
**School of Public Health and Information Sciences
Doctor of Philosophy Program in Public Health Sciences
Specialization in Health Promotion**

Student Handbook

Fall 2016

Contact Information

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Introduction

Health promotion interventions have a strong influence on health–related behavior as well as the economic, environmental, organizational and policy supports necessary for long-term health improvement.

The Department of Health Promotion and Behavioral Sciences offers instruction, conducts research and provides community service to advance public health education and health promotion competencies. The Department’s focus is on understanding factors that influence health information utilization and its effects on individuals and communities. Coursework is designed to help students develop critical thinking skills and to use these skills to understand and address today’s and tomorrow’s public health challenges.

Expanding on traditional public health approaches to health education, the Department utilizes different instructional styles, such as online courses, team learning, and community engagement to help students broaden their knowledge base and enhance their ability to interact effectively with local, state and federal agencies, individuals and communities.

Areas of research for faculty include emergency and disaster response and preparedness, health decision and risk analysis, infection prevention, preventive medicine, cognitive and social influences of health-related decision making on health outcomes, and policy and program evaluation.

By the end of our program the successful student is able to demonstrate:

- Advanced knowledge of social, behavioral and cognitive sciences related to public health and health promotion.
- Expertise in planning, implementing, and evaluating theory-driven health promotion interventions in a variety of settings.
- Research, evaluation, scholarship and leadership skills that may be applied in academic public health, government, and community health agencies.

Students in the program will develop these competencies through completing the curriculum, participating in collaborative research and service projects with public health agencies, and serving as an instructor and mentor for undergraduate and master’s level students. They will demonstrate these competencies by passing the qualifying exam and successfully defending the dissertation. . If you have specific questions, please feel free to contact Dr. Harris, Director of the PhD Program.

Department of Health Promotion and Behavioral Sciences Faculty

Richard Wilson, DHSc, MPH	Professor and Chair	502-852-3443
Ryan Combs, PhD	Assistant Professor	502-852-1995
Richard Clover, MD	Professor	502-852-3992
Muriel Harris, PhD, MPH	Associate Professor	502-852-4061
Scott LaJoie, PhD, MSPH	Associate Professor	502-852-1879
Jelani Kerr, PhD, MSPH	Assistant Professor	502-852-3292
Monica Wendel, DrPH	Associate Professor	502-852-2305

Admission Requirements

General Admission Requirements

- Formal application and acceptance to the University of Louisville, School of Interdisciplinary and Graduate Studies
- Payment of all applicable application fees
- An appropriate master's level degree program or other graduate degree related to the theme of the doctoral program
- GPA of 3.0 or more on a 4.0 scale
- GRE scores above the 50th percentile
- Curriculum Vitae/Resume
- Personal Statement
- Official transcripts of all college level work
- At least two academic or professional letters of recommendation
- International students also need TOEFL scores and a foreign credential evaluation of their transcripts
- A writing sample may be requested from applicants
- After first review, applicants still being considered for admission may have an interview with faculty

Competency in the basic principles and application of epidemiology is a requirement for all students in the School. If a student has not had sufficient exposure to epidemiology prior to matriculation, he or she will be required to take a course in epidemiology prior to beginning their doctoral level courses.

Applicants who have a master's degree in a discipline other than the theme of the doctoral program may be admitted with the stipulation that they complete foundation course work. This coursework will be in addition to the outlined curriculum, and will be negotiated with the student's academic advisor on a case-by-case basis. Additional course work of 3-9 credit hours over and above the doctoral program requirements may be necessary.

For information regarding the MPH Program, contact Tammi Thomas, Director of Academic and Student Affairs, at 502- 852-3289 or tammi.thomas@louisville.edu or Dr. Robert Jacobs, MPH Program Director, at 502-852-0196 or robert.jacobs@louisville.edu.

Formal Application

The formal application and all accompanying items **must** be submitted to the School of Interdisciplinary and Graduate Studies Admissions Office (<http://graduate.louisville.edu>) by the published deadline for consideration. Even though some items may be discussed in meetings with faculty or staff, items sent/given directly to the School of Public Health faculty or staff will **not** be considered to be officially submitted and may result in delays in admission. All application fees required by the School of Interdisciplinary and Graduate Studies must be paid before an applicant can be considered for admission.

Curriculum Vitae/Resume

CV/Resume should reflect academic history, work and relevant experience as well as any publications. Prior work experience relevant to the health promotion discipline is desired but not required, however, relevant experience will be considered as a factor in acceptance into the program.

Personal Statement

The personal statement should be a one or two page essay which discusses the student's background in health promotion, why the student is attracted to the field, research interests and how the degree will help the student reach his or her career goals.

Letters of Recommendation

Submission of at least two letters of recommendation is required. The online form may be used or a formal letter of recommendation is acceptable. All references must be submitted to the School of Interdisciplinary and Graduate Studies Graduate Admissions Office. (<http://graduate.louisville.edu>) Any letters sent directly to the School of Public Health and Information Sciences will not be considered officially submitted and will not be considered for review or decision making purposes.

Transcripts

Official transcripts of all college work are required and should be sent directly to the School of Interdisciplinary and Graduate Studies, Graduate Admissions Office. Unofficial transcripts will not fulfill the admission requirement.

Academic Testing

Official scores on the Graduate Record Examination (GRE) or an equivalent test score are required. If GRE scores date from a test taken before August 2011, a combined Verbal and Quantitative score of 1000 and above will be given preference. For GRE scores from a test taken after August 2011 preferred applicants should score at or above the 50 percentile (higher than Quantitative 144, Verbal 153 and Written 4).

International Students

International students are also required to submit TOEFL scores and a foreign credential evaluation of their transcripts. These are required no later than **thirty days prior** to the first day of classes of the semester in which the applicant plans to enroll. For specific information about the Health Promotion Specialization of the PhD in Public Health Sciences program, students should contact Dr. Muriel Harris, PhD Program Director, Department of Health Promotion and Behavioral Sciences, 502-852-4061 or muriel.harris@louisville.edu, or the Department Chair, Dr. Richard Wilson, at 502-852-3443 or richard.wilson@louisville.edu.

Curriculum

Degree Timeline

The typical progression through the Health Promotion PhD curriculum is:

- Program of Study outlined (year 1)
- Required and elective coursework of 48 credit-hours (years 1 and 2)
- Qualifying examination (end of Year 2)
- Candidacy
- Dissertation research and preparation (within 4 years of entering candidacy)
- Oral Examination/Dissertation Defense (within 4 years of entering candidacy)

Degree Requirements

The Health Promotion Specialization of the PhD in Public Health Sciences consists of a **minimum of 48 credit-hours**, including the following requirements:

Foundation requirements	15-18 credit-hours
Methods and statistical analysis	18-24 credit-hours
Cognate area of study	12-15 credit-hours
Teaching	3 credit-hours
Dissertation	

Advisement

Faculty Advisor

The Director of the PhD program will assign advisors for each doctoral student. Upon matriculation in the program, each student will meet with his or her assigned advisor and develop a program of study, which will include courses in public health theory and principles, research design and statistics as well as selected cognate courses.

Program of Study

The program of study will identify a set of courses for the development of competencies in areas of public health knowledge that are relevant to the student's area of interest. The program of study may be modified as the student's needs change or course availability is altered. If a student has not had sufficient exposure to Epidemiology, Biostatistics, Social and Behavioral Science prior to matriculation, he or she will be required to take additional courses as part of the program of study.

Residency Requirements

In order that doctoral students have the opportunity to work closely with faculty, use university resources and facilities, and be immersed in the intellectual life of the department and public health in particular, they must spend at least one year of their studies in full-time residency. Full-time residency for doctoral students is defined as being registered for a minimum of 18 credit hours in a 12 month period. Enrollment in candidacy does not fulfill this requirement. Part-time students may discuss their situation with their advisor to see if there is an alternate residency option available.

Degree Requirements

Coursework

Students with a master of public health (MPH) and those with master's degrees from other disciplines may be admitted to the PhD program. For those students entering from other disciplines, leveling courses will be required. The leveling courses include the MPH core courses, and they must be completed prior to beginning courses in the student's PhD degree plan.

The PhD curriculum consists of a minimum of 48 hours of course credit, at least one semester of teaching, and a dissertation. The degree plan consists of the following:

- Foundational Requirements (15-18 hours)
 - Epidemiological Methods (3 hours)
 - Theory, Approaches, Planning, & Interventions (6-9 hours)
 - Advanced Evaluation (3 hours)
 - Policy & Politics (3 hours)
- Methods & Statistical Analysis (18-24 hours)
 - Advanced Biostatistics (3 hours)
 - Measurement (3 hours)
 - Quantitative Research Methods (3-9 credit hours)
 - Qualitative Research Methods (3-9 credit hours)
- Teaching (3 hours)
- Cognate Area of Study (12-15 hours)
 - To be determined with faculty advisor
- Dissertation

FOUNDATIONAL REQUIREMENTS [15-18 hours]

Course	Title-Description	Credit Hours
Epidemiological Methods		
PHEP 602 -OR- PHEP 618	Epidemiologic Methods -OR- Epidemiologic Methods II	3 hours
Theory/Applied Theory/Approaches/Planning/Interventions		
PHPB 701	Theoretical Basis of Health Promotion	3 hours
PHPB 704	Psycho-Social Foundations of Health Decision Making	3 hours
PHPB 705	Community Organization and Health Policy Advocacy	3 hours
HSS 669	Administering Health Promotion and Disease Prevention Programs	3 hours
Advanced Evaluation		
PHPB 615	Advanced Program Evaluation	3 hours
Policy & Politics		
PHPB 702	Health Care Policy and Politics	3 hours

METHODS & STATISTICAL ANALYSIS [18-24 hours]

Course	Title-Description	Credit Hours
Advanced Biostatistics (3 credit hours)		
PHST 630	Applied Statistical Methods	3 hours
PSYC 610	Advanced Statistics I	3 hours
SOC 609	Seminar in Statistics I	3 hours
Measurement (3 credit hours)		
PHST 671	Health Science Instrumentation	3 hours
ECPY 540	Evaluation and Measurement in Education	3 hours
ECPY 740	Psychometrics of Educational and Psychological Testing	3 hours
ELFH 602	Survey Research and Attitude Measurement	3 hours
Quantitative Research Methods (3-9 credit hours)		
ECPY 745	Systematic Reviewing and Meta-Analysis	3 hours
ECPY 746	Secondary Data Analysis	3 hours
ECPY 764/ ELFH 764	Structural Equation Modeling	3 hours
ECPY 765/ ELFH 765	Hierarchical Linear Modeling	3 hours
ECPY 793	Applied Logistic Regression	3 hours
ELFH 601	Applied Statistics	3 hours
ELFH 700	Research Concepts and Design	3 hours
ELFH 701	Intermediate Applied Statistics	3 hours
ELFH 702	Advanced Regression Analysis	3 hours
ELFH 703	Multivariate Statistics	3 hours
PHPB 703	Health Promotion Research Methods and Design	3 hours
PHPH 610	Data Management and Statistics for Public Health using SPSS	3 hours
PHPH 630	Geographic Information Systems in Public Health	3 hours
PHST 630	Applied Statistical Methods	3 hours
PHST 640	Statistical Methods for Research Design in Health Sciences	3 hours
PHST 650	Advanced Topics in Biostatistics: Intermediate Topics in Biostatistics for Health Sciences	3 hours
PHST 680	Biostatistical Methods I	3 hours
PHST 681	Biostatistical Methods II	3 hours
PHST 682	Multivariate Statistical Analysis	3 hours
PHST 684	Categorical Data Analysis	3 hours
PHST 704	Mixed Effect Models and Longitudinal Data Analysis	3 hours
PHST 781	Advanced Linear Models	3 hours
PHST 782	Generalized Linear Models	3 hours
PHST 785	Non-Linear Regression	3 hours
PSYC 611	Advanced Statistics II	3 hours
PSYC 612	Advanced Statistics III	3 hours
SOC 610	Seminar in Statistics II	3 hours
SOC 615	Seminar in Research Methodology	3 hours
SOC 616	Advanced Multivariate Modeling	3 hours

Qualitative Research Methods (3-9 credit hours)		
PHPB 650	PhotoVoice Methodology	3 hours
PHPB 710	Community-Based Participatory Research	3 hours
PHPB 711	Qualitative Research Methods in Public Health	3 hours
ELFH 704	Qualitative Field Research Methods	3 hours
ELFH 705	Quality Data Analysis and Representation	3 hours
SOC 618	Qualitative Field Research Methods	3 hours

TEACHING [3 hours]

Course	Title-Description	Credit Hours
Seminar-Based Courses		
ELFH 683 -OR- ELFH 607 -OR- ELFH 672 -OR- ELFH 661	College Teaching -OR- Principles of Educational Leadership -OR- Instructional Design and Development -OR- Adult and Organizational Learning	3 hours
Practice		
Undergraduate/Graduate Teaching Experience		

COGNATE 12-15 hours; courses to be determined with guidance from advisor based on area student chooses to develop content expertise

DISSERTATION hours as needed

Qualifying Exam

Upon completion of all formal course work, typically at the end of the second year of coursework, students will take a written qualifying exam to demonstrate their ability to synthesize and apply concepts from those courses. Results will be given to students within six weeks of completion of the exam. The exam will be evaluated on a pass/fail basis; students who don't pass the exam on their first attempt will be given time to prepare to sit for the exam one additional time. The retake of the exam must be attempted within 6 months at a regularly scheduled exam date (February, July or October) following the first attempt at the discretion of the specialization and in consultation with the student. If a student fails to pass on the second attempt, the student will be dropped from the program. Once the qualifying exam is successfully completed, students will be admitted to candidacy for the doctoral degree.

Preparing for Qualifying Exam

Students preparing to take the Qualifying Exam are required to maintain enrollment in the program. Students must enroll in PPH 701 Directed Reading for Qualifying Examinations (1 credit) every

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Spring, Summer and Fall semester while preparing to take the Qualifying Exam, including the semester in which they take the exam.

The qualifying exam will test for the following areas of competency:

- Advanced knowledge of social, behavioral and cognitive sciences related to public health and health promotion.
- Expertise in planning, implementing, and evaluating theory-driven health promotion interventions in a variety of settings.
- Research, evaluation, scholarship and leadership skills that may be applied in academic public health, government, and community health agencies

Students will have 6 questions, from which they will select five to answer. Answers will be detailed narratives thoroughly referenced, demonstrating the student's professional methods, problem solving ability and readiness to move on to the dissertation. The qualifying exam does not incorporate elective coursework.

Schedule for Qualifying Exam

The Qualifying Exam is an online take-home exam over a 5 day period. Qualifying exams are scheduled three (3) times a year in February, July and October. Dates may vary slightly to accommodate student schedules. Qualifying exams will not be offered at any other times. The exam will begin on Monday at 9 a.m. EST and end on Friday of that week at 4:00 p.m. EST.

Completed exam papers will be turned in electronically (by email) as well as in a printed copy. For students living outside Louisville, they will turn in an electronic copy on Friday at 4:00 p.m. EST and the printed copy must reach the Department of Health Promotion and Behavioral Sciences no later than three (3) working days following completion of the exam. There will be a turnaround time for grading and providing those grades within 6 weeks. Times may vary slightly to accommodate faculty schedules. Students are required to complete the exam and, if required, retake of qualifying exam, no more than 2 years after completing their coursework. Students who do not pass the retake will not be eligible to enter candidacy and complete a dissertation.

Students may use the Internet, books from their reading list or others as appropriate as well as their class notes to answer the questions. Students cannot consult with anyone other than the PhD Program Director during the exam.

Grading for the Qualifying Exam

Grading of the qualifying exam is done independently and anonymously by at least three faculty in the department. They will meet and discuss their grades before the final grade (pass/fail) is assigned. Grading is based on a rubric which contains the following criteria: writing style (10%); answered the question (20%); knowledge (40%); relevance and application to public health (30%). Each question is evaluated on a pass/fail basis and the exam overall is also evaluated on a pass/fail basis. To successfully pass the qualifying exams, students must (1) address the questions being asked directly and unambiguously, (2) integrate a wide variety of material, (3) demonstrate a masterful grasp of the relevant literature, concepts, ideas and theories, and (4) be presented coherently and clearly, with a writing style that demonstrates a good command of the English language. Students not meeting these criteria will be judged to have failed. Passing all of the coursework does not guarantee that a student will pass the qualifying exam. Students whose exams

are deemed to contain plagiarized material will receive a fail grade for the entire exam and be subject to dismissal from the program.

Students who fail questions badly enough to fail the entire exam on their first attempt will be given time to prepare to sit for the exam one additional time. Corrective actions could include e.g. taking all or only part(s) of the exam again. Retake of the exam must be attempted within six (6) months at a regularly scheduled exam date (Feb, Jul or Oct) following the first attempt at the discretion of the specialization and in consultation with the student. The chair of the department, the advisor and the director of the PhD program will be responsible to ensure that appropriate guidance/remediation is provided to the student during this period. If a student fails to pass on the second attempt, the student will be dropped from the program. The department is required to retain the graded exam for one year.

Once the student has successfully completed the qualifying exam, the student is eligible to register for candidacy the subsequent semester. Candidacy is an enrollment category designed to allow students to remain registered and able to access the university's resources (libraries, faculty, etc.) while completing their dissertation. Once enrolled in doctoral candidacy, students must enroll continuously in each semester until the degree is awarded. During candidacy the student registers for course DOCT 600 (2 credit hours) each semester until they complete the dissertation. **Students must complete all requirements for the degree in no more than four years after entering candidacy.**

Dissertation

Dissertation Content

A dissertation, based on original research conducted by the student, is required of a candidate for the degree of Doctor of Philosophy in Public Health Sciences with a specialization in Health Promotion. The dissertation is to be a scholarly achievement that demonstrates the student's ability to conduct independent research and a thorough understanding of research principles, concepts and techniques in health promotion. The dissertation must follow the guidelines of SIGS located at <http://louisville.edu/graduate/current-students/thesis-dissertation-information>.

Dissertation Process

The student's dissertation research will be guided by, and the final product approved by, a Dissertation Committee. The Chair of the Committee, who must come from within the department, will be appointed by the Dean of the School of Interdisciplinary and Graduate Studies upon the advice of the Chair of the Department of Health Promotion and Behavioral Sciences.

The Dissertation Committee shall consist of at least four members to a maximum of six members. The Chair of the Committee and at least one other committee member must from the department. Additional members should be from outside of the department or school. Students are encouraged to meet with their committee chair regarding prospective committee members who will mentor them throughout this process. A committee member must have a doctoral degree, be credentialed to teach graduate-level courses relevant to the degree, and have recent involvement in research, scholarship, or creative activity within the previous five years. The Dean of Academic Affairs at SPHIS must

approve the members to serve on the committee. The Committee will subsequently be approved by the School of Interdisciplinary and Graduate Studies.

Dissertation Proposal

The student will work with the Dissertation Committee, and especially with the Chair throughout the process of preparing for the initial Dissertation Proposal defense. The student will schedule a meeting to present their dissertation proposal for approval once it has been review by members of the committee. The final oral defense of the dissertation must be completed within four (4) years of entering candidacy after passing the Qualifying Exam.

The following are considerations for forming your committee:

1. The chair must be from the Department of Health Promotion and Behavioral Sciences
2. Other members of the committee should include one additional department faculty with the remaining members outside of the department or school
3. Members of the committee should be content or research experts and be engaged in research, scholarship or creative activity in the previous 5 years
4. Members should be able to include appropriate effort in their work assignment and have the approval of their supervisor
5. At least one committee member should have expertise in research methodology that matches the research approach selected for the dissertation study

Dissertation Defense

Once the student has completed work on the dissertation, the student will schedule a date with his/her Dissertation Committee for the final oral examination during which the student will defend the dissertation. The dissertation must be approved by the committee and the Chair of the Department before it can be submitted to the School of Interdisciplinary and Graduate Studies (SIGS). Student Services are to be informed of date and time of defense and will submit the "Request to Schedule Final Oral Defense Form" to SIGS. The defense is a public event to which members of the University community will be invited as well as those the student worked with on the project.

Dissertation Preparation

The dissertation copy must follow the guidelines of School of Interdisciplinary and Graduate Studies located at <http://louisville.edu/graduate/current-students/thesis-dissertation-information>.

Dissertation Submission

The dissertation is to be submitted in completed form to the Chair of the Department at least thirty days before the end of the semester in which the candidate expects to graduate. After Chair's approval, a copy is then sent to the Dissertation Committee for review. The following steps must be taken to submit the final copy of the dissertation electronically after oral defense and approval of the committee:

1. Final document must be converted to a PDF (following the guidelines as noted above) and sent to SIGS and the department's administrative assistant.
2. Submit as advised by the School of Interdisciplinary and Graduate Studies through the ThinkIR repository. [Click here to download instructions on this process.](#)

3. The signature page within the electronic version must have the names of your committee members typed under the signature line; the signatures cannot be scanned into the document.
4. Submit a signed signature page on white paper, with original signatures, to the School of Interdisciplinary and Graduate Studies, attention Courtney Kerr.
5. Submit the completed Nonexclusive License form, which will be provided after the review from the School of Interdisciplinary and Graduate Studies.

Other Policies

Inclement Weather

This course adheres to the University's policy and decisions regarding cancellation or delayed class schedules. Adjustments are made to the class schedule as necessary to take into account any delays or cancellations of this class. Local television and radio stations broadcast University delays or closings. The UofL web site (www.louisville.edu) and telephone information line (502-852-5555) also broadcast delays or closings.

Grievances

A student who has grievances regarding the course should seek to have the matter resolved through informal discussion and through administrative channels, such as the course director, chair of the course's department, associate dean for student affairs, and university grievance officer. If the issue remains unresolved, the student may file a formal grievance. More information is located at [Summary of SPHIS Student Academic Grievance Procedure](https://sharepoint.louisville.edu/sites/sphis/cbg/sagc/) in [Student Academic Grievance Committee](https://sharepoint.louisville.edu/sites/sphis/cbg/sagc/) (<https://sharepoint.louisville.edu/sites/sphis/cbg/sagc/>).

Disabilities

In accordance with the Americans with Disabilities Act, students with bona fide disabilities are afforded reasonable accommodation. The Disability Resource Center certifies a disability and advises faculty members of reasonable accommodations. More information is located at <http://louisville.edu/disability>.

Academic Honesty

Students are required to comply with the academic honesty policies of the university and School of Public Health and Information Sciences. These policies prohibit plagiarism, cheating, and other violations of academic honesty. More information is located at <https://sharepoint.louisville.edu/sites/sphis/ppgf/pubs/Student%20Academic%20Honesty.pdf>

Course instructors use a range of strategies (including plagiarism-prevention software provided by the university) to compare student works with private and public information resources in order to identify possible plagiarism and academic dishonesty. Comparisons of student works require students to submit electronic copies of their final works to the plagiarism-prevention service. The service delivers the works to instructors along with originality reports detailing the presence or lack of possible problems. The service retains copies of final works and may request students' permission to share copies with other universities for the sole and limited purpose of plagiarism prevention and detection.

In addition instructors provide the opportunity for students to submit preliminary drafts of their works to the service to receive reports of possible problems. Such reports are available only to the submitting student. Copies of preliminary drafts are not retained by the service.

Title IX/Clery Act Notification

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain **confidential** support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to **University faculty or instructors** of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is **not confidential** under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

For more information, see the Sexual Misconduct Resource Guide
<http://louisville.edu/hr/employeerelations/sexual-misconduct-brochure>

Continuity of Instruction Plan

A plan for continuity of instruction for this course has been developed and published. All plans are available at <https://sharepoint.louisville.edu/sites/sphis/do/aa/coip>. Continuity of instruction plans provide guidance for how instruction may be modified to lessen disruption by events that affect transportation, communication, or personal interaction. Such events may be weather-related (e.g., floods, blizzards, tornados), health-related (e.g., epidemics), or other widespread occurrences or threats.

Additional Policy Information

Additional policy information is available in the following:
SPHIS Catalog (<https://sharepoint.louisville.edu/sites/sphis/do/aa>)
SPHIS Policies and Procedures (<https://sharepoint.louisville.edu/sites/sphis/policies>)
UofL Graduate Catalog (<http://louisville.edu/graduatecatalog>)