2018-2019
Master of Science in Epidemiology
Handbook

Department of Epidemiology
College of Public Health and Health Professions
College of Medicine
http://epidemiology.phhp.ufl.edu/
August 2018
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Welcome from the
Chair of the Department of Epidemiology

Welcome!

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

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

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

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

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

On behalf of our faculty and staff, and your fellow epidemiology students, welcome to the University of Florida Department of Epidemiology. You are joining a growing and dynamic department; faculty members are committed to your success. In addition to the MSE student cohort, you join two other groups of students: our PhD students and epidemiology concentration MPH students.

This handbook describes the policies and procedures of our program. We hope that it answers most of your questions. Keep it as a guide as you move through the program. Details of many topics important to graduate students are also addressed in the University of Florida Graduate Catalog. Please take the time to read through the handbook and to discuss any questions with your advising and mentoring team.

Again, a warm welcome to our program! I hope to see each of you frequently. Stop by my office; email me. Let’s take the time to get to know each other. Your success is our success!

Warm wishes,

Cathy

Catherine Woodstock Striley, PhD, MSW, MPE
Director, Master of Science in Epidemiology Program

Associate Professor of Epidemiology
Department of Epidemiology
College of Public Health and Health Professions
College of Medicine
University of Florida
2004 Mowry Road
PO Box 100231
Room 4237
Gainesville, FL 32611
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352-273-5359
Introduction

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

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

Overview of UF

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

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

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

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

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

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

The Health Science Center’s strategic plan of core vision, values, and goals is called The Power of Together.
The mission of the UF College of Public Health and Health Professions (PHHP) is to preserve, promote, and improve the health and wellbeing of populations, communities and individuals. In 2014, the College was re-accredited by the Council on Education for Public Health (CEPH). PHHP is the first college to include both public health and health professions that has received accreditation as a School of Public Health. Quick Facts about PHHP can be found on the college fact sheet. In 2018, the College celebrated its 60th anniversary.

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

Research
The College of Public Health and Health Professions was granted nearly $45 million in external funding in fiscal year 2018. The Department of Epidemiology is home to a Center — the Southern HIV and Alcohol Research Consortium (SHARC) Center for Translational HIV Research. The College of Public Health and Health Professions is home to additional centers, which can be found on the PHHP website.

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

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

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

Global Health Research
On an international level, students and faculty in the Departments of Physical Therapy and Speech, Language and Hearing Sciences travel annually to countries in Latin America to provide training, health care services and public health needs assessments. The College has also opened a UF Public Health Field Laboratory in Haiti. The Department of Epidemiology has launched a population study to assess non-communicable disorders in rural and urban Haiti called the Haiti Health Study. The department has been home to a Fogarty International Center training program for 6 years. The department has a Memorandum of Understanding with the esteemed National Institutes of Mental Health and Neuroscience and a second MOU with Chulalongkorn University in Bangkok, Thailand. Faculty members also work in collaboration with various universities in the United Kingdom and China.
The UF College of Medicine is acknowledged as having one of the strongest medical education programs in North America. Its mission is to improve health care in Florida, our nation and the world through excellence and leadership in education, clinical care, discovery and service. 2016 was the 60th anniversary of the founding of the College of Medicine.

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

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

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

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

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

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

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

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

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

The department offers the MS in Epidemiology, a PhD in Epidemiology, an Epidemiology concentration in the MPH Program, and an online Graduate Certificate in Psychiatric Epidemiology. Currently, there are over 70 students across these academic programs in the Department.

http://epidemiology.phhp.ufl.edu/students-alumni/
Part II: Master of Science in Epidemiology

Program Overview

The Master of Science in Epidemiology (also known as the MS in Epidemiology and the MSE) degree is a 36 credit program that prepares students for careers in the public health arena that are focused on the surveillance and prevention of illnesses among diverse populations around the world. Students will be trained in the foundational aspects of epidemiology including person, place and time, risk and protective factors, and the social determinants of health. Areas of focus will include: chronic disease, infectious disease, geriatric, environmental, psychiatric, social, cancer and maternal and child health epidemiology.

The thesis is required to demonstrate skill in independent inquiry and investigation, under the tutelage of a mentor.

Graduates of the MSE Program will be able to:

- Apply surveillance, assessment, evaluation, and other foundational epidemiological research designs to all areas of interest,
- Choose appropriate measurement and analytic methods to study health and disease in a population,
- Utilize biological, behavioral and social theory to understand how to prevent and intervene to promote the public health.

The program consists of required coursework and the successful completion of a thesis. Students may complete the course in four semesters (fall, spring, summer, and fall) although five semesters is the norm (fall, spring, summer, fall, spring) with 36 credits.
# Student Learning Outcomes

<table>
<thead>
<tr>
<th>SLO</th>
<th>Student Learning Outcome</th>
<th>Assessment Method</th>
<th>Degree Delivery</th>
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</thead>
<tbody>
<tr>
<td>Knowledge</td>
<td>Apply surveillance, assessment, evaluation, and other foundational epidemiological research designs to all areas of interest.</td>
<td>1) Evaluation of the student's performance in their program of study as judged by the Supervisory Committee (Research Mentor, Academic Advisor, Program Director, and in case of any disagreement, the Department Chair); 2) Evaluation of the student's thesis defense by the Supervisory Committee</td>
<td>Campus</td>
</tr>
<tr>
<td>Skills</td>
<td>Choose appropriate measurement and analytic methods to study health and disease in a population.</td>
<td>1) Successful defense of a thesis as judged by a Supervisory Committee; 2) Submission of thesis manuscript for publication in a peer-reviewed journal</td>
<td>Campus</td>
</tr>
<tr>
<td>Skills</td>
<td>Utilize biological, behavioral and social theory to understand how to prevent and intervene to promote the public health.</td>
<td>1) Successful defense of a thesis as judged by a Supervisory Committee 2) Submission of thesis manuscript for publication in a peer-reviewed journal</td>
<td>Campus</td>
</tr>
<tr>
<td>Professional Behavior</td>
<td>Display ethical behavior, cultural sensitivity, integrity in research conduct, honesty, and teamwork.</td>
<td>1) Consistent adherence during the degree program to the UF Honor Code as judged by the Supervisory Committee; 2) Observation by faculty of professional behavior during class activities, seminars, research and thesis activities</td>
<td>Campus</td>
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</tbody>
</table>
Faculty and Administration

The graduate faculty members of the MSE Program are:

a) Core faculty in the Department of Epidemiology,

b) Affiliated graduate faculty from other Departments and Colleges around the university,

c) Part time faculty (Adjunct Faculty): Individuals with satisfactory professional qualifications who teach, conduct research, and sometimes extended functions in connection to established programs, or

d) Courtesy faculty appointees: Individuals currently not employed or paid by the university

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

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

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

A current list of all graduate faculty members in Epidemiology is included in the Department of Epidemiology website.
<table>
<thead>
<tr>
<th>Role in Program (Year Joined UF)</th>
<th>Faculty/Degree(s)</th>
<th>Legacy Mentor</th>
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<tbody>
<tr>
<td>Dean’s Professor of Epidemiology and Chair (2011)</td>
<td><strong>Linda B. Cottler, PhD, MPH, FACE</strong></td>
<td>Lee N. Robins, PhD John E. Helzer, MD</td>
</tr>
<tr>
<td></td>
<td>PhD – 1987: Washington University in St. Louis (Sociology/Psychiatric Epidemiology)</td>
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<td></td>
<td>MPH – 1980: Boston University School of Public Health (Epidemiology)</td>
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<tr>
<td></td>
<td>BA – 1977: Emmanuel College (Biology)</td>
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<tr>
<td></td>
<td>RN – 1972: Jewish Hospital School of Nursing</td>
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<tr>
<td></td>
<td><strong>Lee N. Robins, PhD</strong></td>
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<tr>
<td></td>
<td><strong>John E. Helzer, MD</strong></td>
<td></td>
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<tr>
<td>Professor of Epidemiology (2014)</td>
<td><strong>Xianguang (Jim) Chen, MD, PhD, FACE</strong></td>
<td>Bonita Stanton, MD</td>
</tr>
<tr>
<td></td>
<td>PhD – 1993: University of Hawaii (Biostatistics and Epidemiology)</td>
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<td></td>
<td>MPH – 1992: East West University, University of Hawaii (Population Studies)</td>
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<td></td>
<td>MPH – 1987: Tongji Medical University (Biostatistics)</td>
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<td></td>
<td>MD – 1982: Wuhan Medical College</td>
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<tr>
<td></td>
<td><strong>Robert Cook, MD, MPH</strong></td>
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<td></td>
<td><strong>Robert A. Fieo, PhD</strong></td>
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<tr>
<td>Assistant Professor of Epidemiology (2016)</td>
<td><strong>David Cheng, PhD</strong></td>
<td>Thomas A. Pearson, MD MPH</td>
</tr>
<tr>
<td></td>
<td>MHS, MD – 2007: Johns Hopkins School of Public Health (Epidemiology)</td>
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<tr>
<td></td>
<td>PhD – 2013: University of Washington (Epidemiology)</td>
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<tr>
<td>Professor of Epidemiology and Medicine (2007)</td>
<td><strong>Xianguang (Jim) Chen, MD, PhD, FACE</strong></td>
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<tr>
<td></td>
<td>PhD – 1993: University of Hawaii (Biostatistics and Epidemiology)</td>
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<td>MPH – 1992: East West University, University of Hawaii (Population Studies)</td>
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<td><strong>Robert Cook, MD, MPH</strong></td>
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<td></td>
<td><strong>Robert A. Fieo, PhD</strong></td>
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<tr>
<td>Research Assistant Professor (2015)</td>
<td><strong>Kelly K. Gurka, PhD, MPH</strong></td>
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<tr>
<td></td>
<td>PhD – 2007: University of North Carolina at Chapel Hill (Epidemiology)</td>
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<td></td>
<td>MPH – 1999: University of Alabama at Birmingham (Epidemiology)</td>
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<td></td>
<td>BS – 1998: Spring Hill College (Biology)</td>
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<td></td>
<td><strong>Robert A. Fieo, PhD</strong></td>
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<tr>
<td>Assistant Professor of Epidemiology (2015)</td>
<td><strong>Kelly K. Gurka, PhD, MPH</strong></td>
<td>Ian J. Deary, MD PhD Yaakov Stern, PhD</td>
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<tr>
<td></td>
<td>PhD – 2007: University of North Carolina at Chapel Hill (Epidemiology)</td>
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<tr>
<td></td>
<td>MPH – 1999: University of Alabama at Birmingham (Epidemiology)</td>
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<td></td>
<td>BS – 1998: Spring Hill College (Biology)</td>
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<td></td>
<td><strong>Robert A. Fieo, PhD</strong></td>
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<tr>
<td>Clinical Assistant Professor of Epidemiology (2015)</td>
<td><strong>Hui Hu, PhD</strong></td>
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<tr>
<td></td>
<td>PhD – 2016: University of Florida (Epidemiology)</td>
<td>Stephen W. Marshall, PhD</td>
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<tr>
<td></td>
<td>BS – 2012: Fudan University (Nursing)</td>
<td>Stephen Lankenau, PhD</td>
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<td></td>
<td><strong>Robert A. Fieo, PhD</strong></td>
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<td></td>
<td><strong>Kelly K. Gurka, PhD, MPH</strong></td>
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<tr>
<td>Assistant Professor of Epidemiology (2017)</td>
<td><strong>Hui Hu, PhD</strong></td>
<td>Xiao Hui Xu, PhD Linda B. Cottler, PhD MPH FACE</td>
</tr>
<tr>
<td>Role in Program (Year Joined UF)</td>
<td>Faculty/Degree(s)</td>
<td>Mentor</td>
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</tr>
</tbody>
</table>
| Clinical Assistant Professor of Epidemiology (2018) | Catalina Lopez-Quintero, MD, PhD  
PhD – 2012: Hebrew University (Public Health)  
MPH – 2003: Hebrew University  
MD – 1998: Universidad Colegia Mayor de Nuestra Señora del Rosario | Yehuda Neumark, PhD, MPH  
James C. Anthony, PhD  
Mario De La Rosa, PhD  
Raul Gonzalez, PhD |
| Associate Professor of Epidemiology (2012) | Volker Mai, PhD, MPH  
MPH – 2000: Harvard School of Public Health (Quantitative Methods)  
PhD – 1999: University of Georgia (Microbiology)  
BS – 1992: University of Georgia (Biochemistry) | Arthur Schatzkin, MD  
Steve Hursting, PhD, MPH, RD |
| Professor of Epidemiology (2013) | Thomas A. Pearson, MD, MPH, PhD  
PhD – 1983: Johns Hopkins University, School of Hygiene and Public Health (Epidemiology)  
MPH – 1976: Johns Hopkins University, School of Hygiene and Public Health  
MD – 1976: Johns Hopkins University, School of Medicine  
BA – 1973: Johns Hopkins University | Leon Gordis, MD  
DA Henderson, MD, MPH |
| Clinical Assistant Professor of Epidemiology (2010) | Cindy Prins, PhD, MPH, CIC, CPH  
MPH – 2006: University of Florida (Epidemiology)  
PhD – 2000: Pennsylvania State University (Biochemistry, Microbiology, and Molecular Biology)  
BS – 1993: University of Central Florida (Biology) | Richard J. Frisque, PhD  
Robert Cook, MD, MPH |
| Associate Professor of Epidemiology (2015) | Mattia Prosperi, MEng, PhD  
PhD – 2008: Roma Tre University (Computer Science and Automation)  
MEng – 2003: Roma Tre University (Computer Science Engineering) | William Hogan, MD, MS  
Linda B. Cottler, PhD, MPH, FACE  
Iain E. Buchan, MD, FHHP, FACMI  
Giovanni Ulivi, MEng, PhD |
| Research Assistant Professor of Epidemiology (2018) | Huaizhen Qin, PhD  
PhD – 2008: Michigan Technological University (Statistical Genetics)  
PhD – 2001: Chinese Academy of Sciences (Survey Sampling)  
MS – 1998: Beijing Normal University (Theoretical Statistics)  
BS – 1993: Beijing Normal University (Mathematical Education) | Xiaofeng Zhu, PhD  
Shuanglin Zhang, PhD  
Yong Li, PhD  
Alan T. K. Wan, PhD  
Shiyong Feng |
| Associate Professor of Epidemiology (2011) Epidemiology Director of MS in Epidemiology | Catherine W. Striley, PhD, MSW, ACSW, MPE  
MPE – 2004: Washington University in St. Louis (Psychiatric Epidemiology)  
PhD – 2002: Washington University in St. Louis (Social Work)  
BA – 1980: University of Missouri at Kansas City (Political Science) | Linda B. Cottler, PhD, MPH, FACE  
Arlene Rubin Stiffman, PhD |
<table>
<thead>
<tr>
<th>Role in Program (Year Joined UF)</th>
<th>Faculty/Degree(s)</th>
<th>Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Research Scientist in the Department of Epidemiology (2016)</td>
<td>Yan Wang, PhD PhD – 2013: Syracuse University (Child and Family Studies) MS – 2008: Syracuse University (Child and Family Studies)</td>
<td>Robert Cook, MD, MPH</td>
</tr>
<tr>
<td>Assistant Professor of Epidemiology (2013)</td>
<td>Lusine Yaghjian, MD, MPH, PhD PhD – 2009: University of Cincinnati College of Medicine (Epidemiology) MPH – 2003: College of Health Sciences, American University of Armenia MD – 1997: Yerevan State Medical University</td>
<td>Rulla M. Tamimi, ScD</td>
</tr>
<tr>
<td>Professor of Epidemiology (2016)</td>
<td>Jinying Zhao, MD, PhD PhD – 2005: University of Texas Health Science Center at Houston (Statistical Genetics &amp; Genetic Epidemiology) PhD – 1999: Chinese Academy of Medical Sciences (Molecular Genetics) MD- 1989: Zhengzhou University School of Medicine</td>
<td>Viola Vaccarino, MD, PhD</td>
</tr>
<tr>
<td>Role in Program (Year Joined UF)</td>
<td>Faculty/Degree(s)</td>
<td>Mentor</td>
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</tbody>
</table>
| Professor of Epidemiology, Part-time (2018) | **Sonja A. Rasmussen, MD, MS**  
MD – 1990: University of Florida  
MS – 1983: University of Wisconsin, Madison (Medical Genetics)  
BS – 1981: University of Minnesota Duluth (Biology and Mathematics) | Ada Hamosh, MD, MPH  
Margaret (Peggy) Wallace, PhD |
| Adjunct Instructor (2006) | **Jerne Shapiro, MPH**  
MPH – 2001: University of South Florida (Tropical Public Health and Communicable Diseases)  
BS – 1998: University of Florida (Microbiology and Cell Science; Plant Pathology) | Steven Weismer, MD  
Thomas Belcuore, MS |
| Professor of Epidemiology, Part-time (2012) | **David Sheps, MD, MSPH**  
MSPH – 1988: University of North Carolina, Chapel Hill (Epidemiology)  
MD – 1969: University of North Carolina, Chapel Hill  
BA – 1965: University of North Carolina, Chapel Hill | Herman (Al) Tyroler, MD, PhD |
| Professor of Epidemiology, Part-time (2012) | **Ronald I. Shorr, MD, MS**  
MS – 1990: Case Western Reserve University (Epidemiology)  
MD – 1982: Ohio State University (Medicine)  
BA – 1978: Duke University (Chemistry) | Wayne A. Ray, PhD |
| Adjunct Instructor (2018) | **Fern Jureidini Webb, PhD**  
PhD – 2001: University of South Florida (Public Health/Epidemiology and Biostatistics)  
MS – 1995: Alabama Agricultural and Mechanical University (Food Science and Technology)  
BA – 1992: University of South Florida (Chemistry) | Linda B. Cottler, PhD, MPH, FACE |
<table>
<thead>
<tr>
<th>Role in Program (Year Joined UF)</th>
<th>Faculty/Degree(s)</th>
<th>Mentor</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Role in Program (Year Joined UF)</th>
<th>Faculty/Degree(s)</th>
<th>Mentor</th>
</tr>
</thead>
</table>
Student Guidance and Mentoring

Students accepted into the MSE Program will have two active supervisors: 1) a Research Mentor and 2) an Academic Advisor.

Research Mentor
Students will choose a Research Mentor in the first or second semester of enrollment. Guidelines for who can serve as Research Mentor are shown below. The Mentor will also serve as chair of the student’s Thesis Supervisory Committee. Soon after selecting the Mentor, the student will obtain a Mentoring Compact, which outlines expectations for mentoring for both the student and the Research Mentor. Students will meet with the Mentor, review the Compact, both will sign it, and the student will bring a copy to the Academic Assistant. Compacts must be signed annually with copies being given to the Academic Assistant for the student’s file.

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

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

At the end of the first year of study, by May, students and Mentors will meet and review the Student Annual Mentoring Plan and Review of Progress toward Goals. The Annual Mentoring Review Form, completed by the student before the meeting, outlines specific goals for the upcoming and final year of the program. The Research Mentor adds comments in the presence of the student; the completed copy is then delivered to the Academic Assistant by the student. The Program Director will review all Mentoring Review Plans.

Students should keep a copy of their form and bring it with them when meeting with their Academic Advisor or in subsequent annual meetings with their Mentor.

Change in Mentor
Due to extenuating circumstances, students may need to change the Research Mentor. Such a change should be discussed with the Program Director (or Chair, if Program Director is involved). A formal written request to the Program Director will be required to finalize the change. If the student is not in good academic standing or the Program Director does not agree to the change, the student will seek the advice of the Chair, who will resolve the issue.

Ombudsperson
All students at the University can also avail themselves of the University Ombudsperson if needed to help
settle any problematic academic situation. According to the Office of the Ombuds, “the purpose of the Ombuds office is to assist students, staff, and faculty in resolving problems and conflicts that arise in the course of interacting with the University of Florida. By considering problems in an unbiased way, the Ombuds works to help students and staff find solutions to university related problems and concerns.”

The Office of the Ombuds is available at:
31 Tigert Hall
PO Box 113155
Gainesville, FL 32611-3155
Phone: 352-392-1308
FAX: 392-1350
Webpage: https://www.ombuds.ufl.edu/
# Curriculum

All students are required to complete, or to have completed, the following courses before they begin their coursework.

<table>
<thead>
<tr>
<th>Course</th>
<th>Epidemiology Prerequisites</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
<td>HIPAA On-line Courses (for Researchers)</td>
<td>N/A</td>
</tr>
<tr>
<td>N/A</td>
<td>Human Subjects On-line Course (CITI for UF IRB-01)</td>
<td>N/A</td>
</tr>
</tbody>
</table>

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

The curriculum is shown below. All students must complete a minimum of 36 credits of coursework.

## Department of Epidemiology

### Master of Science in Epidemiology Curriculum (36 credits minimum)

<table>
<thead>
<tr>
<th>Course</th>
<th>Epidemiology Core Courses (15 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>PHC 6001</td>
<td>Principles of Epidemiology</td>
</tr>
<tr>
<td>PHC 6000</td>
<td>Epidemiology Research Methods I</td>
</tr>
<tr>
<td>PHC 6011</td>
<td>Epidemiology Research Methods II</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Epidemiology Core Electives (Choose 2 courses for 6 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHC 7017</td>
<td>Advanced Epidemiology Methods III</td>
</tr>
<tr>
<td>PHC 6016</td>
<td>Social Epidemiology</td>
</tr>
<tr>
<td>PHC 7595</td>
<td>Molecular Epidemiology</td>
</tr>
<tr>
<td>PHC 6937</td>
<td>Genetic Epidemiology</td>
</tr>
<tr>
<td>PHC 6937</td>
<td>Hospital Epidemiology</td>
</tr>
<tr>
<td>PHC 6194</td>
<td>Methods in Spatial Epidemiology</td>
</tr>
<tr>
<td>PHC 7007</td>
<td>Cancer Epidemiology</td>
</tr>
<tr>
<td>PHC 7038</td>
<td>Psychiatric Epidemiology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Biostatistics Courses (8 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>PHC 6052</td>
<td>Introduction to Biostatistical Methods</td>
</tr>
<tr>
<td>PHC 6053</td>
<td>Regression Methods</td>
</tr>
<tr>
<td>PHC 7065</td>
<td>Critical Skills in Epidemiology Data Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Electives (5 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>Other course(s) approved by Advisor</td>
<td>Choose from Epidemiology Core Electives (above) or other epidemiology methods courses at the 6000 or 7000 level in consultation with advisor.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Electives (2 -3 Credits as appropriate)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>Other course approved by Advisor</td>
<td>Choose up to one other class from another area as appropriate</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Other Requirements (4 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
</tr>
<tr>
<td>PHC 7901</td>
<td>Epidemiology Literature Review and Critique (Journal Club) (Fall)</td>
</tr>
<tr>
<td>PHC 7902</td>
<td>Epidemiology Writing Circle (Spring)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course</th>
<th>Ethics (2 Credits)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Credit</td>
</tr>
</tbody>
</table>
Transfer credit may be allowed on an individual basis. All course transfers must meet guidelines outlined in the UF Graduate Catalog guidelines for graduate degrees, as well as guidelines of the Department of Epidemiology. To request a transfer students must:

- Be sure to have previous academic transcripts, course syllabi, have identified potential courses that may qualify for transfer and have identified which required courses or general categories each transferred course may fulfill or replace prior to meeting with their Academic Advisor.
- Meet with the Academic Advisor to complete the Course Transfer Request Form and obtain signatures of approval.
- Submit the Course Transfer Request Form and any accompanying course syllabi to the Academic Assistant. The Academic Assistant will track that this was submitted, and give transfer request materials to the Epidemiology Curriculum Committee for review. The Curriculum Committee will approve, disapprove or request more information for each course transfer request. The Academic Assistant will then submit the approved courses to the UF Graduate School for final approval.

The Department of Epidemiology Curriculum Committee meets regularly to review and adjust the curriculum. Substitution or exemption for any specific curriculum requirements but may be considered after the student files a letter of explanation that is signed by the student’s Research Mentor and Academic Advisor and given to the Program Director. Such requests will then be reviewed by the Curriculum Committee, and the decision of the Curriculum Committee will be placed in the student’s academic file.
Registration

Registration requirements are consistent with the UF Graduate School Requirements, unless otherwise specifically stated in this handbook. **Full-time students** in the Epidemiology program are required to register for a minimum of 9 (Fall and Spring Semesters) credits while they are actively working toward their degrees. Students failing to register for two or more consecutive terms are removed from the program and must submit an [Application for Readmission](#) if they wish to resume their graduate studies at the University of Florida. Taking a leave of absence requires written approval.

Prior to each upcoming semester, the Academic Assistant will compile a list of courses to be offered that are approved by the Curriculum Committee as program requirements or approved electives. Once students have identified their proposed schedule, they will complete a Course Registration Form and have the form signed by the appropriate people. It is then submitted to the Academic Assistant.

Registration for Independent Research

If registering for an independent study (PHC 6937) or Research for Master’s Thesis (PHC 6971), the student should initiate the process several weeks prior to registration. The steps needed to register for these courses include:

- Completing a PHC 6971 Research for Master’s Thesis contract or a PCH 6937 Independent Study contract that outlines contact time with the instructor, time allocation by students, and specific plan (goals and objectives) and deliverables to be completed during the semester.
- Obtaining signatures from the Instructor, the Research Mentor, and the Academic Advisor.
- Obtaining signature from the Chair of the Curriculum Committee. The Chair of the Curriculum Committee will then either approve the Contract, or communicate with the student about changes or clarifications that must be completed before approval for registration.
- Obtaining signature from the MSE Program Director
- Submitting signed contracts to the Academic Assistant
Graduation and Thesis Defense Guidelines

Upon successful completion of 32 hours of required and elective courses, the student will be admitted to Candidacy Status (i.e., “MSE degree candidate”). For partial fulfillment of the requirements for an MSE degree, all degree-seeking candidates must successfully defend their manuscript, which serves as a thesis reflective of knowledge gained and skills acquired in the MSE Program.

The manuscript must be submitted for the thesis with the MSE Candidate as sole author. In addition, the paper must be original; if the candidate has submitted the paper for credit as an independent study, it cannot be used again for the thesis. It must not be submitted to a journal until the thesis defense process is complete.

Supervisory Committee

Composition
The Supervisory Committee oversees and mentors the MSE student through completion of the thesis. Supervisory Committee membership is dictated by the UF Graduate School (see Graduate Catalog). The table below shows the requirements for the committee.

<table>
<thead>
<tr>
<th>Person</th>
<th>Type</th>
<th>Required to be Core Faculty in Dept. of Epidemiology?</th>
<th>Graduate Faculty (GF) Status</th>
<th>Must be Tenured or Tenure Accruing</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Committee Chair</td>
<td>At least two members of the committee must be core faculty</td>
<td>Must be core faculty in Epidemiology</td>
<td>At least one of these must be tenure accruing</td>
</tr>
<tr>
<td>B</td>
<td>Committee Member</td>
<td></td>
<td>Preferably GF in Epidemiology; if not, must be GF in another UF department</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Committee Member</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Chair of the Supervisory Committee
The Chair of the Supervisory Committee is the Research Mentor.

Supervisory Committee
In consultation with the Research Mentor, the student will identify the proposed Supervisory Committee during the semester before thesis defense. Each student will obtain the Supervisory Committee Selection Form from the Academic Assistant and will fill it out, getting signatures as needed. This will then be submitted to the Program Director for approval. The Director will return the form to the Academic Assistant, who will enter the committee into the UF Graduate School system for final approval at the Graduate School, and into the Epidemiology student database.
Supervisory Committee Roles and Responsibilities Regarding Dissertation:

Chair of the Supervisory Committee (Research Mentor)
- Mentor the student according to the Compact, which is signed annually
- Evaluate the student officially with a yearly letter of evaluation (Annual Mentoring Review Form)
- Communicate with other members of the committee and the student
- Provide optimum support and guidance to help the student meet academic goals
- Provide guidance on the student’s thesis topic
- Sponsor written approval of the topic and proposal by all Committee members.
- Monitor and evaluate the student’s progress and give clear direction as to the final work plan leading to graduation
- Conduct the thesis defense to satisfy that the thesis is a piece of original research and a contribution to knowledge and a publishable paper
- Inform the Chair and Program Director of all progress as the steps are completed, via email within one day of the completion

Supervisory Committee Members
- Provide guidance to the student on the acceptability of the thesis in a timely way before the thesis defense
- Critically evaluate the quality of the thesis and thesis defense to ensure that the original research will contribute to knowledge and will be publishable
- Attend the thesis defense in person

Changes in Committee Membership
Changes made to the Supervisory Committee follow the UF Graduate School procedures and must be approved by the Program Director, and the Chair of the Department. Changes need to be approved at least 60 days prior to the date of the Defense so that the request can be reviewed and so any new member will have ample time to become familiar with the student’s work.

Thesis Defense

Students obtaining a master’s degree must orally defend prior to making their first submission to the Editorial Office. Accordingly, for master’s students, the Final Thesis Defense must be scheduled with enough time prior to the first submission deadline to allow the student to make any changes recommended by the Supervisory Committee at the Final Thesis Defense. Please see the Graduate School’s editorial deadlines for your intended term of graduation and plan accordingly.

Each Candidate is expected to work closely with the Supervisory Committee during the active research phase and while developing the written thesis. A draft copy of the whole thesis must be given to the Supervisory Committee at least four weeks prior to the Final Thesis Defense. Committee members are strongly encouraged to submit major comments to the Supervisory Committee Chair as soon as possible within the four-week time frame in order for the Candidate to have ample time to make revisions as necessary. The Chair will meet as soon as possible with the Candidate to offer the Committee’s responses so the Candidate will have the feedback necessary to make improvements before the Final Thesis Defense.

Defenses will be scheduled after the Committee has reviewed the thesis. The Candidate’s final draft to be defended must be submitted to Committee members for their opportunity to review no later than two days before the scheduled Defense. Following the Defense, the Candidate has until the Final Submission
Deadline to make changes and submit his or her finalized defended thesis to the Mentor. The Mentor will then obtain the necessary signatures for approval, with submission of the paper to a journal as the final phase to complete the process prior to awarding the MSE degree.

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

Thesis and Dissertation Deadlines
Thesis and Dissertation Format Requirements
Thesis Checklist
Editorial Document Management System
Graduate School Graduation Checklist
ETD Technical Support

It is the student’s responsibility to ensure that all thesis requirements for the graduate school are met; students are strongly encouraged to carefully review the UF Graduate Student Handbook, and to attend workshops or presentations related to the thesis process.

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

If the Candidate passes without any changes, the candidate and the Supervisory Committee sign the ETD immediately after the thesis defense. The forms will be returned to the Academic Assistant who will enter the results in GIMS.

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

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

Oral Defense Guidelines
The Candidate is expected to prepare a 20-minute oral presentation of his or her thesis. This portion of the Defense is open to the University community. This presentation will then be followed by a closed session
with the Candidate and Supervisory Committee. The closed session provides the opportunity for the Committee to give feedback about the thesis to the Candidate. The oral presentation should be a PowerPoint presentation that follows the format of a scientific conference presentation with an introduction, summary of methods, highlighting of major findings, and a conclusion.

The Final Submission Deadline is the firm deadline for the Candidate to make final changes to the defended draft and the Research Mentor to obtain the necessary signatures. The paper must be submitted to a journal as the final step before graduation.

Please note:
While the Candidate and the Mentor may believe the thesis is ready to be submitted to a scholarly journal, and ultimately published, there remains the possibility that the Committee may find that major changes are necessary to make the thesis satisfactory, hence postponing the date of graduation.

The student is responsible for giving a copy of proof of submission to a specific journal to the Academic Assistant. A student who fails to do so will not graduate until this step is completed.

Co-authors may be added to the manuscript upon successful defense and in consultation with the mentor.
# Thesis Defense Rubric

**Scoring Values**

- 0 = Missing
- 1 = Present, but does not meet expected standards
- 2 = Some improvement possible
- 3 = Exemplary demonstration of criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Max</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction and Background</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear problem statement</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevant literature cited and choice of theory</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear statement of significance to field of epidemiology and public health relevance</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Methods</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear description of sample and appropriate choice of sample</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear description of data</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate choice of analytic methods</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of understanding of methodology</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Results</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables and figures clear and without error</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comprehensive description of sample and findings</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accurate presentation of findings</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Limitations discussed</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevance of findings discussed</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Quality of Product</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implications to practice and future research detailed</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quality publishable or presentable at national level</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evidence of innovation or significance to field</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Possible (15 criteria)</strong></td>
<td>45</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td><strong>Target for Passing</strong></td>
<td>39 (86%)</td>
<td>0%</td>
<td></td>
</tr>
</tbody>
</table>
Part III: Other Important Information

Gatorlink

UF requires all students to maintain access to their Gatorlink e-mail. GatorLink is a computer ID and suite of services that allow access to a variety of UF campus computing resources. Every student is required to get a GatorLink ID. Students will be held accountable for information contained in official university mailings to the GatorLink address (which resembles this format: username@ufl.edu). Free services, including a free mailbox and web space, are available. Other campus services require a GatorLink sign on to authenticate your identity. To use GatorLink, you must agree to abide by the policies stated in the Policies for Use of GatorLink and in the UF Acceptable Use Policy. To create your GatorLink, you must go to the GatorLink home page.

Emails from the Department

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

Florida Residency

Recommendations for establishing and declaring Florida as the legal state of residence are outlined on the UF Admissions site.
Funding for Professional Travel

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

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

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

UF Office of Research Travel Funds
Students may request travel funds from the UF Office of Research under certain circumstances that are listed on the website. The match requirement could be met by applying for the Epidemiology Chair’s Travel Award or by using the Research Mentor’s match.
**Academic Integrity and Professionalism**

The Department of Epidemiology has opportunities for students to learn about current activity in the field of epidemiology and to meet practicing epidemiologists. Students are strongly encouraged to attend major seminars or talks that are directly supported by the Department of Epidemiology, and to meet with visiting epidemiologists during times that are allotted to students.

Professional communication and behavior are expected of all students in the program. Students are strongly urged to participate in service activities, including community service, service on Department or University committees or organizations, or service within professional organizations. Professionalism is an educational outcome of this program and therefore, is continually assessed by the research mentors and other faculty members based on student behaviors and interactions in the department and class. Students are expected to adhere to the [Department of Epidemiology Dress Code Policy](#) when they are in class or in the Epidemiology suite.

**Research Integrity**

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

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

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

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

In addition to the administrative officer to whom the accused reports, academic and research misconduct will be reported to any persons who have a legitimate educational need to know about the issue. This may include the Department Chair, the MSE Program Director, members of the dissertation committee and other faculty members.
The full University Policy of Research Misconduct section can be accessed [here](#).

If you have any concerns about conduct, please see the Ombudsperson to clarify the UF policy and to consider possible action.

**Student Honor Code**

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

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

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

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

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

Counseling and Student Health

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

University of Florida Counseling & Wellness Center, 352-392-1575 Visit their website for more information.

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

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

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

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

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

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

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

Annual Appointments to committees are made by the Chair of the Department, who is notified of a students’ interest by the MSE Program Director. To be involved, contact the Program Director.

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

Readmission Requirements

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

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

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

Policy Changes

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

Contact the Master of Science in Epidemiology Program Director.