STUDENT RESOURCES

There are academic and administrative steps involved in earning a degree from the Division of Public Health. The Graduate School and the Division of Public Health Program both have specific requirements. These guidelines describe the academic requirements and procedures. Students are expected to know and follow the guidelines. You can find these guidelines by going to the following websites and then selecting “PH Policies & Guidelines.”


If you have further questions, consult an Academic Advisor from the Division of Public Health, 375 Chipeta Way, Suite A, hailey.mccormick@utah.edu, 801-585-6808, april.aboulila@utah.edu 801-581-6385, or Kelsey Townsend@utah.edu 801-587-7896

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GENERAL RESOURCES

BUILDING ACCESS

Recent events have highlighted the need to enhance the security of our buildings and the safety of our DFPM faculty, staff and students. In response to these events, the Department of Family and Preventive Medicine installed a security system at 375 Chipeta Way that will work with university ID badges.

The main entrance by the front desk will be open Monday – Friday from 8:00am-5:00pm with an exception of 8:00am – 6:30pm when evening classes are scheduled. Faculty, senior staff, doctoral students, and post docs will have card access to the building 24/7. All other students will have card access during building operating hours: M – F, 7:00am to 8:00pm.

All exterior doors will always be locked and may be opened via badge access. Students are able to access the building after hours until 8:00pm M-F.

If you do not have a student ID it is pertinent that you get one. You can pick up a student ID at the Student Union prior to classes starting.

BOOKSTORES & LIBRARY RESOURCES

Your PBHLT class books will be available at the Health Sciences Bookstore located in the Health Sciences Education Building (HSEB), 26 South 2000 East, Salt Lake City, 84112. http://www.hsstore.utah.edu/home.aspx

- Other school supplies, textbooks and U of U gear can be found at the Campus Bookstore. http://www.campusstore.utah.edu/utah/Home.aspx
- Eccles Health Sciences Library: Great staff that can help you locate research articles, etc. easy location next to the HSEB. http://library.med.utah.edu/index.php
- Marriot Library: Extended hours, helpful staff and rooms that can be reserved for group study sessions. http://www.lib.utah.edu/index.php

CEPH

The acronym "CEPH" stands for the Council on Education for Public Health—the official accrediting body for schools and graduate programs in public health. Our program has been accredited since 1978. We were one of the first three community health/preventive medicine programs to be accredited.

COMMUTING TO CAMPUS

- All students with a valid ID have access to TRAX, UTA buses & Frontrunner trains for free! Text the stop number to 882882 for times.
- It’s easy to plan your route with the shuttle tracker website (www.uofubus.com) or by texting a stop identification number to #41411.

Free services for commuters:
- Email & Text Message Alerts: Get information about road construction, special events and other events that may impact your commute. If you leave your headlights on or something else occurs where they need to contact you, they’ll send you a text message if your cell number is accessible.
- Dead Battery? They’ll jump start your car. Call 801-581-3204.
• **Lock your keys in your car?** They can help. Call 801-585-2677.
• **Emergency Ride Home:** If you come to campus on TRAX or bus and an emergency arises where you have to get home, they’ll get you there.
• **Help with bicycle repairs:** They have an excellent bicycle mechanic who can help with recommendations and minor repairs. There is also a university bicycle collective providing access to tools and bicycle repairs in the sandstone east entrance of the Museum of Fine Arts.

More information can be found at [http://commuterservices.utah.edu/](http://commuterservices.utah.edu/)

**COMPUTER LAB**

The computer lab is located downstairs in Room 108.

**Login:** Unid  
**Password:** is the same as your (Campus Information System) CIS  
If you have problems logging in call 801-587-6000.

You can print for $0.04 -.08 per page depending on black and white, color and/or double-sided. To add money on your account, please visit Crystal at the front desk. Plan accordingly as funds may not post to your account immediately.

**COUNSELING CENTER**

The University Counseling Center (UCC) offers opportunities for personal development that will lead to enhanced learning and contribution to the University. The Center helps students, staff, and faculty resolve existing problems, prevent potential problems, and develop new skills that will enrich their lives. Services address personal, career, and academic learning issues. Formats include individual and group counseling, classes, and workshops. Consultation and outreach services are also available to University organizations and departments. Please visit the [services](http://counselingcenter.utah.edu/) page for specifics on the provided services. Appointment is preferred, but walk in is available if in crisis and intake appointment is free.

**Location:** 426 Student Services Building (426 SSB)  
**Website:** [http://counselingcenter.utah.edu/](http://counselingcenter.utah.edu/)  
**Telephone:** 801-581-6826  
**Hours:** Monday-Friday, 8am-5pm  
**After hours emergencies:** 801-587-3000  
All inquiries and discussions are treated confidentially.  
Please call 801-581-6826 or visit the Counseling Center to make an appointment.

**EMERGENCY COMMUNICATION CHANNELS**

Department Safety Communication Channels

**Department Email**

If there are changes to building openings due to weather or other safety issues, the department administrative team will send emails out to the department all list serv. This list serv is managed by department administration and the information technology team. If you believe you are not included on this list, please contact your supervisor to ensure you are on this list.

**Texting Service – Department Specific**
The department will send out text in addition to the University Campus Alert System. We recommend you enroll in both services to ensure you receive the most up to date information.

To sign up for the department specific text system, you can sign up by texting "DFPM" to 55222. Please note these message will be department specific regarding building closures, delayed openings, class cancellations, etc.

You can sign up for campus alert system through Campus Information Systems (CIS) using the on the employee or student tab page by providing a phone number for the alert system. Below is a picture of the icon to enroll when logging into CIS.

**Department Office Status Phone Number**
The department has set up a phone number that can be called for updates regarding building closures, delayed openings, class cancellations, etc. When there are no updates the phone has a standard message in effect. The message list office hours, location, and numbers to call if you are trying to reach a physician. Please note the messages left on this line are not checked.

The office status phone number is 801.581.4888

Please feel free to check this phone line if you believe there will be a change in operating hours for the department offices.

**Clinic/Hospital Employees should also check on the status of their clinic location**

**FINANCIAL AID**

The Financial Aid and Scholarships office provides detailed information and assistance for financial aid (grants and loans) and scholarships. Please visit their website at [http://financialaid.utah.edu/](http://financialaid.utah.edu/) for up-to-date information and deadlines on applying for financial assistance.

**HONOR SOCIETIES**

**DELTA OMEGA** is the honorary society for graduate studies in public health. Every year, up to 10% of graduating students are nominated and inducted into this society based on academic achievement and their contribution to public health. There is a one-time inductions fee of approximately $50. Election to membership in Delta Omega is intended, not only to recognize merit, but also to encourage further excellence in and devotion to public health work.

**PHI KAPPA PHI** is the nation's oldest, largest, and most selective all-discipline honor society. Membership is by invitation only given to the top 10% of seniors and 7.5% of juniors. Faculty, professional staff, and alumni who have achieved scholarly distinction also qualify. The Society's mission is "To recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others."

**IMPORTANT DATES**

Important dates pertaining to your degree can be found on the Graduate School webpage at [http://gradschool.utah.edu/](http://gradschool.utah.edu/) > Current Students. The University of Utah academic calendar is available at [http://registrar.utah.edu/academic-calendars/index.php](http://registrar.utah.edu/academic-calendars/index.php). You are responsible to be aware of these dates.

**LEAVE OF ABSENCE**
If you need to take a semester off, it is possible to do so if there is a good reason. Your justification for the leave needs to be spelled out on the Graduate Student Request for Leave of Absence form. This form is available on the University of Utah Graduate School web site: [http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf](http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf). The form needs to be signed by your advisor then given to the Academic Advisor who will get the Division Chief signature and send it to the Graduate School.

**PARKING**

Parking is free for all Public Health students parking around 375 Chipeta Way. Do not park on the first or third level or in the Visitor spaces.

**REGISTRATION**

During fall and spring semesters you are required to register for a minimum of three (3) credits. Full time is nine (9) credits, we don’t recommend anything over 12 and you cannot take more than 16 credits in any semester. During summer you do not need to register for any classes, but if you register it needs to be a minimum of three (3) credits.

If I want/need to take a semester off, what do I need to do?

*Student can take a leave of absence for one or more semesters (other than summer) for a maximum of one year but are required to complete the Graduate Student Request for Leave of Absence form. The form is available at [http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf](http://registrar.utah.edu/_pdf/graduate-leave-absence.pdf). If you have not taken a leave of absence or are not in an active status, you will be dropped from the Graduate School's rolls and must reapply to the program.*

Do I have to register for classes during summer semester?

*Fall and Spring semesters are considered an academic year. Registering for summer semester is optional. However, if you plan to complete your comprehensive exam, project or thesis defense during summer semester, you must be registered for a minimum of 3 credit hours.*

Do all students pay the Division of Public Health resident tuition rate during summer semester--even International Students (see International Student Vacation Semester below)?

*Yes, ALL students pay Division of Public Health resident tuition rate during Summer Semester. Additional details for International Students below:*

How long can I take to finish my degree?

*Officially the permissible time is four academic years. However, if there are defensible reasons for not completing the degree sooner, the time period may be extended by petition.*

**SCHOLARSHIPS**

Watch for e-mails to come out mid-fall that will contain the requirements and criteria for any available Division of Public Health Scholarships.

The Financial Aid and Scholarship Office at the U offers a searchable scholarship database [https://financialaid.utah.edu/](https://financialaid.utah.edu/)

Graduate Fellowship Opportunities through the Graduate School [http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/](http://gradschool.utah.edu/tbp/graduate-fellowship-opportunities/)
STUDENT ADVISORY COMMITTEE (SAC)

The Student Advisory Committee (SAC) is made up of a group of Public Health students. Its purpose is to promote and organize activities which provide an opportunity for communication and interaction among students, faculty, staff, and administrators. In addition, committee members assist with promoting student organizations, promoting department activities, coordinating community outreach activities, faculty retention, promotion, and tenure. Students interested in becoming a member of SAC or serving on this committee please visit the SAC webpage, http://medicine.utah.edu/dfpm/public-health/student-advisory.php or contact the current SAC president.

TRAVEL & CONFERENCE FUNDING

Travel fund opportunities for students who have been accepted to present at conferences.

ASUU Travel Funding: ASUU can provide funding for graduate and undergraduate students attending academic conferences, academic trips, competitions, or expos. https://asuu.utah.edu/travel-and-conference-funding

Graduate Student Travel Assistance Award: Funding through the Graduate School for up to $400 and must be supported with a dollar-for-dollar match from university funds. http://gradschool.utah.edu/current-students/graduate-student-travel-assistance-award/

TUITION

The Division of Public Health Tuition includes a differential, and does not fall under the General Graduate Tuition rate. If you are earning your degree from the Division of Public Health, you will be charged the differential.

Division of Public Health Tuition: Fees for residents and non-residents can be found
Resident: http://fbs.admin.utah.edu/download/income/Graduate/PHGraduateRes.pdf
Non-resident: http://fbs.admin.utah.edu/download/income/Graduate/PHGraduateNRes.pdf

Make sure if you view the Tuition Rate from the Tuition Rate Schedules you select Division of Public Health not General Graduate tuition. This rate applies to all Division of Public Health Students. The only time this may be different is if an elective class also charges a differential, instead of double charging you will usually pay the other program’s tuition rate (higher or lower).

If you are an employee of the U and are eligible for the employee discount, the discount only applies to the Graduate School tuition base rate NOT the full Division of Public Health rate. To find out if you are eligible, you will need to speak to your employer for more information.

UNIVERSITY POLICE AND SECURITY

University Police and Security: The Department of Public Safety staff is here to help make your time on campus pleasant. They do so by monitoring and responding to alarms, controlling access to university facilities, high-visibility patrol of work spaces and parking areas, and after dark escorts to those who request it.

- Immediate police or security response is available by calling the main dispatch number, (801) 585-COPS (2677).
- Additional valuable safety and emergency information may be found at www.ehs.utah.edu - external link and at www.emergencymanagement.utah.edu - external link.
**Safety Escorts:** Many students or employees need to be on campus at night or at odd hours. Perhaps you feel nervous when you need to walk some distance to your vehicle, dorm, or another building on campus. If for any reason you would feel more comfortable having someone walk with you, please call **801-585-2677.** Just tell the dispatcher where you are and request an escort to a particular campus location. A security officer will walk with you or to give you a ride to your desired location.

**UTAH PUBLIC HEALTH STUDENT AMBASSADORS (UPHSA)**

Utah Public Health Student Ambassadors teach high school and college students the importance of Public Health in their communities and worldwide. They travel to high schools and colleges around the state inspiring students to explore the field of public health. Being a part of UPHSA will give you leadership and teaching experience, improve your resume, and offer networking opportunities. Additionally, food, lodging, and car rentals during your travels are free! If you are interested in joining UPHSA, email UPHSA@utah.edu for more information.

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**ACADEMIC INFORMATION**

**ACADEMIC ADVISORS**

Academic Advisors are available to answer your questions and help you navigate your graduate studies at the University of Utah and Division of Public Health. Walk-in appointments are welcome but if you require more than 10 minutes, please schedule an appointment.

Please see the ‘**FACULTY ADVISOR**’ section for information regarding your faculty advisor while in the Public Health Program.

**COURSEWORK**

Your official worksheet with required classes can be found online on our website. Please note that the MPH curriculum was updated fall 2017 to meet the new CEPH accreditation criteria.

How can I find out what's being offered each semester and where the classes are taught?

The list of classes taught and times can be found www.utah.edu home page >Academics > Catalogs, Schedules & Calendar>Class Schedules >select semester >select department (PBHLT for Public Health).

Can I waive a course if I've had equivalent courses elsewhere?

The equivalent course must be evaluated and approved by the faculty members in charge of the course, contact Jill Stephenson, Hailey McCormick or Kelsey Townsend for additional paperwork.

Some of your professors will use Canvas (replaced WebCT) https://utah.instructure.com/ for course syllabus, assignments, quizzes and tests.

**ELECTIVES**

Regardless of the degree program, all students must have prior approval from your faculty advisor before an elective class is taken for it to count as part of the student’s degree requirements. See ‘**FACULTY ADVISOR**’ heading.
Please note that you will be charged the Division of Public Health tuition rate unless the program in which you are taking the elective charges a differential.

**EVALUATIONS**

I understand most courses have evaluations. If I offer constructive criticism, will the instructor "hear" my comments? Why do we have to do this?

_The reason we must have evaluations is that the University requires it (besides, they can be helpful.) And yes, believe it or not, instructors and Dr. Alder do read evaluations for the courses, and don’t simply dismiss negative criticisms. In some instances, of course, it isn’t possible to make changes (e.g., the suggestion to have smaller classes). In other instances, we try to make a change (e.g., speak more slowly). We assume that the student responds to the evaluations responsibly and on the basis of an objective and thoughtful review of the course—not simply vindictively._

_Note: Instructors do not have the opportunity to see evaluations until after grades have been submitted. All course evaluations are anonymous._

**FACULTY ADVISOR**

Starting fall 2017 a set committee was implemented for students in the Master of Public Health degree. Students in the MPH program will have three faculty committee members that are available for approval of electives, career advising, practicum advising, etc. It is recommended that students meet with one of them for 15-20 minutes each semester. It is the student’s responsibility to initiate and arrange these meetings. Please view their office hours for availability.

Faculty Advisor requirements have remained the same for Master of Science in Public Health students. If you are a MSPH student you will meet with the faculty advisor you identified in your admission application. The faculty advisor will assist in the planning of courses, potential research projects, and support you in understanding how to meet all University requirements. In addition, the initial faculty advisors role is to help select faculty members for your supervisory committee and assist in the development of your project/thesis. You may choose to change your original faculty advisor to one that is more appropriate for your interests.

**MPH and MSPH students:**

Schedule a meeting with your faculty advisor during your first semester. During this meeting you will discuss your remaining coursework including electives and complete competency mapping for elective courses. You will also discuss career and academic goals and have your faculty advisor sign off on your tracking sheet after the meeting.

During your second semester, you will schedule another meeting with your faculty advisor. During this meeting you will review your career goals, discuss practicum and project/thesis opportunities, and make sure you are on track to finish the program. Your faculty advisor will sign off on your tracking sheet after the meeting.

**SUPERVISORY COMMITTEE**

Graduate School regulations require that each student work with a faculty advisor to plan courses or research, and understand how to meet all University requirements. In addition, the faculty advisor to whom you are initially assigned can help you select faculty members for your supervisory committee. You may choose to change your original faculty advisor to one more appropriate for your interests.

Graduate School regulations require that each student work with an advisor to plan courses or research, and to know how to meet all University requirements. Advisors have good advice—and can serve as interpreters of
regulations and scheduling dilemmas. MStat in Biostatistics and PhD students are assigned an initial advisor. Students may change their advisors based on interests and faculty availability and consent.

To form a supervisory committee, the student first discusses prospective members of the committee with their advisor, and then talks to those faculty members about their interests and availability. Finally, after all faculty members have agreed to serve, a form is completed and initialed by each member of the committee. The form should be given to the students’ academic advisor. http://www.utah.edu/graduate_school/supervisory.pdf

A supervisory committee advises on course selection, practicum suggestions, career direction, and other relevant academic matters.

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**PROGRAM- SPECIFIC INFORMATION**

### MPH/MSPH PROGRAMS

**MPH or MSPH?**

What is the difference between a MPH and a MSPH?

*The Master of Public Health (MPH) is a professional degree, indicating that the student is prepared to apply skills learned in an academic setting to community public health problems.*

*The Master of Science in Public Health (MSPH) degree is an academic degree denoting that the student has conducted research and formally presented it to the faculty as a demonstration of research capability. The most common public health degree is the MPH, and it is applicable and relevant to all aspects of the field. The MSPH places more emphasis upon skills in doing research, and is the degree of choice for continuing graduate work to the doctoral level, or for going into the Public Health Services Commissioned Corps and is also relevant to all aspects of the field.*

Can I graduate with a MPH and then come back later, finish my project and get a MSPH?

*No, but with the proper approvals, you can switch from a MPH to a MSPH prior to completing your degree. Please talk to your academic advisor for additional information.*

### COMPREHENSIVE EXAMINATION (MPH Only)

The following classes need to be completed before you can take the comprehensive exam:

- PBHLT 6100 Biostatistics I
- PBHLT 6400 Public Health Management & Practice
- PBHLT 6500 Public Health Systems & Services
- PBHLT 6550 Public Health Program Planning, Evaluation and Implementation
- PBHLT 6300 Epidemiology I
- PBHLT 6600 Social and Behavioral Science in Public Health
- PBHLT 6700 Environmental & Biological Science in Public Health

The comprehensive examination is the culminating experience of the Public Health Program. The purpose of the exam is three-fold:

- First, to ascertain if the student has both the broad and specific knowledge expected of someone holding a master’s degree in public health and has met the core competencies of the public health program.
Second, to determine whether the student has been able to integrate knowledge obtained from individual courses into unified concepts which link the student’s own interests to the other areas of public health.

Third, to determine if this knowledge can be translated into solving a specific public health problem while working in a committee structure.

The Comprehensive Examination is offered year round and is required of all MPH students. The students may sit for the examination once he or she has completed and passed the above core courses. **Students are required to take their exam no later than the last day of class the semester they plan to graduate. However, it is strongly recommended that students take their exam at least 2 weeks prior to the last day of class to account for any scheduling issues or exam retakes.**

**MPH PRACTICUM**

The practicum is one of the culminating experiences in the public health program. The purpose is to allow students to obtain specialized, hands-on, real-world experience in a public health topic or area that would be comparable to that in a career public health position. It also allows the student, advisor and a practicing public health mentor to evaluate whether the student's public health skills are mature enough to enter the field as a public health professional.

Guidelines regarding appropriate objectives, situations, and time spent on the practicum are available, along with all the necessary forms, from the Public Health Practicum Website. The website will contain up-to-date guidelines, objectives and required paperwork, [http://medicine.utah.edu/dfpm/public-health/programs/master-public-health/practicum.php](http://medicine.utah.edu/dfpm/public-health/programs/master-public-health/practicum.php) in order to receive credit you must obtain approval from the Practicum Coordinator before starting your practicum experience.

The student is responsible to find, select and set up their practicum, in consultation with their advisor. The Student Objectives Form and the Mentor Credentials Form must be submitted to the Practicum Director prior to beginning the practicum experience. The advisor and mentor will be the student’s main source of assistance and feedback during this time. All MPH students must complete a six-credit hour course (270 hours fieldwork) and it can be completed in one or two semesters. Practicum materials must be submitted no later than the last day of class the semester the student plans to graduate. A practicum is different from the MSPH thesis/project or publishable paper.

**MSPH THESIS/PROJECT**

The Master of Science in Public Health degree is the Division of Public Health’s academic/research-oriented master’s degree and; all MSPH students are required to complete and successfully defend a thesis/project prior to graduating. The master’s thesis/project may be based on research involving primary data collection, but is often a secondary analysis of existing data to investigate a research question not yet evaluated. The thesis/project is typically organized as a potentially publishable paper. The decisions about acceptable thesis/project content and organization reside with each student’s Supervisory Committee.

Students must:

1. choose a project or thesis that coincides with their research interests
2. create a supervisory committee which consists of faculty and/or experts in the specified research area
3. complete six credit hours of project/thesis (roughly 270 hours of effort)
4. write a paper in the format of a traditional thesis or a paper of publishable quality
5. present the thesis/project at a public seminar
6. successfully defend the thesis/project

Guidelines regarding appropriate objectives, situations, and scope of the project/thesis are available, along with all the necessary forms, from the Public Health project/thesis website. The website will contain up-to-date guidelines, objectives and required paperwork. http://medicine.utah.edu/dfpm/public-health/programs/master-science-public-health/project-thesis.php

**MSTAT PROGRAM**

**FORMS AND EVENTS**

*Supervisory Committee form* - starts the Graduate School’s tracking of your graduation requirements.

**MStat in Biostatistics Practicum Forms**
- Objectives
- Mentor Evaluation (of student, shared with student and advisor)
- Student Evaluation 1 & 2 (of experience) and site description
- 5-page ‘reflections’

*All forms can be found on our website: http://medicine.utah.edu/dfpm/public-health/programs/mstat-biostatistics/practicum-forms.php*

**MStat in Biostatistics Project Forms**
- Supervisory Committee Form
- Research Proposal
- IRB Research Proposal Form
- Defense Announcement
- Report of Final Examination
- Oral presentation and project write-up

*All forms can be found on our website: http://medicine.utah.edu/dfpm/public-health/programs/mstat-biostatistics/project-forms.php*

Refer to the website for information and instruction on the Mstat, Biostatistics Project and Practicum.

**MSTAT PRACTICUM**

The practicum is one of the culminating experiences in the MStat in Biostatistics program. The purpose is to allow students to obtain specialized, hands-on, real-world experience in routine statistical consulting, data management, and data analysis comparable to that in a master’s level career biostatistics position. It also allows the student, advisor and a practicing data analysis mentor to evaluate whether the student’s statistics and consulting skills are mature enough to go out into the field as a statistics professional. Former students have reported that the Practicum was one of their most valuable experiences.

Guidelines regarding appropriate objectives, situations, and time spent on the practicum are available from the MSTAT-Biostatistics academic advisor.

The student is responsible to set up a practicum, in consultation with the faculty advisor. The faculty advisor will help choose a suitable practicum and find a statistics/statistics-related professional to serve as the mentor. The advisor and mentor will be the student’s main source of assistance and feedback during this time. Questions may be referred to the MStat in biostatistics track representative as necessary.
Practicums may be paid or unpaid, depending on what is available. The practicum is a 1-semester hour course. A practicum is different from the MStat project.

Before the practicum begins, some forms need to be completed and submitted to your academic advisor. After the practicum is completed, you must submit two copies of your paper by the last day of class in the semester in which you wish to graduate. This must include both student and mentor/faculty evaluations.

**MSTAT PROJECT & DEFENSE**

Your MStat project is an example of the statistics that you would be able to perform as a career biostatistician. It should demonstrate your ability to think through a new (to you, but not so hard that your advisor needs to do it for you) statistical method and data analysis using it. The write-up should move through these thought processes: it should *not* look like a medical journal article. Your plan should be thoroughly discussed with and approved by your advisor and with the members of your supervisory committee. You are required to submit an IRB application for IRB scrutiny. Your advisor and the MSTAT-Biostatistics program coordinator will need a copy of your proposal and the IRB’s formal determination.

Upon successful defense of the project, all supervisory committee members need to sign a Report of the Final Examination for the Masters Degree, indicating the outcome. Please bring two copies of this completed form to your defense. It can be found at http://medicine.utah.edu/dfpm/public-health/programs/mstat-biostatistics/project-forms.php.

Remember, you MUST be enrolled for at least three credit hours during the semester in which you defend.

**PhD PROGRAM**

**PREREQUISITES FOR DOCTORAL PROGRAM**

Students entering the doctoral program without an accredited Master of Public Health or Master of Science in Public Health degree will be required to complete, with the minimum grade of B-, the course work covering the five core areas identified by CEPH (Epidemiology I, Biostatistics I, Social Context of Medicine and Public Health, Environmental Public Health, and Public Health Administration and Policy). Credits earned from taking these courses will not be counted as part of the required credits for the Ph.D. degree. Students may submit a request for waiver for any of these courses to the Division Faculty for approval.

By University of Utah policy, every Ph.D. candidate must complete two consecutive full-time semesters. Summer semester may be used, but is not required.

**GENERAL EXAM**

After completion of the core courses, doctoral students must take and pass the general examination. This examination is designed to test the student’s knowledge of general public health principles and methods that were presented during the first year of didactic instructions and their application to problems not previously discussed.
The examination is administered and graded by the core Public Health faculty. It is administered twice a year, in May and December.

**Objectives:**
The objective of the General Exam is to provide an opportunity for the faculty, and the student, to assess the student’s knowledge and ability to conduct research, by having them consider a research question, analyze data, and based on these, prepare a manuscript for submission and give a scientific presentation. The student must demonstrate that they are adequately prepared before they can proceed with forming a Dissertation Committee and formally preparing their Dissertation Proposal.

**Eligibility:**
A student will be eligible to take the General Exam after they have completed, with a B- or better, the following courses and their pre-requisites:

- PBHLT 7100 - Biostatistics II
- PBHLT 7101 - Data Analysis Using SAS
- PBHLT 7200 - Public Health Principles and Practice
- PBHLT 7300 - Epidemiology II
- PBHLT 7311 - Advanced Research Methods
- PBHLT 7410 - Advanced Policy and Leadership
- PBHLT 7640 - Research and Evaluation of Health Behavior

**QUALIFYING EXAM**
The qualifying examination is taken after the 5-page concept proposal has been presented to the faculty, the dissertation proposal has been presented to and approved by the Supervisory Committee and before dissertation research has begun. Students must be registered for a minimum of three credits in the semester in which the qualifying examination is taken. In addition, the student must have completed all the core course requirements.

**GRADUATION INFORMATION**

**GRADUATION**
Graduate School regulations require all graduate students to complete all necessary graduation forms including signatures (one chair and two members) by the due dates listed below:

- May (Spring) graduation forms must be submitted NO later than November 1
- August (Summer) graduation forms must be submitted NO later than March 1
- December (Fall) graduation forms must be submitted NO later than July 1

You must turn in the Application for Admission to Candidacy form to the academic advisor and the Graduation Application must be submitted to the Graduation Office, as well as to your academic advisor before dates listed above. The Graduation Application can be found through your CIS portal. *This will involve some planning ahead on your part.* Once submitted continue to check the Campus Information System (CIS) > Graduation > Graduate Student Summary > Grad Student Program of Study for accuracy and faculty approval.
For more information on how to apply for graduation please refer to our website: https://medicine.utah.edu/dfpm/public-health/programs/student-resources/graduation-forms.php

DIVISION OF PUBLIC HEALTH ALUMNI ASSOCIATION

The Alumni Association officially formed in September 2016. The main focus of the association is to offer networking, collaboration and professional development opportunities for graduates of the Division of Public Health while also encouraging a relationship with current students of the program. For more information and how to become a member, please review the Alumni Association website.

Why does the Division of Public Health need current contact information for alumni?

We are always interested in how our graduates’ careers develop. We are proud of what has been accomplished in the Program, and it is with pleasure that we show lists of graduates to outside review committees, deans and officials of the University, and other interested parties. Our accrediting agency is especially interested in our alumni, where they are, what they are doing, and how they are using their public health training.

JOBS

Although there is no guarantee of a job, you can be assured of being very well prepared and credentialed in the search for employment. For MPH students your practicum experience can potentially lead into a career. Ask faculty members for advice about job searches. Also, make sure to review the weekly email sent out by Division of Public Health Staff for job postings. You should also review the career resources page on our website.

ADDITIONAL RESOURCES

Staying Healthy

- **Campus Recreation Services**: Membership to the Student Life Center is free to students with a valid University ID. Programs include outdoor adventures, intramural sports, fitness classes and equipment rentals at a reasonable price. [http://campusrec.utah.edu/](http://campusrec.utah.edu/)
- **Student Health Center**: Provides discounted services to all University of Utah students, their spouses, and dependents including immunizations, preventive/well care, travel consultations, women’s health & family planning, and pediatrics. Information about student health insurance is also available. [http://studenthealth.utah.edu/](http://studenthealth.utah.edu/)
- **Counseling Center**: Offers individual, couple and/or group counseling to University graduate students enrolled in 3 credits or more. [http://counselingcenter.utah.edu](http://counselingcenter.utah.edu)
- **Center for Student Wellness**: provides health education and victim advocacy. [http://wellness.utah.edu/](http://wellness.utah.edu/)
- **SafeUT app**: confidential crises intervention with licensed mental health counselors (call or text). [uofuhealth.org/safeut](http://uofuhealth.org/safeut)

Center for Child Care and Family Resources

The Center for Child Care and Family Resources offers comprehensive guide to child care resources and information that supports parents in their search for child care services. [http://childcare.utah.edu/](http://childcare.utah.edu/)
Services include:
- Child care options that exist both on and off campus
- Quality program checklist
- Financial and educational resources
- Special programming for children and parents
- Locations of diaper changing stations and lactation rooms
- Free childcare opportunities are available through:
  - Team Tots - Two hours of free childcare for children ages 1-7 every Tuesday & Thursday so you can work out.
  - Finals Week – Support for your family during the busiest week of the semester.
  - Parent Night Out – One Saturday each month.

Writing Center
- Services specific to graduate students include assistance with research proposals, articles for publications, class papers, resumes and CVs. [http://writingcenter.utah.edu](http://writingcenter.utah.edu)

ASUU (Associated Students of the University of Utah) Tutoring Center
- The ASUU Tutoring Center provides individual tutoring ($7 per hour) and group tutoring sessions ($4 per hour) for currently enrolled University of Utah students. Students can receive assistance for a wide range of subjects at a reasonable rate. [http://tutoringcenter.utah.edu/](http://tutoringcenter.utah.edu/)

Career Services
- Services for students including career exploration, jobs, internships, resumes, interviewing, programs, and workshops. [http://careers.utah.edu/](http://careers.utah.edu/)

Housing
- Graduate Student Housing: [https://housingoptions.utah.edu/graduate-housing/](https://housingoptions.utah.edu/graduate-housing/)

MUSS

Free with student ID
University students have access to many attractions for free with a student ID including:
- Pioneer Theater
- Red Butte Gardens
- Museum of Fine Arts
- Natural History Museum
- And many more! Make sure to keep an eye out for student discounts at local restaurants, bars, community events and ski passes.

Places to eat near Research Park
- Allie’s American Grille: Marriott Hotel on Wakara Way
- Corner Bakery Café: 610 Foothill Blvd
- Natural History Museum of Utah – The Museum Café: 301 Wakara Way
- Knickerbockers Deli: 421 Wakara Way
- Starbucks Café: Marriott Hotel on Wakara Way
- Subway: 675 Arapeen Drive
- Williams Building Café: 295 Chipeta Way
- University Neuropsychiatric Institute cafeteria: 501 Chipeta Way
- Starbucks Café: University Neuropsychiatric Institute, 501 Chipeta Way