



Columbia University
MAILMAN SCHOOL
OF PUBLIC HEALTH

Department of Sociomedical Sciences

Doctoral Student Handbook

2008 – 2009

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Department of Sociomedical Sciences

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OVERVIEW

In 1968, the Columbia University School of Public Health, now called Mailman School of Public Health, became the first institution in the country to offer a graduate degree in Sociomedical Sciences (SMS). What began as a collaborative research project on rural health care in 1956, spearheaded by a physician, an epidemiologist, and a sociologist, evolved over a decade's time into a formal doctoral program. Dr. Jack Elinson, the first head of SMS, coined the term "sociomedical sciences" to incorporate the social sciences of sociology, anthropology, economics, history, political science, and social psychology into a multidisciplinary study of health and medicine. In 1991, in response to a growing interest in Health Promotion and Disease Prevention, the Department added a track specializing in this area of study (now called Health Promotion track) to its Master of Public Health (MPH) Program. In 1998 a third MPH track, specializing in the History and Ethics of Public Health, was added. A fourth track, focusing on Aging and Public Health, was created in 1999, and in fall 2002, a fifth track in Urbanism and Community Health (now called Urbanism and the Built Environment), was introduced. In fall 2003, another new MPH track, Sexuality and Health, was introduced. Started in fall 2005, SMS participates in an inter-Departmental Global Health track.

SMS faculty are broadly involved in both research and teaching, with the goal of applying social science theory and methodology to health and medical issues. Research projects are focused on such contemporary health topics as sociocultural aspects of drug behavior and alcoholism, tobacco control, adolescent health, the role of social supports and social networks, health of the aged, social aspects of disability, the organization of health care and health care program evaluation, the health professions, stress and coping, the behavioral and ethical impact of AIDS, preventive health behavior, and gender and health.

Within the teaching program, three degrees are available: The Master of Public Health (MPH) and the Doctor of Public Health (DrPH), both conferred by the Mailman School of Public Health, and the Doctor of Philosophy (PhD) conferred by the Graduate School of Arts and Sciences. Doctoral graduates may expect to do research, teach, and/or assume advanced administrative positions. MPH graduates often work in public health agencies, participate as members of research and health promotion teams, or use the degree to complement such professional careers as nursing, law, medicine, social work, urban planning, occupational therapy, or international affairs.

GENERAL INFORMATION AND RESOURCES

Learning Objectives of Doctoral Programs

Doctor of Philosophy (PhD)

The PhD is designed to train individuals who wish to combine training in a social or behavioral science discipline with a focus on research and teaching in public health and medicine. Students combine a year of course work in a social science discipline of their choice with similar length of training in public health. Faculty mentors are drawn from the Department of Sociomedical Sciences, as well as other Mailman School of Public Health faculty with social science training, and faculty from social science Departments from the Graduate School of Arts and Sciences. Upon satisfactory completion of the PhD, students will be able to conduct independent and scholarly research that

advances knowledge in public health based upon the theory and methods of the social science discipline of their choice. The successful PhD graduate will be an independent scholar, who will be able to teach students in either a social science Department or school of public health.

Upon satisfactory completion of the PhD degree in SMS, graduates will be able to:

- Identify and explain problems in public health and health care from the perspective of both public health and the theory and empirical findings of a social or behavioral science discipline:
 - Identify and explain core theoretical principles and methods in biostatistics and epidemiology
 - Summarize and critically analyze theoretical principles and positions in three of the following six disciplines - anthropology, economics, psychology, history, political science, and sociology - as they have been applied to research problems in public health and medicine
 - Restate, critique and synthesize the general theory and methods in one of the following disciplines: Anthropology, Economics, History, Political Science, Psychology, and Sociology;
- Identify the major qualitative and quantitative methods in the social and behavioral sciences and assess their major strengths and limitations:
 - Select the social science method or methods that are appropriate for addressing a research question specific to population, time and setting.
 - Demonstrate an in-depth proficiency in data collection, research design and data analysis for two narrowly defined areas of social science methodology, one of which should include the major methodological traditions of the student's disciplinary concentration;
- Undertake independent and original research:
 - Conceive, formulate and conduct original empirical research that applies or tests theory from a social science discipline to a research problem on health, illness, health behaviors among individuals and groups or the organization of public health and health care.
 - Communicate in written and oral form the results of research findings to other scholars in both the selected social science discipline and public health; and
- Apply current standards for conducting ethical research with human subjects:
 - Identify principles and requirements for the protection of human subjects in public health research.
 - Write and implement a research protocol that follows guidelines of the Institutional Review Board, and which protects the confidentiality of study subjects, minimizes their exposure to physical, social and psychological harm and, as appropriate, compensates subjects for their participation in a research study.

Doctor of Public Health (DrPH)

The DrPH is designed to train individuals who wish to pursue teaching and research careers in the

social and behavioral sciences within the field of public health. Students enter the program with an MPH. Students organize a course of study that brings the theory and methods of multiple social science disciplines to bear on a public health topic of the student's choosing. The selected topic falls within the research expertise of Mailman School of Public Health faculty. Faculty mentors are primarily drawn from the Department of Sociomedical Sciences (SMS), but other School of Public Health faculty with social science training may mentor DrPH students. Faculty outside of SMS who participate in the training of DrPH includes, but are not limited to Health Policy and Management, Population and Family Health and Epidemiology. Upon satisfactory completion of the DrPH, students will be able to conduct independent research that will advance knowledge in public health or will apply social science research and methods to advance public health practice and policy. The successful DrPH graduate will be an independent scholar, who has acquired an expertise in a specific area of public health so that they can train the next generation of public health masters and doctoral students in current state of social science knowledge.

Upon satisfactory completion of the DrPH degree in SMS, graduates will be able to:

- Identify and explain the theory and empirical findings in more than one social or behavioral science as applied to research problems in public health and health care:
 - Summarize and critically analyze theoretical principles and positions in three of the following five disciplines – anthropology, economics, health psychology, history and sociology – as they have been applied to research problems in public health and health care.
 - Restate, critique and synthesize key theoretical positions and empirical findings in more than one social science discipline as they apply to health, disease and health behaviors;
- Identify the major qualitative and quantitative methods in the social and behavioral sciences and assess their major strengths and limitations:
 - Select the social science method or methods that are appropriate for addressing a research question specific to population, time and setting.
 - Demonstrate an in-depth proficiency in data collection, research design and data analysis for two narrowly defined areas of social science methodology;
- Undertake independent and original research:
 - Conceive, formulate and conduct original empirical research that applies the current state of social science knowledge and methods to a public health problem.
 - Communicate in written and oral form the results of research findings to other scholars and to public health practitioners; and
- Apply current standards for conducting ethical research with human subjects:
 - Identify principles and requirements for the protection of human subjects in public health research.
 - Write and implement a research protocol that follows guidelines of the Institutional Review Board, and which protects the confidentiality of study subjects, minimizes their exposure to physical, social and psychological harm and, as appropriate, compensates subjects for their participation in a research study.

Department of Sociomedical Sciences Central Office

The Department of Sociomedical Sciences is located on the 5th floor of 722 West 168th St. (212-305-5656). The SMS Central Office, located on the 5th floor, serves as a center of information for its students and faculty. Housed in the Central Office are the Department Chair, the Academic Program Coordinator, clerical staff, and Graduate Research. Resources include a library of doctoral theses, master's essays, bulletins of various schools of the University, qualifying exam reading lists, and the like, all available for student perusal. The Department has designated a Deputy Chair responsible for directing the doctoral programs. The Deputy Chair consults with the Department Chair regarding procedures that require Departmental approval, e.g., examination and dissertation committees, waivers and substitutions for course requirements. The Deputy Chair also works with other faculty on admissions, review of student academic performance, and curriculum. Peter Messeri is currently Deputy Chair of the Doctoral Program. He is also Chair of the SMS Subcommittee in the Graduate School of Arts and Sciences.

To assist the Deputy Chair, SMS faculty members have been designated as liaisons with each of the downtown Departments and a coordinator for the DrPH program. Among their roles are to monitor program requirements for their respective concentrations and to advise students on course requirements. For 2008-2009, the faculty liaisons are: Anthropology, Jennifer Hirsch; History, David Rosner; Psychology, Ana Abraido-Lanza; Political Science, Ron Bayer; Sociology, Connie Nathanson; and Economics, Sherry Glied. Miguel Munoz-Laboy is the coordinator for the DrPH program. Students should feel free to meet with any of the above faculty members regarding program requirements.

Although students are encouraged to phone ahead if they wish to consult with faculty, they are always welcome to drop in at the Central Office if they have questions or wish to look through any materials. The Academic Program Coordinator for the department Ms. Andrea Constancio. Her door is always open, so feel free to come by at any time, if you have questions about SMS programs, for help getting through the Columbia bureaucracy, or just to say "hello!" Her phone number is 212-342-0287, and her e-mail address is ac995@columbia.edu. Toya Smith (ts2439) provides administrative support to the Academic Coordinator and to the Department.

Student files and progress sheets are kept in the office of the Academic Program Coordinator. If you have a change of address, phone number, or wish to include an additional e-mail address, it is important that you update your student profile and contact information via SSOL (Student Services Online <https://ssol.columbia.edu/>).

Faculty Advisors

Doctoral student advisement and mentoring occurs at multiple levels and evolves during the course of doctoral study. Upon admission to SMS, each student is assigned a faculty advisor. The advisor is responsible for guiding the student's progress through the program. The faculty advisor is often, but not always, the disciplinary liaison or DrPH coordinator. The faculty advisors assist students in planning course work to meet their needs and research interests. During the course work phase of their doctoral studies, students should meet with their advisors at least twice a semester.

Course advisement is conducted at the start of each semester. Course selections to meet

requirements, as well as electives, are reviewed by the DrPH coordinator, or the liaisons for each of the PhD disciplines. Faculty advisors also serve a more general role by assisting students in developing dissertation topics and locating appropriate faculty mentors. Students and advisors should meet at least once during the semester for this equally important, but more informal form of mentoring.

Students may change advisors as their interests change, as all Department faculty members are eligible to serve as advisors. Students should inform the Academic Program Coordinator when contemplating any change of advisor. When a student selects a dissertation sponsor, this individual assumes responsibilities of the faculty advisor and mentor.

The Academic Program Coordinator is knowledgeable about the rules and facilities of the University and serves as a resource person to both students and faculty. Students should meet with the Academic Program Coordinator at registration time.

Minimum Performance Standards

Beginning in fall 2005, the School instituted minimum performance standards for both PhD and DrPH students. A student in good standing will have received a B or better in all his or her courses and maintain a 3.3 average in required courses. Students receiving a grade of B- or lower must develop a remediation plan devised by their advisor. Students receiving B- or lower in two or more courses will be placed on Dean's Hold until a plan of remediation, approved by the student's advisor, is submitted to the Office of Student Affairs.

The academic transcripts of all students are reviewed at the end of the first year. Students on academic notice after course work is completed are subject to an academic review prior to taking the methods examination.

Annual Academic Progress Review

The Department's primary mechanism for reviewing the academic progress of doctoral students is annual progress report. The annual progress report is completed each spring by all doctoral students in their second year and beyond. The progress report form is sent to students via email by the Academic Program Coordinator. Students must complete the form and consult with their academic advisors/dissertation sponsor for review and signature. These reports are the basis for review by the Department to identify possible academic difficulties during the course work stage of graduate studies and to certify satisfactory progress for students who have exceeded the seven year limit for completing the doctoral degree.

Financial Aid

Students who need financial aid should first contact the Office Financial Aid in the Mailman School of Public Health (DrPH students) or the Graduate School of Arts and Sciences (PhD students). The types of student aid available, including loans, awards, and work-study employment, are outlined in the School Bulletins.

Each semester, a limited number of Teaching Assistants (TA) and Seminar Leaders (SL) are appointed by the Department. The TAs and SLs receive a stipend, and their responsibilities include

serving as section leaders and assisting faculty in grading course papers and examinations. Doctoral students will be notified when TA or SL opportunities arise.

Graduate Research Assistantships (GRAs) Guidelines

The Department makes every effort to offer GRAs when applicants are accepted into the program. GRAs receive University appointments as Student Officers of Research. The GRA positions are renewed during the coursework phase of graduate studies pending a review of academic performance.

SMS GRAs receive full tuition, health and computer fees and a stipend. The scholarship coverage depends on which doctoral program the student is registered in and number of years in the program. For PhD students entering with a BA, we will continue GRA support for 3 years or 6 Residence Units (RUs). For students entering with a previous Masters degree, we will cover two years or 4 RUs. Students with a previous Masters degree are expected to apply for two RUs of advanced standing during their second semester of residency.

DrPH students are covered for up to 30 credits. Typically, we cover 24 credits during the first year of the program and 6 additional credits during the 3rd semester. There is some flexibility in how DrPH students may apply these credits. For example, they can take fewer credits during the first two semesters and make up the difference in the third semester. However, all DrPH students must take a minimum of 3 courses during each of the first two semesters and must complete all 30 credits by the third semester. Under special conditions, as requested by the student, we can arrange for some of the credits to be applied to summer courses.

The GRA appointment is for a 9 month period from Sept. 1 to May 31. Students are assigned to work for 20 hours per week on a project. Continued work over the summer is left to the discretion of the student and faculty supervisor. If the student continues to work over the summer, the student will be paid as a casual worker.

Students have off on all Medical Center Campus holidays, the days between Christmas Day and January 2nd, as well as spring break. Students should meet with their faculty supervisors at the start of their programs to work out their 20 hour per work schedule. Students may request to rearrange hours in order to attend meetings scheduled by the Department related to their academic training. If students need time off to study for exams, they should request it well in advance and arrange to make up the hours missed.

If students are progressing satisfactorily in their coursework, their GRA position will be renewed until coursework is completed.

Fellowships and Grants from government agencies and private foundations are available for graduate students. The amounts awarded, eligibility for the awards, and the basis for selecting recipients vary. Students interested in exploring these funding possibilities should consult with Helena Rincon Financial Coordinator at the Sociomedical Sciences Business Office located at 722 West 168th St. Her e-mail is hr2016@columbia.edu. She can advise students about where to apply for support for these dissertation grant opportunities and may have application forms for some of the award programs (see Appendix E). Students can also discuss opportunities with their advisors.

Doctoral students at the pre-dissertation stage are encouraged to apply for fellowships for dissertation research.

Accessing Information

Grades may be accessed using a touch-tone telephone through the Grade Inquiry System (212-854-7373). Entrance into the system is gained by using a Columbia University identification number and a Personal Identification Number, issued by the Registrar through the mail. In addition to the past semester's grades, general information regarding grade processing may be accessed.

The following is a brief overview of how the student may access information through computers at Columbia. Because this is a rapidly expanding information system, the student is advised to become familiar with resources and assistance available at the Health Sciences Library. Many demonstration sessions are scheduled throughout the year and students are urged to attend them or call the Reference Librarian at 212-305-3692 for information.

Students are strongly encouraged to open Electronic Mail Accounts (e-mail). The Department posts jobs and other relevant information for students. E-Mail Accounts are free to all Columbia University faculty, staff and students (although there are limits on the amount of storage space). The Columbia University (Cunix) ID is issued by Columbia's Academic Information Systems group (AcIS). It allows full connections with international networks (i.e., BITNET, Internet, USENET, News, etc.), provides access to the Cub Mail system, and also allows access from computer modems off campus.

To create a new e-mail account, students should go to www.columbia.edu/acis, call AcIS (212-854-4854), or go to the Health Sciences Library Microcomputer Lab (Library, 2nd floor).

Students can access grades and account information by going to <http://ssol.columbia.edu> .

Students can access any scholarly information and reference materials through Columbia's Library website, www.columbia.edu/cu/lweb .

The Mailman School of Public Health has a home page on the Worldwide Web at www.mailman.hs.columbia.edu. SMS also has its own page within the School's home page. Go to www.mailman.hs.columbia.edu/sms.

Campus Shuttle Service

A free campus shuttle bus service is available between the Columbia University Medical Center Campus (in front of Neurological Institute on Fort Washington Ave.), the Morningside Campus (in front of the main gates on Broadway and 116th St.), and Harlem Hospital (on Lenox Avenue and 136th St.). A valid Columbia University identification card is required. The shuttle runs between 6:45 AM and 11:55 PM, except in the summer, when there is no evening service between the Health Sciences and Morningside Campuses. For further information, please call the Security Office at (212) 305-8100.

Campus Escort Service

Students may call the Security Office (212-305-8100) for escort service between all Health Sciences facilities, or to their cars.

Filing for Graduation

Degrees are granted three times a year by the University: October, February and May. The precise dates vary somewhat from year to year, and students should check the schedule on the calendar sent to them, as well as in the school bulletins.

If a student expects that s/he might graduate, an application must be filed with the school in which the student is enrolled (Mailman School of Public Health for DrPH students; Graduate School of Arts and Sciences for PhD students). The filing deadlines are absolute. **No exceptions** are ever made. These deadlines are the strictest in the University.

Filing deadlines for the next academic year are as follows: December 1, 2008 for February 2009 degrees; February 1, 2009 for May 2009 degrees; August 1, 2009 for October 2009 degrees.

PhD students are encouraged to file for Master of Arts and Master of Philosophy degrees. The final conferring of the PhD is based upon the filing of a Completion of Defense Form from the Department.

PhD PROGRAM

Administration and Subcommittee

The Graduate School of Arts and Sciences is the only School within Columbia University which can confer the PhD degree. Therefore the PhD program is formally administered by the Doctoral Program Subcommittee on Sociomedical Sciences within the Graduate School of Arts and Sciences.

Members of the Subcommittee hold appointments in different Departments and Schools of the University, and share a scholarly interest in health issues and research. In addition to Sociomedical Sciences, the Departments and Schools currently represented on the Subcommittee include:

- The Departments of Anthropology, Sociology, Political Science, Psychology, Economics, and History in the Graduate School of Arts & Sciences (GSAS)
- Mailman School of Public Health
- College of Physicians and Surgeons, Faculty of Medicine

A listing of current members of the Subcommittee is included at the back of this Handbook (see Appendix A).

Faculty members serving on the Subcommittee are available to students for advisement, and may serve as examiners. The student's dissertation sponsor is usually drawn from the Subcommittee members. All PhD dissertation committees must include some subcommittee members.

PhD students register in the Graduate School of Arts and Sciences, not in the Mailman School of Public Health. However, since 30 credits of their 60 credit program requirements are in Public Health courses, students feel as if they are in a joint degree program. Although students may take courses in any school of the University, registration for these courses is always through the Graduate School of Arts and Sciences. If you get a notice from MSPH regarding registration, please ignore this and follow GSAS instructions.

Administrative details of the Sociomedical Sciences program are handled through the Office of the Chairperson of the Subcommittee. The Chairperson for 2008-2009 is Professor Peter Messeri at the Mailman School of Public Health, 722 West 168th St., 5th floor, New York, NY 10032, (212) 305-1549, pam9@columbia.edu. The program coordinator, Andrea Constancio, ac995@columbia.edu, is the students' first point of contact to address administrative matters.

Degree Requirements & Registration

Required Courses and Credits

Each student is responsible for ensuring that his/her course selection is consistent with timely completion of all course requirements as stated in this handbook. (Students seeking to waiver out of any requirements should consult the procedures outlined on page 17.) Please allow reasonable time for review of any waiver request.

All students in the PhD program must complete a minimum of 30 points in public health courses and

30 points in a single social science (anthropology, economics, history, political science, psychology, sociology). Each social science has its own specific course and language requirements (see page 33) Descriptions of social science courses are found in the Bulletin of the Graduate School of Arts and Sciences (and at <http://www.columbia.edu/cu/gsas/academic.html>).

SMS students are required to take the Mailman School of Public Health core courses: Biostatistics, P6103 or P6104 (or equivalent statistical course in a GSAS social science department), and Epidemiology. They are also required to take two out of the following five introductory courses: Medical Sociology, Medical Anthropology, Health Psychology, Social History of American Public Health, and Health Economics; as well as two new doctoral courses, P8788 Theoretical Foundations of SMS and P8789 Contemporary Debates in SMS. In addition, one course in advanced quantitative methods and one in qualitative methods are mandatory. Public Health course descriptions are listed in the Mailman School of Public Health Bulletin.

(Students who are fellows in the Department's Gender, Sexuality and Health Training Program must complete additional course requirements that are outlined on page 37.)

Residence Requirements

A Residence Unit (RU), equal to full-time registration for one semester at the Graduate School of Arts and Sciences, provides the basis for tuition charges; six RUs are required for the PhD degree. RUs may only be earned during fall and spring semesters, not during the summer.

Advanced Standing

Advanced standing of up to two Residence Units (with an equivalent maximum of 30 points or two semesters of course work) may be granted to students with related master's degrees, or with course work equivalent to an MA degree from Columbia or elsewhere. A course is accepted for credit when (1) it has contributed directly and substantially to the fulfillment of requirements for the doctoral degree, and (2) it meets the Subcommittee's standards. Students who are granted two RUs are not eligible to receive the MA degree from Columbia; however, a student awarded one RU may earn a Columbia MA degree.

The student is responsible for initiating the process of obtaining Advanced Standing. After successful completion of at least one semester of work in the Department, the student should contact the Academic Program Coordinator for an Advanced Standing Application Form, which must be submitted with a transcript for evaluation to a Subcommittee member selected by the student. The Subcommittee member submits a written evaluation and recommendation to the Chair of the Subcommittee. If Advanced Standing is recommended by the Chair, the application form and transcript will be forwarded to the Graduate School of Arts and Sciences for final approval.

Note: Advanced standing does not exempt students from taking courses required by the program, or from courses which the student's advisor considers essential to his or her program, i.e., even though the student is awarded 30 credits/2 RUs of advanced standing, s/he may have to take more than the nominally 30 additional credits to complete SMS coursework requirements.

See also The Bulletin of the Graduate School of Arts and Sciences, "Degree Requirements: Advanced Standing."

Continuous Registration

Continuous registration is required of PhD students until all requirements (including dissertation defense) have been completed. Continuous registration means that the student must be registered each and every semester for one of the following: A residence unit (RU), Extended Residence (ER), Matriculation and Facilities (M & F); or, he or she must be on an official leave of absence. If continuous registration is not maintained, the student must apply for readmission to the Graduate School.

Once the mandatory six Residence Units have been completed, students must register for Extended Residence (ER) for any term in which (a) they hold a fellowship or University appointment, or (b) they are completing a degree requirement such as course work, language and comprehensive exams. Students planning to defend must register (M & F). Students who don't fall into the above categories can satisfy the continuous registration requirement and maintain their current status by registering for Matriculation and Facilities (M & F), allowing them access to all University facilities.

Special note: The Department schedules the Standardized Research Methods Examinations at the end of each semester, so students who pass the exam go on to take their Oral exam and discipline exam (as required) in the following semester. Please note it is not possible for students to schedule all of their comprehensive examinations in a single semester, students need only register for ER during the semester in which they are registered for the Methods Examination. They may register for M & F during the semester following the one in which they take their comprehensive examinations. This assumes, of course, that the students pass the Methods Examination and do not need to retake the exam. Also, if the student does not take the oral exam in the semester following the methods examination the student may be responsible for paying an additional ER fee.

Leaves of Absence & Readmission

Because of the continuous registration requirement, it is important for students to request leaves of absence in writing for any term in which they will be away from the University. This may be for reasons of ill health, maternity or paternity leave, military service, or other reasons deemed to be acceptable for leave by the University. **It is important to note that, if you do not officially request a leave of absence and do not register for a semester, not only must you apply for readmission to the University before registration is allowed, but you will also be billed for that semester before you are readmitted at the then current rate of payment.** This payment is called a **variable reinstatement fee** and is **not considered to be a tuition payment by the University**. To request a leave of absence, you should first write a letter of intent to the Chair of the Department for approval, with a copy to the Academic Program Coordinator. For further details, and information regarding leaves of absence and readmission, consult the GSAS Bulletin.

Program Time Limits

Students in the PhD program are allowed a total of seven years to complete the PhD including the MA. If Advanced Standing for an MA at a previous institution has been granted, the time limit becomes six years. Coursework must be completed within three years.

If a student finds that s/he cannot complete the degree within the allotted time period, a request for an extension of no more than one year at a time must be made in writing to the student's advisor

explaining why the extension is needed, and outlining a realistic timetable for completion of the degree requirements. This request should be endorsed by both the advisor and the Chair of the Subcommittee and then submitted to the Chair of the Department and the Office of the Dean for approval. The student can expect to hear directly from the Graduate School regarding assignment of a new time limit. Required submission of the annual academic progress review described earlier serves the function of requesting an extension of the seven year time limit.

Registration Process

Registration for classes is held at the beginning of each semester, and at the beginning of each summer school session. All students will receive information about these registration periods directly, by mail, from the Mailman School of Public Health. (Under a special arrangement with the Mailman School of Public Health, PhD students are also sent this information, even though they are registered in the Graduate School of Arts and Sciences.) It is important to note here, however, that the University has been updating methods of registration each semester for the past few years. We will keep you informed of changes in registration procedures each semester; however, if you have any questions, please call the Academic Program Coordinator.

Each semester, course schedules for the entire University are published in the "Directory of Classes" (<http://www.columbia.edu/cu/bulletin/uwb>). This schedule is also available in the Office of Student Affairs of the Mailman School of Public Health, located on the tenth floor of 722 W. 168th St. The Mailman School of Public Health publishes a separate schedule of all of its courses, which is mailed to incoming students, along with registration information. In addition, course listings are available online, <http://www.mailmanschool.org/stuaf/stuaf2/Course-Offerings.asp>.

Early registration takes place in April for the fall semester and in November for the spring semester. Although students may take courses offered in any school in the University, their registration must be processed through the school in which they are enrolled (DrPH students in the Mailman School of Public Health, and PhD students in the Graduate School of Arts and Sciences). All students register through the Medical Center Campus registrar. Students should note that semester start and end dates, as well as holiday schedules, may not be the same for all schools in the University, so please consult the calendars for each school.

It is not necessary to see your assigned academic advisor to sign up for classes. However, doctoral students should make appointments to see their assigned academic advisors during registration. Students should keep in close contact with both their social science and public health advisors. Course approval sign-offs should also be obtained.

Many courses require the instructor's approval, which must be obtained before you register. If approval is required, it will be noted in the Mailman School of Public Health course listings.

Holds

Most importantly, all "holds" on registration must be cleared before you will be allowed to register. Examples of such holds include Library Holds for outstanding materials and/or fees, Bursar's Office Holds for any money owed, or Health Services Holds for failure to comply with immunization requirements. If you have a hold, you should receive a notice from the Registrar's office some time before registration informing you that you are on hold and why. All holds on registration must be

cleared before you will be allowed to register. To clear the hold, go to the office which has placed you on hold and settle any outstanding obligations you may have.

Add/Drop

Changes in class schedule may be made during the Add/Drop period, usually occurring the first 2 weeks of classes. There are no extra charges for adding and/or dropping courses during this period. If you were unable to see your assigned academic advisors before registration, the add/drop period gives you a grace period to see them after the academic year begins, in time to make any necessary changes to your program after consulting with them.

If something confuses you at registration, speak with the Academic Program Coordinator.

Incompletes

Except in extenuating circumstances, it is contrary to Department and Mailman School policy to grant incompletes. Students who request an incomplete for a course must get the instructor's approval. The instructor determines whether to permit a student to receive a grade of INC in his/her course. Students with formal approval will have one month to fulfill the course requirements and change the incomplete to a letter grade. If they need more time, approval must be obtained from the Deputy Department Chair, Peter Messeri. Any student who has more than two incompletes will not be allowed to register for the next semester of classes. Their registration will be put on hold until they clear their records of the incompletes. Incompletes change to F after one year and the student will be required to repeat the class at his/her own expense.

Waiver of Course Requirements

Students may request a waiver or exemption from a specific course requirement if they believe that they have satisfactorily completed a graduate-level course that is comparable in rigor and scope to that of the required SMS course. Students initiate this process by preparing a written request. Include in the written statement the SMS course requirement to be waived and brief description of prior course work that is the basis for the request. Attach to the statement both a syllabus for the substitute course and a transcript indicating the final grade for this course. Submit a signed and dated written request, along with the supporting material, to the Department Academic Program Coordinator.

What happens once the request is received?

Step 1: When a request for a waiver is received, the Academic Program Coordinator will inform the appropriate Deputy Chair.

Step 2: The Deputy Chair will then designate an SMS faculty member, who is familiar with the course content subject to the waiver, to review the request. The faculty member will usually be the current or past instructor of the course for which the waiver is requested.

Step 3: The instructor should base the decision to waive on his or her judgment that the previous course work was comparable in rigor and coverage to the course being waived. The student must have earned a grade of B or better for the course. Faculty discretion may be required when there is

no letter grade.

Step 4: The faculty member prepares a written recommendation, which is returned with the student's written request and supporting material to the Department's Academic Program Coordinator who, in turn, forwards the material to the appropriate Deputy Chair.

Step 5: The Deputy Chair reviews both the student's request and faculty's recommendation and renders a decision. The decision is shared with the Department Chair, who has the final formal authority on the matter.

Step 6: After the Chair and Deputy Chair agree on the final decision, the Department notifies the student in writing or via e-mail. (The Deputy Chair will usually sign the letter.) The Department Chair and appropriate faculty are cc'd regarding the decision. The request and supporting material are placed in the student's file.

Step 7: If the student wishes to contest a rejected request, he or she should prepare a written or e-mail response addressed to the Department Chair. The student may wish to cc: the appropriate Deputy Chair and course instructor.

What does an approved waiver mean?

When a waiver for a required course is approved, it indicates that the student has satisfactorily completed the requirement through alternative means to taking the required course. For example, if a PhD student's waiver is approved for the Introduction to Medical Sociology course, the student has satisfied one of the three SMS core courses and need only take two courses from the remaining choices. With the exception of students applying for advanced standing, there is no reduction in course credits towards graduation. The waiver allows the student to take an additional elective course.

For PhD students seeking advanced standing based on course work for a completed master's-level degree, waiver and substitution of courses is done in an expedited manner as part of recommending a student for advanced standing. For further information about advanced standing, consult the Academic Program Coordinator.

This policy refers to substitution of course work completed prior to entering the program. It does not apply to course work taken after the student enrolled in the program.

Tutorials

Tutorials afford students a chance to share the expertise of faculty members and to concentrate on specific areas of interest in a more informal, less structured setting than the usual classroom course.

One-to-one student/faculty tutorials on topics of student interest and faculty expertise may encompass such activities as:

- Participation in major research or other projects
- Small individual research projects
- Pilot projects

- Literature review
- Small group variation of a class
- Field experience

No more than 20 percent of course work may be taken in tutorials and no more than 6 credits of tutorials may be taken with any one faculty member. When registering for a tutorial, please submit a Tutorial Permission Form to the Academic Program Coordinator (see Appendix B).

Consortium

The Graduate School is a member of the Inter-University Doctoral Consortium, which provides for cross-registration among member institutions. Full-time matriculated doctoral students may register for courses at the following institutions: New School University, New York University including the Institute of Fine Arts, CUNY Graduate Center, Rutgers, Stony Brook, Princeton and Fordham University.

Information, application forms and course listings are available in 301/302 Philosophy Hall, and online at <http://www.columbia.edu/cu/gsas/pages/cstudents/std-ser/consortium/>. Students will register at Columbia (205 Kent, Special Handling Desk) for the course(s) they plan to take at the visiting institution by using a special form. It is possible that the host institution will also require you to register there. Tuition is paid to the Graduate School. Classes may be taken for a grade or for audit and will appear on your Columbia transcript. Students will receive a letter or ID card allowing them library reading privileges at the host institution. Columbia students going to NYU may use their CUID card. Students should familiarize themselves with the academic regulations of the host university, including their locations, grading systems and calendars. Below are telephone numbers of schools in the consortium:

- Columbia University (212) 854-3923
- CUNY Graduate Center (212) 642-2107
- Fordham University (718) 817-4406
- New School University (212) 229-5712
- New York University (212) 998-8030
- Princeton University (609) 258-3032
- Rutgers University, New Brunswick (732) 932-7449
- Stony Brook University (631) 632-7035
- Teachers College (212) 687-3052

Please note that this program is available for the fall and spring semesters, but not over the summer. Questions may be directed to either Bidi Terrien, Associate Dean at: bt3@columbia.edu, or Craig Knobles at 212-854-2889 or by e-mail: jck2@columbia.edu. There is an online form that can be accessed at <http://www.columbia.edu/cu/gsas/pdf-files/IUDCform.pdf>.

Master of Arts Degree

To obtain a Master of Arts (MA) in Sociomedical Sciences, a student must satisfactorily complete: (a) 30 points in a combination of courses offered by the Mailman School of Public Health or the student's chosen social science discipline at GSAS and Teachers College (24 of the 30 points must be for E credit with a letter grade), and (b) a Master's Essay in Sociomedical Sciences. The essay

may develop from a term paper for a course, from a research project, or as a separate project. The form and content of the project are not rigidly specified as long as the subject is appropriate and the quality is high. (See a full description in the MPH Handbook.) The Master's Essay should be submitted to the student's social science liaison for grading, with a copy submitted to the Academic Program Coordinator.

The student initiates the awarding of the MA degree by filing an application with the GSAS registrar. Those students who have been granted 2 RUs of Advanced Standing as a result of prior academic or professional degrees are considered to have completed the MA requirements and are not awarded a Columbia MA. Students who have only received 1 RU of Advanced Standing may earn a Columbia MA by fulfilling the two requirements listed above (30 points and a Master's Essay).

Language Requirements

If the Department in which the student takes his or her social science concentration has a foreign language proficiency requirement, the student must fulfill this requirement before taking the Health Behavior and Health Care Systems comprehensive examinations. (Check the chart on page 33 for the requirements in your social science.) Students may take the Research Methods Examination before completing language requirements.

To help prepare for the language examinations, which are generally administered through the social science departments or language departments, language courses specifically designed for this purpose are offered at the University. In some cases, taking the preparatory course will exempt you from taking the language exam. Ask your social science department within GSAS about their policy regarding language requirements. During the academic year, these courses are listed in the Bulletin of the School of General Studies. In the summer, they are listed in the Summer Session Bulletin. Language course listings may also be accessed through the Columbia home page on the World Wide Web.

Students who have already fulfilled a language requirement in another graduate program and wish to waive the requirement should seek approval from the Chair of the Subcommittee.

Comprehensive Examinations

The comprehensive examinations test the student's proficiency in the composite disciplines of Sociomedical Sciences, as well as the student's social science, and determine his or her readiness to undertake work on a dissertation. The student should inform the Academic Program Coordinator of plans to begin the examinations so that a formal review of the student's record can be made to verify that all course work requirements have been met. Four examinations are required for the PhD:

- The Standardized Research Methods Examination (written)
- The Health Behavior/Population Health Examination*
- The Health Care Systems Examination*
(*both oral--taken together)
- Examination in the student's social science concentration (written or oral, either taken together with the Health Behavior/Population Health and Health Care Systems examinations or separately)

Students are eligible to take the Standardized Research Methods Examination upon completion of course work requirements for the PhD degree. Students may take the examination during the semester in which course requirements are being completed, but all methodological requirements must be completed **prior** to that semester. Students may take the Methods Examination before completing language requirements in those Departments which have such requirements. All course requirements, language requirements, and the Research Methods Examination must be successfully completed before the other comprehensive examinations are taken.

Standardized Research Methods Examination

The Standardized Research Methods Examination is given twice yearly, once during the fall semester and once during the spring semester. See Appendix C for exam dates and related deadlines.

Students should schedule a meeting with one of the members of the Methods Committee at least one semester prior to taking the examination. This meeting should be scheduled at an early stage in preparing reading lists and exam questions. At this meeting, the student should discuss with the faculty member his or her preliminary ideas for the content of the reading lists and student-submitted question. The faculty member will offer suggestions for constructing the reading list and preparing the question, as well as suggest appropriate examination members to review the lists and questions. This meeting is preliminary to and not a substitute for subsequent meetings that review the specific content of lists and questions.

At the beginning of each academic year, a meeting explaining the Standardized Research Methods Examination procedures will be held by the Department. All students are invited to attend this meeting. All doctoral students who are at any stage of course work are encouraged to attend the meeting in order to plan their preparation for the exam. Students should also consult the Research Methods Course listing to help prepare them for the Methods Examination (see Appendix D).

The Standardized Research Methods Examination is a full-day written exam. After passing the examination, and having completed all course requirements, the student may proceed to the oral examinations, taken together, covering both Health Behavior/Population Health and Health Care Systems. For some disciplines, the social science examination may be taken prior to the methods examination. For other disciplines, the social science examination may be combined with the oral administration of the Health Behavior/Population Health and Health Care Systems. Yet other GSAS departments require SMS students to take the social science examination in writing, administered in their departments.

A Research Methods Examination Committee is responsible for administering and grading the examinations; Faculty members are selected for their expertise in all areas of social science methods (covering qualitative and quantitative research expertise) and include faculty who teach the Department's methods courses.

The Department has prepared a core list of readings representing material which all PhD candidates are expected to read and master. Copies of the core list of readings are available from the reception desk on the 9th floor. Students may substitute readings which are comparable or more advanced than the core readings. Students should check with a member of the Methods Committee, however, before making substitutions.

In addition, students will be responsible for preparing two supplemental reading lists that develop two areas in depth. These areas reflect their own professional areas of interest and specialization. One of the areas must be selected from those enumerated in the core list (statistical methodology, survey research, experimental design, field methods, historical research, or evaluation research). The second area may cover either methodological techniques and issues that are likely to be utilized in the student's dissertation research, another area on the core list, or a well-defined area of methodology not covered in the core list. Students are to prepare the two supplemental reading lists in consultation with faculty, at least one of whom must sit on the Methods Examination Committee. A methods committee member may approve both lists, or only one list (in which case, you will get approvals from the two faculty members), as appropriate. Please review the list of members' specialties (see appendix) in deciding the most appropriate faculty members to consult with for your lists. Other Columbia faculty may serve on the Methods Committee in an ad hoc capacity if a student wishes to prepare a reading list on social science methods that falls outside the expertise of existing members. Students should seek the approval of the Chair of the Methods Committee, currently Carole Vance, for an outside examiner early in the development of the reading lists. Students submit a copy of each of the supplemental reading lists, signed by members of the Methods Examination Committee or a designated ad hoc member, to the Academic Program Coordinator by the appropriate deadline date (see Appendix C for schedule). Be sure to meet with a member of the faculty early in the semester to allow time for feedback and approval (see due dates or preliminary drafts in Methods Exam Schedule). Copies of previous student reading lists are kept in a binder in the Department as a reference for those preparing to take the Methods Exam, but each student is expected to develop his or her personal list. It is strongly advised that students submit hard copies with faculty signatures, as well as submitting the list via e-mail. If a student cannot submit a hard copy and must submit by e-mail, their faculty signatories must e-mail independent confirmation approving the submitted lists.

Once the reading lists are completed, the student prepares an individualized essay question to be included in the examination, which demonstrates knowledge of the methodological issues and challenges explored in one of the supplemental lists. This question (in draft form) should be submitted to one of the members of the Methods Examination Committee for feedback. After discussion and edits, the student submits a final version of the question to the Academic Program Coordinator. Students should be aware that the question they submit for the final exam may be altered by the Methods Examination Committee.

A culminating course on the application of quantitative methods to research problems in sociomedical sciences, P9779 Advanced Research Methods and Analysis, is offered once a year. While this course is not required, it is strongly recommended. This course has been designed for advanced doctoral students preparing for the Sociomedical Standardized Research Methods Examination, but students with advanced training in quantitative methods in other fields are welcome. It is strongly recommended that students take two quantitative methods courses, including one in Applied Regression Analysis, prior to taking this course. The course integrates knowledge and skills acquired in previous methods courses. Topics covered include formulation of research questions, selection of appropriate research design and analytic strategies for analyzing simple and complex causal relationships. Course assignments involve a series of exercises based on analyses of a common database. Students work on a group project using the class database.

On the day of the exam, all students taking the exam meet at 9:30 in a conference room with the

Chair of the Methods Committee to go over the instructions for the exam. Students will then be directed to the office where they will be taking the exam. Books and notes will not be permitted in the room.

Unanimity of all members of the Methods Examination Committee is required for the students to pass the comprehensive examination. If the student fails, he or she may be required to take additional courses or pursue independent study before the qualifying examination is repeated. A second failure will automatically result in the student being dropped from the doctoral program. The Chair of the Methods Committee reports the results in writing to the Chair of the Department, the DrPH Coordinator and the Academic Program Coordinator.

Social Science Examinations

After passing the methods examination, as well as completing all course requirements and language requirements, the student may proceed to the Social Science Examination in the student's discipline (either written or oral) and the SMS oral examinations covering both Health Behavior/Population and Health Care Systems.

The social science examination tests a students' knowledge of his or her area of concentration: Anthropology, Economics, History, Political Science, Psychology, or Sociology. Procedures for these exams vary by social science concentration. Check with your SMS advisor or SMS liaison to the downtown Department for the rules specific to your discipline.

Oral Examinations - Health Behavior/Population Health and Health Care Systems

After passing the Standardized Research Methods Examination, the student proceeds to the oral examinations covering Health Behavior/Population and Health Care Systems. Examples of areas covered are:

Health Behavior/Population Health

- Concepts of health and illness
- Indicators of health and illness
- Class, ethnic and cultural factors in the incidence/prevalence of illness and disability
- The relation of personality traits and states to illness and disability
- Attitudes and behavior regarding health, illness, disability and death
- Social consequences of illness and disability

Health Care Systems

- Social elements of health care systems
- Psychological, social and cultural aspects of the health professions
- Social structure and functioning of health organizations
- Cross-national and cross-cultural analysis of health care systems
- Sociomedical factors in the utilization of health services as well as informal support for help with health problems

Comprehensive Oral Examination Committee

The student, in consultation with his or her advisor, is responsible for initiating the formation of a Comprehensive Oral Examination Committee. To satisfy the discipline's comprehensive exam requirement, Sociology students write a literature review. Political Science students must take a written examination in their Social Science Department. Anthropology students take an oral exam. History, Economics, and Psychology students should consult with their advisors concerning whether or not to take the social science examination in written or oral form, and whether it should be taken separately, or in combination with the Health Behavior and Health Care Systems examinations.

The student also assembles a committee of two faculty members to administer the oral examinations in Health Behavior and Health Care Systems. One faculty member supervises a particular list. While adjunct faculty or public health professionals from outside Columbia may sometimes serve on the committee, such appointments require special justification and approval by the Deputy Chair of the Doctoral Program. The names of faculty who agree to serve as examiners are presented to the Deputy Chair of the Doctoral Program for formal approval.

After the student's committee receives Department approval, the student should prepare a basic reading list for each area (Health Behavior, Health Care System, and if required, the disciplinary exam); The list should represent the student's attempt to define the area according to his or her interests, and may include readings already completed, as well as those the student wishes to undertake while preparing for the exam the next several months. The students are expected to incorporate into the Health Behaviors/Population Health and Health Systems list, selected readings of the student's preference from the first year seminar on Theoretical Foundations and Contemporary Debates in Sociomedical Sciences. If it is more convenient, the student may prepare a short list that cites theoretical orientations that cut across the two reading lists. The examiner will decide whether or not the list is sufficient and, if not, will supplement it. After a few months, a final reading list will evolve, which will be considered the basis of the student's responsibility in the area. This process will be carried on for each of the comprehensive exams, so that the student will develop two or three reading lists. While the process of forming these lists is typically collaboration between the student and the examiner, the examiner has ultimate authority in certifying that the lists' meet the advisor's standards for scholarly quality and coverage. Copies of reading lists and questions from past exams are on file at the Department reception desk and may be used for reference.

Since the compilation of the reading lists takes some time, thought and research, the student should begin assembling a committee and consulting with advisors before the completion of course work. At the time oral examinations are being scheduled, students must submit a copy of each final reading list signed by a faculty examiner to the Academic Program Coordinator.

The student should consult with the Academic Program Coordinator regarding the scheduling of the examinations and the room or office in which they will take place. Books and notes may not be brought into the examination room. Usually, the oral examinations take about two hours. They are considered to be a "learned conversation among colleagues." The examiners take turns asking the student questions covering the approved reading lists. The results of the oral examinations are made known to the student immediately. If a written exam is taken, the student will be informed of the results in approximately four weeks.

Strategies for Preparing for Oral Examinations

This may be the student's first experience with taking oral rather than written exams. Student who successfully completed the oral exams offer the following suggestions: 1) Review each list and imagine questions you would pose, were you the examiner; 2) Organize and write down key points to cover when answering these likely questions; 3) Associate central concepts with influential researchers; 4) Practice with someone who has already taken the exams.

Master of Philosophy Degree

The Master of Philosophy (M.Phil) is awarded to students who have fulfilled all of the requirements for the PhD except the proposal defense and the dissertation defense. After successful completion of course work, completion of a master's degree with submission of a master's essay, the language and/or statistics requirements, the comprehensive exams, and the fulfillment of the necessary Residence Units, the Chair of the Subcommittee recommends to the Dean of the GSAS for award of the. The student then receives a letter from the GSAS Dean specifying the date of the award (January, May, or October), and reminding the student of the time limit for completion of the PhD.

Dissertation and Graduation

The Dissertation Proposal

After completing all requirements for the M.Phil degree (course work, language and qualifying examinations), the student selects a faculty sponsor and formally begins work on the dissertation proposal. Preliminary work on a proposal usually starts much earlier, since it develops organically from the student's prior work in classes, seminars, and term papers; formal approval, however, is not given until after completion of the M.Phil. **Students are normally expected to submit a proposal within six months following completion of the other program requirements.**

The formal approval of a proposal provides assurance that completion of the proposed study will provide the basis for an acceptable dissertation. The dissertation proposal is a description of an idea which is worthy of research, and which has been described in a manner showing the student's ability to plan an independent investigation. The proposal stage should not be a problem if the student has been thinking about and discussing possible topics earlier in the program. Class discussions, readings, and exchanges with faculty and other students contribute to the proposal's development.

Selecting a Sponsor

The first step in the dissertation process is the selection of a faculty sponsor. A student may approach any Columbia University faculty with a full-time appointment to serve as his or her sponsor. Following GSAS rules, the sponsor is generally a tenured member of the Subcommittee or Department, but the Department is very flexible with this requirement (see Appendix A). The main criterion is to find a faculty member who is willing to devote the necessary time and effort to mentor the student through the dissertation process. In rare circumstances, a tenured faculty member may need to be designated as a co-sponsor. Adjunct faculty are eligible to serve as sponsors, provided that a full-time Columbia faculty member, who is an approved sponsor, serves as a co-sponsor, and accepts that designation as a genuine responsibility. A prospective sponsor or co-sponsor who is neither a member of the GSAS faculty, the Subcommittee, nor SMS must be

approved by the Dean of the Graduate School of Arts and Sciences and the Subcommittee. The co-sponsorship proviso reflects the Executive Committee of the Graduate School of Arts and Science's conviction that all Columbia University dissertations should be supervised or co-supervised by regular full-time faculty members. Students should consult the Deputy Chair if they have any questions as to whether a faculty member can sponsor a PhD dissertation.

Preparing the Proposal

The dissertation is an example of the student's capacity to conduct original research and to present findings in a scholarly manner. The student uses his or her social science knowledge and skills to investigate a problem in the health field. The student's research may involve the collection of data, or may be an analysis, from a new point of view, of data that has been previously collected. The student should view the dissertation as a demonstration of research competence, and not necessarily expect to provide definitive answers to the theoretical questions posed. Students may discuss possible dissertation topics with several faculty members.

Once the student has identified a possible dissertation topic, he or she should secure the support of a faculty sponsor with appropriate research interest. The student, in consultation with the dissertation sponsor, should prepare a proposal on the topic. Development of the proposal requires considerable time and effort; it should include:

- Abstract (1 page)
- A statement of the problem to be investigated
- Research aims of the dissertation
- A summary review of the literature bearing upon this problem
- A statement of hypotheses or questions
- Description of the research design, plans for data collection and analysis
- Status of human subjects review
- Timeline

Conciseness is a virtue in writing proposals. Excluding references and the abstract, the body of the proposal should not exceed 30 double spaced pages (using 11 pitch type face or larger). In exceptional cases a student may submit a longer proposal, only after receiving the sponsor's approval. Beyond covering the topics listed above, the Department has no specific expectations regarding the precise format and content of the proposal, which, varies among the social science departments and disciplines. The student's sponsor is responsible for assisting the student in developing a suitable format for the proposal.

Copies of previous dissertation proposals are available upon request from the front desk on the 5th floor of 722 West 168th St.

Forming the Proposal Defense Committee

When the faculty sponsor feels that the proposal is ready for a formal presentation, the sponsor requests that the Department form a Proposal Defense Committee and schedule a proposal defense. The faculty sponsor's request is addressed to the Doctoral Program Subcommittee Chair (Peter Messeri). The request includes a working title for the student's dissertation research and recommendations for possible committee members. Following GSAS guidelines, **students do not**

form their committees. Acting on behalf of the Department and after consultation with the student's faculty sponsor, the Chair of the Doctoral Program Subcommittee formally selects the five-member Proposal Defense Committee.

Although GSAS rules state that the Proposal Defense Committee is composed of a minimum of three faculty members, the Department has elected to appoint the full five-member Defense Committee for the proposal defense. That is, the same committee will be used for both the proposal and dissertation defenses. The committee composition of the PhD Dissertation Committee follow GSAS rules as summarized below under the Dissertation Defense section.

Proposal Defense

Once the Department confirms participation of all Proposal Defense Committee members, the Academic Program Coordinator schedules the proposal defense. If a proposal defense cannot be scheduled in a timely manner with all five members present, the defense may proceed with a minimum of the sponsor, a member of the Sociomedical Sciences (SMS) subcommittee or Department, and at least one other member from outside the SMS Department. Members not present at the proposal defense are requested to prepare comments on the dissertation proposal, which may be submitted in writing or in person to the student and faculty advisor.

It is the candidate's responsibility to distribute **hard** copies of the proposal to all committee members at least two weeks before they meet. **E-mail is not an acceptable means for distribution of the defense version of the proposals to committee member.** Students who reside away from NYC should distribute proposals by US postal services or other mail delivery service. The student is responsible to confirm that all committee members received proposals in a timely manner. The student may, of course, distribute electronic copies in addition to the hard copy if so requested.

At the proposal defense, the student should be prepared to outline the project, discuss its methods and substance, and explain the rationales underlying decisions that were made as the proposal developed. This meeting may be the first time that the sponsor and Proposal Defense Committee have ever been together to discuss the proposal. The meeting should be viewed as a working conference, where the committee takes a critical look at the research plan with the aim of protecting the student from attempting to execute an inadequate or unfeasible plan. Any differences among committee members concerning the adequacy of the plan should be resolved among themselves during the meeting. If the committee members agree that there are weaknesses in the plan that are not resolved during the meeting, the student may be asked to revise the proposal and another meeting of the committee may be convened before the proposal is approved.

Target dates for completion of various future steps should be set when the proposal is approved, not to constrain the student, but to give a standard against which to evaluate satisfactory progress. The approved proposal should provide readers with a sufficient sense of the whole to make later review of drafts of individual chapters valuable.

Unanimous approval must be obtained from the Committee before the student can proceed with the dissertation.

A copy of the approved proposal should be given to the Academic Program Coordinator to be kept on file in the Sociomedical Sciences Office. Successfully defended proposals will be considered for

the Department's Eugene Litwak Prize, awarded annually for the best proposal to help support students while they are completing their dissertations.

IRB Requirements

All students must submit an application to the Health Sciences Institutional Review Board (IRB) and obtain their approval for any research involving human participants. Even research that will be using data covered by existing IRB protocols, or that does not involve direct contact with human participants must be submitted for IRB approval to request that the research project be exempted from full IRB review. As you begin to develop your proposal, it would be prudent to start preparing your IRB application. The proposal defense can be scheduled prior to IRB approval (not details of submission [actual or planned] in the proposal narrative), but you must have IRB approval before commencing your research. It is best to contact George Gasparis at 212-305-5883 in the Office of Clinical Trials who can advise you on what applications you need to submit based on the type of research proposed.

The IRB application must be submitted by the student's sponsor (not the student) through an online system, Rascal (<http://rascal.columbia.edu>). Students should be prepared for the possibility of a lengthy IRP proposal approval process. Six to eight weeks is not unheard of, so take that into consideration when planning. The student's proposal defense includes a brief presentation of the status on the IRB review. It is possible that recommendations made by the committee during the proposal defense may require changes in the research design that may initiate modifications to approved IRB protocols. In addition, if research involves collaboration with other institutions, approval by their IRB may also be required.

Please note that it is necessary for anyone responsible for the design and conduct of a study involving human subjects, to pass an examination on the topic of Protection of Human Participants in Biomedical and Behavioral Research (in most cases this includes the student as well as the student's sponsor). A course is offered on this topic. For more information on the course, dates of the course and examination, and the IRB application process, go to <http://rascal.columbia.edu>.

The Dissertation in Progress

Once the student has obtained approval of the proposal and IRB, the student may begin dissertation research. The student should keep in close contact with his or her sponsor for suggestions and advice. Each student should work out arrangements with the rest of the committee regarding how the committee wishes to keep abreast of his or her progress.

Committee members are expected to provide written or oral responses to drafts within a reasonable time period. Generally three weeks to a month should be sufficient time to permit a detailed response to a single chapter. Six weeks should be sufficient time to review a group of chapters, two months for a full draft of a dissertation. Some supervision should be provided during summers, and special arrangements for continuous guidance should be worked out when faculty are on leave or during the summer.

Dissertation Grants

Students are encouraged to apply for external funding to support dissertation research. A list of

dissertation grant opportunities is provided (see Appendix E).

When preparing such grants, students should consult with the SMS Grants and Contracts Officer, who will provide assistance with preparing the appropriate grant documentation. **However, the SMS Business Office requests that all materials be submitted to them at least 10 business days before the grant is due.**

The Dissertation Defense

Nomination and Appointment of the Dissertation Defense Committee

As previously stated, the full Committee (five members) is usually formed at the time of the proposal defense. The responsibility for selecting and recommending Dissertation Defense Committee members rests with the faculty sponsor and Subcommittee Chair. **Students** may be consulted on, but **do not select their Dissertation Defense Committees**, and should not be put in the position of having to ask particular faculty members to serve on their Dissertation Defense Committee. The Subcommittee Chair issues a formal invitation, though the student's sponsor might undertake an informal exploration of willingness to serve in this capacity.

The Dissertation Defense Committee shall be composed of five members, all of whom are expected to be present for the dissertation defense:

- Three insiders from the Subcommittee:
 - 1) The Sponsor, who is an approved PhD sponsor. The sponsor is the person who guides you through the dissertation.
 - 2) The Chair, who is a tenured or senior faculty member holding a seat on the faculty of the Graduate School of Arts and Sciences, Subcommittee or has a primary appointment in SMS. The Chair is responsible for making sure that the Dissertation Committee follows the formal requirements for dissertation defense. The Chair convenes the defense and moderates candidate's presentation and committee member's questions and discussions.
 - 3) One other member of the Subcommittee or with a primary appointment in SMS.
- Two outsiders members from outside of SMS and the subcommittee

Overall, three of the five committee members must be faculty members in the Graduate School of Arts and Sciences (listed in the front of the GSAS bulletin), members of the Doctoral Program Subcommittee or faculty with primary appointments in Sociomedical Sciences.

A committee may include members from outside of the University, if the faculty sponsor believes such outsider members bring an expertise or knowledge of the research topic not available among existing CU faculty. The faculty sponsor must assure the Department that the outside member will be able to be present for dissertation defense. The Department does not have funds to cover the transportation expenses that might be incurred by outside members. The names of outside examiners from other University Departments shall be submitted by the Subcommittee Chair to the Dean of

GSAS. Outside examiners from other universities must submit evidence of their qualification, in the form of curriculum vitae, for approval by the Dean.

Scheduling the Defense

No defense shall be scheduled until the dissertation sponsor and a second reader has signified that, in their judgment, the dissertation is acceptable and thus ready for a final defense.

Arrangements for the examination are usually made a few months in advance, so the student should plan accordingly. When the student and the dissertation sponsor feel that the dissertation has been completed in a satisfactory manner, and the agreement of the Chair of the Subcommittee is secured, an "Application for Final Examination for PhD" is submitted to the Dean of the Graduate School through the Chair of the Subcommittee. This application form should be submitted at least four weeks in advance of the anticipated date of defense. Filing early in the semester is recommended to ensure approval of the Dissertation Defense Committee. The student should contact the Academic Program Coordinator prior to submitting this application about scheduling the defense and related details.

Defense examinations are held throughout the academic year. The exact days and times are arranged to suit the convenience of the faculty committee and the student.

Students must distribute hard copies of the dissertation to all members of the Dissertation Defense Committee at least four weeks prior to the date on which they plan to defend. E-mail is not an acceptable alternative for distribution of the defense version of the dissertation to committee members.

In addition to filing the application to defend, and distributing copies of the dissertation to committee members, students must be certain that they have met all other requirements of the Graduate School of Arts and Sciences, i.e., receipt of the M.Phil. degree, and registration for M & F during the term in which the defense will take place.

Following the defense, the student has no further obligation to register, even though revisions may still be in progress and dissertation deposit does not occur for several months.

Conduct of the Defense

At the final examination, which is approximately two hours in length, the dissertation is defended by the student with respect to its sources, findings, interpretations, and conclusions. The defense is a closed gathering with only the candidate and members of the Dissertation Defense Committee present. The candidate is expected to show familiarity with the research and literature pertinent to his or her subject and the knowledge relevant to the research questions and methods. The candidate may be asked to begin by summarizing, within ten minutes, the theoretical content of the dissertation and the broader significance of key findings.

Points made by examiners will naturally divide into substantive and editorial. Generally, a sheet of notes on editorial matters is handed to the candidate by the readers, thereby leaving examining time for matters of substance.

Results of the Defense

After the two-hour dissertation defense, the student leaves the examination room, and the Dissertation Defense Committee's votes are taken. The student is called back into the room and informed of the results. Three outcomes are possible:

- Pass - The student has passed, although minor revisions (mainly editorial) are often required. These revisions must be made to the satisfaction of the candidate's sponsor, and the final copy of the dissertation must be deposited with the Graduate School no later than six months after the date of the dissertation defense.

"With Distinction" - After the committee has arrived at its decision to pass the dissertation, the question of awarding the degree "with distinction" may be moved. A vote on this question will be taken by secret ballot. In order for the degree to be awarded "with distinction", the vote must be unanimous. If the committee votes to award distinction, a member of the committee other than the sponsor must prepare a letter addressed to the Dean of GSAS outlining the qualities of the dissertation that merit the award of distinction. The Dean's Office maintains a file of letters of support for review. While there is no quota on the number of dissertations to be awarded distinction, the standard of merit should be such that no more than ten per cent of the dissertations receive distinction. A student whose degree is awarded "with distinction" shall receive a letter of commendation from the Dean of GSAS.

- Incomplete - The dissertation is deemed acceptable subject to major revisions. Upon completion of the required revisions, the candidate is recommended for the degree. All revisions must be completed and the dissertation deposited no sooner than three months, and no later than one year from the date of the dissertation defense. The Chair of the Dissertation Defense Committee shall delegate the responsibility for the revisions to a subcommittee made up of from one to three members of the original Committee.
- Fail - The student may also fail the defense. However, the likelihood of this happening is small if the student has worked closely with the faculty sponsor and has received adequate guidance. Only in extraordinary circumstances may a candidate have a second final examination, i.e., the student may be given the opportunity to present to the Dean, within ten years, a body of independent and original published scholarly material which, if acceptable to the Dean and Subcommittee, may be defended and, if done successfully, may result in the awarding of the PhD degree.

Final Deposit of the Dissertation

When the Defense Dissertation Committee has certified that the student has passed the final examination, the candidate must, in order to receive the degree, arrange with the Dissertation Secretary, 108 Low Memorial Library, for the deposit of the dissertation in the University library. All deposits must be accompanied by an Approval Card signed by the student's sponsor and the Chair of the Subcommittee. Deposits cannot be accepted until the student has been cleared by the Office of the Registrar and all outstanding fees to the University have been paid. The student must deposit the dissertation in microfilm. A \$160 microfilm fee is payable at the time of deposit. It is

strongly recommended that students copyright their dissertations. The fee for copyright is \$65.

Instructions for the final deposit of the dissertation with the Graduate School of Arts and Sciences are contained in "General Instructions for the Preparation of Dissertations" available from the Dissertation Secretary. The GSAS dissertation guidelines can also be found online at <http://www.columbia.edu/cu/gsas/pages/cstudents/diss-office/dissertation/> The deposit may be made at any time during the year. The degree is awarded at the next conferral date--October, February, or May--following the final deposit of the dissertation.

Diploma and Graduation

Diplomas will not be available until after the degree has been awarded officially. The Registrar will notify the student when the diploma is ready; it can be picked up or mailed. If needed, an interim certificate may be obtained from the Registrar indicating that all requirements have been met.

Notice will be sent to the student regarding the Columbia University commencement ceremonies held each year in May. PhD graduates are invited to participate in the University-wide, Graduate School of Arts and Sciences, and Mailman School of Public Health ceremonies.

PhD Requirements Chart

<p><u>SMS Requirements</u> (30 points)</p> <ul style="list-style-type: none"> • Biostatistics P6104 • Epidemiology P6400 • Theoretical Foundations of SMS P8788* • Contemporary Debates in SMS P8789* • Methods - Minimum of one course in both advanced quantitative** & qualitative. • Public Health Electives <p style="text-align: right;"><u>Choose two of five:</u> Medical Sociology P8704 Medical Anthropology P8755 Health Psychology P8767 Health Economics P6503 Social History of American Public Health P8773</p> <p>* P8788 and P8789 must be taken during the first year. **For students without prior training in quantitative methods, a course in applied regression analysis is strongly recommended to satisfy advanced quantitative requirement</p> <p>Social Science Discipline Requirements (30 points minimum required in any chosen discipline) see following pages for specific Social Science Requirements</p>	
<p><u>Language Requirements</u></p> <p>Anthropology: Two languages, or one language and quantitative methods competence (language may be reading knowledge of German, French, Spanish or appropriate language for field work).</p> <p>Economics: No language requirement.</p> <p>History: No language requirement.</p> <p>Political Science: One language required; SMS methods requirement satisfies second language requirement.</p> <p>Sociology: No language requirement.</p> <p>Psychology: No language requirement.</p>	
<p><u>Comprehensive Exams</u></p> <ul style="list-style-type: none"> • Research Methods (written) • Health Behavior/Population Health (oral) • Health Care Systems (oral) • Chosen social science (oral or written) 	<p><u>Other requirements:</u></p> <ul style="list-style-type: none"> • Master's Essay/Research Paper (may be waived with prior master's essay or paper)

Social Science Requirements for the PhD in Sociomedical Sciences

Requirements for each of the social science concentrations available within the Sociomedical Sciences program are determined by the collaborating social science Departments in the Graduate School of Arts and Sciences (Anthropology, Economics, History, Political Science, Psychology, and Sociology). All concentrations carry a 30-credit minimum course requirement.

Advisement: Members of the interdisciplinary Subcommittee on Sociomedical Sciences serve as advisors to students in the program.

The course requirements for each discipline outlined below are developed by SMS faculty in consultation with the directors of graduate study and subcommittee members from the respective disciplinary departments. The requirements are periodically reviewed and revised to be in step with current requirements and course offerings for the department of specialization. Students should bring to their advisor's attention courses not being offered or SMS requirements that are no longer in accord with current requirements for doctoral students in the department of specialization. Your disciplinary liaison will work with you to find suitable course substitutions. Discipline liaisons may recommend to the Deputy Chair of Doctoral Studies permanent changes in social science requirements

Anthropology

Language: Reading knowledge of German, French, Spanish, or other major language of anthropological scholarship, plus a second language or competence in quantitative methodology. Language examination is given by the Anthropology Department.

Coursework: 18 points for E credit, 12 points for R credit.

Required: Introduction to Social and Cultural Anthropology (G6203-G6204) (1 semester must be taken for E credit, the other may be taken for R credit; student must take both semesters); OR Principles and Applications of Social and Cultural Anthropology (G4201) taken for E credit -- choice to be made in consultation with advisor; AND Cross-Cultural Studies in Medicine and Illness (G6106) or Advanced Seminar in Medical Anthropology (P8760), or equivalent.

Suggested: Seminar in Medical Anthropology (G8369); one ethnography course

Economics

Language: No language requirement.

Coursework: Students will be expected to fulfill the requirements met by an MA candidate in economics as set forth in the Bulletin of the Graduate School. These requirements can be modified when it can be demonstrated that a somewhat different preparation in economics would better assist the professional needs of the Sociomedical Sciences candidate.

History

Language: No language requirement.

Coursework: In their first semester, students must take a historiography seminar (4 credits) in the History Department. Students must also take a survey in 19th century history (4 credits) and a survey in 20th century history (4 credits) in the History Department. Students must take a minimum of 12 credits in courses offered through SMS's Center for the History and Ethics of Public Health. The remaining 6 credits consist of electives in history, policy, law, and ethics. Students should choose these courses in consultation with their advisor in areas appropriate to their research interests.

Political Science

Language: Reading knowledge of one language: The Sociomedical Sciences requirements of two statistical courses and a methods examination satisfy the Political Science exemption requirement for a second language.

Coursework: 21 points for E credit, 9 points for R credit. 9 points may be earned outside the Department (with prior approval of advisor).

Required: 6 points of colloquium and 6 points of seminar credit. These and other courses within the Department may be selected from various areas of concentration, e.g., American Politics, Theory, Comparative Politics, International Relations.

Psychology

Language: No language requirement.

Coursework: 30 points. Students enroll in three required proseminars (G6001, G6002, and G6003) (9 points); 1 course in the quantitative Sciences (this may be Biostatistics, Statistics, Mathematics, or Computer Science and may be taken at the School of Public Health or other CU Departments or schools (3 points); 2 graded advanced seminars at the Psychology Department (6 points); and a GSAS ethics seminar or an equivalent course offered in the Medical Center Campus (3 points). An additional 9 points should be taken as electives and may be taken in the Psychology Department, other GSAS Departments, or Teachers College, in consultation with student's advisors.

Comprehensive Examinations: In addition to the methods examination and oral examination in health behaviors and health systems taken at the Department of Sociomedical Sciences, a social science examination will be taken at the Psychology Department. The comprehensive examination in Psychology may be a formal examination, a paper, or a grant proposal to be approved by three faculty members, at least one of whom should be from the Psychology Department and one from the Department of Sociomedical Sciences.

Sociology

Language: No language requirement.

Coursework: 21 points for E credit, 9 points for R credit. 6 of the points (either for E or R) may be in other Departments of the Graduate School. Courses in the Department of Sociomedical Sciences do not count toward the 30 point requirement, even if cross-listed in the Sociology Department course listings.

Required: Theory - two one-semester courses for E credit-- G4050 Sociological Theory-Origins and a second to be chosen from G4122, G4165 or G4520. Methods: Statistics: 2 one-semester courses for E credit in Introductory Social Data Analysis (G4076-G4077) or equivalent at the School of Public Health (P6104 Introduction to Statistical Inference, PH8100- Applied Regression Analysis) or other CU Departments or schools. Students are strongly urged but not required to take G4097 Design of Social Research. Advanced Courses: 2 one-semester courses with any of the following mix: 1 advanced methods and 1 theory; 1 advanced methods and 1 statistics; 1 statistics and 1 theory.

Comprehensive Examination: The sociology comprehensive examination is satisfied by preparation of a literature review of the theoretical and empirical research in a subfield of sociology. Students must submit a brief statement of intent as well as a proposed reading list to two faculty readers, one of whom should have an appointment in sociology. One of the readers chairs the student's literature review committee. Signed approval of the statement of intent and reading list is required. There are several models for a literature review. It may, for example, follow the traditional format of articles in the Annual Review of Sociology. It may follow the format for a meta-analysis or research synthesis. It may inform, but not constitute, the student's dissertation proposal or a chapter of the dissertation. It must be broad enough to cover the core ideas of the subfield of specialization. It should demonstrate knowledge about how the subfield is related to both classic and contemporary social theory. The literature review is distinguished from the required masters essay by its in depth attention to the sociological literature. Upon completion of the lit review, the student must submit a statement signed by the first reader signifying successful completion of this requirement. Forms are available from the Departmental Academic Program Coordinator. The master's essay demonstrates the student's mastery of empirical research, the subject matter need not be tied to sociological literature. Jo Phelan or Peter Messeri should be consulted for questions regarding satisfying this requirement.

Requirements for the Pre-Doctoral Training Program in Gender, Sexuality and Health (Fellows Only)

The Department of Sociomedical Sciences supports pre-doctoral training fellowships in Gender, Sexuality, and Health. The program is funded by the Demographic and Behavioral Sciences Branch of the National Institute of Child Health and Development. The fellowships are available only to PhD candidates, and eligibility is limited to U.S. citizens and permanent residents. Fellowships will usually be awarded at the time the student enrolls for PhD studies in SMS. Applicants to the PhD program who indicate an interest in the training program are considered for fellowships after they have been accepted for admissions through the normal PhD admissions process.

Fellows must satisfy course requirements in addition to those required for their disciplinary concentration. These include:

- 1) P9719 “Critical Perspectives on Research in Gender, Sexuality, and Health” (Hirsch and Nathanson)
- 2) One of three courses in conceptual and research approaches to sexuality:
 - P8709 “Seminar in Sexuality, Gender, Health, and Human Rights” (Vance)
 - P8723 “Culture, Sexuality, and HIV/AIDS” (Parker)
 - P8736 “Theories and Perspectives on Sexuality and Health” (Hirsch)
- 3) A course in the biological bases of sexual and reproductive health
- 4) Attendance at the ongoing faculty-trainee Seminar in Gender, Sexuality, and Health
- 5) Either an annual presentation at the Seminar or written commentary on one or more seminar presentations
- 6) A course in research ethics
- 7) A research apprenticeship supervised by program faculty
- 8) Doctoral research focused on a topic in gender, sexuality, and health.

All course work requirements (1, 2, 3, and 6) must be completed prior to or in the semester the student elects to take the methods examination. Students should consult Professor Constance Nathanson about specific courses that satisfy requirements 3 and 6.

The training fellowship covers tuition, an annual stipend, health insurance, computer fees, two trips each year to professional meetings, and a nominal amount for other expenses (books, etc.). Support is guaranteed for five years. However, trainees will be encouraged to apply for other funding as soon as possible following their matriculation at Columbia and will be expected to apply for other funding to cover dissertation research and writing.

Summary Flowchart of PhD Requirements after Course work

1. Standardized Research Methods Examination

- Meet informally meeting with a Methods Examination Committee faculty member at least one semester before taking the examination.
- Develops two reading lists with assistance of Methods Examination Committee faculty members.
- Submits reading lists to one or two Methods Committee member(s) for approval by the deadline (see Appendix C).
- Once reading lists are approved, student submits lists to the Academic Program Coordinator by the deadline
- Develops question which will illustrate knowledge of methodological issues and challenges related to supplemental reading list area.
- Submits essay question to one Methods Committee member for feedback
- Once student has received feedback and edited question as appropriate, student submits question to the Academic Program Coordinator, with faculty signature.
- Student should be aware that the submitted question may be slightly altered by the examination committee for the final exam.
- Student takes Methods Examination.

2. Oral Examinations

- Student chooses two examiners (one to examine on Health Behaviors/Population Health list and the other to examine on Health Care Systems list) and approaches them about being on his or her Oral Examination Committee.
- Student chooses an examiner for the social science oral, if one is required in that Department.
- Student develops a preliminary reading list for each area and seeks approval from appropriate examiners.
- Once approval is received, student submits lists to the Academic Program Coordinator, with faculty signatures. The Department will schedule a date for the oral examinations.

3. *Social Science Comprehensive Examination*

- Student consults with social science advisor to determine if comprehensive examination is required, and if it will be oral or written.
- In consultation with advisor, student prepares for and takes exam.

4. *Language Requirement*

- Student consults with social science department to determine language requirements.
- Student arranges for fulfillment of the language requirement in compliance with the specific Department regulations.

5. *Dissertation Proposal*

- The dissertation proposal should be defended within 6 months of completing the M.Phil.
- Student proposes a dissertation topic and identifies/contacts a faculty sponsor.
- Student develops research topic and writes research proposal, with guidance of sponsor
- Student submits proposal to sponsor for approval.
- Student investigates future steps for IRB application and approval.
- Department forms Committee.
- Department arranges a proposal defense date.
- Student distributes copies of proposal to Proposal Defense Committee members at least two weeks before defense.
- Student defends proposal. Committee provides comments and suggestions that were made during the defense.
- Once proposal is successfully defended, a copy of the proposal is given to the Academic Program Coordinator.
- Student submits IRB application (under sponsor's name) and awaits approval.
- Students may not initiate data collection for dissertation research until IRB approval is received. Students are responsible for ensuring that the research protocol fulfills IRB requirements.

6. *Dissertation Defense*

- Student should routinely keep in contact with sponsor, who discusses research process and problems. After data collection, sponsor reads preliminary chapters and offers comments and suggestions. Once dissertation is written and sponsor feels that it is ready for defense, sponsor will contact Department to schedule a dissertation defense date.
- Student circulates hard copies of dissertation to the Dissertation Defense Committee at least one month prior to defense.

7. *Post Dissertation Defense*

- Student makes suggested revisions from dissertation defense.
- When all revisions are completed, deposit of the final thesis copies may be made at the Dissertation Office in 107 Low Library. Normally, the student receives the necessary deposit forms at the time of the defense. If needed, the forms are available at the Dissertation Office in 107 Low. Please contact Esmeralda McCormick at 212-854-2854 or email to es183@columbia.edu.
- Student copyrights dissertation and orders extra bound copies of dissertation for Departmental library and for personal use.
- The degree is awarded at the next conferral date.

DrPH PROGRAM

Administration

The Doctor of Public Health (DrPH) degree program is designed for professionals wishing to prepare for teaching, research or advanced administrative positions in the area of sociomedical sciences within the field of public health. The degree program is administered by the Standing Doctoral Committee of the Mailman School of Public Health, which carries out faculty policy on admission to the doctoral program and upholds the criteria for granting the degree.

The Department has created a Deputy Chair responsible for directing the doctoral programs. The Deputy Chair of Doctoral Programs consults with the Department Chair regarding procedures that require Departmental approval, e.g., formation of Examination and Dissertation Committees, waivers and substitutions for course requirements. The Deputy Chair also works with other faculty on admissions, review of student academic performance, and curriculum. Peter Messeri is currently Deputy Chair of the Doctoral Program.

To assist the Deputy Chair, a faculty member is appointed as the DrPH Coordinator. Among his roles are monitoring program requirements and advising students on course requirements. For 2008-2009, the DrPH coordinator is Miguel Munoz-Laboy.

Degree Requirements & Registration

DrPH students must have earned the MPH degree or its equivalent. Students admitted with other master's or doctoral-level degrees in health-related fields are usually required to take a number of pre-doctoral public health courses as prerequisites to doctoral studies.

All five Mailman School of Public Health core courses – Biostatistics, Environmental Sciences, Epidemiology, Health Policy and Management, and Sociomedical Sciences – are required pre-admission. If a student has not fulfilled this requirement, he or she must take these courses in addition to the 30 required doctoral credits.

Required Courses and Credits

Each student is responsible for ensuring that his or her course selection is consistent with timely completion of all course requirements as stated in this handbook. Students seeking to waive out of any requirements should consult and follow the procedures outlined on page 44.

In order to earn the DrPH degree, a student must complete an approved program of study totaling 30 credits for course work. Not more than 6 of the 30 course work credits may be for tutorials, and not more than 6 credits may be for courses at the master's level (e.g., 6000 level courses at the MSPH or 4000 level courses at the GSAS). The Department may apply to the Standing Doctoral Committee for a variance on the 6 credit rule on a case by case basis. In no case will credit from a School of Public Health MPH core course count toward the required credits.

DrPH students are required to take two out of the five introductory SMS courses--Medical Sociology, Medical Anthropology, Health Psychology, Social History of American Public Health,

and Health Economics. Health Economics for non-Health Policy and Management students is offered only in the spring semester. In addition, all students must take one advanced quantitative statistics course and one qualitative analysis course as well as P8788, Theoretical Foundations of Sociomedical Sciences, and P8789, Contemporary Debates in Sociomedical Sciences. The course work may be completed on a full or part time basis.

Transfer Credits

No transfer credit is allowed for the DrPH degree. The University requires that 30 credits of course work be taken within the University for any degree. Since the DrPH requires only 30 credits of course work, there is no room for transfer credit.

Registration for classes is held at the beginning of each semester and at the beginning of each summer school session. There is also early registration for continuing students in April for the fall semester and in November for the spring semester. New students will receive information about the fall registration periods by mail from the Mailman School of Public Health. It is important to note, however, that the University has been updating methods of registration for the past few years. We will keep you informed of changes in registration procedures each semester, but, if you have any questions, please call the Academic Program Coordinator.

Policy for Continuous Enrollment for DrPH Students

DrPH students entering in fall 2007 are admitted under the expectation that they must be continuously enrolled at the Mailman School of Public Health. The continuous enrollment policy begins when the student first enrolls in the DrPH program and continues through the semester in which the dissertation is deposited. To be continuously enrolled, DrPH students must register for one tuition point in all of the spring and fall semesters in which they are not otherwise registered for course credits. This policy replaces the current required 10 points of Doctoral Research Instruction. This continuous enrollment requirement will be in effect for the 30 credits of academic coursework. Students who register for additional classes beyond the 30 credits of academic work must pay the current MSPH tuition.

Leave of Absence & Readmission

Waivers to the continuous registration requirement will be rare and considered on a case by case basis through a petition to the student's academic Department, along with a recommendation from the Department to the Mailman School's Office of Student Affairs. Reasons for requesting a waiver would include maternity/paternity leave, serious personal illness, or other serious life events. Such a petition should include the reason for requesting the waiver and a proposed plan for completing the remaining DrPH degree requirements. All students, after two years leave of absence, must reapply to the Mailman School of Public Health.

Any DrPH candidate failing to register for 1 doctoral research credit during a particular fall or spring semester, without having been granted a waiver or leave, will be notified by the Office of Student Affairs, along with the student's Department, at the start of that semester. In order to remain in good standing, the student will have to take one of the following actions: (1) Register for 1 doctoral research credit immediately; (2) Submit a formal request for leave; or (3) Agree to some other arrangement with the approval of his/her advisor and Department Chair. Any student who misses

one or more semesters without permission will have to pay for an additional credit for each semester missed at the time he/she registers once again.

The above policy is similar to that for PhD students at GSAS, who also must be continuously enrolled until graduation. This means that a DrPH student who meets all graduation requirements may be able to graduate after completing less than, equivalent to, or more than 10 points of research instruction.

DrPH students enrolled prior to fall '05 wishing to be grand-parented into this continuous registration requirement can do so by petitioning the Office of Student Affairs and outlining a proposed course plan for completing their degree.

Program Time Limits

An overall time limit of **seven years** is set from the date of first registration following admission into the doctoral program. This limit applies to both full and part-time students. Periods during which the student is formally granted a leave of absence will not be counted in the seven-year limit. Leaves of absence must be approved both by the Department and the MSPH Standing Doctoral Committee.

Registration Process

Each semester, course schedules for the entire University are published in the "Directory of Classes" (<http://www.columbia.edu/cu/bulletin/uwb>). The Mailman School of Public Health publishes a separate schedule of all of its courses, along with course descriptions, which is available online at <http://www.mailmanschool.org/stuaf/stuaf2/Course-Offerings.asp>.

Although students may take courses offered in any school in the University, their registration must be processed through the school in which they are enrolled. All students should register through the Medical Center Campus Registrar. Students should note that semester start and end dates, as well as holiday schedules, may not be the same for all schools in the University, so please consult the calendars for each school.

It is not necessary to see your assigned academic advisor to sign up for classes. However, doctoral students should make appointments to meet with their assigned academic advisors during registration. Course approval sign-offs should also be obtained.

Many courses require the instructor's approval, which must be obtained before you register. If approval is required, it will be noted in the Mailman School of Public Health course listings.

Holds

Most importantly, all "holds" on registration must be cleared before you will be allowed to register. Examples of such holds include Library Holds for outstanding materials and/or fees, Bursar's Office Holds for any money owed, or Health Services Holds for failure to comply with immunization requirements. If you have a hold, you should receive a notice from the Registrar's office some time before registration informing you that you are on hold and why. All holds on registration must be cleared before you will be allowed to register. To clear the hold, go to the office which has placed you on hold and settle any outstanding obligations you may have.

Add/Drop

Changes in class schedule may be made during the Add/Drop period, usually occurring the first 2 weeks of classes. There are no extra charges for adding and/or dropping courses during this period. If you were unable to see your assigned academic advisors before registration, the add/drop period gives you a grace period to see them after the academic year begins, in time to make any necessary changes to your program after consulting with them.

If something confuses you at registration, speak with the Academic Program Coordinator.

Incompletes

Except in extenuating circumstances, it is contrary to Department and Mailman School policy to grant incompletes. Students who request an incomplete for a course must get the instructor's approval. The instructor determines whether to permit a student to receive a grade of INC in his/her course. If approval is given, the instructor and student must sign a form and return it to the Academic Program Coordinator by the last day of class. Any student who does not get formal approval for an incomplete prior to the last day of class will receive a UW (unofficial withdrawal) as their grade for the course. Students with formal approval will have one month to fulfill the course requirements and change the incomplete to a letter grade. If they need more time, approval must be obtained from the Deputy Department Chair, Peter Messeri. Any student who has more than two incompletes will not be allowed to register for the next semester of classes. Their registration will be held until they clear their records of the incompletes.

Waiver of Course Requirements

Students may request a waiver or exemption from a specific course requirement if they believe that they have satisfactorily completed a graduate-level course that is comparable in the SMS course. Students initiate this process by preparing a written request. Include in the written statement the SMS course requirement to be waived and brief description of prior course work that is the basis for the request. Attach to the statement both a syllabus for the substitute course and a transcript indicating the final grade for this course. Submit a signed and dated written request, along with the supporting material, to the Department Academic Program Coordinator.

What happens once the request is received?

Step 1: When a request for a waiver is received, the Academic Program Coordinator will inform the appropriate Deputy Chair.

Step 2: The Deputy Chair will then designate an SMS faculty member, who is familiar with the course content subject to the waiver, to review the request. The faculty member will usually be the current or past instructor of the course for which the waiver is requested.

Step 3: The instructor should base the decision to waive on his or her judgment that the previous course work was comparable in rigor and coverage to the course being waived. The student must have earned a grade of B or better for the course. Faculty discretion may be required when there is no letter grade.

Step 4: The faculty member prepares a written recommendation, which is returned with the

student's written request and supporting material to the Department's Academic Program Coordinator who, in turn, forwards the material to the appropriate Deputy Chair.

Step 5: The Deputy Chair reviews both the student's request and faculty's recommendation and renders a decision. The decision is shared with the Department Chair, who has the final formal authority on the matter.

Step 6: After the Chair and Deputy Chair agree on the final decision, the Department notifies the student in writing or via e-mail. (The Deputy Chair will usually sign the letter.) The Department Chair and appropriate faculty are cc'd regarding the decision. The request and supporting material are placed in the student's file.

Step 7: If the student wishes to contest a rejected request, he or she should prepare a written or e-mail response addressed to the Department Chair. The student may wish to cc: the appropriate Deputy Chair and course instructor.

What does an approved waiver mean?

When a waiver for a required course is approved, it indicates that the student has satisfactorily completed the requirement through alternative means to taking the required course. For example, if a DrPH student's waiver is approved for the Introduction to Medical Sociology course, the student has satisfied one of the three SMS core courses and need only take two courses from the remaining choices. With the exception of students applying for advanced standing, there is no reduction in course credits towards graduation. The waiver allows the student to take an additional elective course.

Tutorials

Tutorials afford students a chance to share the expertise of faculty members and to concentrate on specific areas of interest in a more informal, less-structured setting than the usual classroom course.

One-to-one student/faculty tutorials on topics of student interest and faculty expertise may encompass such activities as:

- Participation in major research or other projects
- Small individual research projects
- Pilot projects
- Literature review
- Small group variation of a class
- Field experience

No more than 20 percent of course work may be taken in tutorials, and no more than 6 credits of tutorials may be taken with any one faculty member. When registering for a tutorial, please submit a Tutorial Permission Form to the Academic Program Coordinator (see Appendix B).

Comprehensive Examinations

After completion of course work requirements for the program, students are eligible and required to

take comprehensive examinations. Students may take the examinations during the semester in which course requirements are being completed, but all methodological requirements must be completed prior to that semester. These examinations are a test of the student's proficiency in the composite disciplines of Sociomedical Sciences and his or her readiness to undertake work on a dissertation. The student should inform the Academic Program Coordinator of plans to begin the examinations so that a formal review of the student's record can be made to verify that all course work requirements have been met.

Three examinations are required for the DrPH:

- The Standardized Research Methods Examination (written)
- The Health Behavior/Population Health Examination*
- The Health Care Systems Examinations*
(*Both oral--taken together)

Both the Health Behavior/Population Health and Health Care Systems Examinations are taken together after successful completion of the Research Methods Examination.

Standardized Research Methods Examination

The Standardized Research Methods Examination is given twice yearly, once during the fall semester and once during the spring semester. See Appendix C for exam dates and related deadlines.

Students should schedule a meeting with one of the members of the Methods Committee at least one semester prior to taking the examination. This meeting should be scheduled at an early stage in preparing reading lists and exam questions. At this meeting, the student should discuss with the faculty member his or her preliminary ideas for the content of the reading lists and student-submitted question. The faculty member will offer suggestions for constructing the reading list and preparing the question, as well as suggest appropriate examination members to review the lists and questions. This meeting is preliminary to and not a substitute for subsequent meetings that review the specific content of lists and questions.

At the beginning of each academic year, a meeting explaining the Standardized Research Methods Examination procedures will be held by the Department. All students are invited to attend this meeting. All doctoral students who are at any stage of course work are encouraged to attend the meeting in order to plan their preparation for the exam. Students should also consult the Research Methods Course listing to help prepare them for the Methods Examination (see Appendix D).

The Standardized Research Methods Examination is a full-day written exam. After passing the examination, and having completed all course requirements, the student may proceed to the oral examinations, taken together, covering both Health Behavior/Population Health and Health Care Systems. For some disciplines, the social science examination may be taken prior to the methods examination. For other disciplines, the social science examination may be combined with the oral administration of the Health Behavior/Population Health and Health Care Systems. Yet other GSAS departments require SMS students to take the social science examination in writing, administered in their departments.

A Research Methods Examination Committee is responsible for administering and grading the

examinations; Faculty members are selected for their expertise in all areas of social science methods (covering qualitative and quantitative research expertise) and include faculty who teach the Department's methods courses.

The Department has prepared a core list of readings representing material which all PhD candidates are expected to read and master. Copies of the core list of readings are available from the reception desk on the 9th floor. Students may substitute readings which are comparable or more advanced than the core readings. Students should check with a member of the Methods Committee, however, before making substitutions.

In addition, students will be responsible for preparing two supplemental reading lists that develop two areas in depth. These areas reflect their own professional areas of interest and specialization. One of the areas must be selected from those enumerated in the core list (statistical methodology, survey research, experimental design, field methods, historical research, or evaluation research). The second area may cover either methodological techniques and issues that are likely to be utilized in the student's dissertation research, another area on the core list, or a well-defined area of methodology not covered in the core list. Students are to prepare the two supplemental reading lists in consultation with faculty, at least one of whom must sit on the Methods Examination Committee. A methods committee member may approve both lists, or only one list (in which case, you will get approvals from the two faculty members), as appropriate. Please review the list of members' specialties (see appendix C Methods Examination Committee Members) in deciding the most appropriate faculty members to consult with for your lists. Other Columbia faculty may serve on the Methods Committee in an ad hoc capacity if a student wishes to prepare a reading list on social science methods that falls outside the expertise of existing members. Students should seek the approval of the Chair of the Methods Committee, currently Carole Vance, for an outside examiner early in the development of the reading lists. Students submit a copy of each of the supplemental reading lists, signed by members of the Methods Examination Committee or a designated ad hoc member, to the Academic Program Coordinator by the appropriate deadline date (see Appendix C for schedule). Be sure to meet with a member of the faculty early in the semester to allow time for feedback and approval (see due dates or preliminary drafts in Methods Exam Schedule). Copies of previous student reading lists are kept in a binder in the Department as a reference for those preparing to take the Methods Exam, but each student is expected to develop his or her personal list. It is strongly advised that students submit hard copies with faculty signatures, as well as submitting the list via e-mail. If a student cannot submit a hard copy and must submit by e-mail, their faculty signatories must e-mail independent confirmation approving the submitted lists.

Once the reading lists are completed, the student prepares an individualized essay question to be included in the examination, which demonstrates knowledge of the methodological issues and challenges explored in one of the supplemental lists. This question (in draft form) should be submitted to one of the members of the Methods Examination Committee for feedback. After discussion and edits, the student submits a final version of the question to the Academic Program Coordinator. Students should be aware that the question they submit for the final exam may be altered by the Methods Examination Committee.

A culminating course on the application of quantitative methods to research problems in sociomedical sciences, P9779 Advanced Research Methods and Analysis, is offered once a year. While this course is not required, it is strongly recommended. This course has been designed for

advanced doctoral students preparing for the Sociomedical Standardized Research Methods Examination, but students with advanced training in quantitative methods in other fields are welcome. It is strongly recommended that students take two quantitative methods courses, including one in Applied Regression Analysis, prior to taking this course. The course integrates knowledge and skills acquired in previous methods courses. Topics covered include formulation of research questions, selection of appropriate research design and analytic strategies for analyzing simple and complex causal relationships. Course assignments involve a series of exercises based on analyses of a common database. Students work on a group project using the class database.

On the day of the exam, all students taking the exam meet at 9:30 in a conference room with the Chair of the Methods Committee to go over the instructions for the exam. Students will then be directed to the office where they will be taking the exam. Books and notes will not be permitted in the room.

Unanimity of all members of the Methods Examination Committee is required for the students to pass the comprehensive examination. If the student fails, he or she may be required to take additional courses or pursue independent study before the qualifying examination is repeated. A second failure will automatically result in the student being dropped from the doctoral program. The Chair of the Methods Committee reports the results in writing to the Chair of the Department, the DrPH Coordinator and the Academic Program Coordinator.

Oral Examinations - Health Behavior/Population Health and Health Care Systems

After passing the Standardized Research Methods Examination, the student proceeds to the oral examinations covering Health Behavior/Population and Health Care Systems. Examples of areas covered are:

Health Behavior/Population Health

- Concepts of health and illness
- Indicators of health and illness
- Class, ethnic and cultural factors in the incidence/prevalence of illness and disability
- The relation of personality traits and states to illness and disability
- Attitudes and behavior regarding health, illness, disability and death
- Social consequences of illness and disability

Health Care Systems

- Social elements of health care systems
- Psychological, social and cultural aspects of the health professions
- Social structure and functioning of health organizations
- Cross-national and cross-cultural analysis of health care systems
- Sociomedical factors in the utilization of health services as well as informal support for help with health problems

Comprehensive Oral Examination Committee

The student, in consultation with his or her advisor, is responsible for initiating the formation of a Comprehensive Oral Examination Committee. To satisfy the discipline's comprehensive exam

requirement, Sociology students write a literature review. Political Science students must take a written examination in their Social Science Department. Anthropology students take an oral exam. History, Economics, and Psychology students should consult with their advisors concerning whether or not to take the social science examination in written or oral form, and whether it should be taken separately, or in combination with the Health Behavior and Health Care Systems examinations.

The student also assembles a committee of two faculty members to administer the oral examinations in Health Behavior and Health Care Systems. One faculty member supervises a particular list. While adjunct faculty or public health professionals from outside Columbia may sometimes serve on the committee, such appointments require special justification and approval by the Deputy Chair of the Doctoral Program. The names of faculty who agree to serve as examiners are presented to the Deputy Chair of the Doctoral Program for formal approval.

After the student's committee receives Department approval, the student should prepare a basic reading list for each area (Health Behavior, Health Care System, and if required, the disciplinary exam); The list should represent the student's attempt to define the area according to his or her interests, and may include readings already completed, as well as those the student wishes to undertake while preparing for the exam the next several months. The students are expected to incorporate into the Health Behaviors/Population Health and Health Systems list, selected readings of the student's preference from the first year seminar on Theoretical Foundations and Contemporary Debates in Sociomedical Sciences. If it is more convenient, the student may prepare a short list that cites theoretical orientations that cut across the two reading lists. The examiner will decide whether or not the list is sufficient and, if not, will supplement it. After a few months, a final reading list will evolve, which will be considered the basis of the student's responsibility in the area.

This process will be carried on for each of the comprehensive exams, so that the student will develop two or three reading lists. While the process of forming these lists is typically collaboration between the student and the examiner, the examiner has ultimate authority in certifying that the lists' meet the advisor's standards for scholarly quality and coverage. Copies of reading lists and questions from past exams are on file at the Department reception desk and may be used for reference.

Since the compilation of the reading lists takes some time, thought and research, the student should begin assembling a committee and consulting with advisors before the completion of course work. At the time oral examinations are being scheduled, students must submit a copy of each final reading list signed by a faculty examiner to the Academic Program Coordinator.

The student should consult with the Academic Program Coordinator regarding the scheduling of the examinations and the room or office in which they will take place. Books and notes may not be brought into the examination room. Usually, the oral examinations take about two hours. They are considered to be a "learned conversation among colleagues." The examiners take turns asking the student questions covering the approved reading lists. The results of the oral examinations are made known to the student immediately. If a written exam is taken, the student will be informed of the results in approximately four weeks.

Strategies for Preparing for Oral Examinations

This may be the student's first experience with taking oral rather than written exams. Student who successfully completed the oral exams offer the following suggestions: 1) Review each list and

imagine questions you would pose, were you the examiner; 2) Organize and write down key points to cover when answering these likely questions; 3) Associate central concepts with influential researchers; 4) Practice with someone who has already taken the exams.

Dissertation and Graduation

The Dissertation Proposal

After completing all coursework and comprehensive exams, the student selects a sponsor and formally begins work on the dissertation proposal. Preliminary work on the proposal usually starts much earlier since it develops organically from the student's prior work in classes, seminars, and term papers. **Students are normally expected to submit a proposal within six months following completion of the other program requirements.**

The formal approval of a proposal provides assurance that completion of the proposed study will provide the basis for an acceptable dissertation. The dissertation proposal is a description of an idea which is worthy of research, and which has been described in a manner showing the student's ability to plan an independent investigation. The proposal stage should not be a problem if the student has been thinking about and discussing possible topics earlier in the program. Class discussions, readings, and exchanges with faculty and other students contribute to the proposal's development.

Selecting a Sponsor

The first step in the dissertation process is the selection of a faculty sponsor. A student may approach any Columbia University faculty with a full-time appointment to serve as his or her sponsor. The main criterion is to find a faculty member who is willing to devote the necessary time and effort to mentor the student through the dissertation process. Adjunct faculty are eligible to serve as sponsors, provided that a full-time Columbia faculty member, who is an approved sponsor, serves as co-sponsor, and accepts that designation as a genuine responsibility. Students should consult the Deputy Chair if they have any questions as to whether a faculty member can sponsor a DrPH dissertation.

Preparing the Proposal

The dissertation is an example of the student's capacity to conduct original research and to present findings in a scholarly manner. The student uses his or her social science knowledge and skills to investigate a problem in the health field. The student's research may involve the collection of data, or may be an analysis, from a new point of view, of data that has been previously collected. The student should view the dissertation as a demonstration of research competence, and not necessarily expect to provide definitive answers to the theoretical questions posed. It is urged that students discuss possible dissertation topics with several faculty members.

Once the student has identified a possible dissertation topic, he or she should secure the support of a faculty sponsor with appropriate research interest. The student, in consultation with the dissertation sponsor, should prepare a proposal on the topic. Development of the proposal requires considerable time and effort; it should include the following elements:

- Abstract (1 page)
- A statement of the problem to be investigated

- Research aims of the dissertation
- A summary review of the literature bearing upon this problem
- A statement of hypotheses or questions
- An description of the methodological approach, research design, and plans for data collection and analysis
- Status of human subjects review
- Timeline

Conciseness is a virtue in writing proposals. Excluding references and the abstract, the body of the proposal should not exceed 30 double spaced pages (using 11 pitch type face or larger). In exceptional cases a student may submit a longer proposal, only after receiving the sponsor's approval. Beyond covering the topics listed above, the Department has no specific expectations regarding the precise format and content of the proposal. The student's sponsor is responsible for assisting the student in developing a suitable format for the proposal.

Copies of previous dissertation proposals are available upon request from the front desk on the 5th floor of 722 West 168th St.

Forming the Proposal Defense Committee

When the faculty sponsor feels that the proposal is ready, the sponsor formally requests that the Department form a Proposal Defense Committee and schedule a proposal defense. The faculty sponsor's request is addressed to the Deputy Chair (Peter Messeri). The request includes a working title for the students' dissertation research and recommendations for possible committee members. **Students do not form their own committees. Acting on five-member behalf of the Department, and after consultation with the student's faculty sponsor, the Deputy Chair of the Doctoral Program formally appoints the Proposal Defense Committee.**

The Proposal Defense Committee for the DrPH is composed of a minimum of five faculty members. At least two of the faculty must hold the rank of Associate Professor or higher, and at least one must be from outside the Department of Sociomedical Sciences. A senior faculty member, who is not the candidate's dissertation sponsor, is designated to be the impartial Chair of the Committee. The slate is presented to the Standing Doctoral Committee for approval. Special justification must be provided for the inclusion of adjunct faculty, or faculty from outside Columbia. **It is the Department's, not the student's, responsibility to schedule the dates and locations for the dissertation proposals and dissertation defenses.**

Proposal Defense

Once the Department confirms participation of all Proposal Defense Committee members, the Academic Program Coordinator schedules the proposal defense. If a proposal defense cannot be scheduled in a timely manner with all five members present, the defense may proceed with a minimum of the sponsor, a member of the Department and at least one other member from outside of SMS. Members not present at the proposal defense are requested to prepare comments on the dissertation proposal, which may be submitted in writing or in person to the student and faculty advisor.

It is the candidate's responsibility to distribute **hard** copies of the proposal to all committee

members at least **two weeks** before they meet. **E-mail is not an acceptable means for distribution of the defense version of the proposals to committee member.** Students who reside away from NYC should distribute proposals by US postal services or other mail delivery service. The student is responsible to confirm that all committee members received proposals in a timely manner. The student may of course distribute electronic copies in addition to the hard copy if so requested.

At the proposal defense, the student should be prepared to outline the project, discuss its methods and substance, and explain the rationales underlying decisions that were made as the proposal developed. This meeting may be the first time that the sponsor and Proposal Defense Committee have ever been together to discuss the proposal. The meeting should be viewed as a working conference, where the committee takes a critical look at the research plan with the aim of protecting the student from attempting to execute an inadequate and unfeasible plan. Any differences among committee members concerning the adequacy of the plan should be resolved among themselves during the meeting. If the committee members agree that there are weaknesses in the plan that are not resolved during the meeting, the student may be asked to revise the proposal and another meeting of the committee may be convened before the proposal is approved.

Target dates for completion of various steps should be set when the proposal is approved, not to constrain the student, but to give a standard against which to evaluate satisfactory progress. The approved proposal should provide readers with a sufficient sense of the whole to make later review of drafts of individual chapters valuable.

Unanimous approval must be obtained from the Committee before the student can proceed with the dissertation.

It is the responsibility of the Proposal Defense Committee to inform the Academic Program Coordinator of the approval of the dissertation proposal. A copy of the approved proposal should be given to the Academic Program Coordinator to be kept on file. Successfully defended proposals will be considered for the Department's Eugene Litwak Prize, awarded annually for the best proposal to help support students while they are completing their dissertations.

IRB Requirements

All students must submit an application to the Health Sciences Institutional Review Board (IRB) and obtain their approval for any research involving human participants. Even research that will be using data covered by existing IRB protocols, or that does not involve direct contact with human participants must be submitted for IRB approval to request that the research project be exempted from full IRB review. As you begin to develop your proposal, it would be prudent to start preparing your IRB application. The proposal defense can be scheduled prior to IRB approval (not details of submission [actual or planned] in the proposal narrative), but you must have IRB approval before commencing your research. It is best to contact George Gasparis at 212-305-5883 in the Office of Clinical Trials who can advise you on what applications you need to submit based on the type of research proposed.

The IRB application must be submitted by the student's sponsor (not the student) though an online system, Rascal (<http://rascal.columbia.edu>). Students should be prepared for the possibility of a lengthy IRP proposal approval process. Six to eight weeks is not unheard of, so take that into consideration when planning. The student's proposal defense includes a brief presentation of the

status on the IRB review. It is possible that recommendations made by the committee during the proposal defense may require changes in the research design that may initiate modifications to approved IRB protocols. In addition, if research involves collaboration with other institutions, approval by their IRB may also be required.

Please note that it is necessary for anyone responsible for the design and conduct of a study involving human subjects, to pass an examination on the topic of Protection of Human Participants in Biomedical and Behavioral Research (in most cases this includes the student as well as the student's sponsor). A course is offered on this topic. For more information on the course, dates of the course and examination, and the IRB application process, go to <http://rascal.columbia.edu>.

The Dissertation in Progress

Once the student has obtained approval of the proposal and IRB approval, the student may begin dissertation research. The student should keep in close contact with his or her sponsor for suggestions and advice. Each student should work out arrangements with the rest of the committee regarding how they wish to keep abreast of the student's progress.

Committee members are expected to provide written or oral responses to drafts within a reasonable time period. Generally, three weeks to a month should be sufficient time to permit a detailed response to a single chapter. Six weeks should be sufficient time to review a group of chapters for a full draft of a dissertation. Some supervision should be provided during summers, and special arrangements for continuous guidance should be worked out when faculty are on leave or during the summer.

Dissertation Grants

Students are encouraged apply to outside agencies for dissertation grant money (see Appendix E).

When preparing such grants, students should consult with the SMS Grants and Contracts Officer. The Officer will provide assistance with preparing the appropriate grant documentation. **However, the SMS Business Office requests that all materials be submitted to them at least 10 business days before the grant is due.**

The Dissertation Defense

Nomination and Appointment of the Dissertation Defense Committee

As previously stated, the full committee (five members) is usually formed at the time of the proposal defense. The responsibility for selecting and recommending Dissertation Defense Committee members rests with the faculty sponsor and Deputy Chair of the Doctoral Program. **Students** may be consulted on, but **do not select their Dissertation Defense Committees** and should not be put in the position of having to ask particular faculty members to serve on their Dissertation Defense Committee.

The Dissertation Defense Committee shall be composed of five members, all of whom are expected to be present for the dissertation defense:

- The Sponsor, who is an approved DrPH sponsor, is the person who guides you through the

dissertation.

- The Chair, who is a tenured or senior faculty with a primary appointment in SMS. The Chair is responsible for making sure that the Dissertation Defense Committee follows the formal requirements for dissertation defense. The Chair convenes the defense and moderates the candidate's presentation and committee members' questions and discussions.
- Three other members, one of which should be an outsider from other Columbia Departments and/or schools or universities.

A committee may include members from outside the University, if the faculty sponsor believes such outsider members bring an expertise or knowledge of the research topic not available among CU faculty. The faculty sponsor must assure the Department that the outside member will be able to be present for the dissertation defense. The Department does not have funds to cover the transportation expenses that might be incurred by outside members. The names and contact information of outside examiners from other University Departments shall be submitted by the Academic Program Coordinator. Outside examiners from other universities must submit evidence of their qualifications, in the form of curriculum vitae, for approval by the Dean.

Scheduling the Defense

No defense shall be scheduled until the both the dissertation sponsor and a second reader have signified that, in their judgment, the dissertation is acceptable and thus ready for a formal defense.

When the student and dissertation sponsor feel that the dissertation has been completed in a satisfactory manner, the sponsor shall inform the Deputy Chair of the Doctoral Program and the Academic Program Coordinator and request that a time and date for the defense be scheduled.

Dissertation defenses are held throughout the academic year. The exact days and times are arranged to suit the convenience of the faculty committee and the student.

Students must deliver hard copies of the dissertation to all member of the Dissertation Defense Committee at least four weeks prior to the date on which they plan to defend. . E-mail is not an acceptable means for distribution of the defense version of the dissertation to committee members. Students who reside away from NYC should distribute copies by US postal services or other mail delivery service. The student is responsible to confirm that all committee members received the copies in a timely manner. The student may of course distribute electronic copies in addition to the hard copy if so requested.

Before the student prepares the final version of the dissertation, he or she should confirm with the MSPH Office of Student Affairs for guidelines on the technical preparation of the manuscript and final deposit of the dissertation. Specifications at this time are as follows:

- Copies must double-spaced and single sided pages.
- The color of the hard cover should be navy blue with gold lettering.
- The spine should contain your name and the graduation date (month and year).

The Academic Program Coordinator will see that public announcements of the defense, including the time, date and topic are conspicuously posted.

Conduct of the Defense

The dissertation defense is usually two hours in length. At the time of the defense, the Dissertation Defense Committee usually meets briefly in closed session to outline the themes to be covered during the examination. The candidate and public are then invited into the examination room. The dissertation is defended by the student with respect to its sources, findings, interpretations and conclusions. The candidate is expected to show familiarity with the research and literature pertinent to his or her subject and the knowledge relevant to the research questions and methods. The candidate may be asked to begin by summarizing, within ten minutes, the theoretical content of the dissertation and the broader significance of key findings. Following the overview, the committee members ask the candidate to defend the validity of the research and the importance of the findings.

Points made by the examiners will naturally divide into substantive and editorial. Generally, a sheet of notes on editorial matters is handed to the candidate by the reader, thereby leaving examining time for matters of substance. The public audience does not generally ask questions of the candidate, although the Chair of the Committee may allow questions of clarification to be posed by members of the audience.

Results of the Defense

After the two-hour dissertation defense, the student leaves the examination room and the Dissertation Defense Committee, in closed session, judges the acceptability of the dissertation. To be judged acceptable, the dissertation must meet current standards in the student's dissertation topic, and must add to the existing knowledge or concepts in the field. For those candidates whose dissertations are deemed acceptable pending minor revisions, the Chair of the Committee shall, at the conclusion of the defense, call for a closed vote of committee members as to whether the degree should be awarded distinction. A unanimous vote is required. The student is called back into the examination room and informed of the results. Three outcomes are possible:

- Pass - The dissertation is acceptable subject to minor revision (mainly editorial). Upon satisfactory completion of the required revisions, as judged by the Chair of the Dissertation Committee, the student is recommended for the DrPH degree. The student should deposit the revised dissertation no later than six months after the date of the dissertation defense.
- Incomplete - The dissertation is deemed acceptable, subject to major revision. Upon satisfactory completion of the required revisions, as judged by three members of the committee, the student is recommended for the DrPH degree. The Chair of the Dissertation Defense Committee shall delegate the responsibility for the revisions to a subcommittee made up of three members of the original committee. All revisions must be completed and the dissertation deposited no sooner than three months, and no later than one year from the date of the dissertation defense.
- Fail - The dissertation is **not acceptable**, and the student is not recommended for the DrPH degree. However, the likelihood of this happening is small if the student has worked closely with the faculty sponsor and has received adequate guidance. Only in extraordinary circumstances may a candidate have a second final examination, i.e., the student may be given the opportunity to present to the Deputy Chair, within ten years, a body of independent

and original published scholarly material which, if acceptable to the Deputy Chair, may be defended and, if done successfully, may result in the awarding of the DrPH degree.

Final Deposit of the Dissertation

Dissertations approved with **minor revisions** required must be deposited in the Office of the Dean within **six months** of the defense date. Dissertations approved with **major revisions** required must be deposited within **one year** of the defense date.

Four bound copies of the dissertation (one for the Health Sciences library, one for the Mailman School of Public Health library, one for SMS, and one for the student's sponsor) must be delivered to the Office of the Dean of MSPH at least one month before the awarding of the degree. The format of the dissertation shall conform to the standards set by a major scientific journal or professional society for scientific manuscripts.

Diploma and Graduation

The DrPH degree is awarded three times during the academic year - in February, May and October. The student must submit an application for the degree to the Office of Student Affairs by the appropriate date as specified in the MSPH bulletin.

Summary Flowchart of DrPH Requirements after Course work

1. Standardized Research Methods Examination

- Meet informally meeting with a Methods Examination Committee faculty member at least one semester before taking the examination.
- Develops two reading lists with assistance of Methods Examination Committee faculty members.
- Submits reading lists to one or two Methods Committee member(s) for approval by the deadline (see Appendix C).
- Once reading lists are approved, student submits lists to the Academic Program Coordinator by the deadline
- Develops question which will illustrate knowledge of methodological issues and challenges related to supplemental reading list area.
- Submits essay question to one Methods Committee member for feedback
- Once student has received feedback and edited question as appropriate, student submits question to the Academic Program Coordinator, with faculty signature.
- Student should be aware that the submitted question may be slightly altered by the examination committee for the final exam.
- Student takes Methods Examination.

2. Oral Examinations

- Student chooses two examiners (one to examine on Health Behaviors/Population Health list and the other to examine on Health Care Systems list) and approaches them about being on his or her Oral Examination Committee.
- Student chooses an examiner for the social science oral, if one is required in that Department.
- Student develops a preliminary reading list for each area and seeks approval from appropriate examiners.
- Once approval is received, student submits lists to the Academic Program Coordinator, with faculty signatures. The Department will schedule a date for the oral examinations.

3. Dissertation Proposal

- The dissertation proposal should be defended within six months of completion of exams.
- Student proposes a dissertation topic and identifies/contacts a faculty sponsor.

- Student develops research topic and writes research proposal, with guidance of sponsor
- Student submits proposal to sponsor for approval.
- Student investigates future steps for IRB application and approval.
- Department forms Committee.
- Department arranges a proposal defense date.
- Student distributes copies of proposal to Proposal Defense Committee members at least two weeks before defense.
- Student defends proposal. Committee provides comments and suggestions that were made during the defense.
- Once proposal is successfully defended, a copy of the proposal is given to the Academic Program Coordinator.
- Student submits IRB application (under sponsor's name) and awaits approval.
- Students may not initiate data collection for dissertation research until IRB approval is received. Students are responsible for ensuring that the research protocol fulfills IRB requirements.

4. Dissertation Defense

- Student should routinely keep in contact with sponsor, who discusses research process and problems. After data collection, sponsor reads preliminary chapters and offers comments and suggestions. Once dissertation is written and sponsor feels that it is ready for defense, sponsor will contact Department to schedule a dissertation defense date.
- Student circulates full dissertation to Dissertation Defense Committee at least one month prior to defense date.

5. Post Dissertation Defense

- Student makes suggested revisions from dissertation defense.
- Once revisions are approved, student arranges for deposit of the dissertation.
- The degree is awarded at the next conferral date.

Binding can be done at: Harwitt Bindery, 121 Bennett Ave. (corner of 187th St.), Basement 101, (212) 923-4112. The color should be navy blue with gold lettering. The spine should contain your name and the graduation date (month and year).

DrPH REQUIREMENTS CHART

30 points minimum course work; continuous registration required upon completion of 30 course credits.

Prerequisite: MPH degree or equivalent and Mailman School of Public Health core courses (Biostatistics, Epidemiology, Health Policy and Management, Environmental Sciences) required pre-admission. If taken during DrPH program, credits are not counted toward doctorate.

Requirements

- Theoretical Foundations of SMS P8788*
- Contemporary Debates in SMS P8789*
- Methods - Minimum of one course in both advanced quantitative** & qualitative.
- SMS Substantive Courses - minimum of 1
- Choose two of five:
 - Medical Sociology P8704
 - Medical Anthropology P8755
 - Health Psychology P8767
 - Health Economics P6503
 - Social History of American Public Health P8773

* P8788 and P8789 must be taken during the first year.

**For students without prior training in quantitative methods, a course in applied regression analysis is strongly recommended to satisfy advanced quantitative requirement

Comprehensive Exams

- Research Methods (written)
- Health Behavior/Population Health (oral)
- Health Care Systems (oral)

Other Requirements

- Master's essay - prior MPH essay may be used
- Dissertation

APPENDIX A
DOCTORAL PROGRAM SUBCOMMITTEE ON SOCIOMEDICAL SCIENCES

Chair: Peter Messeri, Associate Professor of Clinical Sociomedical Sciences
722 West 168th St., 5th Floor, 212-305-1549, pam9

Vice Chair: David Rosner, Professor of Sociomedical Sciences and History
722 West 168th St., 9th Floor, 212-304-7979, dr289

Vice Chair: Robert Shapiro, Professor of Political Science
713 International Affairs, 212-854-3944, rys3

Ana Abraido-Lanza, Associate Professor of Sociomedical Sciences
722 West 168th St., 5th Floor, 212-305-1859, afl7

John Allegrante, Professor of Sociomedical Sciences and Health Education,
Health and Behavior Studies
530 Thorndike Hall, 212-678-3960, allegrante@exchange.tc.columbia.edu

Ronald Bayer, Professor of Sociomedical Sciences
722 West 168th St., 9th Floor, 212-305-1957, rb8

Peter Bearman, Professor of Sociology
814 International Affairs, 212-854-3094, psb17

Elizabeth Blackmar, Professor of History
323 Fayerweather, 212-854-3016, eb16

Myron Cohen, Professor, Department of Anthropology
757 Schermerhorn, 212-854-1739, mlc5

Andrew Davidson, Professor (Population and Family Health) and
Senior Vice Dean, Mailman School of Public Health
722 W. 168th St., 14th Floor, 212-305-1627, ard2

Bruce Dohrenwend, Professor of Social Science in Psychiatry and Epidemiology
100 Haven Ave., Tower 3, #19H (P.I. Box 8), 212-795-0211, bpd1

Geraldine Downey, Professor and Chair of Psychology
402C Schermerhorn, 212-854-8718, gd20

Amy Fairchild, Professor and Chair of Sociomedical Sciences
722 West 168th St., 5th Floor, 212-305-8541, alf4

Robert Fullilove, Professor of Clinical Sociomedical Sciences
Associate Dean for Community and Minority Affairs
513 W. 166th St., 3rd Floor, 212-740-7292, ref5

Sherry Glied, Professor and Chair of Health Policy and Management & Professor
of Economics
600 W. 168th St., 6th Floor, 212-305-0299, sag1

Jennifer Hirsch, Associate Professor of Sociomedical Sciences
722 W. 168th St., 5th floor, 212-305-1185, jsh2124

Denise Kandel, Professor of Sociomedical Sciences
60 Haven Ave., B-4 (P.I. Box 20), 212-304-7070, Ext. 1, dbk2

Bruce Link, Professor of Epidemiology and Sociomedical Sciences
100 Haven Ave., Tower 2, #31D (P.I. Box 47), 212-928-0631, bg11

Eugene Litwak, Professor Emeritus of Sociology and Sociomedical Sciences
722 West 168th St., 5th Floor, 212-305-1542 or 212-854-4272, el12

Constance Nathanson, Professor of Clinical Sociomedical Sciences
722 W. 168th St., 9th Floor, 212-305-1593, can2003

Brendan O'Flaherty, Associate Professor of Economics
807B International Affairs Building, 212-854-2449, bo2

Jo Phelan, Associate Professor of Sociomedical Sciences
722 W. 168th St., 9th floor, 212-305-0406, jcp13

Allan Rosenfield, DeLamar Professor and Dean, Mailman School of Public
Health and Professor of Obstetrics and Gynecology
722 West 168th St., 14th Floor, 212-305-3929, ar32

David Rothman, Bernard Schoenberg Professor of Social Medicine and
Professor of History
650 W. 168th St., Room 1-138, 212-305-4096, djr5

Lesley Sharp, Professor and Chair of Anthropology, Barnard College, Professor
of Sociomedical Sciences
411A Milbank, 212-854-5428, lsharp@barnard.edu

Karolynn Siegel, Professor of Sociomedical Sciences
100 Haven Ave., Suite 6A, 212-304-5578, ks420

Michael Sparer, Professor of Health Policy & Management
600 West 168th St., 6th Floor, 305-5611, mss16

Carole Vance, Associate Clinical Professor of Sociomedical Sciences
722 West 168th St., 9th Floor, 212-305-1535, csv1

APPENDIX B TUTORIALS IN SOCIOMEDICAL SCIENCES



Columbia University
MAILMAN SCHOOL
OF PUBLIC HEALTH

Department of Sociomedical Sciences

Tutorial Form

Policy

Tutorials afford students a chance to learn from the expertise of faculty members by concentrating on specific areas of interest in a less structured setting than the usual classroom course. One-to-one student/faculty tutorials may include, for example, participation in major research or other projects, small individual projects, pilot projects, literature review, and field experience. Note that tutorials may earn 1 to 3 point credits.

MPH Students: No more than 3 credits of tutorials may be taken; tutorial credits may be applied toward general elective credit, but not SMS elective.

Doctoral Students: No more than 20 percent of course work may be taken in tutorials and no more than 6 credits of tutorials may be taken with any one faculty member.

Procedures

Tutorials must be activated each term for individual faculty. This form must be completed and returned to the Academic Program Coordinator, no less than 72 hours prior to the last registration day. The Academic Program Coordinator will submit the request to have the tutorial activated and registration call number assigned and will notify you of the registration number.

Please provide the information requested below and attach a description of the plan to the Academic Program Coordinator. Your description should include:

- Title
- Overview and objective
- Methods
- Time frame
- Assignments/Work to be submitted:
- Evaluation criteria

Student's Name: _____ UNI: _____

Student's Signature: _____ Date: _____

I have approved the attached tutorial plan for the following semester:

____ Fall ____ Spring ____ Summer Year: _____

Tutorial Instructor: _____

Instructor Signature: _____ Date _____

To be completed by Academic Program Coordinator.

P6790 *Section: _____ Credits: _____

P8790 *Section: _____ Credits: _____

P9790 *Section: _____ Credits: _____

APPENDIX C DATES REGARDING METHODS EXAM

Pre-exam students should make a note of the following dates:

Fall Exam Schedule:

Friday, September 5, 2008: General meeting on methods examination at 10:00-12:00, in the 5th floor conference room at 722 West 168th Street. All pre-examination doctoral students are urged to attend. Members of the methods examination committee will be present and we will discuss the exam process and how to prepare for the exam. It will also be an opportunity to network and organize study groups.

Friday, October 3, 2008: Last day to submit drafts of your two supplemental reading lists to methods committee members for review (earlier submission recommended).

Friday, October 24, 2008: For students taking the Fall 2008 methods examination, your two approved supplemental reading lists are due in the Academic Program Coordinator's office. These lists cover your two "in-depth" areas. (Do not include readings already listed on the core list.) Be sure your supplemental reading lists have been approved by members of the methods examination committee before submitting them to the Academic Program Coordinator (paper copies with faculty signatures).

Friday, October 31, 2008: Last day to submit draft of student question to methods committee member for review (earlier submission recommended).

Friday, November 14, 2008: Student submitted questions for fall 2008 methods examination are due in the Academic Program Coordinator's office (paper copy with faculty signature).

Friday, December 5, 2008: Fall methods examination.

Spring Exam Schedule:

Friday, February 13, 2009: Last day to submit drafts of your two supplemental reading lists to methods committee members for review (earlier submission recommended).

Friday, March 13, 2009: For students taking the Spring 2009 methods examination, your two approved supplemental reading lists are due in the Academic Program Coordinator's office. These lists cover your two "in-depth" areas. (Do not include readings already listed on the core list.) Be sure your supplemental reading lists have been approved by members of the methods examination committee before submitting it to the Academic Program Coordinator (paper copies with faculty signatures).

Friday, March 27, 2009: Last day to submit draft of student question to methods committee member for review (earlier submission recommended).

Friday, April 17, 2009: Student submitted questions for Spring 2009 methods examination are due in Academic Program Coordinator's office (paper copy with faculty signature).

Friday, May 1, 2009: Spring methods examination.

Copies of the core list of readings are available on the resource shelves on the 5th floor (across from kitchenette).

The methods examination committee members for 2008-2009 are: Ana Abraido-Lanza, James Colgrove, Joyce Moon-Howard, Peter Messeri, David Rosner, Theo Sandfort, Lesley Sharp, Carole Vance, and Patrick Wilson.

Please check the list of members' specialties in order to find the most appropriate members to review your lists and question.

2008-2009 Methods Examination Committee Members

Ana Abraido-Lanza	Quantitative methods, survey design, scale development/design, measurement issues
James Colgrove	Historiography, archival research, oral history, and ethical analysis
Joyce Moon Howard	Survey research methods, CBPR, research design, program evaluation
Peter Messeri	Causal modeling, survey research, program evaluation, CBPR, sampling, experimental and quasi-experimental designs, advanced quantitative methods (structural equation, multi-level models, etc.)
David Rosner	Historiography and archival methods
Theo Sandfort	Research design, survey research methods, questionnaire design, measurement issues, basic quantitative methods, evaluation research
Lesley Sharp	Ethnography, open-ended questioning, participant observation, life history, kinship analysis, informed consent and ethics, vulnerable populations, mapping (spatial analysis of occupied space).
Carole Vance, Chair	Ethnography, participant observation, qualitative methods, interpretive methods
Patrick Wilson	Primary: Survey research methods, measurement, research design, statistical methods (generally), longitudinal data analysis; Secondary: Grounded theory, mixed methods research

APPENDIX D RESEARCH METHODS COURSES

I. Overview of Research Process

P8617	Research Design, Interpretation, and Analysis [Pop Fam]
P8623	Practical Skills in Social Science Research [Pop Fam]
P8774	Introduction to Sociomedical Sciences Research Methods [SMS]
P8785	Qualitative Research Design in Public Health [SMS]
P9780	Sociomedical Sciences Doctoral Research Seminar [SMS]
G8003	Research Design [GSAS: Anthro]
TF5020	Methods of Social Research: Survey Methods [TC]
TF5021 & 5041	Methods of Social Research: Evaluation Methods [TC]
TJ5040	Research Methods in Social Psychology [TC]
TM5021 & 5022	Methods of Empirical Research [TC]

II. Statistical Concepts & Analytical Techniques

P6104	Introduction to Biostatistical Methods
P6105	Introductory Probability with Statistical Application
P6110	Statistical and Computer Methods in Health Data
P8100	Applied Regression Analysis
P8111	Linear Regression Models
P8115	Sample Survey Theory
P8117	Nonparametric Statistics
P8120	Analysis of Categorical Data
P8129	Theory of Multivariate Analysis [Qual.]
P9779	Advanced Research Methods and Analysis [SMS]
G9400	Mathematical Methods and Models [GSAS: Psych]
G6225	Models of Categorical Data [GSAS: Soc]
G6227	Structural Equation Models [GSAS: Soc]
G4910	Principles of Quantitative Research [GSAS: Poli Sci]
G4911	Analysis of Political Data [GSAS: Poli Sci]
TM6062	Statistical Treatment of Mass Data [TC]
TM4126	Applied Regression Analysis [TC]
TM5122	Multivariate Statistics I [TC]
TM5123	Multivariate Analysis II [TC]

III. Data Gathering & Analysis (qualitative)

A. Field Methods

P8637	Qualitative Research [Pop Fam]
P8786	Ethnographic Methods in Health Research [SMS]
G6271	Methods & Problems in Anthropology
G4099	Field Methods [Soc]
P8771	Community-based Participatory Research in Public Health [SMS]

P9775 Qualitative Research Methods [SMS]
TF5000 Methods of Inquiry: Ethnography & Participant Observation [TC]

B. Archival and Historical Methods

G4091 Historical Method and Documentary Analysis [Soc]
G8530 Historical Anthropology
G9854 Methods and Theory in History and Historical Sociology [History]
TI6041 Historical Methods

C. Sociomedical Indicators

IV. DATA GATHERING & ANALYSIS (QUANTITATIVE)

D. Measurement Theory

P9103 Psychometric Theory [Biostat]
P8417 Selected Problems of Measurement in Epidemiology [Epi]
TM4050 Introduction to Measurement
TM5125 Psychological Scaling
TM5550 Current Issues in Measurement and Evaluation
TM5552 Problems and Process in the Measurement of Attitudes
TM6050 Intermediate Psychometric Theory

E. Survey Research

P8777 Survey Research Methods [SMS]
G4324 Survey Methods [Soc]
G4521 Field Research Methods [Psych]
TJ5040 Research Methods in Social Psychology
& 5041
TM5553 Questionnaire Construction

F. Experimental Design

P8116 Design of Medical Experiments [Biostat]
P8140 The Randomized Clinical Trial [Biostat]
TM4123 Experimental Design

V. APPLICATION OF METHODS

G. Evaluation of Programs & Research

P8705 Seminar in Evaluation of Health Programs [SMS]
P8428 Evaluation of Health Intervention Programs [Epi]
TM5055 Evaluation of Institutions, Programs & Curricula
& 5056
TF5021 Methods of Social Research: Evaluation Methods

H. Secondary Data Analysis

P8727 Tutorial: Meta-analysis [SMS]

APPENDIX E DISSERTATION GRANT OPPORTUNITIES

Soros Foundation

The Paul and Daisy Soros Fellowships for New Americans: Available to US permanent residents, or naturalized U.S. Citizen who are under the age of 30.

<http://www.pdsoros.org/>

National Environmental Health Association

NEHA/AAS Scholarship Awards: Available to applicants pursuing a degree in Environmental Health Sciences and/or Public health.

<http://www.neha.org/pdf%20files/Scholarship%20Application%20form2.pdf>

Association of Schools of Public Health

Internship & Fellowship Programs – various opportunities

<http://www.asph.org/document.cfm?page=752>

Public Health Association of NYC

Goldmann Student Merit Award

Purpose: The Public Health Association of New York City (PHANYC) is calling for papers written by students dealing with public health in New York City. Papers will be reviewed for entry into the Goldmann Student Merit Award Competition, presented annually by PHANYC. The aim of the competition is to foster student involvement in professional public health activities and to promote critical thinking on important health issues. A first prize of \$200 and a second prize of \$100 will be awarded.

<http://www.phanyc.org/about/awards.html>

National Institutes of Health

Purpose: The National Research Service Award Pre-doctoral Fellowship for Minority Students will provide up to five years of support for research training leading to the Ph.D. or equivalent research degree; the combined M.D./Ph.D. degree; or other combined professional degree and research doctoral degree in the biomedical, behavioral sciences, or health services research. These fellowships are designed to enhance the racial and ethnic diversity of the biomedical, behavioral, and health services research labor force in the United States. Accordingly, academic institutions are encouraged to identify and recruit students from underrepresented racial and ethnic groups who can apply for this fellowship. Support is NOT available for individuals enrolled in medical or other professional schools UNLESS they are also enrolled in a combined professional doctorate/Ph.D. degree program in biomedical, behavioral, or health services research.

<http://grants1.nih.gov/grants/guide/pa-files/PA-00-069.html>

National Institutes of Health

National Research Service Awards for Individual Predoctoral Fellows

The National Institute on Alcohol Abuse and Alcoholism (NIAAA), the National Institute on Deafness and Other Communication Disorders (NIDCD), the National Institute on Drug Abuse (NIDA), the National Institute of Mental Health (NIMH), and the National Institute of Neurological Disorders and Stroke (NINDS) of the National Institutes of Health (NIH) provide National Research Service Awards (NRSAs) to individuals for doctoral-level training. These Institutes award NRSA individual pre-doctoral fellowships (F31) to promising applicants with the potential to become productive, independent investigators in the scientific mission areas of these Institutes. This program will provide pre-doctoral training support for doctoral candidates that have successfully completed their comprehensive examinations or the equivalent by the time of award and will be performing dissertation research and training.

<http://grants1.nih.gov/grants/guide/pa-files/PA-00-125.html>

APPENDIX F DOCTORAL STUDENT PRIZES

The following are prizes for doctoral students awarded by SMS. Students may submit articles for the Elinson award. Faculty nominate students for the remaining awards.

Elinson Prize

For a published article by SMS students that best exemplifies sociomedical research. To be eligible, the article must be published or accepted for publication in a peer reviewed journal. The student must be the sole or first author. The article must have been written while in the Department and the student's SMS affiliation is explicitly acknowledged in article. A prize winner is not eligible to complete in the year following the award.

Litwak Prize

For the best dissertation proposal submitted by an SMS Doctoral Student. Candidates for the Litwak Prize are nominated by the student's proposal defense committee. They should be in the upper 25% of all dissertation proposals and a member of a committee must submit a brief nominating statement outlining the merits of the proposal for this prize.

Benton Prize

For the dissertation that best exemplifies application of Sociomedical Science Research to Public Health Practice or Policy. Eligible applications are SMS students who successfully defended their Dissertation in the preceding year. Candidates for the Benton prize are unanimously nominated by their dissertation committee as among the top 25% of all SMS dissertations. A member of the committee must submit a brief nominating statement outlining the merits of the dissertation for this prize.

Barbara Dohrenwend Prize

For an outstanding published or unpublished work by an MSPH doctoral student that represents an important advance in sociomedical science research or theory. To be eligible the work must have been completed within the past year and a faculty member must submit a letter of nomination to the Department.

Student work eligible for these prizes must have been completed and nominations submitted during the year ending March 31.

APPENDIX G

FACULTY RESEARCH INTERESTS

Abraido-Lanza, Ana (af17), Associate Professor of Sociomedical Sciences (Ph.D. - Psychology). The health of Latino populations in the United States; socioeconomic status and health; breast and cervical cancer screening; acculturation theory; psychological adjustment to chronic illness, especially arthritis; psychological thriving; social support and coping with illness; social roles and identity theory; health disparities between Latinos and non-Latino whites.

Aidala, Angela (aaa1), Associate Research Scientist (Ph.D. - Sociology). Micro (individual dispositions, beliefs, choices) and macro (cultural systems, economic structures) interlinkages in the etiology and impact of drug use, health, and illness behaviors; the family and intergenerational relations; research methodology.

Allegrante, John P. (jpa1), Adjunct Professor of Sociomedical Sciences (Ph.D. - Health Education and Sociology). Health behavior and health outcomes in chronic disease; health education in schools and patient-care settings; health promotion policy; interdisciplinary applied behavioral research; public health education workforce development and continuing education.

Bayer, Ronald (rb8), Professor of Sociomedical Sciences (Ph.D. - Political Science). Ethical and social policy issues in health; AIDS and screening for AIDS.

Berkman, Alan (ab376), Assistant Professor of Clinical Epidemiology and Clinical Sociomedical Sciences (MD). Global AIDS epidemic; integration of HIV prevention and treatment in poorly resourced settings; social mobilization for community health, HIV and the mentally ill.

Boccher-Lattimore, Daria (dmb82), Assistant Professor of Clinical Sociomedical Sciences (DrPH - Sociomedical Sciences). Health services for underserved populations; HIV/AIDS; HIV provider education; social capital and health services; and ethics in primary care.

Caton, Carol (clc3), Professor of Clinical Sociomedical Sciences (in Psychiatry) (Ph.D. - Sociology). Epidemiology of homelessness, drug use, and severe mental illness, psychosocial and family studies of people with severe mental illness; evaluation of community mental health and substance abuse treatment programs.

Cohall, Alwyn (atc1), Associate Professor of Clinical Sociomedical Sciences and Population and Family Health, and Pediatrics, (M.D.), Adolescent health, reproductive health, HIV/AIDS, health communication between consumers and providers, use of technology to enhance health promotion among vulnerable populations.

Colgrove, James (jc988), Associate Research Scientist (Ph.D. – Sociomedical Sciences), History of vaccination; history of government responsibility for public health; the relationship between individual rights and communal responsibilities from the 19th century to the present; the role of the law and other forms of coercion in public health; ethical issues in public health; harm reduction and substance use policy.

Covey, Lirio S. (lsc3), Associate Professor of Clinical Psychology (in Psychiatry and Sociomedical Sciences) (Ph.D. - Psychology). Epidemiology of tobacco use, nicotine dependence, and psychiatric co-morbidity; nicotine dependence treatment research; tobacco use and treatment among racial/ethnic minority smokers; harm reduction approaches for smokers; genetic factors in nicotine dependence; international tobacco research.

di Mauro, Diane (dd2041), Assistant Professor of Clinical Sociomedical Sciences (PhD. - Social Psychology). Social policy and sexuality; sexuality and reproductive health; sexuality research; gender and sexuality; adolescent sexuality; developmental issues of sexuality; cross-cultural issues and sexuality.

Evans, David (de8), Professor of Clinical Sociomedical Sciences (in Pediatrics) (Ph.D. - Sociology). Health behavior change interventions; health education for family management of childhood asthma; teaching communication and health behavior intervention skills to physicians and nurses; risk factors for developing asthma.

Fagan, Jeffrey (jaf45), Professor of Sociomedical Sciences (also Epidemiology) (also Law) (Ph.D. - Policy Science). Antecedents, consequences and social control of violence; drugs, alcohol and violence; adolescent violence and youth gangs; gun use by adolescents; neighborhood effects on violence; treatment of adolescent violence; women and drug selling; waiver of adolescents to adult court; family violence interventions.

Fairchild, Amy (alf4), Associate Professor of Sociomedical Sciences (Ph.D., MPH). Program in the History of Public Health & Medicine: history and ethics of public health policy (AIDS, TB, immigration, surveillance, harm reduction); the illness experience (polio, leprosy).

Fullilove, Mindy (mf29), Professor of Clinical Psychiatry and Clinical Sociomedical Sciences (M.D.). Relationship between the structure of cities and the health of populations.

Fullilove, Robert (ref5), Professor of Clinical Sociomedical Sciences (Ed.D. - Teachers College). AIDS epidemiology effects of racism on health; educational achievement; drug abuse and AIDS risk behaviors.

Gershon, Robyn (rg405), Professor of Sociomedical Sciences (Dr.P.H.). Occupational and environmental health and safety issues focused on high risk, high stress occupations including health care workers, first responders, law enforcement, and aging workers; hospital safety, including patient safety; emergency preparedness, bioterrorism, weapons of mass destruction, psychosocial aspects of workplace safety, urban occupational health risks.

Healton, Cheryl (cgh1), Professor of Clinical Sociomedical Sciences (Dr.P.H.). President, American Legacy Foundation. AIDS and HIV, especially in women, adolescents, and children; prevention education approaches; alcoholism; public health systems; tobacco control, tobacco policy and public health approaches to tobacco control.

Hernández-Cordero, Lourdes J.(ljh19) Assistant Professor of Clinical Sociomedical Sciences (Dr.P.H.). Multilevel approaches - individual, embedded in family, embedded in neighborhood, embedded in city – to understand health; community mobilization to address health issues (i.e. violence, obesity); using situation analysis to understand complex time-people-place interactions; intersection of public health and urban planning; urbanism.

Hirsch, Jennifer S. (jsh2124), Associate Professor of Sociomedical Sciences (Ph.D. - Anthropology and Population Dynamics). Gender, sexuality, and reproductive health; U.S.-Mexico migration and transnational communities; HIV/AIDS (heterosexual transmission, cultural and political-economic approaches); the application of anthropological theory and methods in public health; faith-based approaches to public health.

Hopper, Kim (hopper@nki.rfmh.org), Professor of Clinical Sociomedical Sciences (Ph.D. - Sociomedical Sciences/Medical Anthropology). Homelessness; the "de facto" public mental health system; recovery from severe psychiatric disorders; ethnographic methods; ethics and research.

Hung, Dorothy (dh2237), Associate Research Scientist (Ph.D. – Health Services Research/Policy; M.A. - Political Science; M.P.H. – Health Management and Policy). Preventive service delivery, health risk behaviors (tobacco use, risky drinking, physical inactivity, poor dietary patterns), rational choice theory, Chronic Care Model applications and health systems change, multilevel modeling of clinician behavior, organization of primary care practices.

Kandel, Denise (dbk2), Professor of Sociomedical Sciences (in Psychiatry) (Ph.D. - Sociology). Epidemiology, antecedents and consequences of drug use and dependence, in particular tobacco; ethnic differences in smoking; effects of prenatal tobacco exposure on offspring conduct problems and substance use; adolescent problem behaviors and psychosocial development; depression in adolescence and early adulthood; interpersonal influences on behavior; cross-cultural studies.

Kirchner, Corinne (ck12), Lecturer (Ph.D. - Sociology). Disability and rehabilitation; health professions; health services delivery.

Klitzman, Robert (rlk2), Associate Professor of Clinical Psychiatry (in Sociomedical Sciences) (M.D). Disclosure of HIV status; disclosure and privacy of genetic and other health information; physician-patient communication and relationships; bioethics; cultural and policy responses to epidemics; communication of gay men and lesbians with health professionals; use of club drugs among gay men.

Kukafka, Rita (rk326), Assistant Professor of Sociomedical Sciences and Medical Informatics (DrPH - Sociomedical Sciences). Health behavior; public health informatics; health communication campaigns; computer mediated and tailored health communication; end user and organizational acceptance of information technology; representation of public health concepts for computer information systems; consumer health informatics.

Kunzel, Carol (ck60), Associate Professor of Clinical Sociomedical Sciences and Dental Community Health (Ph.D. - Sociology). Clinician behavior; social-behavioral models of clinical decision-making; diffusion of innovation; adherence to clinical guidelines; early oral cancer detection; access of HIV+ patients to dental care; sociology of the professions.

Kwate, Naa Oyo A. (nak2106), Assistant Professor of Sociomedical Sciences (Ph.D. - Clinical Psychology). African American health; multiple levels of racism as health determinant; racial/cultural identity; dietary behavior; intersection of individual and macro-level variables in health; sociocultural construction of illness and health.

Lapp, Ian (il2011), Assistant Professor of Clinical Sociomedical Sciences (Ph.D. - Sociology). Dynamics of social inequality in terms of gender, race, class and sexuality; organization theory; health communications; qualitative methods; innovations in teaching and learning; curriculum development for public health.

Lee, Gunjeong (gl65), Associate Research Scientist (Ph.D. – Sociology). Social capital and health; gender differences in health service use; reproductive health for minority women; evaluation of public health programs and health service delivery system, community health promotion; geographic information systems (GIS) and quantitative methods.

Lekas, Helen-Maria (hl11), Assistant Professor of Clinical Sociomedical Sciences (Ph.D. - Sociology). The impact of class, race and gender on health issues; vulnerable populations, such as, the poor, homeless persons, substance users and those with a mental illness; living with chronic illness with a focus on HIV, cancer and mental illness; ethnography and other qualitative methods.

Lerner, Barron (bhl5), Associate Professor of Medicine and Sociomedical Sciences (M.D., Ph.D. - History). Historical and ethical issues in breast cancer screening and treatment; history of tuberculosis and noncompliance; history of informed consent; biomedical ethics.

Lewis, Linwood J. (ljl70), Adjunct Assistant Professor of Clinical Psychology (in Psychiatry and Sociomedical Sciences) (Ph.D. - Developmental Psychology). Developmental aspects of gender, sexuality and sexual health; HIV/AIDS; multicultural issues in provision of genetic services.

Link, Bruce (bgl1), Professor of Epidemiology (in Psychiatry) (also Sociomedical Sciences) (Ph.D.). Socioeconomic status and health, the stigma of mental illness, violence and mental disorders; homelessness and health, public conceptions of mental illness.

Markowitz, Gerald (gem67), Adjunct Professor of Sociomedical Sciences (Ph.D. - History). History of occupational and environmental health; history of public health.

Mellins, Claude Ann (cam14), Associate Professor of Clinical Psychology (in Psychiatry and Sociomedical Sciences) (Ph.D. - Psychology). Child and family mental health; maternal and pediatric HIV; psychosocial predictors of adherence to treatment.

Merritt, Brenda (bjmerrit@optonline.net), Assistant Clinical Professor of Medicine and Sociomedical Sciences (M.D.). Homelessness; medical care for the homeless; AIDS; mental illness; substance abuse.

Messeri, Peter (pam9), Associate Professor of Clinical Sociomedical Sciences (Ph.D. - Sociology). Relationship between Community health and community level assets and liabilities; evaluation of HIV/AIDS service delivery program; interorganizational theory; evaluation of community level health and disease prevention interventions; health services research; tobacco control; etiology of drug use; homelessness; methods for multilevel analysis and imputation of missing information.

Meyer, Ilan (im15), Associate Professor of Clinical Sociomedical Sciences (Ph.D. - Sociomedical Sciences, Social Psychology). Minority health issues; health psychology; stress, identity and illness; identity structures, prejudice and discrimination; the impact of minority stress related to prejudice on mental health; methodological issues in the study of lesbian, gay, and bisexual populations.

Miller, Patricia (pam11), Associate Professor of Clinical Occupational Therapy (Ed.D., OTR, FAOTA). Fall prevention of older adults, with emphasis on mitigating/eliminating fear of falling; primary and secondary prevention for community dwelling elders; program development in community agencies serving elders.

Millery, Mari (mm994), Associate Research Scientist (Ph.D. - Psychology). Applied social science research; program evaluation; drug use and abuse; AIDS; adult development and adult education; social informatics; capacity building; integration of quantitative and qualitative methods.

Moon Howard, Joyce (jmh7), Assistant Professor of Sociomedical Sciences (Dr.P.H. - Sociomedical Sciences). Preventive health behavior; housing and health and the impact of community environment on health, especially in minority communities; delivery of health services and evaluation of health programs.

Muñoz-Laboy, Miguel (mam172), Assistant Professor of Sociomedical Sciences (Dr.P.H. - Sociomedical Sciences; M.P.H. – International Health). Masculinity; race/ethnic cross-cultural differences; HIV/STI prevention research; sexuality research with a special focus on sexual cultures, desire, scripts and male bisexuality; urban youth cultures; sexual health program development; immigrant health; mixed methodology research designs.

Murrman, Marita K. (mkm27), Associate Clinical Professor of Sociomedical Sciences (Ed.D. - Health Education). Multi-level program/intervention design; competency-based curriculum design and evaluation (for programs in the U.S. and South Africa); health promotion and disease prevention; TB and HIV/AIDS; public health workforce development.

Nathanson, Constance (can2003), Professor of Clinical Sociomedical Sciences (Ph.D. - Sociology). Comparative cross-national politics and sociology of public health; health-related social movements; gender and sexuality; gender and health outcomes; reproductive health; sociology of health and medicine.

Nizamuddin, Mohammad (mn2068), Clinical Professor of Sociomedical Sciences (Ph.D. - Population Studies/Demography). The demographics of aging: the impact of rapid shifts in the age structures on health, poverty, gender and public policy in developing countries; field studies on ADL and related issues; concerns of aging populations in developing countries. Primary focus these days is on training and research capacity building of developing country nationals on the sociological and demographic and health impacts of the ageing populations.

Northridge, Mary (men11), Associate Professor of Clinical Sociomedical Sciences (Ph.D. - Epidemiology; M.P.H. - Environmental Health). Environmental and social epidemiology; joint urban planning and public health research and practice; community-based participatory research; environmental racism; women's health.

Oppenheimer, Gerald (go10), Associate Professor of Clinical Sociomedical Sciences (Ph.D. - History; M.P.H. - Epidemiology). History of HIV/AIDS; history of public health; history of epidemiology, particularly heart disease epidemiology; history of social medicine; history of race and research.

Parker, Richard (rgp11), Professor of Sociomedical Sciences (Ph.D. - Anthropology). Medical anthropology; international health; gender and sexuality; HIV/AIDS; reproductive health and reproductive rights; social movements and community health; Brazil, Latin America and the Caribbean, South Africa, United States.

Phelan, Jo (jcp13), Associate Professor of Sociomedical Sciences (Ph.D. - Sociology). Social and economic inequalities in health and mortality; public attitudes and conceptions about mental illness and homelessness; stigma; social impact of the genetics revolution.

Pretter, Sheindy (sp431), Assistant Professor of Clinical Sociomedical Sciences (Ph.D. - Psychology). Health psychology; stress and coping; aging and public health; familial care giving in chronic illness; grief and bereavement; post-traumatic growth; women's health issues.

Raveis, Victoria (vhr1), Associate Professor of Clinical Sociomedical Sciences (Ph.D. - Sociology). Psychosocial and behavioral aspects of health; informal and familial care giving in chronic illness; health-related quality of life; end-of-life issues; palliative care; grief and bereavement; life-course issues; midlife transitions, aging and public health.

Rosner, David (dr289), Professor of Sociomedical Sciences (also History) (Ph.D. - History). History of public health; history of urban health; race and mental health; occupational and environmental disease; health in New York City; history of hospitals and medical care.

Rothman, Sheila (smr4), Professor of Sociomedical Sciences (in the Center for the Study of Society and Medicine) (Ph.D. - History). Public health genetics; use of race and ethnicity in population genetics; risks and benefits of genetic enhancement; decision-making in organ transplantation; history of tuberculosis and confinement; history of death.

Sandfort, Theodorus (tgs2001), Associate Professor of Clinical Sociomedical Sciences (in Psychiatry; Ph.D. - Social Psychology). Sexuality, gay and lesbian issues; sexual risk behavior; sexual health and sexual health promotion.

Siegel, Karolynn (ks420), Professor of Sociomedical Sciences (also Social Work) (Ph.D. - Sociology). Psychosocial oncology; psychological adjustment to chronic or life threatening illness; AIDS; childhood bereavement; stress and coping; illness and mental health; aging.

Tepper, Lynn (lmt1), Associate Clinical Professor of Behavioral Sciences, and Director of Behavioral Sciences Program at SDOS (Ed.D. - Developmental Psychology/Gerontology). NIH grantee: Minority elderly; tobacco cessation interventions; multidisciplinary collaboration in health promotion for the elderly; geriatric dentistry; care giving stress.

Turner, J. Blake (jbt12), Associate Research Scientist (Ph.D. - Sociology). Social factors in mental health and illness; social inequality and mortality/morbidity; measurement issues in stress research; combat exposure and PTSD in Vietnam veterans; economic stress (macro-economic change, occupational trajectories, financial events) and public health.

Vance, Carole S. (csv1), Associate Clinical Professor of Sociomedical Sciences (Ph.D. - Anthropology; M.P.H. - Epidemiology); Director, Program for the Study of Sexuality, Gender, Health, and Human Rights. Also appointed in Department of Anthropology and Columbia Law School. Sexuality and human rights; medical anthropology; trafficking and migration; sexuality and policy; sexual representation; sexuality and globalization; ethnographic methods; gender and health; United States; India.

Wilson, Patrick, Assistant Professor of Sociomedical Sciences (PhD – Psychology), community psychology, HIV/AIDS prevention and health promotion in ethnic and sexual minority populations, ecological-level influences to mental and physical health, and program evaluation and community research.

Advanced Standing Granted: _____ RU's _____ Credits _____

Dissertation Proposal: _____

Committee: _____

Sponsor

Chair

Date presented to committee: _____ Approved: Yes No Provisional

Dissertation _____

Date & time of defense: _____ Place _____

Committee: _____

Sponsor

Chair

Qualifying Exams

Date Taken

Examiner

SMS Methods (written)

Health Behavior (oral)

Health Systems (oral)

Social Science

Language

Nominated for the Litwak Prize? Yes No

Nominated for the Benton Prize? Yes No

APPENDIX I DrPH Tracking Sheet

Student _____ Advisor _____
 Admitted _____ BA _____
 MPH _____ Research Interests _____

Program Requirement Checklist (Coursework 30 credit minimum; 10 Doctoral research credits)

Course (credits given)	Semester Planned	Semester Taken	Grade	Credits Earned
Predoctoral Requirements:				
Biostatistics P6103 (3) (Fall & Summer) or P6104 (4) (Fall, Spring & Summer)				
Epidemiology P6400 (3) (Fall & Summer)				
Environmental Sciences P6300 (3) (Fall)				
Issues & Approaches in Health Policy & Mgt. P6530 (3) (Spring)				
Introduction to Sociomedical Sciences (P6700) (3) (Spring)				
Core SMS Requirements: Choose 2 of the following 5:				
Medical Sociology P8703 (3)				
Medical Anthropology P8755 (3)				
Health Psychology P8767 (3)				
Social History of Public Health P8773 (3)				
Introduction to Health Economics P6503 (3)				
THEORETICAL FOUNDATIONS OF SMS P8788 (3) (Fall)				
CONTEMPORARY DEBATES IN SMS P8789 (3) (Spring)				
Advanced Qualitative (1 semester minimum)				
Advanced Quantitative (1 semester minimum)				
SMS elective (3)				
Elective 1 (3)				
Elective 2 (3)				
Elective 3 (3)				
TOTAL CREDITS EARNED (30 needed)				
Doctoral Research Instruction (10)				

Dissertation Proposal: _____

Committee: _____

Sponsor

Chair

Date presented to committee: _____ Approved: Yes No Provisional

Dissertation _____

Date & time of defense: _____ Place: _____

Committee: _____

Sponsor

Chair

Qualifying Exams

Date Taken

Examiner

SMS Methods (written)

Health Behavior (oral)

Health Systems (oral)

Nominated for the Litwak Prize? Yes No

Nominated for the Benton Prize? Yes No