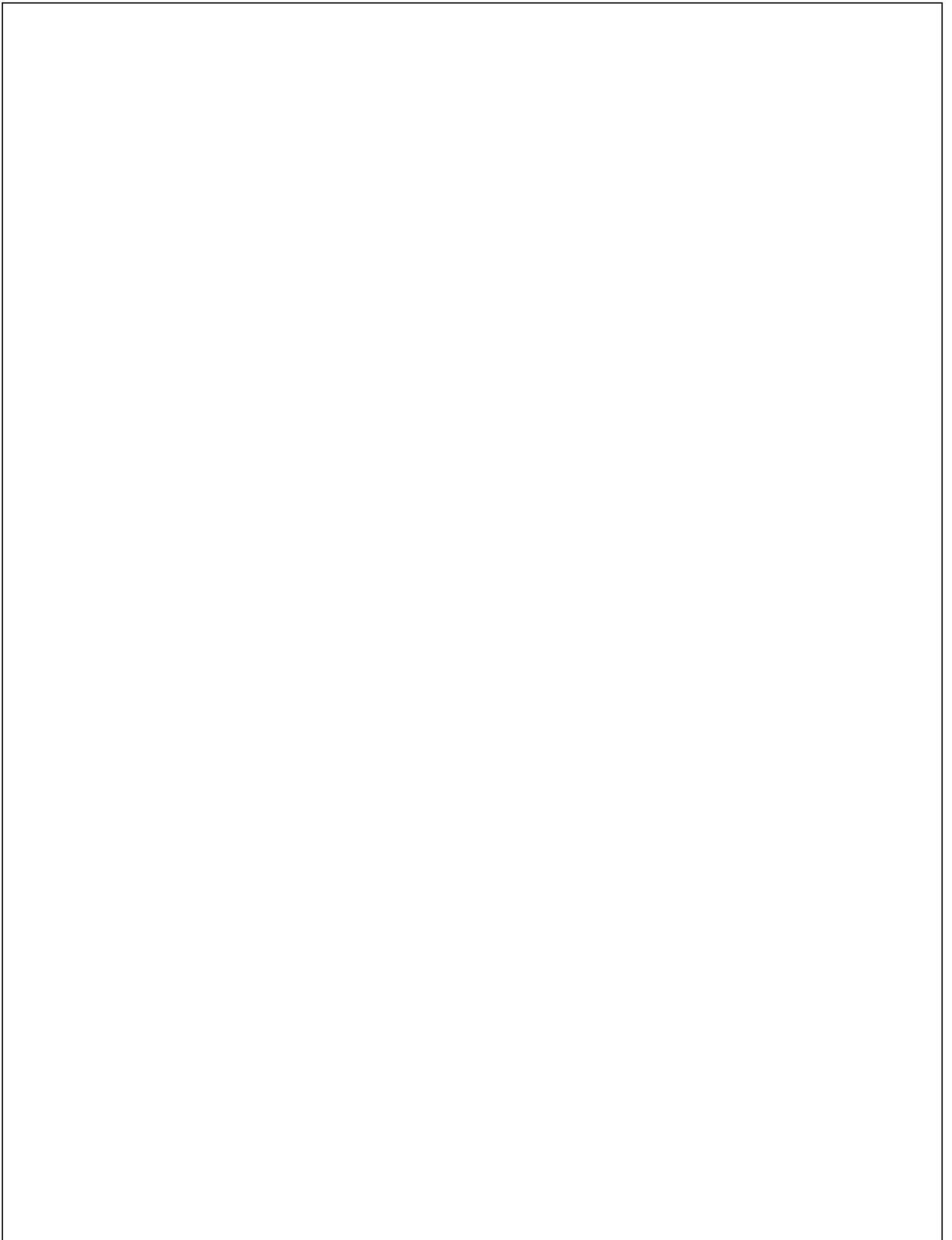


2014-2015

Fairbanks School of Public Health  
Health Policy and Management PhD  
Student Handbook





## Table of Contents

<b><i>IUPUI Vision, Mission, and Values</i></b> .....	<b>5</b>
<b><i>Fairbanks School of Public Health Vision, Mission and Values ... Error! Bookmark not defined.</i></b>	
<b><i>Campus and Department Policies</i></b> .....	<b>7</b>
<i>Academic Integrity and Avoidance of Plagiarism</i> .....	7
<i>Academic Probation</i> .....	7
<i>Application for Graduation</i> .....	8
<i>Change of Address</i> .....	8
<i>Course Authorization</i> .....	8
<i>Course Revalidation Policy</i> .....	8
<i>Course Transfer</i> .....	8
<i>E-mail</i> .....	9
<i>Exit Interview</i> .....	9
<i>Grading Systems and Standards</i> .....	10
<i>Incomplete Grades Assigned</i> .....	10
<i>Leave of Absence Policy</i> .....	11
<i>Pass/Fail Option</i> .....	11
<i>Student Code of Conduct</i> .....	11
<i>Withdrawal</i> .....	11
<i>IUPUI Emergency Withdrawal Policy</i> .....	11
<i>GRAD G901- Continuous Enrollment</i> .....	11
<b><i>Campus and School Resources</i></b> .....	<b>12</b>
<i>Academic Calendars</i> .....	12
<i>Adaptive Educational Services</i> .....	12
<i>Bookstore</i> .....	12
<i>Campus Map</i> .....	12
<i>Computer Labs</i> .....	12
<i>Counseling and Psychological Services (CAPS)</i> .....	13
<i>Financial Aid</i> .....	13
<i>IU Ware</i> .....	13
<i>Libraries</i> .....	13
<i>OnCourse</i> .....	14
<i>Canvas</i> .....	14
<u><i>OneStart</i></u> .....	14
<i>Parking and Transportation</i> .....	14
<i>Public Safety Escort</i> .....	14
<i>Registration</i> .....	14

<i>Student Health Services</i> .....	14
<i>Student Insurance Plans</i> .....	15
<i>Student ID Cards</i> .....	15
<i>University ID Number</i> .....	15
<i>University Writing Center</i> .....	15
<i>Student Life</i> .....	15
<i>Student Representation on Department Committees</i> .....	15
<b><i>Health Policy and Management PhD Program</i></b> .....	<b>16</b>
<i>Introduction</i> .....	17
<i>PhD Degree in Health Policy and Management</i> .....	17
<i>Major Subject and Minor Subjects</i> .....	17
<i>Time Limits</i> .....	18
<i>Advisory Committee</i> .....	18
<i>Qualifying Examination</i> .....	18
<i>Admission to Candidacy Status</i> .....	19
<i>Continuing Enrollment</i> .....	19
<i>Dissertation</i> .....	19
<i>Dissertation of Three Papers</i> .....	19
<i>Dissertation Research Committee</i> .....	19
<i>Defense of the Dissertation</i> .....	20
<i>Required Forms</i> .....	21
<i>Program Competencies</i> .....	22
<i>Program Plan</i> .....	23
<i>HPM PhD Curriculum Requirements 2014-2015</i> .....	24
<i>Course Descriptions</i> .....	25

## IUPUI Vision, Mission, and Values

IUPUI is an urban research university created in 1969 as a partnership by and between Indiana and Purdue Universities, with Indiana University as the managing partner. Thus IUPUI is a campus of Indiana University that grants degrees in 185 programs from both Indiana University and Purdue University. IUPUI offers the broadest range of academic programs of any campus in Indiana and is the state's principal site for graduate professional education. This campus ranks among the top fifteen in the country in the number of first professional degrees it confers and among the top five in the number of health-related degrees. IUPUI is the home campus for state-wide programs in medicine, dentistry, nursing, allied health, and social work and extends its program offerings through IUPUC (Columbus). IUPUI's University Library provides regional leadership for developing digital resources and making them available throughout the community. Building upon a tradition of excellence in higher education, IUPUI provides access for committed learners to quality education that conveys the skills, intellectual framework, and values necessary for life-long learning. Its programs and services influence thinking and practice throughout the state, across the country, and around the world. IUPUI serves as a catalyst for collaboration in teaching, research, and service among its faculty, students, and staff, and among the state's educational institutions, including colleges, universities, and schools of the Indianapolis region, and other learning organizations. IUPUI is home to dozens of interdisciplinary research centers and in the next century expects to become one of the nation's leading centers of interdisciplinary teaching and learning.

The **VISION** of IUPUI is to be one of the best urban universities, recognized locally, nationally, and internationally for its achievements.

The **MISSION** of IUPUI is to advance the State of Indiana and the intellectual growth of its citizens to the highest levels nationally and internationally through research and creative activity, teaching and learning, and civic engagement. By offering a distinctive range of bachelor's, master's, professional, and Ph.D. degrees, IUPUI promotes the educational, cultural, and economic development of central Indiana and beyond through innovative collaborations, external partnerships, and a strong commitment to diversity.

In pursuing its mission and vision, IUPUI provides for its constituents excellence in:

- Teaching and Learning
- Research, Scholarship, and Creative Activity
- Civic Engagement, Locally, Nationally, and Globally

With each of these core activities characterized by:

- Collaboration within and across disciplines and with the community,
- A commitment to ensuring diversity, and
- Pursuit of best practices

### IUPUI Statement of Values

IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. We value the opportunities afforded by our location in Indiana's capital city and are committed to serving the needs of our community. Our students, faculty, and staff are involved in the community, providing educational programs, working with a wide array of community partners who serve Indianapolis and Central Indiana, offering expert care and assistance.

### ***IUPUI Statement of Values, continued***

to patients and clients, and engaging in field research spanning virtually every academic discipline. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of a diverse campus community of students, faculty, and staff; to continuous improvement of its programs and services; and to building a strong, welcoming campus community for all.

## **IU Richard M. Fairbanks School of Public Health**

### **Vision, Mission and Values**

The Fairbanks School of Public Health is dedicated to the pursuit of health for all people. Health is defined as the capacity to develop full human potential, not simply the absence of disease. In promoting the health of communities, we emphasize the prevention of disease and injury and recognize the interconnectedness of the physical environment and ecosystem to the health of the community. We strive to ensure that the interests of the public are represented in health policies and practices and supports activities that promote this comprehensive view.

The School is committed to the principles of equality, shared decision-making, and a focus on the social, biological and environmental determinants of health which are central tenets of healthy communities and social justice. We embrace collaborative and participatory activities as a means of working collectively with other institutions and organizations in the community, across the state, nationally and internationally to ensure healthy communities and populations, a prerequisite for social justice.

While the traditional regulatory, legal and legislative functions of public health remain as important as ever today, public health is dynamic and must respond in innovative ways to emerging challenges to world health.

#### **Our Vision:**

The Indiana University Richard M. Fairbanks School of Public Health at IUPUI is a leader in improving the health of the people of Indiana, the nation and the world.

#### **Our Mission:**

The mission of the Indiana University Richard M. Fairbanks School of Public Health at IUPUI is to cultivate innovative, interdisciplinary, community engaged education, research and service and prepare leaders in public health and health care.

#### **Core Values:**

The RMFSPH has established core values to guide all aspects of teaching, research and service: collaboration, commitment to social justice, environmental consciousness, cultural competency, equity, innovation, respect, and sensitivity to diversity.

## Campus and Department Policies

### **ACADEMIC INTEGRITY AND AVOIDANCE OF PLAGIARISM**

Students in the Health Policy and Management PhD Program are expected to conduct themselves as professionals and avoid acts of plagiarism, cheating, or other forms of academic dishonesty. As outlined in the IUPUI Code of Students Rights, Responsibilities and Conduct, “the procedure for imposing academic and disciplinary sanctions are designed to provide students with due process and procedural fairness, to ensure equal protection for all students, and to provide for the imposition of similar sanctions for similar acts of misconduct. At the same time, the procedures reflect the need to be concerned about the individual student involved in a particular case. The procedures therefore provide that the imposition of disciplinary sanctions must also be based upon a consideration of all circumstances in a particular case, including a student's prior record of misconduct, if any.”

If a student is found to have participated in an act of academic misconduct, it will be dealt with immediately, according to the following steps:

Step 1: The instructor will notify the student in writing (via email or hard copy) of the offense and penalty. Penalties can include, but are not limited to, the following:

- Warning
- Lower grade for the assignment in which the infraction occurred
- Failing grade for the assignment in which the infraction occurred
- Failing grade for the course
- Recommendation for suspension or dismissal from the school.

Step 2: The student will be invited to meet with the instructor to discuss the situation in person as soon as possible. A third party from the Fairbanks School of Public Health will be in attendance at this meeting. The student will have an opportunity to share his/her comments and respond to the allegation. If the instructor concludes that the student did commit an act of misconduct, the instructor will complete the *Academic Misconduct Reporting Form*, with signatures, and submit it to the student, the Department Chair and the Associate Dean for Education and Training.

Step 3: The outcome of the meeting will be documented in writing within five business days with copies sent to the student, Department Chair, and Associate Dean for Education and Training. Acts of misconduct that warrant a recommendation for suspension or dismissal from the school will go before the MPH Academic Progress Review Committee for deliberation and decision. If the student disagrees with the decision of the instructor or the Academic Progress Review Committee, the student has the right to appeal the decision to the Associate Dean for Education and Training following the procedures and time period outlined in the IUPUI Code of Student Rights, Responsibilities and Conduct, [http://life.iupui.edu/conduct/ Assets/docs/iupui\\_academic\\_misconduct.pdf](http://life.iupui.edu/conduct/Assets/docs/iupui_academic_misconduct.pdf)

### **ACADEMIC PROBATION**

In order to be in good academic standing, the Health Policy and Management PhD Program requires students to maintain a minimum 3.0 cumulative GPA. Students will be placed on academic probation if their semester and or cumulative GPA falls below a 3.0. Students on academic probation are given one semester to bring their cumulative GPA to a 3.0 or higher. If students are unable to bring their GPA up to 3.0, their academic standing will be assessed by the Health Policy and Management PhD Academic Progress Review Committee, and a decision will be made as to whether or not they may continue in the program.

### **APPLICATION FOR GRADUATION**

Students are required to notify Student Services of their pending graduation by completing the Application for Graduation Form found on the Fairbanks School of Public Health website. The Office of Student Services will notify students of application deadlines in advance via email.

### **CHANGE OF ADDRESS**

It is important to keep your address up-to-date with the school and the university. This will ensure the prompt delivery of school-related information. Please note that official university mail for students on the IUPUI campus is sent to the student's current address. To update your address, please complete a change-of-address using [OneStart](#) and notify PhD Student Services.

### **COURSE AUTHORIZATION**

Health Policy and Management PhD students need authorization to register for the following courses:

- Doctoral Readings in Health Policy and Management (PBHL H751)
- Doctoral Research in Health Policy and Management (PBHL H752)
- Health Policy and Management Dissertation Proposal (PBHL H799)
- Health Policy and Management Dissertation Credits (PBHL H800)

Please contact the PhD Student Services representative to request course authorization.

### **COURSE REVALIDATION POLICY**

Normally, courses taken prior to enrolling in the Health Policy and Management PhD program may not be counted toward degree requirements if the credit was earned more than seven years prior to passing the qualifying examination. The student's advisor may, however, recommend to the Health Policy and Management PhD Academic Progress Review Committee that course work taken beyond this time frame be revalidated if it can be demonstrated that the student's knowledge of course material remains current.

Currency of knowledge may be demonstrated by passing a more advanced Health Policy and Management PhD course in the same subject area, serving as a teaching assistant or instructor in a comparable or more advanced course, or publishing scholarly research demonstrating substantial knowledge of the content and fundamental principles of the course. Professional experience may also be used to justify course revalidation.

Students will work with their advisor to create a revalidation plan and complete the appropriate IUPUI Graduate Office form. Forms can be obtained from PhD Student Services. Each course under consideration for revalidation must be justified separately.

### **COURSE TRANSFER**

In some cases, a student may be eligible to transfer course work/credit hours earned in another degree program into the Health Policy and Management PhD Program. According to the Indiana University Graduate School, students may transfer no more than 30 credit hours into a PhD program. Students must have earned a grade of "B" or better for a course to be eligible for transfer.

The student should complete a Request for Transfer form, obtained from PhD Student Services, and attach a copy of the syllabus for the course to be transferred, along with other supporting documentation (e.g., examinations, papers). Transfer Requests should be submitted to the PhD Student Services Representative.

The course director and student advisor will evaluate the transfer request. They will consider the following criteria when making the decision:

- The course in question must be a graduate course in which the student received at least a B grade (no B-'s will be accepted).
- The topics covered must be similar to the topics covered in the Health Policy and Management PhD course as demonstrated by a comparison of the syllabi and other materials from the two courses, and supporting materials.
- The course objectives must be similar to the objectives covered in the Health Policy and Management PhD course, as demonstrated by the syllabus.

When course transfer decisions have been made, the student will be notified in writing.

### **E-MAIL**

E-mail is considered an appropriate mechanism for official communication from Indiana University to IU students. The University reserves the right to send official communications to students by email with the full expectation that students will receive e-mail and read these messages in a timely fashion.

Official university e-mail accounts are available for all students once they have been admitted to the university. Official university communications will be sent to the student's official university e-mail address. For IUPUI, official addresses end in @iupui.edu, @imail.iu.edu, or @umail.iu.edu.

Students are expected to check their e-mail on a frequent and consistent basis in order to keep abreast of university-related communications. In addition to their university e-mail account, students should also check for course-related e-mail on [Oncourse](#). The same user ID and password are used for Oncourse and the university e-mail system.

Students who choose to have their e-mail forwarded to a private (non-IU) e-mail address outside the official university network address do so at their own risk. The university is not responsible for any difficulties that may occur in the proper or timely transmission or access of e-mail forwarded to any unofficial e-mail address, and any such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official IU e-mail address. For instructions on forwarding e-mail click [here](#).

### **Help Desk Information:**

If you are having problems with the Account Management Service or need assistance, please contact your campus support center or help desk at: 317-274-4357 (274-HELP). Phone support is available 24 hours a day, seven days a week. You can also [e-mail the Help Desk](#).

### **EXIT INTERVIEW**

All Health Policy and Management PhD graduates are required to complete an Exit Interview prior to graduating. Student Services personnel will contact students to arrange an appointment.

## GRADING SYSTEMS AND STANDARDS

FSPH has adopted the official grading system and grade point values of Indiana University.

A+ or A	4.0	C	2.0
A-	3.7	C-	1.7
B+	3.3	D+	1.3
B	3.0	D	1.0
B-	2.7	D-	0.7
C+	2.3	F	0.0

A (4.0) Outstanding achievement. Student performance demonstrates full command of course material and evinces a high level of originality and/or creativity that far surpasses course expectation.

A- (3.7) Excellent achievement. Student performance demonstrates thorough knowledge of course materials and exceeds course expectations by completing all requirements in a superior manner.

B+ (3.3) Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus.

B (3.0) Good work. Student performance meets designated course expectations, demonstrates understanding of the course materials, and performs at an acceptable level.

B- (2.7) Marginal work. Student performance demonstrates incomplete understanding of course materials.

No points are assigned for the following grade symbols: I (incomplete), R (deferred), NC (no credit), NR (no report by the instructor), S/F (satisfactory/failure), or W (withdrawn).

Based on these grade point values, Health Policy and Management PhD students must maintain a minimum cumulative grade average of 3.0 in their coursework each semester to remain in good standing. Courses approved as part of the student's curriculum requirements are included in the calculation of the Health Policy and Management PhD Grade Point Average (GPA).

The following policies apply:

Only courses with a grade of "B" or better will count toward graduation, although ALL grades (except ineligible course work and transfer credit) are used in computing the university GPA.

If a B- is earned in a required course, the course must be repeated until a grade of B or better is earned. All grades (including those from original and repeated courses) are used to calculate the student's cumulative GPA.

## INCOMPLETE GRADES ASSIGNED

A grade of incomplete indicates that the work is passing at the end of the semester, but a relatively small part of the required course work has not been completed. An "I" may be assigned only when the candidate's work is of passing quality and upon proof of personal hardship that renders the normal course time requirements unreasonable. In order to give a grade of "I", the faculty member must file an Incomplete Form, which states the reason for the incomplete, the requirements for completion, and the date by which the course is expected to be completed.

**Incomplete marks not removed after one year of assignment automatically convert to an "F."** A Health Policy and Management PhD student cannot be certified for candidacy until the record is cleared of all "Incompletes" in all coursework for credit toward the degree.

### **LEAVE OF ABSENCE POLICY**

Generally, a leave of absence will not be granted to a student who has completed less than 7 credit hours in good academic standing. A non-medical leave of absence will not be granted if the request is submitted within two weeks of the beginning of final examinations at the end of a semester. The maximum cumulative leave of absence for personal or health problems may not exceed 18 months. No student may be granted a leave of absence solely because of poor academic performance.

To request a leave of absence, students must submit a Leave of Absence Request Form (available from PhD Student Services) to the Health Policy and Management Department Chair. Leave of Absence requests must be presented, in writing, either in hard copy or by e-mail. Written support from the student's concentration advisor confirming the need for a leave of absence must be documented in the student's file.

A student called to active duty may qualify for an incomplete in his or her coursework, provided that all the above criteria have been met. For more information please see the [Office for Veterans and Military Personnel website](#).

### **PASS/FAIL OPTION**

Health Policy and Management PhD students may not elect to take a graded course using the pass/fail option.

### **STUDENT CODE OF CONDUCT**

Every Indiana University student is responsible for reading and understanding this Statement, as well as other expectations identified by individual schools or organizations relevant to an academic major, professional field, or on-campus residence. This [Code of Student Rights, Responsibilities, and Conduct](#) is intended to identify basic rights, responsibilities, and expectations of all students and student groups to serve as a guide for the overall student experience at Indiana University.

### **WITHDRAWAL**

There are circumstances when the "W" is an appropriate grade. The "W" indicates that the student has withdrawn from the course after a portion of the semester has lapsed. A grade of "W" is automatically assigned if withdrawal occurs after the first week but before the end of the first eight weeks of a regular-length semester or during the first week of an eight-week session. After that time, it is necessary to petition for a withdrawal. If the petition is granted, the student may withdraw and a "W" will be assigned for the course. The electronic [drop/add](#) form is available on OneStart and must be completed and signed by the student, instructor, and the student's advisor.

During the last three weeks of a fifteen week course or the last two weeks of a six week course, the petition for withdrawal from course work is generally not granted. Such a request would only be granted in extraordinary situations.

### **IUPUI EMERGENCY WITHDRAWAL POLICY**

The policy detailing emergency withdrawal procedures at IUPUI is available at [http://www.iupui.edu/~fcouncil/committees/academic\\_affairs/emergency\\_withdrawal\\_final.pdf](http://www.iupui.edu/~fcouncil/committees/academic_affairs/emergency_withdrawal_final.pdf)

### **GRAD G901- CONTINUOUS ENROLLMENT**

Students who have completed their Health Policy and Management PhD curriculum requirements, including dissertation credits, must enroll in GRAD G901 each semester, excluding summers, until their dissertation has been completed. This course is offered for 6 credit hours each semester at a cost of \$150. Students may enroll in G901 for a maximum of 6 semesters. Failure to meet the continuous enrollment requirement will automatically terminate the student's enrollment in the degree program.

## Campus and School Resources

### **ACADEMIC CALENDARS**

The Office of the Registrar maintains all academic calendars. The fall 2014 academic calendar can be access [here](#). To view the long term academic campus calendar, click [here](#).

### **ADAPTIVE EDUCATIONAL SERVICES**

[The Office of Adaptive Educational Services](#) actively works to make campus life and learning accessible for students with disabilities. Sign language interpreters, note takers, readers, exam proctors, and classroom accommodations are services offered by Adaptive Educational Services. For more information, call 274-3241 or [e-mail](#).

### **BOOKSTORE**

After you register, visit the bookstore website to view a complete textbook listing. Books are typically listed two weeks prior to the beginning of the semester.

IUPUI Campus Center, 1<sup>st</sup> floor  
420 University Blvd.  
278-BOOK  
[sm631@bncollege.com](mailto:sm631@bncollege.com) <http://iupui.bncollege.com/>

Ordering Textbooks Online: To order your textbooks online, visit the [IUPUI Jag Bookstore website](#) and create a student account. You can search for your books using the customized textbook listing, add them to your cart, pay for your books, and have them shipped to your home.

### **CAMPUS MAP**

Click [here](#) for an interactive IUPUI Campus Map.

### **COMPUTER LABS**

The Fairbanks School of Public Health has created a multipurpose student work area in room EF 220. This area houses many resources that are available for FSPH student use only.

- Windows computer lab with printing capabilities.
- Computer lab hours vary by semester. A current lab schedule will be posted in the lab.

#### Campus Computer Labs:

- Business/SPEA Building Rooms: 3000 & 3005
- Eskenazie Hall Room: 185
- Information Technology Building Rooms: 131, 131A, 131B, 131C, 131D, & 131G
- School of Education/Social Work Rooms: 2119, 2121, & 2124
- School of Nursing Room: 342
- School of Science Room: SL 070A
- University Library third and fourth floors

## **COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

[Counseling and Psychological Services \(CAPS\)](#) provides direct professional psychological services, including crisis response, counseling, assessment, and referral, that are accessible to, and provide for, the general well-being of all IUPUI students. Appointments have minimal costs associated with them.

## **FINANCIAL AID**

The Office of Student Financial Aid Services administers federal, state, university, and private funds in the form of scholarships, grants, loans, and work-study part-time employment. The Office of the Bursar disburses all financial aid, except work-study.

The [Office of Student Financial Aid Services](#) is located in the IUPUI Campus Center room 250A. Students can contact the office by phone 317-274-4162 or FAX to 317-274-5930. Students can also email a [Financial Aid Advisor](#) for more information and resources.

## **IU WARE**

[IUware](#) is a software distribution service for Indiana University students, faculty, and staff. IUware offers a wide variety of software packages at no charge, including site-licensed products from Adobe, Microsoft, Symantec, Thomson Reuters, and others. Software packages include programs for reading email and web browsing, as well as antivirus and office applications. The university pays for the relevant licenses through agreements with vendors, allowing students, faculty, and staff to use the programs available through IUware free of charge. The IUware server is regularly updated, and so patches and upgrades for IU-supported software are consistently available.

## **LIBRARIES**

[University Library Main Desk](#): 274-8278, Reference Desk: 274-0469

Hours:

Monday-Thursday	7:30am - Midnight Friday
	7:30am - 9:00pm
Saturday	8:00am - 6:00pm Sunday
	10:00am - Midnight

[Ruth Lilly Medical Library](#): 274-7182

Monday-Friday	7:00am - 9:00pm
Saturday	8:30am - 9:00pm
Sunday	12:00pm - 9:00pm

[Dental School Library](#): 274-7204

Monday-Thursday	7:30am - 10:00pm Friday
	7:30am - 5:00pm
Saturday	9:00am - 4:30pm Sunday
	1:00pm - 5:00pm

[School of Law Library](#): 274-4028

Monday-Friday	8:00am 10:00pm
Saturday	9:00 am - 5:00pm Sunday
	1:00 pm - 9:00pm

## **ONCOURSE**

[Oncourse](#) is a Web-based teaching and learning environment. Oncourse provides course descriptions, course syllabi, information about the instructors, and many other resources. You can find Oncourse using the [OneStart portal](#). You may search Oncourse at any time to find out more about courses that are of interest to you.

## **CANVAS**

Indiana University has selected Canvas as its next learning management system. To learn more, visit [Canvas](#). Canvas is available for teaching IU courses beginning in summer 2014. During the transition from Oncourse to Canvas, all IU courses will appear automatically in both systems. Oncourse will continue to be available for teaching through summer 2016.

## **ONESTART**

[OneStart](#) is Indiana University's Web-based application portal that provides a common front door to online services at all IU campuses. For example, you may view your current schedule, Bursar and Financial Aid information, and your transcript. You may also change your mailing address on this system.

## **PARKING AND TRANSPORTATION**

Parking passes are available on-line at [IUPUI Parking Services](#). Students may purchase parking permits in person at the Parking Services office on Vermont Street, 1004 W. Vermont Street, Indianapolis, IN 46202. Parking Services hours: M-F: 8:00a.m. - 5:00 p.m. Questions can be directed to 274-4232.

## **PUBLIC SAFETY ESCORT**

If you are on campus alone at night, the Safety Escort Service can provide someone to walk or drive you to your car or another campus destination. Call 317-274-SAFE (7233). This service only operates on University and IU Health-related campus property.

## **REGISTRATION**

Students register for courses via [OneStart](#). Click [here](#) for the IUPUI Registration Guide.

### Office of the Registrar

IUPUI Campus Center Suite 250

420 University Boulevard

Indianapolis, IN 46202-5144

Telephone: (317) 274-1519

E-mail: [iupuiereg@iupui.edu](mailto:iupuiereg@iupui.edu)

Web address: <http://registrar.iupui.edu>

### *Hours of Operation:*

Monday – Thursday: 8:00 am – 6:00pm

Friday: 9:00 am – 5:00pm

## **STUDENT HEALTH SERVICES**

A student's health plays an important role in success in the academic environment. Our campus offers many resources and opportunities for students to find assistance with health concerns. All IUPUI students may receive care in the [IUPUI Health Service](#) office on a fee for service basis. All x-rays or referrals will be the responsibility of the student.

## **STUDENT INSURANCE PLANS**

The IU student health insurance plan is administered by Aetna Student Health. Information regarding rates, benefits, and provisions can be obtained by e-mailing: [studenthc@indiana.edu](mailto:studenthc@indiana.edu) or visiting: <http://health.iupui.edu/students/insurance.html>.

## **STUDENT ID CARDS**

The [IUPUI JagTag](#) is free to all enrolled students at IUPUI. The IUPUI JagTag can be used as campus identification, library card, print release validation card, physical education & recreation sports card, etc. The IUPUI JagTag may also be used by students to purchase food and drinks from campus vending machines as well as from various dining locations across campus and around town.

## **UNIVERSITY ID NUMBER**

The university does not use social security numbers as a student's primary identification number. While in most cases, students will be able to complete their business with the university through [OneStart](#) by use of a user ID and password, there may be occasions when a student ID number may be required. Students may obtain their university ID numbers by viewing the "View My Personal Information" page in [OneStart](#) or by bringing photo identification to the Office of the Registrar.

## **UNIVERSITY WRITING CENTER**

[The University Writing Center \(UWC\)](#) supports faculty, staff and student writers by focusing on their individual needs in one-on-one conferences. Staff consists of faculty and carefully selected student tutors who strive to support and supplement classroom-writing instruction in all schools and disciplines on the IUPUI campus. The UWC does not fix papers for students. Its goal is to create better writers, rather than better papers, by guiding students toward strengthening their own writing skills. The UWC can also assist students needing help with resume writing and critiquing.

# **Student Involvement**

## **STUDENT LIFE**

[The Division of Student Life at IUPUI](#), as educators and advocates, provides student-centered services, consulting, facilities, learning experiences and programs for students, faculty, staff, alumni and the community.

## **STUDENT REPRESENTATION ON DEPARTMENT COMMITTEES**

### ***PhD Program Committee***

This committee reviews proposals for new courses and dual degrees, recommends actions to the Faculty Committee, discusses issues related to the academic program, and reflects on short-term and long-term planning matters (public health competencies, course development, and curriculum content). The committee meets monthly during the fall and spring semesters. A PhD student representative is appointed by the PhD Student Association to sit on this committee.

### ***PhD Student Association***

This association represents all students enrolled in all three FSPH PhD programs. Student leaders are actively involved in organizing professional development activities, student social gatherings, and philanthropic events. This committee meets monthly or as needed. Officers are elected annually by the PhD student body.

### ***Graduate and Professional Student Organization (GPSG)***

The Graduate and Professional Student Organization is the graduate student government body on the campus of IUPUI. An FSPH PhD student is appointed to represent fellow PhD students at the IUPUI GPSG monthly meetings.

# **Fairbanks School of Public Health**

## **Health Policy and Management PhD Program**



## **INTRODUCTION**

The PhD Program in Health Policy and Management is designed for students interested in pursuing advanced graduate education in health policy, health services, and health care management. As a core discipline within the field of public health, health policy and management focuses on the creation of new knowledge and the application of research findings to improve the effectiveness of public health and health service organizations within and across the public, private, and non-profit sectors both domestically and internationally. Graduates will be trained to develop and conduct health policy, health services, and health management research and to translate, apply, and communicate their findings to improve the public's health. The specific aims of the Health Policy and Management doctoral program are to:

1. Develop scholars who will carry out independent, original research in health policy and management;
2. Prepare leaders to apply health research skills to address domestic and international problems in health policy and management;
3. Teach researchers how to translate health research into policy and practice;
4. Equip graduates for successful careers in academia as well as the public and private sectors;
5. Train professionals to educate future generations of students and the public about health policy and management.

With a Health Policy and Management PhD degree, students will be prepared to become scientific and policy leaders and administrators in academic, governmental, non-governmental, and industry settings.

## **PHD DEGREE IN HEALTH POLICY AND MANAGEMENT**

The PhD degree in Health Policy and Management requires completion of at least 90 credit hours of advanced Health Policy and Management courses including a dissertation on a topic central to Health Policy and Management. This degree is awarded by the Indiana University Graduate School through the Indiana University Fairbanks School of Public Health, Indianapolis; thus the policies governing the Health Policy and Management PhD degree are approved by the University Graduate School. Students receive this degree in recognition of their command of a broad field of knowledge in Health Policy and Management and accomplishments in the field through an original contribution of meaningful knowledge and ideas presented in their dissertation.

## **MAJOR SUBJECT AND MINOR SUBJECTS**

**Major Subject:** The students' major subject is Health Policy and Management. The Department of Health Policy and Management in the Fairbanks School of Public Health is responsible for specifying the program requirements, monitoring students' progress toward the degree, and making recommendations to the University Graduate School regarding nomination to candidacy, appointment of a research committee, defense of the dissertation, and conferring of the degree.

**Minor Subject:** Students will select at least one minor subject. A minor provides additional breadth and depth to the student's program. It must be taken outside the major department from among those areas of study already approved by the University Graduate School, or in a specifically approved inter-or intradepartmental area. The determination of minimum requirements and examination procedure (if any) for the minor is entirely at the discretion of the minor department or program. In certain cases, special interdepartmental minors (12 or more credit hours of work in two or more departments) may be approved by the Dean upon recommendation of the student's advisory committee, provided such approval is requested prior to pursuit of any of the proposed courses of study.

## **TIME LIMITS**

All course work offered in partial fulfillment of the Health Policy and Management PhD degree requirements must either have been completed within seven consecutive calendar years of passing the qualifying examination or be revalidated according to procedures outlined in the IU Graduate School Bulletin. The student's academic advisor has access to the forms to be completed and submitted to revalidate courses when needed. In addition, once a student has been awarded a Certificate of Candidacy following passing the qualifying exam, the candidate potentially has another seven years to complete his or her dissertation. However, admission to the Health Policy and Management PhD program is good for a maximum of ten years; course work and dissertation must both be completed within this ten year period.

## **ADVISORY COMMITTEE**

The Director of the Health Policy and Management PhD program, in collaboration with each PhD student and the student's academic advisor, will identify and recruit faculty to serve on the student's advisory committee. The advisory committee will include at least two members from the Department of Health Policy and Management and one from another department. At least two members of the advisory committee will be members of the graduate faculty. The names of faculty members nominated to serve on the advisory committee will be forwarded to the Dean of the University Graduate School for approval when full time students have completed their first year in the PhD program. The advisory committee will help the student focus on a researchable dissertation topic, provide direction to the student regarding specific methods and substantive elective courses required to complete the program, assist with identifying resources to enable the student to plan their dissertation research, and provide other needed academic counsel until the student passes the qualifying examination.

## **QUALIFYING EXAMINATION**

The Director of the Health Policy and Management PhD program will schedule students to take the qualifying examination when they have completed all required core courses, methods courses, substantive elective courses and minor courses. The qualifying examination will be designed to assess students' mastery of the stated competencies for the Health Policy and Management PhD program. At the discretion of the minor department(s) or the interdepartmental committee, the qualifying exam may also cover the minor subject(s).

Normally the qualifying examination will be scheduled once or twice a year for students who have completed their course work; the written, take-home exam will be completed within a two-week period. In a timely fashion, the student's advisory committee will assess whether the items were answered completely and correctly and if he or she passed or failed the exam. Students who fail the qualifying exam are normally allowed to retake it only once. If the exam has multiple parts and the student fails one part, they may retake only the part they failed. The date of passing is regarded as the date of passing the final portion of the examination. The qualifying exam must be passed at least eight months before the date the degree is awarded.

Students will register to take H799 Dissertation Proposal in the semester they are scheduled to take the qualifying examination. After consultation with an approval by the dissertation committee chair and research committee, the student will submit to the University Graduate School a one- or two-page prospectus of the planned dissertation research. If the proposed research involves human subjects, animals, biohazards, or radiation, approval from the appropriate university committees must also be obtained. The membership of the dissertation research committee as well as the dissertation prospectus must be approved by the University Graduate School at least six month before the defense of the dissertation.

## **ADMISSION TO CANDIDACY STATUS**

Following the passing of the qualifying examination, the student's advisory committee will submit a Nomination to Candidacy Form to the University Graduate School. Upon approval of the dean, the student will be admitted to candidacy and awarded a Certificate of Candidacy. The date of successful completion of the qualifying examination (not the date of final approval of candidacy) is the one used in determining the seven-year period for currency of courses and completion of the dissertation.

## **CONTINUING ENROLLMENT**

Students who have passed the qualifying examination must enroll each semester (excluding summer sessions) for any remaining required course work or dissertation credits. Once such students have accumulated 90 credit hours in completed course work and deferred dissertation credits, they must enroll for 6 hours of graduate credit (GRAD-G901) each semester until the degree is completed. The fee for this course is \$150. Students may enroll in G901 for a maximum of 6 semesters. Failure to meet the continuous enrollment requirement will automatically terminate the student's enrollment in the degree program.

## **DISSERTATION**

The culmination of the PhD program is the writing of the dissertation which is required of all Health Policy and Management PhD students. The dissertation must be an original contribution to knowledge and of high scholarly merit. The candidate's research must reveal critical thinking ability and powers of imagination and synthesis. The dissertation is written under the supervision of a research director and a research committee as described below.

There must be a logical connection between all components of the dissertation, and these must be integrated in a rational and coherent fashion. It is the responsibility of the student's research committee to determine the kind and amount of published materials that may be included in the dissertation.

## **DISSERTATION OF THREE PUBLISHABLE PAPERS**

In lieu of the traditional dissertation, students may elect to write a dissertation that consists of an introduction, three papers of publishable quality and a conclusion. The Dissertation Committee must approve the selection of the three-paper option at the time of the proposal defense. Upon successful final oral defense, the papers are to be submitted to referenced journals. Evidence of manuscript submission, as determined at the defense, is required prior to final dissertation signatures. Guidelines for the Dissertation of Three Publishable Papers can be found [here](#).

## **DISSERTATION RESEARCH COMMITTEE**

To initiate research for the dissertation, the student chooses a professor who will agree to direct his or her dissertation. The Health Policy and Management Department shall then recommend to the Dean of the IU Graduate School for approval a dissertation research committee composed of the chosen director (who will also normally serve as chair of the committee), two or more additional faculty members from the major department, and a representative of each minor. The committee will be selected from the members of the graduate faculty who are best qualified to assist the student in conducting the research for the dissertation.

In the event that the dissertation research does not involve the area of the minor, the Health Policy and Management Department may request, with the consent of the minor field representative, the substitution of a representative or representatives from some other field more appropriate to the topic of the dissertation. The committee has the responsibility of supervising the research, reading the dissertation, and conducting the asking of examination questions for the student to defend his or her dissertation.

All chairpersons of research committees must be members of the graduate faculty with the endorsement to direct doctoral dissertations. If special expertise in an area is held by a member of the graduate faculty who does not have the endorsement, the Chair of the Department of Health Policy and Management may request that the Dean of the Graduate School approve such an individual as research committee chairperson.

All members of the dissertation research committee must be members of the graduate faculty. At least half of the members of the committee must be members of the graduate faculty with the endorsement to direct doctoral dissertations; others may be regular members.

### **DEFENSE OF THE DISSERTATION**

When the dissertation has been completed, the student should submit an unbound copy to each member of the research committee as the initial step in scheduling the defense of the dissertation. All members of the research committee will be expected to read the dissertation in its entirety before attending the defense. At this stage both the student and the committee members must extend certain courtesies to each other. It is the responsibility of the student to give the committee members sufficient time to read the dissertation without making unreasonable requests of them based upon University Graduate School time limitations, immediate job possibilities, contract renewal or some other reason. Similarly, committee members should not keep a student's work for inordinate periods of time because of the press of other duties. Once a faculty member assumes membership in a research committee, it becomes another part of his or her teaching assignment, comparable to conducting regularly scheduled classes.

After the committee members have read the dissertation, there should be direct communication (either in writing or orally) between the student's dissertation research committee chairperson and the other committee members about its readiness for defense. Readiness for defense, however, is not tantamount to acceptance of the dissertation; it means that the committee is ready to make a decision. The decision to hold a doctoral defense, moreover, is not entirely up to the research committee. If a student insists upon the right to a defense before the committee believes the dissertation is ready, that student does have the right to due process (i.e., to an oral defense) but exercises it at some risk.

Thirty days prior to the scheduled defense of the dissertation, the candidate must submit to the University Graduate School a one-page announcement of the final examination. This announcement must follow a format available in the University Graduate School's *Preparing Theses and Dissertations*, [www.indiana.edu/~preparing-theses-and-dissertations.php](http://www.indiana.edu/~preparing-theses-and-dissertations.php). The announcement contains, among other things, a summary of the dissertation (not less than 150 words), which is informative and contains a brief statement of the principal results and conclusions. The announcement must bear the signature of the research committee chair person. If the candidate has published any scholarly articles relevant to the topic of the dissertation, bibliographic references should be included in the summary. A copy of such announcements will be sent to other members of the graduate faculty in the Fairbanks School of Public Health and other schools who might like to attend.

Once the dissertation defense has been scheduled, the announced time and place of the defense must not be changed without the approval of the Dean of the Graduate School. Any member of the graduate faculty who wishes to attend the final examination is encouraged to do so; it is requested, however, that the faculty member notify the chairperson of the research committee in advance so that adequate space can be arranged. With the approval of the research committee and the consent of the candidate, other graduate students may attend the defense of the dissertation; normally such students will act as observers, not participants.

At the end of the oral defense of the candidate's research, the research committee must vote on the outcome of the defense. Four options are available to the committee: 1) pass, 2) conditional pass, 3) deferred decision, and 4) failure.

Further details about processes following the defense are presented in the Graduate School bulletin. Also, to prepare their dissertation for submission, the Fairbanks School of Public Health requires Health Policy and Management PhD students to follow the guidelines detailed in the University Graduate School's online guide,

### **REQUIRED FORMS**

For electronic copies of Health Policy and Management PhD forms, please contact Shawne Mathis, [snmathis@iu.edu](mailto:snmathis@iu.edu).

#### **FSPH PhD Forms:**

- Transfer of Credit
- Leave of Absence
- HPM PhD Readings Course (H751)
- HPM Doctoral Level Research Course (H752)

#### **IU Graduate School Forms:**

- Course Revalidation
- Advisory Committee
- Request for Change of Advisory Committee Members(S)
- PhD Minor
- Nomination to Candidacy
- Research Committee
- Request for Change of Research Committee Members(S)

**IU Richard M Fairbanks School of Public Health  
Health Policy and Management PhD Program**

***PROGRAM COMPETENCIES***

1. Demonstrate in-depth knowledge of the history, structure, and operation of health care systems domestically and internationally.
2. Understand and apply bioethical principles and theories and utilize them in research, policy and practice.
3. Design and conduct health policy and services research studies.
4. Access, manage and utilize administrative and other secondary data sources in research studies.
5. Prepare grant applications and manage research projects.
6. Analyze and evaluate policies and programs.
7. Utilize and report the results of advanced quantitative and qualitative data analysis.
8. Interpret and report the findings of original research for scholarly audiences.
9. Translate and apply findings from original and existing research in policy and practice.
10. Educate and train students and professionals about health policy and management.

# IU Richard M Fairbanks School of Public Health Health Policy and Management PhD Program

## *PROGRAM PLAN*

The Health Policy and Management PhD program consists of ninety (90) credit hours and can be completed on a full-time or part time basis. Students must complete the PhD courses within seven (7) years of matriculation into the program. After finishing their course work, students have up to seven (7) additional years to complete their dissertation. However, students must complete their coursework and dissertation within a ten year period. Those who do not complete the entire program within ten years must re-apply.

The Health Policy and Management PhD curriculum consists of the following:

- **Required Core Courses (36 credit hours):** Students must complete a core of 36 credit hours of required courses.
- **Methods Courses (9 credit hours):** Students are required to take 9 credit hours of methods courses.
- **Elective Courses (9 credit hours):** Students must take 9 credit hours of substantive elective courses.
- **Minor Area (12 credit hours):** Students must complete a PhD minor in an area related to a health and life science. The minor must contain a minimum of four graduate level courses (12 credit hours) in the chosen area and comply with the minor requirements of the respective department/unit.
- **Doctoral Research Seminars (4 credit hours):** Students will enroll in 4 doctoral research seminars; each seminar is 1 credit for a total of 4 credits.
- **Dissertation (20 credit hours, 16 dissertation credits and 4 dissertation proposal credits):** The remaining hours to equal 90 will be guided research dissertation hours.

Many students admitted to the Health Policy and Management PhD program will have recently completed an MPH program in Health Policy and Management or related area. These individuals will already have a solid academic preparation in Health Policy and Management and do not need to repeat those foundational courses, which will reduce their curriculum requirements.

## HPM PHD CURRICULUM REQUIREMENTS 2014-2015

Course	Course Number	Credits	Competencies
<b>Required Courses =36 credit hours**</b>			
US Health Care: Systems, Policies and Ethical Challenges	PBHL H501	3	1,2
Fundamentals of Epidemiology	PBHL E517	3	4,7
Ethics and Public Health	PBHL H641	3	2,1,6
Biostatistics for Public Health I	PBHL B551	3	3,4,7
Health Economics	PBHL H619	3	1,3,4
Introduction to Research Methods	PBHL S510	3	2, 8, 9
Biostatistics for Public Health II	PBHL B652	3	3,4,7
Health Policy and Program Management	PBHL H658	3	3,4,5,6,8
Seminar: Contemporary Health Policy/Management Challenges	PBHL H680	3	6,1
Workshop in Health Policy and Management	PBHL H740	3	6,7,9,1
Culture and Qualitative Methods	PBHL S615	3	3,4,7
Practicum in Health Policy and Management	PBHL H742	3	9,10,7,2
<b>Choose 3 Methods Elective Courses = 9 credit hours. Acceptable courses include:*</b>			
Management Science for Health Administration	PBHL H521	3	3,4,7
Application of Cost-Effectiveness Analysis in Public Health	PBHL H657	3	3,4,7
Comparative Effectiveness Research Methods	PBHL H681	3	3,4,5,6,7
Applied Spatial Statistics	GEOG G588	3	3,4,7
Qualitative Inquiry and Research Methods	NURS R610	3	3,4,7
Advanced Public Health Research Methods	PBHL E710	3	3,4,7
Instrumentation and Measurement	NURS R601	3	3,4,7
Applied Multivariate Analysis in Public Health	PBHL B653	3	3,4,7
Patient-Reported Health Outcomes	PBHL H620	3	3,4,7
Health Impact Assessment	PBHL H644	3	2,4,6,7,8
Survival Data Analysis	STATS 536	3	3,4,7
Design and Implementation of Observational Studies	PBHL E715	3	3,4,7
Analysis and Interpretation of Observational Studies	PBHL E720	3	3,4,7
<b>Choose 3 Courses from the Following List of Substantive Elective Courses = 9 credit hours*</b>			
Global Perspectives on Health Policy & Health Systems	PBHL H682	3	1,3,6
Grant Writing for Public Health	PBHL E606	3	
Developing Strategic Capability	PBHL H624	3	1,6,9
History of Public Health	PBHL H632	3	1,6
Ethical and Policy Issues in International Research	PHIL P555	3	2,1,6
Law and Public Health	PBHL H642	3	1,6
Foundations of Health Informatics	PBHL E635	3	1,6
Strategic Resource Management in Nursing and Health Systems	NURS D744	3	1,6,9
Leadership in Complex Systems	NURS D751	3	1,6,9
Doctoral Readings in Health Policy and Management	PBHL H751		Variable
Doctoral Topics in Health Policy and Management	PBHL H686	3	1,6
Doctoral Research in Health Policy and Management	PBHL H752	3	Variable
<b>Minor = 12 Credit Hours</b>	Variable	12	Variable
<b>Doctoral Research Seminars = 4 credit hours</b> (4 semesters of seminar @ 1 cr. hr. each = 4 cr. hrs.)	PBHL H755	3	7,8,9,10
Preparing for Academics in Public Health	PBHL S725	1	7,8,9,10
<b>Dissertation = 20 credit hours</b>			
Dissertation Proposal	PBHL H799	4	All
Dissertation Research	PBHL H800	16	All
<b>Total Number of Credit Hours = 90 Credit Hours</b>		<b>90</b>	

\*Students may take methods and substantive electives offered by other IUPUI departments with advisor approval.

\*\* Non MPH students must also take S505 Introduction to Public Health: Social and Behavioral Science and A505 Introduction to Public Health: Environmental Health

# Health Policy and Management PhD

## *COURSE PLANNING*

1. Students should begin by taking the required PhD courses (some are offered 3 times a year and some only once a year). Meet with faculty academic advisor at least once a semester during the first year. Then meet with academic advising committee to complete the work plan and then as needed.
2. Potential courses for transfer credits to fulfill required courses need to be reviewed as soon as possible.
3. After required classes are completed, schedule substantive electives and minor courses.
4. Minor courses are planned with a minor advisor.

## Health Policy and Management PhD Program

### *COURSE DESCRIPTIONS*

#### **Required Core Courses:**

<b>PBHL H501</b>	<b>U.S. Health Care: Systems, Policies, and Ethical Challenges</b> This 3 hour course addresses the study of health, illness and disease trajectories and the systemic components that mold the healthcare system. Ideological paradigms predicting utilization and health behaviors are addressed as are guidelines for ethical decision making/problem analysis. Formulation and implementation of organizational and governmental policies and their associate theoretical assumptions are addressed.
<b>PBHL E517</b>	<b>Fundamentals of Epidemiology</b> This course will introduce students to basic epidemiologic concepts including determinants of health and patterns of disease in populations, population health descriptive techniques, use of health indicators and secondary data sources. Students will gain an understanding of the role of epidemiology in developing prevention strategies and policy. Among the topics to be covered are measures of mortality and morbidity, design and analysis of observational studies, community health assessment and program evaluation.
<b>PBHL H641</b>	<b>Ethics and Public Health</b> This course is a rigorous examination of bioethical theory and practice. Stress is placed on moral and conceptual issues embedded in biomedical research, clinical practice, and social policy relating to the organization and delivery of health care.
<b>PBHL B551</b>	<b>Biostatistics for Public Health I</b> This 3 hour course introduces the basic principles and methods of data analysis in public health biostatistics. Emphasis is placed on public health examples as they relate to concepts such as sampling, study design, descriptive statistics, probability, statistical distributions, estimation, hypothesis testing, chi-square tests, t-tests, analysis of variance, linear regression and correlation.
<b>PBHL H619</b>	<b>Health Economics for Public Health Professionals</b> This 3 hour course examines the principles and application of economic analysis in the health field and the economist's approach to health care issues. Provides insights offered by economic analysis of specific health issues and problems.

**PBHL  
B652**

### **Biostatistics for Public Health II**

P: B551 This 3 hour course introduces the advanced principles and methods of data analysis in public health biostatistics. Emphasis is placed on public health examples as they relate to concepts such as: multiple regression, analysis of variance and covariance, logistic regression, nonparametric statistics, survival analysis, statistics used in epidemiology, and repeated measures analysis.

**PBHL  
S510**

### **Introduction to Research Methods**

This course examines fundamental research methods used in the field of public health. The focus is on understanding how community and clinical data are collected in scientifically valid methods and how study results are fairly interpreted. Students will learn how to critique published research to identify the strengths and limitations of the designs and approaches used, along with possible confounding factors and biases. Topics include components of research studies, including: justification for a research project, development of research questions, selection of cases and controls, sampling methods, quantitative and qualitative data gathering techniques, project management, and preparing data for analysis. Methods used to complete and interpret community-based needs assessments and program evaluation will be included.

**PBHL  
H658**

### **Methods in Health Services and Policy Research**

The broad topic for this course is health program evaluation. Topics we will cover during the semester include: evaluation standards and ethics; program theory; evaluation design; problems that arise in evaluation and how to address them; working with and communicating to stakeholders. A theme that will be addressed throughout the class is the intersection of program evaluation and politics, and we will be focusing specifically on the intersection between program evaluation and public policy at the end of the semester. We will also take some time at the end of the semester to discuss implementation science, a topic that is closely related to program evaluation. More often than not, evaluation is a complex process where researchers cannot implement strict controls in their designs. Therefore, my primary goal for this class is that you will gain an understanding of the issues affecting program evaluation in real-world contexts and how to address limitations that are imposed by factors that cannot be controlled for (e.g., resources, time, politics, ethical issues, logistics).

**PBHL  
H680**

### **Seminar in Contemporary Health Policy Challenges**

This course is designed to introduce students to the theory and methods of health policy analysis. Over the course of the semester, students will review contemporary health policy issues, and examine these controversies from different perspectives and using different methodological approaches.

**PBHL  
H740**

### **Workshop in Health Policy and Management**

**P:** Completion of All 500 and 600 Level Core Courses or Permission of the Instructor. This 3 hour course is designed to prepare students for the P742: Practicum in Health Policy and Management. Students will be assigned to work in small groups of two or three students with health policy makers in local or state government or in private or non-profit health care organizations on a policy issue chosen by the agency. Over the course of the semester, students will conduct background research on the topic and examine prior relevant policies. This background work will be shared and discussed with the sponsoring agency.

**PBHL  
H742**

**Practicum in Health Policy and Management**

**P:** Completion of H740: Workshop in Health Policy and Management and Permission of the Instructor. In this 3 hour course, students will continue to work on the policy issue identified by their sponsoring organization during the fall semester as part of the Workshop course. During this semester, students will take their background work into the field and work directly with the agencies in the development of policy proposals and, possibly, actual policy proposals. While the nature of the policy work will vary across agencies, the pedagogical objective of this field experience is for students to get hands on experience in translating research into policy and practice. Students will meet as a class every two to three weeks to discuss their work and challenges they are facing in their fieldwork.

**Methods Elective Courses:**

**PBHL  
H521**

**Management Science for Health Administration**

This 3 hour course is an introductory survey of management science. Emphasis is placed on the formulating of managerial problems using models from management science. Readings, lectures, and structured exercises are used to present the models and demonstrate their application.

**STAT  
536**

**Survival Data Analysis**

**P:** STAT 51700. This 3 hour course deals with modern statistical methods for analyzing time-to-event data. Background theory is provided, but the emphasis is on the applications and the interpretations of results. Provides coverage of survivorship functions and censoring patterns; parametric models and likelihood methods, special life-time distributions; nonparametric inference, life-tables, estimation of cumulative hazard functions, and the Kaplan-Meier estimator; one- and two-sample nonparametric tests for censored data; and semi-parametric proportional hazards regression, Cox Regression, parameters' estimation, stratification, model fitting strategies, and model interpretations. Heavy use of statistical software such as Splus and SAS is required.

**GEOG  
G588**

**Applied Spatial Statistics**

The objectives of this 3 hour course: To explore the foundations of spatial analysis (related mathematical and statistical theory) at a level and depth appropriate for someone aspiring to study higher-level environmental science and/or to become a professional environmental health scientist. To present an introduction to the field of topology, with an emphasis on those aspects of the subject that are basic to advanced spatial statistics. To introduce the student to what it means to do spatial statistics, as opposed to learning about spatial statistics or learning to do exercises. To help the student learn how to write spatial statistics text according to the standards of the profession. To develop competence in handling large multivariate spatial analysis e.g. analyzing EPA point source data and population health data.

**NURS  
R601**

**Instrumentation and Measurement**

**P:** NURS R603, R604, or faculty consent. This course provides an opportunity for the student to develop expertise in developing and testing the psychometric properties of an instrument to measure health-related phenomena. Content focuses on theoretical foundations of measurement, item construction, questionnaire design, and content analysis, item analysis, assessment of reliability and validity, accuracy and precision, and manuscript preparation to report psychometric properties.

**NURS  
R610**

**Qualitative Inquiry & Research Methods**

**P:** NURS R500, R603, or faculty consent. This 3 hour course that introduces students to the philosophical and methodological foundations of qualitative research in nursing. Students develop skills in understanding and critiquing health sciences research using qualitative designs and methods. Students acquire beginning skills in planning and conducting research in the qualitative paradigm.

**PBHL  
H620**

**Patient-Reported Health Outcomes**

This web-based course is evidence-based and focused on health outcomes research in contemporary health care. The different types of health outcomes assessment tools and their application in determining patient health status, changes in health status, and the effectiveness of health care interventions will be addressed. The course will focus on generic and specific health related outcomes assessment tools, looking at such issues as disease specific outcomes and patient satisfaction.

**PBHL  
S615**

**Culture and Qualitative Methods**

This course provides learning opportunities for public health graduate students to develop an understanding of culture and of how qualitative methods can be used to develop sensitivity to and understanding of cultural practices. Such cultural sensitivities and competencies are basic to effective program planning, implementation, service delivery, and program evaluation. This class will provide important knowledge and opportunities related to public health practice in a community setting comprised of a multicultural population with different health beliefs, values, behaviors and health care needs. By the end of the semester, the student will be able to define and distinguish the concepts of culture and traditions, acculturation and enculturation, traditionalism and modernism, and will be able to begin to identify how to build on cultural practices to develop interventions aimed at influencing health behaviors. Further, the student will have active experience in conducting qualitative research in a community setting, including skills in conducting windshield surveys, participant observations, key informant interviews, and focus groups.

**PBHL  
H644**

**Health Impact Assessment**

The goal of this course is to introduce students to the theoretical and practical aspects of health impact assessment (HIA) as a methodological tool in public health. HIA utilizes a variety of qualitative methods and tools designed to assess the potential health effects of a public policy, program, project, or initiative. While HIA is still an emerging practice in the United States, in Europe, Canada, and other areas of the world, the assessment of the public health impact of public decisions have been performed regularly to support policy decisions and promote conditions required for optimal health.

During the first part of the semester, students will learn the necessary steps to conduct an HIA, review national and international case studies, and discuss how findings may or may not impact policy making. During the second half of the course, students will work in teams with a local or state health department to examine the potential health impact of policy proposals in Indiana.

**PBHL  
B653**

**Applied Multivariate Analysis in Public Health**

**P:** B551 and B652. To assist students in the development of their quantitative analytic skills, this 3 hour course will focus on the application of select multivariate analytic strategies. Students will be exposed to the logic of multivariate data analysis as well as the strengths and weaknesses of different approaches. Students will learn how to apply these methods to real empirical data in both lab and outside exercises.

**PBHL  
H657**

**Application of Cost-Effectiveness Analysis in Public Health**

**P:** B551 and B652. Cost-effectiveness analysis is widely used in evaluating the performance of public health programs and policies. In this course, students will learn to frame the conceptual model, to collect and synthesize data regarding “cost” and “effectiveness”, to perform a cost-effectiveness analysis, and to form recommendations based on the analysis. Meta-analysis and various survey/interview techniques will be introduced as essential tools for data collection in cost-effectiveness analyses. Learning will be facilitated by numerous examples of the application of this popular method.

**PBHL  
H681**

**Comparative Effectiveness Research Methods**

This course introduces the range of methods and associated political and ethical issues related to comparative effectiveness research in health and medicine, with a particular focus on developing quantitative skills to the design, review and analysis of clinical trials (e.g. drugs, devices, clinical or behavioral strategies). Students will learn quantitative methodologies that can be utilized to synthesize a range of evidence regarding the benefits and harms of available choices for care, and will explore the potential and limitations of comparative effectiveness findings for policy and health care decision making.

**PBHL  
E710**

**Advanced Public Research Methods (3hrs)**

This course provides an intensive focus on the formative phases of health survey research. Topics covered will include sampling methodologies, questionnaire development, testing, revision, and administration, as well as topical discussion related to research ethics and real world challenges of research. Active learning will be emphasized through several exercises, as well as a research proposal based on students’ own research interests.

**PBHL  
E715**

**Design and Implementation of Observational Studies**

**P:** E517. This course examines fundamental aspects of designing and implementing observational epidemiology studies. The focus is on developing strategies to increase the validity of the study results by using techniques to control for possible confounding factors and biases. Topics include sampling methods, sensitivity, data weighting, standardization, selection of cases and controls, matching, data collection and project management.

**PBHL  
E720**

**Analysis and Interpretation of Observational Studies**

**P:** E715. This course examines fundamental aspects of analyzing data generated by observational epidemiology studies. The focus is on developing a solid understanding of contemporary analytical techniques to increase the validity of the study and control for possible confounding factors and biases.

**Substantive Electives:**

**PHIL  
P555**

**Ethical and Policy Issues in International Research**

This 3 hour course will examine the ethical and policy challenges associated with conducting international research. In addition to reviewing fundamental principles governing the ethical conduct of research, students will review how these principles are applied across different cultural contexts.

**PBHL  
H624**

**Developing Strategic Capability**

This course is an introduction to tools for strategic management and the complexities involved in determining long-term strategies in a health care environment. We will examine the dynamics of the competitive environment, how both the pace and direction of industry change is influenced by the resources, capabilities, and interactions of rival organizations.

**PBHL  
H632**

### **History of Public Health**

This 3 hour course surveys the history of public health from antiquity to the late twentieth century with the aim of providing students with an understanding of how history may inform present day challenges regarding the health of populations, including emerging infectious diseases; climate change; dislocation of populations from conflicts and natural disasters; malnutrition; and chronic diseases in aging populations. Using a chronological and thematic approach to history, students will learn of the origins, natural histories, and important determinants of the structure and function of modern systems of public health in the United States. The course will explore the complex interactions within populations of disease, science, social and cultural norms, moral/ethical values, economic and legal precepts, health professionals, institutions, and government in shaping the rate of adoption and diffusion of public health systems. The course will use a readings/discussion format with limited didactic teaching and an emphasis on active learning. Each week students will read 4-7 papers and be prepared to discuss them in class. Important goals of the course are to stimulate interest in the history of public health; to learn about the methods and tools used in historical research; and, to promote critical thinking and the exploration of ideas that may conflict with students' existing beliefs.

**PBHL  
E635**

### **Foundations of Health Informatics**

This 3 hour course examines the basic concepts of the design, evaluation, and use of interactive applications in health informatics. It is intended to provide students with a solid foundation on matters that impact health informatics, including intellectual property, privacy and confidentiality, information access and evaluation, systems selection and evaluation, health care terminology, health care economics, telemedicine, dental informatics, consumer health informatics and hospital information systems. It will also offer a practical overview of the emerging field of health informatics, including the history of the field, the various disciplines that are closely related to the field, the current state of the art in the field and the future possible directions for the field.

**PBHL  
S725**

### **Preparing for Academia in Public Health**

This course will prepare advanced graduate students for the roles and responsibilities they may assume as faculty members. Course content will include an overview of the higher education culture and faculty expectations for teaching, research and service.

**PBHL  
H642**

### **Law and Public Health**

This 3 hour course covers the law governing the practice of public health by state, local, and federal agencies, as well as health care professionals and institutions. Topics addressed include legal mandates on public health agencies, physicians, and other health practitioners regarding testing, reporting, and contact tracing with respect to specific diseases, as well as laws for the imposition of quarantine, civil commitment, and mandatory treatment. Also covered are public health aspects of the regulation of health care institutions, legal issues associated with risk assessment and cost benefit analysis, along with the environment.

**PBHL  
H682**

### **Global Perspectives on Health Policy and Health Systems**

This 3 hour course is designed to expand students' perspectives on health care through the in-depth study of select health care systems that are organizationally distinct from the U.S. health care system. Students also will learn how health policy and management research apply the comparative method in the study of health systems and health policy. Finally, students will explore health policy as a global challenge through a systematic discussion of international health policymaking and responses to health problems requiring global or regional nation-level cooperation.

**PBHL  
H686**

**Topics in Health Policy and Management**

This 3 hour variable topics course is used to offer students the opportunity to examine in-depth emergent topics in health policy and management. The topics will be approved by the health policy and management faculty and offered on as needed-basis.

**NURS  
D744**

**Strategic Resource Management in Nursing and Health Systems**

This 3 hour course addresses the design and execution of strategies to manage human and financial resources within complex health systems. The course has two central themes: (1) How to think systematically and strategically about managing an organization's human and financial assets, and (2) How to implement these strategies to achieve the organization's objectives.

**NURS  
D751**

**Advanced Topics in Nursing Science: Leadership in Complex Systems**

This 3 hour course involves the analysis and evaluation of theories and research that influence leadership in complex systems. Leadership is explored in the complex system domains of education, healthcare, research, informatics, and public policy. Internal and external sources of knowledge are evaluated and used to enhance leader behavior/s. Core competencies and strategies for leadership effectiveness are examined and evaluated.

**PBHL  
H751**

**Doctoral Readings in Health Policy and Management**

**P:** Consent of the Instructor. This course is a directed readings course. Students enrolling in this course will work with a faculty member to develop a specialized course of readings on a topic of interest to the student.

**PBHL  
H752**

**Doctoral-level Directed Research in Health Policy and Management**

This course is designed to allow PhD students the opportunity to explore research questions by collecting data or using existing data related to their field of study in Health Policy and Management. The study topic will be determined primarily by the PhD student under the direction of a faculty member with input from the student's concentration advisor. The PhD student is expected to work closely with the faculty member to develop the study protocol, obtain IRB approval if necessary, obtain the data and collect the planned data analysis. The time frame for completion and the nature of the study product will be determined by the PhD student, faculty member and advisor. Generally the product will be a manuscript for submission to an appropriate journal. The PhD student and faculty member will complete a written agreement, which outlines the scope of work for the semester. The concentration advisor will also sign this agreement.

**PBHL  
H755**

**Doctoral Research Seminar**

This course is designed to expose PhD students to a wide range of specific research topics and issues in Public Health. Seminar topics will be chosen by the Director of the PhD program with input from other faculty members. PhD students are expected to attend each seminar session, read assigned material, and participate in the seminar discussions. The PhD students may be asked to present their research projects during the seminar to obtain feedback and recommendations from the faculty and other students.

**PBHL  
H799**

**Dissertation Proposal**

This course will provide students with time to prepare for the qualifying examination and prepare for their dissertation prospectus. The prospectus includes information required by the IUPUI Graduate Office.

**PBHL**  
**H800**

**Dissertation**

The dissertation will be written on an original topic of research and presented as one of the final requirements for the PhD degree. The dissertation must be an original contribution to knowledge and of high scholarly merit. The candidate's research must reveal critical ability and powers of imagination and synthesis. The dissertation is written under the supervision of a research director and a research committee. The data used by the student may involve analysis of primary or secondary data.