

Master of Science in Epidemiology

Student Handbook



Department of Epidemiology

College of Public Health and Health Professions

College of Medicine

2014-2015

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

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Welcome from the Chair of the Department of Epidemiology

Welcome!

Welcome to the Department of Epidemiology, housed in both the College of Public Health and Health Professions and the College of Medicine, 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 20 in research funding for colleges of public health, with nearly \$45 million in grant awards in FY 2017.



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

UF is a wonderful place to call home and I know you will agree and in 2018 the college will celebrate its 60th anniversary.

Welcome to the Gator Nation!

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

Welcome from the Master of Science in Epidemiology

Program Director

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
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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 this program. The MS Program in Epidemiology is administered through the Department of Epidemiology, which is housed in both the Colleges of Public Health and Health Professions and Medicine.

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

Part I: The University of Florida

Overview of UF

The [University of Florida](#) in [Gainesville](#) is a major research university and one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). It is the state's 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.

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 building; the Cancer and Genetics Research Center; the Biomedical Sciences Building; the Proton-beam Therapy Center in Jacksonville, the Institute on Aging and the new Clinical and Translational Research Building (shown below).



The UF Health Science Center

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

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

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

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

College of Public Health and Health Professions

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

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

Among colleges of health professions, the College of Public Health and Health Professions and was granted over \$42 million in funding.

The Department is home to [the Southern HIV and Alcohol Research Consortium Center \(SHARC\)](#). [The College of Public Health and Health Professions is home to seven additional centers:](#) the Center for Pain Research and Behavioral Health, the Center for Pediatric Psychology and Family Studies, the Center for Respiratory Research and Rehabilitation, the Center for Statistics and Quantitative Infectious Diseases, the Center for the Study of Emotion and Attention, the Hearing Research Center, and the Institute for Mobility, Activity, and Participation. These units draw faculty from many departments, including Epidemiology, for transdisciplinary investigations that serve both scholarly and policy goals.

Research Training

The College has five NIH training grants: one in substance abuse training in the department of Epidemiology, one in rehabilitation and neuromuscular plasticity, one in movement disorders and neuro restoration, and the other in physical, cognitive and mental health in older adults. The Department of Epidemiology has the 5th program - a Fogarty International Training Center to train mental health professionals in Bangalore, India, and Sikkim and Assam areas of India.

Patient Care

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

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 understand non-communicable disorders in rural and urban Haiti called the Haiti Health Study. Opportunities also exist through the Fogarty International Training Center Program for students to work in India. The department has also initiated with the College a memorandum of understanding with the esteemed University at The National Institutes of Mental Health and Neuroscience and a second MOU with Chulalongkorn University in Bangkok, Thailand. Faculty members also work in China and the United Kingdom.

College of Medicine

The [UF College of Medicine](#) is acknowledged as having one of the strongest medical education programs in North America. Its mission is to improve health care in Florida, our nation and the world through excellence and leadership in education, clinical care, education, discovery and service. This year, 2016, is 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 [UFHealth](#). 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 44th among 141 US medical schools currently offering the MD degree. 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.

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.

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 for each of the last five consecutive years, totaling nearly a 43 percent increase in NIH funding. This increase in NIH funding is 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](#).

UF was ranked the No. 1 public institution at transferring its research to the marketplace and is among the top 10 U.S. universities in licensing income. The University averages more than 50 issued patents each year. Two of the most widely recognized products to come out of research at the College of Medicine are Gatorade®, a popular sports beverage, and Trusopt®, an eye drop developed to treat certain forms of glaucoma.

Patient care

Patient care occurs at two principal locations — Gainesville and Jacksonville — and at 45 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. The hospital serves a variety of inpatients, including that receiving diagnostic and therapeutic oncology care. It also houses the Critical Care Center for Emergency and Trauma services. In 2012, the Florida Recovery Center opened its doors for those who seek recovery from addiction and eating disorders. In 2018, two new towers are scheduled to be completed; the UF Health Heart and Vascular Hospital and the UF Health Neuromedicine Hospital.

Department of Epidemiology

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

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

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

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

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

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

Part II: Master of Science in Epidemiology

Program Overview

The Master of Science in Epidemiology 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 MS in Epidemiology 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 three semesters, with 36 credits.

Student Learning Outcomes

SLO	Student Learning Outcome	Assessment Method	Degree Delivery
Knowledge	Apply surveillance, assessment, evaluation, and other foundational epidemiological research designs to all areas of interest.	1) Evaluation of the student's performance in their program of study as judged by the Supervisory Committee (Research Mentor, Academic Advisor, director of the program, and in case of any disagreement, the chair of the department); 2) Evaluation of the student's thesis defense by the Supervisory Committee	Campus
Skills	Choose appropriate measurement and analytic methods to study health and disease in a population.	1) Successful defense of a thesis as judged by a Supervisory Committee; 2) Submission of thesis manuscript for publication in a peer-reviewed journal	Campus
Skills	Utilize biological, behavioral and social theory to understand how to prevent and intervene to promote the public health.	1) Successful defense of a thesis as judged by a Supervisory Committee 2) Submission of thesis manuscript for publication in a peer-reviewed journal	Campus
Professional Behavior	Display ethical behavior, cultural sensitivity, integrity in research conduct, honesty, and teamwork.	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	Campus

Faculty and Administration

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

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

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

The PhD Academic Program Coordinator, also known as the Academic 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 web site.

Core Faculty in the Department of Epidemiology

Role in Program (Year Joined UF)	Faculty/Degree(s)	Legacy Mentor
Dean's Professor of Epidemiology and Chair (2011)	Linda B. Cottler, PhD, MPH PhD – 1987: Washington University in St. Louis (Sociology/Psychiatric Epidemiology) MPH – 1980: Boston University School of Public Health (Epidemiology) BA – 1977: Emmanuel College (Biology) RN – 1972: Jewish Hospital School of Nursing	Lee N. Robins, PhD John E. Helzer, MD
Professor of Epidemiology (2014)	Xinguang (Jim) Chen, MD, PhD PHD – 1993: University of Hawaii (Biostatistics and Epidemiology) MPH – 1992: East West University, University of Hawaii (Population Studies) MPH – 1987: Tongji Medical University (Biostatistics) MD – 1982: Wuhan Medical College	Bonita Stanton, MD
Professor of Epidemiology and Medicine (2007)	Robert Cook, MD, MPH MD – 1991: University of North Carolina at Chapel Hill MPH – 1991: University of North Carolina at Chapel Hill (Epidemiology) BSPH – 1986: University of North Carolina at Chapel Hill (Biostatistics)	Roberta Ness, MD, MPH Wishwa Kapoor, MD, MPH Duncan Clark, PhD, MD
Assistant Professor of Epidemiology (2015)	Kelly K. Gurka, PhD, MPH PhD – 2007: The University of North Carolina at Chapel Hill (Epidemiology) MPH – 1999: The University of Alabama at Birmingham (Epidemiology) BS – 1998: Spring Hill College (Biology)	Stephen W. Marshall, PhD Stephen Lankenau, PhD
Clinical Assistant Professor of Epidemiology (2015)	Mark Hart, EdD EdD – 2013: The University of Florida (Curriculum and Instruction-Educational Technology) MA – 2006: Loyola College of Maryland (Liberal Studies) BA – 1997: Indiana University (History / Education)	Kara Dawson, PhD, MEd Swapna Kumar, EdD, EdM Jay Bernhardt, PhD, MPH
Associate Professor of Epidemiology (2012)	Volker Mai, PhD, MPH MPH – 2000: Harvard School of Public Health (Quantitative Methods) PhD – 1999: University of Georgia (Microbiology)	Arthur Schatzkin, MD Steve Hursting, PhD, MPH, RD

Core Faculty in the Department of Epidemiology (Continued)

Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Professor of Epidemiology (2013)	Thomas A. Pearson, MD, MPH, PhD PhD – 1983: The Johns Hopkins University, School of Hygiene and Public Health (Epidemiology) MPH – 1976: The Johns Hopkins University, School of Hygiene and Public Health MD – 1976: The Johns Hopkins University, School of Medicine BA – 1973: The Johns Hopkins University	Leon Gordis, MD DA Henderson, MD, MPH
Clinical Assistant Professor of Epidemiology (2010)	Cindy Prins, PhD, MPH MPH – 2006: University of Florida (Epidemiology) PhD – 2000: The 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 and PhD Program Ombudsperson (2015)	Mattia Proserpi, MEng, PhD MEng – 2003: Roma Tre University (Computer Science Engineering) PhD – 2008: Roma Tre University (Computer Science and Automation)	William Hogan, MD, MS Linda B. Cottler, PhD, MPH Iain E. Buchan, MD, FHHP, FACMI Giovanni Ulivi, MEng, PhD
Assistant Professor of Epidemiology, Epidemiology Director of MS in Epidemiology (2011)	Catherine W. Striley, PhD, MSW, MPE MPE – 2004: Washington University in St. Louis (Psychiatric Epidemiology) PhD – 2002: Washington University in St. Louis (Social Work) MSW – 1989: George Warren Brown School of Social Work, Washington University (Social Work) BA – 1980: University of Missouri at Kansas City (Political Science)	Linda B. Cottler, PhD, MPH Arlene Rubin Stiffman, PhD
Research Assistant Professor of Epidemiology and Epidemiology MPH Concentration Coordinator (2013)	Krishna Vaddiparti, PhD, MSW, MPE MPE – 2005: Washington University in St. Louis (Psychiatric Epidemiology) PhD – 2002: National Institute of Mental Health and Neuro Sciences Deemed University (Psychiatric Social Work) MPhil – 1996: National Institute of Mental Health and Neuro Sciences Deemed University (Psychiatric Social Work) MSW – 1994: Osmania University (Social Work) BA – 1992: Osmania University (Sociology)	Linda B. Cottler, PhD, MPH

Core Faculty in the Department of Epidemiology (Continued)

Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Research Assistant Professor of Epidemiology and PhD Program Director (2014)	Deepthi Satheesa Varma, PhD, MSW, MPhil PhD – 2005: NIMHANS Deemed University, Bangalore, India (Psychiatric Social Work) MPhil – 1998: NIMHANS Deemed University, Bangalore, India (Psychiatric Social Work) MSW – 1994: Mahatma Gandhi University, Kerala, India (Medical and Psychiatric Social Work) BSc – 1992: Mahatma Gandhi University, Kerala, India (Chemistry)	Linda B. Cottler, PhD, MPH, FACE Prabha S. Chandra, MD, MRCPsych
Assistant Professor of Epidemiology (2013)	Lusine Yaghjyan, MD, MPH, PhD PhD – 2009: University of Cincinnati College of Medicine (Epidemiology) MPH – 2003: College of Health Sciences, American University of Armenia MD – 1997: Yerevan State Medical University, Armenia	Rulla M. Tamimi, ScD
Professor of Epidemiology (2016)	Jenyng Zhao, MD, PhD MD- 1989: Zhengzhou University School of Medicine, China PhD – 1999: Chinese Academy of Medical Sciences, Beijing, China (Molecular Genetics) PhD – 2005: University of Texas Health Science Center at Houston, Houston, TX (Statistical Genetics & Genetic Epidemiology)	Viola Vaccarino, MD, PhD
Assistant Professor of Epidemiology (2016)	David Cheng, MD, PhD MHS, MD-2007: Johns Hopkins School of Public Health, Baltimore (Epidemiology) PhD-2013: University of Washington, Seattle, WA (Epidemiology)	Thomas A. Pearson, MD, MPH
Assistant Research Scientist in the Department of Epidemiology (2016)	Yan Wang, PhD, MS MS-2008: Syracuse University, Child and Family Studies PhD-2013: Syracuse University, Child and Family Studies	Robert Cook, MD, MPH
Assistant Research Scientist in the Department of Epidemiology (2017)	Hui Hu, PhD BS: Fudan University, Shanghai, China (Nursing) BS: Shandhai JiaoTong University, Shanghai, China (International Economy and Trade) PhD – 2016: University of Florida (Epidemiology)	Xiaohui Xu, PhD Linda B. Cottler, PhD, MPH, FACE

Part Time Faculty		
Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Adjunct Instructor (2006)	Jerne Shapiro, MPH BS – 1998: University of Florida (Microbiology and Cell Science; Plant Pathology) MPH – 2001: University of South Florida (Tropical Public Health and Communicable Diseases)	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
Emeritus Faculty		
Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Professor Emeritus (2010)	Nabih R. Asal PhD – 1969: University of Oklahoma (Epidemiology) MSPH – 1966: University of Missouri Medical School (Community Health and Preventive Medicine) AB – 1963: William Jewell College (Chemistry)	

Courtesy/Joint Faculty		
Role in Program (Year Joined UF)	Faculty/Degree(s)	Mentor
Courtesy Appointment	Manoj Jadhav, M.Pharm., PhD, FCP PhD – 2008: University of Mumbai (Pharmaceutical Technology-Pharmaceutics) MS – 2004: University of Delhi (Pharmacy- Hospital Pharmacy) BS – 2000: University of Pune (Pharmacy)	
Courtesy Appointment (2014)	Maria Khan, MPH, PhD PhD – 2007: University of North Carolina, Chapel Hill (Epidemiology) MPH – 2002: University of North Carolina, Chapel Hill (Maternal & Child Health) BA – 1997: Swarthmore College (Sociology)	William C. Miller, MD, PhD, MPH
Courtesy Appointment (2015)	Michael W. Plankey, PhD PhD – 1998: Medical University of South Carolina (Biometry/Epidemiology) BA – 1990: Mary Baldwin College (Sociology)	
Courtesy Appointment (2015)	Norman Sartorius, MD, PhD, FRCPsych PhD – 1965: University of Zagreb (Psychology) MA – 1962: University of Zagreb (Psychology) MD – 1958: University of Zagreb (Medicine)	
Joint Faculty (2012)	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

Student Guidance and Mentoring

Students accepted into the Master of Science in Epidemiology 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 Epidemiology Program Office. Compacts must be signed annually with copies being given to the Academic Program Coordinator 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 MS in Epidemiology. The Academic Advisor will be a core faculty member within the Department of Epidemiology and will meet with the student in advance of the course registration period each semester to discuss academic progress. Advisors are available throughout the year to consult with students about academic issues. The Academic Advisor may also provide other general advice, serve as a member of the Supervisory Committee 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 Program Coordinator 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 Program Coordinator 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 Ombudsperson, who will resolve the issue.

Ombudsperson

An ad hoc MSE Ombudsperson, currently the Chair of the Department of Epidemiology, will settle disputes between students and faculty. Students or faculty can refer a grievance to the Ombudsperson. When this happens, the Ombudsperson will discuss the issues with the student or faculty in confidence—working as an independent, objective broker for the student. Once an issue has been brought to the Ombudsperson, all other faculty involvement should cease, to allow the Ombudsperson the chance to settle the dispute. If a dispute cannot be resolved, the case will be brought to the University Ombudsperson.

Curriculum

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

<i>Course</i>	<i>Epidemiology Prerequisites</i>	<i>Credits</i>
N/A	HIPAA On-line Courses (for Researchers)	N/A
N/A	Human Subjects On-line Course (CITI for UF IRB-01)	N/A

The HIPAA and Human Subjects courses are available on-line through a sign in process using your Gator1 sign in. The HIPAA Class is [PRV801 HIPAA and Privacy – Research](#); the CITI Course in The Protection of Human Research Subjects is available through the [CITI site](#); you should create a sign in choosing University of Florida, our department and Biomedical Research for key personnel. You do not have to complete any extra or optional training listed.

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)		
<i>Epidemiology Core Courses (15 Credits)</i>		
<i>Course</i>	<i>Epidemiologic Methods (All 3 courses required for 9 Credits)</i>	<i>Credit</i>
PHC 6001	Principles of Epidemiology	3
PHC 6000	Epidemiology Research Methods I	3
PHC 6011	Epidemiology Research Methods II	3
<i>Course</i>	<i>Epidemiology Core Electives (Choose 2 courses for 6 Credits)</i>	<i>Credit</i>
PHC 7017	Advanced Epidemiology Methods III	3
PHC 6016	Social Epidemiology	3
PHC 7595	Molecular Epidemiology	3
PHC 6937	Genetic Epidemiology	3
PHC 6937	Hospital Epidemiology	3
PHC 6194	Methods in Spatial Epidemiology	3
PHC 7007	Cancer Epidemiology	3
<i>Biostatistics Courses (8 Credits)</i>		
<i>Course</i>	<i>Statistics & Data Management (All 3 courses required for 8 Credits)</i>	<i>Credit</i>
PHC 6052	Introduction to Biostatistical Methods	3
PHC 6053	Regression Methods	3
PHC 7065	Critical Skills in Epidemiology Data Management	2
<i>Electives (5 Credits)</i>		
<i>Course</i>	<i>Epidemiology Electives</i>	<i>Credit</i>
Other course(s) approved by Advisor	Choose from Epidemiology Core Electives (above) or other epidemiology methods courses at the 6000 or 7000 level in consultation with advisor.	2-3
<i>Course</i>	<i>Electives (2 –3 Credits as appropriate)</i>	<i>Credit</i>
Other course	Choose up to one other class from another area as appropriate	2-3

approved by Advisor		
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Other Requirements (4 Credits)		
Course	Journal Club Series (2 Credits)	Credit
PHC 7901	Epidemiology Literature Review and Critique (Journal Club) (Fall)	1
PHC 7902	Epidemiology Writing Circle (Spring)	1
Course	Ethics (2 Credits)	Credit
PHC 7427	Ethics in Population Science	2
Required Epidemiology Thesis(4 Credits)		
Course		Credit
PHC 6971	Masters of Science Thesis (Can be taken over two semesters)	4

Transfer Credit		
Transfer credits may be requested.		

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 Program Coordinator. The Academic Program Coordinator 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 Program Coordinator 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 will seldom be approved, 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 Program Coordinator 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 Program Coordinator.

Registration for Independent Research

If registering for an independent study (PHC 7918) or Thesis work (PHC 6711) the student should initiate the process several weeks prior to registration. The steps needed to register for these courses include: Completing a PHC 6711 Thesis contract or an PCH 7918 Independent Research Contract Form 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. The student will then obtain signatures from the Instructor, the Research Mentor, and the Academic Advisor. Submitting signed contracts to the Academic Program Coordinator, who will obtain review 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.

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 a Master of Science in Epidemiology 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](#)). As shown in the table below, the Supervisory Committee consists of three faculty members: a core faculty member with primary appointment in the Department of Epidemiology; and two Graduate Faculty members in the Department of Epidemiology. At least two members must be on the tenure track.

Person	Type	Required to be Core Faculty in Dept. of Epidemiology?	Graduate Faculty (GF) Status	Must be Tenured or Tenure Accruing
A	Committee Chair	At least two members of the committee must be core faculty	Must be core faculty in Epidemiology	No
B	Committee Member			At least one of these must be tenure accruing
C	Committee Member		Preferably GF in Epidemiology; if not, must be GF in another UF department	

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 Program Coordinator 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 Program Coordinator, 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

For a spring term graduation: The Candidate is expected to submit the pre-defense draft to his or her Research Mentor by **February 1st** or by the date shown in the University calendar; the RM will send the thesis draft to the Supervisory Committee Chair by **two weeks before this date** for review and for distribution to the other Committee members. Committee members are asked to submit critical comments to the Chair **prior to** the Defense. Although the deadline for review comments from the Committee is **March 15th or an earlier date as shown in the University calendar**, the Committee is normally allowed 4 weeks to review the paper (just like a publication for a journal), which leaves very

little time for revisions and final approval before graduation. Committee members are strongly encouraged to submit major comments to the Supervisory Committee Chair as soon as possible within the 4-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 Defense meeting.

Defenses will be scheduled after the Committee has reviewed the thesis. **April 5th or earlier** will be the last day possible to schedule the defense. Defenses can be scheduled any time before this. 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 **April 12th** or earlier as stated in the University calendar 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. [For other graduating terms, please consult with the academic program coordinator for corresponding deadlines]

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.

For spring term graduation there is a firm deadline of **April 12th** or earlier for the Candidate to make final changes to the defended draft and the Research Mentor to obtain the necessary signatures. The paper then will 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.

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

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

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](#).

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 PhD students. Students who cannot attend these organized, departmental activities must give a reason for non-attendance.

Professional communication and behavior is 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.

Research Integrity

All students are responsible for receiving ongoing training in the Responsible Conduct of Research. This training should be received as early in the PhD program as possible; 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 web site.

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

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

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

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

If you have any concerns about conduct, please see 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.

Department of Epidemiology Seminar Series

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

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, Program Director, or Epidemiology Department Chair to help resolve any issues. The department uses the Ombudsperson process to assist with student concerns or issues. Once an Ombudsperson, appointed by the Department Chair, is engaged, other discussions should cease in order to allow this process to work.

Counseling and Student Health

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 web site 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 web site.

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
- Social Networking Committee
- Seminar/Symposium Committee.
- Other Committees as determined.
-

Annual Appointments to committees are made by the Chair of the Department, who is notified of a students' interest by the PhD Program Director. 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 on the third Thursday of each full month of the Fall and Spring term. More information can be found on the [Graduate Student Council](#) website.

Readmission Requirements

Students, who have left the program for any reason and who wish to be readmitted require the following:

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

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