommendation.** It is strongly recommended that at least two letters come from a faculty member who can attest to the applicant's academic ability.
- **Resume or CV.**

MPH Curriculum

The MPH with a concentration in Epidemiology is intended for persons who anticipate careers in health-related practice, research, or service. In addition, students who wish to enter doctoral-level epidemiology training should consider concentrating in epidemiology at the master's level. As part of the degree requirements for the LSU School of Public Health MPH program, students must complete core coursework in the areas of biostatistics, epidemiology, behavioral and community health, health policy and systems management, environmental health, and biological sciences. A minimum of 46 credit hours is required for the MPH degree in Epidemiology.

School-wide Required MPH Core Courses (27 credits)

All students enrolled in the MPH program, regardless of discipline, must take the following courses:

- BIOS 6100 Biostatistical Methods I [4 credits]
- EPID 6210 Principles of Epidemiology [3 credits]
- ENHS 6238 Principles of Environmental Health [3 credits]

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- BCHS 6212 Behavioral Science Theories in Public Health Practice [3 credits]
- HPSM 6268 Health Services Administration and Management [3 credits]
- PUBH 6150 Foundations and Ethics of Public Health [1 credit]
- PUBH 6160 Public Health Program Development [1 Credit]
- PUBH 6216 Biologic Basis of Health [3 credits] **
- PUBH 6600 Culminating Experience [3 credits]
- PUBH 6800 Practice Experience [3 credits]

** Exceptions: MD/MPH students, also students with biology backgrounds may request to waive the course through examination. However, as the Course also has an IPE component, registration for the course and participation in the IPE component is still mandatory.

Epidemiology Program Required Courses (19 credits)

In addition to the school-wide course listed above; students enrolled in the MPH in Epidemiology must also complete the following required epidemiology courses:

- EPID 6211 Intermediate Epidemiology [3 credits]
- EPID 6226 Epidemiologic Design and Analysis [3 credits]
- BIOS 6102 Biostatistical Methods II [4 credits]
- EPID Electives [9 Credits]

Participation in the Epidemiology Seminar is expected for MPH students over the two-year program.

Practice Experience (PUBH 6800)

The practice experience, similar to an internship, takes place at an agency or organization that is engaged in work related to public health, normally outside the School of Public Health (SPH). The practice experience is a three credit-hour course. The student is required to complete 200 hours contact hours (approximately 12 hours per week) at the practice site. This internship may include but is not limited to: community education, health promotion, program planning, program organization, data analysis, or management and/or grant writing. It is an excellent opportunity for students to gain practical applied experience and to broaden their skills in public health.

Students register for the Practice Experience as they would for a regular class. It is only offered in summer and fall, the program encourages students to register for it during the summer, between the first and second year of study. Prerequisites for the Practice Experience are students must successfully complete 11 credit hours with a 3.0 GPA and have taken the following classes: BIOS 6100, EPID 6210 PUBH 6150, and another program's core. Students are strongly recommended to take more courses before engaging in their practice experience. completed. More information on the Practice Experience can be found on the [Practice Experience website](#).

Integrative Learning Experience (ILE)/Culminating Experience (PUBH 6600)

The culminating experience requires students to synthesize and integrate knowledge of the core principles of public health acquired in coursework and the practice experience and to apply these principles to a particular public health problem or situation similar to

that found in a professional work setting. It must be used as a means by which faculty judge whether the student has mastered the body of knowledge and can demonstrate proficiency in the required competencies. The prerequisite for the Culminating Experience is successful completion of the school-wide and Epidemiology required core courses for all five of the MPH disciplines. Students register for this class (PUBH 6600) as they would for a regular class. It is generally taken in their final semester.

Inter-Professional Education (IPE)

Team UP is now a required component of four SPH core courses which must be taken sequentially. Fall 1 – PUBH 6150, Spring 1 – PUBH 6216, Fall 2 – PUBH 6160, Spring 2 – PUBH 6600. More information on the IPE curriculum may be found on the [CIPECP website](#).

Course Sequencing

Suggested MPH Epidemiology course sequencing and course advising forms are located on the SPH [Epidemiology website](#).

Epidemiology students in their first fall semester of the MPH Program are expected to register for EPID 6210, BIOS 6100, PUBH 6150 and at least one, although 2 is strongly recommended, of the 3 remaining programmatic core courses (BCHS, HPSM, or ENHS), the remaining core course can be taken in the fall of their second year, or summer.

The three required Epidemiology core courses (EPID 6210, EPID 6211, and EPID 6226) are taken in sequential semesters, with EPID 6210 taken in the first semester. The two required Biostatistics courses (BIOS 6100 and BIOS 6102) are taken in the first and second semesters, respectively. Also, PUBH 6216 (Biologic Basis of Health) is to be taken in the spring semester of the first year.

Prior to participating in the [Practice Experience](#) students must have completed 11 credit hours of the required School-Wide core courses, including BIOS 6100, EPID 6210, PUBH 6150, and another program core (BCHS, ENHS, or HPSM).

Students also must have successfully completed the remaining three core courses (ENHS 6238, BCHS 6212, and HPSM 6268) before registering for the Culminating Experience.

Students are strongly encouraged to speak with their advisors, office of academic affairs, and the course directors of these experiences for additional requirements and expectations.

Students must have at least nine credit hours of Epidemiology Elective courses prior to graduation. Any remaining or additional credit hours can be met with either additional epidemiology or other SPH program courses.

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While nine (9) credits hours per semester are required to be considered the minimum to be full time by the university, it is strongly encouraged and expected that epidemiology students maintain a course load of about 12 credits each semester in order to make satisfactory progress toward their degree completion.

All work towards a Master of Public Health degree must be completed in not more than four years. Any requests for extension of this policy are subject to approval by the Program Director and Associate Dean for Academic Affairs.

Approved Epidemiology Electives*

- EPID 6214 Infectious Disease Epidemiology [3 credits]
- EPID 6217 Database Management [3 credits]
- EPID 6218 Spatial Analysis [3 credits]
- EPID 6219 Nutritional Epidemiology [3 credits]
- EPID 6220 Molecular Epidemiology [3 credits]
- EPID 6222 Cancer Epidemiology [3 credits]
- EPID 6223 Chronic Disease Epidemiology [3 credits]
- EPID 6228 Survey Design [3 credits]
- EPID 6301 Epidemiology of Sexually Transmitted Infections & Diseases [3 credits]
- EPID 6351 Public Health Surveillance System Theory and Methods [2 credits]
- EPID 6350 Epidemiology for Public Health Practice [3 credits]
- EPID 6352 Social Epidemiology [3 credits]
- EPID 6362 Environmental Epidemiology [2 credits]
- EPID 6400 Independent Study [1–3 credits]
- EPID 6450 Cardiovascular Epidemiology [3 Credits]

* Enrollment in Epidemiology electives require the successful completion of EPID 6210.

Other non-Epidemiology Program electives may be substituted as Epidemiology electives on a case by case basis. Please see the Epidemiology Program Director for approval.

Epidemiology Seminar

The seminar provides exposure to current research and special topics of interest in epidemiology. Students are expected to attend and participate seminar series.

MD/MPH in Epidemiology

The LSUHSC–NO School of Medicine (SOM) and the LSUHSC–NO School of Public Health offer a joint degree leading to the Doctor of Medicine (MD) and Master of Public Health (MPH) degrees. This program is designed for students who imagine a medical career that combines public health and medicine. The MD/MPH program prepares physicians for academic careers or for practice in today's health care environment with a population-based perspective. More information about the LSUHSC–NO MD/ MPH can be found [here](#).

MD/MPH in Epidemiology Program Timeline

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Full time students will complete both degrees in four years.

- Summer before Medical School– Start MPH Coursework (EPID 6210, BIOS 6100, ENHS 6238, BCHS 6212, HPSM 6268)
- First Fall Semester of Medical School– No MPH Coursework
- First Spring Semester of Medical School –Continue MPH Coursework (EPID 6211, BOS 6102)
- Second Summer Session–MPH Practice Experience
- Second Fall Semester of Medical School–Continue MPH Coursework (EPID 6226, and electives)
- Second Spring Semester of Medical School –Continue MPH Coursework (EPID electives)
- Year 4 of Medical School–MPH Culminating Experience

MD/MPH in Epidemiology Admission Requirements

1. Acceptance by LSU School of Medicine, New Orleans (www.medschool.lsuhsoc.edu/admissions)
2. Submission of the focused LSU MD/MPH application to the LSU School of Public Health (sph.lsuhsoc.edu/admissions)
3. Acceptance by the LSU School of Public Health Epidemiology Program

For more information and a discussion of MD/MPH programs in general, see the [MD/MPH Guide](#) at AMSA (American Medical Student Association).

MPH Competencies

The Louisiana State University Health Sciences Center School of Public Health has embraced in accordance with CEPH a competency–based curriculum. Competencies are statements of the characteristics that graduating students should demonstrate which indicate they are prepared to perform and function independently in professional practice. Competencies include more than just facts. They represent the integration and application of learned facts, skills and professional qualities needed to serve the community and profession. The competencies developed for the program are not taught as a whole, i.e. in a single course, but rather their components are presented throughout the curriculum. Several courses assist in attainment of each competency. The early phase of the curriculum consists primarily of mastering foundation knowledge and basic skills, but by program completion the parts culminate in the higher–level application of these concepts in real–practice situations.

CEPH – MPH Foundational Public Health Knowledge

Profession & Science of Public Health

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population’s health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program

5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge
Factors Related to Human Health

Factors Related to Human Health

7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health
10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

CEPH - MPH Foundational Public Health Competencies Set

Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice
2. Select quantitative and qualitative data collection methods appropriate for a given public health context
3. Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate
4. Interpret results of data analysis for public health research, policy or practice

Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health and regulatory systems across national and international settings
6. Discuss the means by which structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels

Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health
8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs
9. Design a population-based policy, program, project or intervention
10. Explain basic principles and tools of budget and resource management
11. Select methods to evaluate public health programs

Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations
15. Evaluate policies for their impact on public health and health equity

Leadership

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16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making

17. Apply negotiation and mediation skills to address organizational or community challenges

Communication

18. Select communication strategies for different audiences and sectors

19. Communicate audience-appropriate public health content, both in writing and through oral presentation

20. Describe the importance of cultural competence in communicating public health content

Interprofessional Practice

21. Perform effectively on interprofessional teams

Systems Thinking

22. Apply systems thinking tools to a public health issue

Epidemiology Program Concentration MPH Competencies

These competencies are specific to the Epidemiology MPH and are additional to the foundational knowledge and competencies described above.

EPID Competencies	Course number(s)
1. Critique the processes involved in the design, analysis and evaluation of an epidemiologic study.	EPID 6211 EPID 6226
2. Distinguish the major sources of bias in epidemiologic research and the ways to evaluate and reduce the bias.	EPID 6211 EPID 6226
3. Apply epidemiologic analyses using linear, logistic, Cox and Poisson regression.	EPID 6211 EPID 6226
4. Evaluate data for confounding and effect modification (interaction)	EPID 6211 EPID 6226
5. Apply the tools of causal inference in epidemiology (e.g. counterfactuals, directed acyclic graphs)	EPID 6211 EPID 6226
6. Appraise the strengths and weaknesses of epidemiologic literature	EPID 6211 EPID 6226
7. Effectively communicate epidemiologic information to diverse audiences in diverse settings.	EPID 6211 EPID 6226

Academic Guidelines

A comprehensive list of [student resources](#) is maintained by the SPH Office of Academic Affairs. In addition, the LSUHSC and SPH student handbooks can be viewed [here](#).

Voluntary withdrawal from the program

Students who wish to withdraw or transfer from the Epidemiology Program should do so in consultation with their academic advisor and the Program Director. Students must submit a [change of concentration form](#) to the Office of Student Affairs. The change will

take effect at the beginning of the following semester.

Academic Standards

MPH students are required to maintain a 3.00 cumulative GPA. A student with less than a 3.00 GPA will be placed on probation. If after completing at least 9 additional credit hours (one semester), the student's GPA remains below 3.00, the student will be terminated from the program. Any required Epidemiology or SPH core class in which a student receives a grade less than C must be retaken. Failure to achieve a grade of C or higher on the repeat of the course will result in dismissal from the program.

Advising

Each Epidemiology MPH student will be assigned a faculty advisor who assists the student with course selection, academic guidance, practice experience placement, and general assistance. Students should meet with their faculty advisor at least once per semester to receive approval for all registered courses. Students and faculty should refer to the Epidemiology MPH advising and progress worksheet on the [Epidemiology Program website](#). It is available to guide students and their advisors through the MPH curricular requirements and expectations.

Transfer of Credit

Students may request to transfer up to 10 hours of credit from another accredited graduate institution towards earning a Master's degree with approval of the Program Director. Graduate credits cannot have been counted toward another degree. Requests must be accompanied by adequate documentation (official transcript showing successful completion of the course, course syllabus, etc.). Transfer credits can only be submitted following the successful completion of one semester of coursework at the SPH. Courses approved for transfer must have been completed within five years of application with a grade of B or better and taken for graduate credit. Written request using the [Transfer of Credit form](#) clearly listing the courses to be transferred must be forwarded to the Program Director for approval.

Doctor of Philosophy (PhD) in Epidemiology

Introduction

The School of Graduate Studies establishes and oversees doctoral student policies and procedures campus-wide for the Louisiana State University Health Sciences Center–New Orleans. Policies and requirements listed in this handbook are either clarifications of those described in the [Graduate School Catalog](#) or additional requirements or policies of the PhD Program in Epidemiology and/or the School of Public Health. The PhD in Epidemiology is administered through the Epidemiology Program based at the School of Public Health. The PhD is a research degree, granted on evidence of overall proficiency in epidemiology, and particularly on 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 degree is awarded jointly by the School of Public Health and the School of Graduate Studies.

PhD in Epidemiology Degree Overview

The PhD in Epidemiology at the LSU School of Public Health trains students for careers as leaders in research and teaching in academic settings, research institutes, government agencies, and industry. It has been designed for students whose careers will focus on conducting investigator-initiated and collaborative epidemiologic research. Coursework in mathematics (e.g., calculus) and statistics as well as a strong background in the biologic and/or social sciences are highly recommended. On average, the doctoral program requires approximately four to five years for completion.

The first two years of this time are usually devoted to coursework, the qualifying exams, and development of the doctoral research (the prospectus). The program is research oriented and centers on a major research project. This degree signifies outstanding scholarly achievement: a mastery of epidemiologic concepts, theories, and methodology and a significant capacity for independent research. Subsequent years are spent conducting the doctoral research and in writing and defending the doctoral dissertation.

Admissions Requirements and Process

The Admissions Committee holistically evaluates each applicant. No one application criterion determines an applicant's admission or denial. The committee also takes note of an applicant's knowledge and motivation toward a career in epidemiology and the public health profession through close evaluation of the applicant's essay and letters of recommendations.

To apply for admission to the LSU School of Public Health PhD in Epidemiology, applicants are required to complete the [online Schools of Public Health Application Service \(SOPHAS\) application](#).

- Applicants to the PhD program must have completed, or be in the process of completing, a **master's degree in epidemiology** or a closely related field.
- **Recommended background.** Successful applicants should demonstrate commitment to public or population health, a clear understanding of what

epidemiology entails, and research interests and career goals appropriate to a career linked to epidemiology.

- **Official transcripts** must be submitted from all undergraduate and graduate schools attended. World Education Service evaluation of all foreign transcripts is required for international applications.
- A minimum of a **3.0 cumulative GPA** in undergraduate and graduate coursework.
- **Official GRE scores.** Test results should not be older than 5 years. This requirement may be waived for individuals possessing an earned doctoral or advanced degree, such as DDS, DVM, DO, MD or PhD from a university in the U.S. While we do not have a minimum score requirement, the average scores of the accepted applicants for the Fall 2016 semester were: 50th percentile quantitative and 55th percentile verbal.
- **English as a Foreign Language.** International students whose native language is not English must provide official results of the Test of English as a Second Language (TOEFL) or the International English Language Testing System (IELTS). A minimum TOEFL score of 550 on the written test or 80 on the Internet test is required for all foreign students. The minimum acceptable score on the IELTS is Band 6.5. This test may be waived when the prior master's or graduate degree is awarded from a U.S institution.
- **Written statement** that addresses educational and career goals, professional experience and area of research interest. Approximately 1,000 to 1,200 words, single spaced in length.
- **Resume or CV.**
- **Three Letters of Recommendation.** It is strongly recommended that all letters come from prior faculty or professionals who can evaluate the applicant's promise as a graduate student.
- **Interview.** Either an in-person or telephone/internet interview is required of all finalists.

Degree Requirements

Completion of the PhD in Epidemiology will require:

1. A minimum of 60 credit hours of course work beyond an Epidemiology master's degree as prescribed by the program's curriculum.
 - a. 30 Credit hours must be taken for a letter grade
2. A minimum cumulative grade point average of 3.0.
3. Passing the doctoral Written Comprehensive Examination.
4. Passing the candidacy Oral Prospectus Examination.
5. 12 of the 60 credit hours can be used toward minor in an additional discipline.
6. A minimum of 15 of the 60 credit hours are required for Dissertation Research [EPID 7900] and no more than 15 credits will count toward the 60 credit hours (though students may take more).
7. Doctoral Journal Club: students are required to attend every semester they are in residence, but only up to 3 credit hours may be applied toward the minimum 60 credit hours.
8. Completion of the Teaching Practicum [EPID 7410].

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9. A dissertation comprising a minimum of three first–authored publishable manuscripts.
10. Successful passing of the dissertation defense examination.

All students must complete the Epidemiology required PhD Core Courses, Epidemiology electives, and Biostatistics electives. Additional credits come from elective coursework offered at the School or elsewhere in the University, doctoral journal club, teaching practicum and dissertation research credits.

Attendance at epidemiology seminars and dissertation defense seminars is mandatory for all epidemiology graduate students. Each PhD student is required to present work in progress at the epidemiology seminar series at least once after passing the Written Comprehensive Examination.

The student is responsible for filing all forms required by the Program and the School at the proper time. Students will meet with their committee on a regular basis (usually every six to twelve months) to monitor the progress of the dissertation work.

Knowledge for the PhD in Epidemiology

Graduates of the Epidemiology PhD program are expected to have attained the learning objectives and competencies described below and be independent investigators capable of developing epidemiological methods and applying them to problems of human health and disease.

The PhD degree requires that students complete PUBH, 6200, Essentials of Public Health, that provides instruction in the foundational public health knowledge, and PUBH 6221, Foundations of Public Health Ethics.

Foundational Public Health Learning Objectives for the PhD in Epidemiology

Profession & Science of Public Health

1. Explain public health history, philosophy and values
2. Identify the core functions of public health and the 10 Essential Services
3. Explain the role of quantitative and qualitative methods and sciences in describing and assessing a population's health
4. List major causes and trends of morbidity and mortality in the US or other community relevant to the school or program
5. Discuss the science of primary, secondary and tertiary prevention in population health, including health promotion, screening, etc.
6. Explain the critical importance of evidence in advancing public health knowledge

Factors Related to Human Health

7. Explain effects of environmental factors on a population's health
8. Explain biological and genetic factors that affect a population's health
9. Explain behavioral and psychological factors that affect a population's health

10. Explain the social, political and economic determinants of health and how they contribute to population health and health inequities
11. Explain how globalization affects global burdens of disease
12. Explain an ecological perspective on the connections among human health, animal health and ecosystem health (e.g., One Health)

Epidemiology PhD Program Competencies

Epidemiology PhD Graduates must attain the following specific competencies:

1. Critically evaluate the advantages and limitations of epidemiologic study designs applied to observational and clinical investigations.
2. Demonstrate knowledge of the theoretical foundations of epidemiology methods and causal inference.
3. Formulate research hypotheses that can be evaluated through empirical epidemiologic research.
4. Apply an understanding of sources of bias and approaches to evaluate and control bias to improve the validity of epidemiologic studies.
5. Demonstrate proficiency in data collection, data analysis, and interpretation of statistical analyses from epidemiology data to draw appropriate inferences.
6. Address and apply ethical guidelines to the conduct of epidemiological studies and practice.
7. Critically review and evaluate epidemiologic literature and epidemiological research proposals.
8. Teach epidemiologic concepts to Master and undergraduate level students and peers
9. Present epidemiologic findings clearly, in writing and orally, to students, professionals and the public.
10. Demonstrate expertise in a substantive area of epidemiology and apply that expertise in the defense of the dissertation proposal.
11. Conduct a hypothesis-driven epidemiologic study, from designing, analyzing, and interpreting results, to dissemination of the results in the PhD dissertation, which requires three high-quality manuscripts, suitable for publication.

Advisors

Upon admission, the Epidemiology Program appoints a faculty advisor working in an area related to the student's field of interest. The advisor provides the student with academic guidance, information, and general assistance. The advisor and the advisee must meet at least twice during the academic year (before the start of the fall and spring semesters) to discuss the student's proposed course of study and any procedural or personal issues relevant to the student's academic experience. Although advisors initially assigned often serve through the qualifying examinations and sometimes through to the dissertation defense, students may request a change once they become familiar with the faculty and their interests become more focused. The advisor may or may not serve as the research mentor. If a student elects a different epidemiology faculty member as their primary research mentor, that person may become the student's advisor and dissertation committee chair as well. Primary research mentors who are not in the Epidemiology Program traditionally serve on the Prospectus and

Dissertation exam committees, although not in the capacity of Committee Chair (refer to these sections below).

Stages in the Doctoral Degree

After admission to the Doctoral Program, there are two major stages to be completed prior to obtaining the PhD degree. These stages are the *Pre-Candidacy* and the *Candidacy* stages.

Pre-Candidacy (The Qualifying Process)

As a Pre-Candidate, the major tasks are to:

- Complete the Epidemiology PhD course requirements.
- Complete a Doctoral Plan no later than the beginning of the second semester.
- Successfully pass the Written Comprehensive Exam.
- Develop a written research prospectus that describes the student's research plan.
- Complete the Oral Prospectus Examination during which the student must present and defend their research prospectus to his/her dissertation committee and receive approval for the proposed research.

These two exams (Written Comprehensive and Oral Prospectus) constitute the Qualifying Examinations.

Candidacy

As a candidate, the major tasks are to:

- Complete the proposed research identified in the prospectus with the ongoing guidance of the dissertation committee.
- Submit the final Doctoral plan in advance of the Dissertation Defense.
- Submit a written Dissertation to the LSUHSC-NO School of Public Health.
- Successfully defend the Dissertation

The dissertation must be presented as an oral Dissertation Defense to the Dissertation Committee and the LSUHSC-NO community.

In general, the Epidemiology PhD Program takes a total of 4 to 5 years to complete. This time frame largely depends on how soon a student completes and passes his/her qualifying examinations, completes his/her Prospectus, and completes and defends his/her Dissertation.

Although every student differs in his/her time frame, a typical timeline might be:

1. Matriculation in the fall term with a relevant Master's degree or pre-requisite coursework;
2. Successful completion of the Written Comprehensive Examination usually in the second year;
3. Development and approval by the Dissertation Committee of the dissertation prospectus and completion of the Oral Prospectus Examination by the end of the second year;

4. The execution and completion of the research effort, including the final written dissertation and oral dissertation defense by the end of the 4th or 5th year.

One full academic year (three semesters) must elapse between the completion of the oral prospectus exam and the submission of the final dissertation and defense.

PhD Requirements and Policies

Time Limits for Degree Completion

A full-time student in the PhD program must complete the Oral Prospectus Examination within 3 years from the date of first enrollment. All additional requirements regardless of full-time or part-time status must be completed within a total of 8 years from the date of first enrollment.

Residence

The LSUHSC–NO Schools of Graduate Studies and Public Health requires three years (9 semesters) of full-time residence, although in most instances more time is needed. Exceptions may be made by petition to the School Dean. One year (three consecutive semesters) must be taken in residence at the Health Sciences Center following completion of the qualifying examinations (written and oral) (part-time students have modified requirements).

Transfer of Credit

Students entering with a master's degree in epidemiology or a related field may transfer up to 18 hours of credit with approval of the program director and in accordance with the School of Graduate Studies policy. Students may not transfer in courses that were used to complete degree requirements for another degree. Courses approved for transfer must have been completed within five years of application with a grade of B or better and taken for graduate credit. The transfer of the credit does not reduce the residency requirement. Written notification using the [Transfer of Credit form](#) clearly listing the courses to be transferred must be forwarded to the Program Director for approval.

Prospective Doctoral Plan of Study

This is a preliminary plan in which students list the formal course work they intend to take to support their doctoral education. Students are expected to be actively involved in planning, implementing and evaluating their plan of study. It is strongly recommended that students meet regularly with their advisor to determine his/her goals and objectives so that his/her course work, research and dissertation proceed at a reasonable pace. The student develops an initial Prospective Doctoral Plan of Study with his/her advisor during the first semester of study. The form can be obtained from the [Epidemiology Program website](#). This form must be submitted no later than the beginning of the second semester after admission to the doctoral program. A signed electronic copy of this Plan of Study must be given to the Advisor and the Program Director. Students shall also be given a signed copy of the approved plan of study and a copy placed in their school record. It is the responsibility of the student to submit the plan to the Epidemiology Program Director and to assure all other copies are appropriately

distributed. The dissertation committee must approve any changes in the approved plan of study and the amended plan must be resubmitted to the Advisor, Epidemiology Program Director and the Office of Academic Affairs. The Epidemiology Program will monitor courses students' register for against the Plan of Study Worksheet.

Epidemiology PhD Curriculum

Students must complete at least 60 credit hours beyond the master's degree and at least 30 of those hours must be taken in courses which require a letter grade for evaluation. It is expected that at least half of these courses will be from the Epidemiology and Biostatistics course offerings at the School of Public Health. The core curriculum includes a required sequence of coursework in epidemiologic methods and theory. Additional coursework is available focusing on specific content areas as well as topics in biostatistics, such as survival analysis and the design and analysis of clinical trials. PhD students will gain teaching experience through a formal teaching practicum [EPID 7410]. Students will also have the opportunity to take elective courses in the other core disciplines in the School of Public Health and School of Graduate Studies. Such classes might include genetics or molecular biology.

A minimum of two epidemiology courses (i.e., Principles of Epidemiology [EPID 6210] and Intermediate Epidemiology [EPID 6211]) and two biostatistics courses (i.e., Biostatistical Methods I [BIOS 6100] and Biostatistical Methods II [BIOS 6102]) at the master's level are required prior to entering the doctoral program. If these courses or their equivalents have not been obtained, students must enroll in these courses, or their equivalents, as additional requirements. In addition, students are encouraged to take EPID 6226, Epidemiologic Design and Analysis, if a comparable course was not part of their master's degree curriculum,

Epidemiology Requirements:

- EPID 7200 Advanced Epidemiologic Methods I [3 Credits]
- EPID 7201 Advanced Epidemiologic methods II [3 Credits]
- EPID 7350 Causal Inference for Epidemiology [2 Credits]
- EPID 7410 Teaching Practicum in Epidemiology [3 Credits]
- EPID 7700 Epidemiology Journal Club (Doctoral Seminar) * [3 Credits]
- PUBH 6221 Fundamentals of Public Health Ethics [1 credit]
- PUBH 6200 Essentials of Public Health [3 Credits]
- BIOS 6210 Categorical Data Analysis [3 Credits]
- EPID 7900 Dissertation Research [15 credits required] **
- Content Electives [9 Credits]
- Methods Electives [9 Credits]
- BIOS Electives [6 Credits]***

Suggested Epidemiology Content Electives

- EPID 6214 Infectious Disease Epidemiology [3 Credits]
- EPID 6220 Molecular Epidemiology [3 Credits]
- EPID 6222 Cancer Epidemiology [3 Credits]
- EPID 6223 Chronic Disease Epidemiology [3 Credits]

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- EPID 6301 Epidemiology of STDs [3 Credits]
- EPID 6352 Social Epidemiology [3 Credits]
- EPID 6362 Environmental Epidemiology [3 Credits]
- EPID 6450 Cardiovascular Epidemiology [3 Credits]

Suggested Epidemiology Methods Electives

- EPID 6226 Epidemiologic Design and Analysis [3 Credits]
- EPID 6217 Database Management [3 Credits]
- EPID 6218 Spatial Analysis [3 Credits]
- EPID 6219 Nutritional Epidemiology [3 Credits]
- EPID 6228 Survey Design [3 Credits]
- EPID 6350 Epidemiology for Public Health Practice [3 Credits]
- EPID 6351 Public Health Surveillance [2 Credits]
- EPID 7214 Mathematical Modeling of Infectious Diseases [3 Credits]
- EPID 7800 Prospectus Development [1-9 Credits]
- BCHS 7221 Structural Equation Modeling and Psychometrics [3 Credits]
- BCHS 7353 Fundamentals of Multi-Level Design and Analysis [3 Credits]
- GENET 236 Genetic Epidemiology and Population Genetics [3 Credits]

Suggested Biostatistics Electives

- BIOS 6202 Applied Linear Models [3 Credits]
- BIOS 6204 Statistical Theory I [3 Credits]
- BIOS 6212 Survival Analysis [3 Credits]*
- BIOS 6300 Statistical Computing [3 Credits]
- BIOS 6302 Longitudinal Data Analysis [3 Credits]****
- BIOS 6301 Data Visualization [3 Credits]
- BIOS 6304 Design and Analysis of Experiments [3 Credits]
- BIOS 6314 Clinical Trials Methodology [3 Credits]
- BIOS 6312 Sampling Methods [3 Credits]

Other Electives

Additional credits come from elective coursework offered at the School or elsewhere in the Health Sciences Center and Dissertation Research credits.

- Additional courses from other SPH programs or from the LSUHSC School of Graduate Studies, Nursing, or Medicine with approval from the advisor.
- Courses from other Louisiana State University campuses with approval from the Program Director.
- Courses from other universities with approval from the Program Director.

In addition, students without adequate biology or clinical training may be required to complete relevant coursework in biology, pathobiology, or clinical sciences as additional requirements. All of the courses toward the PhD program with the potential exception of research credits [EPID 7900], independent study [EPID 7400], and Journal Club [EPID 7700], must be taken for a letter grade and cannot be taken pass/fail.

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*Maximum of 3 credits count towards degree but must register for it every semester the student is in residence.

** Maximum of 15 count toward the degree but more credit hours may be taken

***N.B. a minor field outside of Epidemiology requires 12 credits. Most often this is Biostatistics. The minor does not show up on transcript of diploma.

****Very highly suggested

Epidemiology Seminar

The Epidemiology Seminar provides a forum for speakers to present information or research pertaining to diverse topics in epidemiology. When speakers are identified the seminars are scheduled Wednesday from 12:10–12:50. Attendance at all Epidemiology Program seminars and dissertation defense seminars is mandatory for all Epidemiology graduate students. Each year 2 student and beyond is required to present on a work in progress at the seminar series once during each calendar year of enrollment.

Epidemiology Doctoral Journal Club

Every other week during the academic year, Journal Club meets to discuss articles of interest in the field. Journal Club is scheduled on alternate Fridays from 12:00–12:50. Information about the schedule is distributed to students each semester. PhD students are required to participate throughout their residence in the program and should register each semester, although only 3 semesters of Journal Club credit can be applied toward the required program credits for graduation.

Minor Field

Some of the earned credit hours for the PhD should be in a minor field, and it is expected that the student will have at least 12 credit hours in the minor field. PhD students in Epidemiology will identify a minor field and program of study, which must be approved by the student's Dissertation Committee. Also, Include a PhD faculty member from the minor Department on your preliminary oral and final defense committees.

Data Collection

All doctoral students should have experience in data collection. The data collection experience may be part of the dissertation research, independent study credits or another project approved by the student's advisor. The goal is to provide a meaningful, practical learning experience (outside of class). Examples of data collection projects that fulfill the requirement are:

- Collecting data for a new study, a sub study or a validation study
- Supervising data collection and management in an ongoing study
- Developing and collecting new exposure or new disease/outcome measure(s) in a cohort study or case–control study
- Conducting the laboratory component of a project
- Designing and distributing a questionnaire and subsequent data analysis

Academic Standards

PhD students are required to maintain a 3.00 cumulative GPA. A student with less than a 3.00 GPA will be placed on probation. If after completing at least 9 additional credit

hours (one semester), the student's GPA remains below 3.00, the student will be terminated from the program. Any required program core class in which a student receives a grade less than B must be retaken. Failure to achieve a grade of B or higher on the repeat of the course will result in dismissal from the program. Any class in which a student receives a grade less than C must be retaken. Failure to achieve a grade of C or higher on the repeat of the course will result in dismissal from the program.

Teaching Practicum

Many PhD students assume teaching or administrative positions in higher education after graduation. Teaching skills are important to virtually all leadership roles related to effective presentation, communication, supervision, evaluation, training, and mentoring activities. In addition, participation of graduate students in the teaching mission of the program will help to develop teaching, presentation, leadership, and interpersonal skills while assisting the program in discharging its teaching responsibilities. All doctoral students are required to participate under faculty guidance in the teaching mission of the program. The teaching practicum gives graduate students an opportunity to become familiar with a range of MPH teaching through participation in classes taught by a member of the program faculty. As a part of the preparation for and fulfillment of the teaching practicum requirement, the students are encouraged to attend [Office of Medical Education Research and Development](#) seminars emphasizing teaching and communication skills; lead tutorials or seminars; supervise laboratory sessions; develop instructional workshops; develop instructional material; and grade homework, workshop reports, and exams.

All students are required to fulfill at least a two-semester teaching requirement by serving as a teaching assistant, typically in an introductory or intermediate level epidemiology course. The goal of this activity is to provide experience in graduate level teaching, in mentoring students, to reinforce knowledge and skills in epidemiologic principles, and to prepare for the qualifying exams.

Each semester, the Program Director assists students in finding teaching assistant opportunities. Students may also search out opportunities, which is acceptable if the Program Director approves the arrangement. Students are expected to participate as a teaching assistant in a minimum of two MPH courses. They assist the faculty in preparing and teaching a lecture course, as well as lead laboratory/workshop sessions. The Faculty member must formally evaluate the teaching of the TA and give constructive feedback on their teaching skills and lecture content.

Registration for the 3-credit Teaching Practicum [EPID 7410] is the culmination of the student's teaching experience while in the LSUHSC Epidemiology Program. During the semester in which the student is formally enrolled in the course he/she is required to complete a teaching portfolio. The portfolio is composed of two components:

1. A summary of all teaching activities completed while enrolled in the doctoral program
2. A document describing the key elements of a new course including a course description providing an overview of the content of the course, a syllabus, and

three sample lectures.

Students register for EPID 7410 after successfully completing their qualifying examinations with the permission of their advisor and the program director.

The portfolio documents the student's teaching experience and is an important self-assessment tool. It consists of general assignments and assignments specific to particular programs. The portfolio must include a teaching philosophy statement

Other Courses

- **Prospectus Development EPID 7800** [1–9 Credits]
 - Research related work for PhD degree students after successfully passing the written comprehensive examination and prior to passing the Oral Prospectus Exam.
- **Dissertation Research EPID 7900** [15 credits]
 - The Dissertation research must be a contribution of new knowledge and be eligible for publication in a major peer-reviewed journal. The PhD program requires a minimum of 15 hours of dissertation research credit. While many students need to make take more, those hours do not count toward fulfilling any degree requirements although they appear on the academic record.
- **Exam Only EPID 9999** [0 Credits]
 - Students may register for “Exam Only” when they have completed **ALL** their PhD requirements including: coursework, preliminary exams, dissertation research and the dissertation is complete or in the final stages of revision. They should have scheduled, or at least have a reasonable expectation to be able to schedule their defense during this semester.

Qualifying Examinations

The Qualifying Examinations (Written Comprehensive & Oral Prospectus) are traditionally administered during the second year of the doctoral program, although this time frame is flexible as long as the oral prospectus examination is completed within three years from the date of enrollment (full-time student]. The Written Comprehensive Exam is only offered one time during a calendar year, usually in December after the end of the fall semester of classes. It is recommended that students who plan to take the Written Comprehensive Exam consult with their faculty advisor and discuss required and elective coursework and their readiness for taking the examination several months in advance of the scheduled examination date.

The Qualifying Examinations are not designed to be a recitation of a collection of facts presented in a specific course, but rather to probe the student's ability to identify important issues when presented with a problem, generate a series of arguments relevant to the issues, and formulate a well-reasoned approach based on the arguments being presented. These exams are also designed to evaluate a student's knowledge of basic and advanced epidemiological (e.g., study design, internal validity) and biostatistical methods (e.g., logistic regression, survival analysis) and skills (e.g.,

interpretation of statistical output).

Written Comprehensive Exam

Students will usually sit for this exam during their second year of their PhD program in Epidemiology for full-time students. After the advisor has agreed that the student has completed the required program coursework (EPID 7200, EPID 7201, EPID 7350, BIOS 6210, and an additional three credit hours of BIOS (e.g. BIOS 6212 or 6302), the student may request to take the exam. All students must notify the [Program Director](#) of their intention to take the exam at the start of the term preceding the exam. Students who intend to take the exam will be notified with specific details pertaining to the exam structure and format.

Grading Process

Each exam question will be read and graded by two faculty members with appropriate expertise in the question’s content. Each question will be graded on a point scale. The Examination Committee will collectively assign a final grade and make a recommendation of pass, conditional pass, or fail. Finally, the Examination Committee will suggest any conditions or remediation for students who received a conditional pass. Whenever there are at least two students taking the exam, faculty graders will be blind with respect to the name of the students. Final grades are communicated to students by the Program.

Exam Failure and Remediation

If a student does not pass the exam, he/she may be allowed to retake the exam at the next time the exam is offered. Determination of a remediation exam opportunity will be made by the Program Director, the Students advisor, and with input from the faculty. If the remediation exam is offered and the student does not pass on the second attempt, he/she will be terminated from the program.

Preparation for the Written Comprehensive Examination

The Written Comprehensive Examination should not be regarded as the equivalent of a “final exam” for a specific course, but as a means of integrating the content available through multiple courses the student may have taken as part of his/her doctoral training. The table below lists the specific courses that are relevant to the exam. The list is by no means exhaustive. Foundation coursework (program pre-requisites) and foundation concepts are important and relevant content areas for the qualifying examinations. Additionally, students are required to complete all core coursework prior to taking the Examination. Students should consult with their faculty advisor to decide on the best strategy to prepare for the examination.

Content Area	Course
Epidemiology	<ul style="list-style-type: none"> • Intermediate Epidemiology* • Epidemiologic Design & Analysis* • Advanced Epidemiologic Methods I • Advanced Epidemiologic methods II • Causal Inference for Epidemiology

Biostatistics	<ul style="list-style-type: none"> • Categorical Data Analysis • Longitudinal Data Analysis** • Survival Analysis**
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*While courses are not required, their content as foundational will be covered in the written exam

**Students are encouraged to take these courses in the second semester of their first year

Written Dissertation Prospectus and Oral Prospectus Examination

In addition to the Written Comprehensive Examination, doctoral students are required to satisfactorily develop and defend their research proposal in the form of a written dissertation prospectus and oral prospectus examination. After passing the Written Comprehensive Examination, the student works to develop their Dissertation Prospectus. The Dissertation Prospectus details an epidemiologic research project of high scientific merit with substantive downstream public health impact. It is developed with the research advisor but also involves consultation with other interested faculty who will serve as the Dissertation Committee.

Students should ideally defend their dissertation prospectus within six months of successfully completing the Written Comprehensive Examination, although up to one academic year (three semesters) is permissible. During the defense of the Prospectus, the student presents his/her research prospectus to the dissertation committee and submits to questioning by the committee members. This Oral Prospectus Examination is designed to test both the student's depth of knowledge in the major area of study and to test the student's ability to conceive and conduct independent epidemiologic research and to evaluate the proposed research plan. Students should complete the Oral Prospectus Examination no later than one academic year (3 contiguous semesters) after passing the Written Comprehensive Examination. The Epidemiology Program Director will give exceptions only upon written petition and approval. This should be a challenging examination that delves into how well the student understands not only the proposed project itself, but the principles underlying its design and analysis, alternative designs and analysis, and any underlying biologic aspect of the project

Formation of the Dissertation Committee

During the second year of graduate study after the written qualifying exam is successfully passed, the student and mentor will select a Dissertation Committee. In preparation for the Prospectus/Dissertation, students will identify a Chair of their Dissertation Committee, with consultation and collaboration from their advisor (most often the same individual but this is not required). The Committee oversees and mentors the PhD student through completion of the dissertation phase.

The Chair of the Committee is usually the Research Mentor if they have a primary faculty appointment in the Epidemiology Program and are a member of [LSUHSC-NO Graduate Faculty](#). If the Research Mentor is not a primary faculty member in the Epidemiology Program, then a primary faculty member in Epidemiology will be selected to serve as Chair of the Committee; the Research Mentor may elect to be Co-Chair. The Chair, as the head of the Committee, has the ultimate responsibility to ensure that the dissertation meets all the rigorous standards of a PhD in Epidemiology.

The student should then choose the remaining dissertation committee members, in consultation and collaboration with their Dissertation Chair (and their faculty advisor, if different).

The Dissertation Committee must have at least five members in accordance with LSUHSC School of Graduate Studies guidelines and program requirements. Other requirements as to the composition of the Committee members are as follows:

- The Chair of the Committee must have a primary appointment as an Assistant Professor or higher in the Epidemiology Program and be a member of the School of Graduate Studies Faculty.
- The Committee will comprise at least 5 Graduate Faculty Members of LSUHSC including:
 - At least three members, including the Chair, must have a primary fulltime appointment in LSUHSC SPH Epidemiology.
 - At least one additional member must be from a SPH Program other than Epidemiology.
 - One member could be from outside the School of Public Health who is a member of the LSUSHC Graduate Faculty. Alternatively, a non–LSUHSC faculty may serve as a member of the committee, provided they are a member of their institution’s graduate faculty. This is subject to approval by the Program Director.
- The membership of the committee must be approved by the Program Director. Dissertation Committee Members must be included on the Final Doctoral Plan of Study.

The Dissertation Committee reviews the student’s dissertation prospectus, provides feedback, and determines whether the proposal is sufficiently developed for the student to move on to the Oral Prospectus Examination. This committee will be the student’s committee throughout the dissertation development and completion process. The Epidemiology Program Director must approve any changes to the committee composition.

Initial Committee Meeting

A good time to schedule the first meeting is early in the development of the prospectus. At this meeting, the committee will confirm the chair who is responsible for the conduct of committee meetings. Meetings should occur, at a minimum, every 6 months. The student must provide a report to all committee members **at least 3 days before** the committee meeting. *

*** Written requirements of student prior to committee meetings:**

- A ‘specific aims’ style document of one page in length, including a short introduction of the subject area; the significance of project, and the specific aims of project. This document should be in NIH style, but can be less formal, e.g. bullet form.
- A 1 to 2–page progress report describing the work accomplished since the previous meeting. This must address each of the 6–month goals stated in the previous committee

- report and should NOT be replaced by a copy of any PowerPoint/seminar presentation.
- Goals for the next 6-month period.

Final Doctoral Plan of Study

The Final Plan updates the Prospective Plan and notes any changes from the Prospective Program. The [Final Plan of Study](#) form should be submitted as early as possible and at least one month before the Oral Prospectus Examination. It includes the following:

- The final program of course work
- The research and dissertation topic
- The prospective dissertation advisor
- Oral Prospectus Examination Committee

The Dissertation Committee shall meet and approve the final plan prior to submission. A signed copy of this Plan of Study must be given to each member of the Dissertation Committee, the Advisor, the Program Director, and the Academic Affairs Office. Students shall be given a signed copy of the approved plan of study. It is the responsibility of the student to submit the plan to the Program Director and to assure all other copies are appropriately distributed.

Scheduling the Oral Prospectus Exam

Students should schedule the Oral Prospectus Examination after the Program Director approves the student's Final Plan. Students must have completed all course work listed on their Final Plan prior to taking the examination. Student GPA must be above 3.0 in order for the student to sit for the oral exam.

At least two (2) weeks prior to the Oral Prospectus Examination (Preliminary Examination) students must submit a completed LSUHSC–SPH [Request For Preliminary Examination](#) form to the Program Director who submits the completed form to the Dean's Office. This document formally names the student's Committee and sets the date of the Preliminary Examination (Prospectus Defense). The student is also expected to reserve a room for the examination; three hours is the suggested length of time.

The Written Prospectus

Before the Oral Prospectus Examination, the student distributes a written dissertation prospectus that describes the aims and methods of her/his dissertation proposal to the committee. Ordinarily, students should present plans for their three principal dissertation papers. It is not necessary to present preliminary data, although if preliminary data are available and will assist the committee in making a determination regarding the student's readiness to conduct the research, it should be included. The written dissertation prospectus should be a detailed outline of the research plan, including background material that may become the introduction to one or more of the papers. The purpose of the written prospectus is to provide the student and the committee members with a clear understanding of the nature of the proposed dissertation, its feasibility, and its relevance to the field before dissertation research work is started. The

goal is not to produce a finished polished research project, but rather a springboard towards advancing the three dissertation papers, and a starting point for the Oral Prospectus Examination.

The written dissertation prospectus is also an efficient way to engage committee members as they assist the student in articulating and meeting the dissertation goals. By preparing a written document—and by defending it—the student and her/his committee have a process through which they can agree upon the scope of the final product (i.e., the final dissertation). Thus, it is important that the student should not have completed appreciable work on their dissertation before the committee reviews the plan. The Written Prospectus thus can ensure that the student and the committee members know what product to expect at the dissertation defense.

Written Prospectus Guidelines

The Prospectus should be written in clear, plain English with minimal jargon, abbreviations, or colloquialisms and is limited to 30 pages (double-spaced). All tables, graphs, figures, diagrams, and charts must be included within the 30-page limit. References are not part of the page limit. Be succinct and remember that there is no requirement to use all 30 pages.

The student must review drafts with her/his advisor, as well as other committee members well in advance of submitting the final prospectus to the full committee. The student's advisor should give guidance as to when the prospectus is sufficiently strong and is ready to defend.

The final Written Prospectus must be distributed to the Committee at least **two weeks prior to the Oral Prospectus Examination**. The format of the research prospectus should follow NIH PHS 398 R01 grant application guidelines (except that the prospectus is to be double-spaced and permits a higher page limit) and should include the following sections:

1. Title page
2. Abstract – 60 lines of text similar to a NIH grant abstract
3. Specific aims (1–2 pages): A self-contained description of the project. It must state concisely the goals of the proposed research and summarize the research question and hypotheses.
4. Research Strategy: Use the following subsections:
 - (a) *Background and Significance (3–6 pages)*: This section should place the research project in context. This should include a brief, but critical, evaluation of the relevant literature, highlighting the existing knowledge and gaps in knowledge. Also, how the proposed research project will advance scientific knowledge and to fill those gaps.
 - (b) *Innovation (2–3 pages)*: Explain how the proposed research challenges and seeks to shift current research paradigm(s). Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any

advantage(s) over existing methodologies, instrumentation, or interventions.

(c) *Preliminary Studies* (optional, 1–3 pages): Describe what work has already been done as a pilot test or leading up to the work to be done.

(d) *Approach* (10–20 pages): Discuss in detail the design and the procedures to be used to accomplish the specific aims of the project. Describe the overall strategy, methodology, protocols, data sources, independent, dependent variables, potential confounders, effect modifiers or mediators, along with a proposed sample size with power analyses and the statistical analyses to be used. Acknowledge pitfalls and limitations of the research, and if possible, suggest alternative strategies to achieve the aims.

5. Protection of human subjects (1–2 pages)

6. References: Should be included at the end (not counted in the page limit).

Format of the Oral Presentation for the Oral Prospectus Examination

The Oral Prospectus Examination is closed door and takes the form of an oral presentation that is approximately 45 minutes long supported with visual aids, focusing on the proposal topic and methodology. Although the format and specific content of the oral presentation of the dissertation prospectus is up to the Chair and the Committee, the oral presentation of the dissertation prospectus should include a statement of research questions and/or hypotheses and the following elements:

1. Specific Aims
2. A background for the objectives including the public health significance or implications
3. Study design and approach
4. Adequacy of the study design to address the research questions
5. Data analysis plan including implications for inference and generalizability
6. Strengths and Limitations of the study

Oral Prospectus Examination

The Oral Prospectus Examination is conducted by the Committee, chaired by the student's Dissertation advisor, and focuses on the proposed dissertation design and analysis. Typically, the exam covers practical, theoretical and analytic aspects of the proposal including broad epidemiologic principles. Therefore, the exam is not limited to the prospectus, but it provides the context for this exam. The exam will begin with an approximately 45-minute closed presentation by the student about his/her planned research.

Following the student's presentation, over about 45 minutes the committee members will ask questions to address such topics as:

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

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

Immediately following the examination, the committee will meet privately to evaluate the success or failure of the student by a closed ballot after the discussion of the candidate's performance. The options for evaluating a student include: (1) Pass; (2) Conditional Pass – further evidence of qualifications is necessary; and (3) Failure. If the student fails the exam, the committee may recommend a reexamination. If the student is permitted a reexamination, he or she must be reexamined within 6 months. The student will be informed of the committee's decision immediately following the vote. The form signifying successful completion of the prospectus examination will not be submitted until after the specified conditions have been met.

The Committee Chair will obtain the pre-filled [Report of the Preliminary Examination](#) form from the student on the day of the prospectus examination. The report must be completed by the committee members and returned to the Epidemiology Director for review and signature and subsequently submitted to the SPH Associate Dean for Academic Affairs Office immediately following the exam (unless the student achieves only a Conditional Pass, in which case the form is submitted upon completion of the specified conditions). The results of the examination are reported to the School of Graduate Studies.

Note that the preliminary exam must be passed at least one academic year (i.e. 3 consecutive semesters) before graduation.

Formally Advancing to Candidacy

When a student has satisfied all the pre-candidacy requirements, passing both the Written and Oral Qualifying Exams, he/she becomes a doctoral candidate. Students can then register for Dissertation Research [EPID 7900] credits. Doctoral candidates need to remain mindful of the total credits needed to complete the program.

Institutional Review Board (IRB)/ Human Subject Protection Approval

If data collection involves working with human subjects, including use of surveys, interviews, inventories, or questionnaires, the candidate must submit an IRB/ Human Subjects Protection Application. All decisions about whether a research project needs to be submitted to the IRB should be made in consultation with either the Program Director or the Associate Dean for Research.

Doctoral Dissertation Content and Completion

After successful development and defense of the dissertation prospectus, the student is ready to execute his/her research plan. This phase generally takes 1–2 years. It is expected that the student will meet with his/her Dissertation Chair regularly during this time to ensure the accurate and timely completion of his/her research plan.

In the Epidemiology Program the dissertation consists of at least three high-quality original manuscripts suitable for publication. The student is expected to have at least one of the three first author manuscripts submitted and positively reviewed for publication before the dissertation defense. Many believe this format enhances a student's publication record. These papers should revolve around some common theme but need not be closely linked. The goal is to establish expertise in the area under study. One of the dissertation papers may be a qualitative or quantitative review paper if this review results in a novel and compelling hypothesis (subject to approval by the dissertation committee). Students are required to pursue the three-paper dissertation approach in order to obtain maximum publications.

All papers included in the dissertation must contain complete study data and be ready to submit for publication. "Ready to submit" means that the content and analysis have been approved by the dissertation committee and that the student and the advisor believe the manuscript is ready to be submitted to a journal with only edits needed to meet specific journal submission requirements (even though it may be awaiting comments from coauthors or other sign-offs). Ideally, at least one of the dissertation papers should be submitted, if not already published, by the time of the defense. All dissertation committee members must approve all three dissertation papers before scheduling the defense. To make most efficient use of faculty and student time, no paper should be circulated to the entire committee until the committee chair has reviewed the draft, and comments have been incorporated. It is expected that committee members review all drafts of the dissertation papers in a timely fashion (usually within 2 weeks) and provide requisite feedback to the student. The final dissertation must be compiled in the format specified by the LSUHSC-NO School of Graduate Studies (see below) and must be circulated to committee members no less than two (2) weeks before the scheduled dissertation defense.

Dissertation Format

The LSUHSC-NO School of Graduate Studies dissertation guidelines may be downloaded [here](#). For the Epidemiology Program Dissertation, it is expected that the three manuscripts will represent chapters 2, 3 and 4 in the dissertation. In addition, there are Introduction and Conclusion Chapters (1 and 5) that tie the three manuscripts together. The graduate school publishes in the academic calendar the latest date that the signed completed dissertation must be submitted by for graduation each semester.

Dissertation Defense

One year (three consecutive semesters) following the successful completion of the Oral Prospectus Examination, the student is eligible to sit for their dissertation defense if the dissertation is complete to the satisfaction of the Doctoral Committee. A completed [Request for Dissertation Defense](#) form and a copy of the Dissertation Abstract must be received by the Epidemiology Program Director two weeks prior to the dissertation defense date. Copies of the Dissertation must be circulated to the committee at least two weeks prior to the defense date. The dissertation must adhere to the LSUHSC-NO School of Graduate Studies Dissertation Guidelines.

The dissertation defense is to be publicized two weeks prior to the defense date. The student should consult the Dean's Office to request a room and to facilitate announcement of the defense in advance.

The dissertation defense has two parts. Part 1 is a 45–50-minute public presentation (seminar) by the candidate on the main aspects of the research reported in the dissertation. Questions from the audience may be taken afterward. The Chair of the Dissertation Examination Committee shall have discretion to decide whether such questions are germane to the topic of the dissertation and how much time shall be allotted for the questions and answers.

Part 2 is the formal examination by the Dissertation Examination Committee and is open only to the Dissertation Examination Committee. Traditionally, this examination is a test of the student's dissertation research. However, at the discretion of the Committee or the Dean, the examination may include questions from the major or minor fields in general. The chair will invite questions in turn from each member of the Committee. The questioning may continue as long as the Committee feels that it is necessary and reasonable for the proper examination of the student. The student will have ample opportunity to answer the Committee's questions.

After questioning has been completed the student will be asked to leave the room and the Dissertation Examining Committee will discuss whether or not the dissertation (including its defense) has been satisfactory. A successful defense requires that all committee members believe that each paper will be ready to submit to the identified journal after the suggestions made by the committee are incorporated.

Voting is by ballot, and to pass the examination there may be no more than one negative vote. The student should bring with them a copy of the [Dissertation Defense Final Exam Report](#). The Chair of the Dissertation committee is responsible for completing the exam report, obtaining the Program Director's signature and submitting the completed report to the office of Academic Affairs. The final approved dissertation is submitted to the Graduate School for binding at least three weeks before the graduation date.

Authorship on Dissertation Papers

Prior to the start of the dissertation, the faculty advisor and student should discuss authorship of the papers to be included in the dissertation. If the student conducts the data analysis and writes the major parts of the paper, the student should be the first author of the paper. Generally, the student will be first author on all three papers included in their doctoral dissertation. A paper will not qualify for inclusion in a dissertation if the student did not lead the research in a way that justifies first authorship (e.g., conducts the data analysis and writes the major parts of the paper). Generally, the student will be first author on published papers stemming from the dissertation, however, if the papers are not submitted for journal consideration within a reasonable timeframe (e.g., two years from the doctoral dissertation defense date), authorship order may be renegotiated to reflect the level of effort involved in preparing the manuscript for

journal submission.

Committee members are often included on the papers produced by the dissertation work, however, authorship by committee members should not be assumed. Paper authorship should be determined by the chair and candidate based upon usual authorship guidelines in the professional journals to which the papers are being submitted, and the degree to which a given committee member influenced or contributed to each paper. For example, International Committee of Medical Journal Editors' Uniform Requirements for Manuscripts Submitted to Biomedical Journal suggest that authorship credit should be based on 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Authors should meet conditions 1, 2, and 3.

Academic Policies for MPH & PhD Students

A full listing of SPH policies and procedures are located on the [Student Resources](#) section of the SPH website.

General Grading Policies and Expectations

There is an expectation of a steady increase in each student's level of performance throughout the program, with a concomitant expectation of steadily increasing ability to integrate and apply the critical elements from all preceding classes. Students are graded on their performance in all aspects of the curriculum.

- a) It is expected that all assignments be submitted on time. Failure to do so may result in a lower grade.
- b) MPH students must maintain a 3.0 GPA throughout their enrollment. If the GPA drops below 3.0 they will be placed on academic probation and have one semester to correct the deficiency. Any course in which receives
- c) PhD students must maintain a 3.0 GPA throughout their enrollment. If the GPA drops below 3.0 they will be placed on academic probation and have one semester to correct the deficiency
- d) If a student receives a grade below C in any class, they must retake that course. The original course grade also remains on their transcript and is averaged in with all other courses.

Minimum/Maximum Course Load

At least nine credit hours is required for full-time enrollment during fall and spring semester. Twelve credit hours is considered an average course load.

Adding & Dropping courses

Please refer to the LSUHSC School of Public Health [Handbook](#) for general requirements concerning adding and dropping of courses. The University Registrar sets these policies.

Disability statement:

A student who qualifies for special academic accommodations under the Americans with Disabilities Act must complete and submit the [Student Intake Form](#) on the [Office of Disability Services](#) site. Please send a copy of the final accommodations letter from ODS to the course director so that appropriate arrangements may be made.

Incompletes

If the student does not complete assigned work during the prescribed period, an "I" (incomplete) may be given by the instructor. It is expected that the student will initiate a meeting with the instructor prior to the end of the semester to discuss the work expectations and establish a mutually agreed upon timeline for completion. If the work is not completed within the time allowed by the Registrar's office, which is usually two weeks after the start of the following semester, a final grade of "F" will be recorded and the student may be required to repeat the course for credit.

Transfer Credits

Following program specific guidelines, students in the MPH and PhD degree programs may apply for transfer credit for any graduate level courses taken outside of the School of Public Health that the student would like to apply to his or her SPH degree. All requests for transfer credit will be considered on an individual basis by the Program Director.

Up to 10 credits may be considered for transfer toward the MPH degree and up to 18 credits may be considered for transfer toward the PhD degree. Grades assigned to transfer credits will not be included in the calculation of the student's grade point average (GPA) at the School of Public Health.

The requirements for requesting transfer credits are:

- The transfer course must be a graduate level course taken for a grade.
- The transfer course must have been taken in a graduate or professional program at an accredited institution.
- For transfer credits to be approved they cannot have been counted towards another degree and the letter grade must be a B or higher.
- This completed Request for [Transfer of Credit form](#) and the transfer course syllabus, must be submitted to the Epidemiology Program Director before the student registers for the semester in which the course(s) will normally be taken.
- Transfer credits requests can only be submitted after the successful completion of one semester of coursework.
- The Program Director will seek appropriate instructor and advisor approval and will notify the student once a decision has been made.

Course Waivers

Students who have taken coursework elsewhere that replicates material in a required epidemiology course may request a course waiver. A course waiver does not reduce the overall number of course credits required to be completed at the School of Public Health. A maximum of six credit hours may be waived for the MPH or PhD Program. Epidemiology students may request to be waived from a core program course based on previous coursework and an examination. Relevant courses must have been taken within the past five years. Students must have earned a grade of B (3.0) or better in the classes in question. Students must submit a written request for waiver to the Epidemiology Program director provide the supporting documentation form. Students may be asked to demonstrate their proficiency through an examination in the courses to be waived. The decision to grant a waiver is at the discretion of the program.

Graduate Student Stipends

Depending on the availability of funds, the Epidemiology Program awards in-state tuition waivers and/or assistantships to a limited number of students. Students who accept assistantships agree to work in the Program for twenty (20) hours per week. Continuation of an assistantship depends on satisfactory academic and work progress. If at any time a student with an assistantship has a cumulative GPA of less than 3.0, the student's Advisor will be notified. If the student does not bring his/her GPA up to 3.0

after the next semester, the Program Head will notify the student in writing that he/she will lose the assistantship if the cumulative GPA is not at least 3.0 within one semester.

Academic Integrity

As detailed in the School of Public Health Student Handbook, plagiarism, cheating, forgery or other forms of academic misconduct are not tolerated at this institution, and if allegations of misconduct related to academic integrity are upheld, a student may be expelled from the school. It is the responsibility of each student to ensure that his/her study and participation in the academic process is so conducted that there can be no question concerning his/her integrity. All assignments, unless clearly designated group projects, are expected to be the work of the individual student. Any use of ideas, data or wording of another person must include explicit acknowledgement of the source. Failure to give such credit is plagiarism. Any alteration/fabrication of data or inaccurate reporting of actual participation in an assignment are examples of academic misconduct. Any violations of the above will be dealt with utilizing the policies and procedures described in the [SPH Student Handbook](#).

[Turnitin](#): Some courses may use Turnitin to submit written assignments. Faculty can also use Turnitin at their discretion to evaluate any student's written assignments, including dissertation proposals and dissertations.

Leave of Absence

Students who find it necessary to take a leave of absence from the School should seek advice from their academic advisor. Upon recommendation of the student's advisor, the Epidemiology Program Director, and with approval from the Associate Dean for Academic Affairs, a student may take a leave of absence for a maximum of two years for reasons of military service, family care, serious illness, or another reason deemed adequate for interrupting graduate studies. The student must submit a request in writing to the Epidemiology Program Director. The Associate Dean for Academic Affairs provides the final approval. Leaves of absence do not stop the time-to-degree requirement unless they are taken for service in the military, maternity, and enrollment in an approved professional degree or other special circumstances.

Voluntary withdrawal or transfer from the program

Students who wish to transfer out of or withdraw from the program should do so in consultation with their advisor and the Program Director. Students must then submit a [change of concentration form](#) to the Office of Student Affairs.

Probation/Dismissal

A student is placed on academic probation if the GPA falls below 3.0 for MPH, 3.0 for PhD, or if the PhD Qualifying Examinations are not satisfactorily completed. Remediation is based on criteria developed by the faculty advisor and Program Director. Students not completing all requirements within eight years may also be dismissed. Students may also be dismissed due to academic misconduct

Students placed on academic probation may be dismissed if conditions for remediation

are not met to the satisfaction of the faculty advisor and Program Director.

Students whose cumulative GPA is below the minimum cannot graduate from the program.

Required Human Subjects and Research Training

All students in the MPH or PhD program are required to complete successfully an online human subjects research protection training program (HSRPP) through the Collaborative Institutional Training Initiative (CITI) (For More Information see: [LSUHSC-NO's Human Research Protection Program](#)). The successful completion of the basic course will satisfy institutional requirements for 3 years, after which time a refresher course is required.

All students must take either:

- Group 1, Biomedical Research Investigators and Key Personnel – Basic Course
or
- Group 2, Social and Behavioral Research Investigators and Key Personnel – Basic Course.

Decision about which group to complete should be made in consultation with the faculty advisor.

In addition, PhD students are required to complete the CITI training in Responsible Conduct of Research (RCR). The RCR basic course covers essential topics to be a responsible researcher: authorship, collaborative research, conflicts of interest, data management, financial responsibility, mentoring, peer review, plagiarism, research misconduct, and research involving humans and animals.

Completion certificates for HSRPP and HIPAA should be turned into the LSUHSC SPH research office. The completion certificate for RCR should be forwarded to the Epidemiology Program Director.

If you are a new learner who needs to complete human research training for the first time, please visit [CITI](#).

Student Travel Award

The School of Public Health's Epidemiology Program provides a limited number of travel awards (\$500) to full-time students (2nd year MPH and PhD students) to encourage student participation in academic meetings, conferences and other related activities. Grants are limited and received once per fiscal year (July to June) per individual. Further information about student travel grant can be found [here](#).

Applications for the Epidemiology Travel Grant should be completed and submitted to Director of Epidemiology, along with all supporting materials: application check list, detailed budget, student statement, advisor statement, and proof of presentation acceptance. The application must be submitted at least a full month before the date of the meeting. You can access all the application documents [here](#).

Summary of Forms

MPH Advising and Progress Worksheet

This form can be found on the [Epidemiology Website](#). It is available to guide students and their advisors through the MPH curricular requirements and expectations.

Transfer of Credit Form

This form can be found [here](#). It is completed by the student and forwarded to the Program Director and Dean for approval.

Change in Concentration Form

This form can be found [here](#). It is completed by the student, their advisor, signed by the Program Director and submitted to the Office of Student Affairs.

Prospective Doctoral Plan of Study Form

This is a preliminary plan in which students list the formal course work they intend to take to support their doctoral education and this form can be found [here](#). The PhD student completes it no later than the beginning of the second semester after admission to the doctoral program. A signed copy of this form is given to the advisor, program director and Academic Affairs office. The dissertation committee must approve any changes in the Doctoral Plan of Study Form and the amended plan submitted to the program director and Office of Academic Affairs.

Request for Written Comprehensive Examination

All students must notify the [Exam Director](#) of their intention to take the exam at the start of the spring term preceding the exam.

Request for Oral Prospectus Examination

This form can be found [here](#). It is completed by the PhD student and submitted to the Program Director upon formation of the Dissertation Committee. If the composition of the Dissertation Committee changes at any point in time, the student must submit a revised form. This form must be submitted at least two weeks before the date of the Oral Exam to the Program Director, who will submit it to the Dean's Office.

Final Doctoral Plan of Study

The Final Plan is submitted at least one month in advance of the Request for the Oral Prospectus Examination. This Final Plan of Study form can be found [here](#).

Report of the Oral Prospectus Examination

This form can be found [here](#). The student brings the form to the oral examination for completion by the Committee members. Upon completion of the exam, it is submitted to the Program Director for review and then submitted to the Associate Dean for Academic Affairs.

Request for Dissertation Defense Form

This form can be found [here](#). The student must submit this form along with a copy of the Dissertation abstract to the Program Director at least two weeks prior to the dissertation defense date.

Report of the Dissertation Defense

This form can be found [here](#). The student brings the form to the oral examination for completion by the Committee members. Upon completion of the exam, it is submitted to the Program Director for review and then submitted to the Associate Dean for Academic Affairs.